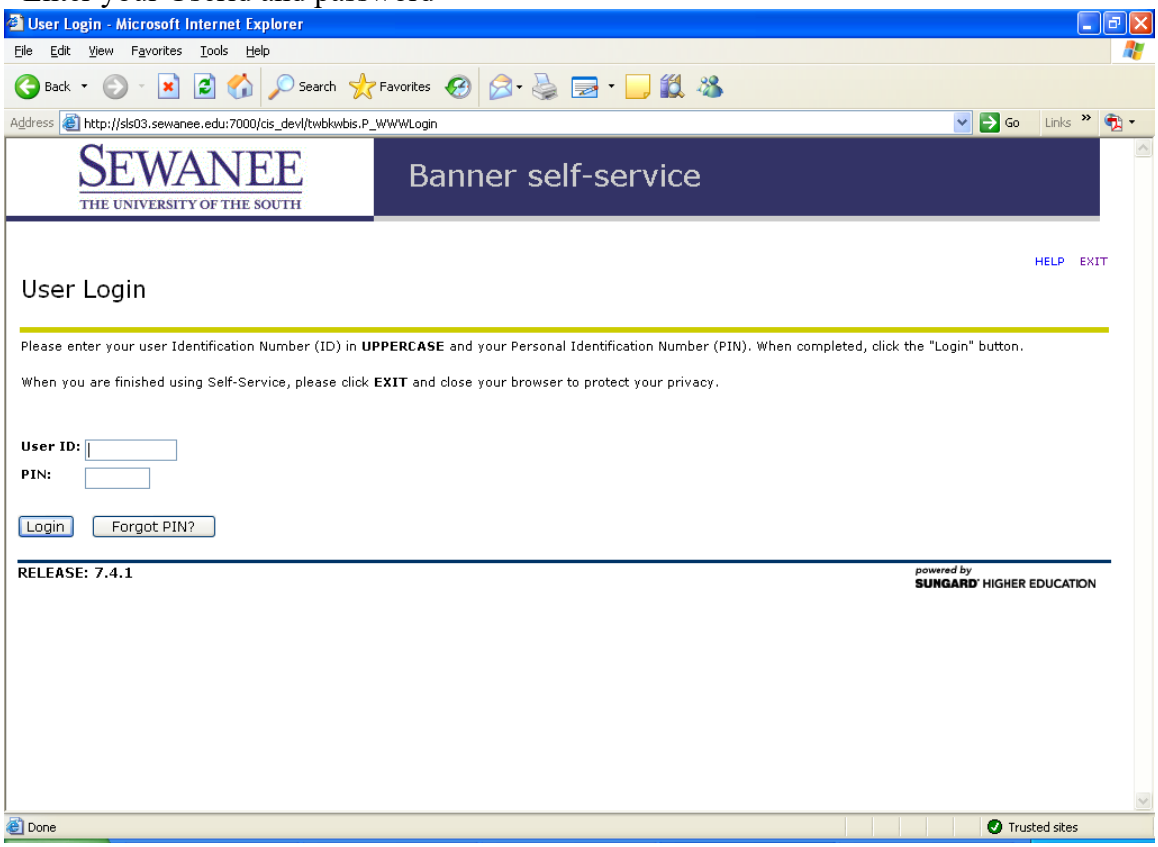
Approvals for WebTime

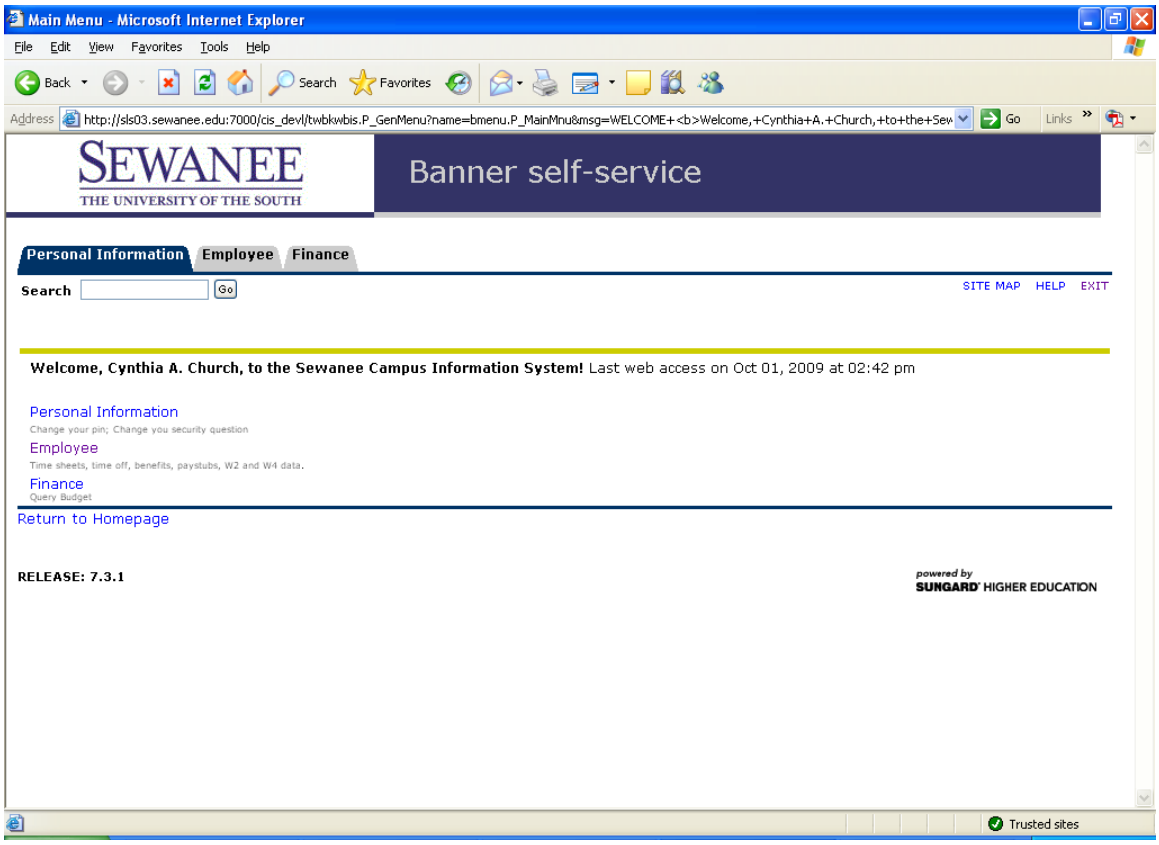
• Login to Self Service : https://ssb.sewanee.edu/cis_uoss/twbkwbis.P_WWWLogin

