

Payroll Information Sheet

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Did you miss entering your time in the Cabrini Portal?

Please fill out a paper timesheet – you can find this at <https://www.cabrini.edu/globalassets/pdfs-website/business-office/timesheet.pdf>

Fill out the timesheet for each pay period missed; sign and submit to your supervisor for approval.


Your supervisor will need to sign and scan to PAYROLL@CABRINI.EDU

Paper timesheets should be submitted as soon as possible after a pay period is missed but must be submitted by the following Friday at noon to ensure payment in the next pay.

Are you having trouble logging in to enter your time?

Was all your paperwork submitted to Human Resources? Check with your supervisor to see if they received an email from Human Resources stating you are permitted to begin work.

Did you receive this message?

 **You have no records available at this time. Please contact your Payroll Administrator if you have any questions**

Contact Cathie Jarlsberg at CAJ76@cabrini.edu, your job has not been established or your approval routing is incorrect.

Is this your first time entering time?

Please pick up the Timesheet entry instructions in the Business Office lobby or online at <https://www.cabrini.edu/about/departments/business-office/payroll> or email me at CAJ76@cabrini.edu and I will send them to you.

Is your pay different from what you expected or you thought you were supposed to be paid and were not?

First, check your pay stub on the portal.cabrini.edu under Employee tab under Direct Deposit Advise/Pay Stub. This will show you the number of hours worked and the rate of pay. This will also show the pay period dates worked. The pay stub will indicate if you were paid by check or direct deposit. If you still have questions regarding your pay, please feel free to contact me.