K. Submitting Time:

Reminder: Hours must be entered on the Time Sheet on a daily basis. Enter the hours worked, click Save, and exit UIS website. Repeat this step throughout the pay period.

Caution: Do not submit hours until time entry has been completed for the entire pay period. Once the time sheet has been submitted for approval, it cannot be accessed by the originator.

1. When you have finished entering time for the entire pay period and your time sheet is ready for approval, click on the Submit button to send your time sheet to your Approver. Your time sheet cannot be approved and processed until it has been submitted.

2. Check the status of your time sheet on the position selection page.

Note: Employees are responsible for submitting their time sheet to the approver. Employees who fail to submit time sheet for approval will not receive a paycheck for the pay period and must contact the Payroll Office.

3. The status is set to Pending when the time sheet is submitted. The status will remain as Pending until the Approver takes action.

4. The status is set to Awaiting Approval if the time sheet record is returned to the employee for correction.

5. The status is set to Error if the time sheet record contains an error. Contact the Payroll Office extension 6345.

6. The status is set to Approved after the Approver sends it to Payroll for processing.

Note: Approvers are responsible for approving their employees time sheet. Time sheets not approved by the due date will not be processed. Time sheets with no hours do not need approval.

7. The status is set to Completed when Payroll has processed the time sheet.