

CruzPay Timesheet (TS) Audit
Overview of actions to be completed each month when auditing timesheets

Timesheet Audit MA Staff Timesheets		√
1	<u>Open and review all</u> submitted timesheets	
2	Validate all timesheets are <u>submitted</u> by the 24 th (preliminary submittal with projections) following established protocols* [R:\By Unit\Operations-HR Service Teams\Timesheet and TRW Process-MO & MA]	
3	Validate all timesheets (preliminary with projections) have been <u>approved</u> by supervisor by the 25 th following established protocols† [R:\By Unit\Operations-HR Service Teams\Timesheet and TRW Process-MO & MA]	
4	Review and correct <u>exception messages</u> ‡	
5	Review <u>holiday pay eligibility</u> per <u>policy</u> and collective bargaining agreements (<u>CBA's</u>)	
5a	<i>Did employee work on the holiday? - HOP calculation on Goose if appropriate</i>	
5b	<i>Did employee report leave taken on the holiday? - Refer to <u>policy</u> and <u>CBA's</u></i>	
5c	<i>Did employee earn holiday pay on a swing or graveyard shift (REG_Evening or REG_Night)? - Validate schedule for HOP if appropriate</i>	
5d	<i>Did employee enter LNP before or after the holiday?- Refer to <u>policy</u> and <u>CBA's</u></i>	
5e	<i>Is employee part-time (50% - 55%)? - Refer to <u>policy</u> and <u>CBA's</u></i>	
6	Check for <u>consecutive days of work</u> rule (refer to policy and <u>CBA's</u>)	
7	Identify employees with <u>shift differential</u> (REG_Evening or REG_Night) and calculate correct OPTRS to pay the shift	
8	Confirm <u>OT is being paid or banked</u> per employee's CTO agreement	
9	Follow-up on <u>unsubmitted timesheets</u> where hours have been entered per established protocols	
10	Validate <u>new CruzPay employee's</u> accruals (first month usage) – may need adjustments from prior paper timesheets, if applicable	
11	<u>Approve timesheets</u> only if submitted by the employee and approved by the supervisor (if approvals aren't in on time, amend the timesheet once the system closes)	
12	<u>Reject timesheets</u> after saved approval§	
13	Check for employees with a <u>mid-month policy profile change</u> (email from CruzPay HR Admins) and validate use of CruzPay and / or hour reporting	
14	<u>Catastrophic leave</u> - Insure appropriate adjustments have been made for donor and recipient per <u>CP process</u>	
At month's end:		
15	Ensure, the MA staff employee <u>re-submits their timesheet</u> with actual hours worked from the 24 th -30 th /31 st and the supervisor approves	
16	Reconcile completed <u>end of month timesheets</u> with preliminary/projected timesheets, note any OPTRS on the original/main Goose	
17	<u>Approve re-submitted timesheets</u> and make any necessary pay adjustments for the employee's next paycheck	

* If timesheets submittal is past 30 days late, escalate to Operations Supervisor for follow-up

† If timesheets approval is past 30 days late, escalate to Operations Supervisor for follow-up

‡ Red exception messages may affect the employee's ability to submit their timesheet and may also affect Goose totals

§ Rejection opens the timesheet for final review and validation of projected hours by employee at end of month