

## How do I... Perform my Daily Review of My Employee's Timesheets?

### Checklist – *Daily Review - Shift Close Genie*

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### Instructions – *Daily Review – Shift Close Genie*

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#### 1. DAILY REVIEW – SHIFT CLOSE GENIE

Daily on the 2nd through the 15th day of the pay period, review the Daily Review – Shift Close Genie. This Genie's default view is yesterday and should be reviewed daily. If you miss a day, such as after a weekend, the default of 'yesterday' will not be appropriate. Instead, change the Time Period to a Specific Date to review that day. This Genie is designed primarily to bring potential issues to your attention.

##### 1.1. FINDING THE EXCEPTIONS

Double click on the title of each column to bring check marks to the top of the list. Sometimes the exception you are looking for is the one with a check mark and sometimes it is the one without a check mark. For example, when looking for the Unexcused Absences, the exceptions will be shown with a check mark in the column. If there are no check marks, there are no exceptions (e.g.: unexcused absences) and therefore no specific attention is required. However, if you are looking for Employee or Manager Approvals, a check mark indicates the approval is fine. In this case you will be looking for those without a check mark. This will make more sense later.

- o Some columns are not exceptions but are totals of values entered into the time sheet. These can be sorted in the same way (click or double click on title) to bring potential issues to your attention.

Checklist for Managers - Daily Review v1.2.doc

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## 1.2. REVIEWING AND MANAGING THE EXCEPTIONS

Review each exception for accuracy as not all exceptions are required to be resolved but all should be reviewed.

### 1.2.1 TRANSFERRED IN EMPLOYEES:

The column **Txfr In** will show a check mark for anyone whose 'home' is not in your dept-sect. Click or double click to bring all check marks to the top. Review the timesheet of anyone in this situation carefully to ensure the appropriate hours are charged to the right department, the appropriate department approved the timesheet (or both depts. approved), and overtime, if any, is charged to the correct department. Bring this to the attention of your payroll clerk if this box is checked and the employee belongs in your dept./sect.

### 1.2.2 EXCUSED AND UNEXCUSED ABSENCES

Review the timesheet for individual(s) with excused or unexcused absences. Is the time sheet completed accurately on that day and therefore there really is an excused or unexcused absence or was there a missed entry or error that requires correcting? If so, correct it or ask the employee to make the correction.

- **Excused Absences:** If an employee was off on a paid leave, it should show as an excused absence. If it does not, investigate for errors.
- **Unexcused Absences:** May indicate an employee failed to make an entry in his/her timesheet or that the employee's schedule is incorrect. Investigate and correct errors.

### 1.2.3 UNSCHEDULED HOURS

This exception indicates an employee worked on a day they were not scheduled to work.

- Is this an error? Did the employee enter hours on the wrong day? If so, resolve.
- Is there an error with the schedule? If so, notify the scheduler or payroll clerk.

## 1.3. AUDIT FOR CORRECT NUMBER OF HOURS

Compare **Expected Hours** to **Total Hours** and resolve any discrepancies.

### 1.3.1 EXPECTED HOURS

This is a value maintained in each employee's People Record and is intended to be a guide to help identify potential errors.

### 1.3.2 TOTAL HOURS

Total Hours is a value comprised of entries in the time card that result in pay codes such as Regular hours worked and paid and unpaid leaves. This value must equal their expected biweekly hours at the end of the pay period (i.e., 40 for half time employees; 80 for full time employees, etc.). It does not include overtime, cash-outs or buy-backs, premiums, and such items that are not a part of base hours.

- **What if Total Hours is different than Expected Hours?** If an employee normally works all 8 hour days and there is a total hours of 10 on the timesheet, this variance likely needs to be corrected. Review the timesheet for accuracy and resolve any issues. If the employee is due overtime for two hours and overtime is not reflected in the pay codes for that day, contact your payroll clerk or central payroll office to resolve.

Any combination of worked hours and paid leave that exceeds their normal daily hours and causes overtime either on that day or later in the pay period is not allowed.

Employees working a 9/8/1 schedule should have 8 hours on their 8 hour day and 9 hours on their 9 hour days. In no circumstances should an employee have less than 8 or 9 respectively and overtime on the same day. This would be an indicator that the employee may have failed to force overtime outside their regular work schedule, e.g. regular day off or early in or late out.

