

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

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.

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

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 at least 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 must be 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

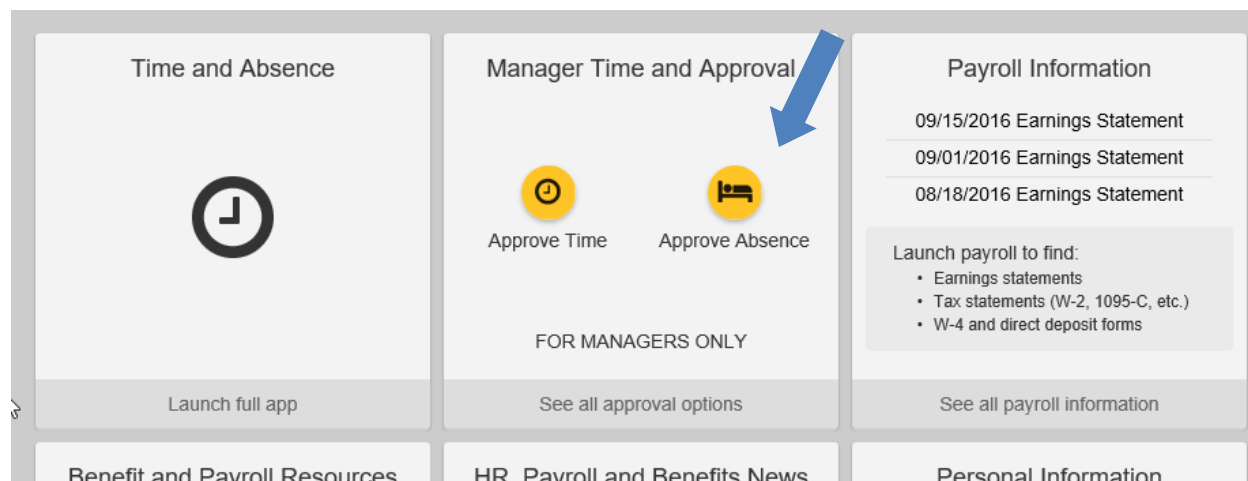
Employees and Approvers will log in to the *My UW System portal* at <https://my.wisconsin.edu/>.

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

Absence Requests

AD HOC PROGRAM SPEC

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status

| Absence Requests | | | | | | | | |
|------------------|-------------|--------------------|----------------|-------------|------------|---------------------|------------|--|
| | | | | Personalize | Find | First 1-3 of 3 Last | | |
| Name | Employee ID | Job Title | Absence Name | Start Date | End Date | Status | Submitted | |
| JANE DOE | | SSOC | Vacation (CLS) | 10/21/2016 | 10/21/2016 | Submitted | 10/26/2016 | |
| JANE DOE | | SSOC | Vacation (CLS) | 10/28/2016 | 10/28/2016 | Submitted | 10/26/2016 | |
| JANE DOE | | UNIV SVC PRG ASSOC | Vacation (CLS) | 10/31/2016 | 10/31/2016 | Submitted | 10/26/2016 | |

Go To [View Monthly Calendar](#)

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

Approve Absence Request

Request Details

JANE DOE
UNIV SVC PRG ASSOC

▼ Instructions

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

Absence Detail ?

Start Date 10/21/2016

End Date 10/21/2016

Absence Name Vacation (CLS)

Current Balance 76.75 Hours

Reason

Entry Type Hours Per Day

Hours Per Day 8.00

Duration 8.00 Hours

Workflow

Status Submitted

Comments

Requestor Comments

Approver Comments

Review Current Balance

This balance only reflects the balance as of the last earnings statement. Absences approved or taken since the last payroll are not reflected in this balance.

You should always verify that your employees have available hours of leave to take before approving any absence requests.

Click Approve if ok

Click Deny if not ok to use leave

Click Push Back if there is an issue with the entry

Go To

[View Absence Request History](#)

[View Absence Balances](#)

[View Monthly Calendar](#)

Approve

Deny

Push Back

[Return to Absence Requests](#)

**Disclaimer The current balance does not reflect absences that have not been processed.

Click Yes to approve the absence.

Request Details

Approval Confirmation

✓ Are you sure you want to Approve this Absence Request?

