

Manager's Cheat Sheet for Pay Period Close

How do I... Perform Pay Period Close Activities for Managers?

Pay Period Close-Manager

1. Total Hrs to Expected & Expected Hrs

Total hours for all employees should not exceed 80 per pay period.

Total Hrs Expected should match Expected Hrs for the pay period.

Part Time employees can exceed expected hours, not to exceed 80.

2. Total EH Hours

Extra Help employees always show 1.0 in Expected Hrs. Ensure hours are appropriate.

3. Missed Punch & No Hours on Scheduled Day

Check mark in the No Hours on Scheduled Day indicates error on timecard that needs to be resolved.

Missed Punch is a shift missing either an "In" or "Out" punch.)

4. Sick, Vac, Other (Paid Leaves), LWOP, OT Paid, OT Comp, OT Dbl, Phonework, Callback, Standby

Ensure hours are appropriate.

5. 9-80 OT Review

Check mark indicates error on timecard that needs to be resolved. Is the short day of the schedule split correctly? Is Employee following the schedule?

6. Employee Approval

Check mark is required to indicate an employee approval.

7. Manager Approval

Check mark is required to indicate a Managers approval.

Other Genies/Audits

Review as needed.

- **Holiday Taken**
- **Sick Leave Audit**
- **Employee Directory**