TIME AND ATTENDANCE

PURPOSE

This recommended practice describes the options and processes for capturing employee time and attendance in OSPA.

There are three options for entering employee time and attendance in OSPA:
- The employee can complete a paper timesheet. An agency timekeeper or payroll staff member will then enter the time on the P003 Time Capture screen.
- The employee can enter his / her own time through On-line Daily Time (ODT).
- The employee enters time in an agency time capture program. The time goes into OSPA through a batch process.

The agency determines the method and enters it in Workday. The code displays in the TIMESHEET CD field on the P030 Job Status Data screen. See Notes, Timesheet Format below and the OSPA Reference Manual, Screen Descriptions, P030.

TIMESHEETS

OSPA prints timesheets in two formats, with or without forecasted hours:
- Form #AD1743, the short form timesheet, includes commonly used pay and leave types
- Form #AD1744, the long form timesheet, does not have pay types. It has extra space to enter labor costing.

Agency timekeepers or payroll office staff use the timesheets to enter summary time in OSPA. They use the following screens:
- P001 Session Default Values to establish the agency and pay period
- P003 Time Capture Screen to enter employee time and attendance
- P002 Time Capture Screen is an inquiry screen for data entered on the P003

See the OSPA Reference Manual, Screen Descriptions and Entry Guides, Time Capture.

ON-LINE DAILY TIME (ODT)

Employees use the ODT module to enter their own time in OSPA. Their supervisors approve their time on-line. The screens include:
- P005 Payroll Time Capture -- Employee Entry Menu
- P004 Time Capture
- P006 Payroll Time Capture – Supervisor Entry Menu
- P007 Payroll Time Capture – Entered Pay Types by Day – Summary (inquiry only)

- PSEC OSPS – Time Entry Security Table
- P009, to scrub a PIN

See the OSPA Reference Manual, Screen Descriptions and Entry Guides, On-line Daily Time.

ePayroll

Employees use the eTime module of ePayroll to enter their own time in OSPA. Their supervisors approve their time on-line.

BATCH PROCESS

A few agencies have their own time entry systems. They load the data into OSPA with a batch process prior to the preliminary payroll run. When the data loads, OSPA forecasts time and validates the data. If OSPA finds errors in the employee's time, it puts the employee on the exception report. The employee will not receive a payment until the agency fixes the errors. The batch process overwrites any time already in the DB03 Time database.

AUTHORITY / REFERENCES

U.S. Fair Labor Standards Act (FLSA), http://www.dol.gov/whd/flsa/index.htm (see Notes, U.S. Fair Labor Standards Act)

Oregon Revised Status (ORS), https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx
- Chapter 292 Salaries and Expenses of State Officers and Employees
- Chapter 652 Hours; Wages; Wage Claims; Records

State HR Policies, http://www.oregon.gov/DAS/Pages/policieshr.aspx
- 20.005.20 Fair Labor Standards Act
- Division 60 Employee Leave

Oregon Accounting Manual (OAM), http://www.oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx
- 45.07.00 PO Time Record Approval
- 45.45.00 PO Separation of Duties

Collective Bargaining Agreements, http://www.oregon.gov/DAS/HR/Pages/LRU.aspx

SCOPE / APPLICABILITY

This practice applies to all agencies that use OSPA. The process may vary by bargaining agreement, employment status, etc.

RESPONSIBILITIES

OVERALL

The following responsibilities apply to everyone with time records in OSPA. See the Recommended Practice below for additional details.

Entity	Responsibility
Employee	• Maintains record of actual hours worked and leave hours taken
Employee's Manager	• Approves changes in schedule, leave taken, and overtime worked • Approves employee's time recorded on a paper timesheet or in ODT
Agency HR Office	• Enters employee in the Workday
Agency Payroll Office	• Enters employee's work schedule on the P020 Work Schedule Data screen (See the OSPA Reference Manual, Screen Descriptions) • Provides advice on the use of pay and leave codes (See the OSPA Reference Manual, Codes, Pay and Leave Codes) •
Oregon Statewide Payroll Services (OSPS), Financial Business Systems (FBS), Enterprise Goods and Services XEGS), Department of Administrative Services (DAS), OSPS.Help@oregon.gov	• Maintains the Payroll Benefit Package Table (ADB1, ADB2, PTB1 and PTB2) • Processes and distributes manual checks as requested
Publishing and Distribution, State Services Division, DAS	• Prints and delivers reports, timesheets, paystubs and checks to OSPS and agencies

