

# Shift Approval Reminder Emails

Reminders about eTime shifts requiring attention are sent to both staff and approvers as the payroll approval deadlines approach or pass.

Emails are sent regardless of the date of the shift or the pay period in which it would be paid. If a shift exists that hasn't yet been approved and sent to ISS for processing, an email will be sent to both the staff and the approver.

## Staff Email Examples

### Shifts Due Monday at NOON



## Shifts Due Today at NOON

Support staff must submit all their shifts from the previous two weeks to their circle approvers by **today by NOON**.

**Submission Deadlines**

S	M	T	W	T	F	S
	Submit by Noon	Approve by Midnight	Overdue			

## SHIFT APPROVALS OVERDUE!

You have shifts that are still not approved, and are now overdue! Contact the person who approves your time immediately to have them approve it. You can see your shift status in Menu > My Work. **If they do not approve it today, you will not be paid on time!**

**Submission Deadlines**

S	M	T	W	T	F	S
	Submit by Noon	Approve by Midnight	Overdue			

# Approver Email Examples

## Shifts Pending Approval – Due TUESDAY

You have one or more shifts from support staff pending your review and approval. Approval must be done by **tomorrow at midnight** to be paid this pay period.

**Submission Deadlines**

S	M	T	W	T	F	S
	Submit by Noon	Approve by Midnight	Overdue			

## Shifts Pending Approval – Due Today

You have one or more shifts from support staff pending your review and approval. Approval must be done by **today at midnight** to guarantee timely payment.

**Submission Deadlines**

S	M	T	W	T	F	S
	Submit by Noon	Approve by Midnight	Overdue			

# SHIFT APPROVALS OVERDUE!

There are shifts pending approval that are now overdue! **Approve today or they will not be paid on time!**

**Submission Deadlines**

S	M	T	W	T	F	S
	Submit by Noon	Approve by Midnight	Overdue			

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