

Approval Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	1 st day of pay period						
Week 2						Pay Day Employee Entry Completed	Last Day of Pay Period
Week 3		Auditor/ Manager Review and Approval by Noon	PR/HR review and Update	End of Period processing into PHRST	DHSS Payroll review	PHRST Payroll review	
Week 4			Pay Confirm			Pay Day from Weeks 1 & 2	

- It is critical to follow the approval schedule so Human Resources and payroll has a chance to audit records prior to EOPP.
- Managers can approve the timesheet prior to the Monday noon deadline.
- Once a manager has approved a timesheet, that will prevent entries and edits during that paycycle.
- Only HR/PR should be editing any timesheets between Manager approval deadline and End of Period processing (noon Monday – All day Wednesday).
- Once EOPP has completed, an Amendment would need to be completed to change any information for that cycle. Amendments should only be completed if the time period falls within the last 28 days.