



did you know?

You can save paper and consent to receive your W-2 electronically.

From your Employee Self Service homepage, click *Payroll*, then *W-2/W-2c Consent*.

You must submit your time before the deadline to receive a paycheck.

Employees – submit time immediately after your last shift of the pay period.
Managers – Approve time by 5:00 p.m. the Monday following the pay period.

You can find PeopleSoft Job Aids on JAM to help you navigate the new system.

Visit the SuccessFactors JAM site to search for help and download step-by-step guides.

#KnowTheImpact #GetPrepared #DoYourTimeOnTime

