

Web Time Entry Guidelines

Approvers – Roles and Responsibilities

TIPS & REMINDERS

- Monitor the payroll calendar for **approval deadlines**. Employee cut-off time for entering time is Monday at 8:00 A.M. The **Supervisor's deadline** for approving timesheets is **Monday at Noon**.
- Go-Live breakdown: **Starting Oct 1 through Oct 10 employees will enter time via the web (Web Time Entry)**. Employees will receive pay on Oct 22 for the work performed Oct 1 – Oct 10.
- The **Return for Correction** - Be sure to leave a comment before you return the employee timesheet for corrections.

THE TIMESHEET SUMMARY: APPROVERS

1. Log into **Employee Self Service** using your User ID and PIN.
2. Click the **Employee** tab.
3. Click the **Time Sheet** link on the left side of the window.
4. Under *My Choice*, click **Approve or Acknowledge Time**. Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box.
5. Click the **Select** button.
6. From the **Pay Period and Status** dropdown box, select the pay period.
7. Select the **Sort Order** type.
8. Click the **Select** button.

REVIEWING & APPROVING A TIMESHEET

1. In the **Other Information** column, look for the links like Comments.
2. In the **Name and Position** column, click the employee's name.
3. Approvers are responsible for the accuracy of the timesheet submitted and approved. Review the submitted timesheet in detail. Be sure to scroll down to view all information.
4. Click the **Approve** button. (Or Return Timesheet for Correction.) Note: The page will refresh and display a message that the timesheet was approved.
5. Click the **Previous Menu** button to return to the Approvers Summary Page.

RETURNING A TIMESHEET FOR CORRECTIONS

If you find problems on a timesheet that the employee must correct, **Return** the timesheet **for Correction** as follows:

1. Click the **Add Comment** button.
2. Type a **message** to the employee explaining what corrections are needed for their timesheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employees timesheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary Page.

DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you are unavailable. Every Approver should set up a Proxy. You can only designate **one** Proxy.

1. On the *Section Criteria Page*, click the **Proxy Set Up** hyperlink located at the bottom of the page.
2. From the **Name** dropdown box, select the person you want designated as a proxy.
3. Click the dot under **Add**.
4. Click the **Save** button.