



CHIEF FINANCIAL OFFICER
BLAISE INGOGLIA
STATE OF FLORIDA

QUALITY ASSURANCE REVIEW FINDINGS REPORT NO.: **2025 QAR-07**

Outstanding Timesheets

The Department of Financial Services (DFS), Bureau of State Payrolls (BOSP) Post Audit Subsection has completed a limited scope review of agencies with outstanding unapproved timesheets.

Purpose

To determine whether state agencies are approving timesheets in an accurate and timely manner to ensure that employees' pay as well as leave balances, are reflected accurately.

Scope

All employees employed during the Calendar Year (CY) 2024 who had outstanding timesheets that included a timesheet entry with any of the following four statuses: 10-In Process, 20-Submitted, 40-Rejected, and 60-Unapproved.

Background

Rule 60L-34.002 of the Florida Administrative Code requires the agency to monitor hours worked to ensure proper compensation, monitor overtime to ensure compliance with the FLSA, and maintain accurate records of attendance and leave. For more information regarding Attendance and Leave, please see [Fla. Admin. Code. Rule Chapter 60L-34](#).

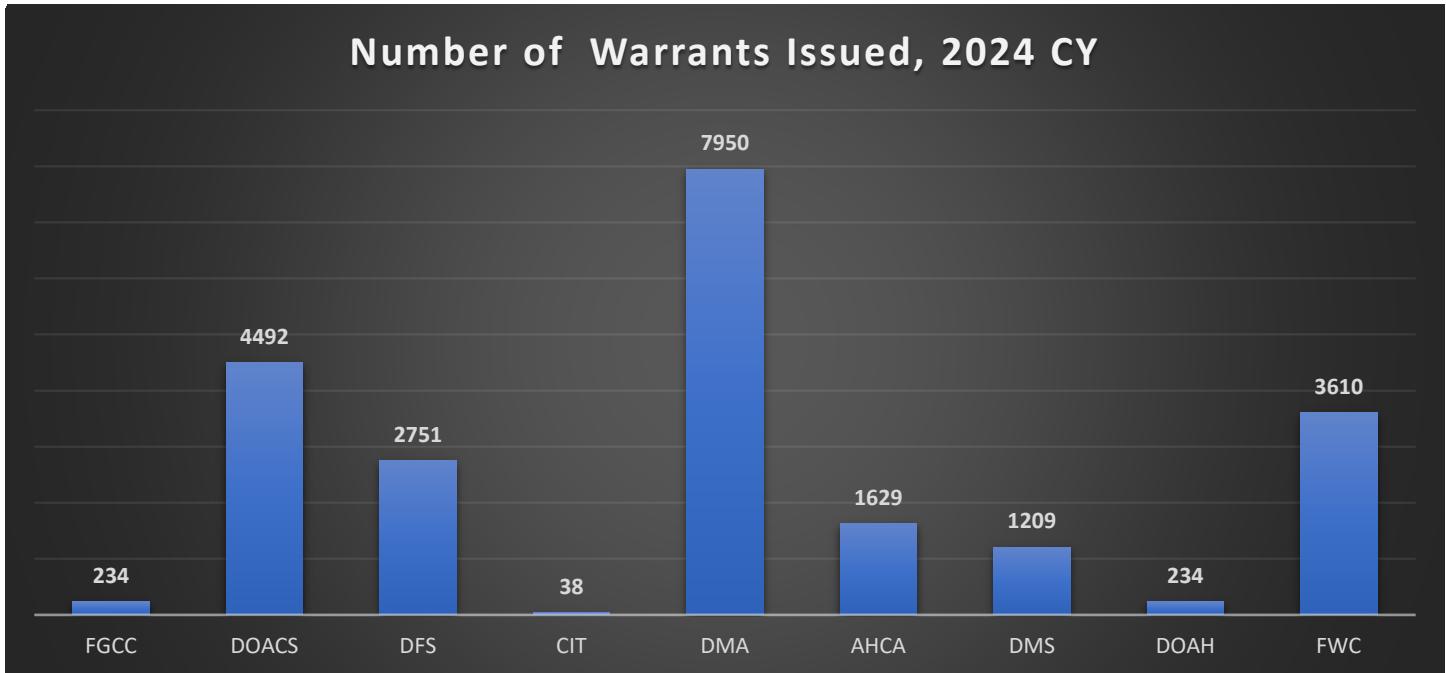
Methodology

The BOSP Post Audit Team obtained the Timesheet Information Report from People First for the 2024 CY. Nine agencies were selected on a rotational basis from the QAR agency tracking spreadsheet. The sample size is all employees within each agency who had a timesheet that included an entry with any one of the four unapproved processing statuses within the scope. The following 9 agencies were selected for review:

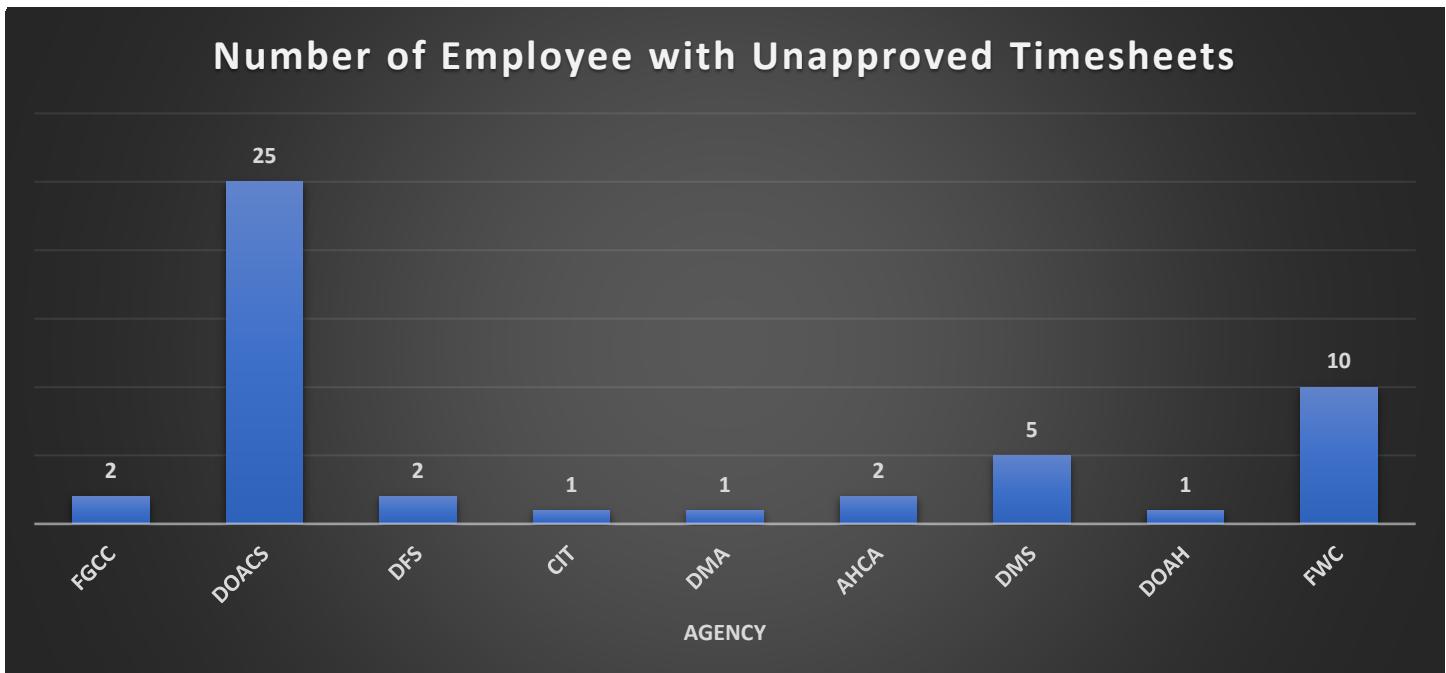
- Florida Gaming Control Commission (Biweekly)
- Department of Agriculture & Consumer Services (Biweekly)
- Department of Financial Services (Monthly)
- Department of Citrus (Monthly)
- Department of Military Affairs (Monthly)
- Agency for Health Care Administration (Biweekly)
- Department of Management Services (Biweekly)
- Division of Administrative Hearings (Monthly)
- Fish & Wildlife Conservation Commission (Biweekly)

Conclusions

There was a total of 22,147 employees reviewed across the nine agencies during the 2024 (CY).



