

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

Support staff must submit all their shifts from the previous two weeks to their circle approvers **no later than tomorrow at NOON** to be included in the upcoming payroll. We recommend submitting them each day at the end of your shift.

Submission Deadlines

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

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!**



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.



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.



SHIFT APPROVALS OVERDUE!

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



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