

Payroll – FAQs

- 1. How many vacation days do I have left?** Your leave information is always available on the [EmployeeWeb](#), along with all of your paycheck data since 1999. From www.palmbeachstate.edu choose Faculty & Staff Resources then click on [EmployeeWeb](#) and log on. |
- 2. When will I accrue leave?** You must be in paid status for 11 days during any month before you will accrue sick or annual leave. The Accrual is run the first day of the following month.
- 3. I didn't get my overtime on this paycheck!** Payroll must receive your approved overtime form before we can pay you. Payments will be issued according to the Overtime Payment Schedule based on the date you worked the overtime. The Time & Attendance Poster and Approver for each department have a copy of this Schedule.
- 4. Why wasn't my pay direct deposited?** The form was not completed correctly or it was not received in Payroll by the cutoff date (the day time & attendance is due). We recommend that employees call their banks for the correct transit and account numbers when completing the direct deposit form. We do not need a copy of your check or deposit forms, which often do not have the correct information printed on them for ACH purposes. You can reach out to your payroll associate to follow up with the status of your direct deposit.
- 5. I am getting an Error Message when I attempt to clock in. Why can't I clock in?** Review your punches for the previous working day. If you are missing any of your punches the system will not allow you to continue to use the timeclock. You will need to add your punches to your timesheet for the entire day and then save your Timesheet.
- 6. When is my Timesheet Due to my Supervisor?** Timesheets are due to your immediate supervisor by the end of business on the following Monday of the previous work week. You will access your timesheet via [EmployeeWeb](#). You will need to click "Update" and then check the "Submit" box. You will receive an e-mail once your Timesheet has been submitted to your supervisor.
- 7. Why aren't my hours adding accurately on my Timesheet?** There is a 7 minute interval of time on your timesheet. If you are clocking in/out at the 7 minute mark either before or after your shift, the system will add or deduct 15 minutes towards your shift. Please be aware of your in and out punches for your working shift as the system will need the most accurate reporting of your time.