

# Payroll Best Practices

## Employee

**Check your Snow College email.** Important messages regarding payroll may be sent to your Snow email address. **These messages aren't sent to your personal email address.**

Complete your steps of your ePAF (electronic Payroll Action Form) through Quali ASAP. The links to these steps will be emailed to your Snow College email and must be completed before you begin working. Setting up Payroll direct deposit is especially important for you to be paid in a timely manner and is required by Snow College policy.

Enter time worked **daily**. This should be the last thing you do before finishing your shift each day.

Submit your time after the last shift of the pay period. Do not wait until the last second of the timesheet submission deadline.