Of the 22,147 employees, there were a total of 49 employees (0.22%) with timesheets that included one of the four unapproved timesheet entry statuses.



Florida Gaming Control Commission (OLO 4150)

BOSP Post Audit Team discovered a total of two employees who had outstanding timesheets for the 2024 CY. All employees' timesheets were chosen for review, and the information was sent to the agency to review and provide a

response. One employee used some form of leave during the pay period which will require adjustment to the employee's leave balance. None claimed any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX289	In-Progress	9/27/24 - 10/10/24	10/4/24	8	No	1000	No		No	
XXXX289	In-Progress	9/27/24 - 10/10/24	10/7/24	8	No	1000	No		No	
XXXX289	In-Progress	9/27/24 - 10/10/24	10/8/24	5	No	1000	No		No	
XXXX289	In-Progress	9/27/24 - 10/10/24	10/8/24	3	No	52	Yes	SL	No	
XXXX289	In-Progress	9/27/24 - 10/10/24	10/9/24	8	No	54	No		No	
XXXX289	In-Progress	9/27/24 - 10/10/24	10/10/24	8	No	54	No		No	
XXXX600	In-Progress	12/6/24 - 12/19/24	12/17/24	3	No	1000	No		No	

AGENCY RESPONSE: Agency did not provide a response.

Department of Agriculture & Consumer Services (OLO 4200)

BOSP Post Audit Team discovered a total of 25 employees who had outstanding unapproved timesheets for the 2024 CY. Ten employees' timesheets were chosen at random, reviewed, and the information was sent to the agency to review and provide a response. Employees #XXXX24 and #XXXX545 used some form of leave during the pay period which will require an adjustment to the employees' leave balances. People First gave a scrolling boundary error for employee #XXXX530. People First has an 18-month scrolling boundary and would need to assist with the information and approval for this timesheet. None claimed any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX386	In-Progress	11/8/24 - 11/21/24	11/8/24	8	No	1000	No		No	
XXXX386	In-Progress	11/8/24 - 11/21/24	11/11/24	8	No	1005	No		No	
XXXX386	In-Progress	11/8/24 - 11/21/24	11/12/24	7.5	No	1000	No		No	
XXXX386	In-Progress	11/8/24 - 11/21/24	11/13/24	8.5	No	1000	No		No	
XXXX386	In-Progress	11/8/24 - 11/21/24	11/14/24	8	No	1000	No		No	
XXXX099	In-Progress	10/11/24 - 10/24/24	10/13/24	9	No	1000	No		No	
XXXX530	Submitted	3/1/24 - 3/14/24	3/1/24	8						
XXXX530	Submitted	3/1/24 - 3/14/24	3/4/24	8						
XXXX530	Submitted	3/1/24 - 3/14/24	3/5/24	8						
XXXX530	Submitted	3/1/24 - 3/14/24	3/6/24	8						
XXXX530	Submitted	3/1/24 - 3/14/24	3/7/24	8						
XXXX530	Submitted	3/1/24 - 3/14/24	3/8/24	8						
XXXX530	Submitted	3/1/24 - 3/14/24	3/11/24	8						
XXXX530	Submitted	3/1/24 - 3/14/24	3/12/24	4						
XXXX530	Submitted	3/1/24 - 3/14/24	3/12/24	4						
XXXX530	Submitted	3/1/24 - 3/14/24	3/13/24	2						
XXXX530	Submitted	3/1/24 - 3/14/24	3/13/24	6						
XXXX530	Submitted	3/1/24 - 3/14/24	3/14/24	5						
XXXX530	Submitted	3/1/24 - 3/14/24	3/14/24	3						
XXXX999	In-Progress	5/10/24 - 5/23/24	5/10/24	15	No	1002	No		No	
XXXX999	In-Progress	5/10/24 - 5/23/24	5/11/24	8	No	1002	No		No	
XXXX632	Submitted	7/5/24 - 7/18/24	7/5/24	8	No	40	No		No	
XXXX632	Submitted	7/5/24 - 7/18/24	7/8/24	8	No	1000	No		No	

