


[Home](#)
[CEO Hotline](#)
[Viewpoint](#)
[Classified Ads](#)
[Archives](#)
[Metro.net \(web\)](#)

Resources

[Safety](#)
[Pressroom \(web\)](#)
[Ask the CEO](#)
[CEO Forum](#)
[Employee Recognition](#)
[Employee Activities](#)
[Metro Projects](#)
[Facts at a Glance \(web\)](#)
[Archives](#)
[Events Calendar](#)
[Research Center/Library](#)
[Metro Classifieds](#)
[Bazaar](#)

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[30/10 Initiative](#)
[Policies](#)
[Training](#)
[Help Desk](#)
[Intranet Policy](#)

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Employees May Miss a Pay Day if E-Time Records Delayed

- Employees and managers responsible for prompt submission and approval of timesheets

(July 18, 2007) Almost every pay period, it seems that some Metro employees risk not getting paid. And not because they didn't work – it's because their E-Time pay records weren't approved and sent to the Payroll Department on time.

"We realize that everybody is busy," says Payroll Manager Dave Wakeling, "but we want to make sure every employee gets paid on time and that means that managers need to make sure the timesheets are turned in by their employees and are approved on time."

E-Time records must be approved and forwarded electronically to the Payroll Department by close of business on the Monday of each pay week. Too often, managers have not submitted their employees' E-Time records by the deadline.

To further strengthen internal controls and streamline processing, Controller Josie Nicasio warns that, as of the pay period ending July 28, the Payroll Department will not guarantee that late E-Time submissions will be processed in time for pay day.

"The vast majority of our managers have been conscientious in providing timely approval of staff E-Time submittals," she said, but there are exceptions.

The Payroll Department has tried to accommodate late submissions, but it sometimes required multiple, time-consuming followup efforts – something the department can no longer do.

Nicasio suggested that managers designate an alternate E-Time approver to handle the timesheet responsibilities in their absence.

For more information or assistance, managers can contact Dave Wakeling at 922-6842 or Accounting Supervisor Bill Hesser at 922-6844.

