County of Humboldt: Office of the Auditor-Controller
A-C Changes Log - 2101019   Gold highlighted cells indicate additional action needed.

Source	Dept	Issue	Info / Notes	Steps Taken	Why?
HR	SHF	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	Mid Pay Period New Hire	Dept noted "Unpaid Leave" on EE timesheet for 9/6/21 due to 9/7/21 start date.	A-C confirmed no salary hours entered prior to 9/7.	To prevent issuance of pay for hours not worked or time not earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	Separation	Dept noted separation date on timesheet.	A-C confirmed EE profile set to "TERM".	To prevent issuance of a full paycheck to a separated employee.
Corvel	SHF	Workers Comp	Per Source, EE received $1,471.64 (TD) and $490.56 (4850).	A-C checked EE profile and noted it is set to "TERM". No integration action was taken. Pending conversation with HR.	FE will not process any transactions for EE profiles set to "TERM".
SHF	SHF	Workers Comp	Per dept, EE is paid 4850 hours. Dept did not enter time. Per County's WC Administrator, EE is NOT paid 4850 hours but is instead paid for Permanent Disability (PD.) EE is paid directly by WC Administrator.	A-C entered EE time: 80 hours of unpaid leave. A-C did not make updates to any deductions/contributions for EE.	PD payments are issued directly by WC Administrator to EE. Per WC Administrator, County does not issue pay for EE's on PD. No source documentation submitted to A-C. Unclear about potentially necessary inactivation of deductions/contributions for EE's on PD. No written instructions related to EE's on PD exist.
HR	SHF	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	Separation	Dept noted separation date on timesheet.	A-C confirmed EE profile set to "TERM".	To prevent issuance of a full paycheck to a separated employee.
SHF	SHF	Workers Comp	Per dept, EE is on WC leave/medical leave. No source documentation provided to A-C. EE not included in listing provided by WC Administrator.	A-C entered EE hours in T&A per dept timesheet hours, not code recap provided by dept as it does not match timesheet hours. A-C confirmed EE had sufficient sick leave hours in bank. A-C entered 1.5 hours of Holiday Earned, 80 hours of Shift Pay Diff, and 72 hours of Sick Leave. A-C ran Force Calc on EE, reviewed batch proof, and confirmed accuracy.	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	Time Entry Error	Dept noted "NHR" on timesheet. However, 34 hours reported in FE.	None.	No source documentation provided to A-C.
HR	PW	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
HR	DCSS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.

HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE. Dept noted separation date on timesheet.	A-C checked EE profile and noted it is set to "TERM". No integration action was taken. Pending conversation with HR.	FE will not process any transactions for EE profiles set to "TERM".
SHF	SHF	EE Profile Update	Per dept, XH EE End of Appt effective 8/22/21. A-C noted EE profile is still set to "TEMP" rather than "TERM".	None	XH EE's termination date does not impact active payroll as no hours are reported to have been worked & XH not paid by exception.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
SHF	SHF	Med Leave	Per dept, this employee is on medical leave but is out of benefit hours. Dept did not enter time. A-C noted EE profile was set to "PERM-ACTIVE" resulting in pay-by-exception and EE receiving full paycheck.	A-C checked EE leave balances and noted 3.62864 hours of sick leave available as well as 3.62864 hours of vacation available. A-C entered available leave hours and 72.74272 hours of Unpaid Leave, ran force calc on EE, reviewed batch proof. A-C noted EE to receive "Negative Pay" resulting from deductions exceeding gross pay.	No source documentation provided to A-C. Dept indicated EE maxed out on leave banks and was still on med leave (no hours worked). EE profile not set to med leave in FE.
Corvel	DHHS	Workers Comp	Per Source, EE received $1,827.18 (TD).	None.	A-C ran out of time to process for main payroll.
SHF	SHF	Workers Comp	Per dept, EE has returned from WC leave in the middle of the pay period. EE included in listing from WC Administrator for receiving both TD and 4850 pay.	A-C entered EE hours per dept timesheet.	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
Corvel	SHF	Workers Comp	Per WC Administrator, EE received $417.12 for TD and $205.98 for 4850.	A-C entered adjustment time (3069 & 3140) to record WC payments received by County on EE's behalf. A-C calculated 4850 hours by taking pay amount and dividing it by EE's pay rate. A-C entered 4850 time (3090).	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
DHHS	DHHS	Separation	Dept noted separation date on timesheet.	A-C confirmed EE profile set to "TERM".	To prevent issuance of a full paycheck to a separated employee.
SHF	SHF	Time Entry Error	Per dept, EE time not entered due to EE not being in the system. A-C noted according to "Record Info": EE profile was created in the system on 9/13/21. Dept did not enter time.	A-C entered 4 hours of Comp Time Earned per dept timesheet. A-C entered 8 hours of Holiday Taken (rather than Holiday Earned as specified by dept) because no hours were reported as being worked on 9/6/21 Holiday.	A-C entered time to ensure accuracy of EE pay via confirming accuracy of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	EE Profile Update	Dept noted time was not entered for EE. Dept noted a return-to-work date resulting in expected change to EE status.	A-C confirmed EE pay class is set to 200.	Pay class 200 (Non-Exempt) would trigger regular pay for the employee returning from leave.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
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HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	PROB	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	UC COOP	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	Separation	Dept noted separation date on timesheet. A-C already issued final payout in 9/17/21 supplemental.	A-C confirmed EE profile set to "TERM".	To prevent issuance of a full paycheck to a separated employee.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
PROB	PROB	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
HR	CAO	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	EE Profile Update	Dept noted time was not entered for EE. Dept noted a return-to-work date resulting in expected change to EE status.	A-C performed HR function: entered "End Date" for paystring 400 & entered "Start Date" for paystring 200. A-C "sent to payroll".	Pay class 200 (Non-Exempt) would trigger regular pay for the employee returning from leave.
HR	SHF	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
SHF	SHF	Med Leave	Per dept, EE on medical leave using benefit hours. Dept did not enter time. Dept provided hours via timesheet PDF. A-C noted EE profile was set to "PERM-ACTIVE" resulting in pay-by-exception without use of leave banks.	A-C confirmed EE had sufficient leave balance. A-C entered EE time: 80 hours of Shift Differential, 80 hours of Hazard Pay, and 72 hours of Sick Leave. A-C confirmed EE entitled to Holiday Pay while in "Active Pay" status.	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
HR	DCSS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
PROB	PROB	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	EE Profile Update	Dept noted time was not entered but reported time on timesheet.	A-C performed HR function: entered "End Date" for paystring 400 & entered "Start Date" for paystring 200. A-C "sent to payroll". A-C manually entered time for EE per dept's specifications on timesheet.	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.

HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
DA	DA	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	Time Entry Error	Dept noted with yellow highlight that time was not entered but reported time on timesheet. Dept crossed out "not".	A-C reviewed EE time entry and confirmed entries were made as documented on timesheet.	Unclear to A-C whether attention was needed or not. To prevent error, A-C reviewed anyway.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	EE Profile Update	Dept noted time was not entered for EE but reported time on timesheet. Dept noted a return-to-work date resulting in expected change to EE status.	A-C performed HR function: entered "End Date" for paystring 400 & entered "Start Date" for paystring 200. A-C "sent to payroll". A-C manually entered EE time.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C checked EE profile and noted it is set to "TERM". No integration action was taken. Pending conversation with HR.	FE will not process any transactions for EE profiles set to "TERM".
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
SHF	SHF	Med Leave	Per dept, EE is on WC leave using benefit hours. Dept did not enter time. EE not included in listing provided by WC Administrator.	A-C entered EE hours per dept timesheet. A-C confirmed EE had sufficient leave available. A-C entered: 3.69516 hours of Sick Taken, 7.69670 hours of Vacation Taken, and 60.60814 hours of Holiday Taken.	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
Corvel	HR	Workers Comp	Per Source, EE received $2,339.96 (TD).	A-C entered adjustment time (3069 & 3140) to record WC payments received by County on EE's behalf.	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
P&B	P&B	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
Corvel	PW	Workers Comp	EE SET TO "TERM"		
DHHS	DHHS	Time Entry Error	Dept submitted timesheet and correction for same period.	A-C confirmed time entry was accurate per time correction submitted.	To ensure pay issued is accurate per actual time worked/earned.

PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
HR	COCO	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
SHF	SHF	Time Entry Error	A-C noted timesheet does not match corrections made to EE T&A entry. A-C noted dept note re: incorrect pay string.	A-C requested signed timecard from dept. No signed timecard has been provided as of 9/22/21. For this cycle, A-C agreed to process correction as submitted by dept and will brainstorm solutions to comply with record retention requirements. A-C made no changes to dept entry.	A-C requested documentation to confirm accuracy of EE pay when EE's regular pay is manually changed. No source documentation provided to A-C. Temporary exception granted for missing source documentation to facilitate the timely issuance of payroll.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
SHF	SHF	Mid Pay Period New Hire	Per dept, EE time not entered due to EE "not in the system." A-C noted according to "Record Info": EE profile was created in the system on 9/13/21. EE start date was not the beginning of a pay period; EE started day after Monday holiday.	A-C performed the following HR function: Changed "Pay Begin" Date from 9/7/21 (Tuesday) to 9/6/21 (Monday).] A-C confirmed EE eligible for hazard pay. A-C entered EE time: 8 hours of Unpaid Leave, 72 hours of Hazard Pay (72 hours of salary automatic due to pay-by-exception).	To allow for time entry of "Unpaid Hours" for 9/6/21 (Monday) since start date was on 9/7/21 (Tuesday). Correct entry of unpaid hours prevents overpayment issued to EE. A-C noted "zz" error when entering time and reviewed EE pay assignment. A-C noted pay assignment began on 9/7 thus making time entry for 9/6 impossible. No source documentation submitted to A-C.
DHHS	DHHS	EE Profile Update	Update paystring from PERM (200) to LOFA (400)	A-C performed HR function: entered "End Date" for paystring 200 paystring & entered "State Date" for paystring 400 paystring. A-C "sent to payroll". A-C changed status from "LOFA" to "PERM".	To prevent pay-by-exception for EE on leave of absence.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
Corvel	DHHS	Workers Comp	Per Source, EE received $1,047.54 (TD).	None.	A-C ran out of time to process for main payroll.
HR	A-C	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
SHF	SHF	Med Leave	Per dept, this employee is on unpaid medical/ worker's comp leave. Dept did not enter time. EE not included in listing provided by WC Administrator.	A-C confirmed EE was set to LOFA. A-C confirmed Pay Class was set to 400. No additional action necessary.	"LOFA" and "400" settings prevent the issuance of a regular paycheck.

