

## HRS Self-Service Reference Website:

<http://www.uwosh.edu/hr/hrs/hrs-self-service>

Includes approval and payroll schedules, how-to videos, and reference materials

**Recommendation:** Watch the How-To Video for details on approvals

## What Do I Do?



1. Review Timesheet and Fix or Allow Exceptions
2. Wait for Time Admin to Run
3. Fix or Allow Exceptions (if applicable)
4. Wait for Time Admin to Run (if applicable)
5. **Review Summary of Hours on Timesheet**
6. Approve Timesheet

The Timesheet itself does not show total hours you are approving. You must go to “Summary of Hours” link below in/out times on timesheet to view this data for accuracy.

## Where Do I Go to Approve?

### Approve Payable Time – Timesheet Approval *(for bi-weekly employees only)*

- In/Out Worked Time
- Call-Back and Standby
- Overtime

## Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

<https://kb.wisc.edu/hrs/page.php?id=48921>

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

## Flex Schedules for Timesheets

- If you flex your schedule from one week to the next, you will receive overtime for any hours over 40 in a week.
- For example, an employee works 42 hours in the first week and 38 hours in the second, the employee will receive 2.0 hours overtime but will be shorted 2.0 hours of regular pay.



## Time Administration (TA) Processes

- Rules are checked and system processes the reported time entered

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

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

- Track TA processing: <https://uwservice.wisc.edu/administration/index.php>

### Notes About Timesheets

- The Timesheet itself does not show total hours you enter. You must go to “Summary of Hours” link below in/out times on timesheet to view this data for accuracy.
- The timesheet itself does not show you night or weekend differential or overtime earned. Must click on the Summary of Hours to view the total hours you are approving.

### Time Entry Methods for *Timesheet*

#### Non-Exempt Employees

ex: Custodian, Trades, USA, ADA, LTE, Students

Record in/out times; do not need to add a row for each Time Reporting Code (TRC); system will automatically generate the appropriate overtime, night differential, etc.

➤ **Standard Time Entry:**

- Need Colons
- Need AM/PM or A/P indicator

➤ **24 Hour Clock Entry:**

- Military Time

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

**NOTE: If an employee is starting in the middle of a pay period, to enter time employee must view the timesheet by *day*. The following pay period will automatically show for a two week period.**

Example of missed punch:     **WRONG**

Should really look like this:     **CORRECT**

### Time Reporting Codes (TRC)

- Tells system how those hours will be paid. **You do not need to indicate TRC of REG00 – Regular Hours; System automatically defaults hours entered as regular hours;** View TRC Guides for all options available to employees
- Non-Exempt employees** time will automatically be evaluated based on in/out times entered. Appropriate overtime will be applied unless employee has multiple jobs
- If multiple jobs, supervisor must indicate appropriate overtime code:**  
OT 150 – Overtime 1.5\*

**\*NOTE:** Supervisor **must** indicate overtime TRC only if work multiple jobs and employee worked over 40 in a week between all jobs; Supervisor must assign overtime code to appropriate job; **Supervisor must indicate OT code in order for employee to be paid for hours over 40 in a week if employee has more than one job with time entry**



# Best Practices for Entering and Approving Time

## To Avoid Not Being Paid, Please Note the Following Best Practices:

- Employees should at least enter and submit their time weekly, on the last day worked in the week.
- Approvers should review time for exceptions weekly.
- On the last day of the pay period, ALL time entries must be submitted for timely payroll processing.

