Payroll Audit Reports

Overview

The payroll time and absence report and payroll exception report are tools to improve the process of monitoring your employees payroll for the current pay period.

Bi-Weekly and Semi-Monthly Employee Payroll Time and Absence Reports

All schools and departments will receive a payroll time and absence report Thursday mornings via a system-generated email. The email will be sent to both level 1 approvers and level 2 administrators CCSD Gmail accounts on a weekly basis. The payroll time and absence report will require review by the level 1 approver and authorization by the level 2 administrator.

When reviewing the report it is important to verify that all of the employees included in your location are actively employed. Please review this report in detail.

In this bi-weekly employee example, the employee is assigned full time 12 months, 8 hours per day. The employee will be paid **80 hours** of **REG of which includes an absence of sick leave on 9/16/21**:

```
FT 12 mths        09/13/2021    REG - Regular Hours              8.00
FT 12 mths        09/14/2021    REG - Regular Hours              8.00
FT 12 mths        09/15/2021    REG - Regular Hours              8.00
FT 12 mths        09/16/2021    ZSKIH - Sick - Personal Illness  8.00
FT 12 mths        09/17/2021    REG - Regular Hours              8.00
FT 12 mths        09/20/2021    REG - Regular Hours              8.00
FT 12 mths        09/21/2021    REG - Regular Hours              8.00
FT 12 mths        09/22/2021    REG - Regular Hours              8.00
FT 12 mths        09/23/2021    REG - Regular Hours              8.00
FT 12 mths        09/24/2021    REG - Regular Hours              8.00

                  80.00
```

In this bi-weekly employee example, the employee is assigned part time 9 months, 7 hours per day. The employee will be paid **70 hours** of **REG**:

```
FT 9 mths          09/13/2021          REG - Regular Hours                    7.00
FT 9 mths          09/14/2021          REG - Regular Hours                    7.00
FT 9 mths          09/15/2021          REG - Regular Hours                    7.00
FT 9 mths          09/16/2021          REG - Regular Hours                    7.00
FT 9 mths          09/17/2021          REG - Regular Hours                    7.00
FT 9 mths          09/20/2021          REG - Regular Hours                    7.00
FT 9 mths          09/21/2021          REG - Regular Hours                    7.00
FT 9 mths          09/22/2021          REG - Regular Hours                    7.00
FT 9 mths          09/23/2021          REG - Regular Hours                    7.00
FT 9 mths          09/24/2021          REG - Regular Hours                    7.00

                   70.00
```

In this semi-monthly employee example, the employee is included in the time and absence report with no hours listed to represent their semi-monthly contract pay. The employee will be paid their **Semi-Monthly** contract amount:
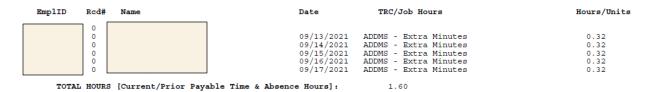
```
                    0

        TOTAL HOURS [Current/Prior Payable Time & Absence Hours]:        0.00
```

In this semi-monthly employee example, the employee is included in the time and absence report with no hours listed to represent their semi-monthly contract pay. The employee has also submitted absences and comp time taken for the pay period. The employee will be paid their **Semi-Monthly** contract amount on the first line:

```
              0
              0
              0          09/16/2021   CTAT - Comp Time Taken - Admin Only        8.00
                         09/21/2021   ZSKFD - Sick -Immediate Family Illness     8.00
     TOTAL HOURS [Current/Prior Payable Time & Absence Hours]:        16.00
```

In this semi-monthly employee example, the employee is included in the time and absence report with no hours listed to represent their semi-monthly contract pay. The employee has reported time from the timesheet. The employee will be paid their **Semi-Monthly** contract amount on the first line and **Extra Minutes** on the additional lines.

```
EmplID   Rcd#   Name                   Date          TRC/Job Hours                 Hours/Units
              0
              0                        09/13/2021   ADDMS - Extra Minutes              0.32
              0                        09/14/2021   ADDMS - Extra Minutes              0.32
              0                        09/15/2021   ADDMS - Extra Minutes              0.32
              0                        09/16/2021   ADDMS - Extra Minutes              0.32
                                       09/17/2021   ADDMS - Extra Minutes              0.32
     TOTAL HOURS [Current/Prior Payable Time & Absence Hours]:        1.60
```

Semi-Monthly and Bi-Weekly Employee Payroll Time and Absence Level 2 Authorization

Level 2 Administrators will be required to authorize their department or school payroll time and absence reports on Fridays. The payable time authorization is located in the Team Time / Absence tile > Payable Time Authorization.

Please remember to approve your department or school payable time by Friday at 5:00PM. The department or school level 2 administrators will receive a reminder email if not authorized by the deadline.

Bi-Weekly Employee Payroll Exception Reports

All schools and departments **will receive** a payroll exception report if their employees have reported time greater then scheduled hours.

In this bi-weekly employee example, the employee has reported time greater than schedule hours. The exception was generated due to comp time earned of 3 hours in addition to working their scheduled 8 hours on 9/13/21:

Date	TRC	Hours
09/13/2021	REG - Regular Hours	8.00
09/13/2021	CTE - Comp Time Earned	3.00
09/14/2021	REG - Regular Hours	8.00
09/15/2021	REG - Regular Hours	8.00
09/16/2021	REG - Regular Hours	8.00
09/17/2021	CTT - Comp Time Taken	8.00
09/20/2021	REG - Regular Hours	8.00
09/21/2021	REG - Regular Hours	8.00
09/22/2021	REG - Regular Hours	8.00
09/23/2021	REG - Regular Hours	8.00
09/24/2021	REG - Regular Hours	8.00

TOTAL REPORTED/SCHEDULED HOURS: 83.00/ 80.00

In this bi-weekly employee example, the employee has reported time greater than schedule hours. The exception was generated due to overtime earned of 10 hours within the pay period in addition to working their scheduled 8 hours per day:

Date	TRC	Hours
09/13/2021	REG - Regular Hours	8.00
09/14/2021	REG - Regular Hours	8.00
09/15/2021	REG - Regular Hours	8.00
09/16/2021	REG - Regular Hours	8.00
09/17/2021	REG - Regular Hours	8.00
09/20/2021	CTT - Comp Time Taken	1.50
09/20/2021	REG - Regular Hours	6.50
09/21/2021	REG - Regular Hours	8.00
09/22/2021	REG - Regular Hours	8.00
09/23/2021	REG - Regular Hours	8.00
09/24/2021	REG - Regular Hours	8.00
09/12/2021	OVT - Overtime	10.00

TOTAL REPORTED/SCHEDULED HOURS: 90.00/ 80.00

Support

For any questions regarding your Payroll Audit Reports, contact the **Payroll Department** at **(702) 799-5351**. You may also submit a CCSD help desk ticket at quickit.ccsd.net.