TM-76 Advanced Time and Payroll Troubleshooting Procedures Guide

This guide is designed to help you research questions and issues surrounding payroll. Since payroll is integrated with time management, many of the questions are answered by looking at time entered or time settings. The guide is set up in a way to make it useful to new users and to seasoned users.

The guide contains processes (what to do), procedures (how to do it), and tools (A/A codes and whatever else needs to be handy). Think of it as driving directions (process - getting from point A to point B) and driving instructions (procedure - press the pedal on the right to go faster, the pedal on the left to go slower).

Note that this guide has the tools that allow you to research. You will have to use your judgment and experience to answer employees' questions and to explain how the system works.

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