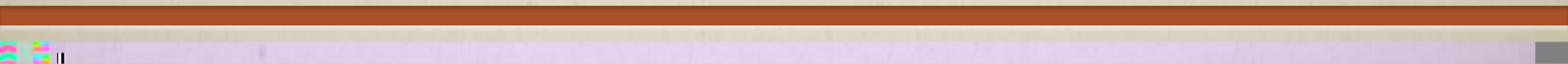


PAYROLL



NEW: JOB TERMINATION PROCESS

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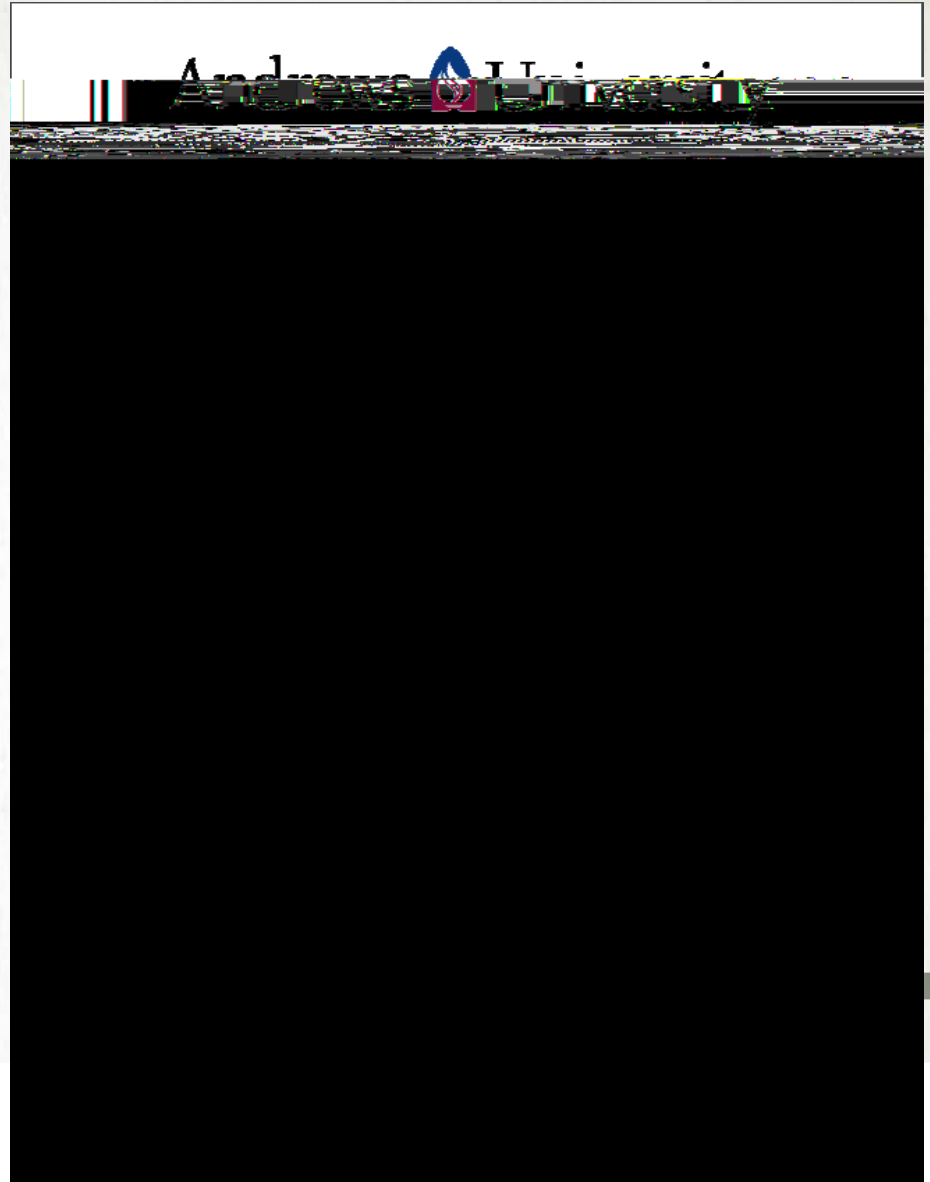
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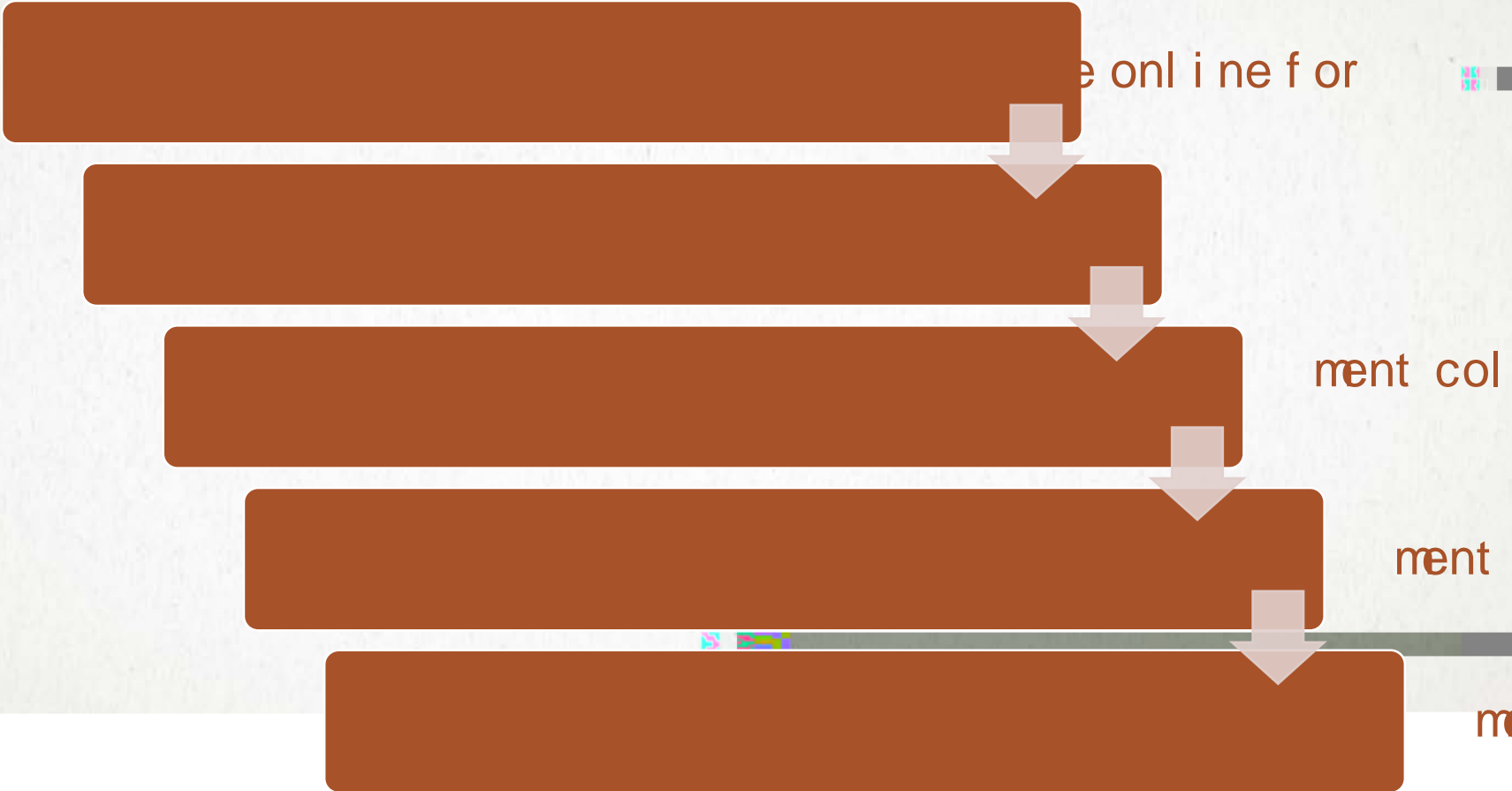
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!! NEW PAPERWORK !!

ONE-TIME PAY FORM



TIMELINE FOR PROCESSING PAPERWORK: 2-WEEK ALLOWANCE



WORKED TIME

Current Time	Late Time
<p>Cur w</p> <p>The time w p</p> <p>Please r p</p> <p>Dead line for Monday at 1PM</p>	<p>The p w not submitted on the time book</p> <p>Send an email to <u>p</u> or ASPCRI please include name, ID, and total hour</p> <p>Please do the following</p> <p>Dead line for - p ay w</p> <p>Please be sur minimum</p>

TIME FRAUD (PER WAGE & HOUR LAW)

- **Unapproved/unreported Time**

- Work on time clock but not approved or reported **MUST BE** approved.

- **Deleting Time**

- If an employee **CANNOT** delete time.

- **Moving Time**

- Time must be reported **DO NOT** move time to another day.



LEAVE TIME – HOURLY EMPLOYEES

Paid Leave	Long-Term Sick Leave
<p>Paid leave bank consists of:</p> <ul style="list-style-type: none">• Personal• Short-term• Vacation• Holidays <p>May only be usedw</p>	



LEAVE TIME - SALARIED EMPLOYEES

- Start
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as taken.



EMPLOYEE DASHBOARD