XXXX632	Submitted	7/5/24 - 7/18/24	7/9/24	8	No	1000	No		No
XXXX632	Submitted	7/5/24 - 7/18/24	7/10/24	8	No	1000	No		No
XXXX632	Submitted	7/5/24 - 7/18/24	7/11/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/13/24	8	No	51	Yes	AL	No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/16/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/17/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/18/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/19/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/20/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/23/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/24/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/25/24	8	No	1000	No		No
XXXX545	In-Progress	9/13/24 - 9/26/24	9/26/24	8	No	1000	No		No
XXXX49	In-Progress	10/11/24 - 10/24/24	10/13/24	7	No	1002	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/11/24	8	No	1006	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/12/24	9	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/14/24	10	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/15/24	10	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/16/24	10	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/17/24	10	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/18/24	10	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/21/24	9	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/22/24	9	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/23/24	10	No	1000	No		No
XXXX85	Submitted	10/11/24 - 10/24/24	10/24/24	4	No	1000	No		No
XXXX24	In-Progress	12/20/24 - 1/2/25	12/20/24	4	No	1000	No		No
XXXX24	In-Progress	12/20/24 - 1/2/25	12/20/24	4	No	51	Yes	AL	No
XXXX24	In-Progress	12/20/24 - 1/2/25	12/23/24	8	No	40	No		No
XXXX24	In-Progress	12/20/24 - 1/2/25	12/24/24	8	No	40	No		No
XXXX24	In-Progress	12/20/24 - 1/2/25	12/25/24	8	No	1005	No		No
XXXX24	In-Progress	12/20/24 - 1/2/25	12/26/24	8	No	51	Yes		AL
XXXX24	In-Progress	12/20/24 - 1/2/25	12/27/24	8	No	51	Yes		AL
XXXX24	In-Progress	12/20/24 - 1/2/25	12/30/24	8	No	51	Yes		AL
XXXX24	In-Progress	12/20/24 - 1/2/25	12/31/24	8	No	1000	No		No
XXXX38	In-Progress	9/13/24 - 9/26/24	9/25/24	8	No	1000	No		No
XXXX38	In-Progress	9/13/24 - 9/26/24	9/26/24	8	No	1000	No		No

AGENCY RESPONSE:

EE XXXX386: Was not supervised by current supervisor during this time; however, employee provided documentation of hours worked. HR verified and approved the TS.

EE XXXX099: Was not supervised by current supervisor during this time. Employee verified hours were correct. HR approved the TS.

EE XXXX530: Due to the age of the TS period, a copy of [the employee's] timesheet report was submitted to employee and supervisor to verify the days/hours worked. [The employee's] supervisor during this time stated he intended to approve all hours worked. A ticket was submitted to People First to approve TS.

EE XXXX999: [The] supervisor thought he approved TS. He verified hours were correct. HR approved TS.

EE XXXX632: Was not supervised by current supervisor during this time. Employee verified hours were correct. HR approved TS.

EE XXXX545: The supervisor stated this was a simple mistake that the TS was not approved. AL taken was verified. Due to an error received while trying to approve the TS, HR created a ticket to People First to resolve and approve.

EE XXXX49: The supervisor stated this was a mere oversight. Hours were verified. Supervisor approved TS.

EE XXXX85: The supervisor stated when he received a message from PF to approve the TS, he clicked on the link, but nothing was there. This was an oversight. Supervisor verified hours and approved TS.

EE XXXX24: Approval of [employee's] TS was a mere oversight. All TS entries verified and approved by delegated authority.

EE XXXX38: The supervisor approved TS. However, per employee he thought he removed the extra hours. HR corrected TS.

