HCM: Timekeeping Pay Period Checklist

The following checklist is for Managers who supervise employees and Timekeepers providing local support, to utilize for each pay period prior to the Time Submittal / Approval Cutoff and Exception Time Approval Cutoff dates. The cutoff dates are published and included in the payroll calendars. We recommend pulling the following reports 3-5 days before the time submittal and exception time approval cutoff dates.

Reports
The checklist is based on pulling reports out of Workday to gather your data for analysis. For assistance in pulling reports in Workday, you may want to review the Workday Reporting Overview job aid. You can find the reports one of two ways:

- **Search Bar** or the **Team Time** button on your home page, which lists all the reports you’ll need

1. **Report Filters:**
   a. If prompted for Supervisory Organization
      i. Managers should choose – My Organizations
         ii. Timekeepers may want to select multiple managers or the top-level manager searching by last name
   b. Leave “Worker” blank to pull all workers
   c. Date prompts – recommend pulling reports by the work week, Sunday to Saturday which matches University policy and FLSA defined weeks and timekeeping requirements

For All Nonexempt Employees
1. **Submit and Approve Time**
   a. Pull and review the ISU Unsubmitted and Unapproved Time Report, if any time blocks are in the report, ensure they get to an approved status so they flow to payroll and the employee is paid
   b. See the Approving Time job aid
2. **Check for Unmatched Time Clock Events**
   a. Pull and review the Unmatched Time Clocks Events report, which lists missing check in and check out events, and remove or correct the unmatched time blocks to accurately reflect the hours worked by the employee
      i. **Choose appropriate organization and date range**
   b. See the Correct Unmatched Time Clock Event job aid
3. **Check for Extra Long Time Blocks**
   a. Pull ISU Workers Over 18 Hours in a Day to double-check if employees forgot to check out and have time blocks that need to be corrected
   b. See Correct Time on Behalf of Worker job aid
4. **Review Time Off Requests**
   a. Pull ISU Time Worked + Time Off >40 report to see if employees time off requests are taking them over their regularly scheduled hours in a given week so they don’t use unnecessary time off
   b. See Correct and Absence Request job aid

**For Nonexempt Salaried Employees Paid Monthly**

1. **Ensure Employee(s) Meet Regularly Scheduled Hours**
   a. Pull the ISU Non-Exempt Salaried Workers Who Worked Less Than Scheduled Weekly Amount to determine if they have less hours than their regularly scheduled weekly amount
   b. Ensure the worker enters an appropriate time off request to fill their regularly scheduled hours for the week
   c. See Requesting an Absence Quick Reference Guide

**For Nonexempt Employees Paid Semi-Monthly**

1. **Ensure Employee(s) Meet Regularly Scheduled Hours**
   a. Pull the ISU Non-Exempt Workers Paid Semi-Monthly Who Worked Less Than Scheduled Weekly Amount to determine if they have less hours than their regularly scheduled weekly amount
   b. Ensure the worker enters an appropriate time off request to fill their regularly scheduled hours for the week
   c. See Requesting an Absence Quick Reference Guide

**Call Back Time**

**NOTE:** This is only necessary if there are MULTIPLE call back scenarios in one day’s time.

1. **Ensure Call Back Minimum is Met**
   a. For Merit employees who may have been called back to work, 30 minutes or more after their shift ended, Merit rules dictate that they should receive a minimum of 3 hours, which may need to be added to their time sheet. Call back time worked in excess of 3 hours, will be tracked as actual time, since the minimum has been exceeded.
   b. Pull the ISU Workers with Multiple Call Back Time Blocks in One Day report and where an employee was called back, but did not meet the 3 hour threshold, their time block will need to be corrected to the minimum of three hours
   c. See Pay for Call Backs job aid