Resolve before 4p on the day Pay Calc begins:

- Upcoming Employment End Dates (R0321)
- Payroll Costing by Organization (R0525) & by Allocation Cost Center (R0525.1)

If there is a holiday this pay period:

- Audit Unpaid Holiday (R0012) & Audit Holiday Taken Time Off (R0335)

Resolve before 5p on the HCM deadline:

- Business Process Transaction Details (R0569)

Every day, resolve before the T&A deadline:

- Costing
  - Earnings Review – Payroll Results – Prompt for Worker (R0100) & Prompt for Organization (R0101)
  - Earnings and Actuals – Payroll Results – Prompt for Worker (R0100.1) & Prompt for Organization (R0101.1)
  - Earnings Review – Matrix Report – Prompt for Organization (R0101.3) & Prompt for Cost Center (R0101.4)
  - Gross Wages Comparison and Verification (R0526)
- Time Entry
  - Summarized Time Tracking Audit (R0521), Detailed Time Tracking Audit (R0521.1) & Zero Hour Timesheets (R0408)
- Time Off & Leave of Absence (LOA)
  - Time Off and Leave Transactions Awaiting Approval (R0500)
  - Workers on Leave (LOA) Audit: Tracking, Paid, or Unpaid Time Off (R0032)

Weekly/Monthly

- Weekly (Mon-Sun): Weekly Unsubmitted & Unapproved Hours Audit (R0207) & Detailed Weekly Hours Audit R0207.1
- Monthly: FTE/Weekly Scheduled Hours Mismatch (R0465) & Workers Without a Work Schedule (R0328)

Which roles should run and resolve the report(s)?

- Costing Allocations Coordinators
- Time & Absence Initiates/Approvers
- HCM Initiate 2s, HR Partners, & Academic Partners