

January 10,2024

W2 time is just around the corner. Please remind employees to ensure their address is correct in Employee Self Service. Also, W2's will be delivered to active employees to the RC they are working at.

As a reminder, when approving hours in SAP, please ensure that you change the Reporting Period to OTHER PERIOD and enter the dates 7/1/23 through the end of the payroll period in order to capture everything from the beginning of the school year.