Dear College Community,

We need employees and supervisors to be aware of the new deadlines related to time and absence submission and approval dates. Please pay special attention to the information below.

<p align="center">**IMPORTANT TIMESHEET AND ABSENCE APPROVAL PROCESS**</p>

Employee Timesheet Submission

Employees are required to have all their work hours (timesheet) and absence requests submitted for manager approval by 12:00 pm (noon) on the last business day of each pay period. For pay periods that end on a Saturday or Sunday, the preceding business day will be the deadline for employees. For example, if the pay period ends on Sunday, then the preceding Friday will be the due date.

- Employees scheduled to work on Saturday or Sunday should try to submit time and absence requests on the last business day of the pay period.

Manager Approvals

Managers are required to approve all work hours (timesheet) and absence requests by 5:00 pm on the last business day of each pay period. On the last business day of the pay period, the nightly process that moves submitted time and absence requests to managers will be run manually at 11:00 am, 1:00 pm and 4:00 pm. Any time and absence requests submitted by employees on the last business day of the pay period will be moved over for managers to approve at these times.

- Time and absence submitted by employees on other days during the pay period will not be available for manager approval until the next day. The process that moves time and absence from employee to manager runs nightly.

In ctcLink, employees are able to submit their work hours (timesheet) and absence requests on a daily basis. The time and absence is processed overnight and is available the next day for managers to approve. We encourage employees and managers to submit and approve time and absence early and often so that questions and issues that may arise can be addressed before the time and absence system get locked for processing after the pay period ends.

Assistance

Employees and managers who need assistance with time reporting and absence requests should contact HR@skagit.edu. Some troubleshooting may take up to 24-48 hours. Please submit and approve time and absence early and often so that issues can be resolved before the end of the pay period.