• Enter your Userid and password

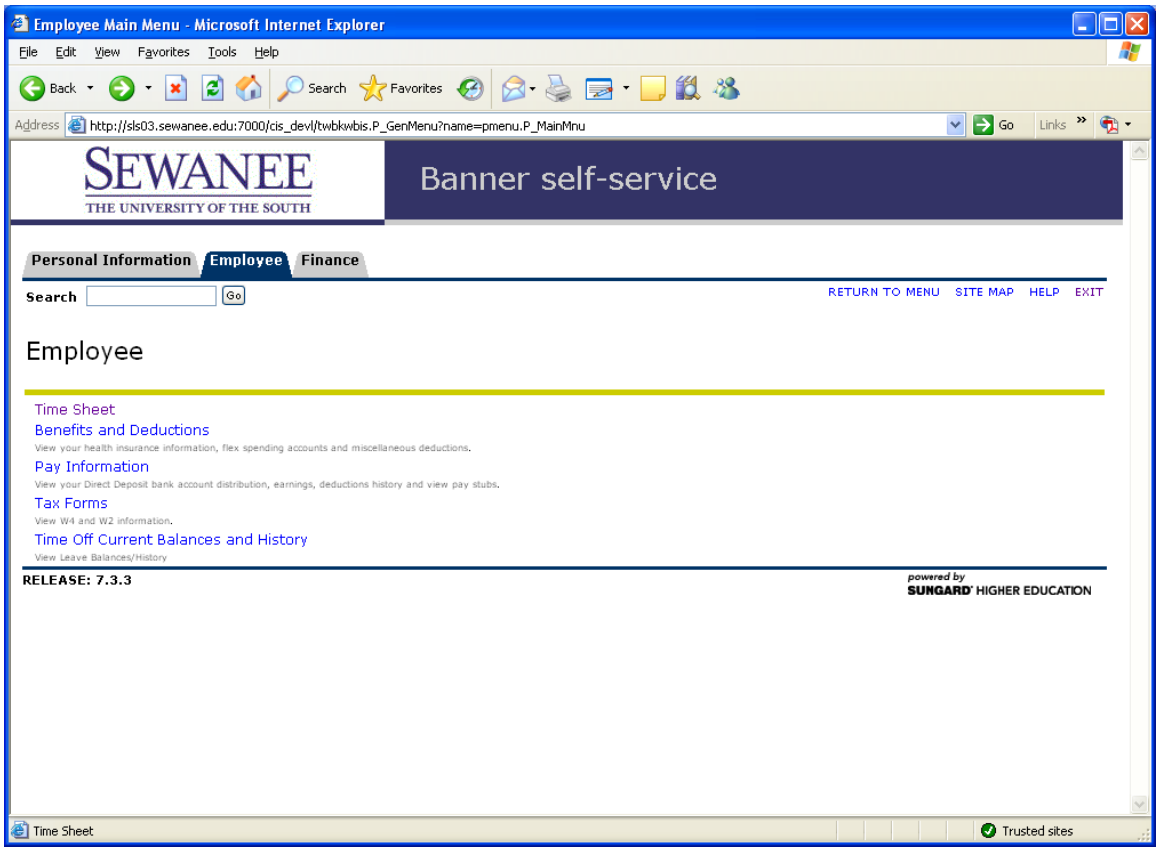


Approving Timesheets

• Click on the '**Employee**' tab or the '**Employee**' menu item

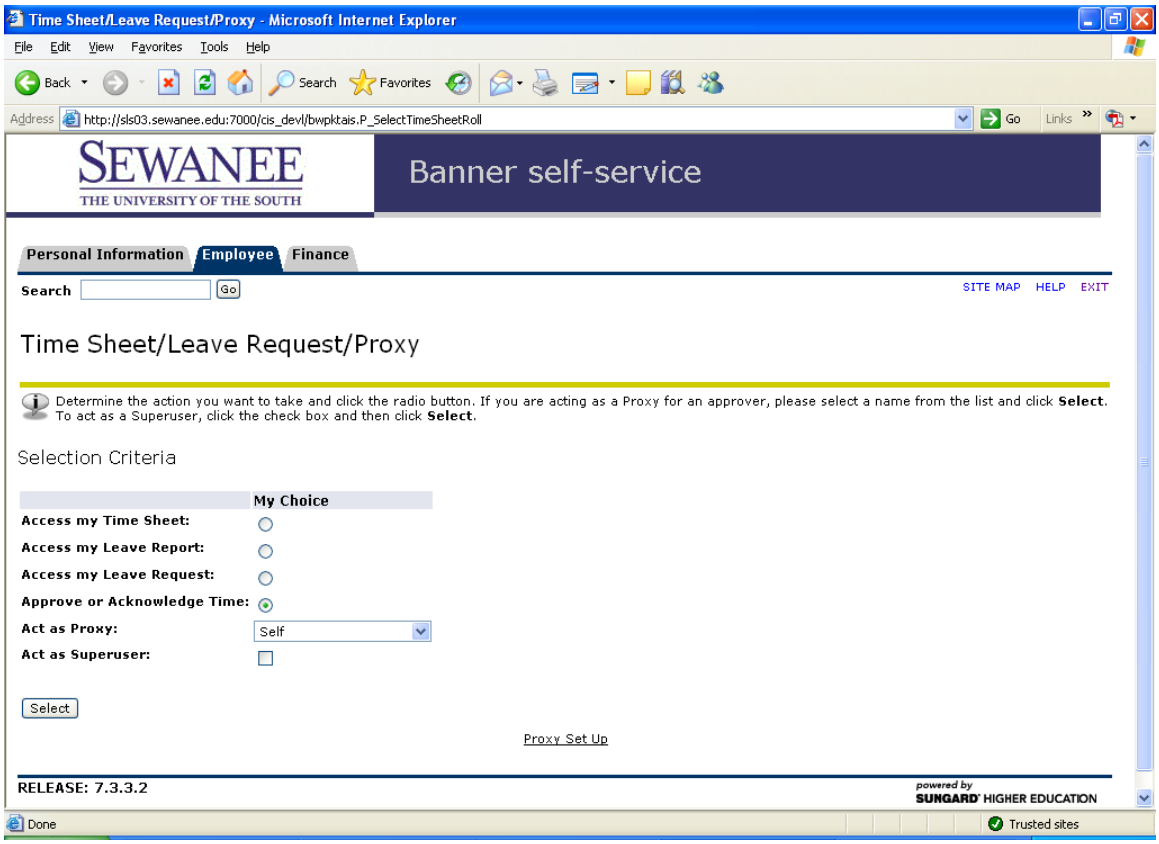


• Click on '**Time Sheet**'

