UNIVERSITY OF WISCONSIN OSHKOSH
Office of Human Resources

Manager Self-Service (MSS)
Approving University Staff Continuous Absence and Timesheet Reference Guide

Reference Materials and Approval Schedules
Reference materials and approval schedules can be found on the Human Resources website under the Supervisor's Toolkit, Absence and Timesheet Approvals Process:
http://hr.uwosh.edu/supervisors-toolkit/

NOTE: There are more references than this approval guide.

What Do I Do?

1. Approve Absence and Fix or Allow Exceptions
2. **Wait for Time Admin to Run**
3. Fix or Allow Exceptions (if applicable)
4. Wait for Time Admin to Run (if applicable)
5. **Review Summary of Hours on Timesheet**
6. Approve Timesheet

The Timesheet itself does not show total hours you are approving. You must go to "Summary of Hours" link below in/out times on timesheet to view this data for accuracy.

Where Do I Go to Approve?

Approve Absence (Absence Requests)

- Personal Holiday
- Vacation (including vacation carryover)
- Sick Leave
- Floating Legal Holiday (entered as Legal Holiday)
- Legal Holiday
- Banked Leave

Approve Payable Time – Timesheet Approval *(for bi-weekly employees only)*

- Compensatory Time Earning and Using
- In/Out Worked Time
- Call-Back and Standby
- Overtime

Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift: https://kb.wisc.edu/hrs/page.php?id=48921

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

Flex Schedules for Timesheets

- If you flex your schedule from one week to the next, you will receive overtime for any hours over 40 in a week.
- For example, an employee works 42 hours in the first week and 38 hours in the second, the employee will receive 2.0 hours overtime but will be shorted 2.0 hours of regular pay.

Time Administration (TA) Processes

- Rules are checked and system processes the reported time entered

Time Administration (TA) process typically takes one (1) hour to evaluate.

- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**

- Track TA processing: https://uwservice.wisc.edu/administration/index.php

Notes About Timesheets

- **The Timesheet itself does not show total hours you enter. You must go to "Summary of Hours" link** below in/out times on timesheet to view this data for accuracy.
- **The timesheet itself does not show you night or weekend differential or overtime earned.** Must click on the Summary of Hours to view the total hours you are approving.

Time Entry Methods for *Timesheet*

Non-Exempt Employees ex: Custodian, Trades, USA, ADA, LTE, Students

Record in/out times; do not need to add a row for each Time Reporting Code (TRC); system will automatically generate the appropriate overtime, night differential, etc.

- **Standard Time Entry:**
  - Need Colons
  - Need AM/PM or A/P indicator
- **24 Hour Clock Entry:**
  - Military Time

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

NOTE: If an employee is starting in the middle of a pay period, to enter time employee must **view the timesheet by *day*.** The following pay period will automatically show for a two week period.

Example of missed punch: 7:45:00AM | 4:30:00PM | | | **WRONG**

Should really look like this: 7:45:00AM | | | 4:30:00PM **CORRECT**

Time Reporting Codes (TRC)

- Tells system how those hours will be paid. **You do not need to indicate TRC of REG00 – Regular Hours; System automatically defaults hours entered as regular hours;** View TRC Guides for all options available to employees
- ***Non-Exempt employees*** time will automatically be evaluated based on in/out times entered. Appropriate overtime will be applied unless employee has multiple jobs

- **If multiple jobs, supervisor must indicate appropriate overtime code**:

  OT 150 – Overtime 1.5*

*__NOTE:__ Supervisor **must** indicate overtime TRC only if work multiple jobs and employee worked over 40 in a week between all jobs; Supervisor must assign overtime code to appropriate job; **Supervisor must indicate OT code in order for employee to be paid for hours over 40 in a week if employee has more than one job with time entry**

Best Practices for Entering and Approving Time

To Avoid Not Being Paid, Please Note the Following Best Practices:

- Employees should <u>at least</u> enter and submit their time weekly, on the last day worked in the week.
- Approvers should review time for exceptions weekly.
- On the last day of the pay period, ALL time entries <u>must be</u> submitted for timely payroll processing.

Time Entry Due Dates:

- Employees must enter and submit all time entries by 12midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.
- Supervisors may require employees to enter all time prior to Monday after pay period if desired.
- Approvers must fix exceptions and approve all time by 12noon on Tuesday after the pay period ends.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	**EE:** Enter time and submit each day	Week 1 of Pay Period			**EE:** Enter time and submit for the whole week if not already completed. **SUPV:** Correct Exceptions; Approve time for Week 1	
	EE: Enter time and submit each day	Week 2 of Pay Period			**EE:** Enter time and submit for the whole week if not already completed. **SUPV:** Correct Exceptions; Approve time for Week 2	**END of Pay Period**
First day of pay period	**EE:** **BY 12Midnight** **LAST day to submit** time **for previous pay period.**	**SUPV:** **BY 12NOON** **LAST morning to allow** exceptions, and approve time **for previous pay period.**				

