

BIWEEKLY TIMEKEEPING

Purpose: Ensure accuracy of data, save time, and prevent input errors.

Steps:

- 1) Pull up by timekeeping group ID only.
- 2) Apply Schedule for all regular employees (you may consider a separate group for students, temps, and regulars <25%; biweekly; and monthly employees for ease of entry).

NOTE: IT IS ADVISED TO KEEP EMPLOYEE'S HOLDING MULTIPLE POSITIONS IN DIFFERENT TIMEKEEPING GROUPS.