

# 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. Prior-day leave
  - e. Pending requests in the **Request Manager**

## Every Friday

1. Manage missing segments
  - a. Run the **Incomplete Time Sheets** report to locate exempt employees with no entries
    - i. Navigate to **Reports** -> **Period Reports**
    - ii. Click **Pasco Reports** and select **Incomplete Time Sheets**
    - iii. Click **Download** and select **PDF**
    - iv. Click **Download**
  - b. Exempt staff can correct their own missing time using **Time Sheets**
  - c. Check **Request Manager** for unapproved requests
  - 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 **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.)
    - i. An entry for a full week's time may indicate a discrepancy with the employee's Munis record
    - ii. Entries for previously-terminated employees, new hires that have not yet started, etc., must be deleted, and follow up with Human Resources may be needed depending on individual circumstances
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 **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
3. Correct any outstanding exceptions
  - a. Navigate to **Group Hours**
  - b. Select **Last Period** for the date range and use an **Employee Filter** that shows all staff for the site
  - c. Select the **Exception Filter** option of **Required for close week** to locate all segments that still have errors that will prevent payroll processing and correct those segments
  - d. Repeat the **Exception Filter** alongside a **Cost Code** filter to locate subs that have errors that will prevent payroll processing and correct those segments



When completing daily or weekly data reviews, generate a PDF of the segments to be reviewed in **Group Hours** by applying the desired filters, and then clicking **Download** and **PDF**. This PDF remains accessible even if you navigate to a different screen or log out of the software.