

## My Employee Checklist for Period Submissions

An integral part of any payroll period, will be all the submissions to be included for such a period. If any submissions might be missed, it may have an impact on the payroll processing.

To ensure that you are on track, and nothing was missed, we drafted this check list to serve as your quick guide.

### 1. Timesheets

☐ **Did you submit all the days worked for this payroll period?**

Remember it can be done either for each day as a repetitive action, or by choosing the faster option; 'Submit Bulk Timesheets'.

### 2. Overtime

☐ **Did you work, and submit any overtime for this payroll period?**

Remember, if a request is still in the 'Pending' state, it was not sent for approval and will not be included in the payroll period.

### 3. Claims

☐ **Did you have any expenses from your own pocket to fore full your employment duties during this payroll period?**

Remember to add your claims to get reimbursement approval.

### 4. Leave

☐ **Did you take any type of leave for this period that was not yet updated on the portal?**

Remember to add any leave taken in order to have the correct leave day balances updated.

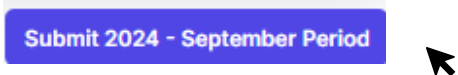
### 5. Review

☐ **Did you review all your submission to ensure that the provided information is accurate and correct?**

Remember that you will be held accountable for any incorrect or false information that was processed on the portal and linked to your chosen electronic signature. It remains your responsibility to make sure that everything to be processed for payroll, is correct and up to date.

### 6. Submit Period

☐ **Did you remember to click on; Submit?**



*Although this is considered as the last action to be performed for each payroll period, it is indeed one of the most **important** tasks that should not be missed. If the period was not submitted, none of your submissions for the period can be approved for payroll.*

**We trust that the above list will cover the basics, helping you to ensure that nothing was missed. Until the next payroll period, happy checking!**

*If ever you feel unsure, remember the short videos or downloadable user guide which may be of great help!*