Department of Financial Services (OLO 4300)

BOSP Post Audit Team discovered a total of two employees who had outstanding timesheets for the 2024 CY. All employees' timesheets were chosen for review, and the information was sent to the agency to review and provide a response. One employee's timesheet was approved after the report had been run. The timesheet for employee #XXXX129 had been partially approved, did not report any form of leave during the pay period, and did not claim any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX129	In-Progress	5/1/24 - 5/31/24	5/6/24	7	No	1000	No		No	
XXXX129	In-Progress	5/1/24 - 5/31/24	5/8/24	6	No	1000	No		No	

AGENCY RESPONSE: Good morning – the hours have been confirmed by the supervisor and a ticket has been sent to People First for approval. We will monitor the monthly and next supplemental to see if payment processes. If not, we will prepare a manual payment.

Department of Citrus (OLO 5700)

BOSP Post Audit Team discovered a total of one employee who had outstanding timesheets for the 2024 CY. The employee's timesheet was reviewed, and the information was sent to the agency to review and provide a response. People First gave a scrolling boundary error for the one employee. People First has an 18-month scrolling boundary and would need to assist with the information and approval for this timesheet.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX64		2/1/24 - 2/28/24	2/23/24	4						
XXXX64		2/1/24 - 2/28/25	2/28/24	4						

AGENCY RESPONSE: Agency did not provide a response.

Department of Military Affairs (OLO 6200)

BOSP Post Audit Team discovered a total of one employee who had outstanding timesheets for the 2024 CY. The employee's timesheet was reviewed, and the information was sent to the agency to review and provide a response. The employee did not use any form of leave during the pay period and did not claim any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX084	In-Progress	12/1/24 - 12/31/24	12/6/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/9/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/10/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/11/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/12/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/13/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/16/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/17/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/18/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/19/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/27/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/30/24	8	No	1000	No		No	
XXXX084	In-Progress	12/1/24 - 12/31/24	12/31/24	8	No	1000	No		No	

AGENCY RESPONSE: *Agency did not provide a response.*

Agency for Health Care Administration (OLO 6800)

BOSP Post Audit Team discovered a total of two employees who had outstanding timesheets for the 2024 CY. All employees' timesheets were chosen for review, and the information was sent to the agency to review and provide a response. People First gave a scrolling boundary error for employee #XXXX415. People First has an 18-month scrolling boundary and would need to assist with the information and approval for this timesheet. Employee #XXXX707 had not used any form of leave during the pay period and did not claim any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX415		1/19/24 - 2/1/24	1/30/24	12						
XXXX415		1/19/24 - 2/1/24	1/31/24	11						
XXXX415		1/19/24 - 2/1/24	2/1/24	11						
XXXX707	In-Progress	6/21/24 - 7/4/24	6/21/24	8	No	1000	No		No	
XXXX707	In-Progress	6/21/24 - 7/4/24	6/24/24	8	No	1000	No		No	
XXXX707	In-Progress	6/21/24 - 7/4/24	6/25/24	8	No	1000	No		No	
XXXX707	In-Progress	6/21/24 - 7/4/24	6/26/24	8	No	1000	No		No	
XXXX707	In-Progress	6/21/24 - 7/4/24	6/27/24	8	No	1000	No		No	

AGENCY RESPONSE: *The timesheets have been resolved.*

Department of Management Services (OLO 7200)

BOSP Post Audit Team discovered a total of five employees who had outstanding timesheets for the 2024 CY. All employees' timesheets were chosen for review, and the information was sent to the agency to review and provide a

