



VIEW YOUR CERIDIAN PAYCHECK ONLINE DEC. 11

Log on to Self-Service next Tuesday

Once again, Ceridian is LIVE. The one change is that employees are no longer required to fill out paper timesheets. It is crucial for ALL employees to enter time in Ceridian by the end of the day on Sunday, December 16.

The Ceridian Project Team has developed a detailed contingency plan to address issues that arise from paychecks on December 13. While pay will be issued on the 13th, you will be able to review your paycheck in Self-Service on Tuesday, December 11. Please do so and contact your Field Payroll Clerk immediately if you believe there is a discrepancy.

Thanks for your continued efforts as we enter the final stages of the Ceridian implementation!

*- Rob Henken, Director
Department of Administrative Services*

- Proactive measures are in place to ensure that departments are diligent in facilitating accurate entry and approval of employee time and HR/Payroll data.
- Employees should view their paycheck online in Ceridian Self-Service starting Tuesday, December 11. If you have questions regarding your ID and/or password for Self-Service, please call the IMSD Support Desk at: 278-7819.
- **If you believe there is an inconsistency in your paycheck, you should document the problem and contact your Field Payroll Clerk.** There is a process in place to generate express checks or make adjustments to future paychecks.
- A Ceridian Support Room has been created and staffed by project team resources to address implementation issues that cannot be addressed by Field Payroll Clerks and Human Resources.
- For employees that receive direct deposit, there will be no direct deposit statements distributed on December 13 – please view your paycheck online in Self-Service. For employees that receive paper checks, your check will be mailed to your home address.

PAPER TIMESHEETS

Employee paychecks distributed on November 29 were the last paychecks generated from the Genesys (paper timesheet) system. This means that employee paychecks for December 13 will be generated from Ceridian.

Therefore, **employees will no longer be required to fill out paper timesheets.**

TIME AND ATTENDANCE UPDATE

With a system implementation of this magnitude, some issues are likely to arise regarding individual paychecks during the initial implementation period. In order to ensure that any issues are addressed in a diligent, timely and coordinated manner, the Ceridian Project Team has prepared a thorough contingency plan. The contingency plan includes:

- An escalation process is in place to ensure that critical issues are elevated to management for an appropriate response.

REMINDER: It is critical that ALL employees enter time in Ceridian online or via time clocks:

- **Employees:** enter and sign your timesheet online by end of day on Sunday after payday (**Sunday, Dec. 16** for current pay period).
- **Approvers:** validate and approve time in Ceridian by noon on Wednesday after payday (**Wednesday, Dec. 19** for current pay period).

TO ACCESS CERIDIAN WEBSITES AND INSTRUCTIONAL DOCUMENTS, GO TO:

<http://www.county.milwaukee.gov/>

- Click on "Milwaukee County Employees"

Email Questions/Comments To:

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