

Generating Time Labels

Last Updated: 5/26/2007

	What to Do	Who	How to Do It
1	Create labels for future pay period.	Department Time Administrator	<ul style="list-style-type: none">• Run Campus Timecard Report ZHRR_TCARD.• Select appropriate output option and pay period.
2	Distribute to employees before beginning of pay period.	Department Time Administrator	<ul style="list-style-type: none">• Distribute as determined by department.