| PP#: | | | | | | | |
|--|-----------------|-------------|-------------|-------------|----------------|----------------|----------|
| PPE Date: | | | | | | | |
| Timekeeper Approver Team Member: | | | | | | | |
| | | | | | | | |
| | Sup Org Name | | | Cost Center | | | |
| Top Sup Org Assigned | | | | | | | |
| | • | T: | T.4.1. | • | | | |
| | | Timesheet | lotais | | | | |
| | Number | Run Date | | Number | Run Date | Follow-Up Date | Comments |
| Submited Timesheets by Timekeeper | | | | | | | |
| | | | | | | | |
| | T | imekeeping | g Reports | 5 | | | |
| Number Run Date Review Date Follow-Up Date Comments | | | | | | | |
| | Number | | Run Date | | Review Date | | Comments |
| | | 1st | 2nd | 1st | 2nd | | |
| Unapproved Timesheets Report | | | | | | | |
| Number Unapproved at PPE | | | | | | | |
| Number of Timesheets Approved | | | | | | | |
| | | | | | | | |
| | | Exception | Reports | | | | |
| Γ | Number Run Date | | Review Date | | leu us. I | | |
| | Number | | | | | Follow-Up Date | Comments |
| CDMC Leave With out Day | | 1st | 2nd | 1st | 2nd | | |
| SPMS Leave Without Pay | | | | | | | |
| SPMS ETR Exception Report | | | | + | | | |
| SPMS ETR Pay Hours Report SPMS Overtime Report | | | | + | | | |
| EE's Active at Multiple Agencies | | | | + | | | |
| Supervisor by Employee | | | | 1 | | | |
| Supervisor by Employee | | | | <u> </u> | | | |
| | Leav | /e/Comp Ti | me Repo | orts | | | |
| | Number | Run I | Review Date | | Follow-up Date | Comments | |
| | | 1st | | | 2nd | ronon ap Date | Comments |
| Leave Taken | | | | 1st | | | |
| Comp Time Earned | | | | | | | |
| Administrative Leave | | | | | | | |
| Leave use on a Holiday | | | | | | | |
| Warning Report | | | | | | | |
| <u> </u> | • | Daymall D | | • | • | | |
| Payroll Process | | | | | | | |
| Payroll Results Report | Number | er Run Date | | Review Date | | Follow-up Date | Comments |
| | | 1st | 2nd | 1st | 2nd | | |
| | | | | | | | |
| Payroll Input | Number | Submissi | on Date | Correction | n Date | Follow-up Date | Comments |
| | | 1st | 2nd | 1st | 2nd | | |
| | | | | | | | |
| | | | | | | | |
| Reports Reviewed By: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Re-Run Reports Reviewed By: | | | | | | | |
| T | | | | 7 | | | |
| Date Completed | | | 4 | | | | |
| Notification to Unsubmitted Time Free | 10.05 | 1st | 2nd | 4 | | | |
| Notification to Unsubmitted Time Empoy Notification to Supervisors for Unapprov | | | | 4 | | | |
| producation to Supervisors for Onapprov | ca iiiile | I | Ī | 1 | | | |