

COST CENTER REPORT & SUPPORTING TOOLS

The Cost Center Report (CCR) is generally distributed three times during each payroll processing period to help departments ensure that employees are paid accurately. It is important to know that the CCR contains static information – a “snapshot” in time. The static information reflects all time processed by payroll up to that point.

There are reasons why an employee’s time or leave may not appear to be correct on a CCR including:

- Time was not entered for an OPS employee
- The employee’s Reported Time has not been approved
 - OPS hours worked
 - Overtime hours for USPS
 - Leave hours for USPS, A&P and FAC
 - Comp time earned or used by USPS and A&P
- Time or leave is altered after the CCR is generated

When information on the CCR does not appear accurate, there are three tools in OBI and OMNI which show in real time how an employee will be compensated. **Please review all these tools BEFORE you submit a CRM Case or call the help desk:**

Employee Time Verification Report

OBI Reporting » Dashboard » HR Reports » Employee Time Verification

- Employee Time Verification is a report run in OBI that shows the time reporting code and hours of all time and leave reported, approved and processed through Time Administration for the current pay period or prior pay period
- Search by Group ID and Pay Period End Date
- Is subject to change as time and leave corrections and approvals are made

Payable Time Detail and Payable Time Summary

Manager Self Service » Time Management » View Time » Payable Time Detail;

Payable Time Summary

- Payable Time Detail shows the time reporting code and payroll status of all time and leave reported, approved, and processed through Time Administration for up to 31 days
- Payable Time Detail is subject to change as time and leave corrections are made
- Payable Time Detail reflects the history of all hours taken by payroll, positive and negative
- Payable Time Summary shows the current time reporting code and hours reported, approved and processed through Time Admin for up to 1 week
- Payable Time Summary is subject to change as time and leave corrections are made

Review Paycheck Summary

North American Payroll » Payroll Processing » Produce Payroll » Review Paycheck Summary

- Shows earning codes, hours, pay rate and gross pay by the week for an employee
- Is subject to change as time and leave corrections are made