



## Checklist for Timesheet Submission and Approval

*Attendance reports are important! Your submission or approval of official timesheet documents means you are certifying the accuracy of the entries for work hours and absences, and payment of State or Federal funds is due as described.*

*Errors will affect paycheck(s) resulting in underpayment or recoupment of overpayment.*

### **Employees' checklist before submitting your timesheet**

**Payroll Deadline: 10 a.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 submission in preparation for meeting this final deadline.**

- Review each day in both weeks of the pay period and confirm accuracy of the entries
  - Time Reporting Code: Did you choose the correct code for each row?
    - REG - Regular Work Hours
    - HOL - Holiday Payment in pay period holiday is observed
    - CMPHL – Holiday Hours banked as comp time for future pay period
    - CERND - Comp Time Earned
  - If you worked remotely, did you enter the REMOTWORK code in Rule Element 5 on the correct row?
  - If required to report Speedtypes or Project Codes, did you choose the correct one for each row?
  - Hours Worked: Do the number of hours entered match the number of hours worked, requested to be banked as Comp Time Earned, or assigned to a Holiday?
  - Absences Requested:
    - Accruals appear in your Balance View at the beginning of the pay period; HOWEVER, accruals are not available to be used until your accrual date in that pay period. It is your responsibility to confirm your accrual date as compared to the date of the requested absence. An agency may allow an employee to borrow up to 22.5 hours of vacation leave; written documentation of management's approval is required prior to entering such request.
    - Did you obtain approval from your manager for each request? If not, request must be canceled.

- Did you choose the correct Type & Number of Hours, Day of the Week /Date Taken for each absence?
- If taking more than one type of leave on a single day or more/fewer hours than your schedule, did you use the Partial Hours Section on the absence request to enter the correct number of hours for each individual day? Is your request in quarter-hour increments (0.25, 0.5, 0.75, 1.0)?
- Did you change anything about any absence(s) previously requested in the current pay period? If so, you must cancel previous request(s) and enter new one(s).
- Does your absence request span across a holiday? If yes, cancel and submit new request(s) that exclude the holiday(s).
- Family-Medical Leave (FML) absences must be entered through the Extended Absence Request tile. General absences such as Authorized Leave without Pay, Sick, Vacation, or Personal leaves are inappropriate because they do not designate the absence as FML. See Checklist for Extended Absences (FML & NPL).
- Holiday Compensation
  - You are eligible for Holiday Pay only if you are in pay status and your number of work hours and/or paid leave is at least the equivalent number of holiday hours during the calendar week the holiday is officially observed. Holiday compensation not due if the holiday observance occurs prior to first workday or after last workday of employment.
  - Is HOL (Holiday Payment for not working) entered on the correct row and date if you were not assigned to work on the day the holiday schedule observed it or if you worked on the observed date and took off another day in the *same* pay period?

Example:

<b>2022</b>	<b>SUN 4-Sep</b>	<b>MON 5-Sep</b>	<b>TUE 6-Sep</b>	<b>WED 7-Sep</b>	<b>THU 8-Sep</b>	<b>FRI 9-Sep</b>	<b>SAT 10-Sep</b>
		Labor Day Scheduled					
REG		7.5	7.5	7.5	7.5	7.5	

<b>2022</b>	<b>SUN 11-Sep</b>	<b>MON 12-Sep</b>	<b>TUE 13-Sep</b>	<b>WED 14-Sep</b>	<b>THU 15-Sep</b>	<b>FRI 16-Sep</b>	<b>SAT 17-Sep</b>
		Labor Day Taken					
HOL		7.5					
REG			7.5	7.5	7.5	7.5	

- Is CMPHL (Holiday Comp Time) entered on the correct row and date if you were assigned to work on the holiday and banked time to take in a *subsequent* pay period? Example:

2022	SUN 4-Sep	MON 5-Sep	TUE 6-Sep	WED 7-Sep	THU 8-Sep	FRI 9-Sep	SAT 10-Sep
		Labor Day Scheduled (Comp Time banked in Abs. Mgmt.)					
REG		7.5	7.5	7.5	7.5	7.5	
CMPHL		7.5					

2022	SUN 11-Sep	MON 12-Sep	TUE 13-Sep	WED 14-Sep	THU 15-Sep	FRI 16-Sep	SAT 17-Sep
REG		7.5	7.5	7.5	7.5	7.5	

2022	SUN 18-Sep	MON 19-Sep	TUE 20-Sep	WED 21-Sep	THU 22-Sep	FRI 23-Sep	SAT 24-Sep
REG		7.5	7.5	7.5	7.5	7.5	

2022	SUN 25-Sep	MON 26-Sep	TUE 27-Sep	WED 28-Sep	THU 29-Sep	FRI 30-Sep	SAT 1-Oct
		Labor Day Taken (Absence Request for Comp Time)					
CTKN		7.5					
REG			7.5	7.5	7.5	7.5	

**Errors may result in LOSS OF PAY.  
Intentional or repeated submission of inaccurate timesheet entries or absences  
may result in disciplinary action.**

## **Managers' additional checklist before approving timesheets**

**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.**

- Review the information in the Employee Checklist Before Submitting Your Timesheet
- **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.**
- Did you thoroughly review each timesheet and absence request and discuss any concerns with the Employee and Agency Payroll or HR staff? Examples:
  - Inaccurate/ineligible absences must be canceled and timesheet resubmitted prior to approval.
    - Are there any absence(s) you did not approve (including by text, email, calendar notice, or talking with employee)?
    - Are there any absence(s) for leave(s) or duration that are different than what you have approved?
    - If an employee reported hours worked and leave on same day totaling more hours than the assigned shift, was that combination authorized?
    - Did your exempt employees report absences and work time in accordance with agency policies?
    - Did employee have sufficient leave time accrued on the date the leave was take? NOTE: Accruals will show at the beginning of the pay period, so you must verify the actual date as compared to the date of the absence.
  - Absences due to Disability or Worker's Comp
    - Was the employee on leave during the pay period but report hours worked or leave taken on days covered by the Disability/WC plan?
    - Did employee return from leave during the pay period but report hours worked or leave taken on days covered by the Disability/WC plan or fail to enter any hours or leaves since returning?
  - Absence due to FML and NPL
    - Do the Absence Names include FML and NPL? If not, see Checklist for Extended Absences.
    - Authorized Leave without Pay and Other Paid Leave cannot be used for FML or NPL absences.

- Holidays: See provisions of the Employee Checklist Before Submitting Your Timesheet
- Are any fields empty or contain odd/unexpected data? Examples:
  - No REMOTE code in Rule Element 5 on affected row(s)
  - No or Incorrect Speedtypes or Project Codes on affected row(s)
  - No or Incorrect Time Reporting Code on any row(s)
  - Too many/too few hours reported on any day(s) or total for the pay period
- Errors or questions about timesheet entries and/or absences need to be corrected before you approve the employee's timesheet. You should push back to the employee to make the correction or make it yourself after explaining the problem to the employee. Questions about speedtypes/combo codes/project codes should be directed to your agency finance team.
- 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.***

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*Errors will affect paycheck(s) resulting in underpayment or recoupment of overpayment.*