

IMPORTANT REPORTING INFORMATION-PLEASE REVIEW CAREFULLY

Timekeepers and Site Administrators/Managers,

It has come to our attention that there are questions regarding reporting requirements and which reports should be used to review and validate payroll. Below is a description of each of the reports that are to be used by you and your administrators to validate your payroll and when to run them. The Payroll Department will be reviewing these reports in the coming weeks with the intention of revising them to be more user-friendly.

In addition to reporting requirements, I have provided some clarification on what the 90-day window for making prior period adjustments in Time and Labor should be used for. Below is a description of that window and what types of adjustments should and should not be made using it.

If you have questions regarding this information or other matters related to your payroll, please don't hesitate to contact your payroll technician. Thank you for all you do!

Sue Weir
Director, Payroll

*The highest reward for a person's toil is not what they get for it,
but what they become by it.
... John Ruskin*

90-DAY WINDOW IN TIME AND LABOR FOR PRIOR PERIOD ADJUSTMENTS:

A Prior Period Adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. **These prior period adjustments should be made for reported time (examples: wrong TRC, employee was underpaid, overpaid) not for trying to adjust charges that may have been applied to an inappropriate Combo Code (budget number).** In the event an employee has had time reported, paid and subsequently charged to the wrong Combo Code (budget number), **you must contact your budget analyst in the Budget Operations Department to adjust the expense.** Once a payroll has processed, paid and the charges distributed to the General Ledger, your budget analyst must intervene.

TIME AND LABOR REPORTS AND HOW TO USE THEM:

Audit Paid to Reported Time Report:

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report shows you the earnings/leave reported and paid for each employee at your site. The report must be run for each payroll each month after the payroll processes. Run the report 10 days after the payroll processes (10th of the month for the salaried payroll and 20th of the month for the hourly payroll).

Site Account Code Charge Monitor Report:

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report is provided for sites to monitor whether time that is supposed to be charged to your site is being charged to another site (Combo/Account Code contains a department value that is not your own). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. This way if there is time being charged to a department other than your own, you can make the changes before the timekeeping deadline. **The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator.**

Cross Site Account Code Charges Report:

This report is an official audit record. This report must be signed by an administrator and kept on file for auditing purposes.

This report works in combination with the Site Account Code Charge Monitor Report shown above. While the Site Account Code Charge Monitor Report shows if you are hitting other Department's Budgets, the Cross Site Account Code Charges Report shows you if other Departments are hitting yours. This report includes all employees whose time reported in Time and Labor is being charged to a Combo/Account Code containing the department value of your site (first 4 digits of an account string). As is the case with the Site Account Code Charge Report this report needs to be run weekly. That way if there is time being charged by another department to your site account, you can contact the timekeeper at the other site to make the correction before payroll is run. **The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator.**

IMPORTANT: This report is not meant to be used for budgeting purposes. If you find charges after the payroll has processed that do not belong to your department, you should contact your budget analyst in the Budget Operations Department to assist you with an expense transfer. **Do not try to reverse these charges in Time and Labor.**

T&L Blank Account Codes Report

This report is not an official audit record. However, this is a critical report to run on a regular basis to assure account codes are being reported accurately.

The T&L Blank Account Codes Report displays substitutes whose time was pulled in from SAMS to Time and Labor via an interface. This data is pulled into Time and Labor using default Combo/Account Codes for district related absences (i.e. professional development for teachers). Timekeepers must change the default Combo/Account Codes for each of these records. This report is your tool for identifying the records that need to be changed. **This report should be run no less than weekly throughout the month. Changes to Combo/Account Codes must be done at the time you run the report and shouldn't be held until just prior to the timekeeping deadline.**

Time Summary Report:

This report is not an official audit record and does not need to be signed by an administrator.

This report is provided so that you may review reported time. It is a report to be used as a tool for reviewing reported time in a summary fashion. You can run this report for an entire department or for an individual employee and for a range of dates. The dates you enter represent dates on which time was reported and actual work days included within the range.