**HR/Payroll Checklist for SHARP**

1. **Friday (Last Friday of Time Period) – Sunday (First Day of Next Time Period)**

* Ensure all employees (including **EXEMPT** employees) entering time via Employee Self Service enter time on their last work day and SUBMIT, based on agency-established time reporting deadlines. Recommendation for M-F employees is to ‘submit’ time by 10:30AM. (You may have different due times and dates at your agency and for employees who work weekends). NOTE: Employees have access to on-line timesheets through Sunday following the pay period end.
* Generate the Reported Time Extract to search for incorrect Time Reporting Codes (TRCs), such as SLA instead of SCK. Use a ‘filter’ on the Status or Status Description column to identify employees with a Timesheet Status that is not in Submitted or Needs Approval Status. **NOTE**: This extract should be generated throughout the time period to help identify incorrect time entry and to verify the Reported Time (Timesheet) Status. Reference: <http://www.da.ks.gov/sharp/reports/default.htm#timelabor>
* Notify, via e-mail or phone, employees who have not Submitted their timesheets (Status Description column of Reported Time Extract is in Saved status instead of Submitted or Needs Approval Status)
* Ensure supervisors review and approve employee time entered all employees (including **EXEMPT** employees) based on agency-established time reporting deadlines. Recommendation for M-F employees is to have supervisors approve time by 11AM or 3:30PM Friday in order to have reported time process through time administration which runs at 11AM and 3:30PM. NOTE: Supervisors have access to approve timesheets thru the Tuesday following the pay period end

1. **Monday Of Pay Calc Week – Tuesday of Pay Calc Week**

* Ensure Time and Labor Timekeepers enter employee time for all employees (including **EXEMPT** employees) in Time and Labor based on agency-established time reporting deadlines. Recommendation is to have all employee timesheet data entered and submitted or approvedno later than end of day on Monday
* Agency Time and Labor HR role – review and APPROVE all Payable Time by Tuesday at 6pm to have employee time included in the first payroll pre-calc
* Time and Labor Timekeeper and/or Agency Time and Labor HR role - verify that all employees have timesheet data **entered and approved** by Tuesday at 6pm using the following tools:
  + **Timesheet Search page:** For selected group of employees, enter the Department ID and sort on “Hours to be Approved” and review for the pay period. Be sure to search both Week 1 and Week 2 (only one week at a time displays on the search results page)
  + **Reported Time Extract:** *(Time and Labor>Reports>Reported Time Extract)* Provides a file that can be imported into a spreadsheet and includes all data from the timesheet (Reported Time) for review. Reference: <http://www.da.ks.gov/sharp/reports/default.htm#timelabor>
  + **Review Unprocessed Reported Time Page:** *(Time and Labor>View Unprocessed Time>Unprocessed Reported Time)*Identifies time that has been entered on-line but is not yet in Payable Time status (i.e. has not run through Time Admin, has not been approved by supervisor/approver, contains exceptions, etc.)
  + **Review Unprocessed Payable Time Page:** *(Time and Labor>View Unprocessed Time>Unprocessed Payable Time)* Identifies payable time that has not been paid – i.e. in Needs Approval status as it has not been approved by the Agency HR Administrator
  + **Payable Hours Exception Report:** *(Time and Labor>Reports>Payable Hours Exception)* Identifies employees whose payable time is not equal to the hours equivalent to the employee’s FTE (benchmark hours). Reference: <http://www.da.ks.gov/sharp/reports/default.htm#timelabor>
  + **Payable Status Report:** *(Time and Labor>Reports>Payable Status)* Listing of all Payable time for a range of dates, sorted by the chosen Payable Statuses on the run control to provide a picture of processed and unprocessed time. Reference: <http://www.da.ks.gov/sharp/reports/default.htm#timelabor>
  + **Payable Time Extract:** *(Time and Labor>Reports>Payable Time Extract)* Provides a file that can be imported into a spreadsheet and include all data from the Payable Time Table for review. Use this extract to ensure all Payable Time you want sent to payroll has a Status Description of Approved. Reference: <http://www.da.ks.gov/sharp/reports/default.htm#timelabor>
* Send e-mails to managers who have not approved employee timesheets (Status Description column of Reported Time Extract is in Needs Approval status instead of Approved)

