
Payroll Audit Reports

Overview

The payroll time and absence report and payroll exception report are tools to improve the process of monitoring your employee's 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			09/16/2021	CTAT - Comp Time Taken - Admin Only	8.00
	0			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
	0		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.

The screenshot shows the 'Manager Self Service' interface with the 'Team Time/Absence' section selected. The left sidebar contains a list of navigation options, with 'Payable Time Authorization' highlighted. The main content area displays a message about reviewing payable time reports and a table for authorization. The table has columns for Location, Review Period Begin Date, Review Period End Date, and Authorization [Y/N]. A 'Save' button is located below the table.

< Manager Self Service Team Time/Absence New Window | Help | Personalize Page

Report Time Weekly Time Summary Payable Time Comp Time Balances Request Absence Cancel Absences View Requests Absence Balances Manage Exceptions Reporting Locations Workforce Availability Mass Time Payable Time Authorization Effort Certification

Your sites payable time reports are received through email communication. Please review those reports for accuracy. After payable time reports are reviewed and validated, please approve the payable time by checking the authorization box and click on the Save button.

Location	Review Period Begin Date	Review Period End Date	Authorization [Y/N]
1 0061	08/01/2021	08/14/2021	<input type="checkbox"/>

Save

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 than 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

Payroll Audit Reports Ad Hoc Run

All schools and departments have the ability to run payroll audit / exception reports via the Team Time / Absence tile > Audit Reports (Ad Hoc Run).

The screenshot shows the 'Manager Self Service' interface. The left sidebar contains a list of navigation options, with 'Audit Reports [Ad-hoc Run]' highlighted in green. The main content area is titled 'Team Time/Absence' and contains the following sections:

- Date Parameters**: Includes a 'Pay Run ID' field, a search icon, and 'From Date' and 'Thru Date' fields.
- Select the report Option**: A list of four radio button options:
 - ☐ Bi-Weekly - Audit Report
 - ☐ Bi-Weekly - Exception Report
 - ☐ Semi-Monthly - Audit Report
 - ☐ Semi-Monthly - Exception Report
- Generate Report [Email attachment]**: A button to generate the report.

This enables the ability for level 1 approvers and level 2 administrators to run the reports any time you need to review your schools / departments payroll audit or exception reports. All schools and departments will continue to receive their reports Thursday mornings via a system-generated email.

In order to run the reports ad hoc you will need to select the appropriate pay run id (pay period begin and pay period end date). Please see the screenshot below.

Please note: BW identifies the bi-weekly pay groups (support professionals, police, substitute teachers / support, and temporary employees). SM identifies the semi-monthly pay groups (administrative, licensed, and police administrative employees).

Manager Self Service

Look Up Pay Run ID

Search by: Pay Run ID begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-151 of 151 Last

Pay Run ID	Pay Period Begin Date	Pay Period End Date
2020-01-BW	12/22/2019	01/04/2020
2020-01-SM	01/01/2020	01/15/2020
2020-02-BW	01/05/2020	01/18/2020
2020-02-SM	01/16/2020	01/31/2020
2020-03-BW	01/19/2020	02/01/2020
2020-03-SM	02/01/2020	02/15/2020
2020-04-BW	02/02/2020	02/15/2020
2020-04-SM	02/16/2020	02/29/2020
2020-05-BW	02/16/2020	02/29/2020
2020-05-SM	03/01/2020	03/15/2020
2020-06-BW	03/01/2020	03/14/2020
2020-06-SM	03/16/2020	03/31/2020
2020-07-BW	03/15/2020	03/28/2020
2020-07-SM	04/01/2020	04/15/2020
2020-08-BW	03/29/2020	04/11/2020
2020-08-SM	04/16/2020	04/30/2020
2020-09-BW	04/12/2020	04/25/2020
2020-09-SM	05/01/2020	05/15/2020
2020-10-BW	04/26/2020	05/09/2020
2020-10-SM	05/16/2020	05/31/2020
2020-11-BW	05/10/2020	05/23/2020
2020-11-SM	06/01/2020	06/15/2020
2020-12-BW	05/24/2020	06/06/2020
2020-12-SM	06/16/2020	06/30/2020
2020-13-BW	06/07/2020	06/20/2020
2020-13-SM	07/01/2020	07/15/2020
2020-14-BW	06/21/2020	07/04/2020
2020-14-SM	07/16/2020	07/31/2020
2020-15-BW	07/05/2020	07/18/2020
2020-15-SM	08/01/2020	08/15/2020
2020-16-BW	07/19/2020	08/01/2020
2020-16-SM	08/16/2020	08/31/2020
2020-17-BW	08/02/2020	08/15/2020
2020-17-SM	09/01/2020	09/15/2020

Once the pay run id (pay period begin and pay period end date) has been selected, please choose the report option and select generate report. The report will be delivered to the users CCSD Gmail account. If you wish to run multiple ad hoc reports, please run the reports one at a time.

The screenshot displays the 'Manager Self Service' interface. On the left is a vertical menu with various options: Report Time, Weekly Time Summary, Payable Time, Comp Time Balances, Request Absence, Cancel Absences, View Requests, Absence Balances, Manage Exceptions, Reporting Locations, Workforce Availability, Mass Time, Payable Time Authorization, **Audit Reports [Ad-hoc Run]** (highlighted in green), and Effort Certification. The main content area on the right is titled 'Date Parameters' and contains a 'Pay Run ID' field with the value '2022-20-BW', a search icon, and date fields for 'From Date' (09/11/2022) and 'Thru Date' (09/24/2022). Below this is a section titled 'Select the report Option' with four radio button choices: 'Bi-Weekly - Audit Report', 'Bi-Weekly - Exception Report', 'Semi-Monthly - Audit Report', and 'Semi-Monthly - Exception Report'. At the bottom of the main area is a yellow button labeled 'Generate Report [Email attachment]'.

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.