

Frequently Asked Junction Time Sheet Questions

1. I cannot edit my time sheet, it is grayed out, what do I do?

- a. If this is prior to the end date of the current pay period, contact your Program Manager. They can remove your signature, which will unlock your time sheet. If your Program Manager is not available, contact Julie Bleazard (X-4715).
- b. Are you trying to correct a time sheet for a pay period that has already closed? You cannot make the corrections in Junction. Contact Julie Bleazard.
- c. Click on a day during the pay period you are entering time for on the calendar. Only the current pay period will be open and available to enter hours worked.

2. When are time sheets due?

- a. Time sheets must be signed by 10:00 a.m. on the Monday following the close of a pay period. Example: If the pay period ends on Saturday September 29th, then your time sheet is due no later than Monday October 1st at 10:00 a.m. You will be locked out of the system at that time and can no longer make any changes.
- b. Program Managers have until Noon on the above noted day to approve employee time sheets.

3. I didn't turn in a time sheet for the previous pay period, how do I get paid?

- a. Contact Julie Bleazard for instructions.

4. Can I turn in a manual time sheet instead of entering my time into Junction?

No! Manual time sheets will no longer be accepted, unless approved in advance by Payroll Department.

5. I forgot my PID so I can't sign my time sheet. How do I get another one?

Your electronic signature (PID) is required for your time sheet to be turned in. The following individuals can help you change your PID at any time:

Mel Sharples, Julie Bleazard, Julie Westwood, Francis Quan (Westpark)
Jenny Montague (Parkview), Jennie Reese (Lakeview)

6. I have been approved for FMLA, what pay codes do I use?

HR will request these codes be available to you, once your FMLA has been approved. HR will instruct you on the use of these codes.

7. How do I get access to a pay code that is not on my time sheet?

Contact Julie Bleazard or the HR department. The pay code will be added once approval has been given.

8. Can I print or look at a time sheet for a previous pay period?

Yes! Just click on the calendar the pay period that you want to review.

9. Help! I can't get into Junction to do my time sheet.

Do you have a Junction login? If not, contact the IT Dept. (Mel, Julie or Francis) Junction login may be different than your Citrix login.

Please review your time sheet carefully, before signing!