

Subject: [Staffmemos] New Information for Current Payroll Period (Jan.25 -Feb.7)

From: Cali Bell <bellcali@isu.edu>

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To: staffmemos@isumm.isu.edu

Dear ISU Employees,

We have now entered Bi-Weekly Payroll Period 4. Please note that time approvals for this pay period (Jan. 25 – Feb. 7) must be completed by Tuesday, Feb. 10 at NOON. Time Approvers should establish a deadline for their employees to submit their time sheets that is **substantially in advance** of the approval deadline. This will allow Approvers adequate time to review time sheets and complete the Approval process.

Reminder from Payroll:

If you have more than one position, be sure to choose the time sheet for the correct position when entering your time. If you're not sure which to select, make sure to ask your supervisor for clarification. (Note for supervisors: If you don't feel you can answer with certainty, contact Payroll at x. 3010.)

Here's a guide that can help:

Your position title and number is displayed at the top of your electronic time sheet.

The number may have a leading character:

If the first character is W, this is a Work Study position.

If the first character is S, this is a Student position.

If the first character is T, this is a Temporary employee position.

If the position number begins with any numeral (1-9), it is a regular benefitted employee position (classified, non-classified, or faculty).

Sincerely,

The Tigeri Project Team

www.isu.edu/tigeri

Staffmemos mailing list

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