1. **Wednesday Of Pay Calc Week – Friday Of Pay Calc Week**

* Following each payroll pre-calc:
  + Review PAY011 Payroll Error Messages report available in the agency MVS reporting directory and take action to correct any errors
  + Review PAY010 Employees Not Processed report available in the agency MVS reporting directory and review information to identify employees requiring action
  + Review PAY002 Payroll Register report available in the agency MVS reporting directory to confirm all employees have a calculated paycheck with the expected net pay
    - **NOTE:** If possible, compare the PAY002 report to the final report from the previous pay period to assist in identifying differences.
  + Review PAY008 Deductions Not Taken report to identify employees requiring action
* Confirm any employees hired in the payroll period being processed have a check with the correct amount of pay on the PAY002 Payroll Register report
* Generate the Workers Compensation Notification report. Update timesheets if warranted and approve Payable Time if needed. Reference: <http://www.da.ks.gov/sharp/reports/default.htm#timelabor>
* For any errors identified in time reporting (missing hours, incorrect time reporting codes, etc.) the Agency Time and Labor Timekeeper and/or Agency Time and Labor HR role must make any necessary corrections to employee timesheets, clear exceptions that can be cleared, approve the corrections, and HR role must approve payable time to have corrected time picked up by payroll for the next payroll pre-calc
  + **NOTE:** A paper time document must be printed by the Timekeeper or Time and Labor HR staff and signed and dated by the employee to acknowledge any corrections made by the Supervisor, Timekeeper or HR role after employee loses access to make changes to the timesheet. Retain this paper time document for the required five year retention period.
* Continue to run the reports below until all of the reported time has been approved and all of the payable time has been approved.
  + **Reported Time Extract:** *(Time and Labor>Reports>Reported Time Extract)* Provides a file that can be imported into a spreadsheet and includes all data from the timesheet (Reported Time) for review
  + **Review Unprocessed Reported Time Page:** *(Time and Labor>View Unprocessed Time>Unprocessed Reported Time)*Identifies time that has been entered on-line but is not yet in Payable Time status (i.e. has not run through Time Admin, has not been approved by supervisor/approver, contains exceptions, etc.)
  + **Review Unprocessed Payable Time Page:** *(Time and Labor>View Unprocessed Time>Unprocessed Payable Time)* Identifies payable time that has not been paid – i.e. in Needs Approval status as it has not been approved by the Agency HR Administrator
  + **Payable Hours Exception Report:** *(Time and Labor>Reports>Payable Hours Exception)* Identifies employees whose payable time is not equal to the hours equivalent to the employee’s FTE (benchmark hours)
  + **Payable Status Report:** *(Time and Labor>Reports>Payable Status)* Listing of all Payable time for a range of dates, sorted by the chosen Payable Statuses on the run control to provide a picture of processed and unprocessed time
  + **Payable Time Extract:** *(Time and Labor>Reports>Payable Time Extract)* Provides a file that can be imported into a spreadsheet and include all data from the Payable Time Table for review. Use this extract to ensure all Payable Time you want sent to payroll has a Status Description of Approved

1. **Off-Cycle Payrolls (Every Monday and Every other Wednesday)**

* Enter any paycheck adjustments
* On days following the entry of the paycheck adjustments (Days 3, 10, 12):
  + Review PAY011 Payroll Error Messages report available in the agency MVS reporting directory and take action to correct any errors
* Download KPAYGL5C report from MVS mailbox
  + 1st run is generated after confirm on Day 6 and is available in MVS boxes on Day 9. NOTE: This run does not include journal information, as it is processed prior to data being sent to SMART.
  + 2nd run is generated after off-cycle C on Day 2 and is available in MVS boxes on Day 3. NOTE: This is the final run and is cumulative. This report will include the on-cycle, and off-cycles A, B, & C.