Time & Attendance

Time and Leave Reconciliation Monthly Check List:

If you are responsible for time, leave, and attendance at your site, you should routinely consider the items listed below:

Leave:

- ☐ Is Sick Leave or Personal Charged to Sick being requested correctly? Review the Sick Leave Approval Report to determine if leave has been requested incorrectly.

  Sick Leave: out of town not correct
  Personal Charged to Sick/Emergency: out of town correct

- ☐ Has Personal Charged to Sick Leave or Emergency Leave been overused? Review the Emergency and Personal Charged to Sick Exception Report to identify employees who have overused these types of leave.
- ☐ Has the appropriate documentation been attached as required? Run the "Bereve Jury WCOMP Leave Approval Report" to determine which leave requests still need documentation.
- ☐ Have you checked to make sure Administrators have used their "Admin Sick Leave Pools" first?
- ☐ Have you verified that the correct number of leave hours are allocating to each employee?

True Time/Timesheets:

- ☐ Have you verified that the Work schedules in True Time accurately reflect the total number of hours in the work week for each employee?
- ☐ Have you reviewed the True Time exception reports and made corrections?

Comp Time:

- ☐ Has the employee earned comp time? In other words, is he/she in "overtime status"?
- ☐ Have you double checked to make sure that none of your employees have earned comp time or overtime for the same period of time?