

TIMELY TIMEKEEPING

Presented by: County Payroll

MAKING NUMBERS COUNT



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01

T/A Roles

02

Timecard
Review

03

Approvals

04

Processing
Schedule

05

Time Entry
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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

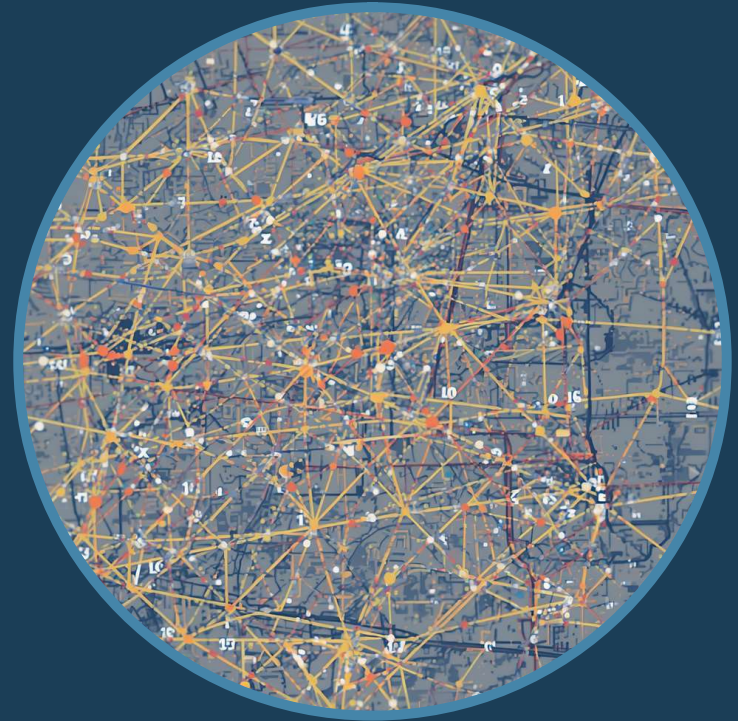
- Pay code
- Location
- Workgroup
- Scheduled hours
- Accrual usage



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.

05

TIME ENTRY

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

Time Entry Daily Grid

Back

Accept

Search

Browse

Add

Update

Delete

Email

Schedule

Edit Details

Stored Entry

Find Pending

Remove Pending

Activity Cost

Mass Holiday

Mass Exchange

Time Entry [FAIRFIELD COUNTY] > Time Entry Daily Grid

Payroll Identification

Run

Warrant

Batch

Start

End

Daily Detail

Employee *

SSN *

Last Name

First Name

MI

Supervisor

Week 1 of 2

Activity

Activity Description

Job

Job Description

Position

Position Description

Pay

Pay Description

Allocation

Proj Seg1

Proj Seg2

Proj Seg3

SAT 10/04

SUN 10/05

MON 10/06

TUE 10/07

WED 10/08

THU 10/09

FRI 10/10

Week 1 Sub-Total

Pay Type Total

Pay Period Total

Accrual Balance

Time Entry Information



06

SCAN DETAIL

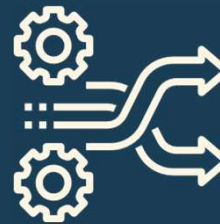
Export preview of payroll entries into Excel





07

CHANGES TIMELINE



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...

08

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.



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AUDITOR

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