



**We Need 100% Participation in Ceridian Time and Attendance!**

As we “Go Live” with Ceridian Time and Attendance, we need all employees to actively participate by entering your time in Ceridian (online or via time clocks), as well as Genesys (paper timesheets). To ensure that employee time is processed accurately and payments are disbursed effectively, all employees must participate by entering time correctly. Managers must also make sure to approve employee time by the appropriate deadline. If you have any questions or concerns, please contact your Payroll Clerk or HR Coordinator.

Also, as we “Go Live” with the various Ceridian systems – Time and Attendance, Recruitment and Hiring, Self-Service, and Benefits – we will be providing **weekly Ceridian Communicator newsletters** to give you status updates and links to Ceridian websites.

**Watch for an important announcement next week about “Go Live” for Time and Attendance!**

- Rob Henken, Director  
Department of Administrative Services

- **Approvers** must validate employee time and **approve time** in the Ceridian Time and Attendance system **by noon Wednesday following payday** (Wednesday, October 24 for current pay period).
- For the pay period October 21-November 3, 2007, employees must enter their time in Ceridian (online or via time clocks). 100% participation is required to ensure accurate and timely processing of paychecks.
- Employees are required to utilize both the Ceridian and Genesys systems for the next pay period from October 21 - November 3. The first pay period to produce paychecks from Ceridian will be communicated during the week of October 21.
- For any questions regarding direct deposit or paper checks, please click on the link below to previous Ceridian Communicators and refer to the October 4, 2007 Ceridian Communicator Special Report.

This is an important milestone for all of us and we look forward to your support and dedication to ensure everything goes smoothly. The project team will be standing by to ensure that the upcoming “Go Live” is smooth. If you encounter any issues, please email the Ceridian Support Desk or the email address provided below.

**STATUS UPDATE**

We are extremely close to “Go Live” for Ceridian. All employees must now enter time into Ceridian Time and Attendance via time clocks or online as if it is live **TODAY**. Here’s what we need you to do to ensure the process is timely and accurate:

- For those **employees** that enter their time online in Ceridian, you must enter all time and **sign your online timesheet by the end of day on Sunday following payday** (Sunday, October 21 for current pay period).
- For those **employees** entering their time via time clocks, **you must swipe in and swipe out for each of your worked shifts**. Also, please follow any instructions from your payroll clerks related to other times you may need to swipe during your shift.

**IMPORTANT DATES**

- October 22 – Self-Service Live. Watch for next week’s Ceridian Communicator for more information.
- November 1 – Benefits Open Enrollment begins. Watch for future Ceridian Communicators for more information.

**Ceridian Online Links:**

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

- Click on “Milwaukee County Employees”

**Link to Previous Ceridian Communicator:**

[www.milwaukee.gov/ceridiancommunicator](http://www.milwaukee.gov/ceridiancommunicator)

**Email Questions/Comments To:**

[ceridiancommunicator@milwcnty.com](mailto:ceridiancommunicator@milwcnty.com)