

From: Dean, Mark

Sent: Tuesday, January 07, 2014 2:26 PM

To: Barton County Campus; Fort Riley Campus

Subject: New procedures for leave and webtime entry submissions and approvals

Hi,

With a recent Banner upgrade, web leave reporting and web time entry now have separate employee and approver end dates and times. What does this mean? It means that

- employees using either web leave reporting or web time entry will need to submit their leave or timesheet in advance of the payroll deadlines, which will be the deadlines for approvers only; and
- if either an employee or an approver misses the deadline, the employee or approver will be locked out of the system.

For web leave reporting, the

- employee deadline will be by no later than 8:30 AM the day before the salaried payroll turn-in date; and
- approver deadline will be by no later than 8:30 AM on the salaried payroll turn-in date.

This does not mean that supervisors cannot ask their salaried employees to submit their leave reports in advance of this deadline. E.g., by the first of the month following the leave usage month. We highly suggest that as a supervisor you require your individuals to submit their leave reports in advance to ensure that you have time to approve them before the lockout deadline.

For web time entry, the

- employee deadline will be by no later than 12:00 PM the day before the hourly payroll turn-in date; and
- approver deadline will be by no later than 8:30 AM on the hourly payroll turn-in date.

There will be a few months where this deadline will be stepped up in order for HR staff to have sufficient time to process payroll. Please refer to the payroll notices sent out by HR for potential changes in these deadlines.

If you have any questions regarding these new procedures, please contact Julie.

Thanks,
Mark