



Checklist for Timesheet Submission

Employee Payroll Deadline: 10 a.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 submission in preparation for meeting this final deadline.

- Did you review each day in both weeks of the pay period and confirm accuracy of the entries?
- If you worked remotely, did you enter the REMOTEWORK code in Rule Element 5 on the correct row?
- If required to report Speedtypes or Project Codes, did you choose the correct one for each row?
- Did you confirm your accrual date as compared to the date of the requested absence? Accruals appear in your Balance View at the beginning of the pay period; HOWEVER, accruals are not available to be used until your accrual date in that pay period.
- Did you obtain approval from your manager for each request? If not, request must be cancelled.
- Did you change anything about any absence(s) previously requested in the current pay period? If so, you must cancel previous request(s) and enter new one(s).
- Did you enter Family-Medical Leave (FML) absences through the Extended Absence Request tile? General absences such as Authorized Leave without Pay, Sick, Vacation, or Personal leaves are inappropriate because they do not designate the absence as FML. See Checklist for Extended Absences (FML & NPL).
- Is HOL (Holiday Payment for not working) entered on the correct row and date if you were not assigned to work on the day the holiday schedule observed it or if you worked on the observed date and took off another day in the same pay period?
- Is CMPHL (Holiday Comp Time) entered on the correct row and date if you were assigned to work on the holiday and banked time to take in a subsequent pay period?

Errors may result in LOSS OF PAY.

Intentional or repeated submission of inaccurate timesheet entries or absences may result in disciplinary action.