



UKG Manager/Timekeeper

Pay Period Close Checklist

Use this checklist to review, approve, and correct timecards.

Need help? Call 202-865-7903

Email PR@huhosp.org

REVIEW TIMECARDS

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| ☐ Review timecards throughout the Pay Period. | ☐ Review Timecards for Missed Punches. |
| ☐ Review Timecards for Pending Edits. All Pending Edits MUST be reviewed and cleared before timecards can be approved. | ☐ Review Timecards for Unexcused Absences. All Unexcused Absences must be addressed either by correcting the schedule, adding a paycode to the schedule if they called out etc., or by adding the punches to the timecard. |
| | ☐ Review Timecards for Paycodes with Zero Hours. Please ensure every paycode has the proper amount of time attached to it. Check paycodes and totals on the timecard and update accordingly. No timecard should be approved with 0 hours attached to a paycode. |

REVIEW TIMECARDS

- ☐ Terminated Employees - If any employees are terminated their schedules must be removed after their last day worked.
- ☐ Exempt Employees – Check to make sure all exempt employees have a schedule.

APPROVE TIMECARDS

- ☐ Timecards should be approved no later than Monday at noon after the Pay Period Closes (Payroll Monday).

CORRECT TIMECARDS

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| ☐ Print out employee timecard. | ☐ Scan corrected timecard and email it to PR@huhosp.org . |
| ☐ Write your corrections on the timecard. | ☐ Need Help? Call: 202-865-7903 |