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**From:** Connect  
**Sent:** Wednesday, January 06, 2016 7:41 AM  
**To:** Connect  
**Subject:** Do NOT Correct The Time You Entered Yesterday (or Monday)



Good-Morning.

We noticed that you reported time in your CONNECT timesheet either yesterday or Monday. While we are excited about your enthusiasm to get in and use CONNECT, time is not to be entered into CONNECT for any periods except for the one beginning today, Wednesday 01/06/16 (01/13/16 for Contractual employees).

For that time that you already entered in CONNECT, please ***do not do anything else*** with those entries. We will make the corrections on our end. Only report time in CONNECT from today onward (or 01/13/16 for Contractual employees). Your pay will absolutely not be affected.

It is also critical for you to remember that ***you must submit a paper time sheet*** for the pay period that just ended yesterday, Tuesday 01/05/16 (Contractual employees: 01/12/16). This includes reporting on the paper time sheets any time that was entered into CONNECT. This must also be submitted to Payroll on the paper time sheets as usual for this current pay period.

Thanks,  
The CONNECT Team