Although the deadline for Time and Leave Approvals is at NOON on Tuesday, departments should continue to monitor time entries and approvals 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.

<table>
<thead>
<tr>
<th>Friday 11/22/19</th>
<th>Monday 11/25/19</th>
<th>Tuesday 11/26/19</th>
<th>Monday 12/2/19</th>
<th>Tuesday 12/3/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Actives</td>
<td>Time Entry</td>
<td>Time Approval</td>
<td>Payroll Calc</td>
<td>Final Cost</td>
</tr>
<tr>
<td></td>
<td>Deadline</td>
<td>Deadline</td>
<td></td>
<td>Center</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.
- Time entry completed by 5:00 PM.
- In myFSU BI, review the **Employee Time Verification Report** 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 **Timesheet, Payable Time**, 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.
- Report all problems by **10:30 AM**. Cases submitted after 10:30 AM cannot be guaranteed to be worked. Be available to answer questions by HR administrators working on FSU Service Center Cases.
- Continue checking throughout the day for last minute approvals.
- Review CCR (Version 2) to verify that pre-calced pay is correct. If incorrect, look at **Timesheet, Payable Time**, 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.
- Report all problems by **10:30 AM**. Cases submitted after 10:30 AM cannot be guaranteed to be worked. Be available to answer questions by HR administrators working on FSU Service Center Cases.
- 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 myFSU BI.
- If applicable, print Pay and Leave Reports (Timesheets) after 7:00 AM from myFSU BI.