SHF	SHF	Unpaid Leave	Per dept, EE is on unpaid leave. Dept did not enter time.	A-C checked EE leave balances and noted 80 hours of CA SB95 sick leave still available. However, dept did not indicate leave should be taken. A-C entered EE hours in T&A per dept timesheet. A-C entered 80 hours of Unpaid Leave to EE T&A, ran force calc on EE, reviewed batch proof, and confirmed no pay was issued.	A-C cannot make assumptions about EE's reason for leave. No source documentation provided to A-C. A-C entered time to ensure accuracy of EE pay via confirming accuracy of hours reported/entered and types of pay/non-pay codes utilized.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. Source subsequently notified A-C of erroneous $ amounts. Will need to correct in next cycle.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
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HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	COCO	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
PROB	PROB	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
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HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	EE Profile Update	Update paystring from PERM (200) to LOFA (400)	A-C performed HR function: entered "End Date" for paystring 200 paystring & entered "State Date" for paystring 400 paystring. A-C "sent to payroll". A-C changed status from "LOFA" to "PERM".	To prevent pay-by-exception for EE on leave of absence.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.

SHF	SHF	Med Leave	Per dept, EE is on medical leave. Dept did not enter time.	A-C checked EE leave balances and confirmed availability of sufficient leave time. A-C entered EE hours in T&A per dept timesheet. A-C entered 72 hours of sick leave and 8 hours of holiday taken. A-C ran force calc on EE, reviewed batch proof, and confirmed accuracy.	A-C entered time to ensure accuracy of EE pay via confirming accuracy of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
DA	DA	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
Corvel	SHF	Workers Comp	Per Source, EE received $1089.62 (TD).	A-C entered adjustment time (3069 & 3140) to record WC payments received by County on EE's behalf.	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
SHF	SHF	Unpaid Leave	Per dept, they were unable to enter EE hours. No reason provided. Dept provided hours via timesheet PDF.	A-C entered EE hours per dept timesheet. A-C entered 42 hours of Vacation Taken and 30 hours of Unpaid Leave. A-C ran force calc, reviewed batch proof, and confirmed accuracy.	A-C entered time to ensure accuracy of EE pay via confirming appropriateness of hours reported/entered and types of pay/non-pay codes utilized. No source documentation provided to A-C.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications. A-C subsequently identified system error that did not store time entry. Will need to correct in next pay cycle.	To ensure pay issued is accurate per actual time worked/earned.
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PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.

BOS	BOS	EE Profile Update	Dept alerted A-C that new hire EE did not receive pay but should have.	A-C confirmed that new hire was processed. A-C noted EE profile also included "TERM" date. A-C performed HR function: removed "TERM" date.	"TERM" setting on EE profile prevents the issuance of a paycheck.
DHHS	DHHS	EE Profile Update	Update paystring from PERM (200) to LOFA (400)	A-C performed HR function: entered "End Date" for paystring 200 paystring & entered "State Date" for paystring 400 paystring. A-C "sent to payroll". A-C changed status from "LOFA" to "PERM".	To prevent pay-by-exception for EE on leave of absence.
PROB	PROB	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
DCSS	DCSS	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
DHHS	DHHS	EE Profile Update	Update paystring from LOFA (400) to PERM (200)	A-C performed HR function: entered "End Date" for paystring 400 & entered "Start Date" for paystring 200. A-C "sent to payroll".	To ensure pay issued is accurate per actual time worked/earned.
PW	PW	Time Entry Error	Source provided Timesheet Correction Form for EE	A-C entered EE time correction per form specifications.	To ensure pay issued is accurate per actual time worked/earned.
Corvel	SHF	Workers Comp	Per Source, EE received $1.207.54 (TD).	None.	A-C ran out of time to process for main payroll.
HR	DHHS	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.
HR	LIB	Disability Integration	Source provided disability integration calculation for A-C to enter in FE.	A-C entered EE time per Source's specifications	To ensure pay issued is accurate per actual time worked/earned.