

As a manager and an eTime approver, you have a great responsibility in approving your employee's time. Human Resources highly recommends that you hold a staff meeting to discuss the new ADP payroll system as well as your expectations with this new system.

Here are some key points that you will want to highlight during your staff meeting:

1. Share your expectations on when you want your employees to request leave.

- a. For example, do you want your employees to request leave 1 -2 weeks in advance, 24 hours, or 2 days in advance. This is a decision made by the supervisor. However, a supervisor must remain fair and consistent.
- b. Make sure you clearly communicate your expectations.
- c. A supervisor must ensure that the absence will not interrupt the workflow expectations.

2. Communicate to your employees the location of the computer stations that you want your student workers and casual labor employees to utilize when they punch in and out.

- a. As a supervisor, you need to remain in control and detour time keeping abuse. You need to be firm and designate the computer stations that your casual labor and student workers will use to punch in and out.
- b. If you suspect your workers are punching in and out at an unauthorized location, please contact IT Services. IT Services will be able to run a report identifying the IP addresses that your employee utilized.

3. Communicate to your employees the importance of registering for Employee Self Service.

- a. In order for all employees to be paid, they must register for Employee Self Service. Please encourage your employees to register for Employee Self Service.
- b. Instructions are available on the HR webpage
<http://www.ccg.edu/faculty/HumanResources/EmployeeSelfService/>

- 4. Communicate to your employees the importance of updating all of their personal information (address, emergency contacts, phone numbers etc...) in Employee Self Service.**
 - a. Communicate to your employees that their mailing address has been updated in the Employee Self Service portal. Ask employees to log into the system and verify that their address and email address was correctly updated.
 - b. Ask employees to keep all of their personal information and emergency contacts updated in the Employee Self Service portal.

- 5. Clearly communicate to your non-exempt and exempt employees when (day and time) you want them to approve their time for the current pay period.**
 - a. Share with your employees a deadline for approving their time, prior to you approving it.
 - b. You may not want your employees to wait until the last day (bi-weekly or monthly) to approve or enter their time or leave taken.
 - c. It is the employee's responsibility to approve their own time first (time clock and time stamp employees do approve their own time).
 - d. Remember, all time cards must be approved by the Time Card Approver by 9:00 AM the Monday following the pay period end.

- 6. Inform your exempt and nonexempt employees that repetitive failure to approve their time will lead to disciplinary action.**
 - a. It is not the approver's responsibility to approve their employee's time card on a continuous basis for the employee.
 - b. An employee is responsible to approve their own time card, prior to their supervisor.
 - c. Failure to approve their time will result in the employee not being paid and disciplinary action.

- 7. Inform your casual labor and student workers that repetitive failure to consistently punch in and out will lead to disciplinary action.**

- a. It is the student's and casual labor employee's responsibility to punch in and out for the time they have worked.
 - b. If an employee fails to do this, a supervisor needs to counsel the employee. If this problem persists, disciplinary action will follow.
- 8. Tell your employees that if they punch in or out for someone else that both parties will be terminated.**
- a. Clocking in or punching out for another employee will not be tolerated.
 - b. This is falsification of identity and considered a form of theft. Both employees will be terminated.

Management Tips

- Be fair and consistent when approving your employee's time-off requests.
- Do not forget to reconcile an employee's missed punch.
- Do not forget to approve your employee's time each pay period.