# Payroll Guide for Timekeepers

## Timekeeping Resources

### 2025 Payroll Calendar

Quick Reference Cards (QRCs) are linked on the following pages. You can also find QRCs and information from training by using Mel, the myURHR chatbot: mel.rochester.edu

Additional information and help can be found on the myURHR Support & Resources page.

## Tips for Timekeepers

➢ Timecard approval deadline notifications are provided to managers and timekeepers who have timecard approval access in myURHR UKG. While the notifications come from Workday, they serve as a reminder of upcoming deadlines in UKG. These notifications cannot be turned off. If you would like to create a rule in Outlook to send notifications to a folder, <u>follow these instructions</u>.

➢ Timekeepers have access to their entire department family and will need to focus their views using <u>hyperfinds</u> and dataviews.

➢ Though salaried employees will be paid regardless of whether the timecard is "approved", **it is best practice for all timecards to be reviewed and approved, including salaried timecards**, as they may include time off requests that need to be responded to and accruals will not be reflected in balances until approved. If time off requests are not approved by the payroll deadline, timekeepers/managers will have to add them themselves to the timecard as historical corrections.

➢ The Employee Sign Off (ESO) process/code is still available for departments who choose to use it. This is not a payable code, so the numerical value that is entered does not matter. If your department chooses to use it, employees can enter their ESO sign-off up to the date of the <u>payroll deadline</u>.

➢ Employees with multiple jobs have ONE timecard. The hours for each job need to be approved by the manager/timekeeper that is responsible for each job. This could be two different people. Only approve hours for the job you are responsible for. Once all hours are approved by the timekeepers for the employee on that card, the time is approved for payroll processing. If there are outstanding pending changes at the time of the payroll deadline, those will be rejected, but this will not prevent the approved time on the timecard from being paid.

➢ UR paid holidays are indicated by a red flag on the date of the holidays.

➢ When using the general on-call pay code (OC) in myURHR UKG, please make sure to enter units, not hours, in the Amount column. When selecting the type of on-call (e.g., short or long), input "1" unit to indicate the staff member was on-call for that day/row, rather than the number of hours they were on-call.

➢ When using special on-call pay codes (OS) in myURHR UKG, please make sure to enter hours in the Amount column.

➢ If you are unable to find an employee in UKG, please be sure to review the person's status in myURHR Workday or contact your HR Business Partner.

## Bi-Weekly Payroll

| Actions to Complete | Resource |
|---|---|
| ✓ **Respond to time off requests**, especially those needed for the upcoming payroll deadline. | Respond to Time Off Requests<br><br>Edit a Time Off Request |
| ✓ **Begin reviewing and approving employee timecard edits.**<br>Pending bi-weekly timecard employee edits and direct entries that are not resolved by the 3 pm payroll deadline will be rejected and then must be re-entered by the timekeeper/manager as a historical correction in the next bi-weekly pay period. Whenever possible, submit any corrections/adjustments before the deadline.<br><br>**Reminder:** Whenever a timekeeper/manager approves a timecard during the current in-process pay period, it becomes locked, and no employee direct edits are allowed unless the approval is removed. If an employee needs to edit their time after an approval has occurred, the individual who approved the timecard must undo that approval by selecting "Remove Approval" for the timecard to be further edited. Timecards should be reviewed and edited as needed throughout the pay period, then the approval button can be selected when ready for final confirmation before the deadline.<br><br>If you need to make changes to an already approved timecard within the current pay period and are unsure who approved it, go to the audit tab in UKG and follow the instructions in the QRC to the right. | Respond to Edits on the Timecard<br><br>Make Historical Corrections<br><br><br><br>View Timecard Approval Information |
| ✓ **Resolve exceptions** (e.g. unexcused absences; missed punches; short-break exceptions; meal exceptions and overrides) by adding, editing, and/or deleting punches to start cleaning up hourly timecards ahead of the upcoming payroll deadline. | Resolve Exceptions<br><br>Adding, Editing, Deleting Punches |
| ✓ **Apply work-rule transfers**, as needed (e.g. for employees who work a call-in shift). | Apply Work Rules Transfers |
| ✓ **Add or edit appropriate pay codes.**<br>If you have questions about pay codes in UKG, please contact your HR Business Partner. | Add/Edit Pay Codes |
| ✓ Review all hourly timecards for accuracy, submit any corrections or adjustments, and **approve by the 3 p.m. payroll deadline**. | Approve Timecards<br><br>Approve Timecards with Multiple Jobs |

## Semi-Monthly/Monthly Payroll

| Actions to Complete | Resource |
|---|---|
| ✓ **Respond to time off requests**, especially those needed for the upcoming payroll deadline. | [Respond to Time Off Requests](#)<br><br>[Edit a Time Off Request](#) |
| ✓ **Begin reviewing and approving employee timecard edits.** Pending semi-monthly/monthly timecard employee edits and direct entries that are not resolved by the 3 pm payroll deadline will be rejected and then must be re-entered as a historical correction in the next semi-monthly/monthly pay period.<br><br>**Reminder:** Whenever a timekeeper/manager approves a timecard during the current in-process pay period, it becomes locked, and no employee direct edits are allowed unless the approval is removed. If an employee needs to edit their time after an approval has occurred, the individual who approved the timecard must undo that approval by selecting "Remove Approval" for the timecard to be further edited. Timecards should be reviewed and edited as needed throughout the pay period, then the approval button should be selected when ready for final confirmation before the deadline.<br><br>✓ If you need to make changes to an already approved timecard within the current pay period and are unsure who approved it, go to the audit tab in UKG and follow the instructions in the QRC to the right. | [Respond to Edits on the Timecard](#)<br><br><br><br>[View Timecard Approval Information](#) |
| ✓ **Add or edit appropriate pay codes.** If you have questions about pay codes in UKG, please contact your HR Business Partner. | [Add/Edit Pay Codes](#) |
| ✓ **Review all timecards** for accuracy, submit any corrections or adjustments, and **approve by the 3 p.m. payroll deadline**. | [Approve Timecards](#)<br><br>[Approve Timecards with Multiple Jobs](#) |