

TIME AND LABOR CHECKLIST

TASK COMPLETED	DAY	ACTIVITY	UACCESS EMPLOYEE PAGE Navigation
PAYWEEK			
Monday			
		Final Check of Total Hours for the Pay Period:	MSS>Time Management>Report Time>Timesheet or
		No hours reported	T/L>View Unprocessed Time>Unprocessed Reported Time
		Reported hours according to plan	
		Hours have been approved	
		Denied hours have been corrected	
		PAW reported (if applicable)	
		Exceptions reviewed and allowed or referred	MSS>Time Management>Approve Time>Exceptions
		Notify Supervisors and/or Time Approvers that Corrections Must be Completed TODAY By 10:00 AM	
		Final Deadline for Time Approvers 3:00 PM	
		Final Deadline for Time Coordinators to Review and Accept Exceptions 5:00 PM	MSS>Time Management>Approve Time>Exceptions
Tuesday			
		Check on Any Pending items from Monday	
		Time Sheet Updating for the Current Pay Cycle Unavailable	
Wednesday			
		Review Vacation/Sick/Comp Time Report for Accuracy	UAccess Analytics
		Create and Submit any Payment Requests and Adjustments	MSS>UA Payment Request
		Check to See that All HR Paperwork has been Processed:	
		New Hires	
		Terminations	
		Change of Position, Promotions etc.	
		Review Time Sheet Exceptions for Next Pay Cycle	MSS>Time Management>Approve Time>Exceptions
		Allow exception	
		Refer to supervisor for solution	
Thursday			
		Validate All employees on expense report are paid accurately	UAccess Analytics
		Create and submit any Payment Requests and Adjustments	MSS>UA Payment Request
		Check to See that All HR Paperwork has been Processed:	
		New Hires	
		Terminations	
		Change of Position, Promotions etc.	
		Review Time Sheet Exceptions	MSS>Time Management>Approve Time>Exceptions
		Allow exception	
		Refer to supervisor for solution	
Friday Pay Day			
		Coordinate that all employees receive pay with Pay Check Distributor	

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	Create and submit any Payment Requests and Adjustments	MSS>UA Payment Request
	Check to See that All HR Paperwork has been Processed:	
	New Hires	
	Terminations	
	Change of Position, Promotions etc.	
	Check Time Sheets for the pay period:	MSS>Time Management>Report Time>Timesheet or
	No hours reported	T/L>View Unprocessed Time>Unprocessed Reported Time
	Reported hours accurate	
	Hours have been approved	
	Denied hours have been corrected	
	PAW reported (if applicable)	
	Review Time Sheet Exceptions	MSS>Time Management>Approve Time>Exceptions
	Allow exception	
	Refer to supervisor for solution	

NON-PAYWEEK

Monday

	Create and submit any Payment Requests and Adjustments	MSS>UA Payment Request
	Check to See that All HR Paperwork has been Processed:	
	New Hires	
	Terminations	
	Change of Position, Promotions etc.	
	Review Unprocessed Report	Time and Labor>Review Unprocessed Time
	Print or download into excel	
	Resolve Any Pending Hours Issues From :	MSS>Time Management>Report Time>Timesheet or
	No hours reported	T/L>View Unprocessed Time>Unprocessed Reported Time
	Hours reported not according to plan:	
	Hours not approved by supervisor	
	Denied hours have not been corrected	
	PAW not reported (if applicable)	
	Review Time Sheet Exceptions	MSS>Time Management>Approve Time>Exceptions
	Allow exception	
	Refer to supervisor for solution	

Tuesday

	Create and submit any Payment Requests and Adjustments	MSS>UA Payment Request
	Check to See that All HR Paperwork has been Processed:	
	New Hires	
	Terminations	
	Change of Position, Promotions etc.	
	Resolve Any Pending Hours Issues From:	MSS>Time Management>Report Time>Timesheet or
	No hours reported	T/L>View Unprocessed Time>Unprocessed Reported Time
	Hours reported not according to plan:	
	Hours not approved by supervisor	
	Denied hours have not been corrected	
	PAW not reported (if applicable)	
	Review Time Sheet Exceptions	MSS>Time Management>Approve Time>Exceptions
	Allow exception	
	Refer to supervisor for solution	

Wednesday

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	Create and submit any Payment Requests and Adjustments	MSS>UA Payment Request
	Check to See that All HR Paperwork has been Processed:	
	New Hires	
	Terminations	
	Change of Position, Promotions etc.	
	Resolve Any Pending Hours Issues From:	MSS>Time Management>Report Time>Timesheet or
	No hours reported	T/L>View Unprocessed Time>Unprocessed Reported Time
	Hours reported not according to plan:	
	Hours not approved by supervisor	
	Denied hours have not been corrected	
	PAW reported (if applicable)	
	Review Time Sheet Exceptions	MSS>Time Management>Approve Time>Exceptions
	Allow exception	
	Refer to supervisor for solution	
Thursday		
	Create and submit any Payment Requests and Adjustments	MSS>UA Payment Request
	Check to See that All HR Paperwork has been Processed:	
	New Hires	
	Terminations	
	Change of Position, Promotions etc.	
	Resolve Any Pending Hours Issues From :	MSS>Time Management>Report Time>Timesheet or
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	Hours reported not according to plan:	
	Hours not approved by supervisor	
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	PAW not reported (if applicable)	
	Review Time Sheet Exceptions	MSS>Time Management>Approve Time>Exceptions
	Allow exception	
	Refer to supervisor for solution	
Friday		
	Create and submit any Payment Requests and Adjustments	MSS>UA Payment Request
	Check to See that All HR Paperwork has been Processed:	
	New Hires	
	Terminations	
	Change of Position, Promotions etc.	
	Resolve Any Pending Hours Issues From:	MSS>Time Management>Report Time>Timesheet or
	No hours reported	T/L>View Unprocessed Time>Unprocessed Reported Time
	Hours reported not according to plan:	
	Hours not approved by supervisor	
	Denied hours have not been corrected	
	PAW not reported (if applicable)	
	Review Time Sheet Exceptions	MSS>Time Management>Approve Time>Exceptions
	Allow exception	
	Refer to supervisor for solution	

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		All Time Reporters Submit Time by 5:00 PM to Time Approver	
		All Time Approvers Complete Approval of Submitted Time Sheets by 5:00PM	