

PAYROLL TIME AND ATTENDANCE CHECKLIST

PAY PERIOD _____ TIME ADMINISTRATOR _____

ZT20 REPORT (ELECTRONIC LEAVE REQUESTS)/MANUAL (PAPER) LEAVE SLIPS

- _____ Periods of leave match hours of leave requested
 _____ Supervisor approved leave
 _____ Automatically posted leave verified
 _____ All discrepancies cleared
 _____ Paper leave slips completed correctly & signed by employee and supervisor
 _____ Leave properly recorded on the timesheet

OVERTIME FORM

- _____ Overtime hours properly recorded on the timesheet
 _____ Overtime form signed by supervisor and/or Unit Head when required

TIMESHEETS

- _____ Pay period dates and top of timesheets completed correctly
 _____ Hours of leave, overtime and attendance recorded correctly
 _____ Proper codes being utilized
 _____ Employee and supervisor signed and dated timely

ZT02 REPORT (TIME ENTRY AUDIT)

- _____ Timesheets checked against ZT02 report to verify hours of leave/attendance/overtime
 _____ Names on timesheets match ZT02 report

PRIOR PAY PERIOD ADJUSTMENT FORMS

- _____ Prior Pay Period Adjustments initiated to correct discrepancies
 _____ Completed forms forwarded to DPS Human Resources
 _____ Copies filed in appropriate pay period payroll document folder

PAYROLL DOCUMENT FOLDER INCLUDES

- _____ Timesheets
 _____ ZT20 (Time Workflow Audit) report & paper leave slips
 _____ Overtime forms
 _____ ZT02 (Time Entry Audit Report)
 _____ ZT06 (Absence Quota Report)
 _____ Prior Pay Period Adjustment forms, if applicable
 _____ Copies of e-mails affecting payroll activity

Time Administrator signature/Date_____
Certifying Official signature/Date_____
Time Verifier signature/Date