

# Payroll Best Practices

## Supervisor

**Check your Snow College email.** Messages regarding your employees and their ePAFs will be sent to your Snow email address. **Most of these emails require action on your part, and they will not be sent to your personal email address.**

Complete the ePAF **on time**. PAF completion deadlines are posted on the Payroll webpage under the Supervisor links and will be strictly adhered to.

Inform HR of any employee separations. This will reduce the number of employees on your monthly reports. You can do that from [this link](#).

It is not Payroll's responsibility to ensure your employees' timesheets are submitted and approved. Check BadgerWeb at least weekly to see that your employees are entering their time and remind them to enter their time as soon as they finish their shift.

Approve your employees' timesheets before the approval deadline. Payroll keeps a record of who repeatedly fails to approve timesheets. Appropriate action will be taken by HR when a supervisor continuously fails to perform their supervisor responsibilities.