

## Bi-Weekly Timesheet Management Managing Pushed Back Timesheets

### Supervisor can Click Approve or Push Back for Timesheet

Start Date 05/14/2017

End Date 05/27/2017

Approval Details		Personalize   Find   View All   [Print] [Refresh] First 1-10 of 10 Last							
Overview	Time Reporting Elements	Cost	Task Reporting Elements						
Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments	
<input type="checkbox"/>	05/15/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/16/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/17/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/18/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/19/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/22/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/23/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/24/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/25/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		
<input type="checkbox"/>	05/26/2017	REG00	Needs Approval	8.00	Hours		Adjust Reported Time		

Select All

Deselect All

[Return to Approval Summary](#)

### Employee and Supervisor can View Status of Time/Absence in Payable Time Tab on Timesheet

	Wed	5/10	Submitted		7:30:00AM			5:00:00PM	9.50	
	Thu	5/11	Submitted		7:30:00AM			4:45:00PM	9.25	
	Fri	5/12	Submitted		7:45:00AM			5:00:00PM	9.25	

[Summary](#) |
 [Leave / Compensatory Time](#) |
 [Absence](#) |
 [Exceptions](#) |

#### Payable Time Viewing Option

- By TRC and Status
- By TRC, Status and Day
- Show In Detail

[View Full Detail](#)

Payable Time		Personalize   Find   [Print] [Refresh] 1-16 of 16				
Date	TRC	Description	TRC Type	Payable Status	Quantity	
05/01/2017	PSHOL	Personal Holiday	Hours	Taken by Payroll	8.00	
05/02/2017	ND045	Night Differential	Hours	Taken by Payroll	0.75	
05/02/2017	REG00	Regular Hours	Hours	Taken by Payroll	11.00	
05/03/2017	ND045	Night Differential	Hours	Taken by Payroll	1.00	
05/03/2017	REG00	Regular Hours	Hours	Taken by Payroll	11.50	
05/04/2017	REG00	Regular Hours	Hours	Taken by Payroll	7.50	
05/05/2017	OT100	Overtime 1.0	Hours	Taken by Payroll	8.00	

## What It Means and What Actions, if any, to Take

### Approve

Approving means the hours will be taken to payroll and paid to employee. Typically, no further action is needed.

Action would need to be made if:

- absences and timesheet were approved before time admin ran. In this case the supervisor would have negative timesheet hours to approve.
- employee makes a change to the timesheet after the supervisor approved the timesheet.

### Push Back

The employee's payable time is not approved because it is incorrect as listed on the timesheet. The employee should work with their supervisor to correct and resubmit the time. This *may* require UW System intervention.

**If employee makes a change to timesheet** time admin needs to run before the supervisor will see the change to approve.

**If there is no error but pushed back was selected** supervisor will need to email biweekly payroll specialist to request UW System intervention. Even if the employee clicks submit again the hours will not show for approval.

*The work around for this would be to make a change to the timesheet, click submit, wait for time admin, change it back, click submit, wait for time admin, and then approve.*

### Denied

**Do not use.** The employee's payable time is not approved and fixing will require UW System intervention.

**Time Administration (TA) process typically takes one (1) hour to evaluate.**

- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **Start Times: 4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**