Preparing for Payroll End-of-Week

Daily

1. Manage exceptions
   a. Missing breaks
   b. Conflicting shifts
   c. Missed punches
      i. Time Keeper must access each missed punch for payroll to process, even if no change is made
   d. Same-day leave
   e. Pending requests in the **Request Manager**

Every Friday

1. Manage missing segments
   a. Run the **Missing Days** report to locate exempt employees with no entries
      i. Navigate to **Reports -> Period Reports**
      ii. Click **Automated Reports** and select **Missing Days**
      iii. Ensure that the **Employee Filter** and date range are correct
      iv. Click **Download** and select **PDF**
      v. Click **Download**
   b. Exempt staff can correct their own missing time using **Time Sheets**
   c. Check **Request Manager** for unapproved segments
   d. Input hours and/or leave for missing segments where appropriate

Every Monday/Tuesday

1. Manage system-created sick leave segments (non-exempt employees)
   a. The system creates sick leave to account for a week's missing hours each Friday, at 11:59 PM
   b. Filter for job code 310 in **Individual Hours** or **Group Hours** using the prior Friday's date
   c. Correct time for missed hours (e.g. add leave segments to the correct day, account for missed punches, etc.)
2. Manage system-created missing hours segments (exempt employees)
   a. The system creates missing hours segments each day that an exempt employee has not entered time
   b. Filter for job code 3 in **Individual Hours** or **Group Hours** using the prior Friday's date
   c. Correct time for missed hours (e.g. add leave segments, have employee add time sheet hours, etc.)
   d. Delete all job code 3 segments after time has been corrected