

CHECK LIST

For: **Time Keepers** and **Time Approvers**

Begin:

1. **Navigate to :** <http://ptp.fiu.edu>
2. **Click on the TimeSaver Menu Item**
3. Select the “Manager” radio button
4. Log on to the TimeSaver system

Did you:

1. Run the **Unpaired Attendance Punch** * report for your Non-exempt employees? (Temporary hourly and Staff non-exempt)
 - a. Navigate to : [Reports Available>Attendance>Unpaired Attendance Punch](#)
 - b. Check entries to ensure a time in and out for each day and appropriate amount of hours
2. Run the **Pay Code Updates** * report for your Exempt employees? (Faculty, Administrative and exempt Staff)
 - a. Navigate to : [Reports Available>Payroll>Pay Code Updates](#)
 - b. Use this report to identify who has submitted leave for approval and verify correct pay code is used
3. Run the **Pending Time Entry Employee Approval** * report for your non-exempt employees? (Temporary hourly and Staff non-exempt)
 - a. Navigate to : [Reports Available>Time Entry>Pending Time Entry Employee Approval](#)
 - b. Use this report to identify who has not approved their time/leave entries for the pay period
 - c. Communicate to those employees that they must approve their time prior to the Time Approver sign-off
4. Run the **Time Card Report** * for your Non-exempt employees? (Temporary hourly and Staff non-exempt)
 - a. Navigate to : [Reports Available> Attendance >Time Card](#)
 - b. Check for irregularity on report
 - c. Can also be used to distribute work information to supervisor for review/signoff
5. If Timekeeper - Notify the Time Approver that employees are ready to be signed off.
6. Confirm that you have reviewed and signed off on both “8FL and 8SY” employees and “multiple sites”

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Guidelines:

- a. Time Approvers should have first-hand knowledge of the employee's hours worked or leave taken or written confirmation from employee's supervisor. If a Time Approver is on vacation or on a leave of absence then the responsibility should be delegated to a backup approver.
- b. Time Approvers should not approve their own time, their supervisor's time or their relative's time. This represents a conflict of interest between the Time Approver and the employee.
- c. Time Approvers must ensure that all non-exempt employees have approved their time/leave entries before signing-off.
- d. **All employee time/leave entries MUST be signed off by the Managers/Time Approvers by 2:00 pm on the Friday of payroll closing week.**

*** These reports can be saved to a local directory by clicking "Save As (report name)" on your computer.**