

## Department Time Administrator (DTA) Time Processing Job Aid

Visit the HR website for more information on HR related policies, processes and training.

**Ongoing Timesheet Completion** – View the *PAC Bi-Weekly Timesheet Processing Schedule* on the HR Website.

- **Employee** timesheet submission is 10 AM on the listed deadline day (*usually Fridays*)
- **Manager** timesheet approval is 12 pm on the listed deadline day (*usually Fridays*). Note: weekend time entries can be approved on Monday mornings
  - Absence requests approved *before* 12 noon on the timesheet deadline will be included in the employee's updated absence balances for the pay period
  - Absence requests approved *after* 12 noon will update the employees' absence balance the next pay period

### Manager Approval Deadline for Time Reporters (Morning)

**Managers** receive an email reminder to approve timesheets on the morning of submission deadlines. They can view all of their time reporters and timesheets on the **Manage My Team > Timesheet**. Here they can see if there are timesheets to approve or employees who need to report time. For DTAs, this page displays *all* department time reporter employees. **DTAs** provide ongoing review and oversight for all entries and contact managers who have items to approve as needed.

- Generate the **Unapproved Time and Absence Report Queries** for a listing of unapproved entries
- If a transaction was submitted to a manager who is away from the office and cannot approve and a delegation has not been set up, **Request Reassignment of Approvals** by submitting an incident to HRPC
- Generate **Absence Reports** if needed to view **Absence Event Details, Negative Balances, or Absence Balances**

**Exception Deadline (Morning of the Next Pay Period)** – Managers have a limited amount of time to review and approve any weekend hours entered or to clear any exceptions that generated.

- **Ensure** managers approved any weekend time
- Managers receive an email for any high exceptions and all **High Exceptions** should be cleared by 12 pm
- **Review** reports and queries again to **ensure** managers approved timesheets and all Exceptions are cleared/resolved or if any newly entered items require approval
- **Request Reassignment of Time Approvals** – if needed, submit incident to HRPC
- **Generate and Review Payable Time Report** – displays payable hours and TRCs by day
- **Review** the system email listing managers *who did not approve casual or variable hour officer* employee's timesheets. If managers do not approve their absence requests or timesheet or partially approve their timesheet, the system will auto-approve the timesheet based on its current contents and they will receive pay for the amount of time reported. If a subtraction of time worked or time off hours was needed and the pay was already processed, the Overpayment Recovery Process should be used to recover the overpayment.
  - If a non-casual or non-VHO employee's timesheet was unapproved or partially approved, the employee was paid their default pay and the manager must also review the timesheet to approve it, make any needed adjustments or initiate the Overpayment Recovery Process, if applicable.