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## AUHR 1.07 TIME REVIEW AND APPROVAL

### Purpose

Management review and approval of City time entry is required to ensure that time submissions are accurate and employees receive pay in accordance with Auditor's Office pay policy and practices.

### Time Review and Approval Requirements

Each division's time review and approval process shall contain the following elements:

1. Manager review and approval of leave requests in SAP.
2. Manager review of the data entered into SAP by employees to ensure it is consistent with the approved time from (1) above. This review shall be performed by an individual other than the individual(s) entering the data.
3. Manager approval of any retroactive time entry change or in circumstances where a time entry change has been made to a previously approved time submission.

### Timing

The regular deadline for execution of time review and approval activities in support of the elements listed above is the Friday after the end of the pay period. In exceptional circumstances when the regular deadline cannot be met, time review and approval activities shall be executed by the Friday after the end of the subsequent pay period.

Adjustment to the timeline for SAP time submission and manager review and approval processes may be required as the result of announced process scheduling changes, including those noted in the Bureau of Human Resources' Annual Payroll Calendar. The Auditor's Office will need to adjust internal time review and approval processing schedules accordingly.

### Documentation and Accountability

Management Services shall document the Auditor's Office time review and approval process and make this information available to the Bureau of Human Resources and external financial auditors on request.

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## Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 1.07 Time Review and Approval.

Adopted by Chief Administrative Officer November 4, 2011.

Last revised April 25, 2016.