ON-LINE DAILY TIME

Entity	Responsibility
Employee and Manager	• Establish PIN on the P005 Payroll Time Capture – Employee Entry Menu screen
Agency Payroll Office	• Maintains the PSEC OSPS Time Entry Security Table screen • When necessary, requests OSPS to scrub a PIN • When necessary, enters time for an employee
OSPS	• When necessary, scrubs the employee's PIN on the P009 screen • Provides access to Agency Payroll staff to scrub a PIN

EPAYROLL

Entity	Responsibility
Employee and Manager	• Establish password for ePayroll
Agency Payroll Office	• Adds employee to established group in ePayroll • Establishes and maintains group structure in ePayroll • Send temporary passwords to employees through ePayroll

SYSTEMS / APPLICATIONS

System / Application	Functionality
Workday (Previously PPDB, Position Personnel Database)	• Interfaces employee job status information to OSPA

Oregon State Payroll Application (OSPA)	• Forecasts the employee's time (see Notes, Forecast below) Edits time entered, including:
	    • Conforms to forecast
	    • Entered pay codes are in the employee's benefit package
	    • Total balances
	    • (See OSPA Reference Manual, Screen Descriptions, P003 and P004)
	• Produces reports, checks, paystubs and timesheets
	• Interfaces payroll expenditures to R*STARS (see OSPA Reference Manual, Interfaces, R*STARS

PREREQUISITES

It is important for Agency Human Resources to enter job information in Workday timely. Late entry may result in the following:
- OSPA will not print a timesheet or allow entries before an employee has a current job record in Workday.
- Timesheets that include forecasted time for the next month will not be accurate if records in Workday change after preliminary run 1
- The payroll calculation will be incorrect if Workday changes between preliminary and final runs
- For agencies using ePayroll, the employee's record must be entered with a timesheet code of 'N' to ensure access to ePayroll will occur.

The employee must also have a current work schedule on the P020 Work Schedule Data screen. OSPA will use this schedule to forecast time for FLSA exempt employees and salaried employees. See Notes, Forecast and Exceptions, Work Schedule Changes below.

For the employees with paper timesheets:
- The employee must complete and sign the paper timesheet
- The employee's manager must approve the timesheet

For the employee to use ODT:
- The agency's payroll office gives the employee access on the PSEC OSPS – Time Entry Security Table Screen (see the OSPA Reference Manual, Screen Descriptions)
- The employee and approving manager first enter a PIN on the P005 screen. The PIN and the employee's SSN serve as the electronic signature (see the OSPA Reference Manual, Entry Guides, On-line Daily Time, PIN)

For the employee to use ePayroll:
- The agency's Human Resources office enters the employee with a timesheet code of 'N' in Workday.
- The agency's payroll office gives the employee access in ePayroll Admin site, and adds employee to appropriate group.
- The employee establishes login credentials using a temporary password provided by ePayroll.

RECOMMENDED PRACTICE

TIMESHEETS

This process will vary by agency and/or employee. Some agencies process timesheets for both run 1 and run 2 (as described). Other agencies do not complete and enter timesheets for run 1 for salaried employees.

For employees with forecasted hours, some agencies/managers require that the employee complete the timesheet for every day. Others only require exception reporting (see Notes, Exception Reporting below).

	Action	More
1.	Employee records time and leave on the white copy of the timesheet (with all copies still attached) on a daily basis.	
2.	At the agency's preliminary payroll cutoff, the employee removes the third (canary) copy of the form and on that copy totals the entries, signs that copy, and forwards it to his/her manager. In completing the timesheet, salaried employees project the time they will work for the rest of the month. Hourly employees only record the time they have already worked.	See the OSPA Reference Manual, Entry Guides, Time Capture, Timesheets. If the agency only requires timesheets after the end of the month, the yellow copy is an employee copy.
3.	Supervisor reviews timesheet for accuracy and appropriateness, signs it, and forwards it to the agency timekeeper or payroll office	
4.	Prior to OSPS preliminary run 1 cut-off, the agency timekeeper or a payroll staff member enters the employee's time in OSPA and files the timesheet.	See the OSPA Reference Manual, Entry Guides, Time Capture, Entering Employee Time
5.	After preliminary run 1 and before final run 1 cut-off, agency payroll reviews the OSPA Payroll Exception reports and makes any needed changes.	See the OSPA Reference Manual, Report Descriptions.
6.	If necessary, agency payroll requests an ACH stop by the deadline on the OSPS Processing Calendar	See Resources below
7.	After final run 1, agency payroll reviews the OSPA Payroll Exception reports and identifies any employees with "fatal errors." (This will prevent them from receiving a payment.) Resolves issues and requests manual checks when appropriate	See the OSPA Reference Manual, Recommended Practices, Manual Checks
8.	After final run 1, an agency staff member distributes checks, pay stubs and timesheets for the next month.	See Resources, OAM 45.45.00.PO below
9.	Following preliminary payroll cutoff for run 1, the employee continues to record work and leave hours for the rest of the month on the white copy of the timesheet (with pink copy still attached).	

