

Updated 10/24/03:

Please make sure your employees enter their time worked each day – on the day they worked. Employees should get into the habit of logging their Punch Time just before leaving work for the day. Why? A process is run every night called Time Administrator. It checks for errors and if none, allows the time to be presented for approval. If the errors are not cleared, the employee will not get paid for the day or days.

Please do not approve time every day. Once approved it cannot be undone. In addition, approving time daily creates a single transaction for each approval. Too many transactions will exceed the PeopleSoft limit and the employee will not get paid for those transactions that exceeded the limit.

Approvals should be done every Monday morning. Please be aware, if a student enters time on Monday morning, for work prior to that day, you will not see it for approval until Time Administrator runs – normally at 10 am. Time Administrator can take over three and one-half hours to complete. This is one of many reasons why employees must enter their time on the day they work. Employees must not wait until the end of the week to enter time.