



From time to time really exciting things happen at CPAESS and we will be sending you news splashes to keep you up to date!

Hello CPAESS Staff,

Due to the shortened work week for the Labor Day holiday and the need to complete payroll processing on Tuesday, September 7 we need your assistance submitting your timecards. As most work is completed by the end of the day on Friday, we are asking supervisors to approve time cards prior to the weekend.

As a result, we are asking all staff to **have time cards submitted** and approved by the end of the day on **Friday, September 4**.

What if I have employees working on Saturday, September 5

We realize we have some employees working on Saturday. Supervisors should approve time cards by the end of the day Saturday. Payroll will work with those supervisors who have employees with time to record on Saturday, September 5 in the event they are unable to approve during this timeframe.

Will corrections and missing time cards be accepted on Monday?

Yes. The Payroll team will accept corrections and missing time cards as needed. Reach out to payroll@ucar.edu and someone from the Payroll team will contact you to discuss how best to get the corrections to Payroll.

Does this earlier deadline conflict with the email reminders?

No. We are not asking staff to submit or approve time cards before all work is completed for the pay period. Most work for the pay period will be completed by the end of the day Friday, September 4. We are asking supervisors to approve time cards prior to the weekend.

Thank you for your help with this matter. As always if you have questions for me please [reach out](#).

Glenn