

## INTRODUCTION

**Web Time Sheet** is the new automated **time reporting and approval process**. This user's guide will provide an overview of the system and how to submit your work hours via the web. For additional information or training, please contact the Payroll Office.

### Web Time Sheet Advantages:

1. Access to time sheet at your convenience, from any internet accessible computer.
2. Ability to check the status of your time sheet throughout the pay period process.
3. Increased accuracy of data collection and eliminate current paper process.
4. Data feeds directly into the Payroll system after supervisor approval.
5. Reduced labor cost and increased customer service.

### Understanding User Roles and Status:

**Originator** – The originator is the employee who enters hours on time sheet and submits to Approver. No changes can be made after the time sheet has been submitted for approval. The initial status will be Not Started and change to In Progress as time is entered. If the approver does not agree with the time sheet submitted they may Return for Correction. The originator must then correct and re-submit. Originator should check their time to ensure the status is updated to Approved and then Completed before the pay period deadline. Immediately contact your Approver if time-sheet is not approved.

**Acknowledger** – Typically the acknowledger is a senior manager who reviews time sheets within the organization / department. The acknowledger may only indicate that they have reviewed the time sheet. Only approvers and originators can change time sheets. No action is required by the acknowledger for processing of time sheet. This person is also known as the FYI (For Your Information) user.

**Approver** – Typically the approver is the Supervisor or Time Keeper of the originator. Time sheets in Pending status are awaiting approval. The approver must approve the time sheet before it can be processed by Payroll. They may also correct the time sheet or Return for Correction to originator. The Approver must immediately notify the originator if they make changes or Return for Correction. Time sheets must be approved before the payroll deadline. Only approved time-sheets will be processed. When a time sheet has been approved the status will change to Approved. At this point the time sheet is ready for processing and only Payroll can make changes. When the time sheet has been processed by payroll the status will change to Completed. An approver must select a Proxy who can approve time sheets in their absence.

**Proxy** – The proxy is a person selected by the approver to act on their behalf. The proxy can approve time sheets for the Approver.

### Originator / Employee Responsibility:

1. Enter hours worked on a daily basis.
2. Submit time by the end of the pay period or work week.
3. If time is not submitted via the web, you must fill out paper time-sheet and obtain supervisors signature before end of pay period.