

PP#: _____

PPE Date: _____

Timekeeper Approver Team Member: _____

	Sup Org Name	Cost Center
Top Sup Org Assigned		

Timesheet Totals

	Number	Run Date		Number	Run Date	Follow-Up Date	Comments
Submitted Timesheets by Timekeeper							

Timekeeping Reports

	Number	Run Date		Review Date		Follow-Up Date	Comments
		1st	2nd	1st	2nd		
Unapproved Timesheets Report							
Number Unapproved at PPE							
Number of Timesheets Approved							

Exception Reports

	Number	Run Date		Review Date		Follow-Up Date	Comments
		1st	2nd	1st	2nd		
SPMS Leave Without Pay							
SPMS ETR Exception Report							
SPMS ETR Pay Hours Report							
SPMS Overtime Report							
EE's Active at Multiple Agencies							
Supervisor by Employee							

Leave/Comp Time Reports

	Number	Run Date		Review Date		Follow-up Date	Comments
		1st	2nd	1st	2nd		
Leave Taken							
Comp Time Earned							
Administrative Leave							
Leave use on a Holiday							
Warning Report							

Payroll Process

Payroll Results Report	Number	Run Date		Review Date		Follow-up Date	Comments
		1st	2nd	1st	2nd		
Payroll Input	Number	Submission Date		Correction Date		Follow-up Date	Comments
		1st	2nd	1st	2nd		

Reports Reviewed By: _____

Re-Run Reports Reviewed By: _____

	Date Completed
	1st 2nd
Notification to Unsubmitted Time Employees	
Notification to Supervisors for Unapproved Time	