

# Sign-Off Preparation Checklist



## Preparing for Agency Sign-Off

The following items must be verified and corrected before performing final sign-off of employee timecards.

**Note:** Sign-off occurs 5 business days before the next payday by 2:45 p.m.

<input type="checkbox"/>	1	Manage My Requests	Verify there are no unapproved Time Off Requests for the previous pay period. These must be Approved or Refused by the Manager.
<input type="checkbox"/>	2	Reconcile Timecard	Make sure all exceptions have been reviewed. Missing punches must be corrected and unexcused absences must be corrected unless the absence is due to Leave Without Pay.
<input type="checkbox"/>	3	Employee Hours View	Verify all employees have the correct number of hours for the pay period. Employee hour totals must be in 15-minute increments. Also verify any overtime or compensatory time.
<input type="checkbox"/>	4	Employee Information View	If the agency has board members who are not automatically paid, the amount of pay must be entered into the timecards of the board members. Select the <b>Board Meeting</b> pay code. Then enter the dollar amount of pay in the <b>Amount</b> column.
<input type="checkbox"/>	5	Leave Cases View	Verify that time for employees who have open FMLA or Military cases has been added to the timecards.
<input type="checkbox"/>	6	Pay Period Close View	<ul style="list-style-type: none"> <li>• Verify there are no employees with a "Needs Update" pay rule. If approvals have not been applied in GHRS by the sign-off date, it may be necessary to enter this employee's time into GHRS.</li> <li>• Verify non-exempt and hourly employees have approved their timecards.</li> <li>• Verify manager approval.</li> </ul>
<input type="checkbox"/>	7	Sign-Off	<ul style="list-style-type: none"> <li>• Arrears employees – sign-off in Previous Pay Period.</li> <li>• Current Employees – sign-off in Current Pay Period.</li> <li>• Terminated Employees – sign-off in Previous Pay Period.</li> </ul> <p><b>Note:</b> use <b>Terminated Employees</b> hyperfind.</p>
<input type="checkbox"/>	8	Group Edit Results	Verify sign-off results. Click the "Details" link to see any failures. Review the timecards for which sign-off failed and re-apply sign-off. Repeat these steps as needed until all timecards are signed off.
<input type="checkbox"/>	9	SUSF in GHRS	The day after sign-off (the 5th business day before next pay day), verify the documents sent from eSTART to GHRS.
<input type="checkbox"/>	10	SUSF in GHRS	Two days after sign-off (the 4th business day before next pay day), check for rejected documents. Any corrections must be made in GHRS.
<input type="checkbox"/>	11	Late submission of leave usages	These must be processed in GHRS, which will later post to eSTART as a historical edit.