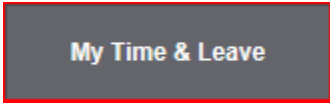# Texas Military Department

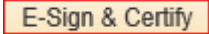# Employee Time Certification Procedure

All state employees should enter extra time worked and leave taken on their timesheet in CAPPS as it occurs, potentially daily. Managers should approve time and leave entered by employees weekly. Employees are also responsible for a monthly task called Time Certification.

The Time Certification action in CAPPS must be completed between the 1st and 10th of each month by accessing the Time Certification page and clicking on E-Sign & Certify. This action certifies that the time and leave recorded on their timesheet for the previous month is true and correct. It also authorizes HR Super Users to make appropriate corrections, if necessary.

Managers of state employees are responsible for ensuring state employees complete the Time Certification in CAPPS by the 10th of each month. Managers will receive an email notification on the 10th of the month if any of their direct reports have not completed the Time Certification. Managers can run a Time Certification Report in CAPPS to identify the employees who have not completed the Time Certification. Click here to learn how to run a report.

Managers do not complete a Time Certification action in addition to the employee's Time certification; however, a manager may certify time on behalf of an employee, if necessary. The action of approving individual time and leave entries on the timesheet serve as the manager's approval/certification. The manager is also passively approving their employee's scheduled hours to be paid—so it's critical for the manager to verify that their employee's standard schedule on the timesheet is correct.

Step	Employee Action
1.	Review your timesheet in CAPPS for the previous month and ensure that all time and leave recorded is true and correct. Enter any extra time worked or leave take, as appropriate.
2.	Click the **My Time & Leave** button. My Time & Leave
3.	Click the **Employee Time Certification** link. Employee Time Certification
4.	Read the instructional text.
5.	Click the **E-Sign & Certify** button. E-Sign & Certify
6.	Click the **OK** button. OK
7.	Notice how the save action marked the Time Certification with a Date/Time Stamp.
	Note: Employees can also certify their time by using the Time Certification link at the bottom of their timesheet.