

WSSU

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

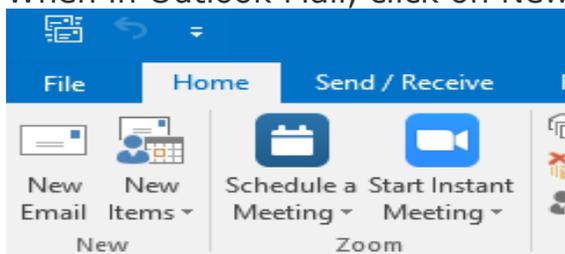
Setting up a Outlook calendar reminder

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:

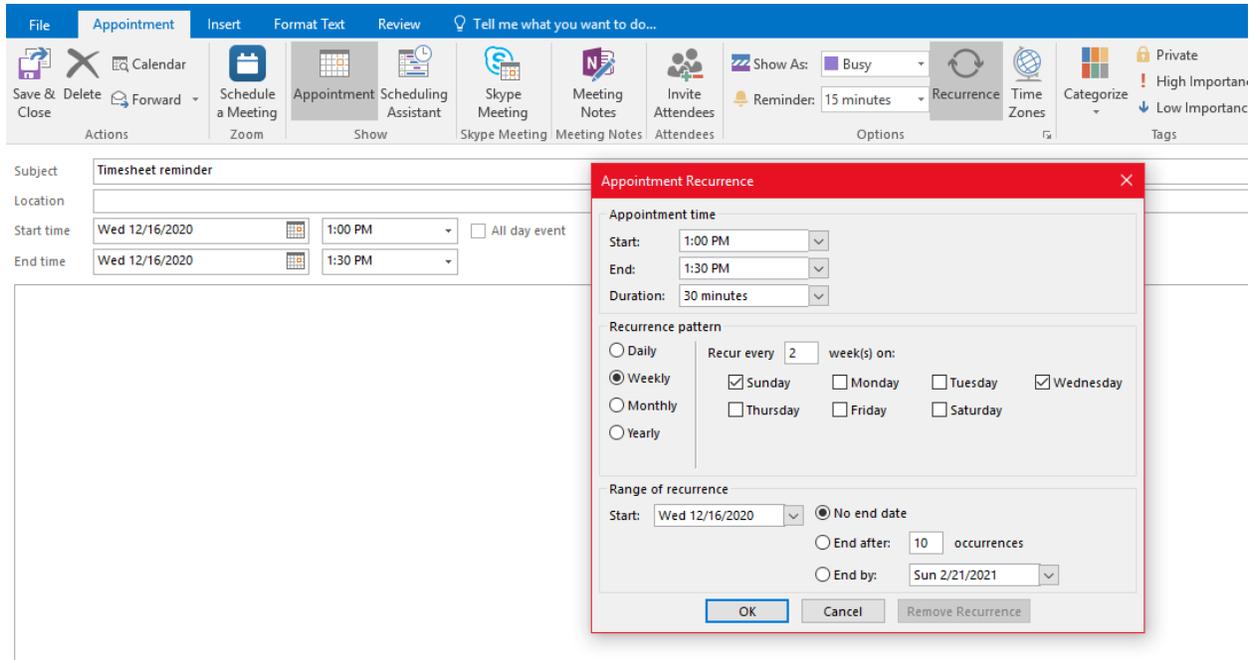
Supervisor: if you want an email prompt to remind you to approve completed time sheets every other Monday/Tuesday, follow these procedures:

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



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