**Timekeeper Activity Schedule**

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| **Task** | **Frequency** |
| Answer time-related emails/phone calls (quotas, policy, absence/attendance entry, work schedules) | **Daily (As Needed)** |
| Enter time-related system changes (late absence or attendance entry; substitutions; per diems) | **Daily (As Needed)** |
| Ensure all absences and attendances (i.e., overtime, higher class, RT for TMS 1 employees) are entered by employee and approved by supervisor.  Code overtime for payment. | **Minimum:** Last two days of pay period; Monday following the pay period end **Last minute corrections:** Tuesday morning following period end (Final payroll processes at noon\* and you must exit records!) |
| Review Time Transfer Error Report and correct errors (SAP transaction: Y\_DC1\_32000598) | **Minimum:** Last two days of pay period; Monday following the pay period end **Last minute corrections:** Tuesday morning following pay period end (Final payroll processes at noon\* and you must exit records!) |
| Review Time Evaluation Messages Display and correct errors as necessary (SAP transaction: Y\_DC1\_32000670) | **Minimum:** Last two days of pay period; Monday following the pay period end **Last minute corrections:** Tuesday morning following pay period end (Final payroll processes at noon\* and you must exit records!) |
| Review AWS Buckets for accuracy (SAP transaction: PT\_Bal00, Day Balance 5160) | **Quarterly** **or,** Prior toemployee beginning a new work schedule (Basic, AWS, leaving organization/agency) |
| Monitor holiday and/or comp quotas for usage and work with Time Advisor if payout required (contract-covered employees) **DO NOT PAY OUT COMP OR HOLIDAY QUOTA FOR MANAGEMENT EMPLOYEES** | **As Needed** - See Collective Bargaining Agreement or Absence Manual for payout requirements (most require payout after 120 calendar days from the date quota is earned) |

**\***Pay processing deadlines are adjusted for holidays. Typically, if a holiday falls on a Monday, users will have all day on Tuesday to perform timekeeping duties and until noon on Wednesday for any last minute corrections. Check with your time advisor if you are unsure of the pay processing schedule.