Time & Attendance

Time and Leave Reconciliation Weekly Check List:

True Time and Time Off work in conjunction with each other and leave populates or "feeds" into the timesheets; therefore, leave has to submitted by the employee and approved timely in order for it to appear on the timesheets.

Time and leave must be reconciled by no later than Thursday every week.

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

Leave:

- ☐ Have all leave requests for the work week been requested and approved?
- ☐ Have teachers who requested a sub submitted a leave request when absent?

True Time/Timesheets:

- ☐ Have you reviewed the True Time exception reports and made corrections?
- ☐ Have you reviewed all timesheets for the workweek to ensure employees have worked their required hours?
- ☐ Have all timesheets for the workweek been submitted and approved.
- ☐ Have timesheets been adjusted to reflect employees scheduled hours when subbed in the classroom?
- ☐ Have you reconciled hours for each position for employees who have more than one?

Comp Time:

- ☐ Has the employee earned comp time? In other words, is he/she in "overtime status"?
- ☐ Has the comp time been entered into Skyward using the decimal format and not minutes, i.e. .25, .50, .75.?
- ☐ Has comp time been entered in Time Off Limited Access for the work week using the last day of week, Saturday?
- ☐ Did any employees request leave during the week he/she earned comp time? If so, has the amount of leave taken been reduced or deleted?
- ☐ Have you double checked to make sure that none of my employees have earned comp time or overtime for the same period of time?