



## Checklist for Timesheet Approval

*Approval of an employee's timesheet also serves as approval of employee absences, even absences auto-approved within the system. Managers are responsible for reviewing and verifying absences prior to approval of a timesheet.*

**Payroll Deadline: 5 p.m. ET on Mondays following the end of a pay period applies to both absence requests/cancellations and timesheet entries. No changes are allowed after this deadline. Agencies may require earlier approval in preparation for meeting this final deadline.**

- Did you thoroughly review each timesheet entry and absence request and discuss any concerns with the Employee and Agency Payroll or HR staff?
- Are there any absence(s) you did not approve (including by text, email, calendar notice, or talking with employee)?
- Did employee have sufficient leave time accrued on the date the leave was taken?  
NOTE: Accruals will show at the beginning of the pay period, so you must verify the actual accrual date as compared to the date of the absence.
- If employee is required to report Speedtypes or Project Codes, was the correct one chosen for each row? Questions about speedtypes/combo codes/project codes should be directed to your agency finance team.
- If employee was absent due to FML, does the code for that absence include "FML"?
- Are any fields empty or do they contain odd/unexpected data?
- Did you push back to the employee to make corrections or make corrections yourself after explaining the problem to the employee? Errors or questions about timesheet entries and/or absences must be corrected before you approve the employee's timesheet.

Reminder: Absences do not appear in the Approvals screen with hours worked.

- Use MSS > Team Time > Time Summary to see both absences and reported time in single view for each employee.

***Errors may result in LOSS OF PAY for employees.***

***Approving inaccurate timesheet entries and absences may result in disciplinary action for managers.***