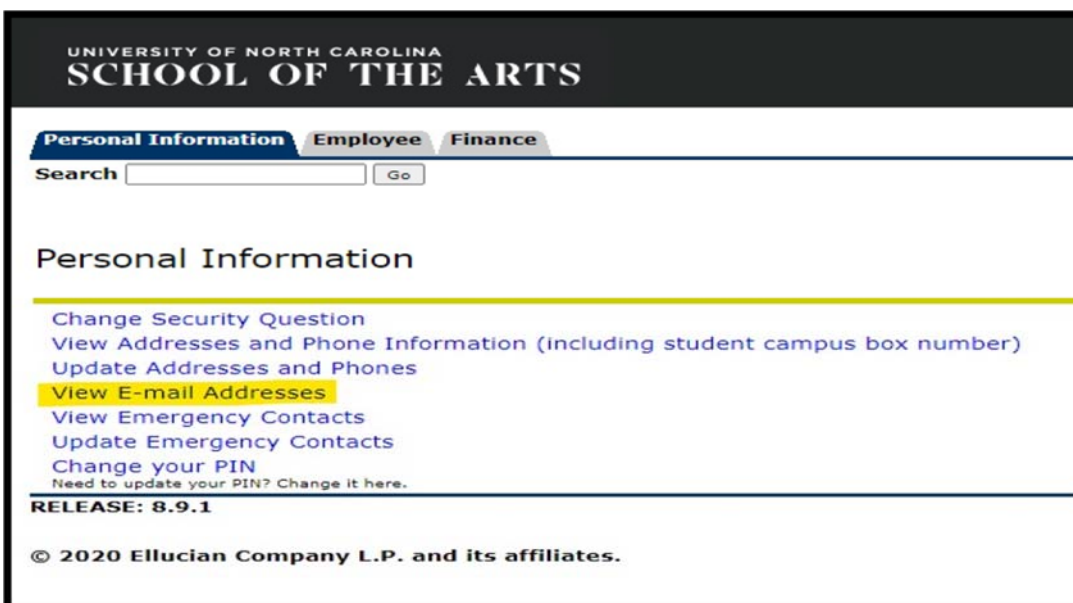


Bi-Weekly Late Timesheet Form Submittal Guide

If you missed the deadline to submit your timesheet through EZ-Arts, or your EZ-Arts timesheet was not approved by your supervisor, a bi-weekly late time sheet form will need to be completed and submitted to your supervisor for approval in order for the Payroll Office to process in the next bi-weekly payroll cycle.

To complete an electronic bi-weekly late time sheet form, please go to the UNCSA Payroll website <https://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/financial-services/payroll.aspx>. Scroll to **Submitting your biweekly payroll**, and click on the **Secure online form** link. You will be redirected to a secured portal that will require your single sign-on credentials (your UNCSA email and password).

Your UNCSA email is located in EZ-Arts under the Personal Information Tab. If you do not know the password to your UNCSA email, please contact the IT Help Desk at 336-770-3300.



The screenshot shows the UNCSA School of the Arts payroll portal. At the top, it says "UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS". Below that are three tabs: "Personal Information", "Employee", and "Finance". The "Personal Information" tab is selected. There is a search bar with a "Go" button. Below the search bar, the "Personal Information" section is highlighted with a yellow background. It contains several links: "Change Security Question", "View Addresses and Phone Information (including student campus box number)", "Update Addresses and Phones", "View E-mail Addresses" (highlighted in yellow), "View Emergency Contacts", "Update Emergency Contacts", and "Change your PIN". Below these links, it says "Need to update your PIN? Change it here." At the bottom of the page, it says "RELEASE: 8.9.1" and "© 2020 Ellucian Company L.P. and its affiliates."

Do not combine hours worked in other payroll time periods together in one timesheet. To ensure accuracy of reporting time worked, time must be entered in accordance to the Bi-Weekly Payroll Calendar. Please click on the following link for a copy of the payroll calendar. (<https://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/financial-services/docs/payroll/2020-bi-weekly-payroll-calendar.pdf>)

Time must be entered in quarter hours (Example 15 mins = .25)

Bi-Weekly employees can locate their Position and Suffix number in EZ-Arts when they click on Timesheets. Your Position Number and Suffix will appear like the below. If you have more than one job, please be sure to use the Position Number and Suffix of which you are submitting a late timesheet.

96xxxxxxx	Employee Nan
Position →	CMSH10 - 00
	← Suffix
	Group Teacher
	20100, Office of the Exec. VC and Provost

Payroll documents completed through secured links on the Payroll Website are legal documents and must be digitally signed EXACTLY as it appears below the boxes using your legal name.

Sign electronically ✕

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jessica A

Rogers

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

*****Please note that late time sheets will be processed in the next bi-weekly payroll cycle.*****