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 <u>after</u> 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. <u>If time is not submitted via the web, you must fill out paper time-sheet and obtain supervisors signature before end of pay period.</u>

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4. Review and maintain accurate attendance records.

Approver / Supervisor Responsibility:
1. Notify Payroll of changes or updates in web Approver or Proxy list. During the initial set-up department managers will work with Payroll to establish web approver list and Proxy.
2. Approvers will set-up Proxy Approver who will approve time in their absence.
3. Approvers will log-on to web and review employee time. Any changes will be communicated to employee prior to final approval.
4. Approvers will submit employee time at end of pay period or before designated due date and time (check pay schedule due dates).
5. If time is not submitted via web a paper time-sheet must be sent to Payroll before the end of the pay period.

Originator and Approver must ensure time is approved by the due date. Time sheets not approved will not be processed by Payroll.   Only time sheets with a final status of *Completed* are processed by payroll and receive a paycheck.

Payroll pay schedule can be found at the following website:
http://www.stjohns.edu/faculty/hr/payroll/biweekly.sju