Action	More
10. After the last working day of the month, the employee totals hours on the white copy of the timesheet (with pink copy still attached), signs all copies, and forwards them to his/her manager.	
11. The supervisor reviews the timesheet for accuracy and appropriateness and signs the white copy (with pink copy still attached). Forwards the white copy to the agency timekeeper or payroll office. Retains the pink copy for office files.	
12. Prior to preliminary run 2 cut-off, the agency timekeeper or a payroll staff member enters the employee's time and files the timesheet. For employees with forecasted time, they will only make entries if the employee's actual time is different from the run 1 forecast. For hourly employees, they will enter the time worked since the agency's preliminary cut-off for run 1.	
13. If necessary, an agency payroll staff member requests an ACH stop by the deadline on the OSPS Processing Calendar.	See Resources below
14. After preliminary run 2 and before final run 2 cut-off, agency payroll reviews the OSPA Payroll Exception reports and makes any needed changes.	
15. After final run 2 agency payroll reviews the OSPA Payroll Exception reports and identifies any staff members who have "fatal errors" on the report, which will prevent them from receiving a payment. Resolves issues and requests manual checks when appropriate.	See the OSPA Reference Manual, Recommended Practices, Manual Checks.
16. After final run 2, an agency staff member distributes checks and pay stubs.	See Resources, OAM 45.45.00.PO below

ON-LINE DAILY TIME

For employees that have forecasted time, they can enter their time throughout the month or they can enter their time all at once after the end of the month. If they enter their time throughout the month, they do not need to project their time for the days that follow preliminary run 1 cut-off – OSPA will forecast their time during the preliminary run. (See Notes, Exception Reporting, Forecast and Payroll Runs below.)

Hourly employees will only receive payment for the hours they work and enter in ODT. They should

not project the time they will work for the rest of the month at preliminary run 1 cut-off – they will enter their time for the rest of the month prior to preliminary run 2. OSPA does not forecast time for them.

	Action	**More**
1.	Employee keeps track of time and attendance on a daily basis.	
2.	After preliminary run 1 and before final run 1 cut-off, agency payroll reviews the OSPA Payroll Exception reports and works with supervisors and employees to make any needed corrections	See the OSPA Reference Manual, Report Descriptions
3.	If necessary, an agency payroll staff member requests an ACH stop by the deadline published in the OSPS Processing Calendar.	See Resources below
4.	After final run 1, agency payroll reviews the OSPA Payroll Exception reports and identifies any staff members who have "fatal errors" on the report, which will prevent them from receiving a payment. Resolves issues and requests manual checks when appropriate	See the OSPS Reference Manual, Recommended Practices, Manual Checks.
5.	After final run 1, an agency staff member distributes checks and pay stubs.	See Resources, OAM 45.45.00.PO below
6.	On either a daily basis or after the end of the month and before preliminary run 2, the employee enters the time on the P005 and P004 screens.	See the OSPA Reference Manual, Entry Guides, ODT Entering Time
7.	After preliminary run 2 and before final run 2 cut-off, agency payroll reviews the OSPA Payroll Exception reports and works with supervisors and employees to make any needed changes.	See the OSPA Reference Manual, Report Descriptions.
8.	Before run 2 final, the supervisor reviews time on the P006 screen for accuracy and appropriateness and locks the time.	See the OSPA Reference Manual, Entry Guides, ODT, Approving Time
9.	Before final run 2, agency payroll reviews the ETV8N List of Daily Timesheets without a Supervisor Lock. Works with supervisors to lock time prior to run 2 final.	See the OSPA Reference Manual, Report Descriptions
10.	If necessary, an agency payroll staff member requests an ACH stop by the deadline published in the OSPS Processing Calendar	See Resources below
11.	After final run 2, agency payroll reviews the OSPA Payroll Exception reports and identifies any employees who have "fatal errors" on the report, which will prevent them from receiving a payment. Resolves issues and requests manual checks when appropriate.	See the OSPA Reference Manual, Report Descriptions

