

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

Timesheet Audit MA Student Timesheets		√
1	<u>Open and review all</u> submitted timesheets	
2	Validate all timesheet are <u>submitted</u> by the 24 th following established protocols * [insert link to process]	
3	Validate all timesheet have been <u>approved</u> by supervisor by the 25 th following established protocols [†] [insert link to process]	
4	Review and correct <u>exception messages</u> [‡]	
5	Follow-up on <u>unsubmitted timesheets</u> where hours have been entered	
6	Validate <u>new CruzPay employee's</u> accruals (first month usage) – may need adjustments from prior paper timesheets, if applicable	
7	Determine if any <u>sick accruals</u> or <u>holiday pay</u> were earned in the calendar month (1 st - 31 st) and make adjustments if needed	
7a	<i>Do you share this employee with any other Timekeepers? - refer to Primary Timekeeper Process</i>	
7b	<i>Did the employee work 50% or more on all assignments? - check sick leave & holiday pay eligibility</i>	
7c	<i>If the employee earned <u>holiday pay</u> - process via amended timesheet</i>	
8	<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)	
9	Track <u>work-study</u> information using existing tools and resources	

* 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