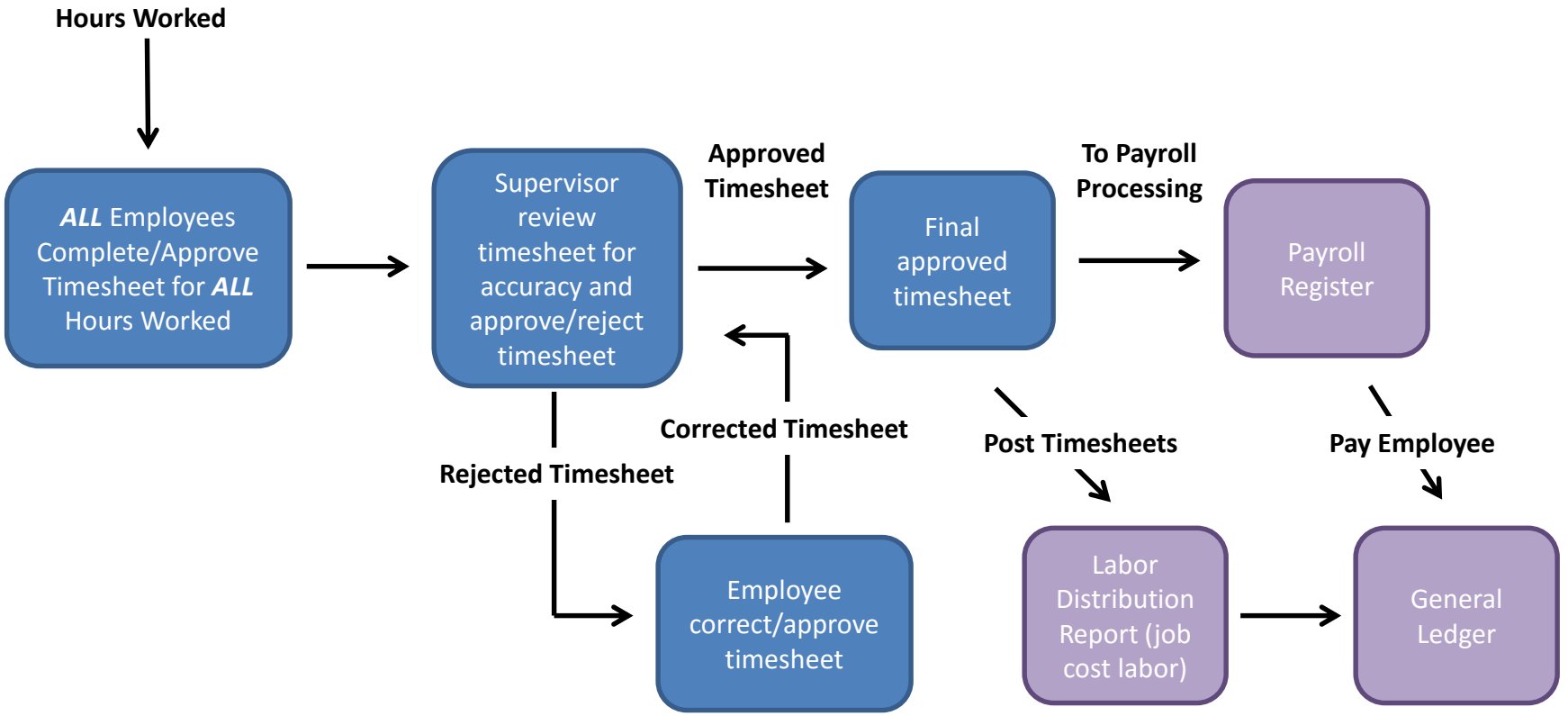
Timekeeping Process Flow

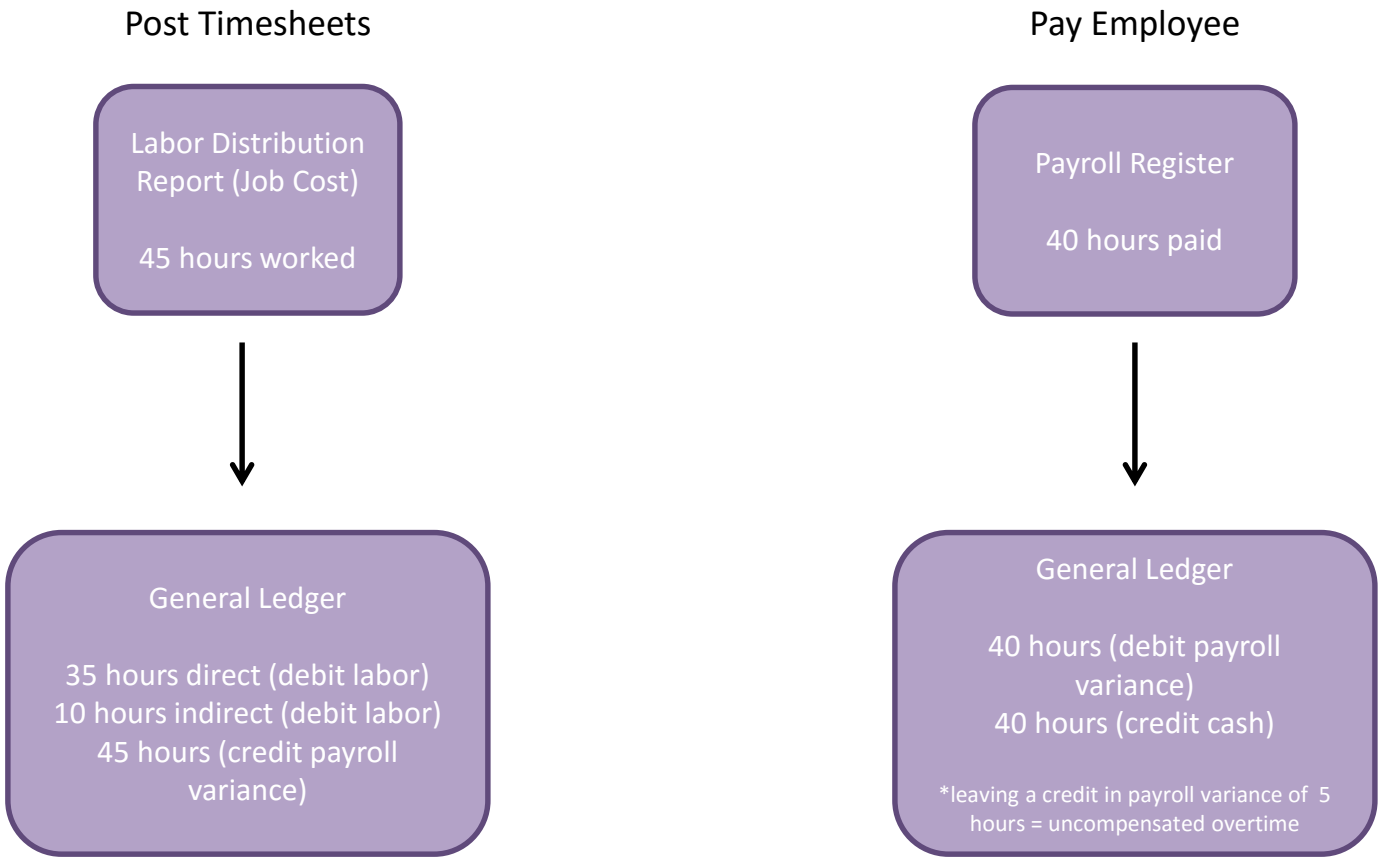
(high-level for systems that are not integrated)



Monthly Labor Reconciliation – The payroll register, LDR, and GL must tie out. The difference between LDR and Payroll Paid = Payroll Variance (see Uncompensated Overtime Process Flow)