response. People First gave a scrolling boundary error for employee #XXXX175. People First has an 18-month scrolling boundary and would need to assist with the information and approval for this timesheet. Employees #XXXX551, #XXXX746, and #XXXX667 had not used any form of leave during the pay period and did not claim any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX551	In-Progress	5/10/24 - 5/23/24	5/10/24	3	No	1004	No		No	
XXXX551	In-Progress	5/10/24 - 5/23/25	5/11/24	3	No	1004	No		No	
XXXX746	In-Progress	9/27/24 - 10/10/24	10/5/24	2	No	1017	No		No	
XXXX746	In-Progress	9/27/24 - 10/10/24	10/6/24	3	No	1017	No		No	
XXXX746	In-Progress	9/27/24 - 10/10/24	10/7/24	2	No	1017	No		No	
XXXX746	In-Progress	9/27/24 - 10/10/24	10/8/24	4	No	1017	No		No	
XXXX746	In-Progress	9/27/24 - 10/10/24	10/9/24	4	No	1017	No		No	
XXXX746	In-Progress	9/27/24 - 10/10/24	10/10/24	2	No	1017	No		No	
XXXX175		5/15/24 - 5/28/24	3/15/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/18/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/19/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/20/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/21/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/22/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/25/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/26/24	1					No	
XXXX175		5/15/24 - 5/28/24	3/26/24	3					No	
XXXX175		5/15/24 - 5/28/24	3/27/24	8					No	
XXXX175		5/15/24 - 5/28/24	3/28/24	8					No	
XXXX667	In-Progress	6/7/24 - 6/20/24	6/13/24	8	No	1000	No		No	

AGENCY RESPONSE: At the end of each pay period and prior to People First's timesheet cutoffs our process is to run a Missing Timesheet Report under Time and Attendance Reports and follow up with timesheet approvers.

We discovered the attached employees had partially approved timesheets and therefore PF could not identify timesheet/s with missing hours. Thank you for bringing this to our attention.

We will continue to closely monitor timesheets via People First.

Division of Administrative Hearings (OLO 7297)

BOSP Post Audit Team discovered a total of one employee who had outstanding timesheets for the 2024 CY. The employee's timesheet was reviewed, and the information was sent to the agency to review and provide a response. The employee used some form of leave during the pay period which will require an adjustment to the employee's leave balance. The employee did not claim any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX07	In-Progress	9/1/24 - 9/30/24	9/2/24	8	No	1005	No		No	
XXXX07	In-Progress	9/1/24 - 9/30/24	9/3/24	8	No	1000	No		No	
XXXX07	In-Progress	9/1/24 - 9/30/24	9/4/24	8	No	1000	No		No	

XXXX07	In-Progress	11/1/24 - 11/30/24	11/14/24	8	No	1000	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/15/24	8	No	1000	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/18/24	8	No	1000	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/19/24	8	No	1000	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/20/24	8	No	1000	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/21/24	8	No	1000	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/22/24	8	No	51	Yes	AL	No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/25/24	8	No	51	Yes	AL	No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/26/24	8	No	51	Yes	AL	No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/27/24	8	No	45	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/28/24	8	No	1005	No		No	
XXXX07	In-Progress	11/1/24 - 11/30/24	11/29/24	8	No	1005	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/2/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/3/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/4/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/5/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/6/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/9/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/10/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/11/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/12/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/13/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/16/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/17/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/18/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/19/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/20/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/23/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/24/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/25/24	8	No	1005	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/26/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/27/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/30/24	8	No	1000	No		No	
XXXX07	In-Progress	12/1/24 - 12/31/24	12/31/24	8	No	1000	No		No	

AGENCY RESPONSE: *Agency did not provide a response.*

Fish & Wildlife Conservation Commission (OLO 7700)

BOSP Post Audit Team discovered a total of ten employees who had outstanding timesheets for the 2024 CY. All employees' timesheets were chosen for review, and the information was sent to the agency to review and provide a response. People First gave a scrolling boundary error for employee #XXXX04. People First has an 18-month scrolling boundary and would need to assist with the information and approval for this timesheet. Employee #XXXX51 used some form of leave during the pay period which will require an adjustment to the employee's leave balance. None claimed any non-payable hours.