Reviewing and Approving Absences and Timesheet Hours

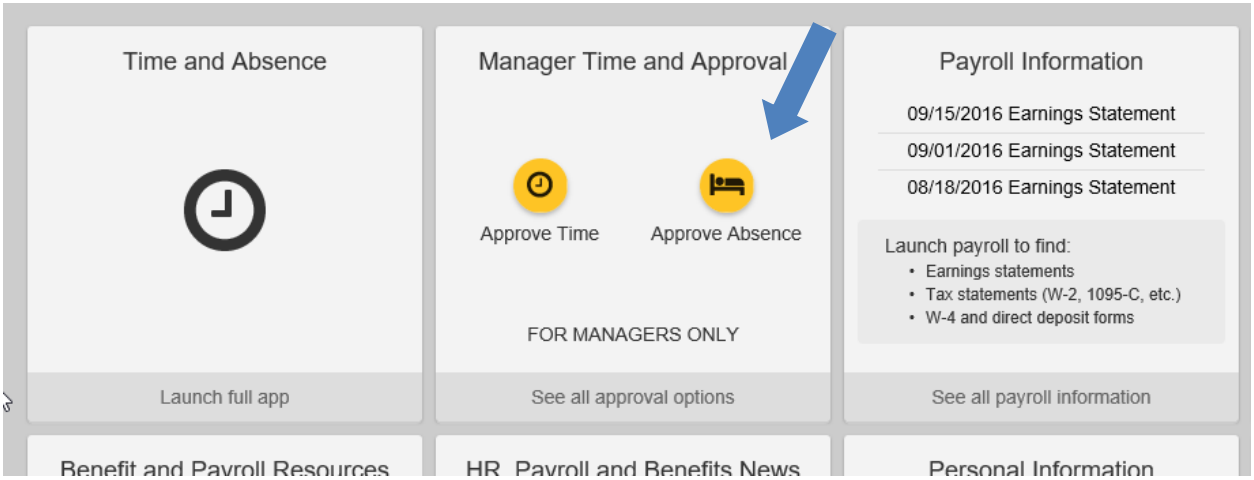
Employees and Approvers will log in to the *My UW System portal* at https://my.wisconsin.edu/.

Approvers:

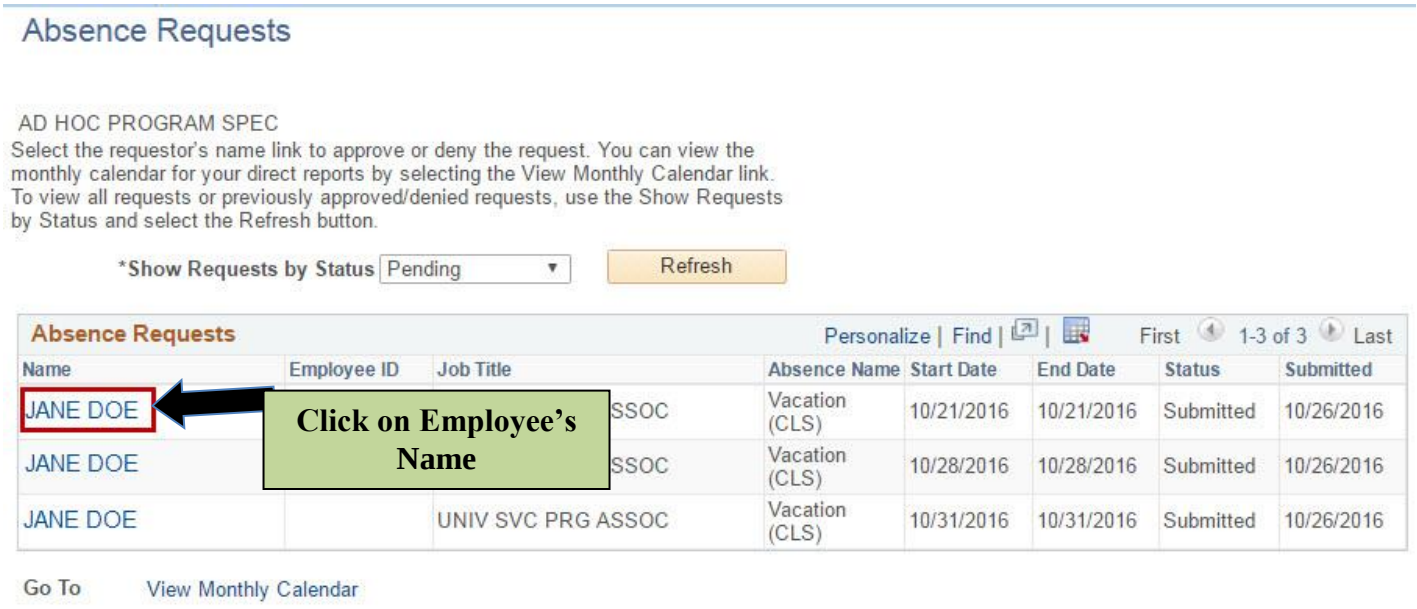
Click on *Approve Time* or *Approve Absence* in the Manager Time and Approval App

