Welcome!!!!!!

Quarterly HRMS Users Group Meeting

April 22, 2016
Purpose

- Meet the Subject Matter Experts
- Demystify Processes & Procedures
- Educate & Inform
- Open Dialogue
Meetings Should Be:

- Interactive
- Informative
- Educational
Agenda

■ Introductions
■ Windows 10/Java Issues
■ OneUSG Project
■ I-9 Management System
■ Work Number Implementation
■ Retirement Rates for FY 2017
■ FMLA Update
■ FY 2017 Rehired Retiree Certifications
■ Affordable Care Act Update
■ Winter Break Update
■ Paper Timesheet Updates
Agenda (continued)

- Work Study Mass Terminations
- Faculty Contracts
- Spring Terminations
- Summer Faculty Payrolls
- Summer Payroll Deadlines
- MFE Dates for Email Provisioning
- Common eTime Errors
- Finance & Administration Assistance
- Assistance
- Q & A
Introduction of Panel
Portal Access – Continuous Request for Activation Code

- Please make sure your “Delete browsing history on exit” is unchecked in your Internet Options, or you will be prompted by an activation code each day. This can be located via path: Tools>Internet Options>General Tab.
EV5 Access – Code is showing on the screen

- Please make sure you update your “Compatibility View Setting” before you select the Human Resources tab.
- Select the **Tools** tab on the internet browser menu.
- Select **COMPATIBILITY VIEW SETTINGS**. The below box will appear.
- In the **Add this website box**, type “adp.com”.
- Next, select the **add button**. This will input adp.com into the “Websites you’ve added to Compatibility view” box. Make sure the checkboxes are selected as shown below, next select **Close**.
eTime Java Issues with Banner access

- Employees that use Banner and the eTime supervisor link in Portal, your system is showing a red error message. Submit a request through the GSU Helpdesk to have the Legacy Java Application Folder installed on your desktop.
- This folder has a ADP link that will allow you to log into ADP portal and use the java compatible with the eTime system.
OneUSG
Note: Institution order and transition date subject to change. The timeline above is an illustration.
Note: Institution order and transition date subject to change. The timeline above is an illustration.
How will it work?

1. New hire completes Section 1 with electronic signature
2. I-9 is stored in a pending state
3. Documentation is presented and verified
4. Administrator completes Section 2 with electronic signature
5. Completed I-9 is electronically stored
Step 1: Go to: www.new19.com

Step 2: Enter GSU’s five-digit Employer Code 17941

Step 3: Complete Section 1

After successfully logging in, the employee is presented with a page that resembles Section 1 of Form I-9. The employee MUST complete the form without error before continuing to the next step. Some of the fields in Section 1 are required and some are optional. For example, fields such as first and last names, address, date of birth, SSN, and citizenship/immigration status are required. Fields such as middle initial, other names used, apartment number, e-mail address, and telephone number are optional.
Step 4: Employee Electronic Signature

After the Preparer and/or Translator electronically signs Form I-9 or if the Preparer and/or Translator block is blank, the employee MUST electronically sign Form I-9. The employee MUST review the information at the top of the electronic signature page to make sure it is correct. The electronic signature is a simple process. First, click the checkbox to indicate the employee has read, understands, and agrees with the perjury statement. Next, enter the information required, if applicable, and click the Continue button to complete the electronic signature.

Step 5: Employee Receipt

The Thank You page is the employee’s receipt and provides instructions for the employee to correct a mistake on their Form I-9. The electronic Form I-9 rule published by Immigration and Customs Enforcement (ICE) in the Federal Register requires the employer to provide the employee a receipt for the completion of Section 1, if requested by the employee. Completing a new Form I-9 will replace the old one, provided the SSN is the same on both Pending I-9s.

The Thank You page includes a time and date stamp indicating when Section 1 was electronically signed by the employee. The employee’s SSN, if entered, is masked to prevent identity theft if the receipt is printed on a shared printer and picked up by mistake or if the employee misplaces the receipt.

The Thank You page also includes the list of acceptable documents that pertain to the employee based on the citizenship/immigration status the employee attested to in Section 1 of Form I-9. The employee MUST prove their identity and employment eligibility to work in the United States by presenting:

  a) One document from List A, OR
  b) One document from List B AND one document from List C.

The Payroll, Benefits and HRIS Office WILL inspect the employee’s **original** documentation and complete Section 2 to finish Form I-9. This means the employee will need to bring the documents to our office to complete the Form I-9 process. Printing the Thank You page serves as a reminder to the employee to bring their documents with them. **This must be done on or before their first day of work.** Now, the employee should close the browser or click the Logout button.