## Time Entry Due Dates:

- Employees must enter and submit all time entries by 12midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.
- Supervisors may require employees to enter all time prior to Monday after pay period if desired.
- Approvers must fix exceptions and approve all time by 12noon on Tuesday after the pay period ends.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	EE: Enter time and submit each day	Week 1 of Pay Period			EE: Enter time and submit for the whole week if not already completed. SUPV: Correct Exceptions; Approve time for Week 1	
	EE: Enter time and submit each day	Week 2 of Pay Period			EE: Enter time and submit for the whole week if not already completed. SUPV: Correct Exceptions; Approve time for Week 2	END of Pay Period
First day of pay period	EE: <b>BY 12Midnight</b>  <b>LAST day to submit time for previous pay period.</b>	SUPV: <b>BY 12NOON</b>  <b>LAST morning to allow exceptions, and approve time for previous pay period.</b>				

## Reviewing and Approving Timesheet Hours

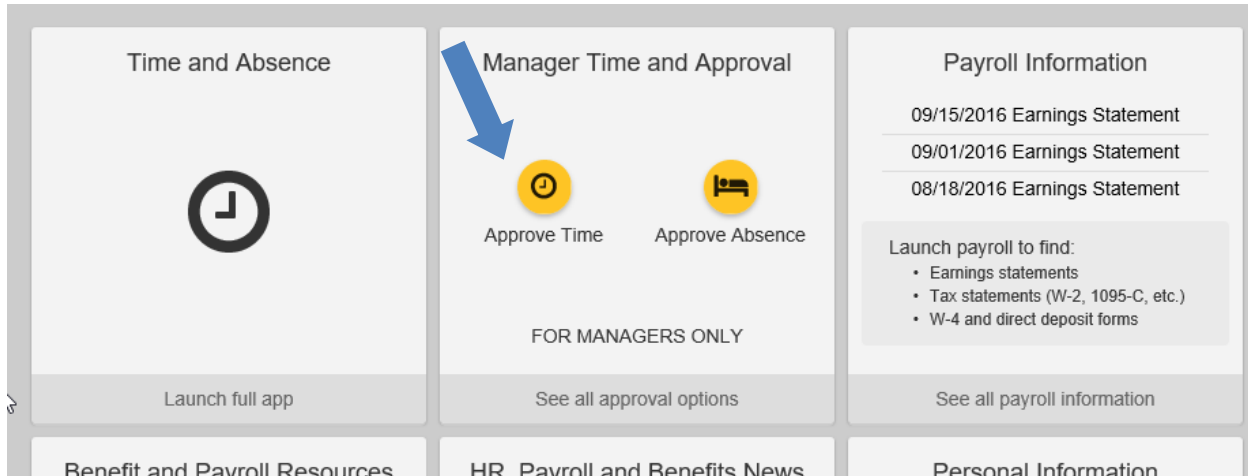
Employees and Approvers will log in to the *My UW System portal* at <https://my.wisconsin.edu/>.

### Approvers:

Click on *Approve Time* in the Manager Time and Approval App

**OR**

click on *See all approval options* at the bottom of the same app and click *Approve Payable Time*



## How to Check Exceptions and Approve Payable Time (Timesheets)

On the left menu bar click Manager Self Service  $\Rightarrow$  Approve Time and Exceptions  $\Rightarrow$  Payable Time

**Make sure the TIME REPORTER GROUP Value is populated with the “B---” number.** That is the primary approver number. If you are a backup approver, the Time Reporter Group should show as “C---” number.

**To Default the Time Reporter Group:** After you select the Time Reporter Group click the **yellow** Save Criteria button. This allows you not to have to choose a value every time you enter to manage approvals.

**Refreshing the Time Reporter Group:** The Time Reporter Group needs to be refreshed periodically when you obtain new employees to approve.

- Click the **yellow** Clear Criteria button
- Choose the lookup next to the Time Reporter Group box
- Choose the appropriate Time Reporter Group number
- Click the **yellow** Save Criteria button

Check Start and End Date are correct for pay period want to approve

## Click Get Employees

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Time and Exceptions ▾ > Payable Time New Window | Help

Approve Payable Time

### Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/> <input type="button" value="Q"/>
	<input type="text"/> <input type="button" value="Q"/>
Employee ID	<input type="text"/> <input type="button" value="Q"/>
Empl Record	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Business Unit	<input type="text"/> <input type="button" value="Q"/>
Job Code	<input type="text"/> <input type="button" value="Q"/>
Department	<input type="text"/> <input type="button" value="Q"/>
Company	<input type="text"/> <input type="button" value="Q"/>
North American Pay Group	<input type="text"/> <input type="button" value="Q"/>
Workgroup	<input type="text"/> <input type="button" value="Q"/>

## Click on Employee's Actual Last Name

Do not select the check box next to the name; this will not always approve the hours.

