

Dear ISU Employees,

Please accept my apology, I inadvertently used the wrong date when time approvals must be completed. **Time approvals must be completed by Tuesday, March 10 at NOON**, NOT Wednesday, March 11. Otherwise, the message is correct.

Sincerely,
Cali Bell
Tigeri Communications

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

Subject:[Staffmemos] Important Information: Bi-Weekly Payroll Period 6 (February 22-March 7)

Date:Mon, 02 Mar 2009 08:33:11 -0700

From:Cali Bell <bellcali@isu.edu>

To:facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

Dear ISU Employees,

Bi-Weekly Payroll Period 6 (February 22 - March 7). Time approvals must be completed by Tuesday, March 11 at NOON.

A number of people have been asking how Proxies can view the time they must review when called to act instead of the regular Time Approver. The method for doing this is not immediately obvious, but it's really quite easy and is explained in "[How to Approve Time as a Proxy](#)" on the Tigeri Training & Support website.

If you are a Proxy, and if you haven't done so already, try this out now. It's important to verify that the person you may be approving time for has activated you as a Proxy and that your access is properly set up *before* you may be needed to approve time.

If you are a Time Approver, remember that except when you are unable to do so in cases of emergency, you need to notify your Proxy *in advance* if you will not be able to approve time for a particular pay period. You must have a Proxy set up and activated at all times in case someone must approve time in your absence. The responsibilities of Time Approvers are detailed in "[Guidelines for Time Approvers](#)," located on the Tigeri Training and support website. Instructions on "[How to Set Up & Activate a Proxy](#)" can also be found there.

Sincerely,

The Tigeri Project Team
www.isu.edu/tigeri