**Note:**

THINGS TO REMEMBER

- All Offer Letters MUST Include I-9 Link
- ALL Employees MUST Complete Section 1 On or Before First Date of Hire
- All Employees MUST Present I-9 Documents Within 3 Days of Hire to Payroll, Benefits, and HRIS
- Noncompliance Could Affect Federal Funding
EQUIFAX I-9 VERIFICATIONS/QUESTIONS

• Felecia Donald (fdonald@gsu.edu)
  • (404)413-3336

• Corey Givens (cgivens3@gsu.edu)
  • (404)413-3328
THINGS TO REMEMBER

• All Offer Letters MUST Include I-9 Link

• ALL Employees MUST Complete Section 1 On or Before First Date of Hire

• All Employees MUST Present I-9 Documents Within 3 Days of Hire to Payroll, Benefits, and HRIS

Noncompliance Could Affect Federal Funding

---

This image represents the functionality of The Work Number – How it works. It illustrates the process of providing and requesting data, resulting in benefits for employees. Key points include:

- **Provides Data**: The Work Number
- **Requests Data**: Credentialed Verifiers
- Employees receive benefits with no cost to the employee, and easy-to-access and timely verifications available 24/7.
- **Purpose**: Verifiers must provide permissible purpose to verify employment and/or income.
EMPLOYMENT VERIFICATIONS

- Felecia Donald (fdonald@gsu.edu)
- Corey Givens (cgivens3@gsu.edu)
- Richard Blanks (rblanks@gsu.edu)
- Kristen Isaac (Verbal Verifications)
  - (404)413-3302
- Fax Number – (404) 413-3338
SEPARATION NOTICES

• Felecia Donald (fdonald@gsu.edu)
  • (404)413-3336

• Corey Givens (cgivens3@gsu.edu)
  • (404)413-3328
TERMINATION LETTERS

- Felecia Donald (fdonald@gsu.edu)
Teachers Retirement System

- ORP Contribution Rates Effective January 1, 2017 (No Change)
  - 9.24% Employer
  - 6.00% Employee

- TRS Contribution Rates Effective July 1, 2016 (No Change)
  - 14.27% Employer
  - 6.00% Employee
Family and Medical Leave Act Updates

- Audit of Open FMLA Files
  - Atlanta & Perimeter College Campuses

- New Designation Notice

- Checklist for Employees & Supervisors

- Assistant Director of FMLA & ADA
FY 2017 Rehired Retiree Certifications

- TRS Requires Annual Certification of all Rehired Retirees
  - Forms Should be Turned into the Benefits Office

- [http://www.trsga.com/downloadForms/return_to_work_911.pdf](http://www.trsga.com/downloadForms/return_to_work_911.pdf)
Affordable Care Act

- USG Audit & Compliance Review
  - USG in Compliance
  - GSU in Compliance
    - Potential Fines - > $1 Million
Affordable Care Act

- ACAMP Implementation
  - April 2016

- Individuals Nearing 1,300 Hour Max

- Individuals Averaging 30+ Hours During Lookback Period
Affordable Care Act

- **Graduate Assistants**
  - Associate Provost for Graduate Studies
    - Pre-Populate Timecards With 20 Hours Per Week
    - Graduate Students Do **NOT** Have To Approve Timecards
    - Supervisors/PIs Do **NOT** Have to Approve Timecards
    - Email Address for Reporting Additional Hours Worked
Affordable Care Act

- Workshops
- eTime Training
- Compliance Reviews
- Eligibility & Election/Refusal
Winter Break Update

- GSU Closed December 19, 2016 to January 1, 2017
  - December 19, 2016 to December 23, 2016 – Holiday
  - December 26 – 29, 2016 – Vacation
  - December 31, 2016 – Holiday

- Employees can only Borrow 1 Month’s Leave (10/12/14 Hours)
# Official 2016 Historical Edits Timesheet for Regular Non-Exempt Staff

Elapse is the official time record. The Historical Edits Timesheet is to be used only for an exception basis.

## Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For Sponsored Use Only**

I certify that the hours recorded have been verified and are accurate. The above hours represent the correct number of hours worked by the employee against the below categories. The times are not to be edited and should be reviewed for accuracy.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Print Clearly**

Approved 01/2016 - 12/2016
Things to Remember

- Timesheet must be Pre-Populated
  - No Longer Accepting Handwritten

- Individual Signing Timesheet Must be Supervisor in eTime

- GSU MUST Eliminate the Receipt of Timesheets by September 2016
Work Study Mass Termination

- All Work Study Students Terminated July 25th
PantherWorks Study
Mass Termination

- All PantherWorks Work Study
  Students Terminated July 25th
Faculty Contracts

**Timeline**

- Title Changes/Promotions – March
- Budget Load – April
- Budget Approval – May
- Distribute to Colleges – May
Spring Terminations

- **Summer Premiums**
  - Insurance premiums for June and July are pre-paid during Spring semester. The total premiums for June and July are divided by five and then added to the monthly deductions on the January through May paychecks.
  - Pre-paid premiums will be refunded.
Spring Terminations

Academic Faculty – When do Benefits End?

