

SSTA Time Reporting & Approval Deadlines

The schedule below outlines the deadlines for time reporting and approval, and subsequent system notifications. Daily time submission and approval is best practice to ensure employees are paid according to schedule and any issues are identified and addressed.

Thurs	Fri	Sat	Sun	Mon	Tues	Wed
9am: Employee weekly submission reminder 5pm: Employee weekly time reporting deadline 5pm: 1st Unreported time notification to employees	10:30am: 2nd Unreported time notification to employees 12pm: Approver weekly time approval deadline 1pm: 1st Unreported & Unapproved time notification to approvers		1pm: 2nd Unreported & Unapproved time notification to approvers 6pm: 2nd Approver deadline for time approval of employees that work Friday/Saturday 24x7 shifts	9am: 1st Over/Under Scheduled Hrs and unresolved Unreported and Unapproved time notification to Agency HR/Payroll 12pm: Agency HR/Payroll Restricted TRC Entry & Payable Time approval deadline 1pm: Final Notification: Unreported & Unapproved Reported and Payable Time Notification to Agency HR/Payroll		
Time Admin: Daily* at 7:30am, 10:30am, 1pm, 3:30pm and following nightly batch. *Except Tuesdays and during scheduled maintenance.						

- SSTA is available 24 hours a day, 7 days a week except Sunday–Friday 6:00-6:30PM, Saturday 6:00-7:00PM and during scheduled maintenance.
- Notifications will be sent via email after online reports are refreshed from Time Admin.
- When a holiday falls on a payroll Monday, the time reporting and approval deadlines will be backed up by 24 hours.