Yes

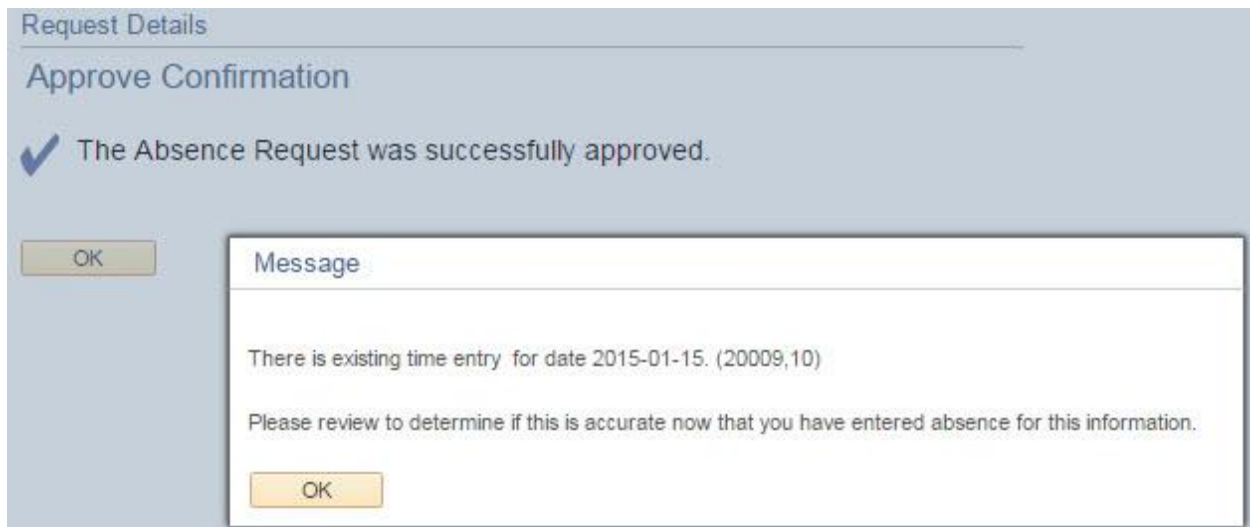
No

EXISTING TIME ENTRY MESSAGE

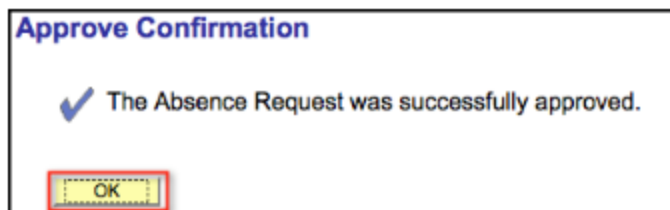
If this message appears, it is letting you know that there are in/out times on the same day as the employee entered an absence. Be sure to confirm the timesheet entry when you Approve Payable Time.

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



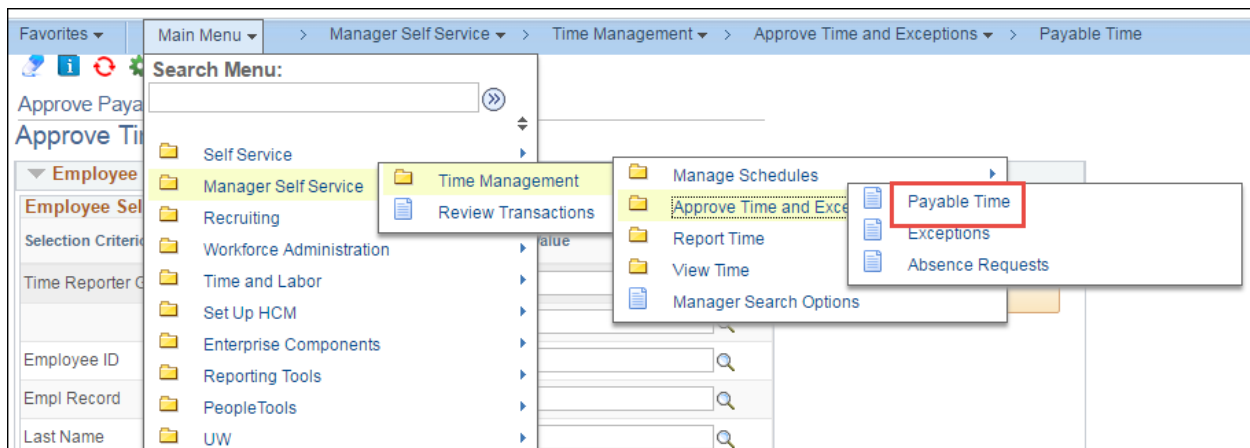
WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER ALLOWING EXCEPTIONS OR FIXING TIMESHEET BEFORE VIEWING SUMMARY OF HOURS

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

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Time and Exceptions ▾ > Payable Time

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

| Selection Criterion | Selection Criterion Value |
|--------------------------|---------------------------|
| Time Reporter Group | C193519 |
| Employee ID | |
| Empl Record | |
| Last Name | |
| First Name | |
| Business Unit | |
| Job Code | |
| Department | |
| Company | |
| North American Pay Group | |
| Workgroup | |

Get Employees

Clear Criteria

Save Criteria

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.