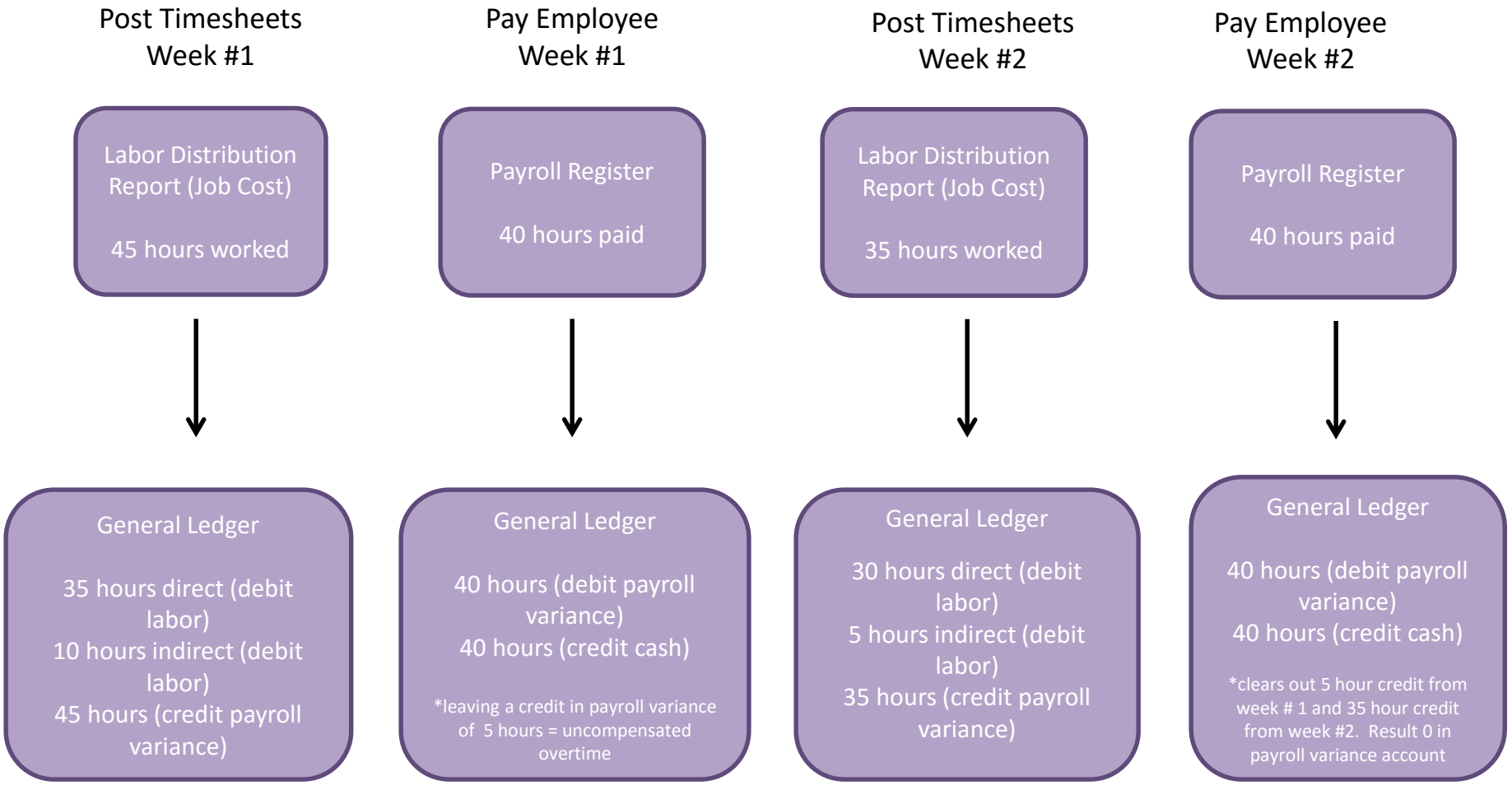
Uncompensated Overtime/Payroll Variance Process Flow

