ERROR REPORT

TRO - Please remember that you are required to run your ERROR REPORT on TUESDAY after you have completed TIME ENTRY

All **RED ERRORS** must be **CORRECTED** or **TIME WILL NOT RUN** and **PAY** will be **INCORRECT**

TIME ENTERED REPORT

TRO -

PLEASE REMEMBER YOU MUST RUN YOUR TIME ENTERED REPORT ON WEDNESDAY TO VALIDATE THE TIME YOU HAVE ENTERED IN TIME MANAGERS WORKPLACE IS ACCURATE AND CORRECCTLY REFLECTS SHIFTS/ROSTERS/OVERTIME WORKED BY STAFF. THIS INFORMATION IS PROVIDED BY THE LINE MANAGER/SUPERVISOR FOR THE TRO TO ENTER.

LINE MANAGER –

YOU MUST REVIEW AND SIGN OFF ON THE TIME ENTERED REPORT AS PER THE ADUIT REQUIREMENTS.

THIS IS ALSO YOUR CHECK AND VALIDATION THAT THE TIME ENTRY IS CORRECT AS PROVIDED BY YOU TO THE TRO FOR ENTRY INTO TIME MANAGERS WORKPLACE