

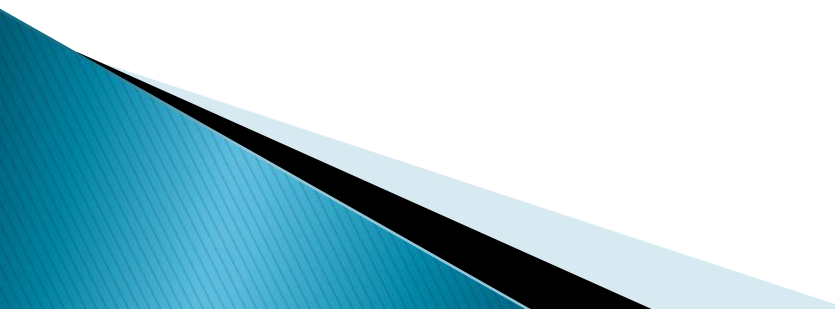
Student Web Time Entry

Payroll Deadlines and Procedures


Student Deadlines

- ▶ Students can enter their time daily or all at once. The student entry deadline is the 25th of each month.
- ▶ During this time if the manager reviews and rejects time, the student can still correct it themselves.

Manager Deadlines

- ▶ The management approval deadline is at midnight, 10 days after the pay period ends. This falls on the 30th except in February, it falls on March 2nd.
 - ▶ It is suggested that managers start reviewing time entered before the 25th. Time that is reviewed and rejected before midnight on the 25th can still be corrected by the student.
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Procedures for Rejected Time

- ▶ Rejected time does not get automatically removed. It has to be manually removed by the student by the 25th. If it is not removed, Datatel will still pay the student.
 - ▶ Time rejected after the 25th due to a disagreement of hours, can be modified by the manager until midnight on the 30th. Hours rejected and not corrected by the 30th, must be corrected by Payroll. Send Payroll an email stating the reason for rejection and how to proceed. For example, do you want the hours deleted or corrected.
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Procedures Continued

- ▶ When disputed hours are deleted, have the student complete a pay claim with the correct hours. Forward the claim to Payroll by the 1st of the month.
 - ▶ If you have further questions, call Lisa Latt at ext. 6538. I will update the manual as needed and notify everyone when changes are made.
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