What’s New . . .

April, 2009

Reminder: April Business Managers’ Meeting on April 9th

April Business Managers’ Meeting Reminder – The April Business Managers’ meeting will be held on Thursday, April 9th in the Auditorium of Manresa Center from 9:00 am – 10:30 am.

Venue Change for June Business Managers’ Meeting

June Business Managers’ Meeting Venue Change – Due to electrical work being undertaken in the LRC during June, we will now hold June 11th’s meeting in Lecture Hall C within Schwitalla Hall. You may refer to the Business Managers’ meeting schedule for future meetings, however, expect a notification to go out should any further changes occur.

Messages from Payroll Services

Payroll Services is pleased to announce the release of new, updated time and leave reporting Change Forms. While much of the information requested on the form remains the same, there have been a couple of modifications and additions made, as explained in brief below, to simplify the use of the form. Please note, after May 1, 2009 only the updated forms will be accepted (new forms have a revised date of 3/5/09 at the bottom of the form, under the Time Approver’s Name). The new forms are available on both the Business and Finance website and the Human Resources website.

- Biweekly corrections:
  - “Increase Hours Reported”, “Decrease Hours Reported”, and “Change Earnings Code for Hours Reported” have been combined into one correction type of “Change to Originally Submitted Timesheet Hours”.
  - A drop down menu has been added below the Bereavement earnings code, to allow selection of seldom used Earnings Codes.

- Monthly corrections:
  - A new type of correction has been added for reporting “Holiday Hours Worked”, which will allow for the banking of holiday hours worked by monthly employees, who are eligible to bank holiday hours worked, according to University Holiday Policy.
  - “Increase Exception Hours Reported” and “Decrease Exception Hours Reported” correction options have been combined into one correction type of “Change Originally Submitted Leave Report”.

- Both Forms
  - Instructions for each type of correction have been simplified and added for your convenience.
  - A click on box has been added, which will allow the approver to see a detailed example, with instructions, of a correction form.

Payroll Services hopes that you find the enhancements to this form useful and convenient, if you have any questions regarding the use of the form please contact us at timereptchg@list.slu.edu.