

Strategic Enrollment Management—Supervisor Information

As a supervisor at the University of Idaho, there are a lot of resources available to you about processes, who to contact, etc. Of particular importance are the [Payroll](#) and [Human Resources](#) websites, which have a lot of information available.

In SEM, the Financial Services team is always willing to help you navigate common processes and questions. While the below information includes some specific contact information, you are always welcome to reach out to our team first to help determine the best path forward.

Here are a few questions that are commonly asked:

1. What do I do if my employee does not submit their timesheet and we are at the approval deadline?
 - o You can reach out to payroll@uidaho.edu letting them know of the situation and why you