Change Time in View

Start Date 09/04/2016 End Date 09/17/2016

Employees For MELVIN R

Personalize | Find | View All | First 1-3 of 3 Last

| Select | Last Name | First Name | Employee ID | Empl Record | Job Title | Working Title | Total Payable Hours |
|--------------------------|-----------|------------|-------------|-------------|-----------------------|-----------------------|---------------------|
| <input type="checkbox"/> | R | KIMBERLY | 796 | 0 | HR ASST ADV | HR ASST ADV | 6.00 |
| <input type="checkbox"/> | AR | BARBARA | 28 | 1 | UW HUMAN RESOURCES MG | UW HUMAN RESOURCES MG | 16.00 |
| <input type="checkbox"/> | IUS | ERIK | 38 | 0 | STUDENT HELP | HR OFFICE ASSISTANT | 13.00 |

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.

Approve Payable Time

BARBARA AR Employee ID 628
UW HUMAN RESOURCES MG Employment Record 1

Actions ▼ Previous Employee Next Employee

Start Date 09/04/2016
End Date 09/17/2016

Approval Details ? Personalize | Find | **View All** | 21 | First 1-2 of 2

| Select | Date | Time Reporting Code | Status | Quantity | Type | Accounting Date | Adjust Reported Time |
|--------------------------|------------|---------------------|----------------|----------|-------|----------------------|-----------------------------|
| <input type="checkbox"/> | 09/06/2016 | REG00 | Needs Approval | 8.00 | Hours | <input type="text"/> | Adjust Reported Time |
| <input type="checkbox"/> | 09/07/2016 | REG00 | Needs Approval | 8.00 | Hours | <input type="text"/> | Adjust Reported Time |

Select All Deselect All

Approve Deny Push Back

[Return to Approval Summary](#)

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.

| From 09/11/2016 to 09/17/2016 ? | | | | | | | | | | |
|---------------------------------|-----|------|-----------------|-----------|----------------------|----------------------|----------------------|----------------------|-------------|----------|
| Add Comments | Day | Date | Reported Status | Exception | In | Out | In | Out | Punch Total | Time Rep |
| | Sun | 9/11 | New | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | Mon | 9/12 | New | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | Tue | 9/13 | Submitted | | 9:00:00AM | <input type="text"/> | <input type="text"/> | 11:30:00PM | 14.50 | |
| | Wed | 9/14 | New | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | Thu | 9/15 | New | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

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

| | | | | | | | | | |
|---|------------|---------------------------|---------------------|------------|--------------------|-----------------------------|----------------------|-----------------------------|--|
| Summary | | Leave / Compensatory Time | | Absence | | Exceptions | | Payable Time | |
| Exceptions | | | | | | | | Personalize Find 1 of 1 | |
| Allow | Date | Exception ID | Exception Source | Status | Exception Severity | Explanation | Comment | | |
|  | 09/13/2016 | UW_PCH12 | Time Administration | Unresolved | High | Punch Hours Greater Than 12 | <input type="text"/> | | |

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:

WRONG

Should really look like this:

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**

| | | | | | | | |
|-----|-------|-----|--|--|--|--|--|
| Thu | 10/13 | New | | | | | |
| Fri | 10/14 | New | | | | | |
| Sat | 10/15 | New | | | | | |

Submit Clear

Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Summary Personalize | Find | 1-4 of 4

| Category | Total | Week 1 (10/2-10/8) | Week 2 (10/9-10/15) |
|-----------------------|-------|-----------------------|------------------------|
| Total Reported Hours | 16.00 | 16.00 | |
| Total Scheduled Hours | | | |
| Schedule Deviation | 16.00 | 16.00 | |
| No category Displayed | 16.00 | 16.00 | |

Return to Select Employee

Return to Payable Time

Request Absence

Approve Absence

Manager Self Service

Time Management

Approval Details Screen (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.