By clicking on the Employee's name it allows you to see each day what you are approving whether it be overtime hours, night or weekend differentials, or regular hours.

Employees For ANTHONY,JODI L R												Find   View All	First	1-7 of 7	Last
Select	Name	Employee ID	Empl Rcd Nbr	Job Nbr	Job Description	Working Title	Total Payable Hours	Department	Workgroup	Business Unit	Supervisor ID	North American Paygroup			
<input type="checkbox"/>	<a href="#">Smith, John</a>	00123456	0	16660	UNIV SERVICES ASSOC 2	UNIV SERVICES ASSOC 2	4.000000	F032600	CLS02NEP00	UWOSH		HPR			
<input type="checkbox"/>			0	08500	UNIV SVC PRG ASSOC	UNIV SVC PRG ASSOC	-8.000000	F066200	CLS02NEP00	UWOSH		HPR			
<input type="checkbox"/>			0	16660	UNIV SERVICES ASSOC 2	UNIV SERVICES ASSOC 2	49.000000	F168000	CLS02NEP00	UWOSH		HPR			
<input type="checkbox"/>			0	08500	UNIV SVC PRG ASSOC	UNIV SVC PRG ASSOC	4.000000	F208000	CLS02NEP00	UWOSH		HPR			
<input type="checkbox"/>			0	08500	UNIV SVC PRG ASSOC	UNIV SVC PRG ASSOC	-16.000000	F208700	CLS02NEP00	UWOSH		HPR			
<input type="checkbox"/>			0	08500	UNIV SVC PRG ASSOC	UNIV SVC PRG ASSOC	-8.000000	F251400	CLS02NEP00	UWOSH		HPR			
<input type="checkbox"/>			0	13463	IS TECH SRV SPEC	IS TECH SRV SPEC	21.750000	F281050	CLS07EEE00	UWOSH		HPR			

## Click on Adjust Reported Time to get to Timesheet for Review

Adjusted reported time refers to your ability to view all entries on the timesheet.

Any one of the Adjust Reported Time links will take you to the entire timesheet.

### Approve Payable Time

Employee ID:

Job Title:

Employee Record Number: 0

[Next Employee >>](#)

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:

End Date:

#### Approval Details

Customize | Find | View All

First 1-5 of 5 Last

Overview

Time Reporting Elements

Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	02/17/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	<input type="text"/>
<input type="checkbox"/>	02/18/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	<input type="text"/>
<input type="checkbox"/>	02/21/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	<input type="text"/>
<input type="checkbox"/>	02/22/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	<input type="text"/>
<input type="checkbox"/>	02/23/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	<input type="text"/>



[Select All](#)



[Clear All](#)

Approve

After clicking Adjusted Reported Time, you will be taken to the entire timesheet.

**Review Data Entry on the timesheet and View the Summary of Hours.**

## **Review Data Entry (the timesheet after clicking on Adjusted Reported Time)**


After clicking Adjusted Reported Time, you will be taken to the entire timesheet. Review Data Entry on the timesheet and View the Summary of Hours.

You may notice “clocks 🕒” on the timesheet.

