

Dear Employees,

We are so appreciative of your efforts to learn and use the new Paylocity payroll system. We are excited about the capabilities of this new system and the time you have taken to learn about the system through the training modules. We would ask your help in the following areas:

1. Weekly Approval of Your Timecard. We have noticed that employees are either not approving their timecard, or are not making corrections before approval. Please pay special attention to:
 - a. Missed punches. Please verify that all are correct, and none are missing.
 - b. Incorrect Provider/Department listed (if you are someone that works for multiple providers, please ensure that the correct provider is reflected on your timecard. Providers are responsible for the costs that are logged under their provider code; if you forget to transfer, the wrong provider will pay for the expense that day!)
 - c. Approving your timecard by Monday at 5 pm following the last day of the pay period.

Errors in your timecard cause significant time to make corrections. In addition, your paycheck may be incorrect.

Beginning this pay period, for timecards that are not accurately approved, the following will occur:

1. First time - warning
2. Second time- paper check generated and available for pickup on payday. Checks not picked up will be mailed via USPS.
3. Third time: \$20 fee for paper check and check will be sent via USPS.

If you have questions about maintaining an accurate time card, please contact your supervisor.

Thanks,

Tanner Clinic Administration, Payroll and HR