### Biweekly Payroll Deadline and Reports

<table>
<thead>
<tr>
<th>Timing</th>
<th>Questions</th>
<th>Tool</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before</strong> timesheet file load deadline</td>
<td>1. Are there any unapproved timesheets?</td>
<td>Timesheet Status Report (HRB760)</td>
<td>Select status of “Created Not Approved”; use pay periods covering the last 6 months</td>
</tr>
<tr>
<td>* File loads to HR/SIS one day before Payroll Deadline Day @ 10:55 AM</td>
<td>a. Are there any created, not approved timesheet?</td>
<td>Timesheet Status Report (HRB760)</td>
<td>Select status of “Not Created”; use current pay period begin and end dates</td>
</tr>
<tr>
<td></td>
<td>b. Are there any timesheets that have not been created for current time period?</td>
<td>Timesheet Status Report (HRB760)</td>
<td></td>
</tr>
<tr>
<td><strong>After</strong> timesheet file load to HR/SIS</td>
<td>2. Are any timesheets unapproved because of exception?</td>
<td>PeopleSoft Payable Time Report (HRB750)</td>
<td>Biweekly Pay Frequency; select status of “Needs Approval”; use pay periods covering the last 6 months</td>
</tr>
<tr>
<td></td>
<td>3. Are we paying employees based upon on what the supervisors approved?</td>
<td>Timesheet Discrepancy Report (HRB760)</td>
<td>Select status of “Approved”; use pay periods covering the last 6 months; select the report that shows discrepancies only</td>
</tr>
<tr>
<td></td>
<td>Were any timesheets adjusted in HR/SIS?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1a. Are there any created, not approved timesheets?
Timing: after reminder email sent to supervisors, before eTimesheet file load to HR/SIS
Tool: HRB760, eTimesheet Status Report   Source of data: eTimesheet

Ideally, would run for last 6 months; however, since eTimesheet was implemented on 11/21/10, run from that date through the current pay period

Select all statuses except Approved, Not Created, Everything But Approved
<ctrl> click to select
Select “Created Not Approved”

Note: the “Everything But Approved” status will be changed to “Created Not Approved” in the near future. When the “Created Not Approved” status is available, use it instead of selecting the individual statuses in the step above.

March 9, 2011
1b. Are there any timesheets not created for current time period?
Timing: after reminder email sent to supervisors, before etimesheet file load to HR/SIS
Tool: HRB760, eTimesheet Status Report  Source of data: eTimesheet

Biweekly eTimesheet Reports

Run for current pay period only (dates default when Not Created status is selected)

Fiscal Year: 2011
From Pay Period: 18 : 02-13-2011 - 02-26-2011
Through Pay Period: 18 : 02-13-2011 - 02-26-2011

Note: Fiscal Year/Pay Period is not required if "Everything But Approved" status is used

Status:
- Everything But Approved
- Not Created
- Created, Not Submitted
- Submitted, Pending Approval
- Denied

Select Not Created status

Rules:
Use status of "Everything But Approved" to return timesheets requiring action from current and previous pay periods (up to last 6 months)
Use of status only applies to the Status Report.

Employee ID

Supervisor ID

March 9, 2011
2. Are any timesheets unapproved in HR/SIS because of exceptions?
Timing: After timesheet file load to HR/SIS
Tool: HRB750, Payable Time Status Report  Source of data: HR/SIS
3. Are we paying employees based on what the supervisors approved? Were any timesheets adjusted in HR/SIS?
Timing: After timesheet file load to HR/SIS
Tool: HRB760 eTimesheet Discrepancy Report  
Source of data: eTimesheet and HR/SIS

### Biweekly eTimesheet Reports

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Pay Period</td>
<td>12-11-21-2010 - 12-04-2010</td>
</tr>
<tr>
<td>Through Pay Period</td>
<td>18-02-13-2011 - 02-26-2011</td>
</tr>
</tbody>
</table>

Note: Fiscal Year/Pay Period is not required if "Everything But Approved" status is used.

<table>
<thead>
<tr>
<th>Status</th>
<th>Not Created</th>
<th>Created, Not Submitted</th>
<th>Submitted, Pending Approval</th>
<th>Denied</th>
<th>Approved</th>
</tr>
</thead>
</table>

Select pay periods from the last 6 months (report only uses Approved Status)

<table>
<thead>
<tr>
<th>Employee ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor ID</td>
<td></td>
</tr>
</tbody>
</table>

Select the "Discrepancies Only" version of the "Compare Approved to Payable Time" report

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March 9, 2011