

IMPORTANT PAYROLL REMINDERS – PLEASE REVIEW

It is the responsibility of each Supervisor/Manager in each department to notify their faculty and staff of the deadline dates.

Faculty and staff should enter time as it is worked/taken and not wait until the deadline to enter time. It is highly recommended that you, as the Supervisor/Manager require this of your Faculty and Staff. It is also recommended that you approve time on a weekly, if not daily, basis so that any issues can be resolved in a timely manner to avoid a rush request on the deadline date and potential pay error.

A report will be run at noon on the Supervisor/Manager deadline date. Any time not approved will be provided in an e-mail to that Supervisor/Manager, and their immediate Supervisor/Manager will be copied. If time is intentionally left unapproved please notify Elaine Vega prior to noon.

Do not “Push Back” or “Deny” time. These functions are not working properly and are not to be used. Employee should delete time and re-enter as appropriate.