If there is a “clock” 🕒 - Click on the “clock” 🕒 to view the exception description

- Refer to “What Are Exceptions?” in this reference guide for more details on exceptions
- Once click on 🕒 then can allow exception if it makes sense or return to timesheet to fix time entry issue

**See page 11 for how to process exceptions**

Timesheet 

Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	T
🗨 Sun	7/1	New									0.00	U
🗨 Mon	7/2	Submitted		8:30:00AM			4:30:00PM	8.00			8.00	U
🗨 Tue	7/3	Submitted		8:30:00AM			4:30:00PM	8.00			8.00	U
🗨 Wed	7/4	Submitted	🕒				4:30:00PM				8.00	U
🗨 Thu	7/5	New									8.00	U

## **WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER ALLOWING EXCEPTIONS OR FIXING TIMESHEET BEFORE VIEWING SUMMARY OF HOURS**

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

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

## **Click on Summary of Hours to see Total Hours Actually Approving**

Timesheet itself does not show you night or weekend differential, comp time earned, overtime earned, legal holiday generation.

**Must click on the Summary of Hours to view the total hours you are approving.**

It is located below the yellow clear button on the Timesheet

🗨 Tue	6/14	New		5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨 Wed	6/15	New		5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨 Thu	6/16	New		5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨 Fri	6/17	New		5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨 Sat	6/18	New									0.00	UW_DEF.



 [Summary of Hours](#)

 [Absence Event - click to view](#)

 [Reported Hours Summary - click to view](#)

 [Balances - click to view](#)

Submit

Approve Selected

Deny Selected

## Summary of Hours Review

If this all makes sense, then time admin has evaluated the absence approvals and it is ok to approve as is. If this does not make sense, return to timesheet and determine whether there are exceptions that need managing or if there is a time entry error.

Empl Rcd Nbr: 0      Working Title: UNIV SERVICES ASSOC 2  
 Pay End Date: 07/27/2013

Time Reporting Code	Short Description	Hours
1 PSHOL	Prs Holiday	0.500000
2 REG00	Reg Hour	55.000000
3 SCKLV	Sick Leave	3.500000

Total80 for Empl\_Rcd: 59.000000

Look at TRC Totals section to see the overtime, night and weekend differentials, regular hours and leave usage for accuracy.

Regular Hours plus Leave usage should equal FTE

Return

### If all ok and ready to Approve

Click *Return* on Summary of Hours

### Click on Return to Approval Details

Tue	6/14	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Wed	6/15	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Thu	6/16	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Fri	6/17	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
Sat	6/18	New								0.00	UW_DEF.

Clear

- [Summary of Hours](#)
- [Absence Event - click to view](#)
- [Reported Hours Summary - click to view](#)
- [Balances - click to view](#)

Submit    Approve Selected    Deny Selected

- Go To:
- [Manager Self Service](#)
  - [Time Management](#)
  - [Elapsed Timesheet](#)
  - [Return to Select Employee](#)
  - [Return to Approval Details](#)
  - [Request Absence](#)
  - [Approve Absence](#)

Return to Approval Details is where the actual approval process takes place



Select All Dates so there is a check in each box

Click Approve

Approval Details Customize | Find | View All | First 1-5 of 5 Last

Overview **Time Reporting Elements** Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	02/17/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	02/18/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	02/21/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	02/22/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	02/23/2011	REG00	8.000000	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	

[Select All](#)  [Clear All](#)

[Return to Approval Summary](#)

You can check each individual row separately or Select All Then Click Approve

Click OK

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"  
Press OK to Approve or press Cancel to not save the approval.

Click OK

### Save Confirmation

The Save was successful.

## Click Next Employee

Job Title: UNIV SERVICES ASSOC 2

Employee Record Number: 0

[Next Employee >>](#)



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:

End Date:

Approval Details Customize | Find | View All | First 1 of 1 Last

Overview **Time Reporting Elements** Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>			0.000000		<input type="text"/>	<a href="#">Adjust Reported Time</a>	

[Select All](#)  [Clear All](#)

[Return to Approval Summary](#)

## Repeat Review and Approval Process for each employee

### Log Out of HRS and My UW System Portal:

- Be sure to “sign out” in the upper right hand corner of the HRS and close the browser via the **red X**. **NOTE:** If you do not see the sign out in HRS, click on *Manager Self Service*
- Be sure to “log out” in the upper right hand corner of the My UW System portal and close the browser via the **red X**.
- Not practicing these steps can cause the next person to login to pull up your personal information and timesheet.