Action	More
12. After final run 2, an agency staff member distributes checks and pay stubs.	See Resources, OAM 45.45.00 PO below.

ePayroll

For employees that have forecasted time, they can enter their time throughout the month or they can enter their time all at once after the end of the month. If they enter their time throughout the month, they do not need to project their time for the days that follow preliminary run 1 cut-off – OSPA will forecast their time during the preliminary run. (See Notes, Exception Reporting, Forecast and Payroll Runs below.)

Hourly employees will only receive payment for the hours they work and enter in ePayroll; time is not forecasted for them.

Hourly employees enter time with the following cutoffs:
- Enter hours worked the 1-15 prior to prelim run 1.
- After final run 1, enter hours worked for the 16-end of the month prior to prelim run 2.

Action	More
1. Employee keeps track of time and attendance on a daily basis.	
2. After preliminary run 1 and before final run 1 cut-off, agency payroll reviews the OSPA Payroll Exception reports and works with supervisors and employees to make any needed corrections	See the OSPA Reference Manual, Report Descriptions
3. If necessary, an agency payroll staff member requests an ACH stop by the deadline published in the OSPS Processing Calendar.	See Resources below
4. After final run 1, agency payroll reviews the OSPA Payroll Exception reports and identifies any staff members who have "fatal errors" on the report, which will prevent them from receiving a payment. Resolves issues and requests manual checks when appropriate	See the OSPS Reference Manual, Recommended Practices, Manual Checks.
5. After final run 1, an agency staff member distributes checks and pay stubs.	See Resources, OAM 45.45.00.PO below

	Action	More
6.	On either a daily basis or after the end of the month and before preliminary run 2, the employee enters the time in ePayroll.	
7.	After preliminary run 2 and before final run 2 cut-off, agency payroll reviews the OSPA Payroll Exception reports and works with supervisors and employees to make any needed changes.	See the OSPA Reference Manual, Report Descriptions.
8.	Before run 2 final, the supervisor reviews time in ePayroll and approves timesheet.	
9.	Before final run 2, agency payroll reviews the adhoc report in ePayroll showing timesheets that are not in approved status. Works with supervisors to lock time prior to run 2 final.	See the OSPA Reference Manual, Report Descriptions
10.	If necessary, an agency payroll staff member requests an ACH stop by the deadline published in the OSPS Processing Calendar	See Resources below
11.	After final run 2, agency payroll reviews the OSPA Payroll Exception reports and identifies any employees who have "fatal errors" on the report, which will prevent them from receiving a payment. Resolves issues and requests manual checks when appropriate.	See the OSPA Reference Manual, Report Descriptions
12.	After final run 2, an agency staff member distributes checks and pay stubs.	See Resources, OAM 45.45.00 PO below.

NOTES

Blank Timesheets – Agency payroll offices will maintain a supply of spare, blank timesheets for the following situations:
- New hires who were not yet in Workday when timesheets printed
- Mid-month job changes that were not in Workday when timesheets printed

BASIS = WAGE BASIS CD from the P030 Job Status Data screen. Possible values include:
- D = daily
- H = hourly, time will not be forecasted
- P = partial salary (part-time salaried), time may be forecasted
- S = salaried, time may be forecasted
- U = undefined, time will not be forecasted

Concurrent Jobs – Employees who have more than one concurrent job must maintain separate time records for each job. There will be separate timesheets and P003, P004, and P005 screens for each.

Exception Reporting – FLSA exempt employees (see Notes, U.S. Fair Labor Standards Act below) are not legally required to keep detailed records of their time worked. Your agency may have a business practice for all employees to enter all of their time and leave. If you do not, FLSA exempt employees just enter any paid leave or unpaid absence from work. This will ensure the leave accrual records and their pay are accurate.

An agency can also elect to apply the same exception reporting to all salaried employees. The PPDB PBAP Agency Table – Payroll screen determines the employees who will have forecasted time (PAYROLL REPORT OPTIONS E, E = FLSA exempt only, S = all salaried employees). See Notes, Forecast below and the OSPA Reference Manual, Screen Descriptions, PBAP.

