

TM-29 Time Recording and Employee Checklist

Purpose

The purpose of this job aid is to provide an end-of-period checklist for time recording for time administrators.

Time Administrators should complete the following checklist at the end of a payroll period to ensure that their employees will be compensated properly. Time Administrators should leave adequate time to resolve outstanding issues prior to the payroll run.

- **CATS_DA** - Verify that all the entries for everyone in your group show an approved status. Records that are not in approved status will not be processed for payroll.
 - Time Approvers can approve released ESS entries that have not been approved by the Supervisor if they have supporting documentation that the time should be approved.
 - Time Administrators can enter time for any employee if the employee is unable to make entries in ESS.
 - Time Administrators should always make entries from an approved Time Sheet.
 - Supervisors should approve the time before it is keyed.
- **PT_ERL00** - Verify that there are no outstanding ERROR messages for your people. Errors are message category type 4. Errors will prevent proper payroll processing.
- **Leave Without Pay** - It may be necessary to enter LWOP for the employee who has not recorded their time, whose attendance has been sporadic, and whose leave balances are depleted. In the absence of LWOP entries, a regular, non-DOT employee will receive their full salary. To prevent overpayments, Time Administrators should work together with supervisors to manage Time Recording for such employees.

Note: Setting up variants to include all the personnel numbers to be reviewed and to include only the values needed will reduce the time it takes to complete this end-of-period review to just a few minutes. See the job aid

for [Creating Variants.](#)

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