

MCtime for FRS Managers - Managing Employee Timecards

Reminder: All employee timecards should be approved by 10 AM the Tuesday following payday.

REVIEWING EMPLOYEE TIMECARDS

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| 1. | Check Timecard Approvals | Using the FRS Timecard Approvals Genie , verify that all employees have completed and approved their timecards. | | |
| 2. | Timecard Approvals - Terminated Employees | Using the hyperfind " Terminated Employees ", check to see if there are timecards for Terminated Employees that need to be approved by a manager. Verify that if there are any hours listed in the timecard, it is correct before approving. | | |
| 3. | Review Total Hours Toward Schedule | Using the FRS Pay Period Close Genie , verify all hours recorded in the Total Hours Toward Schedule column with the hours displayed in the Expected Hrs per Pay Period column. Review each timecard in detail that reflects more or less than expected hours. | | |
| 4. | Review Leave Balances | Using the FRS Pay Period Close Genie , verify all hours recorded in the Total Leave Hours Schedule column. Review each timecard that reflects leave taken. | | |
| 5. | Review Overtime | Using the FRS Pay Period Close Genie , verify all OT hours. Managers of uniformed employees will need to verify there are no hours remaining in the Unapproved Overtime Hours column. Review each timecard that still reflects Unapproved OT hours. Manager must verify OT hours prior to approval. Managers of civilian employees will need to verify all hours recorded in Total OT Hours column. | | |
| 6. | Review Pay Code Moves | Review each employee timecard that a Pay Code Move was performed to ensure it is accurate. | | |
| 7. | Review Shift Differential Codes | Using the FRS Differential Genie , review each employee timecard and validate that the SD Totals column is not higher than the Total REG Hrs column and the Shift OT Totals column is not higher than the Total OT Hrs column. Note: Leave hours are not eligible for Shift Differentials, please verify there are no Shift Differential hours associated on hours where leave was used. | | |
| 8. | Correcting Timecard Errors | Contact the employee to correct any errors. If the employee has approved the timecard, the employee must first remove approval from the timecard before the error can be corrected. If the employee is unavailable, the supervisor may make the correction. An automatic e-mail will be sent to the employee as a notification that a change was made after the employee approved their timecard. | | |
| 9. | Approve Timecard | This is the final step for the manager each pay period. | | |