EmpCenter Required Audit Reports QRC

The following reports are required for auditing employee time.

Audit Name	Description/Purpose	Frequency
All Error (Not Paid) – select all exceptions, then change the severity to Error (Not Paid)	All Error (Not Paid) exceptions must be corrected before EmpCenter timesheets are locked.	Monthly all corrections completed before time sheets are locked
Bereavement	Locate employees using more than 32 hours of Bereavement in consecutive days. May need to contact the supervisor or employee to determine if more than one qualifying event has occurred. See the Exception Messages guide for guidance on this process.	Monthly all corrections completed before time sheets are locked
Hours FTE Below Minimum	Locate classified salaried employees who have recorded fewer hours than expected for their FTE in a week. Review timesheet for missing punches and/or determine if LWOP or paid leave is required. These warning must be addressed or the employee could be overpaid.	Monthly all corrections completed before time sheets are locked
Hours Worked by Pay Code	Use this report to determine if DOC pay is needed for employees on unpaid leave in the current month. If a salaried employee uses LWOP during the current month, the business center may need to calculate and enter DOC pay to avoid an overpayment.	Monthly all corrections completed before time sheets are locked
OSU Time Sheet Detail Query Holiday Audit	Audit Holiday pay requirements before payroll processing deadlines.	During Month with Holiday corrections completed before time sheets are locked.
Unsubmitted Timesheets	Locate unsubmitted timesheets in EmpCenter. Salaried employees have until the 4th of every month to submit their timesheets, hourly employees have until the 16th.	Monthly
Unapproved Timesheets	Locate unapproved timesheets in EmpCenter. Supervisors have until the 6th of the month to approve salaried time sheets and until the 16th to approve hourly timesheets.	Monthly

Notes:
1. All Error (Not Paid) exceptions must be corrected by the employee, supervisor, or business center prior to time entry.
2. If timesheets are amended after payroll loads for additional pay, leave, or overpayment, the business center must create a manual entry for pay. EmpCenter will not automatically load the adjusted time.
3. Reports can be run at any time during the pay period.

See the Business Center User Guide for more details about the reports.