

## Timekeeper Notifications and Reports Timetable

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### 1. Second Wednesday in the pay period

- Send reminder e-mail to employees (copy managers) deadline approaching (Template available.)

### 2. Second Friday in the pay period

- Send second reminder e-mail to employees (copy managers) deadline approaching. (Template available.)

### 3. Monday – Deadline day for submitting Timecards **(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 the time on deadline Monday, run the Missing and Rejected Timecard Report to capture exempt employees who have not submitted a timecard.** If you are a large org and do not have the time to run the report for exempt employees, run this report early Tuesday morning. **(Required Report).**

Make every possible effort to contact the employees and manager.

Repeat Step 3 throughout the day.
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Keep your e-mail open for correspondence from Central HR.

### 4. Monday – Deadline day for submitting Timecards - **Before you leave for the day:**

- Enter Annual or University Leave in the Timekeeper Entry form for any non-exempt employee who has not submitted a timecard. Enter a comment in the Comment field AND send e-mail notification to the employee, copy the manager, [cbh4u@virginia.edu](mailto:cbh4u@virginia.edu) and [njw@virginia.edu](mailto:njw@virginia.edu).
- Enter Annual or University Leave hours for any non-exempt employee who is under hours for the pay period. (The timecard must be in Working or Rejected status). Enter a comment in the Comment field AND send e-mail notification to the employee, the manager, [cbh4u@virginia.edu](mailto:cbh4u@virginia.edu) and [njw@virginia.edu](mailto:njw@virginia.edu).
- NOTE: 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].

### 5. Tuesday – Next day after payroll deadline

- Run Discoverer report named 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)**