

DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES
EMPLOYEE ADMINISTRATION
ON-LINE TIME ENTRY SYSTEM

PROCEDURE NAME:

Validation of Input Data to Reports

**TIME ENTRY AUDIT REPORT * ZT02
TIME WORKFLOW AUDIT REPORT * ZT20**

The Time Entry Audit Report (ZT02) and Time Workflow Audit Report (ZT20) are ISIS HR reports generated by the time administrator. These reports are a record of data entered for a given pay period as of the requested date. The Time Entry Audit Report is updated for any prior period adjustments entered for the pay period. **The Time Administrator is required to validate these reports. ZT20 will only be required if the agency/section has implemented the use of the Online Attendance feature in ISIS-HR.**

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). |
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6. Check the Time Workflow Audit Report for automatic postings of leave taken or hours worked. These entries require paper documentation (leave slips or overtime/compensatory forms).
7. Check the Time Workflow Audit Report for reason/project overtime/compensatory was worked. If reason/project is not indicated, then paper documentation is required, even if the supervisor approved the entry.
8. Initial the front page of the reports to indicate that the validations were completed.
9. File the reports with documentation for applicable pay period.

- Section Head:
1. Verifies time entered for time administrator and backup time administrator. Verifies that overtime/compensatory worked have reasons/project indicated.
 2. Initial the front page of the reports to indicate that the validations were completed.