Department Time Administrator Time Processing – Job Aid

Visit the [PAC Time and Absence](#) page for more information on HR related policies, processes and training.

### Ongoing:
**Timesheet Completion** – Each pay period, employees complete and managers approve timesheets. Employees and Managers receive reminder emails the morning of submission deadlines. As a DTA, you can provide review and oversight for all time and absence entries in your departments and follow up with managers as needed.

**Access the PAC Bi-Weekly Timesheet Processing Schedule:**
- **Employee** timesheet submission is 12 noon on the listed deadline day (*usually* Fridays)
  - *Note:* Absence requests must be approved *before* 12 noon on the timesheet deadline to be included for processing in the pay period
- **Manager** timesheet approval is 12 pm on the listed deadline day (*usually* Fridays)

A listing of *all* department employee’s timesheets displaying ‘Reported Hours’ and ‘Hours to be Approved’ is located on the Manage My Team > Timesheet page. Use this view to determine if there are timesheets for managers to approve or employees who need to report time.

### Manager Absence Approval Deadline (Morning):
**Generate** Absence Reports to confirm that all absences have been approved, and to send reminders to those managers that still have outstanding items to approve.
- **Absence Event Details** – if there are any unapproved absences (in submitted status), reach out to managers to remind them to approve before the 12 noon deadline
- **Negative Balance** – does an employee’s current absence balance minus approved absences result in a negative amount? *Note,* this will not show submitted but not yet approved absences.
- **Absence Balance** – compare available balances to requested (approved and submitted) absences. Will there be a negative balance if all requests are approved?

### Manager Timesheet Approval Deadline (Afternoon):
**Review** timesheets to ensure that all are completed and approved; **Contact** mgr. to resolve as needed
- **Time Summary** – from the WorkCenter, navigate to Manage My Team > Timesheet.
  - Review the page to see if there are any hours to approve or Exceptions to resolve
  - Click on the employee’s last name to review a timesheet, if needed

### Exception Deadline (Morning):
This is the last chance to review and approve outstanding timesheets and clear any exceptions.
- **Ensure** managers approved any weekend time and Exceptions are cleared/resolved
- **Review** absence report activities again to see if any newly entered or approved absences require an update be made to the timesheet
- **Request Reassignment of Time Approvals** – if needed, submit incident to HRPC
- **Generate and Review** Payable Time Report – displays payable hours and TRCs by day
- **Review** any Unprocessed Reported Time