This communication is to the attention of external supervisors of bi-weekly paid students

ROLLINS SCHOOL OF PUBLIC HEALTH

TIMEKEEPING REQUIREMENTS FOR SUPERVISORS OF BI-WEEKLY STUDENT EMPLOYEES

As someone who supervises a bi-weekly paid staff member or student, you must regularly review the hours your bi-weekly paid staff record to ensure they are being paid accurately each week. Historically, you did this by either getting a printout of their work hours each pay period, accessing this information through the Clocking Report, or reviewing the automated weekly Time Detail Report.

Beginning Sunday, February 25, 2018 external supervisors of bi-weekly employees will be able to view and approve timecards, timecard adjustments and leave requests online via the Emory Timecard Adjustments System (https://apps.hr.emory.edu/timecard/**).** It is your responsibility to review this information and approve timecards at the end of the pay period.

Instructions to this new system and an updated version of the timekeeping requirements for supervisors of biweekly staff are attached to this message for your review.

Emory Timecard Adjustment System Highlights

This system will improve both efficiency and transparency by shifting control for any timekeeping corrections to the employee. **Supervisors must still authorize any changes, and will do so in this new system.** As a supervisor, you have online access to the following tools:

- **Dashboard –** outstanding timecard adjustment requests will be displayed for your employees. Please notify RSPH Human Resources at rsphhr@emory.edu if any of your employees or students are missing from your queue

- **Adjustments –** view/edit and approve/deny employee timecard adjustments

- **Timecards –** view and edit employee timecards

- **Leave Requests –** view, approve/deny employee leave requests

- **Reports –** access time and attendance reports

- **Clocking Transaction Report** – a detailed listing of the employee's clocking history by date. It includes the clock in/out time, total hours per day, and the telephone number used to record the transaction

- **Current Pay Summary** – provides a pay summary of the total hours paid for the current or previous pay period

- **Prior Pay Summary** – provides a pay summary for total hours paid from previous pay cycles

- **Leave Accrual Report** – provides the available leave balance for employees sick and vacation leave by pay period; and the floating holiday usage by week begin date.

Thank you for helping us ensure that employees are paid in an accurate and timely manner!