Weekly Time Entry & Payroll Approval – Supervisor Guide

Payroll records, including timecards, are legal documents. Supervisors are responsible for reviewing and verifying accuracy before approving timecards.

To help ensure compliance and accuracy, follow the checklist below:

1. **Time Entry & Accuracy**
   - ✓ Daily start and end times reflect actual hours worked.
   - ✓ Changes to schedule are documented by the employee (use the comment field in the time entry).
   - ✓ Confirm that the employee has submitted any applicable pay types (e.g., vacation, sick, jury duty, bereavement) to ensure hours are complete and accurate.
   - ✓ All time entries are approved in Workday.

2. **Meal & Rest Break Compliance**
   - ✓ Meal breaks of at least 30 minutes are recorded for shifts over 5 hours and shifts over 10 hours.
   - ✓ Meal breaks are taken no later than the 5th consecutive hour of work.
   - ✓ Meal Period Agreements are submitted if an employee waives either meal break.

3. **Overtime**
   - ✓ All overtime is approved in advance.
   - ✓ Overtime Approval Form(s) submitted to Human Resources, including approval from Cabinet-Level Supervisor.

4. **Leaves & Documentation**
   - ✓ Employee has been referred to Human Resources for documentation for sick leaves over five consecutive days as well as for bereavement and jury duty.
   - ✓ Employees who were out for five consecutive days submitted a doctor's note to Human Resources and were cleared to return.

5. **Deadlines**
   - ✓ All timecards are approved and finalized by end of day Friday, one week before the Friday pay date.
     - o Reoccurring Outlook calendar reminder was set for the biweekly timecard approval deadlines.