Report Guidelines

The following information is intended to assist Departmental Timekeepers by alerting Timekeepers to:

- Monitor timecards prior to the deadline to ensure all timecards are submitted in a timely manner.
- Manage the Time and Leave entry process so that retroactive actions occur very infrequently.
- Upon occasion, enter time for those employees who are unable to do so for the current pay period.
- Notify and work with managers to obtain approval for those timecards that are not yet approved.

Timekeeper Notifications and Reports Timetable

Payroll periods occur in two week increments. The pay period begins at 12:00 a.m. Monday and goes through 11:59 p.m. Sunday of the second week. Pay day is Friday of the same (second) week. (Exception to the 11:59 Sunday deadline—Shifts that carry over from Sunday into Monday morning until the shift employee first signs out on Monday morning.)

1. Second Wednesday in the pay period
   - Send reminder e-mail to employees (copy managers) deadline approaching
   (Wednesday Timekeeper e-mail template available at the bottom of
   http://www.hr.virginia.edu/other-hr-services/payroll-information/timekeeper-tools/)

Example: If the pay period is from 09-Sep-2013-22-Sep-2013. Using the below calendar the second Wednesday would be 18-Sep-2013.

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<th>Tue</th>
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<tbody>
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<td>09-Sep</td>
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<td>29</td>
<td>30</td>
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</table>

2. Second Friday in the pay period (20-Sep-2013 using the above calendar)
   - Send second reminder e-mail to employees (copy managers) deadline approaching
   (Friday Timekeeper e-mail template available at the bottom of
   http://www.hr.virginia.edu/other-hr-services/payroll-information/timekeeper-tools/.)

3. Monday—Deadline day for submitting Timecards (shown as 23-Sep-2013 in the below snapshot of the payroll calendar located at http://www.hr.virginia.edu/calendars/2013-payroll-calendar/)
4. Required Reports:

- Run UVa PAY Missing and Rejected Timecard Report (Oracle report)
- Run the UVa Time and Leave Summary Exception Report (Oracle report)
  - Contact employees and managers as appropriate

Note: If you have time on deadline Monday, run the Missing and Rejected Timecard Report to capture exempt employees whose timecard is not submitted. If you are responsible for a large Organization and do not have the time to run the report, run this report early Tuesday morning. (Required report)

Make every possible effort to contact the employee and manager.

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Repeat Step 4 repeatedly throughout the day.
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Keep your e-mail open for correspondence from Central Human Resources.

5. Monday-Deadline day for submitting Timecards

Before you leave for the day:

If the timecard is complete but in “Working” status (employee did not submit the timecard), enter a comment in the Comment field: Submitted for employee and [Save].

6. Early Tuesday Morning-Next day after payroll deadline (24-Sep-2013 using the above payroll snapshot)

- Run the Discoverer report "PAY_Timesheets Reported OTL" (Required report)
  - Follow-up with employees who need to submit documentation for leave.
- Run the Oracle report "Missing and Rejected Timecards" report for exempt employees. (Required report)

Example E-Mail Notifications to Submit Timecard

Wednesday e-mail notification:
Example E-mail Notification:

Friday e-mail notification

RE: SSTL Timecard Deadline Approaching

Dear salaried and wage employees who use the SSTL timecard,
   The deadline for submitting SSTL timecards is quickly approaching. In order to have time to ensure that all timecards have been submitted
   and approved, we strongly encourage you to submit your timecard by the deadlines noted herein.
   1) If you are not planning to work the weekend, please submit your SSTL Timecard by 5 pm this Friday, [ADD DATE].
   2) If you plan to work the weekend, please submit your SSTL Timecard by 10 a.m. Monday, [ADD DATE].

VERY IMPORTANT FOR WAGE EMPLOYEES

Be sure you have completed the Timecard for all assignments (jobs) prior to submitting the Timecard. A Timecard cannot be
   corrected/changed once it has been submitted, unless the manager rejects the Timecard. Retroactive hours cannot be entered on the
   Timecard.

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Dear salaried and wage employees who use the SSTL timecard,

1) If you are not planning to work the weekend, please submit your SSTL Timecard by 5 pm today.

2) If you plan to work the weekend, please submit your SSTL Timecard by midnight on Sunday, [ADD DATE].

VERY IMPORTANT FOR WAGE EMPLOYEES

Be sure you have completed the Timecard for all assignments (jobs) prior to submitting the Timecard. A Timecard cannot be
   corrected/changed once it has been submitted, unless the manager rejects the Timecard. Retroactive hours cannot be entered on the
   Timecard.