**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