TIMELY
TIMEKEEPING

Presented by: County Payroll

MAKING NUMBERS COUNT

1234

MAKING NUMBERS COUNT

01 T/A Roles

02 Timecard Review

03 Approvals

04 Processing Schedule

05 Time Entry Batches

06 Scan Detail

07 Changes Timeline

08 Proofs

09 Questions

01 TIME AND ATTENDANCE ROLES

TIMECARD ACCESS

Allows permission to view or access a timecard; can identify segment information and review associated data

WORKFLOW APPROVAL

Allows user profile to approve an assigned location of employees; multi-step approval process
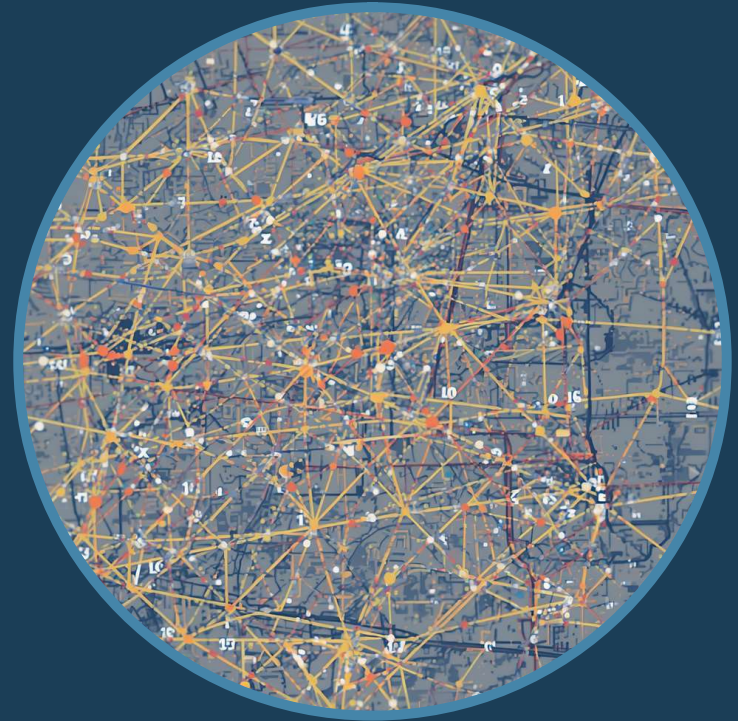
02 TIMECARD REVIEW

- Pay code
- Location
- Workgroup
- Scheduled hours
- Accrual usage

03 **APPROVALS**

Workflow Driven

Order of Operations

04

PROCESSING SCHEDULE

STATUS CHANGES

Changes for the pay period are due by noon on the last business day of the period.

APPROVALS

Employee and Supervisor approvals are due the first business day following the end of pay period. Payroll clerks must approve following business day.

MOVING TIME

Once all approval deadlines have passed, County Payroll locks down all timecards and begins moving to ERP for processing.

TIME ENTRY

05

- Find Pending
- Edit Segments
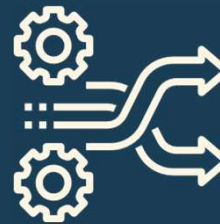- Date Driven
- Payout Entry

06

SCAN DETAIL

Export preview of payroll entries into Excel

CHANGES TIMELINE

07

Changes posted immediately and not impacted by payroll processing timelines; name changes, supervisor, roles...

Changes posted in accordance to payroll processing timelines; tax withholding, location, job class, org/object/project...

EARNINGS AND DEDUCTION PROOF

A final review of payroll journal entries for processing

DETAIL PROOF

Ensure all employees are listed with correct job class, number of scheduled hours, account details, deductions

GL SUMMARY

Review all accounts have available budget for processing listed journal entries

THANK YOU

CONNECT WITH US.

📞 740-687-7050

✉️ dist-payroll@fairfieldcountyohio.gov

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