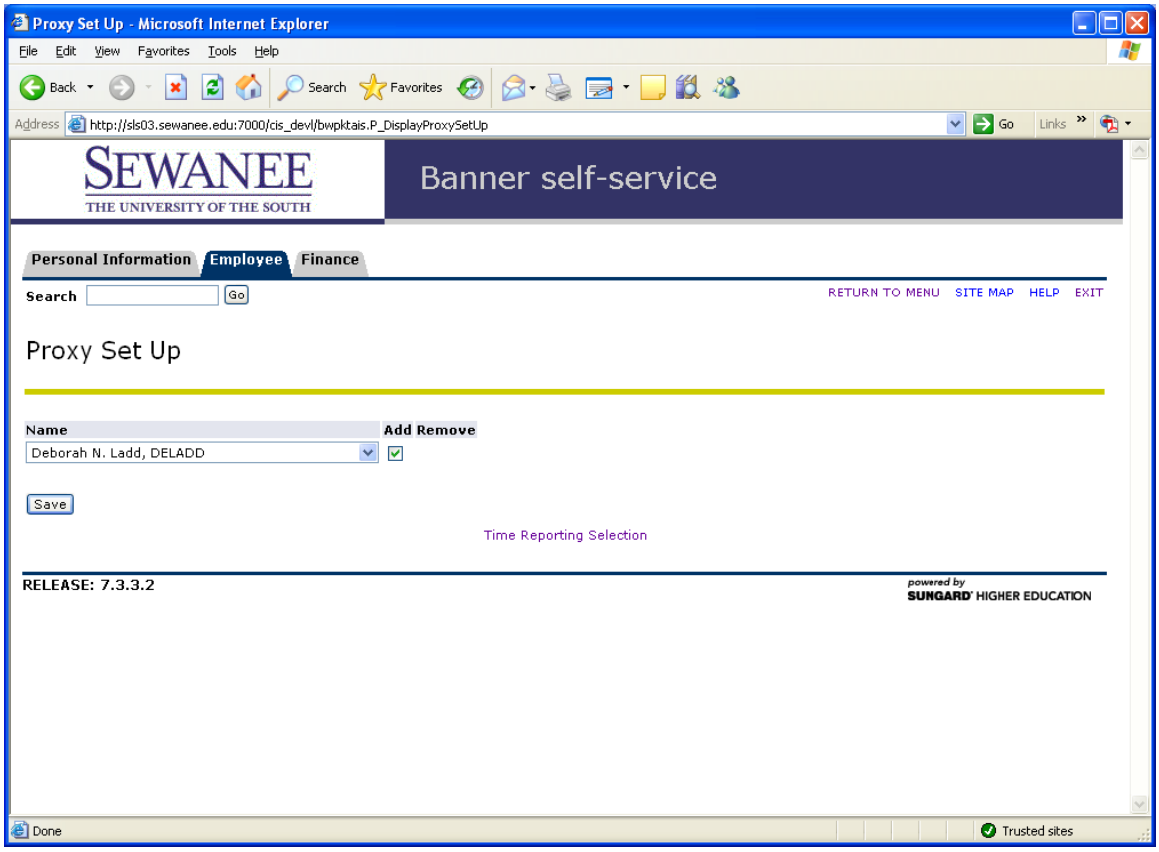


•When you click on the '**Time Sheet**' button it will ask you to select if you want to '**Access my Time Sheet**' or '**Approve Time**'. A supervisor would want to choose the option **'Approve or Acknowledge Time'.**

