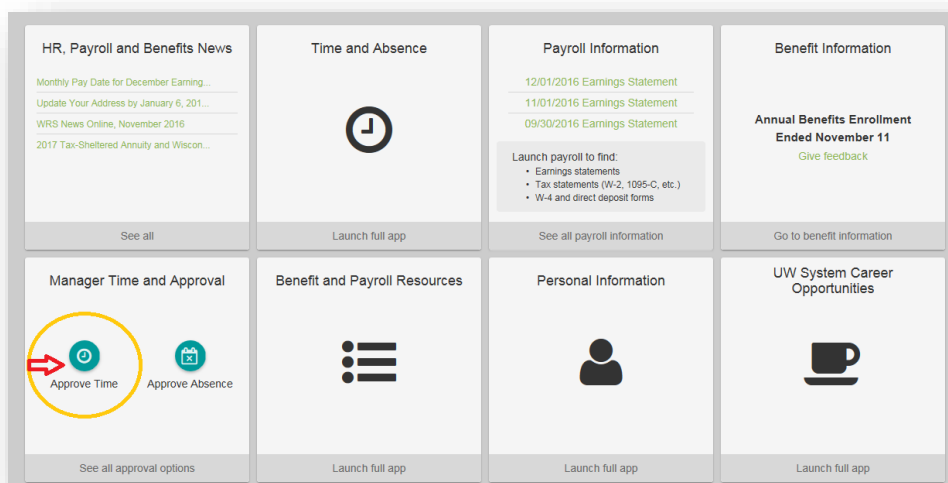


Timesheet Considerations

- It is recommended that employees submit their timesheet on the last day of the pay period, but they will still have access to submit their timesheet on the Monday following the pay period.
- Please approve your employee's timesheets by the Monday following the end of a pay period. If extra time is needed, you can still approve timesheets until Noon on the Tuesday following a pay period.
- There is a "Time Administration" process which is run by the UW-Service Center in Madison around 9:00 a.m., 11:00 a.m., 1:00 p.m., 3:00 p.m. daily and overnight, and takes about an hour to run. This processes reported time, so if your employee submits their timesheet, it will sit in a holding pattern until the next Time Administration process finishes running, and then you will be able to see the timesheet on your Approve Payable Time screen.
- We recommend setting up a reoccurring task reminder in Outlook as a consistent bi-weekly reminder for approving timesheets. The Student Payroll Schedule is available on the Payroll Schedules webpage:
<http://www.uwgb.edu/human-resources/payroll/payroll-schedules/>

Log into the portal

- My UW System portal at <https://my.wisconsin.edu/>
- A link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#)
- Look for the "**Manager Time and Approval**" section
- Click on the "**Approve Time**" link.



Approve Payable Time Page

- After clicking on Approve Time you will be brought to the Approve Payable Time page.
- Search for your employees
 - Time Reporter Group - click on the magnifying glass icon to the right of the Time Reporter Group field, and then click on the 'B' number to get employees who you are the primary approver for, or click on the 'C' number to get employees who you are the back-up approver for
 - You could instead enter the Employee ID or Name.
- Once you have your search criteria filled in, click the **Get Employees** button. A list of employee(s) with outstanding payable time will appear.
- If your employee's name doesn't show, please skip to the "Instructions to access an employee's timesheet" below.

- Click on the Employee's **Last Name**. This will bring you to the Approve Payable Time page. To review an employee's timesheet and hours submitted, click on the hyperlinked **Adjust Reported Time**.

