Process Flowchart

Employee enters secured web site throughout the pay period

E-mail reminder to Employees from Payroll

Employee opens new Time Entry form at the beginning of the pay period

Employee re-opens time sheet form to enter hours or make corrections (Pay period ends Saturday 12 am)

Sign-in each work day

Employee enters hours worked

Employee submits record to Approver
At end of pay period

E-mail reminder to Employees from Payroll

Approver submits record to Payroll
By Monday at 11 a.m. or due date established on pay schedule

Approver returns record to Employee for correction
Before Monday at 10 am

Employee hours are posted on payroll system. Pay period closed.