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

<table>
<thead>
<tr>
<th>Monday 7/1/24 - Afternoon</th>
<th>Tuesday 7/2/24</th>
<th>Wednesday 7/3/24</th>
<th>Monday 7/8/24</th>
<th>Tuesday 7/9/24</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 the Actives Report to verify that appointment data submitted prior to deadline is correct. | • 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 inaccurate, 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 not appearing 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 not appearing 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 an FSU Service Center Case, if needed.  
• Department Charge Reports available in myFSU BI. |