



TIMESAVER MANAGER –PAY PERIOD CLOSE

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

Pay Period Close-First Genie

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Pay Period Close-Second Genie

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Biweekly on [Tuesday, the day after pay period ends, by 10 AM](#), review the Pay Period Close Genie for the previous pay period. If sooner review is desired, change the Time Period to “Current Pay Period” and change *Show* to “All Home and Transferred-in EE.” This will allow you to view the employees that you are authorized to see.

PAY PERIOD CLOSE-FIRST GENIE

1.1 UNEXCUSED ABSENCES AND MISSED ENTRIES

Since these are rare and generally indicate an error or missed entry, this is another attempt to bring them to your attention for possible resolution. See details in Daily Review – Shift Close under Daily Excused and Unexcused Absences and Miscellaneous Hourly Exceptions. Missed Entries are only applicable to Hourly view time sheets that show start and stop times.

1.2 EMPLOYEE APPROVALS (EE APPR)

Ensure all employees approve their timesheet. Approvals are indicated by a check mark in the column labeled “EE Appr.” A single click on the title of the EE Appr column will send approvals to the bottom of the list. All employees without a check mark in this column have not approved their timesheet. If there are no check marks, there are no approvals. Request all employees without a check mark to approve their timesheet. If an employee is unavailable, print the time sheet and obtain a signature when they return to work. Forward the signed timesheet to your payroll clerk as soon as possible. Employees with an approved Leave of Absence Request form on file covering this pay period do not have to sign a printed copy of the timesheet. Proceed with the remaining steps.

Exceptions (no employee approval required):

- Extra help employees who did not work (requires supervisor approval only)
- Employees with a signed leave of absence request form on file for the period covered.
- Terminated employees (attempt to obtain before employee leaves)
- Elected Officials

1.3 TOTALS UP TO DATE

Ensure that the system has updated all totals for all employees. Click or double click on the title to find exceptions. Click Refresh to force the totals to update. Ensure all totals are up to date before proceeding.

1.4 MILEAGE

Mileage will be entered by the payroll clerk upon receipt of a completed mileage claim form.

1.5 VACATION BUY BACK

Payroll Clerk will audit for eligibility.

1.6 REVIEW GRAND TOTALS

1.6.1 HRS GRAND TTL COLUMN

Review this Grand Total column. Unlike the previous totals, this column reflects all hours entered into the timesheet including premiums, pay offs, and misc. earnings. Investigate any amounts you do not recognize and any large sums to ensure they are appropriate.



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1.6.2 \$ GRAND TTL COLUMN

Review this Grand Total column. Unlike the previous totals, this column reflects dollar amounts entered into the timecard. Investigate any amounts you do not recognize and any large sums to ensure they are appropriate.

PAY PERIOD CLOSE-SECOND GENIE

1.7 AUDIT FOR THE CORRECT NUMBER OF HOURS

Compare the Total Normal Hours to Expected Pay Period Hours and resolve any discrepancies.

1.7.1 TOTAL NORMAL HOURS

This value is comprised of entries in the timecard that result in pay codes such as Regular hours worked and paid and unpaid leaves. This value must equal the employee's 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.

1.7.2 EXPECTED PAY PERIOD HOURS

This value is maintained in each employee's People Record and is intended to be a guide to help identify potential errors. It is based on each employee's Full Time Equivalency (FTE).

Extra Help Employees: There is a value of 1.0 for extra help employees. TimeSaver will not allow a value of 0.00.

1.7.3 WHAT IF THE TOTAL NORMAL HOURS ARE DIFFERENT THAN THE EXPECTED HOURS?

Both totals should match. Review and edit timesheet to resolve any discrepancies. There is probably an error or missed entry in the timesheet that needs to be resolved. Some things to look for:

- **Holiday benefit less than scheduled hours:** Does the employee need leave hours on a holiday to bring them to their normal scheduled hours on that day?
- **Holiday benefit on normal day off:** Does the holiday benefit cause the employee's hours to exceed 80? If so, payroll will change the holiday benefit to the correct pay code for these timecards.
- **Holiday benefit – comp time:** Employees can only elect comp time for holiday hours that exceed their normal expected hours. Did the employee choose comp time when they were not eligible? If so, change it back to the correct pay code by deleting the employee's edits.
- **Holiday benefit for part-time employee insufficient:** If you are comfortable estimating the number of holiday benefit hours for the part-time employee, do so and add additional hours as a pay code edit. If not, leave as is and the payroll clerk will correct the hours.
- **Leave without pay (LWOP):** Did the employee take leave time and have insufficient leave hours available to cover the time off? If so, add leave without pay (LWOP) hours to bring the total hours up to the expected biweekly hours. Add the appropriate amount for each scheduled day (e.g. reduced schedule requires 2 hrs. LWOP each day rather than 20 hours entered once). Prescheduled leaves can be put in the schedule to prevent this additional effort. Work with your scheduler or payroll clerk to accomplish this.
- **Unresolved and out of balance:** Contact your payroll clerk if you are unable to resolve the issues and bring the balances to the same correct total.
- **Incorrect biweekly expected hours:** Changes can be made by the payroll clerk or central payroll office if this value is incorrect.

1.8 REVIEW INDIVIDUAL TIMESHEETS



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Review individual timesheets for accuracy. The above steps required you to review individual dates and issues that were brought to your attention. You should now review all timesheets you are responsible for to ensure they are accurate.

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.

1.9 APPROVE

Approve all timesheets you are responsible for (including extra help even if they did not work, terminated employees and employees on leaves of absence) after you have completed your review and corrected all errors. Refer to approval instructions for details, if necessary.

1.10 CONFIRM MANAGER APPROVAL (MGR APPR)

After approving the timesheets, confirm that there is a check mark in this column for each timesheet you are responsible for. If the Genie does not reflect the approval, click the Refresh button in TimeSaver.

1.11 SIGNED OFF

This is the payroll clerk's approval. Once the time sheet has been signed off, no further edits can be made without removing the sign-off. The payroll clerk will sign-off after all of his/her audits and edits are complete.

1.12 ASSIGNED MANAGER

This is the supervisor or manager with a TimeSaver manager's license who is assigned responsibility for each employee listed. If you have a default view that includes employees other than those for whom you are directly responsible, you may want to sort on this column to group all of your employees (e.g. you may be able to see employee for whom you are the backup manager). You can also create a personal hyperfind query to view just those employees for whose timesheets you are responsible. Refer to separate instructions about creating and using hyperfinds.

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.

2.2 MAKING CHANGES ON TUESDAY AFTER APPROVAL

If changes are required after you have approved a timesheet, but before the end of the day, make the change and notify your payroll clerk via email.

2.3 MAKING CHANGES AFTER WEDNESDAY

Do not make any changes to a timesheet after Tuesday without checking with your payroll clerk first as it can disrupt the audit process.