

Electronic Timecard Submission

Students:

Effective immediately, and until further notice, the Payroll Office will only accept time cards submitted as follows:

- . Record your work hours for the pay period in OATS.
- . Select "Process Timecard for Submission" and "Go", as if you normally would to print the time card.
- . Select "Email Me a Timecard For My Records Only".
- . Forward that email to your supervisor before time card due date/time.

For the health and safety for everyone, the Payroll Office WILL NOT accept printed time cards until further notice.

If you have not signed up for Direct Deposit, please do so immediately. A Direct Deposit Authorization Form can be found on the Business Office webpage. Please complete and attach it as an email to Mary Dill – mdill@westmont.edu or Esther Gilbert- egilbert@westmont.edu

Supervisors:

Please verify the work hours and forward the email to Mary Dill- mdill@westmont.edu or Esther Gilbert- egilbert@westmont.edu by time card due date/time.

Note: This time card delivery method is for emergency situations only. Under normal circumstances, please do not submit time cards this way.