Important Approval Process Updates

APPROVAL DEADLINE
All approvals need to be completed typically by 12noon on Tuesdays. Early approval times may occur on occasion. **This includes all process for corrections, timesheet exceptions, and duplicate time.** You can view the approval schedule under the Absence and Timesheet Approvals Process via the Supervisor's Toolkit on the Human Resources website here: http://hr.uwosh.edu/supervisors-toolkit/

UPDATE:
At the end of last year, UW System created a new department to perform quarterly payroll audits. This requires us to tighten some of our procedures.

If a supervisor is unsure of hours entered in a timesheet, **those hours should be removed by 10:00am the day of the noon approval deadline** (typically 12noon on Tuesdays). Those hours should not be left on the timesheet. All reconciliation requires constant review of hours entered in the timesheet. If the hours in question are left on the timesheet it implies the hours should be approved.

HOW TO REMOVE HOURS FROM A TIMESHEET: http://hr.uwosh.edu/wp-content/uploads/2016/02/Removing-Hours-from-Timesheet.pdf

When the removed hours are confirmed, supervisors can input the hours, wait for time admin, and approve for the next payroll cycle. NOTE: The hours should be inputted on the actual day worked. The supervisor will need to change the start date under Approve Payable Time to find the hours when approving.

It is the supervisor's responsibility to complete approvals timely. All outstanding timesheets, including students, will be mass processed at the end of the day on Tuesdays (earlier if early payroll). This does not relinquish supervisor's responsibilities to approve all absences and timesheets.

REPEAT OFFENDERS
Approving absences and timesheets is part of the responsibilities of being a supervisor. If there are supervisors that continually do not approve absences/timesheets, these individuals will be contacted. If the action does not improve further action may need to be taken.