PROCESSING ELECTRONIC EMPLOYEE TIMECARDS
BUSINESS PROCESS FLOWCHART

Time entered in T.O. (Employee Online)

Employee enters additional work performed only, outside of contract pay. Examples: summer school, tutoring, class coverage, over time.

■ (Blue)	Originating Site
■ (Yellow)	Budget Authority (if different from originating site)
■ (Orange)	Payroll

When employee hits the SUBMIT button, the record moves to the next step.

Monthly review and approval process

Site Timekeeper verifies employee hours, evaluates classified overtime situations, and assigns budget code (if applicable). All records are processed the week following the monthly payroll cutoff date.

CDD Reports

Timekeeper Time Entry Report Approval Report

✔ ✖ Timekeeper can APPROVE record to move to the next step, or REJECT record with comment to send back to the originating employee.

Monthly review and approval process

Site/Program Administrator verifies employee hours. All records are processed the week following the monthly payroll cutoff date.

PYTCIFPY to import records into timecard tub

✔ ✖ Administrator can APPROVE record to move to the next step, or REJECT record with comment to send back to the originating employee.

Review output Error and Messages

Rejected or unapproved records will not process for pay in the batch.

Monthly review and approval process

Budget Authority Timekeeper verifies time and assigns budget code (if applicable). This 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 to send back to the originating employee.

Run batch proof and process batch per current procedures

Verify totals to be sure all approved records were loaded.

Timekeeper Time Entry Report

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

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