

**Subject:** [Staffmemos] Important Reminders — Time Sheets for Dec. 28 - Jan. 10

**From:** Cali Bell <bellcali@isu.edu>

**Date:** Thu, 08 Jan 2009 07:01:25 -0700

**To:** staffmemos@isumm.isu.edu

Dear ISU Employees,

**Our first all-electronic payroll has now been completed. Thank you for your efforts and for all the fine teamwork that has made this possible!** Here are a few important things to keep in mind as you fill out your time sheets for the current pay period (if the items below don't appear to be displayed correctly, [click here](#) to see an online version):

**How to Report Time for Dec. 28-Jan. 2.** Follow the instructions for your job category given below.

<b>Classified</b>	<b>Dec. 28-Dec. 31</b>	<b>Jan. 1</b>	<b>Jan. 2</b>
If you did not work . . .	Enter hours of "Vacation Leave," "Comp Time Taken," or "Leave without Pay."	Enter nothing.	Enter hours of "Vacation Leave" or "Comp Time Taken."
If you were required to work <b>and your department received previous authorization from your area Vice President*</b> . . .	Enter nothing for regular hours worked.	Report hours as "Holiday Worked Accrue Comp Time" or "Holiday Worked Paid." Enter only actual hours worked.	Enter nothing for regular hours worked.
<b>Classified Exempt</b>	<b>Dec. 28-Dec. 31</b>	<b>Jan. 1</b>	<b>Jan. 2</b>
If you did not work...	Enter hours of "Vacation Leave," "Comp Time Taken," or "Leave without Pay."	Enter nothing.	Enter hours of "Vacation Leave" or "Comp Time Taken."
If you were required to work <b>and your department received previous authorization from your area Vice President*</b> . . .	Enter nothing for regular hours worked.	Report hours as "Holiday Worked Accrue Comp Time." Enter only actual hours worked.	Enter nothing for regular hours worked.
<b>Non-Classified &amp; 12-Month Faculty</b>		<b>Jan. 1</b>	<b>Jan. 2</b>
If you did not work . . .	Enter hours of "Vacation Leave" or "Leave without Pay."	Enter nothing.	Enter hours of "Vacation Leave" or "Holiday Comp Time Used".
If you were required to work <b>and your department received previous authorization from your area Vice President*</b> . . .	Enter nothing.	Enter nothing.	Enter nothing.
<b>Hourly</b>	<b>Dec. 28-Dec. 31</b>	<b>Jan. 1</b>	<b>Jan. 2</b>
If you did not work . . .	Enter nothing.	Enter nothing.	Enter nothing.
If you worked . . .	Enter hours as usual.	Enter hours as usual.	Enter hours as usual.
<b>9-, 10-, &amp; 11-Month Faculty Not Earning Vacation</b>			
Do not submit a time sheet for this pay period even if you were sick. Classes were not in session.			

**\* If Payroll does not have proof of authorization, hours reported during the week of Dec. 28 will be adjusted as**

appropriate.

No one will be reporting “No Exceptions” for this pay period except for Non-Classified staff who have worked all their regular hours (i.e., worked all days during the first week — with exception of Jan. 1 — with the appropriate approval, and all days during the second week). **Otherwise, your “No Exceptions” line should be BLANK.**

**If you entered any time or submitted your time sheet on Fri. 1/2, Sat. 1/3, or Sun. 1/4, your time may not have been recorded.** Please check your time sheet and re-record hours if necessary. We apologize for this inconvenience.

**Red Flag.** Some people have inquired about the red flag that appeared next to the link for the previous pay period. We left the link to this time sheet available so that you can review your entries and check to see what changes may have been made to correct for reporting errors. The red flag appears 3 days prior to the close of a pay period. It means that the pay period is about to be closed or has been closed, and no further entries may be made on the time sheet.

**What To Do About Hours Not Reported Before a Pay Period is Closed**

If you did not report some or all of your hours, record ALL makeup hours under the first Sunday (first date showing) of the time sheet for the NEXT pay period. If you normally work on Sunday, record your makeup hours under the first date on which you do not normally work. Be sure to add a detailed comment stating on which exact dates the hours should have been entered, and why they were not submitted on time.

**What To Do About Corrections That Must Be Made After a Pay Period is Closed**

If you did not record all or some of your hours, enter them as detailed above. If any other correction must be made (you entered hours under the wrong earning category, entered too many hours, etc.), send an email to Debbie Bloxham in Payroll [bloxdebb@isu.edu](mailto:bloxdebb@isu.edu) with a copy to your Time Approver stating what changes must be made and why.

To see sample time sheets and explanations of earning codes, go to: <http://www.isu.edu/tigeri/training/webtime/Earnings.htm>. **If you have questions about web time entry, or if you experience technical difficulties, please contact the IT Service Desk at 282-4357(help) or email [help@isu.edu](mailto:help@isu.edu).**

Sincerely,

The Tigeri Project Team  
[www.isu.edu/tigeri](http://www.isu.edu/tigeri)

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Staffmemos mailing list

<b>Part 1.2</b>	<b>Content-Type:</b> text/plain <b>Content-Encoding:</b> 7BIT
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