

FROM: Payroll Department  
RE: **ADP/ETime: Payroll Change for Monthly Employees**

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Due to a recent policy change by the Board of Regents, a change in payroll processing is necessary for monthly employees. The change is outlined below.

Monthly employees, (including faculty who use only sick time) will need to ensure that they have entered all annual and sick leave for August and September in the appropriate timecard. Supervisors need to approve these timecards by Wednesday, September 23<sup>rd</sup> at 9am. Employees will need to project time off for the remainder of September 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](mailto:jkflint@valdosta.edu) or via campus mail to the Payroll Office before the 5<sup>th</sup> business day of October.

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

We thank you for your continued patience and cooperation. If you have any questions please contact [payroll@valdosta.edu](mailto:payroll@valdosta.edu) or (229) 333-5708.