
From: Connect
Sent: Tuesday, January 05, 2016 11:39 AM
To: Connect
Subject: Please Do Not Enter Any More Time Until Wednesday



Good-Morning.

We noticed that you reported time in your CONNECT timesheet. While we are excited about your enthusiasm to get in and use CONNECT, it is important that you wait until the beginning of the next Pay Period to enter time. The next pay period begins tomorrow, Wednesday, 01/06/16.

Now that you have reported time, however, please ***do not do anything else*** with the time you entered. We will make the corrections on our end. Your pay will absolutely not be affected.

It is also critical for you to know that ***you must submit a paper time sheet*** for the current pay period ending Tuesday 01/05/16 (Contractual employees: 01/12/16). This includes reporting on the paper time sheets any time that was entered into CONNECT. This must also be submitted to Payroll on the paper time sheets as usual for this current pay period.

Again, please ***do not do anything else in the Timesheet or Absence Request sections of CONNECT*** UNTIL Wednesday 01/06/16.

Thanks,
The CONNECT Team