



**TIME AND ATTENDANCE IS LIVE!**

*Enter and sign your timesheet online in Ceridian by Dec. 2.*

*As we announced previously, Ceridian Time and Attendance is LIVE for the current pay period ending December 1. Paychecks for December 13 will be generated from Ceridian. It is crucial for ALL employees to enter time in Ceridian by the end of the day on Sunday, December 2.*

*Also, the final life insurance deduction for 2007 will come from the November 29 paycheck to ensure a consistent total amount for 2007.*

*Finally, please look for information in the next Communicator regarding what to do if you have questions or concerns when you receive your first Ceridian paycheck. The Ceridian Project Team has developed detailed contingency plans to address issues that may arise.*

*Thanks for your efforts as we enter the final stages of the Ceridian implementation!*

*- Rob Henken, Director  
Department of Administrative Services*

**LIFE INSURANCE PAYMENT**

In order to ensure a consistent dollar amount for life insurance for all of 2007, the final life insurance deduction for 2007 will come from the November 29 paycheck. This is one pay period earlier than normal, but results in the same total deduction.

The Life Insurance deduction includes Basic Life, Optional Life, Spousal Life and Dependent Life. Disability insurance is not part of this deduction.

Starting in 2008, life insurance deductions will be spread over 24 pay periods, rather than once a month. The total annual deduction will not change.

While the November 29 paycheck typically would be free of deductions, we are taking this action to ensure the life insurance amount is consistent for 2007.

**SELF-SERVICE UPDATE**

We are asking all employees to please **go into Self-Service to verify that your address, emergency contact, direct deposit and W4 information is correct.** If your personal information is not accurate and up to date, please update your status in Self-Service.

**BENEFITS UPDATE**

Benefit confirmation statements were mailed to employees. Please review the statement to ensure that your 2008 selections are correct. If your selections are correct, no further action is needed. If your benefit selection is incorrect, there will be a special correction period held 11/26/07 - 12/07/07. The statement you received in the mail outlines the process to correct your information.

**TIME AND ATTENDANCE UPDATE**

Ceridian Time and Attendance is now live for the current pay period that ends December 1. Employee paychecks distributed on November 29 will be the last paycheck generated from the Genesys (paper timesheet) system. This means that employee paychecks for December 13 will be generated from Ceridian. It is critical that ALL employees enter time in Ceridian online or via time clocks. **Your December 13 paycheck depends on your accurate and timely entry!**

- **Employees:** enter and sign your timesheet online by end of day on Sunday after payday (Sunday, Dec. 2 for current pay period).
- **Approvers:** validate and approve time in Ceridian by noon on Wednesday after payday (Wednesday, Dec. 5 for current pay period).

As a contingency, employees must complete their Genesys paper timesheets for this pay period.

**TO ACCESS CERIDIAN WEBSITES AND INSTRUCTIONAL DOCUMENTS, GO TO:**

<http://www.county.milwaukee.gov/>  
- Click on "Milwaukee County Employees"

**Email Questions/Comments To:**  
[ceridiancommunicator@milwcnty.com](mailto:ceridiancommunicator@milwcnty.com)