

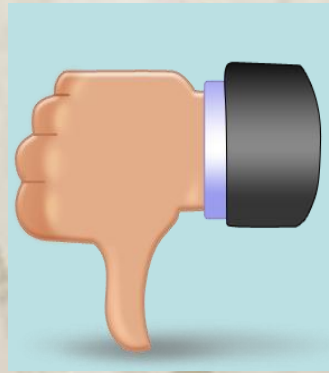
Rules for Successful Completion of Timesheets in Time Traq

- A Timesheet cannot be submitted by an employee if the employee has an unsubmitted leave request for the same Reporting Period.
- A Timesheet cannot be approved by a manager if the employee has a leave request that is pending the manager's approval for the same Reporting Period.
- A Timesheet cannot be sent to payroll (as part of the Adloc/Reporting Period batch submission) if the employee has a leave request that is pending the department administrator's approval for the same Reporting Period

NOTE: All leave documents must be approved and finalized and all timesheets completed for submission of an entire adloc to Payroll for processing

Changes to documents after the fact....

- Timesheets once paid, cannot be canceled or otherwise altered.
- Leave requests that were paid as a result of being linked to a Timesheet can be canceled after the Reporting Period has already been processed by payroll.
- When this happens, Time Traq will receive a pending Prior Period Adjustment from Leave Traq and associate it with the current Timesheet.



Changes to documents after the fact....

Timesheets cannot be submitted if they have any adjustments in a pending status; therefore, the departmental administrator will have to resolve the adjustment by adding/removing hours from the current Timesheet to correct an imbalance in pay, or, if no imbalance exists, cancel the adjustment.

Note: The adjustment record references the date of the original leave request so that it can be traced back to the Timesheet to which the correction applies