OR

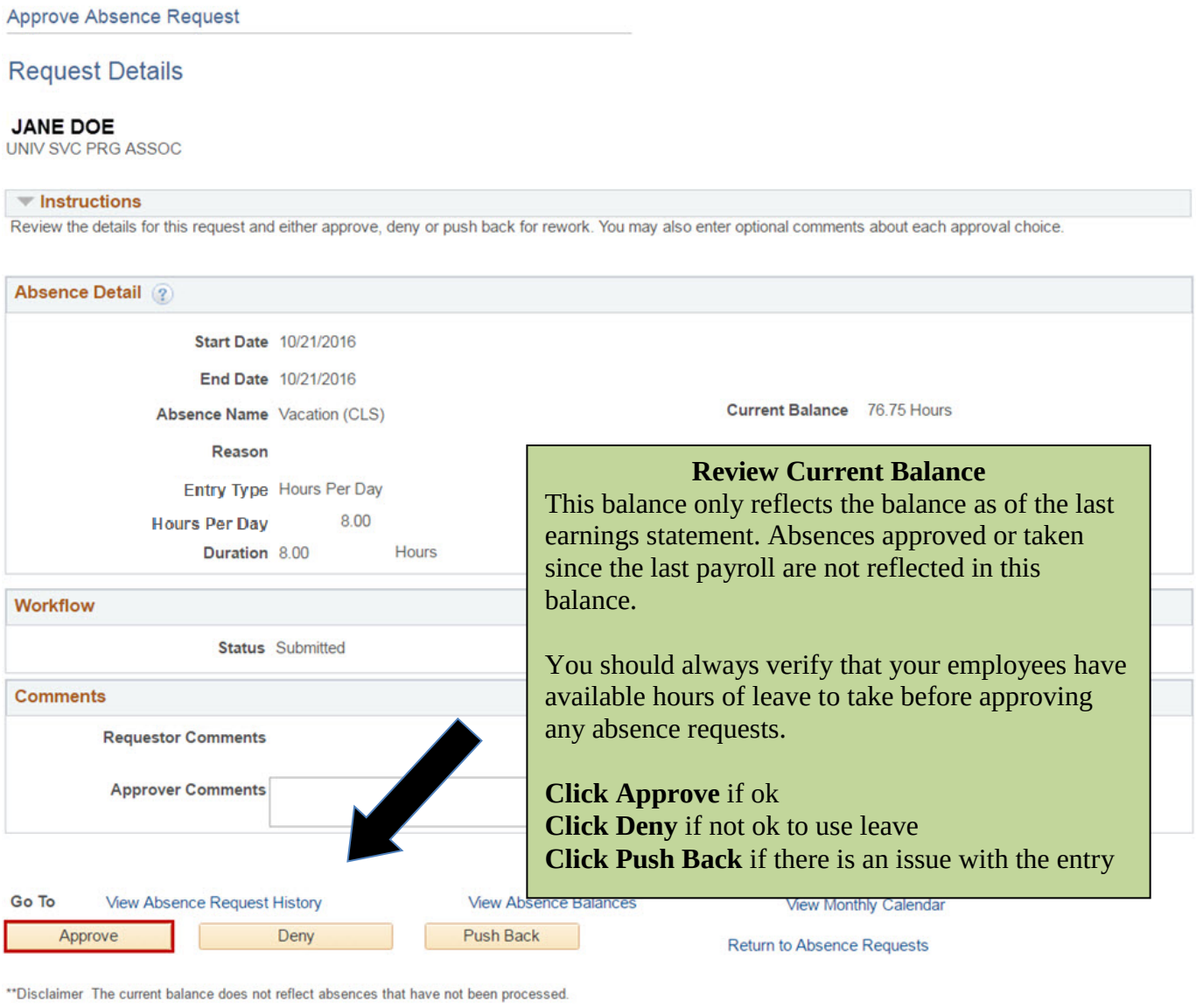
click on *See all approval options* at the bottom of the same app and click on *Approve Absence* or *Approve Payable Time* (for timesheets)



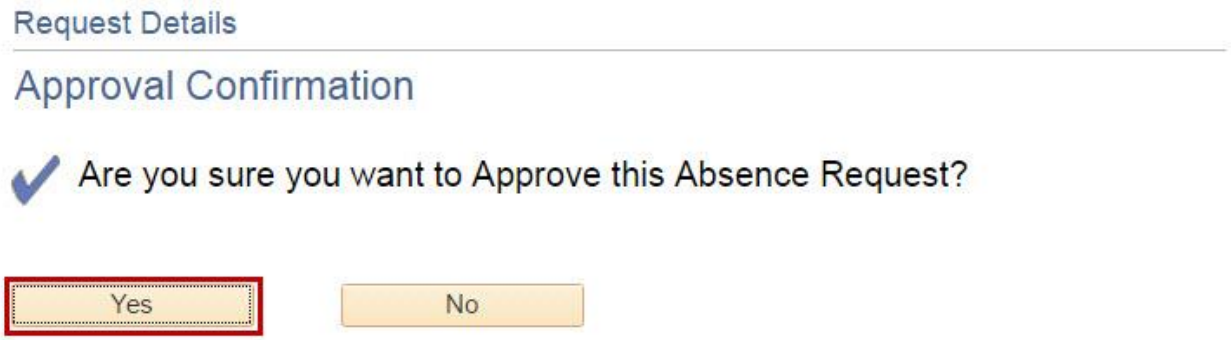
How to Approve an Absence



Review the details for this request and either approve, deny or pushback for rework. You may also enter optional comments about each approval choice.



Click Yes **to approve the absence.**



EXISTING TIME ENTRY MESSAGE

If this message appears, it is letting you know that there are in/out times on the same day as the employee entered an absence. Be sure to confirm the timesheet entry when you Approve Payable Time.

If the employee is taking a full day absence, then there should not be any time on the timesheet that date.

