

Timecard Overview Process Guide (Informed K12)

The following steps are completed by the appropriate **Initiator, Reviewer, Approver, and Payroll Department**.

Step 1: Initiator

Employees are responsible for initiating and completing their timecard **after the work has been performed**.

Step 2: Civic Center / Special Event Routing

Timecards for Civic Center or Special Event work will follow the applicable routing process.

Step 3: Reviewer

The **Reviewer** is responsible for reviewing each timecard for **accuracy and completeness** before sending it to the Approver.

If corrections are needed:

- The Reviewer may return the timecard to the Initiator.
- The Initiator will use the email tracking link to access the timecard and make the required corrections.

Step 4: Approver

The **Approver** is responsible for conducting a final review of each timecard for **accuracy and completeness** before submitting it to Payroll Review.

If corrections are needed:

- The Approver may return timecard to the Reviewer.
- The Reviewer has limited ability to edit certain fields. If needed, the Reviewer may return the timecard to the Initiator for corrections.
- The Initiator will use the email tracking link to make the required corrections as soon as possible.

Step 5: ELP/Nutrition Services- Approver

The **ELP/ Nutrition Services Approver** is responsible for reviewing each timecard for **accuracy and completeness** before submitting it to Payroll Review.

If corrections are needed:

- The Approver may return timecard to the Initiator.
- The Initiator will use the email tracking link to make the required corrections as soon as possible.

Step 6: Payroll Review

After the timecard submission deadline, timecards will be marked as Completed and Payroll will begin processing.

During payroll processing, a timecard may be returned if:

- Corrections or additional information are needed.
- The REF has not been approved, preventing the timecard from being processed.

Depending on the issue, Payroll may:

- Return the timecard to the **Approver** for correction or
- Hold/send the timecard back to **Payroll Review** for processing on the next available payroll cycle.

Final Step: Timecard Archiving

Once the timecard has been processed, it will be archived for recordkeeping.