Approve Payable Time

BARBARA AR Employee ID 628

UW HUMAN RESOURCES MG Employment Record 1

Actions

Start Date 09/04/2016

End Date 09/17/2016

Previous Employee **Next Employee**

Approval Details ? Personalize | Find | View All | First 1-2 of 2 Last

| Select | Date | Time Reporting Code | Status | Quantity | Type | Accounting Date | Adjust Reported Time |
|--------------------------|------------|---------------------|----------------|----------|-------|-----------------|----------------------|
| <input type="checkbox"/> | 09/06/2016 | REG00 | Needs Approval | 8.00 | Hours | | Adjust Reported Time |
| <input type="checkbox"/> | 09/07/2016 | REG00 | Needs Approval | 8.00 | Hours | | Adjust Reported Time |

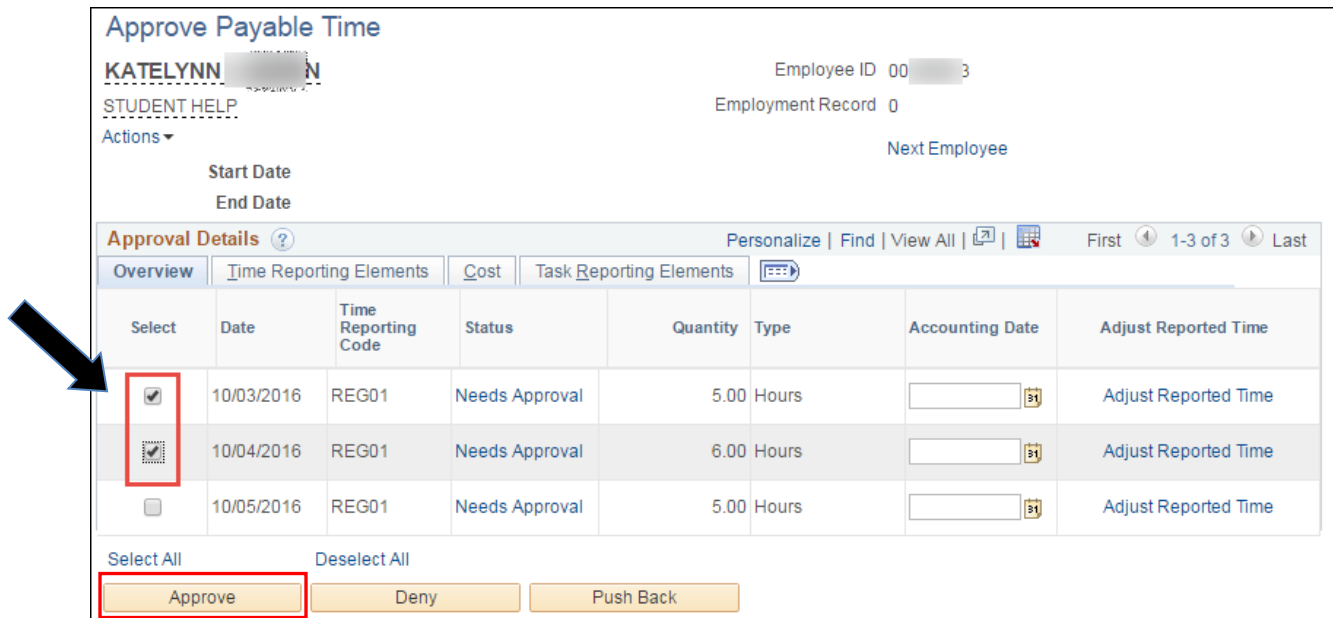
Select All Deselect All

Approve Deny Push Back

Return to Approval Summary

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.)



Approve Payable Time

KATELYNN [REDACTED] Employee ID 00 [REDACTED] 3
STUDENT HELP Employment Record 0
Actions Next Employee

Start Date
End Date

Approval Details ? Personalize | Find | View All | [Icons] First 1-3 of 3 Last

| Select | Date | Time Reporting Code | Status | Quantity | Type | Accounting Date | Adjust Reported Time |
|-------------------------------------|------------|---------------------|----------------|----------|-------|----------------------|----------------------|
| <input checked="" type="checkbox"/> | 10/03/2016 | REG01 | Needs Approval | 5.00 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 10/04/2016 | REG01 | Needs Approval | 6.00 | Hours | <input type="text"/> | Adjust Reported Time |
| <input type="checkbox"/> | 10/05/2016 | REG01 | Needs Approval | 5.00 | Hours | <input type="text"/> | Adjust Reported Time |