Acknowledge the warning by clicking OK

Acknowledge the approval confirmation by clicking OK

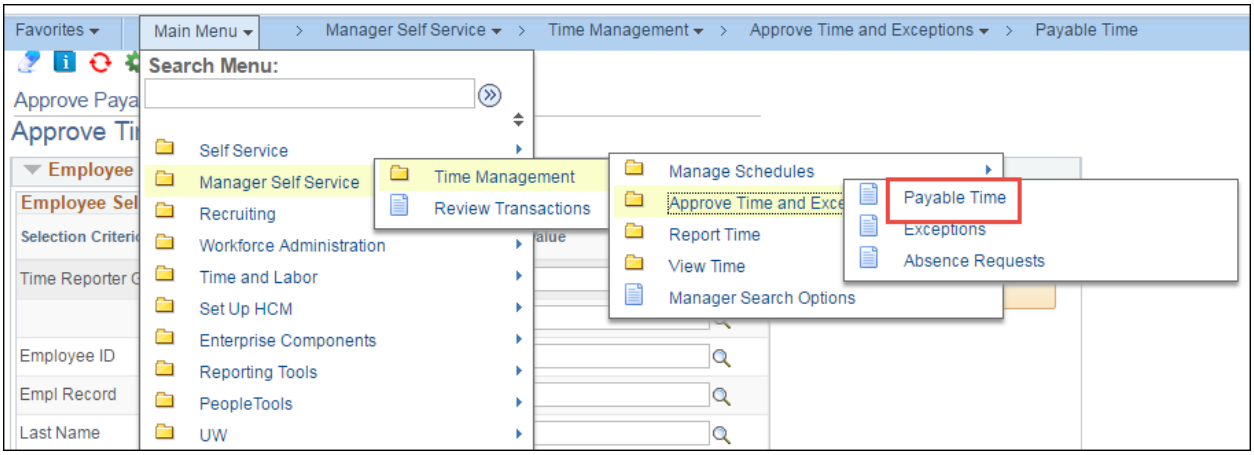
WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER ALLOWING EXCEPTIONS OR FIXING TIMESHEET BEFORE VIEWING SUMMARY OF HOURS

Time Administration (TA) process typically takes one (1) hour to evaluate.

- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**

How to Check Exceptions and Approve Payable Time (Timesheets)

On top menu bar navigate to Payable Time



Make sure the GROUP ID Value is populated with the "B---" number as the primary approver. That is the primary approver number. If you are a backup approver, the Group ID should show as "C---" number.

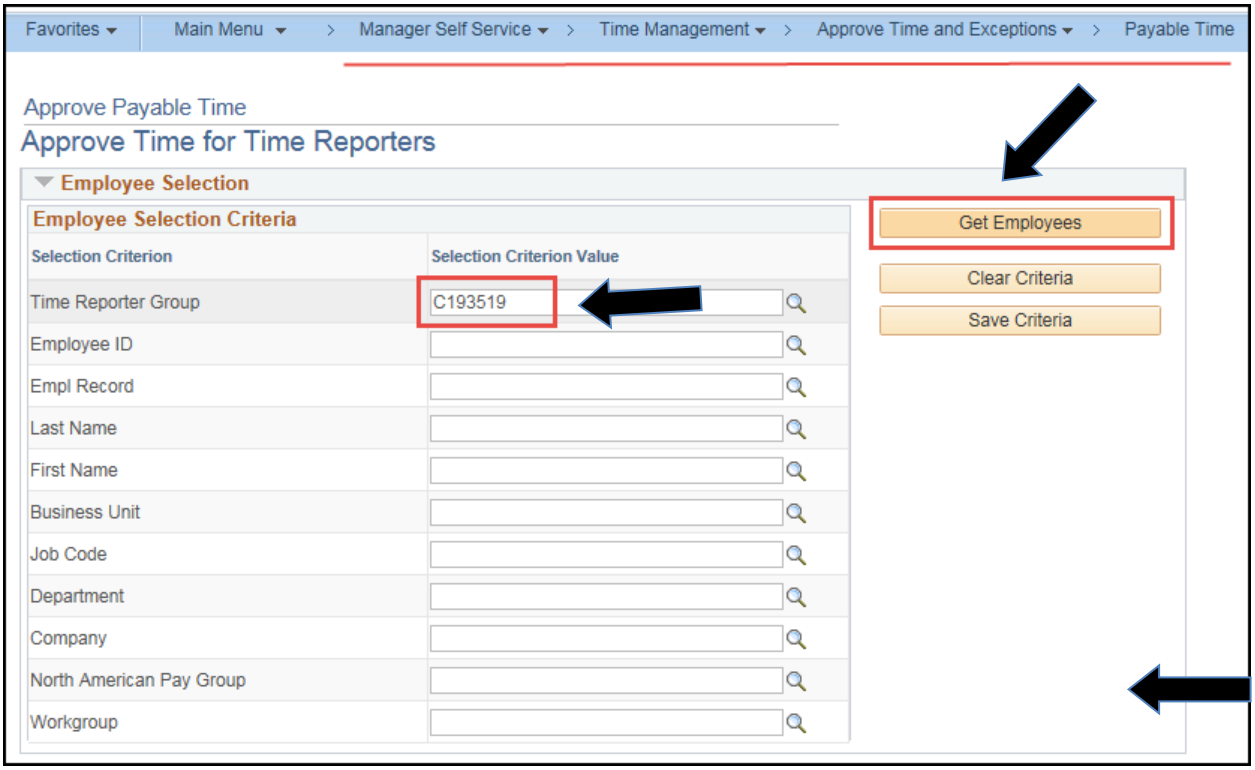
To Default the Group ID: After you select the Group ID click the yellow Save Selection Criteria button. This allows you not to have to choose a value every time you enter to manage approvals.

Refreshing the Group ID: The Group ID needs to be refreshed periodically when you obtain new employees to approve.

