PROCEDURES FOR TIMEKEEPER

1. Obtain training through UCFlex for timekeeper
2. Receive access to online program as timekeeper
3. Log in to R/3
4. It is important to set up appropriate schedule for new employees
5. Run the exception report at: ZHPT_HRLY_EXC_RPT – Hourly Time Exceptions Report, this report will show the missed clocks and any time worked outside the employee’s schedule; either missing time or overtime worked. Due to the various schedules of the students, this report is run several times a week.
6. If missing a clock, obtain an email or time edit slip from employee approved by the supervisor showing correct time worked.
7. Enter correct time into CAT2- Time Sheet: Maintain Times. Remember to save the entry.
8. If employee is missing hours and has not submitted a time off request through Employee Self Service, send an email reminder to employee and copy supervisor.
9. If employee has worked more than 40 hours for the week, at the request of the employee, move Overtime Hours into CTE hours.
10. Each Monday, run exception report and review time for each employee. Make corrections as needed.
11. Each Monday run Cats_DA for your org and put the full payroll time period in the time parameters. This will show all hourly staff and students that have clocked in and out for that time period. This will help make sure you don’t miss anyone especially if you have to point their hours to different accounts.
12. If you are aware of students with multiple hourly assignments, use Cats_DA and input all of their “personnel numbers” in the multiple selection box. You can find all of their personnel numbers in PA_20. This will help you monitor hours for students so that you can help them stay within the 24hrs limit.
13. Notify approver that payroll is ready to be approved. This can be done weekly or bi-weekly.