STUDENT HELP Employment Record 1

Start Date 02/19/2017
End Date 03/04/2017

Approval Details ? Personalize | Find | View All | 1-8 of 8 | First | Last

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time
<input checked="" type="checkbox"/>	02/20/2017	REG01	Needs Approval	5.50 Hours			Adjust Reported Time
<input type="checkbox"/>	02/21/2017	REG01	Needs Approval	2.00 Hours			Adjust Reported Time
<input type="checkbox"/>	02/22/2017	REG01	Needs Approval	5.00 Hours			Adjust Reported Time
<input type="checkbox"/>	02/23/2017	REG01	Needs Approval	2.00 Hours			Adjust Reported Time
<input type="checkbox"/>	02/27/2017	REG01	Needs Approval	5.00 Hours			Adjust Reported Time
<input type="checkbox"/>	02/28/2017	REG01	Needs Approval	2.00 Hours			Adjust Reported Time
<input type="checkbox"/>	03/01/2017	REG01	Needs Approval	5.00 Hours			Adjust Reported Time
<input type="checkbox"/>	03/02/2017	REG01	Needs Approval	2.00 Hours			Adjust Reported Time

Select All Deselect All

Approve Deny Push Back

Return to Approval Summary

- You will now see the employee's **timesheet**.
- The four "In" and "Out" boxes should be used as follows:
 - First "In"- The employee should enter the time they first report to their job.
 - First "Out"- The employee should enter time if they leave their job (ex. lunch, class), but plan on returning.
 - Second "In"- The employee should enter time in this field when they return from their break or lunch.
 - Second "Out"- This field would be filled in with the time the employee left their job for the day.

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or before 02/26/2011 a prior period.

From 02/13/2011 to 02/26/2011

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	2/13	New						
Mon	2/14	New						
Tue	2/15	New						
Wed	2/16	New						
Thu	2/17	New						
Fri	2/18	New						

- Student employees time should be entered in either format: 7:00 AM or 7:00 A (must include colon and period type (AM/A or PM/P))
- Review the employee's timesheet to make sure the hours recorded are accurate.
- On the Timesheet page, you can also see what dates have exceptions by looking for the Exceptions

(🕒) icon. Exceptions are created when hours appear significantly different than the norm; this includes missed punches, incorrectly entering am/pm, hours in a day totaling more than 24, etc. You will need to correct the exceptions before being able to approve payable time.

🕒	7:45:00AM	11:45:00AM			4.00
🕒	7:45:00AM	11:45:00AM			4.00

- In the example above, the employee entered the final punch of the day in the second column instead of the last column, which created a high exception, so you could move that punch to the last column, as shown below, and click Submit.

7:45:00AM			11:45:00AM	4.00
7:45:00AM			11:45:00AM	4.00

- You will need to correct any high exceptions directly on the employee's timesheet. Once corrections have been made to the timesheet, click the Submit button. **The timesheet will have to run through the next Time Administration process before you will be able to approve the payable time.**
- After reviewing the timesheet to make sure everything appears correct (there are no exceptions and the timesheet hours are accurate) click on the **Return to Payable Time** link at the bottom of the timesheet.

Wed	3/1	Submitted	9:00:00AM	
Thu	3/2	Submitted	8:00:00AM	
Fri	3/3	New		
Sat	3/4	New		

Submit Clear

Summary Leave / Compensatory Time Absence Exceptions E

Reported Time Summary

Category	Total
Total Reported Hours	28.5
Total Scheduled Hours	
Schedule Deviation	28.5
No category Displayed	28.5