If employees with exception reporting (forecasted time) have any LWOP, they should enter their leave prior to run 1 to prevent an overpayment. Otherwise, they will be paid from payroll run 1 based upon the forecast. For employees using exception reporting, agency payroll staff members will need to watch for employees who fall into a LWOP status to prevent overpayments.

Forecast – OSPA has the forecast to ensure that the state complies with ORS 652.120 (see Notes below). It also allows FLSA exempt and salaried employees to do exception reporting (see Notes, Exception Reporting above). OSPA uses the employee's work schedule code on the P020 Work

Schedule Data and the PT-FT CD/PCT on the P030 Job Status Data screens to forecast the employee's time.

For FLSA exempt (and, potentially, salaried employees), OSPA will forecast the employees' time and attendance when they access the P004 screen or the agency timekeeper accesses the P003 screen. It will use the forecasted hours to edit the hours entered on these screens.

OSPA also forecasts employees' time during preliminary run 1.
- If the employee does not have entered time prior to final run 1, OSPA will use the forecast to generate the payment for FLSA exempt and salaried employees with exception reporting.
- If the employee has only entered partial time on the P004 screen, OSPA will use the employee's work schedule to forecast the time worked for the "untouched" (have not been accessed) days of the month.
- If the employee has entered time for the entire month on the P004 screen prior to the forecast, OSPA will not overwrite the hours entered.
- If the employee has time entered on the P003 screen, OSPA will use the entered time rather than the forecast, even if the time only represents a partial month.

Hourly employees – OSPA does not forecast time for hourly or undefined employees (WAGE BASIS CD = H or U on the P030 Job Status Data screen). They receive pay on a lag basis for their actual hours worked and entered in OSPA.

Hours Worked Less Than Forecast for Exempt and Salaried Employees – When employees with forecasted time work less than the forecast and have employment for the entire month, they must record the rest of the hours for the month with an available leave type.

Hours Worked Greater Than Forecast for Exempt and Salaried Employees – Employees may work more hours than OSPA has forecasted.
- Full-time employees who are overtime eligible and FLSA non-exempt (O-T/FLSA CD = Y/N on the P030 Job Status Data screen) should record their additional time as overtime (OT) or accrued compensatory time (CTA)
- Full-time employees who are represented non-management service, overtime eligible and FLSA exempt (O-T/FLSA CD = Y/E or Y/X on the P030 Job Status Data screen) should record their overtime as straight time accrued (STA).
- Part-time and job-share employees who work more than their regular schedule should:
  - o   Record their additional time as unscheduled straight time (UST) until the total number of hours = the full-time equivalent for the employee's work schedule
  - o   Record any time that exceeds the full-time equivalent as OT or CTA

Locking – Prior to payroll run 2 final, a manager with employees who are on ODT or in ePayroll will review and approve or lock their time on the P006 Payroll Time Capture – Supervisor Entry Menu screen or in ePayroll. Once locked, the employee cannot access or change the time for the pay period.

Managers who approve time, agency payroll and OSPS may unlock time, if it needs to be changed. Approving managers can unlock time up to the close of business on the day OSPA processes run 2 final for the month. Agency payroll can unlock time for the three prior months.

OAM 45.07.00 Time Record Approval – In summary, this OAM establishes the expectations that:
- State employees will give accurate and timely reporting of time and attendance
- Supervisors will review all time reported for accuracy and appropriateness

- The employee and supervisor's signatures verify that the time and attendance reported is accurate

ORS 652.120 Establishing Regular Payday; Pay Intervals… -- requires that the state:
- Pay employees at least every 35 days
- Pay the employee even if the employee has not submitted a timesheet

Payroll Runs -- OSPA processes payroll twice each month – run 1 and run 2. Run 1, an anticipatory run for salaried employees, normally occurs between the 23rd and the 28th of the month for payment on the 1st of the following month. Run 2, a clean-up or perfecting run, normally processes around the 10th of the following month for payment on approximately the 15th of that month.

Each run consists of a preliminary and a final run. The preliminary run produces exception reports. Agency payroll uses these reports to identify and correct any errors prior to the final run. The preliminary run does not post to the OSPA databases or produce payments or reports

(other than exception reports).

