

Timekeeping Checklist

Item	Notes								
<input type="checkbox"/> 1. Print Timesheets									
<input type="checkbox"/> 2. Completed timesheets or reports of time worked & leave taken received from employees in my groups	<hr/> <hr/>								
<input type="checkbox"/> 3. Check leave against accruals	<hr/>								
<input type="checkbox"/> 4. Enter Time in PeopleSoft	<hr/>								
<input type="checkbox"/> 5. Completed entering time at:	Write the time below <hr/>								
<input type="checkbox"/> 6. Run the Reported Time Report	<hr/>								
<input type="checkbox"/> 7. Reported Time matches Time entered ?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> Yes Continue with next step </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> No Return to Enter Time. Make needed changes and entries </td> </tr> </table>	<input type="checkbox"/> Yes Continue with next step	<input type="checkbox"/> No Return to Enter Time. Make needed changes and entries						
<input type="checkbox"/> Yes Continue with next step	<input type="checkbox"/> No Return to Enter Time. Make needed changes and entries								
<input type="checkbox"/> 8. Time Administration runs at:	Write the time below <hr/>								
<input type="checkbox"/> 9. Check for exceptions after: (Sign out of PeopleSoft while waiting)	Write the time below <hr/>								
<input type="checkbox"/> 10. Are there exceptions?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> Yes Return to Enter Time. Make needed changes. </td> <td style="width: 25%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> No Go to next step </td> </tr> <tr> <td style="padding: 5px;">Time finished: _____</td> <td></td> </tr> <tr> <td style="padding: 5px;">Time Admin runs at: _____</td> <td></td> </tr> <tr> <td style="padding: 5px;">Check exceptions at: _____</td> <td></td> </tr> </table>	<input type="checkbox"/> Yes Return to Enter Time. Make needed changes.	<input type="checkbox"/> No Go to next step	Time finished: _____		Time Admin runs at: _____		Check exceptions at: _____	
<input type="checkbox"/> Yes Return to Enter Time. Make needed changes.	<input type="checkbox"/> No Go to next step								
Time finished: _____									
Time Admin runs at: _____									
Check exceptions at: _____									
<input type="checkbox"/> 11. There are no exceptions	<hr/>								
<input type="checkbox"/> 12. Print Payable Time Report	<hr/>								

You're Finished!