Return to Select Employee

Return to Payable Time

Request Absence

Approve Absence

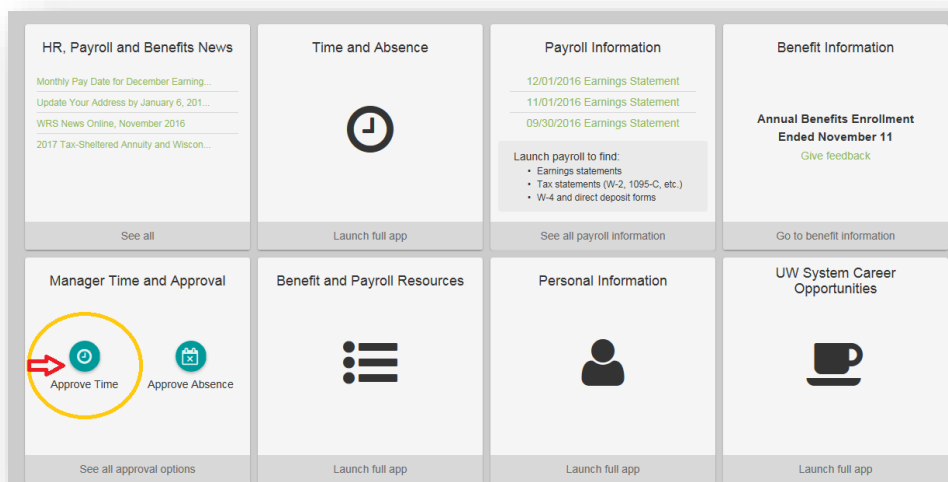
Manager Self Service

Time Management

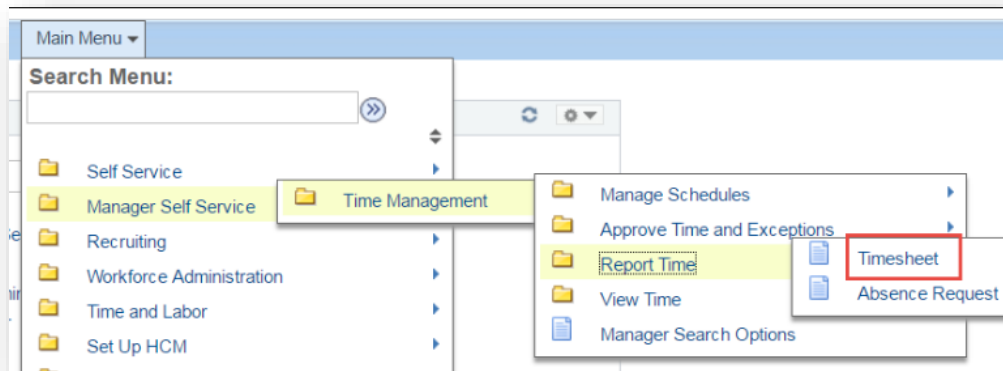
- This will take you back to the **Approve Payable Time** page. This page will show you any time that has yet to be approved for the employee. You should make sure that the information appears correct.
- Please note that punches will be rounded to the nearest quarter hour (ex. 0, 0.25, 0.5, 0.75, 1), as shown on the Time & Absence webpage: [http://www.uwgb.edu/human-resources/payroll/time-absence-information-\(1\)/](http://www.uwgb.edu/human-resources/payroll/time-absence-information-(1)/)
- If everything is correct, click the **Select** check box for the days you want to approve or click the **Select All** link.
- Click the **Approve** button to approve an employee's time.
- After clicking OK, you will be brought back to the employee's job that you just approved time for.
- If your search pulled up multiple employees, you can click on links in the upper right hand corner to go to "Next Employee" or "Previous Employee".
- You can also use the **Return to Approval Summary** link to go back to your search.
- Sign out of your My UW System portal when you are finished.

Instructions to access an employee's timesheet (in lieu of Payable Time)

- Log into your **My UW System portal** at <https://my.wisconsin.edu/>
- A link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#)
- Look for the **"Manager Time and Approval"** section
- Click on the **"Approve Time"** link.



- This will take you to the **Approve Time** for Time Reporters page.
- Click on **Main Menu** at the top of your screen
- Then click on **Manager Self Service > Time Management > Report Time > Timesheet**



- Search for your employees
 - Time Reporter Group - click on the magnifying glass icon to the right of the Time Reporter Group field, and then click on the 'B' number to get employees who you are the primary approver for, or click on the 'C' number to get employees who you are the back-up approver for
 - You could instead enter the Employee ID or Name.
- Once you have your search criteria filled in, click the **Get Employees** button. A list of employee(s) will appear.
- Click on the Employee's **Last Name**. This will bring you to their timesheet.
- Update the timesheet as needed, and click **Submit**.
- **The timesheet will have to run through the next Time Administration process before you will be able to approve the payable time.**
- Sign out of your My UW System portal when you are finished.

Please contact payrollandbenefits@uwgb.edu or ext. 2390 if you have any questions.