

Approving Time Entry

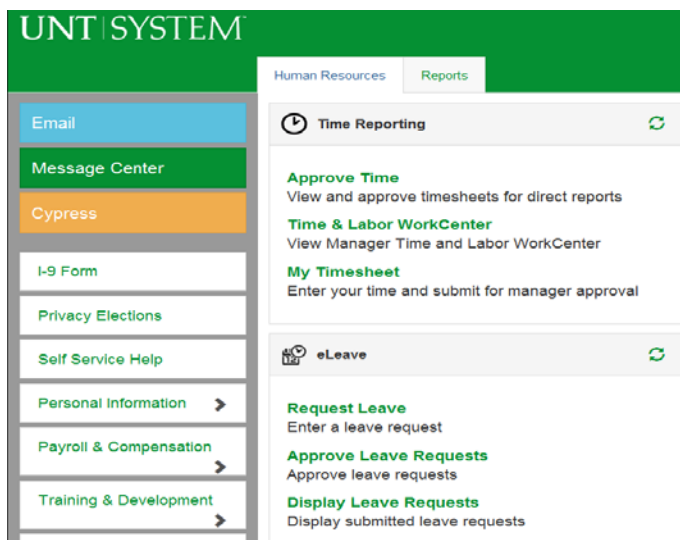
Overview: To provide instruction on how to approve time for all employees in the Time and Labor system:

Procedural Steps:

Go to your campus Portal:

Log in with your user name and password

- Select the Human Resources Tab
- Click on approve time link



You should see all employees that report to you that have entered time to be approved.

Prior to approving time:

Hourly:

- Check for missing or duplicate punches.
- Check for any exceptions on the timesheet
- All time entries for hourly employees must be approved by the established deadlines in order for them to receive pay for that time period.

Salaried:

- Check that all pay weeks account for 40 hours for full time employees (unless there is a holiday)
 - Do not use leave time to take an employee over the 40 hour limit – Example: if the employee works 10 hours Monday, Tuesday, and Wednesday and then 8 hours on Thursday and is sick on Friday they would only need to use 2 hours of sick time to make their 40 hour week.
- Check for exceptions on the timesheet

- Make sure all salaried time entered is approved by the established deadlines. This is especially important for compensatory time payouts, dock (DOC) time and end of the fiscal year leave balance lapsing.

Helpful Tips on time approval:

- When you are in your employee list on the Approve Time please review all time **before** approval.
 - Once time is approved it cannot be deleted. It is simpler to make the corrections prior to approval.
- The Time and Labor WorkCentre has many reports that can assist you in the approval process:
 - Exceptions report: this report can be found in the Time and Labor WorkCenter under navigation links – Manager Self Service – It will identify any exceptions reported on your employee’s timesheet. You can run this report by group or by individual.
 - UNTS Payable Time summary: this report can be found in the Time and Labor WorkCenter under Reports/Queries – It will identify all time on the timesheet that has processed to payable which should match the UNTS Reported Time Summary for the current pay period if all time has been approved.
 - UNTS Reported Time summary: this report can be found in the Time and Labor WorkCenter under Reports/Queries – It will identify all time on the timesheet that has been entered. If this report and the UNTS Payable Time Summary do not match for the current pay period it means that some of the time on the timesheet has not been approved, or was possibly changed after the approval and was not re-approved at the time the report was run. This can also help identify if time was entered after the termination date of an employee.

