






For processing of prior payroll periods, all timecards affected should be combined by pay period on a separate certification form. It is a best practice to file the retro pay timecards and certification with the pay period in which the retro pay processes.





	What to Do	Who	How to Do It
1	Collect approved and certified timecards.	Departmental Time Administrator	<ul style="list-style-type: none"> • Check for employee signature. • Check for supervisor approval signature. • Check that timecard is completed in ink. • Check that hours are recorded to the nearest tenth. • Verify that totals are correct. • Check that overtime has been recorded properly. • Audit cost distribution (cost allocation is appropriate, allowable, and reasonable). • Ensure that sufficient leave balances are available and that the leave is appropriate. Resources: <ul style="list-style-type: none"> ○ Employee Leaves home page ○ Leaves of Absence Policy • Ensure that full work schedule is accounted for on the timecard.
2	Determine if time must be sent to Payroll for entry.	Departmental Time Administrator	<ul style="list-style-type: none"> • Departmental time administrators can enter time for the current pay period and the previous two pay periods. If time to be entered falls outside this scope, see process Biweekly Retro Pay – Greater than Two Pay Periods.
3	Count total number of timecards, and determine the total hours recorded (paid and unpaid), total overtime hours, and total unpaid hours.	Departmental Time Administrator	<ul style="list-style-type: none"> • Count the number of timecards. • Run calculator tape totaling hours recorded. • Run calculator tape totaling overtime. • Run calculator tape totaling unpaid hours. • Complete a separate time certification for each retro pay period. More than one time card can be included with each certification. Indicate that this is a retro pay and which pay period is affected • Enter totals on the Payroll Certification Form in the “Time Card Data Entry” column.
4	Enter time card data into OnePurdue CATS screen.	Departmental Time Administrator	<ul style="list-style-type: none"> • Use transaction CAT2 and select the profile listed on timecard. This will usually be TABW or TABWCOST. <p>See the BPP on Time Entry, go to Human Resources > Time Management > HR_TM_Time_Entry.</p>
5	Notify staff of any needed changes to timecard due to adherence to policy or lack of quota.	Departmental Time Administrator	<ul style="list-style-type: none"> • Correct all errors using the transaction CAT2. <p>If total hours being paid or the absence or attendance code of the reported hours change, the employee and supervisor should initial the changes.</p>
6	Verify time data entry.	Departmental Time Administrator	<ul style="list-style-type: none"> • Run Display Working Times Report ZHRTM_DISPLAY. • Selection criteria for this report: <ul style="list-style-type: none"> ○ Enter your Org. Unit OR your Time Admin.

			<p>(Administrator for Time Re).</p> <ul style="list-style-type: none"> ○ Date should equal the pay period dates. ○ Employee Subgroup should be the range Z5 – Z8. ○ Enter the Date of Last Change with the date that the time was keyed into CAT2. <ul style="list-style-type: none"> ● Verify the total in the column titled “Number” against the “Time Card Data Entry” column of the certification. ● If no corrections are needed, continue with step 9.
7	Correct data entry errors, if necessary.	Departmental Time Administrator	<ul style="list-style-type: none"> ● Use transaction CAT2 and select the profile listed on timecard. This will usually be TABW or TABWCOST. <p>See the BPP on Time Entry, go to Human Resources > Time Management > HR_TM_Time_Entry.</p>
8	Verify time data entry.	Departmental Time Administrator	<ul style="list-style-type: none"> ● Run Display Working Times Report ZHRTM_DISPLAY. ● Selection criteria for this report: <ul style="list-style-type: none"> ○ Enter your Org. Unit OR your Time Admin. (Administrator for Time Re). ○ Date should equal the pay period dates. ○ Employee Subgroup should be the range Z5 – Z8. ○ Enter the Date of Last Change with the date that the time was keyed into CAT2. ● Verify the total in the column titled “Number” against the “Time Card Data Entry” column of the certification.
9	Review cost distribution and identify and record any changes.	Departmental Time Administrator	<ul style="list-style-type: none"> ● Run Cost Distribution Report using transaction ZHR_COST_DISTRIB. ● Selection criteria for this report: <ul style="list-style-type: none"> ○ Reporting Period, select “Other Period” and enter the pay period dates. ○ Employee Subgroup should equal the range Z5-Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button . ○ Enter your Org. Unit OR your Time Admin. (Time Recording Administrator). ○ Enter the Personnel Numbers for the time cards being entered. To enter multiple Personnel Numbers, click on the  to the right of personnel number, click on the tab “Select Single Values”, enter the personnel numbers and click the execute button . ● Review the report to see if any changes need to be made. Also, look any individual on fund 91010000 (default fund), these individuals need to have their cost distribution changed.

