*Although the deadline for Time and Leave Approvals is at NOON on Monday, departments should continue to monitor time entries and approvals through NOON on Tuesday. Due to changes in employee’s Reported Time, approvals may still be required. Please DO NOT rely on HR to notify you if approvals need to be done for your department. These notifications are a courtesy and only made as time permits.*

<table>
<thead>
<tr>
<th>Thursday 12/13/12</th>
<th>Friday 12/14/12</th>
<th>Monday 12/17/12</th>
<th>Tuesday 12/18/12</th>
<th>Wednesday 12/19/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Actives</td>
<td>Time Entry Deadline</td>
<td>Time Approval Deadline</td>
<td>Pay Calc</td>
<td>Final Cost Center &amp; Print Timesheets</td>
</tr>
</tbody>
</table>

- In OBI Reporting, review **Actives Report** to verify that appointment data submitted prior to deadline is correct.
- If incorrect, create a FSU Service Center Case. Examples of incorrect items:
  - Comp rate
  - FTE
  - Funding acct codes
  - Funding dates
- Time entry is to be completed by 5:00 PM
- In OBI Reporting, review **Employee Time Verification** to verify time entry is correct. If recorded time is not accurate, correct it and check exceptions/approvals before NOON.
- In order to have time included on the Cost Center Report (CCR), reported Time approvals should be completed by NOON. **If you have not approved Reported Time by NOON, it will not appear on the CCR.**
- Review CCR (Version 1) to verify that pre-calced pay is correct. **If incorrect, look at “Payable Time Detail/Summary” and “Review Paycheck Summary”**. These pages may show time that does not appear on the CCR due to changes in Reported Time since the CCR was posted. If employee time is still incorrect, please create a FSU Service Center Case.
- **Report all problems by 10:30 AM.** Tickets submitted after 10:30 AM cannot be guaranteed to be worked. Be available to answer questions by ERP/HR working FSU Service Center Cases.
- Continue checking for last minute approvals until NOON for corrections due to worked FSU Service Center Cases. Pay calc begins at 1:00 PM and further changes to time entry will not be processed by Payroll.
- Print Time and Leave Reports (timesheets) after 7:00 AM from OBI Reporting.
- Review CCR (Final Version) after final payroll calculation. If something appears to be incorrect look at “Review Paycheck Summary”. Create a FSU Service Center Case, if needed.
- Department Charge Reports available in OBI Reporting.