**Employee** enters additional work

Originating Site

Budget Authority (if different from originating site)

Payroll

Time entered in T.O. (Employee Online)

 performed only, outside of contract pay.

 Examples: summer school, tutoring,

 class coverage, over time.

 When employee hits the SUBMIT

 button, the record moves to the next

 step.

 **CDD Reports**

Monthly review and approval process

 **Site Timekeeper** verifies employee hours,

Timekeeper Time Entry Report

Approval Report

 evaluates classified overtime situations,

 and assigns budget code (if applicable).

 All records are processed the week following

 the monthly payroll cutoff date.

 Timekeeper can APPROVE record to move

 to the next step, or REJECT record with comment

 to send back to the originating employee.

 **Site/Program Administrator** verifies employee hours.

PYTCIFPY to import records into timecard tub

Run batch proof and process batch per current procedures

Batch is distributed and ready for initial check run by the 20th of each month

Timekeeper Time Entry Report

Review output Error and Messages

Monthly review and approval process

 All records are processed the week following

 the monthly payroll cutoff date.

 Administrator can APPROVE record to move

 to the next step, or REJECT record with comment

 to send back to the originating employee.

 Rejected or unapproved

Monthly review and approval process

 **Budget Authority Timekeeper** verifies time records will not process

 and assigns budget code (if applicable). This for pay in the batch.

 assignment could result from an **outsource**

 code, or from an account code assignment.

 Timekeeper can APPROVE record to move

 to the next step, or REJECT record with comment Verify totals to be sure all

 to send back to the originating employee. approved records were

 loaded.

Monthly review and approval process

 **Budget Authority** verifies time

 and budget code.

 Budget Authority can APPROVE record to move

 to the next step, or REJECT record with comment

 to send back to the originating employee.

Data ready for Payroll by Friday of each month, following cutoff date