Human Resources

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Memo

To: Workship or Workstudy employees and Supervisors

From: Lee Vardaman, Sr. Director of Human Resources

Date: September 11, 2008

Re: Online Timecard for Workship and Workstudy

Effective Monday, September 15, 2008, all Workship and Workstudy employees must begin using the online timecard system available through Trojan Web Express to enter and submit their timecards. Step-by-step instructions on the use of the system may be found on the Payroll webpage in the Human Resources section of the University website, www.troy.edu/humanresources/payroll.html.   Workship and Workstudy employees are considered to work a variable schedule and should follow the directions for variable work schedule employees. This process replaces paper timecards for Workship and Workstudy employees. Final paper timecards for this category of employees should be submitted for the pay period ending September 13, 2008. Following this pay period, no paper timecards should be submitted to Payroll for Workship and Workstudy employees.

As the instructions found on the Payroll webpage indicate, online timecards must be submitted by Workship or Workstudy employees no later than 11:59pm on the final day of the pay period. Employees should check with their supervisor to determine the appropriate time to enter work hours into the online timecard prior to the pay period closing. Supervisors must approve submitted time cards by 12:00pm, noon, on the Monday following the end of a pay period. **If timecards are not approved and submitted electronically during the allotted time period, employees will not receive payment when the scheduled payroll is processed.** While missed timecards can be submitted during the subsequent pay period, payment for both pay periods will only be made at the end of the second pay period. This will result in a two week delay in receiving payment for the delayed timecard.

When a Workship or Workstudy employee submits a timecard, the primary supervisor will receive an email informing the supervisor that the timecard is awaiting review and approval. If the primary supervisor is not available, the Workship or Workstudy employee should notify the secondary supervisor of the need to approve the timecard. The secondary supervisor can review and approve timecards for the primary supervisor in such cases. The secondary supervisor will not receive an automatic email from Datatel notifying him/her of the need to approve timecards for the primary supervisor. It is the Workship or Workstudy employee's responsibility to make sure the secondary supervisor is informed of the need to review his/her timecard.

If you have questions regarding the online timecard system, please check with your immediate supervisor. If your supervisor is unable to answer your questions, he/she should contact Payroll for assistance.