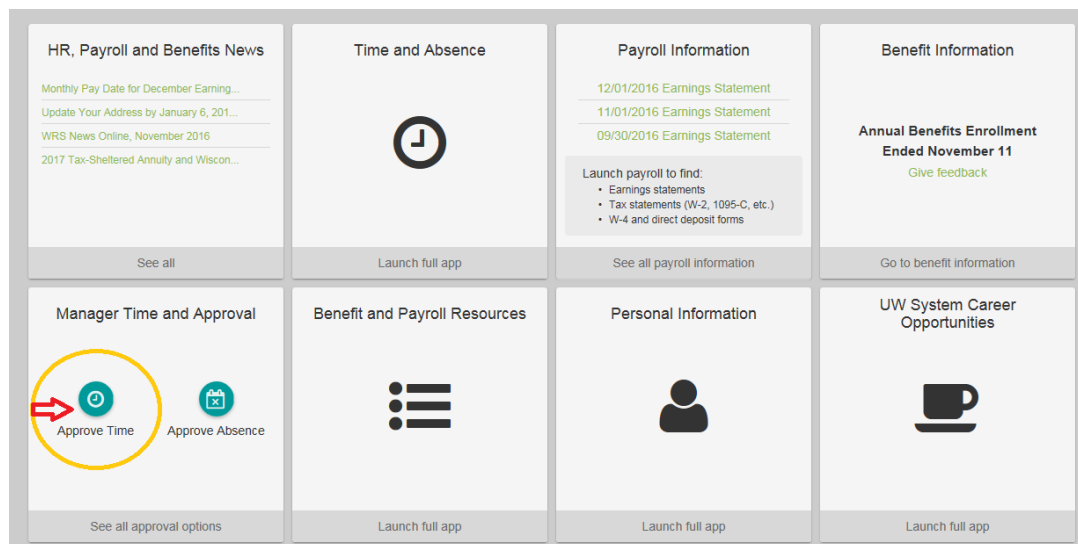


Timesheet Considerations

- 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 Biweekly Payroll Schedule is available on the Payroll Schedules webpage: <http://www.uwgb.edu/human-resources/payroll/payroll-schedules/>

Log in to the portal

- My UW System portal: <https://my.wisconsin.edu/>
- A link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#)
- Scroll to the "Manager Time and Approval" section
- Click on the "Approve Time" link. This will take you into HRS to approve the submitted timesheets.

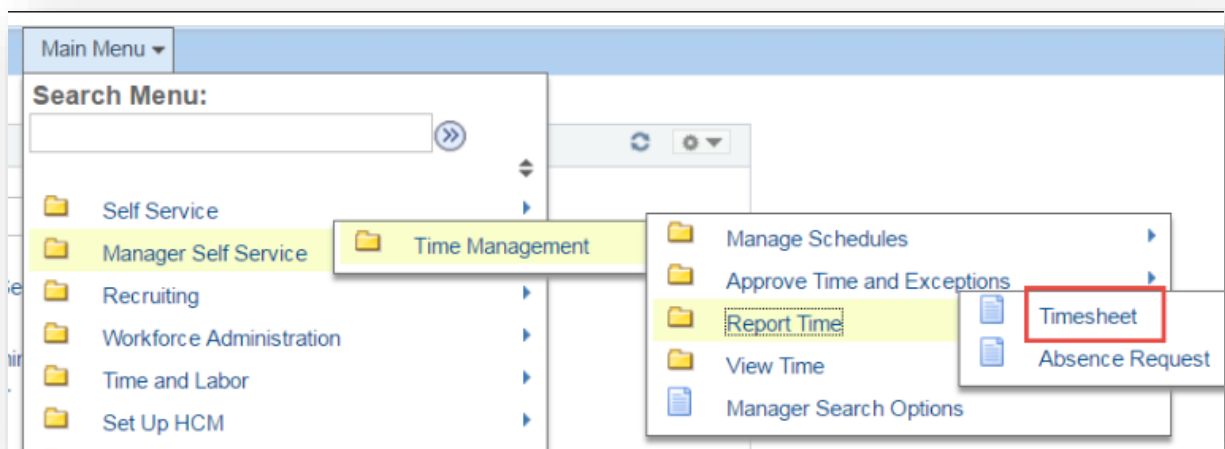


Approve Payable Time Page

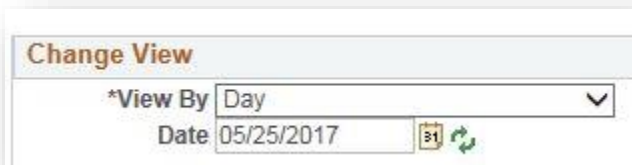
- After clicking on Approve Time you will be brought to the Approve Payable Time page.
- Search for your employees
 - Time Reporter Group - click on the magnifying glass icon to the right of the Time Reporter Group field, and then click on the 'B' number to get employees who you are the primary

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 up, he or she doesn't have hours submitted and awaiting approval. To access their timesheet, at the top menu bar, please click on Main Menu > Manager Self Service > Time Management > Report Time > Timesheet, then enter the search criteria, and click on the employee's last name to pull up the timesheet.



- If the employee's position started during this pay period, you may need to change the view to "Day" and enter the employee's start date and click the refresh green arrows.



- 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**.

Approval Details ? Personalize | Find | View All | [21] | First 1-4 of 4 Last

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	05/20/2017	REG00	Needs Approval	2.75 Hours			Adjust Reported Time	
<input type="checkbox"/>	05/20/2017	WD060	Needs Approval	2.75 Hours			Adjust Reported Time	
<input type="checkbox"/>	05/21/2017	REG00	Needs Approval	3.50 Hours			Adjust Reported Time	
<input type="checkbox"/>	05/21/2017	WD060	Needs Approval	3.50 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, 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 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						

- 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	<input type="text" value="VACTN - Vacation"/>	<input type="text" value="4.00"/>
						VACTN - Vacation	4.00
	7:45:00AM	11:45:00AM			4.00	<input type="text" value="VACTN - Vacation"/>	<input type="text" value="4.00"/>
						VACTN - Vacation	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	<input type="text" value="VACTN - Vacation"/>	<input type="text" value="4.00"/>
					VACTN - Vacation	4.00
7:45:00AM			11:45:00AM	4.00	<input type="text" value="VACTN - Vacation"/>	<input type="text" value="4.00"/>
					VACTN - Vacation	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.

Reported Time Summary

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

[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.
- 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): Time worked between 6:00 p.m. and 6:00 a.m.
 - Weekend Differential (WD060): Time worked between 12:00 a.m. Saturday and 11:59 p.m. Sunday
 - Overtime (OT150): Time worked over 40 hours in a week (Sunday through Saturday)

Approval Details ?			
Overview	Time Reporting Elements		Cost Task R
Select	Date	Time Reporting Code	Status
<input type="checkbox"/>	02/22/2017	ND045	Needs Approval
<input type="checkbox"/>	02/22/2017	REG00	Needs Approval
<input type="checkbox"/>	02/23/2017	REG00	Needs Approval
<input type="checkbox"/>	02/24/2017	REG00	Needs Approval
<input type="checkbox"/>	02/25/2017	OT150	Needs Approval
<input type="checkbox"/>	02/25/2017	REG00	Needs Approval
<input type="checkbox"/>	02/25/2017	WD060	Needs Approval
<input type="checkbox"/>	02/26/2017	REG00	Needs Approval
<input type="checkbox"/>	02/26/2017	WD060	Needs Approval
<input type="checkbox"/>	02/27/2017	REG00	Needs Approval
Select All		Deselect All	
Approve		Deny	Pu

- 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.
- 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.

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