

FULL-TIME EXEMPT EMPLOYEE – FACULTY OR STAFF

There will be a major change for the Full-time Exempt Employee, faculty or staff, receiving supplemental pay such as a car allowance, grants, or teaching. They will receive all of their compensation each month-end instead of part on the 15th and regular pay at the end of the month. No action will need to be taken by the employee. The transition will take place during implementation.

GETTING STARTED

Training sessions for those who will be *completing and approving* the Time Record through SSB will be held in November. Open labs will be available in December and January for any employees who would like to take advantage of one-on-one help.