

HELPFUL HINTS FOR MANAGERS: HOW TO AVOID MAKING PAYROLL ADJUSTMENTS

PAYROLL DEADLINES

Be aware of the Payroll closing dates, in particular the time entry deadlines. Payroll calendars are posted at all of the shops, on [PeoplesPlace](#), and [ADP](#). Early payroll closings are also identified on the [My Payroll](#) page under Payroll Processing and Calendars.

ACCOUNTING DEADLINES

Be aware of month end closings. In addition to the payroll time entry deadlines, all time for union and non-union employees must be entered by the last day of each month. An email reminder is sent to all non-union employees several days before the end of each month, making them aware of the month end closing date. Remind union employees that they must complete their time in TimeTrack by the end of each and every business day.

EMERGENCY CALL OUTS/OVERTIME

Remind employees that when they are called out during the night/over the weekend or work overtime, they are required to complete their time in TimeTrack the following morning or the morning of the next business day. If necessary, have the employee call their time in and the supervisor can fill out the time in TimeTrack.

EMPLOYEES ON VACATION

Vacation is usually scheduled in advance, so the employees should submit their time off in TimeTrack ahead of time (if using Time Off Request). When an employee is on vacation and has not submitted a Time Off Request, the supervisor can complete the request in TimeTrack.

EMPLOYEES ON SICK LEAVE

When an employee is out sick, the supervisor should be the first to know. The employee should submit his or her time off in TimeTrack as soon as possible, or the supervisor should fill out their time in TimeTrack on behalf of the employee.

EMPLOYEE POSITION CHANGES

An [Employee Change Form](#) must be completed immediately when an employee changes from one position to another. The form should be received in Payroll before the end of the pay period during which the change is effective.

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EMPLOYEE UPGRADES

When an employee is upgraded for the day, make sure the employee has included the upgrade in TimeTrack.

STANDBY DUTY

When an employee is on Standby Duty, make sure they include that in TimeTrack (even if they are not called out) in order to receive the appropriate pay.

WBS ELEMENT

Make sure employees have the correct WBS Elements in TimeTrack. Please contact Sylvia Werner if you are unsure of the correct WBS Element an employee should be using.

SUPERVISOR SIGN OFF

Be sure to double check TimeTrack prior to approving. Supervisors are the most familiar with an employee's work schedule, so take a few minutes to ensure the information is accurate and inclusive of what the employee worked. This will save everyone additional time in the end.