

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

Timesheet Audit MO Timesheets (Approval Window):		√
1	Validate all timesheets are <u>submitted</u> following established protocols* R:\By Unit\Operations-HR Service Teams\Timesheet and TRW Process-MO & MA	
2	Validate all timesheets have been <u>approved</u> by supervisor following established protocols† R:\By Unit\Operations-HR Service Teams\Timesheet and TRW Process-MO & MA	
3	Review and correct <u>exception messages</u> ‡	
4	On the approval window, open and review all timesheets where the <u>total hours</u> column does not equal the <u>REG hours</u> column§	
5	Review <u>holiday pay eligibility</u> per policy and collective bargaining agreements (CBA's)	
5a	<i>Did employee work on the holiday? - HOP calculation on Goose if appropriate</i>	
5b	<i>Did employee report leave taken on a holiday? - Refer to policy and CBA's</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 leave no pay (LNP) before or after the holiday?- Refer to policy and CBA's</i>	
5e	<i>Is employee part-time (50% - 55%)? - Refer to policy and CBA's</i>	
6	Confirm exempt employees <u>reported leave taken in whole day increments</u> **	
7	Review timesheets with <u>Leave No Pay (LNP)</u> reported – may need accrual adjustments	
8	Check for <u>consecutive days of work</u> rule (refer to policy and CBA's)	
9	Identify employees with <u>shift differential</u> (REG_Evening or REG_Night) and calculate correct OPTRS to pay the shift	
10	Validate <u>hours on pay status</u> (HPS) reported against <u>hours paid</u> (check IDER screen in PPS) for OPTRS	
11	Confirm <u>OT is being paid or banked</u> per employee's CTO agreement	
12	Validate <u>new CruzPay employee's</u> accruals (first month usage) – may need adjustments from prior paper timesheets	
13	Review accruals for employees working to their <u>fixed alternate schedule</u> and adjust if necessary (refer to policy and CBA's)	
14	Review employees in <u>max vacation</u> status and follow the notification procedure	
15	Manually adjust vacation taken entries to <u>vacation lost taken</u> for employees on a max vacation extension	
16	<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)	
17	For <u>leave code changes</u> validate accruals are adjusted appropriately	
18	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	
19	<u>Catastrophic leave</u> - Insure appropriate adjustments have been made for donor and recipient per CruzPay process	

* 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

§ Exempt employees who have not used any leave during the month will be 0/0 and can be bypassed

** Questions or exceptions please see your Operations Supervisor for assistance