Time Reconciliation Report Time Entered and/or Approved After Cut-Off

Payroll Administration

July 20, 2023

Time Reconciliation Report

The Time Reconciliation Report (**ZTIMERECON_SCHOOL**) provides users with specialized report options which will aid in ensuring that all employees are compensated for time worked in an accurate and timely manner. The specialized reports utilize data recorded in the CATS screens.

The specialized report options include:

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- Time in CATS
- Time in CATS not yet Approved
- Total hours for TMS 9

- Time Sheets with no entries (TMS=1)
 - Time Entered and/or Approved After Cut-Off
- Time Approved but not Transferred
- Reported Hours vs plan hours for TMS 1

Benefits of Running the Time Entered and/or Approved After Cut-off Report:

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The report option **Time Entered and/or Approved After Cut-Off** allows users to identify employees that will not receive pay for time worked within the pay period due to:

- Time entries being reported after the designated payroll area cut-off date
- Time entries being approved after the designated payroll area cut-off date
- Time entries not yet approved within the designated payroll area cut-off date

Utilizing the above report option will assist users in identifying underpaid employees. As a result, efforts in early detection, notification and resolution can occur immediately.

Use the following instructions to generate the **Time Entered and/or Approved After Cut-Off** report. The instructions begin from the **Time Reconciliation** initial screen.

- 1. Select the desired **Reporting Period**. The system default is the current month.
- 2. Enter the specific **Payroll Area** (CE, CL, SM).
- 3. Select the Report Option **Time Entered and/or Approved after Cut-off.**
- 4. Enter the date after cut-off in **POST CUTOFF DATE** section.
- 5. Enter the Current Date in the **POST CUTOFF DATE** section.
- 6. Click on **EXECUTE** to generate the report.

Time Reconciliation Report by Cos	st Center
Click Execute ucture Search I	Heb 1. Enter Current Pay Period
Reporting Period I Other Period	▼ [06/16/2022] - [06/30/2022]
Selection Criteria	
Person ID Personnel Number Employment Status Personnel area Personnel subarea Employee group Employee subgroup Payroll area Cost Center 1743801	P P <td< th=""></td<>
Report option	
Time in CATS Time in CATS not yet Approved Total hours for TMS 9	C Time Sheets with no entries (TMS=1) Select this Option Time Entered and/or Approved after Cut-off Time Approved but not Transferred Reported hours vs plan hours for TMS 1
Timesheet selections 4. Enter Date after C Post Cutoff date 07/01/202	5. Enter Current Date

The Time Reconciliation Report for **Time Entered and/or Approved after the Cut-off** will display as shown below.

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			GONZALEZ, STEVEN	1743801	SM	06/17/2022	IL		8.00	н	Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	CSUAREZ	CSUAREZ	07/14/2022
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The following example displays time entries that have been reported and approved after the cut-off date (06/30/2022).

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	5			GONZALEZ, STEVEN	1743801	SM	06/17/2022	IL		8.00	н		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	07/14/2022
				GONZALEZ, STEVEN	1743801	SM	06/21/2022	IL		8.00	Н		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	07/14/2022
				GONZALEZ, STEVEN	1743801	SM	06/22/2022	OT		2.00	Н		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	07/14/2022
			1	CONTRERAS, KAREN	1743801	SM	06/17/2022	MS		8.00	Н		Approved	1E_08JBB	9	8.00	07/14/2022	14:59:55	07/14/2022
				CONTRERAS, KAREN	1743801	SM	06/21/2022	IL		1.00	Н		Approved	1E_08JBB	9	8.00	07/14/2022	14:59:55	07/14/2022
	1	-	-	NORIEGA, CARLOS	1743801	SM	06/17/2022	OT		2.00	Н		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022
				NORIEGA, CARLOS	1743801	SM	06/21/2022	OT		1.00	Н		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022
	1	-	-	NORIEGA, CARLOS	1743801	SM	06/22/2022	SPSL		8.00	Н		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022
			-	NORIEGA, CARLOS	1743801	SM	06/23/2022	SPSL		8.00	Н		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022

The following <u>example</u> displays a time entry that has been reported, but not yet approved.

Time Reconciliaton Report															
Report option Workdate Run Date/Time System Cost Center Employment Status Post Cutoff date	Time Entered and/or A 06/16/2022 - 06/30/20 07/14/2022 16:05:44 QR2/910 = 1743801 = 3 = 07/01/2022 to 07/14	pproved aft 122 4/2022	er Cut-of	f											
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	GONZALEZ, STEVEN	1743801	SM	06/16/2022	IL	8.00	Н	Entered	1E_08JBB	9	8.00	07/14/2022	14:58:57		
	GONZALEZ, STEVEN	1743801	SM	06/23/2022	OT	2.00	Н	Entered	1E_08JBB	9	8.00	07/14/2022	14:58:57		
	CONTRERAS, KAREN	1743801	SM	06/16/2022	MS	8.00	Н	Entered	1E_08JBB	9	8.00	07/14/2022	14:59:55		
	CONTRERAS, KAREN	1743801	SM	06/22/2022	IL	8.00	Н	Entered	1E_08JBB	9	8.00	07/14/2022	14:59:55		
	NORIEGA, CARLOS	1743801	SM	06/16/2022	ОТ	2.00	Н	Entered	GA_08	9	8.00	07/14/2022	15:00:48		
	NORIEGA, CARLOS	1743801	SM	06/24/2022	SPSL	8.00	Н	Entered	GA_08	9	8.00	07/14/2022	15:00:48		