

Approval Checklist

- Approving the correct pay period
- Reported standard hours- did they report at least their standard hours?
 - Workgroup- base on their workgroup are they reporting standard hour correctly
 - 8/40 vs 0/80 reporting 10 hours' day but workgroup shows 8/40
- Common TRC used correctly
 - OT- was OT authorized in the first place?
 - Weird TRC- if you see a strange TRC you have not seen before, question it.
 - Flex time- did they get approved to flex their time? Did they flex correctly?
 - 8-40 can only flex within a week
 - 0-80 can flex throughout pay period
 - Holiday- did they code the Holiday? Did they code the holiday correctly Holiday (regular day to work) vs. Unscheduled Holiday (regular day off)
- Funding Sources- did they use the correct taskprofile/combo code.
- Cash/Comp- based on their overtime category (first set of numbers on workgroup) are they requesting the correct way to be compensated for OT
- Shift- did they code the correct shifts when applicable.
- Comments- look to see if there are comments that might explain weird reporting