Select All Deselect All

Approve Deny Push Back

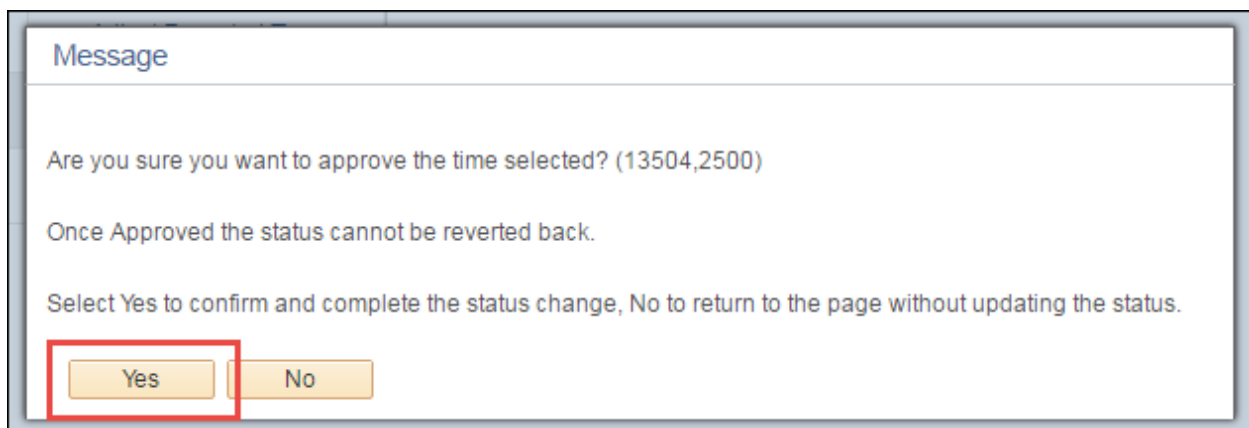
You can check each individual row separately or Select All then Click Approve

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:



Message

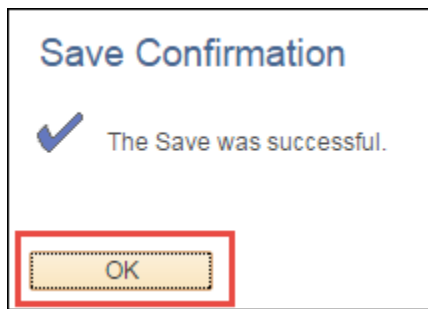
Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

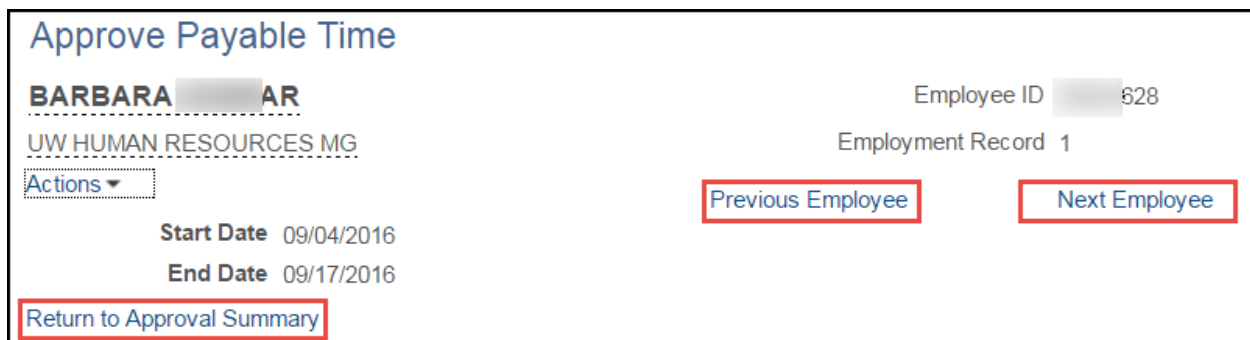
Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No

Click OK



Click Next Employee

A screenshot of the 'Approve Payable Time' form. The form displays the employee's name 'BARBARA AR' and 'UW HUMAN RESOURCES MG'. It includes fields for 'Start Date' (09/04/2016) and 'End Date' (09/17/2016). On the right side, it shows 'Employee ID' (628) and 'Employment Record' (1). There are two buttons, 'Previous Employee' and 'Next Employee', both highlighted with red rectangular borders. At the bottom left, there is a button labeled 'Return to Approval Summary', also highlighted with a red rectangular border. An 'Actions' dropdown menu is visible on the left side.

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:

<http://hr.uwosh.edu/supervisors-toolkit/>

NOTE: There are more references than this approval guide.