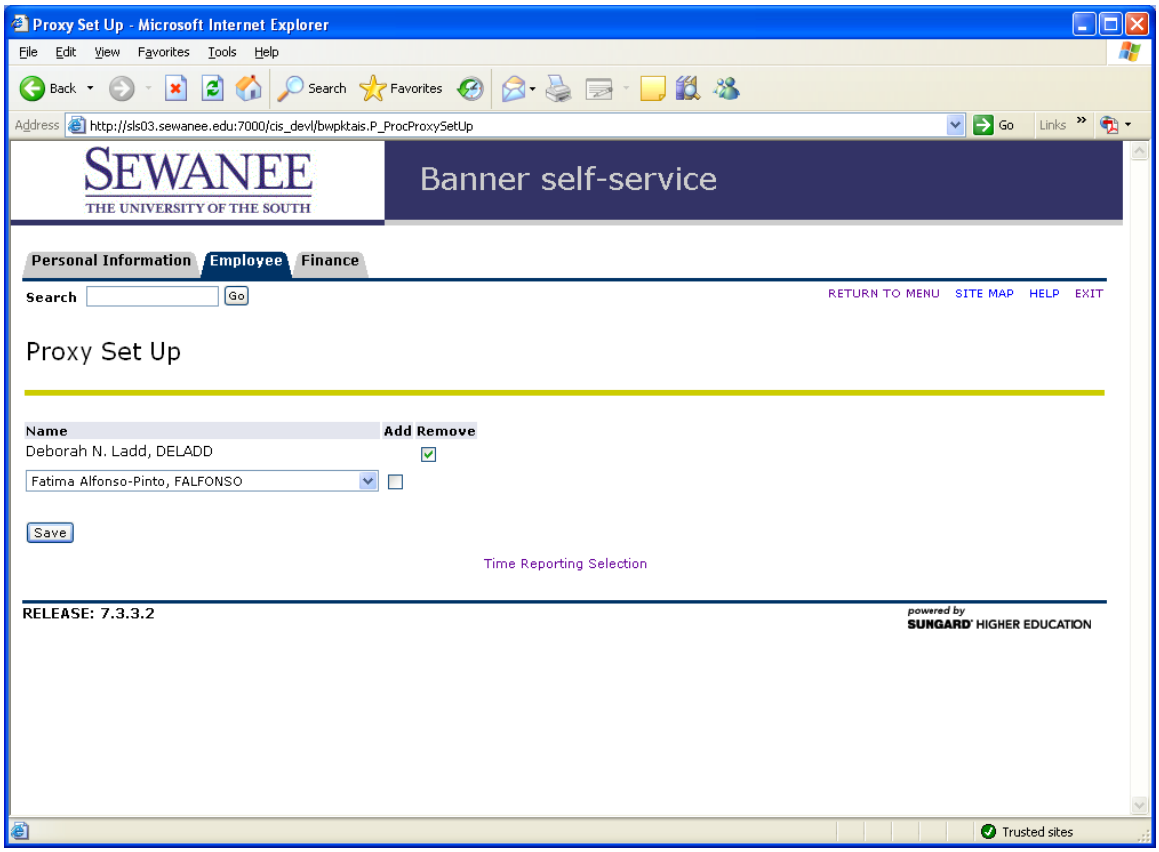
•The first time a supervisor logs in to approve time, they need to click on the bottom of the screen for **'Proxy Set Up**'. It is good to go ahead and assign a proxy in the event that supervisor isn't available to approve employee time.



