

Memorandum

TO: Western Oregon University Employees
FROM: Human Resources
DATE: March 23, 2020
RE: Electronic Submission of Timesheets and Leave Reports

Hi All,

Submission of timesheets and leave reports to Human Resources can now be done in a fully electronic format. After you have received your employees' timesheets and leave reports, instead of dropping by HR or sending via campus mail, you may now email them to payroll@mail.wou.edu.

The following are guidelines regarding the use of payroll@mail.wou.edu:

1. Timesheets should be in a PDF format;
2. If supporting documentation needs to be attached to the timesheet, all should be in one PDF file;
3. Make the Subject line "RE: Timesheet or Leave Report, LastName, FirstName, DateSubmitted";
4. Please see below signature guidelines;
5. After receiving employees' timesheet and leave reports;
6. Forward approved timesheets and leave reports to email payroll@mail.wou.edu;
7. If your submission to payroll@mail.wou.edu is in an incorrect format, it will be returned to you and not processed until it is submitted in the correct format, and;
8. Questions regarding human resources practices and paperwork should be submitted to hr@wou.edu or another staff member directly.

The following are guidelines for signatures:

Employee:

1. You may print and physically sign if you are able to, scan it, and email it to your supervisor; or
2. Your email signature is also considered official; you may attach it and email it to your supervisor; and
3. In the body of your email ask them if they approve;

Supervisor:

1. Your employee has either physically signed or used their email signature as their official signature;
2. If you approve please forward to payroll@mail.wou.edu, and include "approved" in the body of the email.

Example of Email:



Should you have any questions, please do not hesitate to contact our office. We appreciate your cooperation.