

Time Capture Checklist–Transitional/Temporary/Casual Employees

Position Group:			
Function/Path	Responsible	Initials	Date
Capture Attendance (Payroll>Time Entry>Data Entry>Timesheet) (You can enter time on the timesheet or generate time using the generate schedule button if the employee is scheduled)	Time Capturer		
Review Balancing Summary (<i>This screen can be viewed at any time during the process, however it is recommended that you use it after you enter time, to ensure that the hours from your timesheets balance to what is in the system</i>) (Scheduling and Time Capture>Function>Balancing Summary) Total Hours on Timesheets/Input forms: _____ Total Hours on Balancing Summary: _____	Time Capturer (Time Approver also has access to confirm hours from input sheets match hours in system)		
Release Time (Scheduling and Time Capture>Function>Time Transaction Release)	Time Capturer		
Validate (Interpret) Time (Scheduling and Time Capture>Function>Interpretation)	Time Capturer		
Authorize Time (Scheduling and Time Capture>Function>Transaction Authorization)	Time Approver		
Submit Batch (you should record your batch # in case you need to recall the batch from Payroll) (Payroll>Time Entry>Function> Batch Submission) Batch #	Time Approver		