

Please remember the following important guidelines regarding the input of hourly employees' time into TimeKeeper:

1. ****Time Entry Deadline****: All hours worked by hourly employees must be entered into TimeKeeper by the last working day of each month. The aim is to keep TimeKeeper updated and avoid waiting until the last day to input hours. IT will extract data directly from TimeKeeper on the first business day of the month following month-end. Any hours not entered by this deadline will result in late payment.
2. ****Timesheet Submission****: Printed and signed PDF copies of timesheets should be uploaded to Teams by the 10th of each month. Please notify the payroll department when you upload timesheets.
3. ****Encouraging Clock In/Out****: We encourage everyone to help hourly employees learn how to clock in and out using TimeKeeper.
4. ****Reporting Discrepancies****: If you identify any discrepancies in TimeKeeper after the information has been extracted, such as unrecorded extra hours worked, please notify payroll immediately and submit a timesheet to rectify the discrepancies.

If you have any additional questions or need to arrange a meeting with Melissa Guess, please email Kathleen Cottle at kcottle@elcamino.edu.

Please see update payroll schedules with revised due dates attached.

Thank you for your attention to these new procedures.