

Encouraging employees to approve timecards

To: Business-Serv-L Listserv Members
From: Payroll Department
Re: Encouraging employees to approve timecards

The Business Services Advisory Group (BSAG) recommended that best practices be developed and communicated which could assist with the challenges of having employees approve timecards. A BSAG work group identified several approaches and options. The Payroll Department is prepared to assist departments to implement any of these options to encourage timely approval of timecards:

- Training Manual examples which outline supervisor and employee *Kronos MyTime* responsibilities.
- Sample employee responsibility lists, including outcomes for failure to approve timecards.
- The *Kronos MyTime* system provides supervisors the ability to send an email reminder to employees who haven't approved timecards.
- If the payroll has been "signed off" in *Kronos MyTime*, the employee can send an email to his/her supervisor approving the hours on the time card for the previous pay period. This email can be attached to the printed timecard and kept in the department for audit purposes.
- Departments can send a request to the Payroll Department to send automatic email reminders about signing timecards to a list of employees.

The Payroll Department staff is happy to assist you with any of these options. Please contact us at payroll@uga.edu or 706.542.6971.

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