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| Payroll Time & Attendance Quick Reference GuideDepartmental Process Guide |
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|  | Determine time worked or PTO (Paid Time Off) used each week | * Each employee must track and confirm the time or PTO used each week and report this to the department Timekeeper for confirmation and entry into the PeopleSoft Time & Labor application.
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|  | Time collection & Confirmation | * Timekeepers, using which ever reproducible & consistent method determined best for their department, must collect worked time and PTO time for each employee on a weekly basis.
* Time must be confirmable and accurate.
* Time is entered into Time & Labor module weekly for that week reported.
* Time collection documents must be retained for period determined by Timekeeper to be “administratively useful”, but no less than until the next pay period.
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|  | Approvals | * All reported time must be approved by the department head or supervisor who has direct knowledge of the time worked or PTO taken.
* All documents with signed approvals must be retained for a period of three (3) years.
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|  | Correction to an employee’s time already processed | If time is not entered correctly, use Form WTS-EX (Weekly Time Sheet – Exception Reporting), make the necessary correction(s), have the department head or supervisor sign the form and send to Human Resources. |
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|  | Determine time worked or PTO (Paid Time Off) used each week | * Each employee must track and confirm PTO used each week and enter Exception time into the PeopleSoft Time & Labor application.
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|  | Approvals  | * All reported time must be approved by a supervisor or someone who has direct knowledge of the time worked or PTO taken.
* Approvals are made in PeopleSoft Time & Labor on Fridays by end of the business day.
* If approval deadline is missed or changes have been made after initial approval, a SUMMIT report will generate for subsequent approvals.
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|  | Correction to time already processed | If time is not entered correctly, inform the Timekeeper who will make the necessary correction(s) by using Form WTS-EX (Weekly Time Sheet – Exception Reporting). |