Ongoing Timesheet Completion – Each pay period, employees complete and managers approve timesheets. Employees receive an email reminder to submit timesheets the morning of submission deadlines. Submission due dates are listed on the PAC Bi-Weekly Timesheet Processing Schedule on the HR Website.

- **Employee** timesheet submission is 10 AM on the listed deadline day (*usually Fridays*)
  - *Note:* Absences **must** be approved each pay period to ensure the timesheet is complete and an exception does not generate
  - 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 in the next pay period
- **Manager** timesheet approval is 12 pm on the listed deadline day (*usually Fridays*). Note: weekend time entries can be approved on Monday mornings

Manager Approval Deadline for Time Reporters (Morning) – Managers receive an email reminder to approve timesheets on the morning of submission deadlines.

- Access the Manage My Team > Timesheet page to determine if there are timesheets for managers to approve or employees who need to report time. For managers, it provides a listing of their employees’ timesheets displaying ‘Reported Hours’ and ‘Hours to be Approved’. For DTAs, it displays all department employees

DTAs provide 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

Absence Reports provide additional information, generate as needed.

- Absence Event Details – displays absences and their statuses. Unapproved absences are in submitted status
- Negative Balance – displays employees with a negative absence balance and the absence type
- Absence Balance – displays employee’s balances by absence type

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.

- Managers receive an email for any high exceptions and all High Exceptions should be cleared by 12 pm
- Review reports again to ensure managers approved timesheets and all Exceptions are cleared/resolved or if any newly entered items require approval or if approved entries require an update be made to the timesheet