*Although the deadline for Time and Leave Approvals is at NOON on Friday, departments should continue to search for approvals all the way through 10:30 AM on Monday. 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>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Monday</th>
<th>Tuesday</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 an FSU Service Center ticket.
- 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 an FSU Service Center ticket.
- 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 tickets.
- Review CCR (Version 2) 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 an FSU Service Center ticket.
- 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 an FSU Service Center ticket, if needed.
- Department Charge Reports available in OBI Reporting.