

----- Original Message -----

**Subject:**Deadline for 12/28-1/10 Payroll

**Date:**Thu, 08 Jan 2009 10:55:39 -0700

**From:**Debra Shein <sheindeb@its.wnet.isu.edu>

**To:**All Time Approvers

**CC:**Marjanna Hulet <hulemarj@isu.edu>, Cali Bell <bellcali@isu.edu>

**Reminder: The deadline for the 12/18-1/10 payroll is Tuesday, January 13 at 11:59 p.m. All time must be submitted and approved by that time.**

Please make sure that your employees are informed about the proper way to report time for this pay period, and that their time is submitted to you far enough in advance of the due date for you to review and approve it. If you go into your **Time Approval** channel in advance of the due date and check the status of your employees' time sheets, you will be able to identify anyone who is tardy and take steps to remind them to get their time submitted.

Special instructions for this payroll were sent in an email to all employees. In addition, a link to them has been provided in BengalWeb in the "Time Entry Alerts" channel now found above the "Time Reporting" channel on the Employees tab. They can also be found at: <http://www.isu.edu/tigeri/training/howdoi/timereminders010709.html>.

Remember that you should always thoroughly review the time that is submitted to you. It is your responsibility to ensure that it is correct. Please review the earning codes definitions (<http://www.isu.edu/tigeri/training/webtime/Earnings.htm>) that have been provided, and make sure that your employees understand when to use which codes.

*We thank you for your cooperation and for the efforts you have made towards the successful implementation of the new system.*

Sincerely,

The Tigeri Project Team

[www.isu.edu/tigeri](http://www.isu.edu/tigeri)