

ATTENTION
ALL HOURLY PAID
EMPLOYEES
STAFF & STUDENTS

With the implementation of the new banner upgrades all time sheets will be locked at 11:59pm on the day after timesheet submittals are due. At this time all time sheets not opened or submitted will become unavailable to be processed electronically by the employee. If this deadline is missed, the employee must fill out a paper time sheet (*available on the payroll web site*), take the completed time sheet to their supervisor for approval and then walk the approved time sheet to the Payroll Department prior to the approver's deadline.

Approvers will be able to access those time sheets submitted and should approve these time sheets no later than the date indicated on the approval message.

This action will be effective for the pay period ending 18 September 2009.

FOR STUDENTS ONLY: Should you need to turn in a paper time sheet you will need to put the hours worked for each day as well as your start and end times for the day. Time sheets will not be considered complete without this information. Incomplete time sheets will not be accepted for processing.

Should you have any further question please contact us.

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