UNIVERSITY OF CALGARY

Payroll

- Employees who enter time through the PeopleSoft Employee Self Service are required to enter their time early for the period March 16-31, 2024. Although the time is not paid until April 10, 2024, the time for March 16-31, 2024 is required to be entered by **8:00 AM, Tuesday, March 26, 2024** in order to be charged against the 2024 fiscal year.

All time worked up to and including **Sunday, March 31, 2024** must be entered **by 8:00 AM on Tuesday, March 26, 2024**. Managers will have until **4:00 PM on Tuesday, March 26, 2024** to approve the entered time.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries. Visit ucalgary.ca/uservice, call 403-210-9300 or use one of the following email addresses:

- it@ucalgary.ca (formerly itsupport@ucalgary.ca)
- finance@ucalgary.ca (formerly RTAHelp/SCMHelp/ARHelp/Cardhelp@ucalgary.ca)
- hr@ucalgary.ca
- RMSHelp@ucalgary.ca
- iriss.support@ucalgary.ca
- onboarding@ucalgary.ca (formerly isconboarding@ucalgary.ca)

Please do not respond to the sender email address as it is not monitored.

Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2023/2024 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.