



D Fa N

- Effective Date **Effective dates must match the beginning of a payroll period for the employee's type (biweekly or monthly).** A list of payroll period begin dates are available here: <https://payroll.kennesaw.edu/calendars.php> (under Annual Payroll Schedules).
- Reports To Click the magnifying glass to search for the reports to position by title and department. Click the correct reports to position after searching to populate this field. The position number should appear to the right of the field and the current incumbent's name should appear in "Manager Name" below the field.
- Other Fields You will see informational only fields for the employee's position and job code title. **It is not necessary to edit or review these fields.**

D Fa N

- Effective Date **Effective dates must match the beginning of a payroll period for the employee's type (biweekly or monthly).** A list of payroll period begin dates are available here: <https://payroll.kennesaw.edu/calendars.php> (under Annual Payroll Schedules).
- Time & Absence Approver Click the magnifying glass to search for the time approver by name. Click the person's name after searching to populate this field. The Employee ID should appear to the right of the field.
- Other Fields You will also see informational only fields for time reporter type, workgroup, and taskgroup. **It is not necessary to edit or review these fields.**