

Timekeeper/Approver Payroll Process Checklist

TK Location : _____

Pay Period: ____/____/____ to ____/____/____

Pay Date: ____/____/____

Task	Initials	Date/Comments
Timekeeper Responsibilities		
<p>1. Hourly employees Enter hours worked during the current pay period. <i>Daily work hours pre-populate as zero.</i></p> <ul style="list-style-type: none"> ▪ Use the proper assignment number for employee with multiple assignments. ▪ Submit timesheet to Payroll 		
<p>2. Salaried employees Enter leave taken during current pay period. Enter overtime hours if applicable</p> <ul style="list-style-type: none"> ▪ Submit overtime sheets to Payroll 		
REVIEW DATA		
<ol style="list-style-type: none"> 1. Ensure all employees assigned to your location are accounted for on the timecard by querying all timecards. 2. Verify that all hours have been entered for hourly employees and submit timesheets to Payroll. 3. Verify that all leave taken has been entered. Provide leave slips and other support documentation to Payroll. 4. Verify that any additional hours worked were entered, back-up documentation is required. 5. Re-query the timecard for errors and correct record. 6. Export and print the timecard to Excel. 7. Submit the Excel spreadsheet to approver along with leave slips, hourly timesheets, and/or overtime sheets for review. 		
Approver Responsibilities		
<p>Please review and approve timecards any concerns or questions please contact (payroll rep)</p>		<p>Notes/Comments:</p>
Required Documentation		
<p>Once the timecards have been approved, please forward this checklist along with any supporting documentation (i.e. leave slips, Hours Worked Timesheets, etc.) to Payroll via email. Keep the originals for your records.</p>		
100% Accuracy		
<p><i>Payroll's goal is to work together with timekeepers and approvers to report leave and hours worked on time with 100% accuracy.</i></p>		
<p><i>-Any hours not submitted by the closing of payroll, will need to be submitted along with a Quick Pay Request form and is subject to approval.</i></p>		
<p>Payroll Office</p>	<p>Date received ____/____/____</p>	

Data Review

- * It is recommended that time is entered daily.
- * Please review all entries for accuracy.
- * Query the timecard for records in 'Error' status. This is done by changing the status 'working' status to 'error' in the status field.
- * If errors are found, highlight the 'error' row and review the message. If the record remains in an 'error' status after the correction was made, please contact any member of the Payroll team.
- * If you are missing an employee's record, or have any other issues, please contact the Payroll office immediately.