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 Wednesday. 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</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/13/19</td>
<td>12/16/19</td>
<td>12/17/19</td>
<td>12/18/19</td>
<td>12/19/19</td>
</tr>
<tr>
<td>Run Actives</td>
<td>Time Entry Deadline</td>
<td>Time Approval Deadline</td>
<td>Payroll Calc</td>
<td>Final Cost 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.
- 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.
- Continue checking for last minute approvals until **10:30 AM**. The payroll calc begins at 10:30 AM and further changes to time entry will not be processed by Payroll.
- **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.