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- **What if Daily Expected Hours are incorrect?** If this value is incorrect, notify your payroll clerk so the change can be made.
- **What about employees who are not expected to work the same number of hours every day?** There is only one field for this value so employees who have a biweekly schedule that includes a variety of expected daily hours will show a variance regularly. Ignore if the variance is appropriate (e.g., Employee worked 8 hour days one week and 10 hour days the next. The expected daily hours can either be set to a value of 8 or a value of 10. If expected daily hours are set to 8, a variance will occur every day the employee enters 10 hours in their timesheet. This is not a problem as it is the appropriate number of hours for that employee. You can review the employee's schedule at the bottom of their timesheet for confirmation when in doubt.

#### 1.4. OVERTIME PAID OR OVERTIME COMP

Was overtime worked and appropriately recorded? Employees earning overtime will show with hours in one of these two columns, **OT Paid** or **OT Comp**. Confirm these amounts are appropriate and authorized. Below is some general information about common overtime issues.

##### 1.4.1 UNAUTHORIZED OVERTIME

You must compensate employees who have worked overtime so removing the time is not an option (except for Administrative Management). If unauthorized, counsel the employee about this issue.

##### 1.4.2 FLEXED TIME FOR OWN CONVENIENCE

If the employee's schedule was flexed for the employee's convenience and overtime is not the appropriate pay code, it can be adjusted. Refer to the document TimeSaver edits for Employees or Managers for instructions on how to waive overtime and ensure these steps are followed carefully (found in TimeSaver's My Links-TimeSaver Resources). Contact your payroll clerk or central payroll for assistance if needed. A comment must be attached to each waiver.

##### 1.4.3 CHECK DAILY OT/CHECK WEEKLY OT (9 80 EMPLOYEES ONLY)

Checks marks may appear when a 9 80 (aka 9/8/1) employee does not force overtime appropriately; or has added a pay code edit, instead of a work rule transfer, on their 8 hour work day. Review and eliminate these checks by forcing overtime where appropriate, or removing a pay code edit and adding a special 'day-lunch break specific' work rule transfer (e.g., Mon 12P Vacation) for paid leaves on the 8 hour day. The work rule transfer requires in and out punches that tell TimeSaver what time the vacation leave was taken and in which work week the vacation was taken.

#### 1.5. FLAT AMOUNT

Most employees do not earn flat amounts. There are exceptions such as mileage, awards, clothing or equipment allowances. Review all flat amounts to ensure they are appropriate and authorized.

#### 1.6. TOTALS UP TO DATE

Ensure that the system has updated all totals for all employees. Click or double click on the column title to find exceptions. If there is not a check mark in this column, the timesheet is not showing a current total. Check to see that all changes have been saved. If that does not bring the totals up to date, choose *Actions – Refresh* in the timesheet.

#### 1.7. MISCELLANEOUS HOURLY EXCEPTIONS (ON-SITE, EARLY IN, LATE OUT, MISSED ENTRY)

Ignore this if your employees do not enter start and stop times in their timesheet. Timesheets requiring a start and stop time will show these additional exceptions to bring your attention to possible issues or errors. These are based on the employee's schedule and timesheet entries. Review each exception for

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accuracy as not all exceptions are required to be resolved, but all should be reviewed. Resolve all Missed Entries.

## **1.8. REVIEW INDIVIDUAL TIMESHEETS**

Review individual timesheets for accuracy. The above steps required you to review individual dates and issues that were brought to your attention. You may now choose to review all entries to ensure they are accurate, depending on the complexity of entries. Simpler time sheets with no labor transfers or complex pay issues can be reviewed at this level of detail biweekly. If you have more complex timesheets, review as follows:

### **1.8.1 PAY CODE TOTALS**

Review the Totals & Schedules tab at the bottom of each time sheet. Click on the Pay Code column header to sort the pay codes alphabetically. Do all pay codes and hours appear correct? Are there any pay codes with 0.00 hours?

0.00 Hours in a pay code indicates hours were generated by the system, but edited out by the employee. Review the edit to ensure it is appropriate and accurate.

### **1.8.2 LABOR LEVEL TRANSFERS**

For individuals using labor levels 3 – 7 for capturing cost accounting detail, this would be a good time to review those entries for accuracy while the information is fresh and timely.

## **2. ADDITIONAL INFORMATION**

### **2.1 “REFRESH”**

Refresh refers to clicking on the Refresh Button within the TimeSaver program; use the Refresh button within TimeSaver **not** the Browser’s refresh button.

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