

About Missed Deadlines

Once professionally employed, there is no option of missing deadlines if one is to be successful. Allowing your students to continually miss payroll deadlines does not help prepare them for life after Utica College, so it is not in their best interest.

- **Is it within 2 days of the deadline?**

If the student misses the deadline to submit their webtime entry and contacts you within 2 days of the deadline, tell them to email you the exact days and times they worked. Forward that email with the words "I approve these hours" to payroll@utica.edu and the payroll department will manually enter the hours into payroll. **Do not give out a paper timesheet at this point.**

- **Is it more than 2 days after the deadline passed?**

If more than 2 days have passed since the deadline, the payroll is probably already processed. Your student will have to complete a paper timesheet with the exact hours and dates worked. **YOU** will then either hand deliver the timesheet to the payroll office or send it inter-campus mail to payroll – **NOT to the office of Student Employment**. The hours will be processed in the following payroll.

WARNING:

DO NOT GIVE THE TIMESHEET TO YOUR STUDENT TO DELIVER. Unfortunately, hours have been known to change on the journey from a supervisor to payroll.

- **What if "I" miss the deadline?**

If the supervisor misses the deadline to approve, please contact the Payroll Office and ask how to proceed x3135.

Supervisors who chronically miss approval deadlines risk losing their student employee help. Chronic failure to approve in a timely manner will be reported to department heads.

Best practice suggests a recurring reminder to approve be placed on your google calendar.