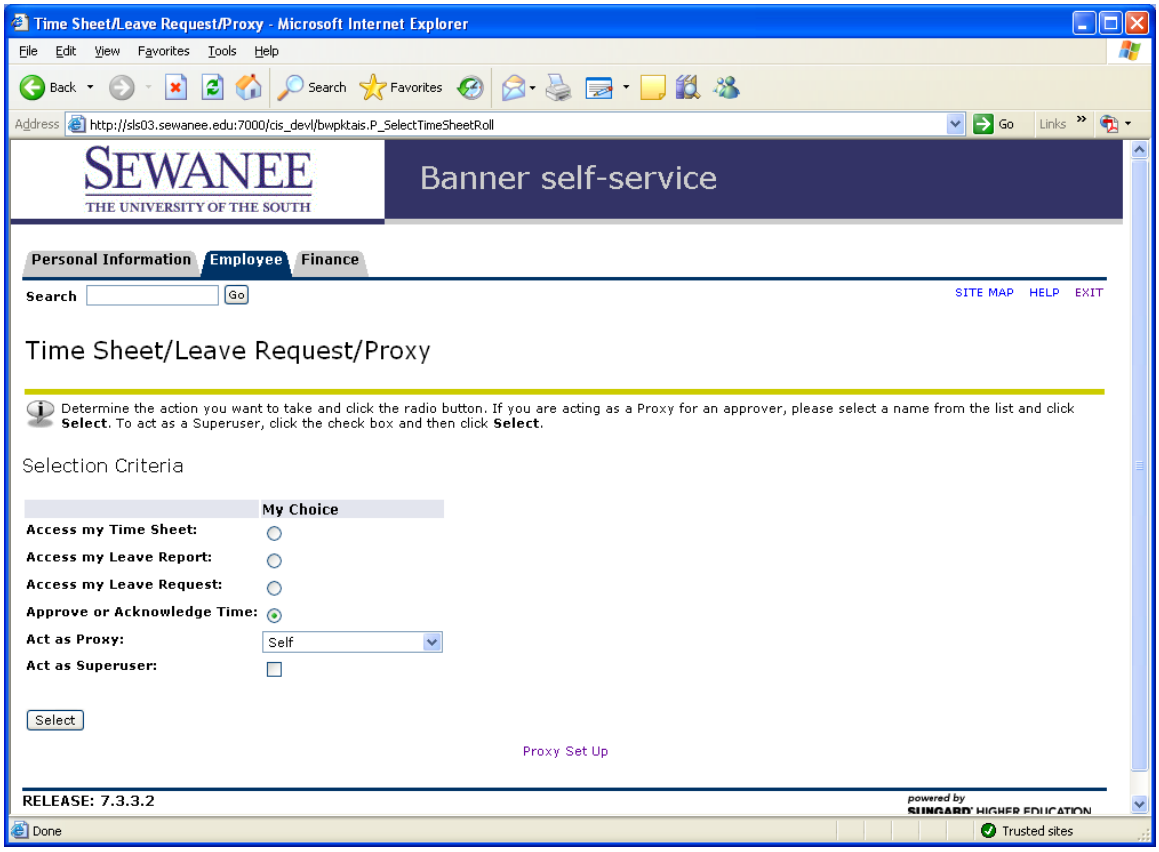
• When you select the '**Proxy Set Up'**, you select the name of your back-up proxy supervisor from the drop down list. You then check the **'Add'** box and hit the **'Save'** button. You may have more than one proxy.



•When you want to remove a name from your back-up proxy supervisor list, you simply select the name from the drop down list and check the **'Remove'** box and hit the **'Save'** button.



•After you set up your proxy click on **'Time Reporting Selection'**, then click on '**Select**'.