PF ID	Current Status	Pay Period	Work Date	Hours	Non-Payable Hours?	Hours Type?	Leave Used?	Leave Type?	EE Termed?	Termed Date
XXXX400	In-Progress	6/7/24 - 6/20/24	6/10/24	10	No	1000	No		No	
XXXX400	In-Progress	6/7/24 - 6/20/24	6/11/24	8	No	1000	No		No	

XXXX400	In-Progress	8/16/24 - 8/29/24	8/29/24	10	No	1000	No		No
XXXX72	In-Progress	7/5/24 - 7/18/24	7/12/24	13	No	1000	No		No
XXXX72	In-Progress	7/5/24 - 7/18/24	7/13/24	12	No	1000	No		No
XXXX72	In-Progress	7/5/24 - 7/18/24	7/14/24	4	No	1000	No		No
XXXX72	In-Progress	7/5/24 - 7/18/24	7/15/24	11	No	1000	No		No
XXXX72	In-Progress	7/5/24 - 7/18/24	7/16/24	12	No	1000	No		No
XXXX72	In-Progress	7/5/24 - 7/18/24	7/17/24	12.5	No	1000	No		No
XXXX72	In-Progress	7/5/24 - 7/18/24	7/18/24	13	No	1000	No		No
XXXX72	In-Progress	7/19/24 - 8/1/24	7/19/24	11.5	No	1000	No		No
XXXX72	In-Progress	7/19/24 - 8/1/24	7/20/24	4	No	1000	No		No
XXXX72	In-Progress	7/19/24 - 8/1/24	7/21/24	10.5	No	1000	No		No
XXXX72	In-Progress	7/19/24 - 8/1/24	7/22/24	13	No	1000	No		No
XXXX72	In-Progress	7/19/24 - 8/1/24	7/23/24	6	No	1000	No		No
XXXX72	In-Progress	7/19/24 - 8/1/24	7/24/24	5.75	No	1000	No		No
XXXX72	In-Progress	7/19/24 - 8/1/24	7/25/24	6	No	1000	No		No
XXXX72	In-Progress	816/24 - 8/29/24	8/26/24	8	No	1000	No		No
XXXX72	In-Progress	816/24 - 8/29/24	8/27/24	8	No	1000	No		No
XXXX72	In-Progress	816/24 - 8/29/24	8/28/24	8	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/3/24	8	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/4/24	10	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/5/24	9.5	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/6/24	10	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/7/24	6	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/8/24	12	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/9/24	13	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/10/24	13	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/11/24	14	No	1000	No		No
XXXX72	In-Progress	8/30/24 - 9/12/24	9/12/24	15	No	1000	No		No
XXXX72	In-Progress	9/13/24 - 9/26/24	9/13/24	12	No	1000	No		No
XXXX72	In-Progress	9/13/24 - 9/26/24	9/14/24	15	No	1000	No		No
XXXX72	In-Progress	9/13/24 - 9/26/24	9/15/24	10	No	1000	No		No
XXXX72	In-Progress	9/13/24 - 9/26/24	9/16/24	15	No	1000	No		No
XXXX72	In-Progress	9/13/24 - 9/26/24	9/17/24	13	No	1000	No		No
XXXX72	In-Progress	9/13/24 - 9/26/24	9/18/24	13.5	No	1000	No		No
XXXX72	In-Progress	9/13/24 - 9/26/24	9/19/24	5	No	1000	No		No
XXXX293	In-Progress	12/6/24 - 12/19/24	12/8/24	1	No	1000	No		No
XXXX04		2/2/24 - 2/15/24	2/9/24	0.5					
XXXX04		2/2/24 - 2/15/24	2/9/24	0.5					
XXXX147	In-Progress	5/10/24 - 5/23/24	5/17/24	8	No	1000	No		No
XXXX147	In-Progress	5/10/24 - 5/23/24	5/18/24	8	No	1000	No		No
XXXX147	In-Progress	5/10/24 - 5/23/24	5/19/24	9	No	1000	No		No
XXXX147	In-Progress	5/10/24 - 5/23/24	5/20/24	7	No	1000	No		No
XXXX147	In-Progress	5/10/24 - 5/23/24	5/23/24	8	No	1000	No		No
XXXX147	In-Progress	5/24/24 - 6/6/24	5/24/24	8	No	1000	No		No
XXXX147	In-Progress	5/24/24 - 6/6/24	5/25/24	8	No	1000	No		No
XXXX147	In-Progress	5/24/24 - 6/6/24	5/26/24	9	No	1000	No		No
XXXX147	In-Progress	5/24/24 - 6/6/24	5/27/24	7	No	1000	No		No
XXXX147	In-Progress	5/24/24 - 6/6/24	5/30/24	8	No	1000	No		No
XXXX268	In-Progress	3/15/24 - 3/28/24	3/22/24	8	No	1000	No		No
XXXX268	In-Progress	3/15/24 - 3/28/24	3/25/24	8	No	1000	No		No
XXXX268	In-Progress	3/15/24 - 3/28/24	3/26/24	8	No	1000	No		No

