Clark County School District
Timekeeper Quick Reference Guide: Ensuring Accurate Payroll in PeopleSoft

Key Responsibilities:

Managing employee time and absence records, ensuring accurate and timely data entry into the system, verifying employee data, and resolving any exceptions or errors in the time reporting process.

Tips for Efficient Timekeeping:

Report and approve positive pay employees' time and any regular status employees' extra pay on a daily basis to ensure employees are paid on the appropriate pay dates. If payroll is not approved by the posted payroll approval deadline, the employee will be processed on the next scheduled on-cycle pay date.

Employees are responsible for submitting their absences in a timely manner. If necessary, the timekeeper may submit an absence on the employee's behalf. All absences must be approved by the payroll approval deadline to ensure timely processing. If an employee has no available leave balance, no pay/no pers must be submitted to prevent overpayment. No pay/no pers absence should be submitted on a daily basis.

If a licensed employee is on bonding leave, please ensure no pay/no pers absences are submitted in alignment with the payroll periods to ensure accurate processing. Please ensure all absences are approved by the payroll approval deadlines to avoid any delays in processing.

Review weekly payroll audit and payroll exception reports to verify that hours paid are accurate. After validating the reports, coordinate with the level 2 administrator to confirm that payable time authorization has been completed.

Run manager self-service reports to review various manager-related queries and ensure data accuracy.

Need Support?

Refer to the Employee Business Training website for manuals, documents, and full-length videos.

For any questions, contact the Payroll Department at (702) 799-5351. A CCSD help desk ticket may also be submitted at quickit.ccsd.net.