INTRODUCTION

You, as a supervisor or time approver, may manage employees from one or more of the following categories:

- **Student** – Does not earn leave. Paid bi-weekly based on time reported.
- **University Staff-Temporary** – Does not earn leave. Paid bi-weekly based on time reported.
- **University Staff** – Eligible to earn leave hourly. Paid bi-weekly on time and absences reported
- **Unclassified (Faculty, Academic Staff and Limited (Administrative))** – Leave eligibility depends on the nature of their position. Salaries are paid monthly and do not report time worked; only absence.

All employees use the same system to report their time and/or absences. What they enter depends on the above. It is the employee’s responsibility to enter their time and absences correctly and timely.

It is the supervisor’s responsibility to approve time and absences properly and in time. If that is not done:
- Bi-weekly timesheet employees (student, Temporary & University Staff) WILL NOT BE PAID.
- Unclassified employees will have inaccurate leave balances and could lose sick leave.

A ‘back-up approver’ is set up for all bi-weekly employees. Coordinate with your back-up if needed.

Please notify HR of any approver or backup approver changes at least 2 weeks in advance of the change by using the Time and Absence Approver Change Form on the HR Forms page.

There are three supervisor elements to time and absence approval. Please perform them in the order below:

1. **Approve Absences** (vacation, sick leave, no leave taken, etc.)
   - Applies only to leave-eligible employees
2. **Clear Timesheet Exceptions**
   - Applies only to employees paid bi-weekly and non-salaried.
   - If employees enter time properly there will be no exceptions
3. **Approve Payable Time** (timesheet)
   - Applies to all biweekly employees
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Best practice is to perform these activities WEEKLY ON MONDAYS (However, final deadlines are below):

- **End of day Monday** after bi-weekly pay period – Approve absences
- **End of day Tuesday** after bi-weekly pay period – Ensure all timesheet exceptions are cleared.
  - After resolving exceptions, you must wait for Time Admin to run before re-reviewing exceptions and approving payable time.
- **10am Wednesday** after the bi-weekly pay period – Approve bi-weekly timesheets.
- **10th of the month** – Approve prior month’s Unclassified absences
  - Note: Unclassified will either enter individual entries for each absence date/range, or one ‘no leave taken’ entry at the end of the month (dated with ‘start date’ and ‘end date’ of the 1st of the month). 9M faculty contracted for any part of the summer must report for one month during this period.
  - If you are also managing employees from other categories, you may find it easiest to approve Unclassified absences on the weekly or bi-weekly schedule along with the other employees.

Recurring calendar reminders are a great way to remind yourself to do this.

See Bi-weekly schedule found [here](#).

**DETAILED STEPS**

1. **APPROVE ABSENCES**

   *Note: If you supervise only student and/or Temporary employees, proceed to Step 2-Clear Timesheet Exceptions.*

   **HOW TO SEARCH ABSENCE (ABSENCES NEEDING APPROVAL)**
   - Sign into ‘My UW System’. ([www.uwrf.edu](http://www.uwrf.edu) > Faculty/Staff > My UW System)
   - Locate the ‘Manager and Time Approval’ box.
   - A list of employees with absences ready for approval will be seen by clicking on the ‘Absence’ tab.

   ![Manager Time and Approval](image)

   - **Absence**
   - **Time**
   - **Name**
   - **Status**: Needs Approval

Recurring calendar reminders are a great way to remind yourself to do this.
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- Only employees who have entered absences will be listed.
- Click on ‘Approve Absence’.
- You will be prompted to log-in to HRS This will bring you to the ‘Absence Requests’ screen.
- The list of employees and requests changes based on the “Show Requests by Status” selected. Default status is ‘Pending’

**Absence Requests**

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Job Title</th>
<th>Absence Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>TARA DAVIES-FOX</td>
<td></td>
<td>UV HUMAN RESOURCES MG</td>
<td>Personal Holiday (CLS)</td>
<td>03/02/2012</td>
<td>03/02/2012</td>
<td>Submitted</td>
<td>03/02/2012</td>
</tr>
<tr>
<td>ERIC STEINER</td>
<td></td>
<td>PAY &amp; BEN SPEC CONF</td>
<td>Vacation (CLS)</td>
<td>03/02/2012</td>
<td>03/02/2012</td>
<td>Submitted</td>
<td>03/02/2012</td>
</tr>
<tr>
<td>TARA DAVIES-FOX</td>
<td></td>
<td>UV HUMAN RESOURCES MG</td>
<td>Sick Leave (CLS)</td>
<td>02/28/2012</td>
<td>02/28/2012</td>
<td>Submitted</td>
<td>02/28/2012</td>
</tr>
<tr>
<td>ERIC STEINER</td>
<td></td>
<td>PAY &amp; BEN SPEC CONF</td>
<td>Vacation (CLS)</td>
<td>03/02/2012</td>
<td>03/02/2012</td>
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<td>03/02/2012</td>
</tr>
</tbody>
</table>

