Although the deadline for Time and Leave Approvals is at NOON on Thursday, departments should continue to monitor time entries and approvals through 10:30 AM on Friday. Due to changes in employee’s Reported Time, approvals may still be required. Please DO NOT rely on HR to notify you if approvals need to be done for your department.

| **Tuesday**  
| 5/24/22  
| Run Actives |  
| **Wednesday**  
| 5/25/22  
| Time Entry Deadline |  
| **Thursday**  
| 5/26/22  
| Time Approval Deadline |  
| **Friday**  
| 5/27/22  
| Payroll Calc |  
| **Tuesday**  
| 5/31/22  
| Final Cost Center |

- In OBI Reporting, review **Actives Report** to verify that appointment data submitted prior to deadline is correct.
- If incorrect, create a FSU Service Center Case.

- Time entry completed by 5:00 PM.

- In myFSU BI, review the **Employee Time Verification Report** to verify time entry is correct. If recorded time is not accurate, correct it and check exceptions/approvals before NOON.
- In order to have time included on the Cost Center Report (CCR), reported time approvals should be completed by NOON. **If you have not approved Reported Time by NOON, it will not appear on the CCR.**
- Review CCR (Version 1) to verify that pre-calced pay is correct. If incorrect, look at **Timesheet, Payable Time, and Review Paycheck Summary.** These pages may show time that does not appear on the CCR due to changes in Reported Time since the CCR was posted.
- Please continue checking throughout the day for last minute approvals.

- Review CCR (Version 2) to verify that pre-calced pay is correct. If incorrect, look at **Timesheet, Payable Time, and Review Paycheck Summary.** These pages may show time that does not appear on the CCR due to changes in Reported Time since the CCR was posted.
- **Report all problems by 10:30 AM.** Cases submitted after 10:30 AM cannot be guaranteed to be worked. Be available to answer questions by HR administrators working on FSU Service Center Cases.
- **Continue checking for last minute approvals until 10:30 AM.** The payroll calc begins at 10:30 AM and further changes to time entry will not be processed by Payroll.

- Review CCR (Final Version) after final payroll calculation. If something appears to be incorrect look at **Review Paycheck Summary.** Create a FSU Service Center Case, if needed.
- Department Charge Reports available in myFSU BI.