*It is recommended that you approve your employee's timesheets by the Monday following the end of a pay period. Supervisors have until Noon on Tuesday following a pay period to approve employee's payable time.*

NOTE: *We recommend setting up a reoccurring task reminder in Outlook as a consistent bi-weekly reminder for approving timesheets and absences.*

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.
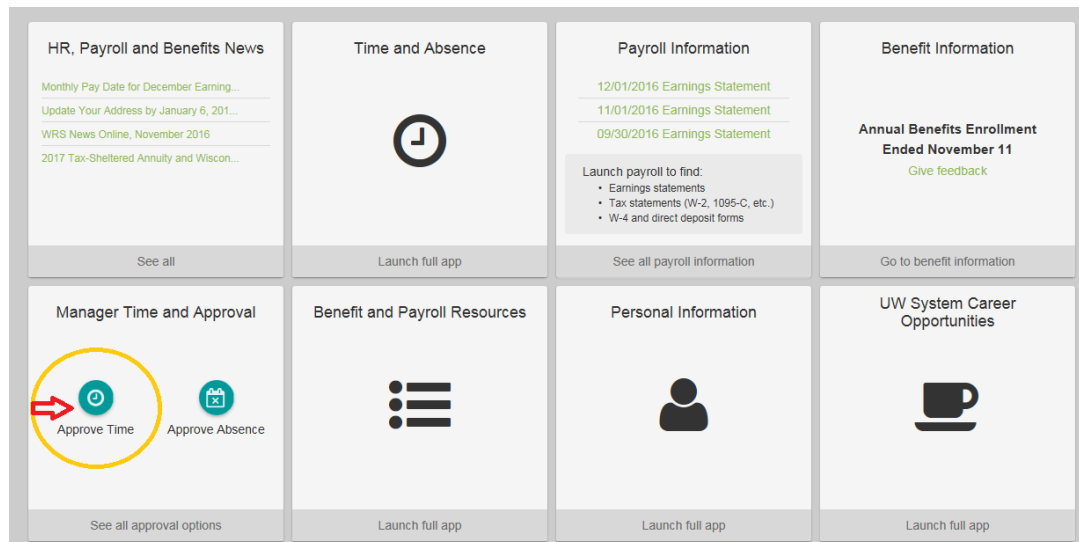
- This will take you to the **Approve Time for Time Reporters** page. You can search for your employees by your **Time Reporter Group** (to obtain Time Reporter Group, click on the magnifying glass icon and then click on the 'B' number to get employees who you are the primary approver for, or click on the 'C" number to get employees who you are the back-up approver for). You could also search by 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.
- 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**.

- You will now see the employee's timesheet.
- **Assigned work schedules** no longer auto-populate in the supervisor's view of the timesheet, but the employee will see their pre-populated schedule on their timesheet.
  - If the employee did not submit their timesheet, the supervisor can click the **Apply Schedule** button to make the pre-populated schedule appear on the timesheet. You will need to contact the employee and have them submit their timesheet in order for it to be processed correctly. The timesheet will have to be submitted and run through the Time Administration process before you will be able to approve the payable time.

  - If the employee did submit their timesheet, the Apply Schedule button will not be available.

- University Staff Temporary employee's 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))
- 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, 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.

Timesheet

CHESTER
Job Title: CLERICAL HELPER-LTE

EmplID:
Employee Record Number: 0

ⓘ Click for Instructions

View By: Time Period ▾   Date: 02/13/2011 🗓 ↻ Refresh   << Previous Time Period   Next Time Period >>
Populate Time From: Schedule Information
Reported Hours: 0.00 Hours   Scheduled Hours: 0.00 Hours
Reported time on or b…   First "IN"   a prior period.   Second "OUT"

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		First "OUT"				▾
🗨	Tue	2/15	Ne				Second "IN"		▾
🗨	Wed	2/16	New						▾
🗨	Thu	2/17	New						▾
🗨	Fri	2/18	New						▾
🗨	Sat	2/19	New						▾
🗨	Sun	2/20	New						▾
🗨	Mon	2/21	New						▾
🗨	Tue	2/22	New						▾
🗨	Wed	2/23	New						▾

- For **Exempt** Employees, time should be entered as total hours worked for the day. Additional rows can be added for differentials if needed.

Select Another Timesheet

*View By Calendar Period ▾   Previous Period   Next Period
*Date 02/19/2017 🗓 ↻   Previous Employee   Next Employee
Scheduled Hours 80.00   Reported Hours 0.00

From Sunday 02/19/2017 to Monday 03/20/2017 ⑦

Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Sun 2/26	
	8.00	8.00	8.00	8.00	8.00			

[Submit]

| **Reported Time Status** | Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time |

Reported Time Status   Personalize | Find | 🗗 | 🏢   1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.00			0.00	

Return to Select Employee
Return to Payable Time

Request Absence
Approve Absence
Manager Self Service
Time Management

- 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. You will need to correct the exceptions before being able to approve payable time.

Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	2/13	New							
Mon	2/14	Submitted		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00	
Tue	2/15	Submitted	⏱	7:45:00AM	12:00:00PM		4:30:00PM	4.25	
Wed	2/16	Submitted		7:45:00AM	12:00:00PM			4.25	
Thu	2/17	Submitted		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00	
Fri	2/18	Submitted	⏱				4:30:00AM		
		Submitted		7:45:00AM	12:00:00PM	12:45:00PM		4.25	
Sat	2/19	New							
Sun	2/20	New							

Reported time on or before 02/26/2011 is for a prior period.
From 02/13/2011 to

- **Low exceptions** are created when hours are entered that deviate from the assigned work schedule. Low exceptions can be approved by clicking on the Exceptions tab at the bottom of the timesheet. You can check the Allow box for low exceptions and then click the Update Exception button.

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
☐	02/28/2017	UW_PCHOT	Time Administration	Unresolved	Low	Early OUT Punch
☐	03/03/2017	UW_PCHOT	Time Administration	Unresolved	Low	Early OUT Punch

- **High 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 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 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.

- 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.
- The following items may appear on the Payable Time screen and can be distinguished by the **Time Reporting Code** Field:
  - Regular Hours (REG00)
  - Night Differential (ND045)
  - Weekend Differential (WD060)
  - Overtime (OT150)

- 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 - On the **Approve Payable Time** page, you will have links in the upper right hand corner to go to "Next Employee" and/or go to "Previous Employee". You can also use the **Return to Approval Summary** link to go back to your search.

Questions? Please contact us at payrollandbenefits@uwgb.edu or (920) 465-2203.