XXXX268	In-Progress	3/15/24 - 3/28/24	3/27/24	8	No	1000	No		No
XXXX268	In-Progress	3/15/24 - 3/28/24	3/28/24	8	No	1000	No		No
XXXX268	In-Progress	3/29/24 - 4/11/24	3/29/24	8	No	1000	No		No
XXXX268	In-Progress	3/29/24 - 4/11/24	4/1/24	8	No	1000	No		No
XXXX268	In-Progress	3/29/24 - 4/11/24	4/2/24	8	No	1000	No		No
XXXX268	In-Progress	3/29/24 - 4/11/24	4/3/24	7	No	1000	No		No
XXXX268	In-Progress	3/29/24 - 4/11/24	4/4/24	9	No	1000	No		No
XXXX046	In-Progress	6/7/24 - 6/20/24	6/14/24	8	No	1000	No		No
XXXX046	In-Progress	6/7/24 - 6/20/24	6/17/24	8	No	1000	No		No
XXXX046	In-Progress	6/7/24 - 6/20/24	6/18/24	8	No	1000	No		No
XXXX046	In-Progress	6/7/24 - 6/20/24	6/19/24	8	No	1000	No		No
XXXX046	In-Progress	6/7/24 - 6/20/24	6/20/24	8	No	1000	No		No
XXXX046	In-Progress	6/21/24 - 7/4/24	6/24/24	10	No	1000	No		No
XXXX046	In-Progress	6/21/24 - 7/4/24	6/25/24	8	No	1000	No		No
XXXX046	In-Progress	6/21/24 - 7/4/24	6/26/24	10.75	No	1000	No		No
XXXX046	In-Progress	6/21/24 - 7/4/24	6/27/24	11.25	No	1000	No		No
XXXX49	In-Progress	4/26/24 - 5/9/24	5/3/24	9.5	No	1000	No		No
XXXX78	In-Progress	5/10/24 - 5/23/24	5/19/24	0.5	No	1000	No		No
XXXX78	In-Progress	12/6/24 - 12/19/24	12/6/24	0.5	No	1000	No		No
XXXX78	In-Progress	12/6/24 - 12/19/24	12/9/24	4	No	1000	No		No
XXXX78	In-Progress	12/6/24 - 12/19/24	12/16/24	0.5	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/5/24	8	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/6/24	8.5	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/8/24	4	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/8/24	6	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/9/24	6	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/9/24	4	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/10/24	2	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/10/24	6	No	1000	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/15/24	10	No	91	Yes	SC Holiday	No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/16/24	0.5	No	91	Yes	SC Holiday	No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/16/24	9.5	No	51	Yes	AL	No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/17/24	2	No	51	Yes	AL	No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/17/24	8	No	45	No		No
XXXX51	Unapproved	7/5/24 - 7/18/24	7/18/24	5.5	No	51	Yes	AL	No

AGENCY RESPONSE: Agency did not provide a response.

BOSP Outstanding Timesheet Recommendations

Agencies should process timesheets before the People First cutoff date to ensure that all leave hours are recorded and reflect accurate balances. Failure to do so may result in inaccurate payments to employees. If a delay in processing a timesheet exists, agencies should ensure leave balances have been adjusted and attempt to recover any overpayments made to employees through the salary refund process.

Agency Payroll/HR Professionals should review the timesheet report which is available within the People First “Reports” tile, under “Time and Attendance Reports” (Missing Timesheet Report) on a regular basis. Agencies should implement strategies to help avoid delays in processing/submitting timesheets.

Agencies should consider routine annual training, for one or more payroll personnel, using material developed by BOSP when available. Continuing education can be helpful in learning new strategies, or overcoming obstacles and challenges encountered when working in payroll.