**Absence Requests**

**Absence Requests**

- To review and approve an absence request, click on the employee’s name. This opens a “Request Details” page.
- Click on the appropriate action to take on this request (Approve, Deny, or Push Back).
  A. Approve – Verify the employee has enough
  B. Deny – Not to be used at this time
  C. Push Back – Used when the date/time/type requested does not match prior approved request

- Confirm the approved absence.
- If more absences to approve, click on the next employee’s name.
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If all of your employees are salaried, you have completed the approval process and you may sign-out. If you have bi-weekly staff please proceed to Step 2-Clear Timesheet Exceptions.

2. CLEAR TIMESHEET EXCEPTIONS (entry errors)

HOW TO SEARCH FOR EXCEPTIONS

- Use one of the two methods below (A or B) to get into the ‘Manage Exceptions’ screen.
  
  A. If you have just finished approving Absences (Step 1) and are still in HRS:
     - Use the menu on the left to navigate to: Manager Self Service>Time Management> Approve Time and Exceptions>Exceptions
     - This will take you to a ‘Manage Exceptions’ screen
     - OR -
  
  B. If you are not in HRS:
     - Sign into ‘My UW System’ (www.uwrf.edu > Faculty/Staff > My UW System)
     - Locate the ‘Manager and Time Approval’ box.
     - A list of employees with time ready for approval will be seen under the Time tab. Only employees who have entered time will be listed.
     - Click on ‘Approve Payable Time’.

   ![Manager Time and Approval Screen]

   - You will be prompted to log-in to HRS
   - This will bring you to the ‘Approve Time for Time Reporters’ screen.
   - Click on Time Management link at the bottom, which opens the Menu on the left hand side.
   - Click on Exceptions. This will take you to a ‘Manage Exceptions’ screen

- You are now on the ‘Manage Exceptions’ screen. Be sure the appropriate Group ID is in the top box (click on magnifying glass to select)
  
  A. "A" Static Groups - Payroll Coordinator
  B. "B" Static Groups - UW Supervisor
  C. "C" Static Groups - UW Supervisor Backup
  D. "D" Static Groups - Non UW Supervisor
  E. "E" Static Groups - Non UW Supervisor Backup
  F. “F” Dynamic Groups – Not to be used
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- Click Get Employees
- This will display a list of any employees who have timesheet exceptions or will indicate ‘no employees were found based on your selection criteria.’ If none are found, proceed to Step 3-Approve Payable Time
- Timesheets of any employees listed will need to be corrected prior to approving payable time.

ABOUT EXCEPTIONS
- The most common exceptions include Missed Punch, Punch Hours Greater than 12, and More than 24 Hours Reported.
  - A Missed Punch may mean one of two things. Either the employee forgot to punch in or out, or they have entered their time incorrectly. The latter is usually true. If employees work one shift during the day, their ‘in’ punch must be placed in the far left column. Their ‘out’ punch must be placed in the far right ‘out’ column.
  - For Punch Hours Greater than 12 and More than 24 Hours Reported, verify that the days and times are correct. Things to look for:
    - Was a punch supposed to be ‘AM’ and not ‘PM’? Was it a shift spanning two days?
    - If it was a matter of ‘AM’ versus ‘PM’. Correct and resubmit the timesheet.
    - Shifts spanning two days- See KB document http://kb.wisc.edu/hrs/page.php?id=17038.

HOW TO CORRECT EXCEPTIONS
- DO NOT use the ‘Clean up Exceptions’ button.
- If the exception
  - does not require further investigation (the employee actually did work more than 12 hours), click on ‘Allow’ and ‘Save’.
  - requires further investigation:
    - Best practice is to ask your employee to correct their timesheet errors.
    - If needed, supervisors may also correct exceptions through: Manager Self Service>Time Management> Approve Time and Exceptions>Approve Payable Time
      - Use the appropriate ‘Group ID’ and click on Get Employees
      - Click on the name of the employee with exceptions
      - Click on Adjust Reported Time. This will take you into their timesheet.
      - Look for the line that has a stopwatch icon in the ‘Exceptions’ column
      - Make the appropriate corrections and submit changes by clicking the ‘SUBMIT’ button at the bottom of the Timesheet page.