•Under the **Time Reporting Selection** you need to select '**Approve and Acknowledge Time'.**

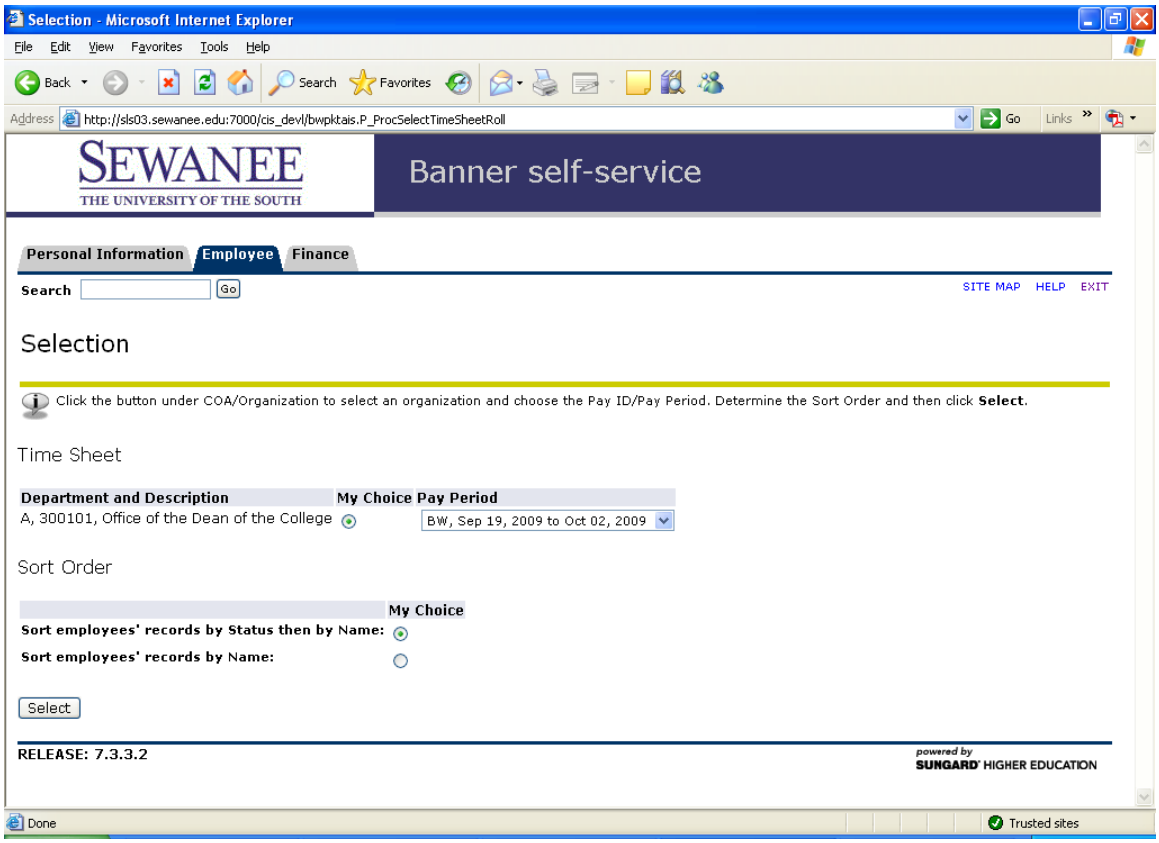
•Under '**Act as Proxy**' select either '**Self**' or the name of the supervisor you are backing up from the drop down menu. Then click the '**Select**' button.

•Select the Department by clicking on the **'MyChoice'** button and the Time Period you wish to approve from the drop down menu.

Note: If you have more than one department for which you are responsible, you will have to return to this screen after you complete the approval process for each department.

• Also **select the Sort Order** you prefer by clicking on the '**My Choice**' button.

