WSSU

Tip: Set up a "tickler" in Rams Outlook calendar to remind you of Timesheet Deadlines!

Setting up a Outlook calendar reminder

Payroll Services suggest that each hourly employee and their supervisors create a "tickler" on their Outlook calendar so that they automatically receive a "tickler" every other week; reminding them of payroll deadlines.

Employee: if you want an email prompt to remind you to submit your time sheet to your supervisor every other Sunday/Monday, follow these procedures:

Supervisor: if you want an email prompt to remind you to approve completed time sheets every other Monday/Tuesday, follow these procedures:

1. When in Outlook Mail, click on New Items



- 2. Choose Appointment
- 3. Put in your subject: Timesheet Reminder
- 4. In the Tool Bar select: Recurrence

- 5. Set up your personal reminder in the Appointment Recurrence Box
- 6. Setup the day and time you want to receive the reminder
- 7. Select: every two weeks
- 8. Employees (suggested) select Sunday to allow leeway for errors
- 9. Supervisors (suggested) select Monday to begin approving any submitted timesheets and to allow leeway for errors and returns.
- 10. Click: **"OK"** to complete the action

File Appointment	Insert Forma	t Text Review	♀ Tell me what	you want to do							
Save & Delete G Forward + Close	Schedule a Meeting Zoom	pointment Scheduling Assistant Show	Skype Meeting Skype Meeting	Meeting Notes Meeting Notes	Invite Attendees Attendees	₩ Show As: ♣ Reminder:	Busy 15 minutes Options	• O • Recurrence	Time Zones	Categorize	 Private High Important Low Importanc Tags
Subject Timesheet remind Location Start time Wed 12/16/2020 End time Wed 12/16/2020	er IIII IIII	1:00 PM -] [All day eve	Appoin Appoin Start: End: Durati Recurr O Dai @ We O Mo O Yea Range Start:	tment Recut ntment time 1:00 P 1:30 P 1:33 D 1:30 P 1:33 P 1:30 P	M v M v nutes v eccur every 2 Sunday Thursday	Week(s) on: Monday Friday No end date End after: End by: Cancel	□ Tuesday □ Saturday 10 occurrer Sun 2/21/2021 Remove Recurre	nces	Wednesday	

*You may adjust the reminder for the appropriate day as needed, compliant with whether you are an employee or supervisior/approver.