

**Monday 9 A.M.**

Employees are expected to have their time entered by 9am on the Monday after the end of the Pay period at the very latest.

**Monday 12 Noon**

Approvers will have until 12 Noon to approve any time submitted by their employees.

Business Managers will have until 12 Noon to check all financial information regarding Task groups, Task profiles and Combination codes.

**Tuesday 12 Noon.**

Delegates will have from noon on Monday to noon on Tuesday after the pay period ends to approve time, run queries and clear any exceptions to send to Time and Labor.