- Click the yellow Clear Selection Criteria button
- Choose the lookup next to the Group ID box
- Choose the appropriate Group ID number
- Click the yellow Save Selection Criteria button

Check Start and End Date are correct for pay period want to approve

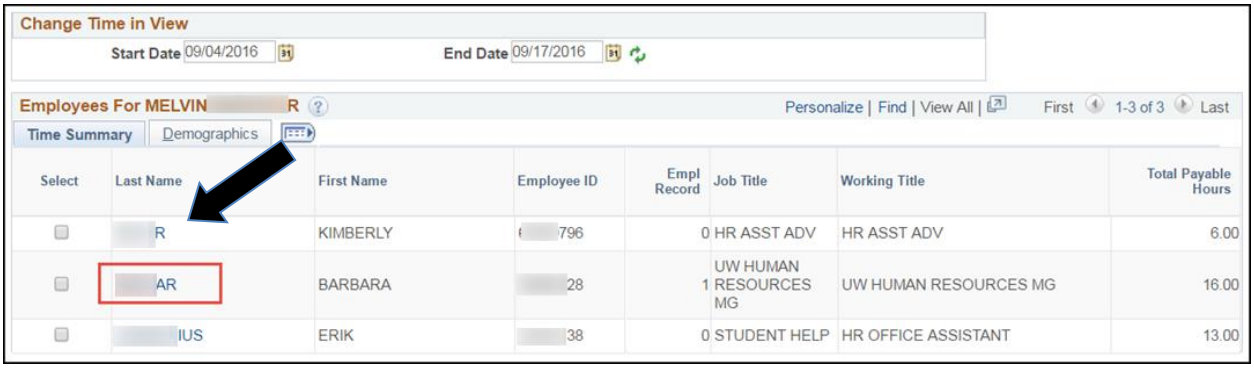
Click Get Employees



Click on Employee's Actual Name

Do not select the check box next to the name; this will not always approve the hours.

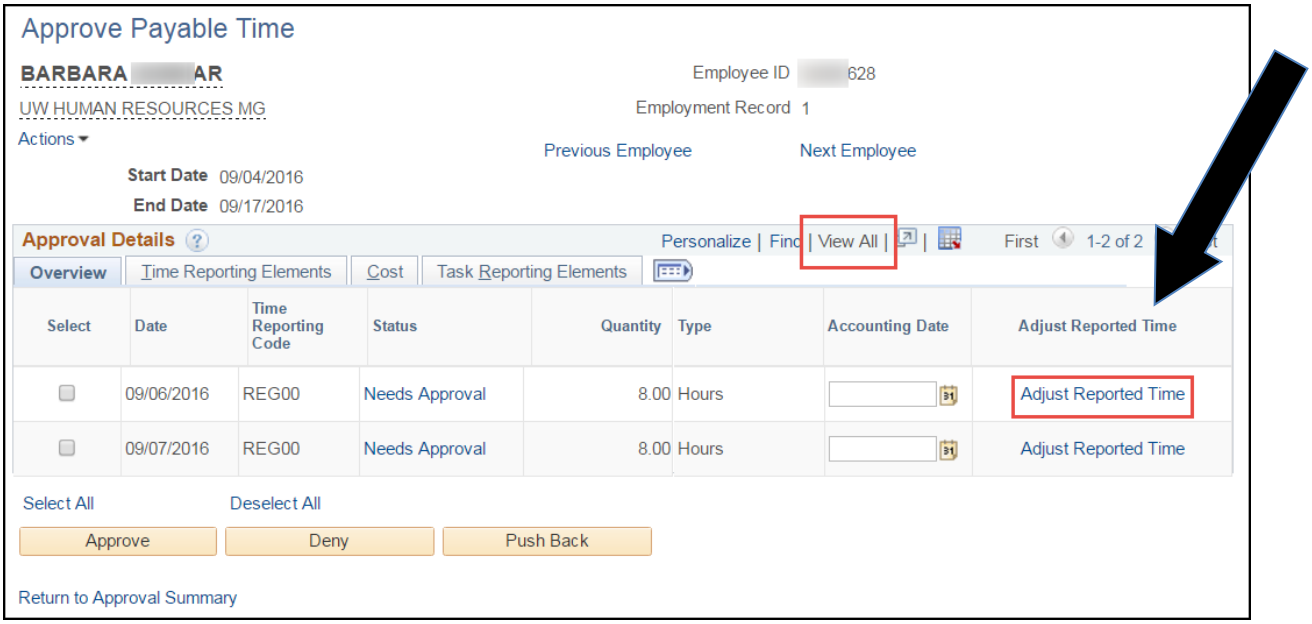
By clicking on the Employee's name it allows you to see each day what you are approving whether it be overtime hours, night or weekend differentials, or regular hours.



Click on Adjust Reported Time to get to Timesheet for Review

Adjusted reported time refers to your ability to view all entries on the timesheet.

Any one of the Adjust Reported Time links will take you to the entire timesheet.