10	Record all cost distribution changes before payroll is written.	Departmental Time Administrator	<ul style="list-style-type: none"> Execute transaction code PA30. Select infotype 27, Cost Distribution, (see Step by Step Instructions for Updating and Correcting Cost Distribution). Enter effective date and cost distribution in accordance with the Maintaining Cost Distribution for the Current Payroll Period business process.
11	Central scheduling, run and review of Time Transfer and Time Evaluation.	Payroll	<ul style="list-style-type: none"> Transaction CAT6 and PT 60 will run on nightly schedule. During weeks in which payroll is written, there will be an additional time evaluation job scheduled in accordance with the payroll calendar.
<p>Note: Time Transfer and Time Evaluation will process after 6 p.m. All time entry should be completed by 6 p.m. on Monday and Tuesday. Error Correction should be completed by Wednesday at noon for most payroll cycles (refer to the payroll calendar, especially for holiday periods).</p>			
12	Review warnings.	Departmental Time Administrator/ Payroll Coordinators	<ul style="list-style-type: none"> Run Time Evaluation Messages Report PT_ERL00. Selection criteria for this report: <ul style="list-style-type: none"> Data Selection Period should equal the pay period dates. Person selection period should equal the pay period dates. Click on “Further selections” Click on the square to the left of Org. Unit or Time recording administrator to highlight the text. Click on the arrow in the middle to move the highlighted text to the right. Click the green check  Enter your Time Admin (Time recording administrator), OR your Org. Unit. Enter the Personnel number(s) of the timecards being entered. See User Defined Error Messages. Run this report after any time or quota entry corrections are made. You must run this report the next day. If there are no errors, continue with step 14.
13	Correct errors as necessary.	Departmental Time Administrator	<ul style="list-style-type: none"> Use transaction CAT2 and select the profile listed on timecard. This will usually be TABW or TABWCOST. <p>See the BPP on Time Entry > Human Resources > Time Management > HR_TM_Time_Entry.</p>
14	Complete Time Certification for data entered and obtain authorized signatures.	Departmental Time Administrator	<ul style="list-style-type: none"> Run Report and attach to the certification form. <ul style="list-style-type: none"> Display Working Times Report by A/A variant, transaction ZHRTM_DISPLAY. Selection criteria for this report: <ul style="list-style-type: none"> Enter your Org. Unit OR your Time Admin. (Administrator for Time Re). Date should equal the pay period dates. Employee Subgroup should be the range Z5 – Z8.

			<ul style="list-style-type: none"> ▪ Enter the Date of Last Change with the date that the time was keyed into CAT2. • Verify the total in the column titled “Number” against the “Time Card Data Entry” column on the Payroll Certification Form. • If totals match, enter totals on the Payroll Certification Form in the “Entry Approved” column. <ul style="list-style-type: none"> ○ Enter total recorded hours ○ Enter total overtime hours ○ Enter total unpaid hours ○ Indicate whether rate overrides are included and attach approval ○ Indicate whether wage type overrides are included and attach approvals. • Sign and date the <i>Prepared By</i> line. • Obtain approval on the <i>Department Head Approval</i> line.
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PAYROLL RUNS! For most pay periods, payroll processing begins Wednesday afternoon and completes on Friday. Always refer to the [payroll calendar](#) each period.

15	Run post payroll reports.	Departmental Time Administrator	<ul style="list-style-type: none"> • Cumulated Time Evaluation Results for wage types and shift differentials transaction PT_BAL00. • Selection criteria for this report: <ul style="list-style-type: none"> ○ Reporting Period should equal “D Today” ○ Enter your Time Admin (Time Recording Administrator) • Cost distribution report transaction ZHR_COST_DISTIB. • Selection criteria for this report: <ul style="list-style-type: none"> ○ Reporting Period, select “Other Period” and enter the pay period dates. ○ Employee Subgroup should equal the range Z5-Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button . ○ Enter your Org. Unit OR your Time Admin. (Time Recording Administrator). ○ Enter the Personnel Numbers for the time cards being entered. To enter multiple Personnel Numbers, click on the  to the right of personnel number, click on the tab “Select Single Values”, enter the personnel numbers and click the execute button . <p>See the payroll validation reports at http://www.purdue.edu/payroll/Payroll_Validation/validate.htm.</p>
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16	After final payroll has been written, check for cost	Departmental Time Administrator	<ul style="list-style-type: none"> • Use transaction ZHR_PAY_POSTING and review for errors, such as payroll posted to the HR default account (fund 91010000).
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	distribution errors.		<ul style="list-style-type: none"> • Selection criteria for this report: <ul style="list-style-type: none"> ○ Posting Date Range should be the pay date that this pay period will process in. ○ Enter your Org. Unit. ○ Payroll Area BW. ○ Select the Initial ALV layout, select“/Retro Audit” ○ Once you have your results, set a filter on the column titled “IN PERIOD” to equal the pay period that you are processing this time for. This will give you subtotals per pay period that should match each certification that was processed. ○ See if any payroll has hit your default fund (91010000) by setting a filter on the “fund” column. If corrections are needed, see Correcting Cost Distribution after Payroll Posts.
17	Submit corrections to infotype 0027 as necessary.	Departmental Time Administrator	<ul style="list-style-type: none"> • If the cost distribution change affects a previously certified effort report/time card, see Correcting Cost Distribution after Payroll Posts.
18	Verify that time submitted on the certification form matches payroll run and provide reports and certification for final approval.	Departmental Time Administrator	<ul style="list-style-type: none"> • Run Report and attach to the certification form. <ul style="list-style-type: none"> ○ Display Working Times Report transaction ZHRTM_DISPLAY. ○ Selection criteria for this report: <ul style="list-style-type: none"> ▪ Enter your Org. Unit OR your Time Admin. (Administrator for Time Re). ▪ Date should equal the pay period dates. ▪ Employee Subgroup should be the range Z5 – Z8. ▪ Enter the Date of Last Change with the date that the time was keyed into CAT2. • Enter totals on the Payroll Certification Form in the “Post Payroll Approval” column. <ul style="list-style-type: none"> ○ Enter total recorded hours ○ Enter total overtime hours ○ Enter total unpaid hours ○ Indicate whether rate overrides are included and attach approval ○ Indicate whether wage type overrides are included and attach approvals. • Obtain approval on the <i>Post Payroll Audit Verification</i> line.
19	Audit that time submitted on the certification form matches payroll run and sign certification.	Department Head or Designee	<ul style="list-style-type: none"> • Review final report and certification packet. • Sign and date the <i>Post Payroll Audit Verification</i> line.
20	File timecards, reports, and certifications.	Departmental Time Administrator	<ul style="list-style-type: none"> • File by the pay period in which the retro pay processed. File in a secured location for six years following the transaction date.