

Regular Time Checklist

Regular Time Review

Use this checklist when you are completing your time in CAT2 or the ESS Portal.

- Review your work schedule (line 8 of the Employee Time Entry Worksheet) and confirm you have accounted for all of the time using a combination of regular working hours or leave
- Review Rec. Cost Center (line 5 of the Employee Time Entry Worksheet), Rec. Order and WBS Element are correct
- Confirm Regular hours are coded with A/A Type 011N or 011P and worked match your work schedule:
- Confirm the total hours reported (Reg + Leave) match your work schedule (i.e. 40 hours worked is = 40 hours of Regular and leave entered)
- Review your Rec. Cost Center (line 5 of the Employee Time Entry Worksheet), Rec. Order and WBS Element to ensure they are correct
- Did

For Non-exempt employees only:

- Did you work outside of your normal working time that would result in 2nd (between 4:00PM and 11:00PM) or 3rd (between 11:00PM and 06:00AM) shift pay
- Confirm over time is coded as 014N or 110P only if you worked more than 40 hours in a given week
- Do not enter your shift differential for leave or a holiday
- Did you work over 40 hours in a week (Starting 12:00AM Saturday) if so check for overtime
- If you are in an essential position and worked a holiday did you enter the time as Comp time OT (031N or 031P)?