Best Practices for Reviewing Time Sheets

- Frequently reviewing hourly employee time sheets, at least weekly:
  - Allows for timely corrections.
  - Prevents last-minute issues before payroll deadline.

Accuracy	✓ Ensure all entries reflect actual hours worked and align to expected schedule.
Missed Punches	✓ Identify and correct any incomplete time entries.
Overtime Hours	✓ Verify legitimacy and prior approval of any overtime worked.
Early In Punches	✓ Watch for early arrivals or late departures which may trigger hours creep and unintended overtime.
Meal Breaks	✓ Ensure meal breaks are taken and properly recorded. Remember, meal breaks are mandatory unless the employee is unable to take one due to patient care responsibilities/an urgent safety concern or agreed upon with manager.
Differentials & Special Pay	✓ Make sure that you follow senior leadership guidelines for situational differentials (Example: Premium pay and Crisis pay).
ET Hours (Earned Time)	✓ Absence requests must be approved for ET to payout. ✓ Correct/Remove time off, if necessary. ✓ Regular pay + Earned time should not exceed regularly scheduled hours (as outlined in policy HR-13).
Leave of Absence	✓ Follow the Coding for Leave of Absence job aid to ensure Exempt and Non-Exempt employees are paid accurately.
Paid Parental Bonding	✓ Follow the Paid Parental Bonding job aid when paying for child bonding leave.

Approval Deadlines

- Time sheets **must** be approved **by 10:00 AM on Tuesday** of a payroll week.
- Workday **auto-locks** at **11:00AM on Tuesday** of a payroll week.
  - No changes can be made after this time
  - Non-compliance may result in delayed or inaccurate pay.

Resources

Manager Knowledge Center>Timetracking