

Frequently Asked Questions

- What happens if I forget my User Name or Password?
 - *If you forget your User Name or Password, contact the Payroll Office at x2052*
- How do I look at previous pay periods to see what an employee worked or when vacation or sick time was used?
 - *To view previous pay periods on the main page where it says 'Time Period' click on the drop-down arrow and choose as appropriate.*
- What happens if I notice an error but have already approved the electronic time sheet?
 - *In the current pay period, if you have approved the time but forgot to enter something, contact Payroll to unlock it for you so you can go in and make changes and re-approve the time.*
 - *If an employee forgot to enter something but approved their time you can 'Remove Approval' so that the employee may go back and make the appropriate changes and approve again. This can be found in the 'Approval' dropdown.*
- What if I made a mistake last pay period?
 - *If you notice an error in a previous pay period please contact the Payroll Office at x2052*
- There are people in my list that I don't think I should be approving time for and/or there are people missing that I need to approve time for.
 - *Contact the Payroll Office immediately at x 2052 so that the appropriate changes can be made.*
- If an employee was out the last day of a pay period because he/she was sick, what happens?
 - *As a supervisor you can make changes to an employees time card. Any changes will be tracked through an audit trail so it will be visible who made a change. If you need to do this please remember to add a Comment about the change. **Adding a Comment:** simply click in the box that you made an edit to, click the drop-down arrow on 'Comment' (next to 'Approvals'), Click 'Add a Comment', select as appropriate and hit 'OK'; a tiny notepad will appear in the cell that you added the comment to.*
 - *If an employee will not be able to approve a time card due to unexpected absence as a Supervisor you are still able to approve their time worked.*
- I'm going on vacation, how can I make sure that my employees time is approved so they get paid?
 - *Contact the Payroll Office at x2052 to discuss.*
- What if I hire/terminate someone?
 - *As usual, with any change in an individuals employment an Action Notice must be completed and properly routed. Timeliness is key – if an Action Notice is not received that will result in missing employees or termed employees still showing as active.*