

My Approval Checklist for Period Submissions

A crucial part of any payroll period, is the information provided, the accuracy and validation thereof. As a manager or approver, you are reliant to review information provided by an employee to be processed for payment. This responsibility is an extremely important factor of each payroll period. If this task is executed correctly, it will prevent any fraudulent or incorrect information being processed for payment.

To ensure that you are on track, and that nothing is missed, we drafted this checklist to serve as your quick guide.

- ☐ **When redirected to the 'Employees' section, does the submission section display as 'Pending Review'?**
Remember that you can access employees 'Period Submissions', either from the left side menu, or from the 'Navigation' menu available when an employee profile is being viewed.
- ☐ **What to do if an employee profile shows as 'Submission Pending'?**
Ask the employee if they did indeed 'Submit' the period by clicking on the button.
- ☐ **Did you double-check the submitted timesheet's days, and requested leave days to ensure that there are no duplicated or invalid entries?**
Remember, if timesheets are sent for approval it will be locked and can no longer be changed by an employee. As such, and should an employee request leave after the timesheets was processed, and if approved, it will have an impact on the amount paid out for the hours that was worked during a payroll period. This may be considered fraudulent, especially if the employee is paid hourly for each payroll period.
- ☐ **Did you review documents uploaded to support any claims and/or overtime?**
Remember that claims may be paid to an employee if they submit any amount to be paid back to them. It is therefore imperative to ensure that any notes, documents, slips or supporting documents are accurate and corresponds to the requested claims or overtime.
- ☐ **Did you review all sections and submission thoroughly before you approved any submission, and is it in line with the individual's employment contract or agreement?**
Remember that by approving, you are confirming that the provided information is accurate, correct and valid based on the submission. Once approved, or rejected, by a manager no more changes can be made to a submission that was processed for payment.
- ☐ **Did you complete the payroll period by selecting either, 'Decline', or 'Approve'?**
Remember, even if all submissions were actioned, you need to confirm the conclusion of the payroll period by approving or rejecting. Only once the last action was completed, can the employee's data be sent to a payroll administrator to be processed in time.
- ☐ **What to do if you have approved or declined a period, and some information was updated incorrectly or missed?**
If a payroll period was processed by a manager, no submissions can be updated or responses changed. In the case that a period was already processed to a payroll administrator, you will need to contact Capital PFS in order to re-open the payroll period. Only once a payroll period was re-opened, can submissions be approved or declined again.