ECC Civilian Call-Takers' Pay Period Close Checklist

Intro

The following is a series of question you should ask yourself before you approve your timecard at the end of the pay period.

Are the Hours Each Day Correct?

If you did not work any overtime in the pay period and the data is still all purple, you probably have no changes to make. Even if the data is that simple, though, you should still check to make sure all of the hours (individual entries, totals per day and totals per week) are correct.

Is Your Leave Accurately Listed?

If you took annual leave, for example, are your hours away listed as annual leave? If you did not have enough annual leave accrued, the system will have had to take from another type of leave you accrued. Still, if you have enough in your balance, make sure that the right leave balance decreased.

Does the T- (Telestaff) Line Show the Right Leave?

The Telestaff import comes in at 0800 on the day following the day in question. If you took annual leave on Monday, a T-Annual Leave entry would show up (reflective of Monday) on Tuesday morning. Check to make sure the leave type you think you requested from Scheduling is the leave type reflected on the T-line.

Does Your Scheduled Overtime Have All Three Required Codes?

For a 12-hour employee: In the long week, you have four hours of scheduled overtime. For this entry, you must have three codes:

- Cost Center: CC 45520-100

- Reason: FRS059OT

- Pay Rule: (Select the appropriate pay rule from the chart of pay rules)

Does Your Unscheduled Overtime Have All Three Required Codes?

For a 12-hour employee:

- Cost Center: CC 45520-100

- Reason: FRS059UO

- Pay Rule: (Select the appropriate pay rule from the chart of pay rules)

For an 8-hour employee:

- Cost Center: CC 45520-100

- Reason: FRS059UO

(An 8-hour employee does not need to select a pay rule for unscheduled overtime.)

Do Your Overtime Differentials Have the Right Transfer Codes?

Transfer codes for differentials should match the transfer codes for the overtime worked.