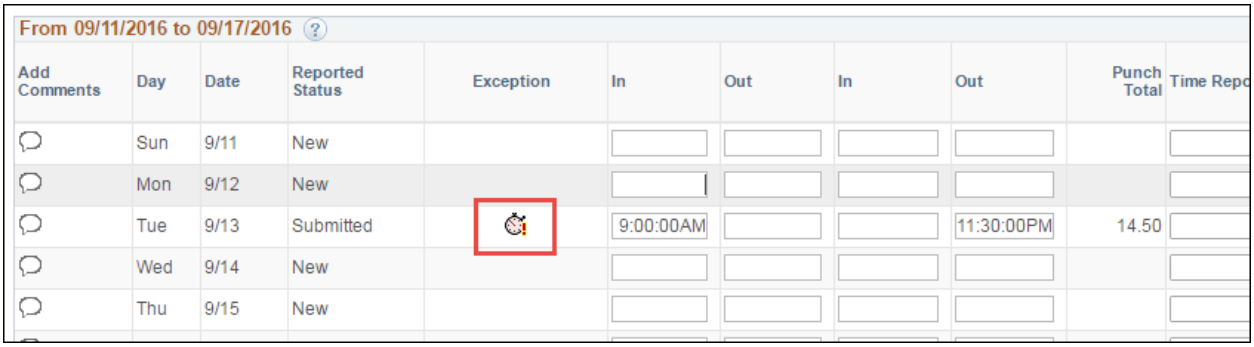
After clicking Adjusted Reported Time, you will be taken to the entire timesheet.

Review Data Entry on the timesheet, Exceptions, and Payable Time.

Review Data Entry and Exceptions

After clicking Adjusted Reported Time, you will be taken to the entire timesheet. Review Data Entry and Exceptions.

You may notice "clock" on the timesheet. This is an exception that needs to be evaluated.



Click on the exception icon to review the exception. The Exceptions **tab at the bottom of the timesheet will be opened.**

If an exception was created due to time that was entered incorrectly, correct the time in the timesheet. Click **Submit** to save any changes made to timesheet.

Otherwise, select exception and click on Update Exception

Types of Exception:

- **High** – **needs to be corrected or allowed** on the timesheet and approved by the Approver on Approve Payable Time in order for the employee to be paid for that time. Examples:
  - **Missed Punch**
    - An "Out" Punch does not follow an "In" punch; An "Out" Punch follows an "Out" punch; An "In" Punch follows an "In" punch
    - **Missed punches must be fixed or hours paid will not be correct**

Example of missed punch:

7:45:00AM	4:30:00PM			**WRONG**

Should really look like this:

7:45:00AM			4:30:00PM	**CORRECT**

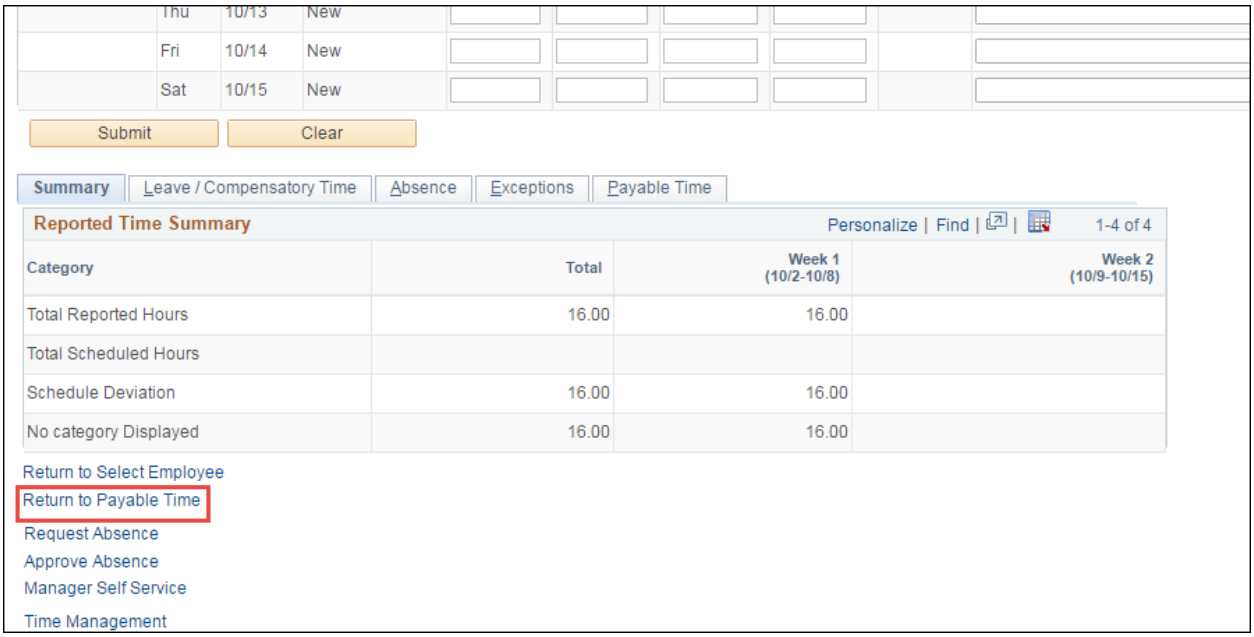
  - **Punch Hours Greater Than 12**
    - Punch may be accurate, Approver must allow for hours to be paid
    - If punch inaccurate, must be fixed *on timesheet* or hours will not be paid

WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER ALLOWING EXCEPTIONS OR FIXING TIMESHEET - BEFORE APPROVING PAYABLE TIME

Time Administration (TA) process typically takes one (1) hour to evaluate.

- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**

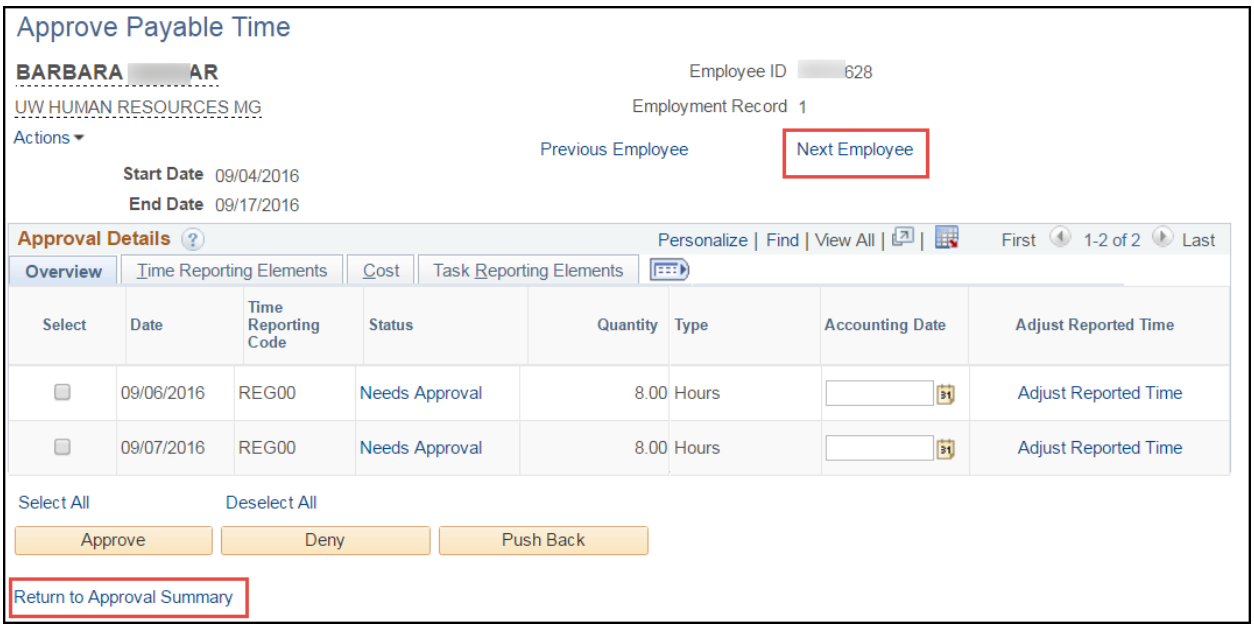
If you are ready to approve payable time and you are in the timesheet, click on Return to Payable Time



<u>Approval Details Screen</u> (where actual approvals take place)

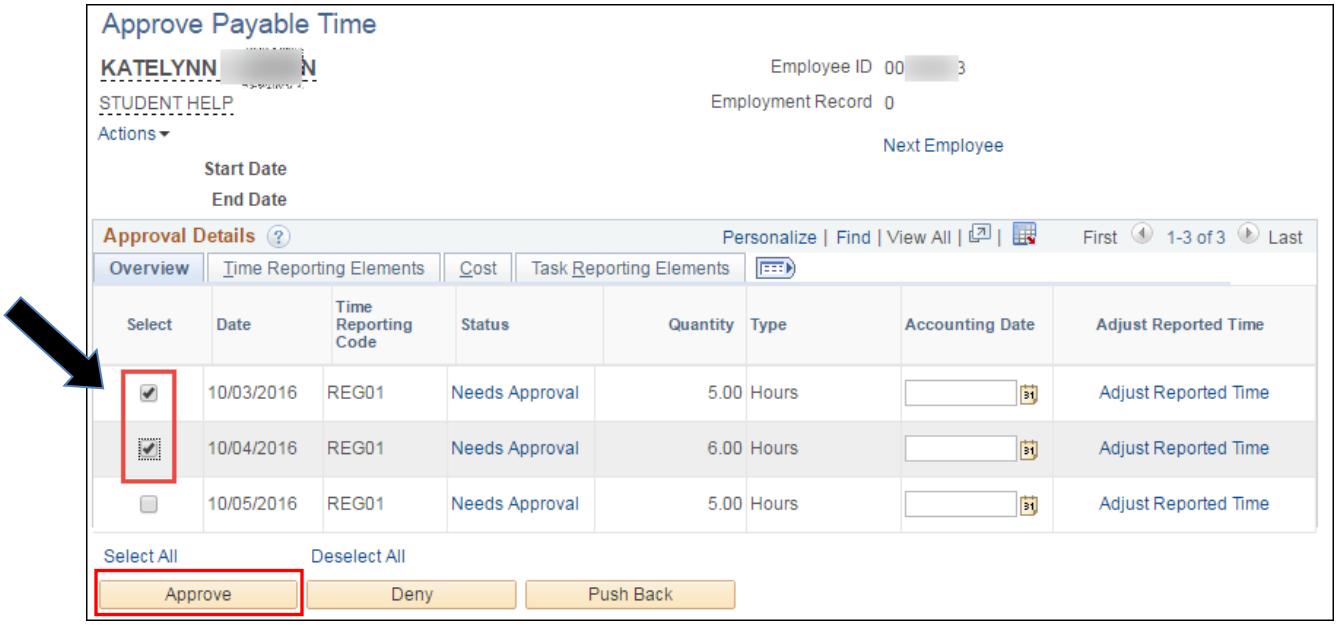
You may wait until the next Time Administration run to approve the time or continue with the approval of the time that is correct.

To exit the employee and continue with the next employee if a group search was done, select the **Previous** or **Next Employee** hyperlink or the **Return to Approval Summary** hyperlink.



If you made changes on the timesheet for some of the time but not all of it and you want to approve the time that is correct, you can select each day's time that you want to approve by clicking on the Select box next to the day.

