Quick Reference Guide: System-Generated Messages

The Exempt Time Off system automatically generates messages each month to eligible exempt staff and preferred approvers as reminders to complete and/or approve time off reports.

Departments may establish an earlier submission or approval deadline. Eligible exempt employees should check with their preferred approver to understand departmental expectations regarding deadlines.

NOTE: This system uses **CALENDAR** days and not business days for most communications. Some messages, including the **FINAL DEADLINE** message, may be generated on a non-workday.

Communications Schedule		
When	***Who***	**Type of message**
Last business day of month (Payday for monthly staff) *9:00 a.m. Central Time*	Eligible Exempt Staff	All eligible exempt employees will receive the system-generated email reminder asking them to **enter and submit their time off** for the month. If an employee has already entered and submitted their time off before this time, they will not receive this message.
5th **calendar** day of following month *9:00 a.m. Central Time*	Eligible Exempt Staff	Eligible exempt **employees who have not submitted their time off report** as of the 5th calendar day will receive a system-generated email reminder.
6th **calendar** day of following month *9:00 a.m. Central Time*	Preferred Approvers	All preferred **approvers who have reports not approved** (saved, submitted, rejected) receive a system-generated email reminder. This allows for follow-up by approvers with employees.
10th **calendar** day of following month *9:00 a.m. Central Time*	Preferred Approvers	A final system-generated email is sent to preferred approvers when there are **unapproved reports in their pool of "preferred approver" employees**.
10th **calendar** day of following month *11:59 p.m. Central Time*	**NO FURTHER CHANGES**	All time reports are pulled into PIPROD for processing. No further electronic changes are allowed.
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