

Wednesday's Word to the Wise (on a Tuesday!) – June 18, 2024

When changes or issues need to be reported using Request Tracker, Auditor's Office Central Payroll and Finance have four queues for you to utilize depending on your needs.

Please see the queues and subject examples below.

FC-Payroll

- Accrual corrections, detail proofs, direct deposit changes, prior service documentation, vacation lump sum awards

FC-Enterprise ERP

- ERP permissions, Position Control changes, Content manager issues, Utility Billing, Employee Self Service

FC-Time and Attendance

- Badge numbers, time approvals, workflow for approvals, role changes

FC-Finance

- Purchase order maintenance, account to account transfers, revenue and expense adjustments, vendor requests, pay-in information, budgetary questions, etc.

NOTE: If a ticket is critical and assistance is needed immediately, please follow up the ticket with a phone call to the appropriate department's main line:

- Payroll Office: 740-652-7050
- Finance Office: 740-652-7040