

## **Agency HR/Payroll Checklist for Non-ESC Agencies**

Agencies need to identify who in their agencies / departments will handle the below listed HR/Payroll system responsibilities for SSTA.

Determine who is responsible for:

- Employee Set Up Activities for SSTA
- Entering and Approving Restricted TRCs
- Approving Payable Time
- Delegating Approval, when needed
- Managing / Resolving Exceptions

In addition, Agencies that are not using the Employee Service Center (ESC) for SSTA will need to confirm who in their agencies / departments will handle the below listed process / system responsibilities of the ESC.

Determine who is responsible for:

- Receiving and answering SSTA related employee inquiries
- Resetting passwords (and should get the security access to do this in HR/CMS)
- Performing PPA's greater than one period back
- Receiving requests to enter restricted TRCs on behalf of employees
- Monitoring reports of unreported time, unapproved time, over/under scheduled hours, and other exceptions
- Ensuring time is submitted by deadlines (sending out notifications or reaching out)

*Once the individuals responsible for the above listed tasks are identified, they will need to be trained to perform these responsibilities for SSTA*