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 Monday. Due to changes in an 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.

<table>
<thead>
<tr>
<th>Tuesday 11/07/23</th>
<th>Wednesday 11/08/23</th>
<th>Thursday 11/09/23</th>
<th>Monday 11/13/23</th>
<th>Tuesday 11/14/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Actives</td>
<td>Time Entry Deadline</td>
<td>Time Approval Deadline</td>
<td>Payroll Calc</td>
<td>Final Cost Center</td>
</tr>
</tbody>
</table>

- In OBI Reporting, review **Actives Report** to verify that appointment data submitted prior to deadline is correct.
- If incorrect, create an 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 the recorded time is not accurate, correct it and check exceptions/approvals before NOON.
- 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. **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.

- 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.