
PAYROLL NOTICE

DATE: 08/12/2003
TO: BUSINESS MANAGERS AND INDIVIDUALS RESPONSIBLE FOR TIMECARDS
FROM: JENNIFER HARPEL
RE: PROBLEM TIMECARD NOTIFICATION

Effective for the 8/22/2003 payday, the Payroll department will create a list of all rejected timecards instead of calling departments. The list will be e-mailed to business managers and posted to the Payroll website <http://finadmin.utoledo.edu/payroll/>. The list will include the employees name, account number or department and a brief description of why the card was rejected. If the problem is a wrong or missing account number the department or business manager can make the correction via e-mail. These e-mails should go to the Payroll department at Payroll@utnet.utoledo.edu. Payroll will then make the change based on the based on the e-mail and attach a copy to the timecard as back up.