Scenario: Salaried employee works 45 hours in a 40 hour work week



Comp Time/Payroll Variance Process Flow

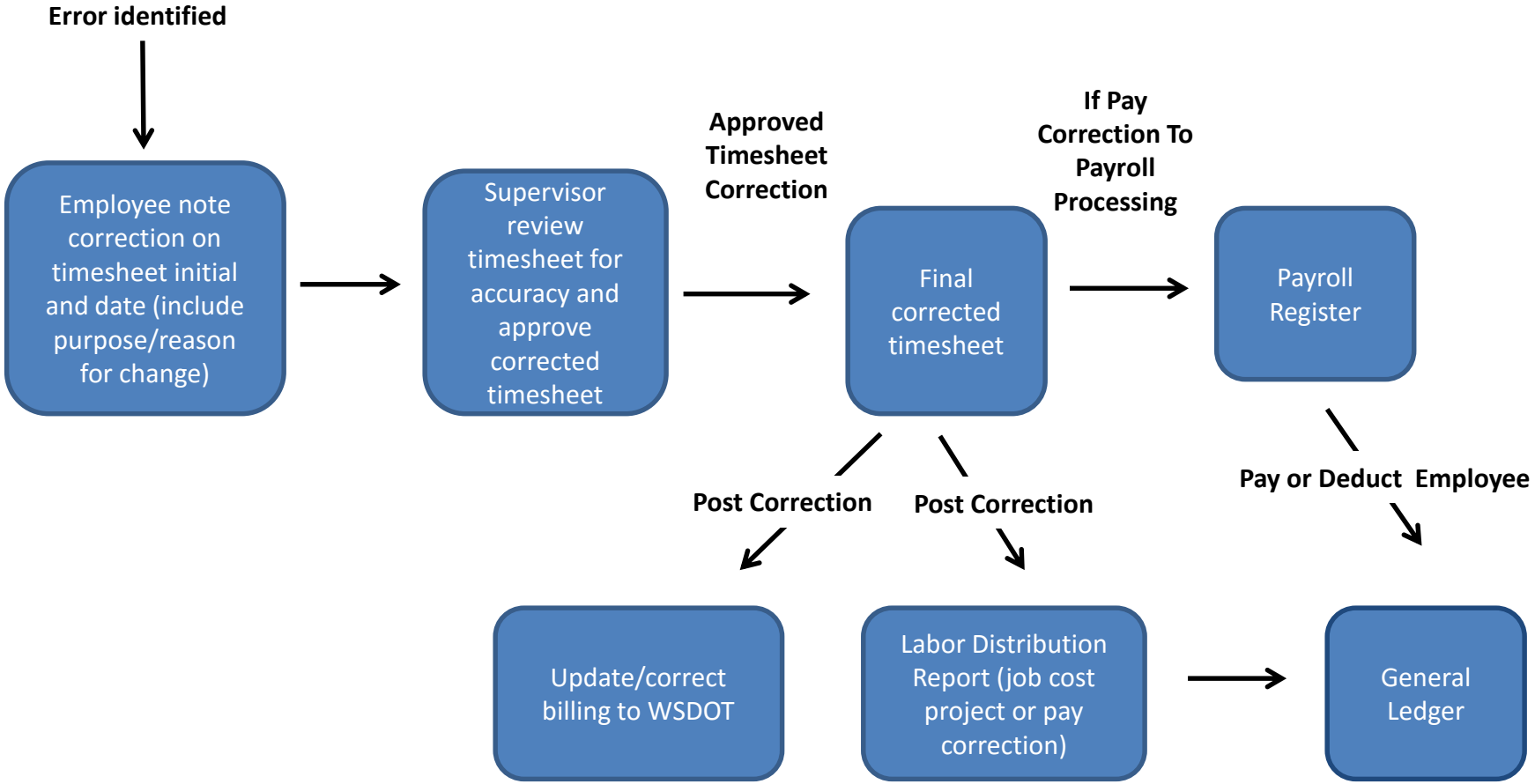
Scenario: Salaried employee works 45 hours week #1 of a 40 hour work week and 35 hours week #2 of a 40 hour work week



Timesheet Hours Correction or Labor Transfer

(high-level for system that is not automated)

Scenario: Correction after timesheet posting & payroll processing resulting in a change of pay to employee and job cost



**Labor Distribution & Payroll Correction should tie.