The final run:
- Produces reports and payments
- Posts to the OSPA databases
- Posts labor costs to R*STARS
- Interfaces data to several other computer systems / applications

The OSPS Processing Calendar, http://www.oregon.gov/das/Financial/Payroll/Pages/ospscalendars.aspx , includes the deadlines for entries. Your agency may establish an earlier deadline.

Timesheet Format -- The agency determines the method the employee will use to record time. Possible values for the TIMESHEET CD on the P030 Job Status Data screen include:
- N = no printed timesheet
- 1 = long form with forecast
- 2 = short form with forecast
- 3 = long form without forecast
- 4 = short form without forecast
- 5 = pre-formatted tape for batch time capture
- 6 = printed list of timesheet numbers assigned to individual employees

Timesheet Production – DAS Publishing and Distribution prints and distributes the three-part NCR timesheets after run 1 final. Agency payroll should distribute them to employees prior to the first of the month.

U.S. Fair Labor Standards Act (FLSA) -- requires that the state maintain the following records for employees who are not FLSA exempt (FLSA CD = N on the P030 Job Status Data screen):
- Time and day of week when employee's workweek begins
- Hours worked each day
- Total hours worked each workweek

OSPA meets the FLSA requirements with:
- Paper timesheets
- The P004 Time Capture screen
- The requestable ETV7ALP and ETV7RDC Employee Monthly Timesheets report

OSPA retains the electronic time records for the current tax year. Agencies maintain paper timesheets and the ETV7ALP and ETV7RDC records for the four year retention period.

The FLSA does not have the same requirements for FLSA exempt employees (FLSA CD = E or X on the P030 Job Status Data screen). They only need to record exceptions to their normal schedule (see Notes, Exception Reporting above).

EXCEPTIONS

Work Schedule Changes – OSPA uses the work schedule code on the P020 Work Schedule Data screen to forecast and edit the employee's hours. If an employee's work schedule changes during the month, change the P020 screen prior to entering time.

If the time has already been entered:
- Delete the time
- Enter the work schedule
- Re-enter the time

This allows OSPA to reforecast and edit the employee's time with the new work schedule.

TROUBLESHOOTING

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SUPPORTING DOCUMENTATION / FORMS

The OSPA timesheets, the P005 Payroll Time Capture – Employee Entry Menu, the P004 Time Capture screens and ePayroll meet the Fair Labor Standards Act (FLSA) requirements for maintaining a record of actual hours worked.

OSPA retains the electronic time records for the current tax year. Agencies maintain paper timesheets and the ETV7ALP and ETV7RDC records for the four year retention period.

RESOURCES

U.S. Department of Labor, Wage and Hour Division web site: http://www.dol.gov/whd/flsa/index.htm

Oregon Bureau of Labor and Industries web site: http://www.oregon.gov/boli/Pages/index.aspx

Oregon Accounting Manual (OAM), http://www.oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx
- 45.07.00 PO Time Record Approval
- 45.45.00 PO Separation of Duties

OSPA Reference Manual, http://www.oregon.gov/DAS/Financial/Payroll/Pages/referencemanual.aspx
- Codes, Pay and Leave codes
- Entry guides
  - On-line Daily Time
  - Time Capture
  - ePayroll (coming soon)

- Interfaces, R*STARS
- Recommended Practices, Manual Checks
- Report Descriptions
- Screen Descriptions

OSPS Processing Calendar; http://www.oregon.gov/DAS/Financial/Payroll/Pages/ospscalendars.aspx

REPORTS

See the OSPA Reference Manual, Report Descriptions for additional information.

E510A, E510C Agency Overtime Report
B010 Batch Time Capture
B055CC, B055RG Employee Time Exception
ETV8L List of Daily Timesheets with a Supervisor Lock
ETV8N List of Daily Timesheets without a Supervisor Lock
E120-42A, E120-052A, E122-042A, E122-046A, E122-056A Payroll Exception
XREF43, XREF44, XREF45, XREF46, XREF46D Payroll Register
E421-260-1 SSN Security Table Entries by RDC/Supervisor
B065A, B065C Timesheet Audit and Control
B030-020 Timesheet Forecast Control

ATTACHMENTS

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REVISION HISTORY

Date	Rev. No.	Modification
03/02/07	1.0	Original
07/07/09	1.1	Add FLSA CD X, periodic review
04/13/11	1.2	WR#4657, ETV7 to ETV7ALP and ETV7RDC; appendices to codes; clarify use of STA: periodic review
05/16/16	1.3	Updated web links; added information on ePayroll