- Coverage will end retroactive to the month in which employment ends.
- If employment ends after Spring semester, coverage will end May 31st and pre-paid premiums for June and July will be refunded to employee.
- If employment ends after Maymester, coverage will end June 30th and pre-paid premiums for July will be refunded to employee.
- If employment ends after Summer semester, the default is that coverage will end August 31st and premiums for August will need to be collected. If preferred, employee can choose July 31st. Employee would need to notify the Benefits Office by **July 15th**.
- Terminated employees have the opportunity to enroll in COBRA to continue their medical, dental, or vision benefits.
Faculty Termination Dates

- Spring Semester – May 8, 2016
- Maymester – June 8, 2016
- Summer Semester – August 3, 2016
Summer Faculty Payrolls

- PPGRA will be used for Temporary Part-Time Instructors & Graduate Assistants
- PAF’s will be used for Regular Part-Time Instructors
- Additional Pay Panels will be used for Faculty
  - Spreadsheet Load Preferred
- Charges post to the Fiscal Year in which Paid
- Deadlines and Pay Dates Distributed in March
Summer Payroll Deadlines

- **June**
  - PPGRA Closes June 6th for Maymester PTI’s
  - Maymester/Summer Spreadsheet Due June 6th
  - PPGRA Closes June 17th for PTI’s & GRA’s for Summer
  - Summer Spreadsheet Due June 17th

- **July**
  - PPGRA Closes July 18th for PTI’s & GRA’s

- **August**
  - PPGRA Closes August 17th for GRA’s
MFE Dates for Email Provisioning

- Use Current Date When Adding to MFE
- Use Appointment Begin Date on ePAF
eTime Helpful Hints

- **eTime Approval Dates**

  - Unless Advertised in Advance,
    - Bi-Weekly – 9 am Monday After end of Pay Period
    - Monthly – 5th Working Day of the Following Month
Common eTime Errors

- Employees/Supervisors Editing Scheduled Hours
  - If an employee works more than 5 hours, the Scheduled Lunch will automatically deduct

- Employees Including Lunch Breaks in Time Off
Common eTime Errors

- Employees Using eTime to Record Hours Worked & Turning in Time Sheets for Same Hours

- Employees not Transferring Time to Correct SpeedType(s)/Supervisor(s)
## Common eTime Errors

- **Time Cards with Missed Punches**

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 301</td>
<td></td>
<td></td>
<td>2:00PM</td>
<td></td>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 302</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2:00PM</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Wed 303</td>
<td></td>
<td></td>
<td>2:00PM</td>
<td></td>
<td>7:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 304</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7:00PM</td>
<td>7:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Fri 305</td>
<td></td>
<td></td>
<td>8:00AM</td>
<td></td>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 306</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00AM</td>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14.00</td>
</tr>
<tr>
<td>Sun 307</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00AM</td>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td>Mon 308</td>
<td></td>
<td></td>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 309</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 3010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 3011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 3012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS & SCHEDULE**

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10100101</td>
<td>REGULAR</td>
<td>20.00</td>
</tr>
</tbody>
</table>

### eTime Errors Summary

- Missed punches on Mon 301, Tue 302, Thu 304, Fri 305, Sat 306, Sun 307, Tue 309, Wed 3010, Thu 3011, Fri 3012.
Common eTime Errors

- **Time Cards with Missed Punches**

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>H</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 3/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 3/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 3/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 3/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 3/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 3/16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 3/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 3/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 3/19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 3/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 3/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 3/22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 3/23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 3/24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS & SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>StartTime</th>
<th>EndTime</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 3/19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 3/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 3/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 3/22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Common eTime Errors

- **Time Cards with Missed Punches**

## Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 321</td>
<td></td>
<td></td>
<td>10:00 AM</td>
<td></td>
<td>11:15 AM</td>
<td></td>
<td>12:45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 322</td>
<td></td>
<td></td>
<td>8:45 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 323</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 324</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 325</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 326</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 327</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 328</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 329</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 330</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 331</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Totals & Schedule

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td></td>
<td></td>
<td>Sat 319</td>
<td>12:45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>234</td>
<td></td>
<td></td>
<td>Sun 320</td>
<td>12:45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>345</td>
<td></td>
<td></td>
<td>Mon 321</td>
<td>12:45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456</td>
<td></td>
<td></td>
<td>Tue 322</td>
<td>12:45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>567</td>
<td></td>
<td></td>
<td>Wed 323</td>
<td>12:45</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other eTime Helpful Hints

- **Report of Absence with Historical Edits**
  - Should be turned in by the 10th of the following month
  - Should include **ALL** Leave Taken for the month being corrected

- **Timesheets with Historical Edits**
  - Should be turned in as soon as an error is discovered
  - Should include **ALL** Activity for the Pay Period
Other eTime Helpful Hints

- Missed Punches Email
  - Review the Timecard
  - You will not see the Missed Punches
  - If Corrections are Necessary, Historical Timesheet Must be Submitted
Finance & Administration Assistance

- Financial Workshops
- Training
- Report Development
Assistance

- Meetings with Colleges
- Overpayments
- New Hires
- Student Assistants/Temporary Employees
Questions & Answers
Thanks for Coming!!!!!!!