



Great Bay Community College

ADP TIMESAVER EMPLOYEE RESPONSIBILITIES

All CCSNH employees (faculty and staff) are responsible for completing, reviewing and approving their own timecards in ADP TimeSaver for each pay period.

During Each Pay Week: (the payweek runs from Friday to Thursday)

- ✓ Review your timecard daily upon the completion of your shift so that all time worked has been recorded correctly.
 - If you notice a problem with your recorded time, alert your supervisor immediately
 - Make sure to have your supervisor complete any edits/changes to your timecard as soon as possible, and review these changes to confirm they are correct.
- ✓ If you are a full time employee and wish to take earned time off, complete and sign the CCSNH Application for Leave and submit it to your supervisor for approval.
 - This must be done **prior** to using your earned time (with the exception of sick time, in which the leave slip can be completed upon your return to work).

At the Completion of Each Pay Period:

- ✓ Review your timecard to verify and confirm your hours worked for the pay period are correct. (This should be done on Thursday evening at the end of your shift, prior to each Friday that is a payday).
- ✓ Once confirmed, “approve” your timecard; this is your electronic approval verifying all the time entered is correct.
 - You should not approve your timecard if there are errors or omissions on it.

Hourly Staff (37.50 and 40 hour per week employees): Ask your supervisor to make any edits/changes before you approve your time card, as this approval will close and lock your timecard.

Full-time Faculty and Salaried employees, confirm that you have a total of 37.50 hours worked for each individual pay week (Friday to Thursday). If you took time off during the work week, you will need to complete a leave slip to cover the missing time.

Approval on your timecards should occur on Thursdays at the completion of your shift, as your Department Manager has to complete payroll sign-offs by Friday at noon which is the pay date. An email reminder will be sent to all employees at the end of each pay period.