

Subject: [Staffmemos] Important Reminders - Time Sheet Jan. 11-24

From: Cali Bell <bellcali@isu.edu>

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To: staffmemos@isumm.isu.edu

Dear ISU Employees,

Thank you for all the efforts that helped to make our last payroll a success! Everyone did great; there were far fewer errors than the first time around.

Here are a few important things to keep in mind as you fill out your time sheet for the current pay period:

- ***Time for the current time sheet period (1/11-1/24) must be submitted and approved by Tuesday 1/27 at NOON — not midnight.*** Employees need to complete their web time entry by the deadlines their Time Approvers give them. Deadlines will be set in advance of the final time for approval to allow Time Approvers to thoroughly review entries and submit them to payroll.

Future due dates: Time will be submitted and approved by **noon** on Tuesday of the week after the close of the time sheet period. Employees will continue to complete their time entry by the deadlines their Time Approvers give them.

- ***Do not enter anything on your time sheet under Monday 1/19 unless you worked on the holiday.*** Classified and Classified Exempt employees who worked will enter “Holiday Worked”; otherwise, leave that date blank. The system knows which days are holidays.
- ***Unless you have leave or other exceptions (comp time, overtime) to report, you will enter “No Exceptions” for this pay period.*** Enter “1” under any one day on the “No Exceptions” line. **Do this once for the whole pay period (it’s once for the whole pay period, not once for each week).** To see sample time sheets and explanations of earning codes, go to:
<http://www.isu.edu/tigeri/training/webtime/Earnings.htm>.
- **Classified employees: Remember that you cannot use and accrue comp time in the same week.**
- If you had approval from your VP to work during the campus closure that occurred during the last payroll period, but your time sheet record was changed to delete hours worked during this time, contact Payroll at x.3058.

If you need additional assistance with web time entry, please review the online tutorials available at www.isu.edu/tigeri/training/webtime. Printable instructions and quick guides can also be found at that address. (Links to all of these are also provided in the “Help with HR/Payroll Channels” channel found on the “Employees” tab or the “How Do I” tab within BengalWeb.)

If you have additional 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.

Sincerely,

The Tigeri Project Team
www.isu.edu/tigeri

Staffmemos mailing list

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