



Checklist for Timesheet Approval

Approval of an employee's timesheet also serves as approval of employee absences, even absences auto-approved within the system. Managers are responsible for reviewing and verifying absences prior to approval of a timesheet.

Payroll Deadline: 5 p.m. ET on Mondays following the end of a pay period applies to both absence requests/cancellations and timesheet entries. No changes are allowed after this deadline. Agencies may require earlier approval in preparation for meeting this final deadline.

- Did you thoroughly review each timesheet entry and absence request and discuss any concerns with the Employee and Agency Payroll or HR staff?
- Are there any absence(s) you did not approve (including by text, email, calendar notice, or talking with employee)?
- Did employee have sufficient leave time accrued on the date the leave was taken?
NOTE: Accruals will show at the beginning of the pay period, so you must verify the actual accrual date as compared to the date of the absence.
- If employee is required to report Speedtypes or Project Codes, was the correct one chosen for each row? Questions about speedtypes/combo codes/project codes should be directed to your agency finance team.
- If employee was absent due to FML, does the code for that absence include "FML"?
- Are any fields empty or do they contain odd/unexpected data?
- Did you push back to the employee to make corrections or make corrections yourself after explaining the problem to the employee? Errors or questions about timesheet entries and/or absences must be corrected before you approve the employee's timesheet.

Reminder: Absences do not appear in the Approvals screen with hours worked.

- Use MSS > Team Time > Time Summary to see both absences and reported time in single view for each employee.

Errors may result in LOSS OF PAY for employees.

Approving inaccurate timesheet entries and absences may result in disciplinary action for managers.