You will have to wait for the next Time Administration process to run before you can approve these hours using the details in Step 3-Approve Payable Time.

For additional information on approving time with exceptions, check out the ‘Review and Approve Exceptions’ KB document https://kb.wisc.edu/hrs/page.php?id=15567

3. APPROVE PAYABLE TIME (Timesheet)
- Use one of the two methods below (A or B) to get into the ‘Approve Time for Time Reporters’ screen.
  A. If you have just finished reviewing exceptions (Step 2) and are still in HRS:
    i. Use the menu on the left to navigate to: Manager Self Service>Time Management> Approve Time and Exceptions>Approve Payable Time
    ii. This will bring you to the ‘Approve Time for Time Reporters’ screen.
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– OR -

If you are not in HRS:

iii. Sign into ‘My UW System’ (www.uwrf.edu > Faculty/Staff > My UW System)

iv. Locate the ‘Manager and Time Approval’ box.

v. A list of employees with time ready for approval will be seen under the Time tab. Only employees who have entered time will be listed.

vi. Click on ‘Approve Payable Time’.

vii. You will be prompted to log-in to HRS

viii. This will bring you to the ‘Approve Time for Time Reporters’ screen.

• Click on the magnifying class next to the box for ‘Group ID’. (1)

A. Select the appropriate group and click on “Save Selection Criteria”. (2)

  ▪ “A” Static Groups - Payroll Coordinator
  ▪ “B” Static Groups - UW Supervisor
  ▪ “C” Static Groups - UW Supervisor Backup
  ▪ “D” Static Groups - Non UW Supervisor
  ▪ “E” Static Groups - Non UW Supervisor Backup
  ▪ “F” Dynamic Groups – Not to be used
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- For the start and end date, enter the first and last day of the pay period. (3)
  A. Example: If you are searching time for the Nov. B pay period, enter 11/06/11 as the start date and 11/19/11 as the end date. If you are unsure of the payroll calendar, see pay schedules on the UWRF HRS Self Service web page.

- Click ‘Get Employees’. (4)
- A list of all employees who have entered time will be displayed
- Each Employee’s time needs to be approved. The Approval Details will look different,
  A. NonExempt (overtime eligible) will show in and out punches
  B. Exempt (salaried) will show total hours worked per day
- Click on the first employee in the list.
- Time needing to be approved will be displayed by date in ‘Approval Details’.

Non-Exempt Staff (overtime eligible):

- For each Non-Exempt employee:
  A. Verify the time listed in the timesheet is correct. Compare to scheduled time, if possible.
  B. Verify that all exceptions have been cleared. To do so, click on ‘Adjust Reported Time’. This will open the employee’s timesheet for that pay period. If there are exceptions remaining, there will be an icon beside the date in which the exception occurred. For more on correcting exceptions, see the ‘About Exceptions/How to Correct Exceptions’ sections.
- If there are no exceptions, scroll down the page and click ‘Return to Approval Details’.
- If you are approving one week at a time, select each individual date and hit ‘Approve’. NOTE: Select All will select ALL time awaiting approval even if it’s not in your current view.
- Confirm the approval. Verify there was a ‘saved’ confirmation.
- To access the next employee’s time, click ‘Next Employee’ at the top of the page.
- Repeat the above steps for each employee.

For further assistance, check out the Approve Payable Time KB document https://kb.wisc.edu/hrs/page.php?id=15628

EXEMPT Staff (Salaried, report total hours per day)

For each Exempt employee, verify the hours listed in the timesheet are correct.
If all is correct, scroll down the page and click ‘Return to Approval Details’.

- To approve all time click each box and hit ‘Approve’.
- Confirm the approval. Verify there was a ‘saved’ confirmation.
- To access the next employee’s time, click ‘Next Employee’ at the top of the page and
- Repeat the above steps for each employee.

**ADDITIONAL INFORMATION**

**VERIFYING TIME STATUS** - The status of employee’s time can be verified using Payable Time Detail.

- In HRS, follow Manager Self Service> Time Management> View Time> Payable Time Detail.
- Search by the appropriate Group ID.
- Click on the first employee in the list.
- Set the dates for the pay period in question. Click ‘Refresh’.
- Review the date, status, and quantity. For more detail, use the Task Reporting Elements tab. This tab will allow you to see when the time was approved and by whom.
- To access the next employee’s time, click ‘Next Employee’ at the top of the page.