

DIVISION OF ADMINISTRATION
FINANCE AND SUPPORT SERVICES
EMPLOYEE ADMINISTRATION
ON-LINE TIME ENTRY SYSTEM

PROCEDURE NAME:

Validation of Input Data to Reports

TIME ENTRY AUDIT REPORT * ZT02

The Time Entry Audit Report (ZT02) is an ISIS HR report generated by the time administrator. This report is a record of data entered for a given pay period as of the requested date. The report is updated for any prior period adjustments entered for the pay period. **The Time Administrator is required to validate this report.**

Responsibility

Action

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| Time Admin. | <ol style="list-style-type: none"> 1. Compare the daily attendance sheets and Prior Period Adjustment forms to the Time Entry Audit report. 2. As each leave code, pay code and prior period adjustment is verified as having been entered properly, place a check mark next to the respective hours reflected on the Time Entry Audit report. 3. If there is a difference which requires an adjustment, prepare a Prior Period Adjustment Form following the procedure "Processing Prior Period Adjustment Forms" found on the DOA/OFSS web site. 4. Contact Employee Administration/HR Analyst if you are unable to determine the reason for any differences. 5. Note on the report any reason for differences and the action taken to resolve the differences (i.e. incorrect leave code entered, prior period adjustment form completed). 6. Initial the front page of the report to indicate that the validation was completed. |
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7. File report with documentation for applicable pay period.

Section Head:
administrator

1. Verifies time entered for time and backup time administrator.
2. Initial the front page of the report to indicate validation was completed.