## 🕒 What are Exceptions?

- Occur and can view on the *timesheet* after Time Administration runs
- Click on the “clock” 🕒 on the timesheet to view the exception description
- Once click on 🕒 then can allow exception or return to timesheet to fix time entry
- Time is entered by employees; Time Administration processes to analyze entered time according to UW System rules. Exceptions created for time which meets specific criteria.

### Type of Exception seen for Students and LTEs:

🕒 **High** – needs to be corrected or allowed on the timesheet and approved by the Approver on Approve Payable Time in order for the employee to be paid for that time. Examples:

- **Missed Punch**
  - An “Out” Punch does not follow an “In” punch; An “Out” Punch follows an “Out” punch; An “In” Punch follows an “In” punch
  - **Missed punches must be fixed or hours paid will not be correct**

Example of missed punch:     **WRONG**

Should really look like this:     **CORRECT**

- **Punch Hours Greater Than 12**
  - Punch may be accurate, Approver must allow for hours to be paid
  - If punch inaccurate, must be fixed or hours will not be paid

## Allowing Exceptions

Click on box in Allow column if exception is ok, then click Save

Will not be able to click on box next to Missed Punch exception; must fix

Do not use the Clean Up Exceptions button – will not process anything

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	UW_TLAM	TLAM Rptd hr more than sch hrs	07/13/2012	BROOKS,CODY J	CUSTODIAN	High
<input type="checkbox"/>	UW_PCHMS	Missed Punch	07/04/2012	SABEL,MICHAEL C	SHIP & MAIL ASSOC-ADV	High
<input type="checkbox"/>	UW_PCH12	Punch Hours Greater Than 12	07/19/2012	DUENKEL,CHANCE W	POLICE OFFICER	High
<input type="checkbox"/>	UW_TLAM	TLAM Rptd hr more than sch hrs	07/03/2012	LINE,AMANDA K	UNIV SERVICES ASSOC 2	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

**WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER ALLOWING EXCEPTIONS OR FIXING TIMESHEET BEFORE VIEWING SUMMARY OF HOURS AND APPROVING PAYABLE TIME**

## Helpful Views for Hours Entry Review

- **Payable Time Summary –**

After Time Administration has run, the Payable Time Summary is a nice screen to visit to see the employee's time split out by day and into different time reporting codes, overtime, and differentials. The screen will give you a weekly view split out day by day. It includes leave.

*My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > View Time > Payable Time Summary*

- **Payable Time Detail -**

After Time Administration has run, Payable Time Detail helps you find out if your employee's time has been approved or if it still needs approval. It includes leave.


*My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > View Time > Payable Time Detail*

- **View Exceptions for all Employees you Supervise -** 

This view helps you see if there are any exceptions that need to be reviewed, corrected, and/or allowed by the Approver. Approvers are the only ones that can allow an exception. Employees view and can correct exceptions on their own timesheet.

*My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions*



**NOTE:** When viewing these pages, be aware of when employee or Approver may have made changes to timesheet. These changes will not clear out the exception “clock ” until after the time administration process has run.

### Reference Materials, How-To Videos, Approval Schedules, Etc

The HRS Self-Service webpage provides how-to handouts for employees and approvers as well as pay and approval schedules and video references.

HRS Self-Service Website: <http://www.uwosh.edu/hr/hrs-self-service>

## Human Resources Assistance

Employees and approvers are welcome to stop in the Human Resources office, call, or email for assistance *anytime*. Someone will assist you as quickly as possible.

### Phone Support:

920/424-1166, Main Desk Area

920/424-2070, Jodi Anthony ([anthonyj@uwosh.edu](mailto:anthonyj@uwosh.edu))

920/424-1412, Brenda Rens ([rensb@uwosh.edu](mailto:rensb@uwosh.edu))

**If you need adjustments made, *email* details to Jodi for biweekly or Brenda for monthly employees**