

Time Administration Checklist

_____ Review the deadlines for biweekly and monthly time entry as emailed by the payroll manager; payroll calendars are also available online via the payroll website: <http://hr.nku.edu/payroll/>.

_____ Remind employees in your unit to submit their **signed** time sheets or absence records to you early enough to allow you to meet the time entry deadlines. *Note: you may also need to coordinate submission of a time sheet or absence record for your supervisor to the next level of approval for signature and entry or forwarding to payroll.*

_____ Enter the time worked or absences by the appropriate payroll deadline using transaction code **CAT2: Record Working Times**.

Tips to remember when entering time worked/absences:

- Do not enter holiday time for any employee; the holiday schedule is built into myNKU.
- For employees with more than one personnel assignment, time/absences must be entered separately for each assignment using the individual assignment numbers (usually, different assignments will be in different organizational units, but sometimes occur in the same unit).
- “Insufficient Quota” errors which appear when entering sick or vacation time indicate that an employee is requesting more sick or vacation time than he/she has available. Check the available time by opening a new SAP-GUI session and using transaction code **PT_QTA10** to determine the time available and refer the issue to a supervisor if necessary.
- Use of absence type 3420 (unpaid leave): This absence type may be used in CAT2 for unpaid leave when the type of leave is unspecified or does not fall into a defined ‘unpaid’ category on the employee’s time sheet/absence record. For example, 3420 would be appropriate for a new monthly employee who is taking approved leave, but has insufficient time accrued.
- More information about the various types of leave and associated policies can be found on the HR website at <http://hr.nku.edu/policies/absence/index.php>.

_____ Review the time worked or absences entered for accuracy and completeness using transaction code **CAT3: Display Working Times**.

_____ Keep your time sheets and absence records in a file for 3 years, according to state and university records retention policies; DO NOT forward time sheets or absence records to payroll if they have already been entered.

_____ Check to be sure employees are paid appropriately by using the **Labor Distribution BW** report on or after the scheduled pay date.