Student Payroll – Approving Time

APPROVAL TIMELINE (WEEK AFTER PAY PERIOD END)

- Approvers review/resolve time exceptions (after 2pm Monday).
- Approvers re-review and resolve time exceptions. If none, approve payable time (by 10am Tuesday).
- Approvers review and resolve time exceptions on approved/corrected time (after 2pm Tuesday).
- FINAL DEADLINE to approve payable time (by 10am Wednesday).

HOW TO SEARCH PAYABLE TIME (TIME NEEDING APPROVAL)

- Sign into ‘My UW System’.
- Locate the ‘Manager and Time Approval’ box.
- Click on ‘Approve Payable Time’.
- You will be prompted to log-in to HRS
- This will bring you to the ‘Approve Time for Time Reporters’ screen.
- Click on the magnifying class next to the box for ‘Group ID’.
  - Select the appropriate group and click on “Save Selection Criteria.” This will save a Group ID default for when you visit this screen in the future. It is not necessary to “Save Selection Criteria” again unless you change your selection.
    - "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
- For the start and end date, enter the first and last day of the pay period.
  - 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 Student Payroll web page.
- Click ‘Get Employees’.

<table>
<thead>
<tr>
<th>Employee Selection Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Group ID</td>
<td>B</td>
</tr>
<tr>
<td>EmplID</td>
<td></td>
</tr>
<tr>
<td>Empl Rld Nor</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Workgroup</td>
<td></td>
</tr>
</tbody>
</table>

No employees were returned for the time period specified.

2. **Start Date:** 11/06/2011  | **End Date:** 11/19/2011
=Goto: Manager-Self Service
=Time Management
HOW TO APPROVE PAYABLE TIME

- Click on the first student in the list.
- Time needing to be approved will be displayed by date in ‘Approval Details’.
- For each student:
  - Verify the time listed in the timesheet is correct. Compare to paper timesheet or punched time, if possible.
  - Verify that there are NO exceptions. To do so, click on ‘Adjust Reported Time’. This will open the student’s timesheet for that pay period. If there are exceptions, there will be an icon beside the date in which the exception occurred. To correct exceptions, see the ‘How to Correct Exceptions’ section.
- If there are no exceptions, scroll down the page and click ‘Return to Approval Details’.
- To approve all time click ‘Select All’ to check all the boxes.
- Hit ‘Approve’.
- Confirm the approval.
- Verify there was a ‘saved’ confirmation.
- To access the next student’s time, click ‘Next Employee’ at the top of the page.
- Repeat the above steps for each student.

Applying Payable Time

Employee ID:

[Image: Timesheet screenshot]

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 11/06/2011  End Date: 11/13/2011

For further assistance, check out the Approve Payable Time KB document [http://kb.wisc.edu/hrs/page.php?id=17186](http://kb.wisc.edu/hrs/page.php?id=17186)

HOW TO CORRECT 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 students forgot to punch in or out, or they have punched their time incorrectly. The latter is usually true. If students work one shift during the day, their ‘in’ punch must be placed in the far left column. Their ‘out’ punch 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](http://kb.wisc.edu/hrs/page.php?id=17038) or Student Time Entry document available on the UWRF Student Payroll web page.
- Make appropriate corrections and submit changes. You will have to wait for the next Time Administration process to run before you can approve these hours. There is an HRS processing feed on the UWRF Student Payroll page that tracks the start and completion of the Time Administration runs.

1/3/13
Approve time next day using the steps in ‘How to Approve Payable Time’
For additional information on approving time with exceptions, check out Approving Time with Exceptions KB document
http://kb.wisc.edu/hrs/page.php?id=17168

HOW TO VERIFY TIME STATUS

- The status of students’ 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 student 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 student’s time, click ‘Next Employee’ at the top of the page.

### Payable Time Detail

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Job Title</th>
<th>Reason Code</th>
<th>Time Reporting Code</th>
<th>Time Type</th>
<th>Quantity</th>
<th>Approval Process Datetime</th>
<th>User ID</th>
<th>Publish Switch</th>
<th>Publish Date</th>
<th>Estimated Gross Pay</th>
<th>Task Reporting Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/07/2011</td>
<td>Taken by Payroll</td>
<td>STUDENT HELP</td>
<td>RE001</td>
<td>Hours</td>
<td>3.000000</td>
<td>11/20/2011 3:55:07PM</td>
<td>00205254</td>
<td>N</td>
<td>01/01/1900</td>
<td>22500000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/08/2011</td>
<td>Taken by Payroll</td>
<td>STUDENT HELP</td>
<td>RE001</td>
<td>Hours</td>
<td>4.000000</td>
<td>11/20/2011 3:55:07PM</td>
<td>00205254</td>
<td>N</td>
<td>01/01/1900</td>
<td>30000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/11/2011</td>
<td>Taken by Payroll</td>
<td>STUDENT HELP</td>
<td>RE001</td>
<td>Hours</td>
<td>2.000000</td>
<td>11/20/2011 3:55:07PM</td>
<td>00205254</td>
<td>N</td>
<td>01/01/1900</td>
<td>15000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/14/2011</td>
<td>Taken by Payroll</td>
<td>STUDENT HELP</td>
<td>RE001</td>
<td>Hours</td>
<td>3.500000</td>
<td>11/20/2011 3:55:07PM</td>
<td>00205254</td>
<td>N</td>
<td>01/01/1900</td>
<td>26250000</td>
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</tr>
<tr>
<td>11/16/2011</td>
<td>Taken by Payroll</td>
<td>STUDENT HELP</td>
<td>RE001</td>
<td>Hours</td>
<td>3.000000</td>
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<tr>
<td>11/17/2011</td>
<td>Taken by Payroll</td>
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<td>11/20/2011 3:55:07PM</td>
<td>00205254</td>
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</tr>
<tr>
<td>11/18/2011</td>
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<td>N</td>
<td>01/01/1900</td>
<td>7500000</td>
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<td></td>
</tr>
</tbody>
</table>

HOW TO ENTER TIME FOR A STUDENT EMPLOYEE

See https://kb.wisc.edu/hrs/page.php?id=17220

Please note that after submitting hours, Time Administration must run before you can go back in to approve the hours.