In the example below, the approver has selected two days of payable time to approve. (Note: The Accounting Date field is not used. If a date is entered in this field, it is ignored.)



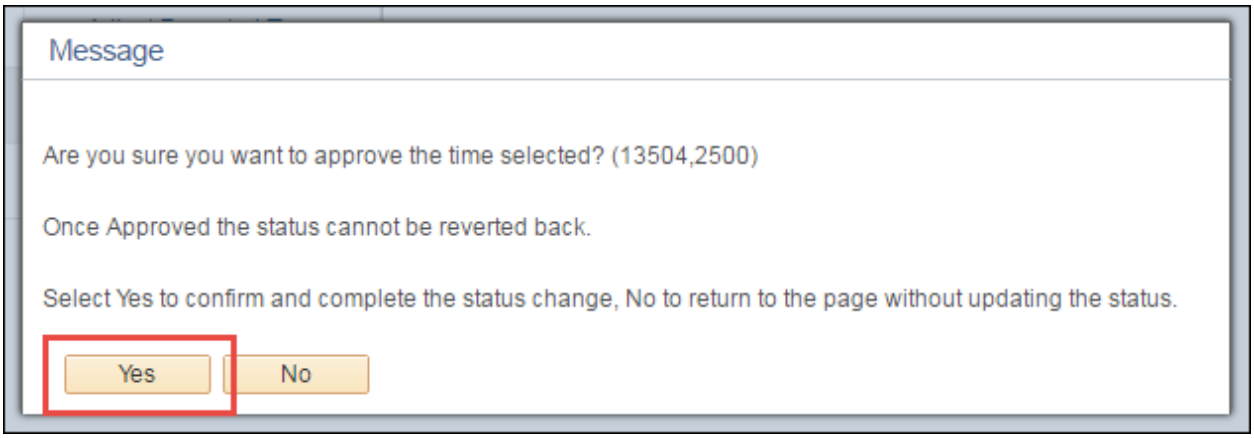
You can check each individual row separately or Select All then Click Approve

Managing Pushed Back Timesheets

Approvers have the ability to approve or push back timesheets. Please be aware of the options and what needs to be done for pushed back timesheets to process for approval and payment. Information can be found here: http://hr.uwosh.edu/wp-content/uploads/2016/02/PushedBackTS.pdf

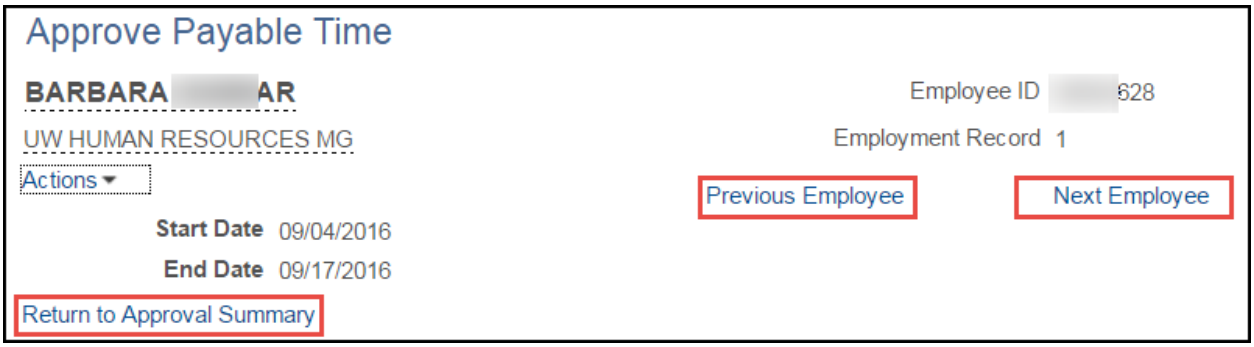
Do not Deny a timesheet. That requires UW System intervention.

Click Yes if you are sure you want to approve the time selected:



Click OK

Click Next Employee



Repeat Review and Approval Process for each employee

Log Out of HRS and *My UW System Portal*:

- Be sure to "sign out" in the upper right hand corner of the HRS and close the browser via the **red X**. **NOTE:** If you do not see the sign out in HRS, click on *Manager Self Service*
- Be sure to "log out" in the upper right hand corner of the My UW System portal and close the browser via the **red X**.
- Not practicing these steps can cause the next person to login to pull up your personal information and timesheet.

Helpful Views for Hours Entry Review

- **Payable Time Summary –**
  After Time Administration has run, the Payable Time Summary is a nice screen to visit to see the employee's time split out by day and into different time reporting codes, overtime, and differentials. The screen will give you a weekly view split out day by day. It includes leave.

My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > View Time > Payable Time Summary

- **Payable Time Detail -**
  After Time Administration has run, Payable Time Detail helps you find out if your employee's time has been approved or if it still needs approval. It includes leave.

My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > View Time > Payable Time Detail

Human Resources Assistance

Employees and approvers are welcome to stop in the Human Resources office, call, or email for assistance *anytime*. Someone will assist you as quickly as possible.

Phone Support:
920/424-1166, Main Desk Area
920/424-2070, Jodi Anthony (anthonyj@uwosh.edu)
920/424-1412, Brenda Rens (rensb@uwosh.edu)

If you need adjustments made, *email* details to Jodi for biweekly or Brenda for monthly employees

Reference Materials and Approval Schedules

Reference materials and approval schedules can be found on the Human Resources website under the Supervisor's Toolkit, Absence and Timesheet Approvals Process:
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