1. PPA or MAU Payroll – runs next PP timesheet generation process and prints timesheets with information from Job records

2. Fiscal Ofc or Grant tech hand writes in labor acct changes

3. PPA distributes next PP timesheets to employees

4. Employee completes current timesheet (if required)
   4a. Employee completes current timesheet if required
   4b. PPA completes TS for Empee

5. Pay or Labor Errors on TS?
   5a. Supervisor(s) reviews TS
   5b. PPA approves TS for Supervisor

6. EE corrects TS
   6a. EE corrects TS
   6b. Supervisor corrects TS

7. Supervisor(s) approves timesheets

8. PPA reviews timesheets for completeness

9. PPA emails employee error & the correction

10. Employee sends email acknowledging changes

11. PPA makes the correction on the Timesheet

12. FO or Grant tech reviews grant charges proper grant & money on grant

13. FO or Grant tech changes TS labor acct %age

14. PPA sorts TS alpha & sends to MAU Payroll

15. MAU Payroll reviews TS for errors

16. MAU Payroll keys special pay like bonus & dedn overrides

17. PPA makes the correction on the Timesheet

18. MAU Payroll Changes TS or returns to Dept

19. MAU Payroll Keys TS into BHR

Start

End

Note: The timesheet archiving and retrieval process is outside of the scope of this diagram