Regular Time Checklist

Regular Time Review

Use this checklist with the CAPP transaction action open and to an Employee with one week of time displayed.

- ❑ Did Employee work all scheduled days
    - ❑ If not check to see if all time was released by Employee
    - ❑ If the Work Schedule is unknown go to the work schedule report at:

        http://intranet.dot.state.co.us/business/center-for-human-resources-management/chrm-reports/hr-by-the-numbers/work-schedule-report/view
- ❑ Confirm Employee worked within work schedule:

    If the hours match the work schedule (i.e. 8=8 but 7am instead of 8am)
    - ❑ Non-Exempt – Work outside may result in 2nd or 3rd shift pay
    - ❑ Exempt - work outside schedule is permitted with your approval

    If the hours do not match the work schedule (i.e. 8 = 9)
    - ❑ Non-Exempt – review whole work week for over 40 hours i.e. overtime
    - ❑ Exempt – No overtime results (if flexday employee review flexday for overtime am split)
- ❑ Confirm the total hours reported (Reg + Leave) match the work schedule of the Employee (i.e. 40 =40)
    - ❑ If Employee is essential leave (except comp) counts toward overtime)
- ❑ Review Rec. Cost Center, Rec. Order and WBS Element are correct
- ❑ Confirm Regular hours are coded with A/A Type 011N or 011P and worked match the Employee's work schedule: