Manager Self-Service (MSS)
Approving Student and LTE Timesheet Reference Guide

HRS Self-Service Reference Website:
http://www.uwosh.edu/hr/hrs/hrs-self-service

Includes approval and payroll schedules, how-to videos, and reference materials

Recommendation: Watch the How-To Video for details on approvals

What Do I Do?

1. Review Timesheet 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 Payable Time – Timesheet Approval *(for bi-weekly employees only)*

- 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:

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

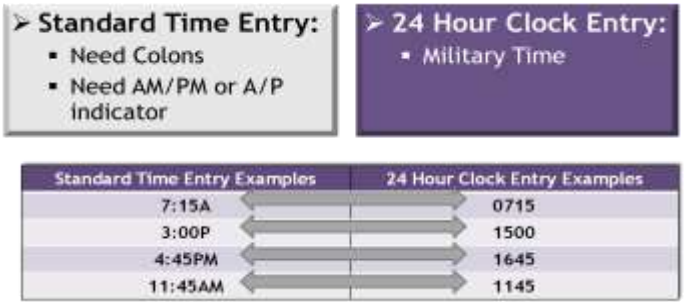
Notes About Timesheets

- **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.



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

- **<u>If multiple jobs</u>, supervisor must indicate appropriate overtime code**:

  OT 150 – Overtime 1.5*

***NOTE:** Supervisor **must** indicate overtime TRC <u>only if work multiple jobs</u> 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.

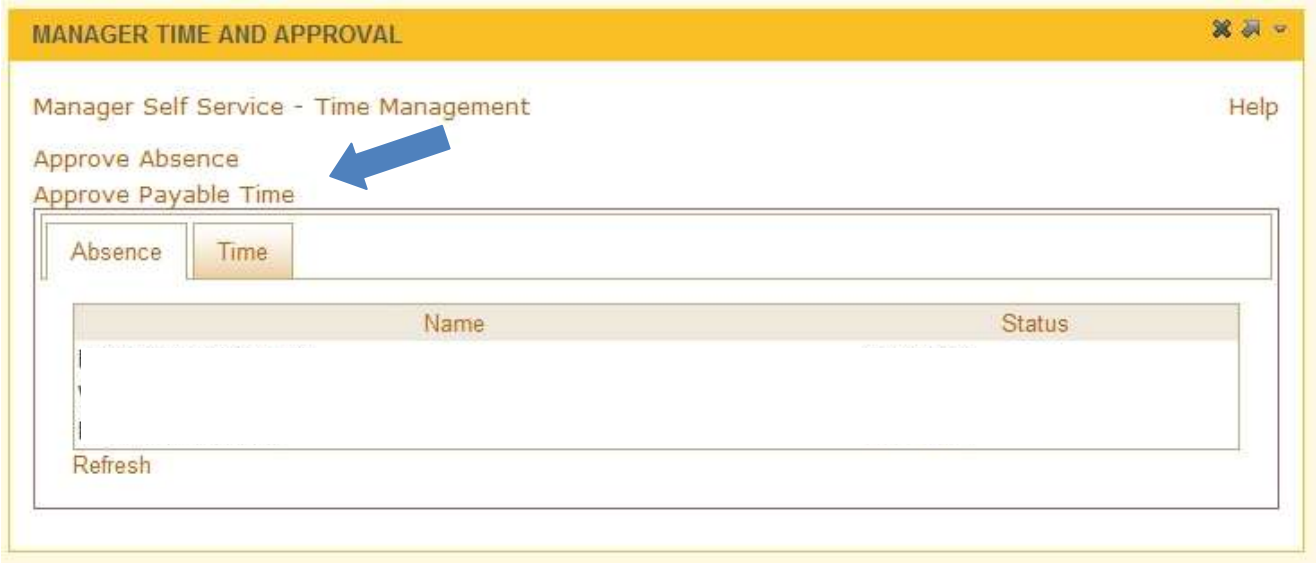
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	**EE:** Enter time and submit each day	Week 1 of Pay Period			**EE:** Enter time and submit for the whole week if not already completed. **SUPV:** Correct Exceptions; Approve time for Week 1	
	EE: Enter time and submit each 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 Timesheet Hours

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

Approvers: Scroll down to MANAGER TIME AND APPROVAL section

Click on "Approve Payable Time" to approve Timesheet Hours

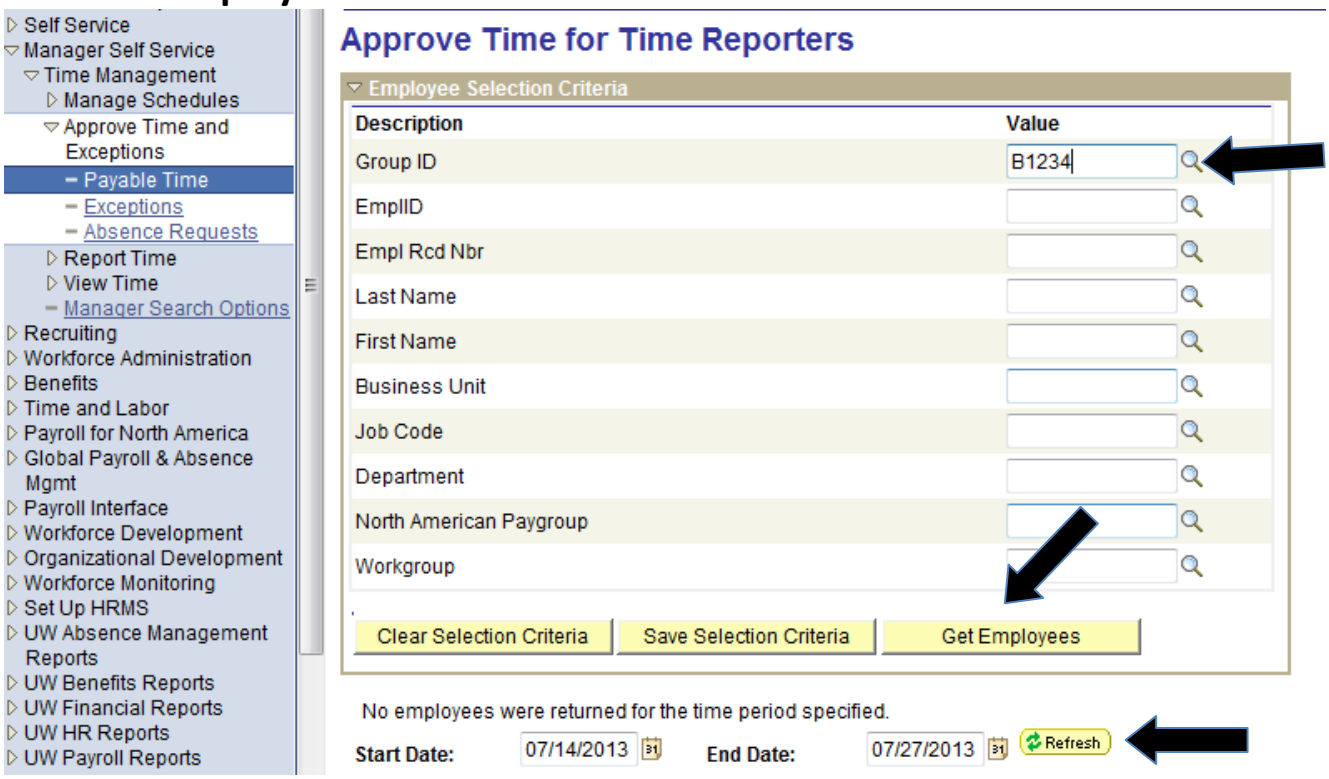


How to Check Exceptions and Approve Payable Time (Timesheets)

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

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 approve the 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 and View the Summary of Hours.

Review Data Entry (the timesheet after clicking on Adjusted Reported Time)

After clicking Adjusted Reported Time, you will be taken to the entire timesheet. Review Data Entry on the timesheet and View the Summary of Hours.

You may notice "time bombs" on the timesheet.

If there is a "time bomb" - Click on the "time bomb" to view the exception description

- **Refer to "What Are Exceptions?" in this reference guide for more details on exceptions**
- Once click on then can allow exception if it makes sense or return to timesheet to fix time entry issue

See page 11 for how to process exceptions

Timesheet

Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
Sun	7/1	New									0.00
Mon	7/2	Submitted		8:30:00AM			4:30:00PM	8.00			8.00
Tue	7/3	Submitted		8:30:00AM			4:30:00PM	8.00			8.00
Wed	7/4	Submitted					4:30:00PM				8.00
Thu	7/5	New									8.00

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**

Click on Summary of Hours to see Total Hours Actually Approving

Timesheet itself does not show you night or weekend differential, comp time earned, overtime earned, legal holiday generation.

Must click on the Summary of Hours to view the total hours you are approving.

It is located below the yellow clear button on the Timesheet

Tue	6/14	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF
Wed	6/15	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF
Thu	6/16	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF
Fri	6/17	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF
Sat	6/18									0.00	UW_DEF

Clear

Summary of Hours

Absence Event - click to view

Reported Hours Summary - click to view

Balances - click to view

Submit | Approve Selected | Deny Selected

Summary of Hours Review

If this all makes sense, then time admin has evaluated the absence approvals and it is ok to approve as is. If this does not make sense, return to timesheet and determine whether there are exceptions that need managing or if there is a time entry error.

Empl Rcd Nbr: 0 **Working Title:** UNIV SERVICES ASSOC 2

Pay End Date: 07/27/2013

TRC Totals Customize | Find | First 1-3 of 3 Last

Time Reporting Code	Short Description	Hours
1 PSHOL	Prs Holday	0.500000
2 REG00	Reg Hour	55.000000
3 SCKLV	Sick Leave	3.500000

Total80 for Empl_Rcd: 59.000000

Total80 for Employee: 59.000000

Look at TRC Totals section to see the overtime, night and weekend differentials, regular hours and leave usage for accuracy.

Regular Hours plus Leave usage should equal FTE

Return

If all ok and ready to Approve

Click *Return* on Summary of Hours

Click on Return to Approval Details

Tue	6/14	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Wed	6/15	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Thu	6/16	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Fri	6/17	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Sat	6/18	New								0.00	UW_DEF.

Clear

Summary of Hours
Absence Event - click to view

Reported Hours Summary - click to view

Balances - click to view

Submit Approve Selected Deny Selected

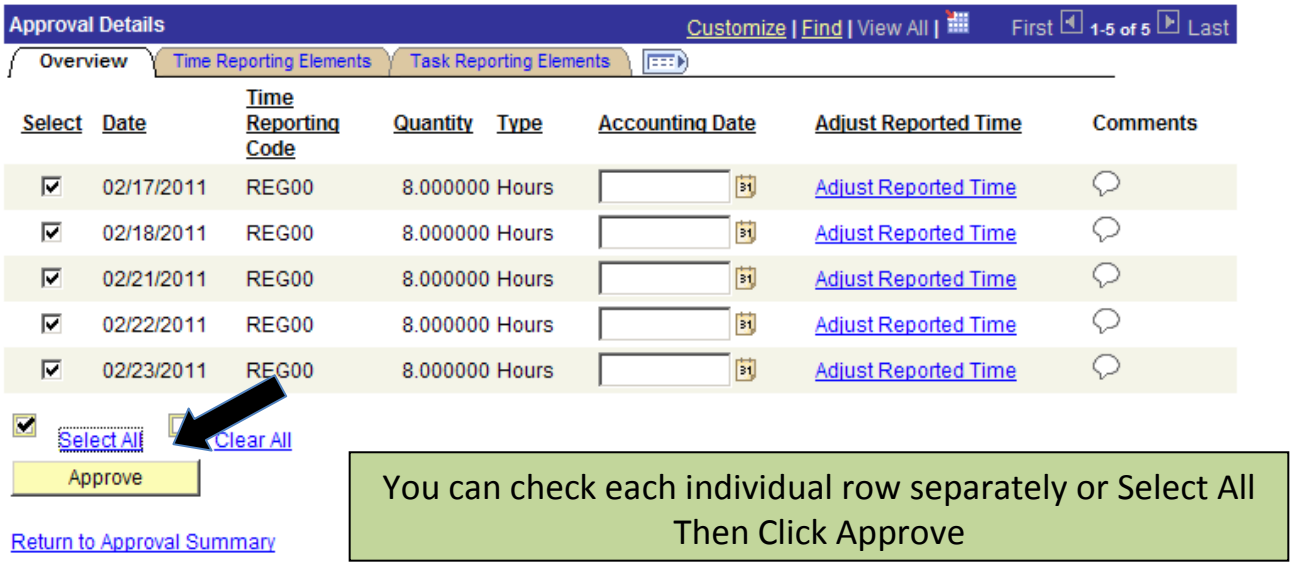
Go To:
Manager Self Service
Time Management
Elapsed Timesheet
Return to Select Employee
Return to Approval Details
Request Absence
Approve Absence

Return to Approval Details is where the actual approval process takes place

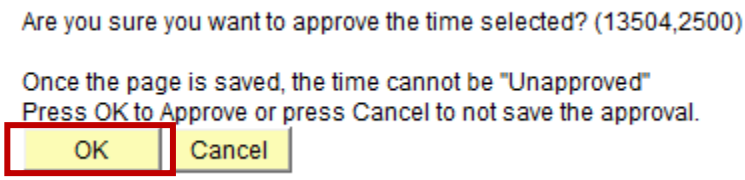
Approval Details Screen

Select All Dates so there is a check in each box

Click Approve

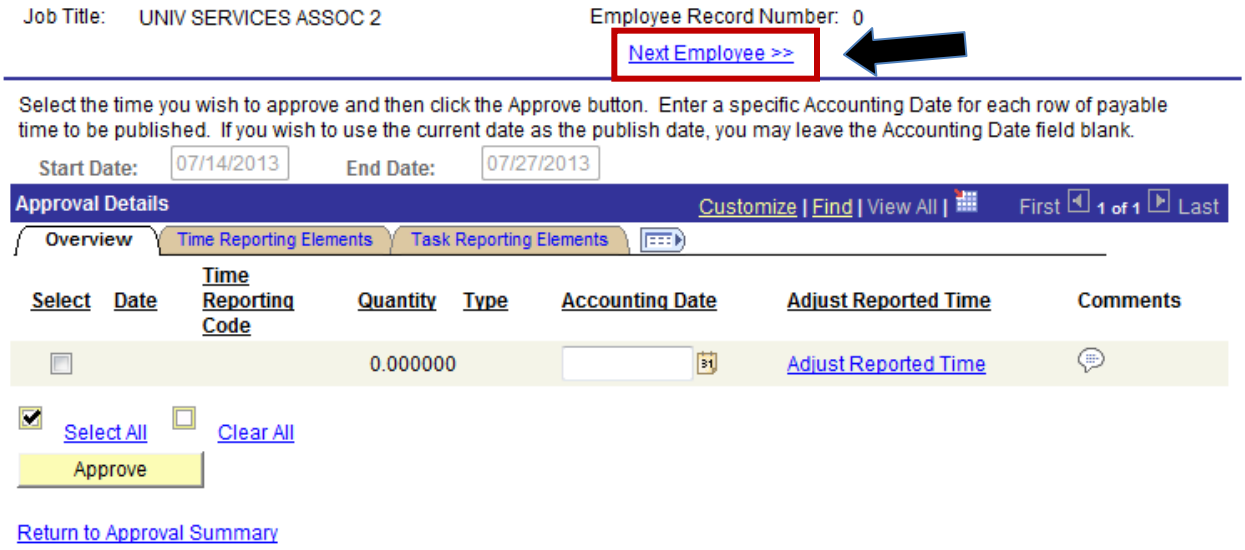


Click OK



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.

What are Exceptions?

- **Occur and can view on the *timesheet*** after Time Administration runs
- **Click on the "time bomb" on the timesheet to view the exception description**
- **Once click on then can allow exception or return to timesheet to fix time entry**
- Time is entered by employees; Time Administration processes to analyze entered time according to UW System rules. Exceptions created for time which meets specific criteria.

Type of Exception seen for Students and LTEs:

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

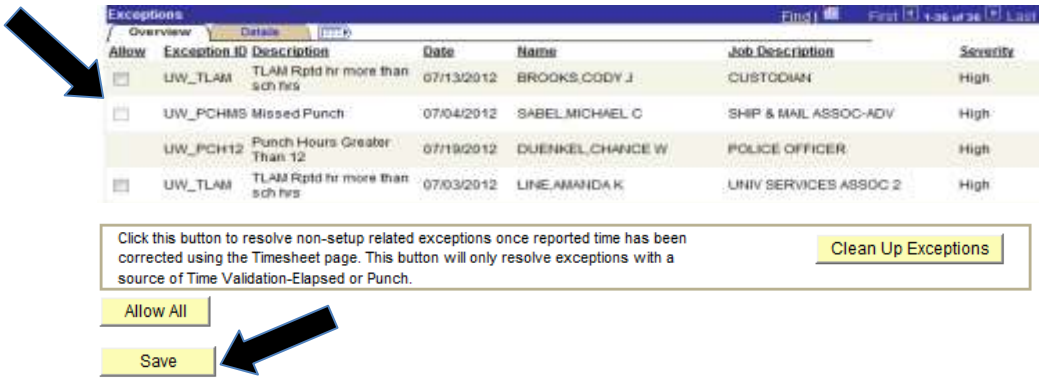
- **Punch Hours Greater Than 12**
  - Punch may be accurate, Approver must allow for hours to be paid
  - If punch inaccurate, must be fixed or hours will not be paid

Allowing Exceptions

Click on box in Allow column if exception is ok, then click Save

Will not be able to click on box next to Missed Punch exception; must fix

Do not use the Clean Up Exceptions button – will not process anything



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

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

- **View Exceptions for all Employees you Supervise -**
  This view helps you see if there are any exceptions that need to be reviewed, corrected, and/or allowed by the Approver. Approvers are the only ones that can allow an exception. Employees view and can correct exceptions on their own timesheet.

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

NOTE: When viewing these pages, be aware of when employee or Approver may have made changes to timesheet. These changes will not clear out the exception "time bomb" until after the time administration process has run.

Reference Materials, How-To Videos and Handouts, Pay and Approval Schedules, Etc

The HRS Self-Service webpage provides how-to handouts for employees and approvers as well as pay and approval schedules and video references.

HRS Self-Service Website: http://www.uwosh.edu/hr/hrs-self-service

Open Office Hours Schedule

Open office hours are available for all employees and approvers needing assistance with absence/timesheet entry and approval. This is not for full training. On-line videos and handouts are available for viewing via the HRS Self-Service webpage.

Open office hours are the first Monday and the second Thursday of each biweekly payroll. View the payroll schedule for the pay period dates.

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.