

ADP/ Monthly Employees Leave Reminder

Monthly employees, (including faculty who use only sick time), will need to ensure that they have entered all annual and sick leave for October in the October timecard and supervisors need to approve these timecards by October 16 at 9am. Employees will need to project known time off for the remainder of October if an automated time off request was not used.

If employees use sick or annual leave that was not originally projected, please complete the attached form and send via email to jkflint@valdosta.edu or via campus mail to the Payroll Office before the 5th business day of November. Please note that this form is not the approval for leave; it is only used to update your accrual balances. Any approval or documentation related to the leave must be retained by the department.

This practice will continue for each month so projections and approvals for monthly timecards will always be due by 9am on the 3rd Friday of each month unless notification is sent indicating otherwise. If you are unable to project your time, please complete the attached form and submit to payroll by the 5th business day of the next month.

Remember: Monthly paid employees (this includes staff and faculty) are not required to enter the furlough pay code and the time on the furlough day. Furlough pay codes and time will be entered by the Payroll department, taking into account approved exceptions, if not done by the employee. The hours reflected will be the standard VSU work hours. No action is needed if you have already entered the code and time on your time card.