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/mysa/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.

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/mysa/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.
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.

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