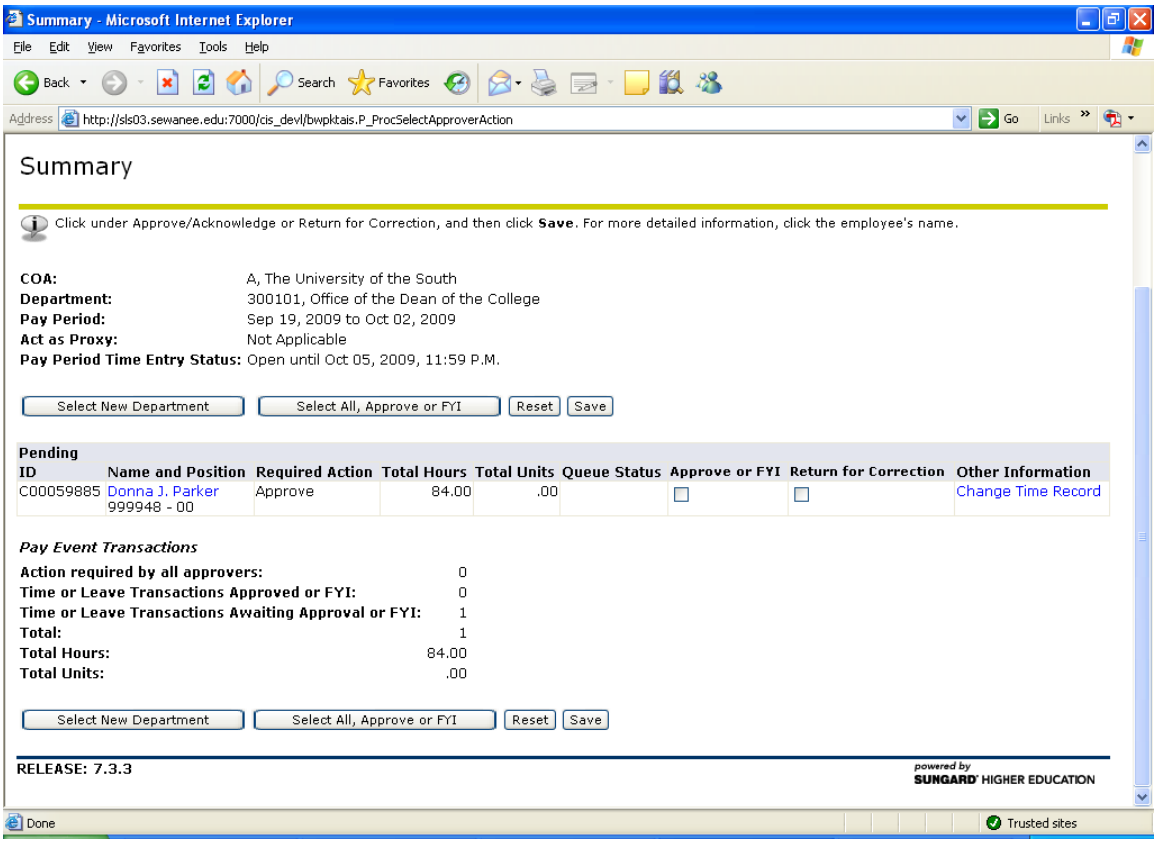
• Then hit the '**Select'** button.



• **Payroll Department recommends that supervisors log in to Self Service on the deadline day for employees and use the sort order of Status then by Name.** Hourly Employees should complete their time sheets daily. This allows the supervisor to take action if necessary.

- If an employee has not started their time sheet a supervisor cannot correct the time sheet. You will see a list of any employee that has not started their Time Sheet under the '**Not Started**' category. If the employee's cutoff has not passed, please contact the employees in the 'Not Started' and 'In Progress' categories and ask them to submit their time sheets.
- If an employee has started their time sheet but has not submitted their time sheet for approval you will see a list of those employees under the '**In Progress**' category. A supervisor cannot approve these hours until they are submitted.
- If the employee's cutoff has not passed, please contact the employees in the 'Not Started' and 'In Progress' categories and ask them to submit their time sheets.
- If the employee's cutoff is over and you see time in the 'In Progress' category, contact the Payroll Department and they can submit the Time Sheet on the employee's behalf but you will need to review the Time Sheet with the employee for accuracy and completeness.

- The employees listed under the '**Pending**' Category have submitted their time sheets for your approval.
  - You can click the '**Approve'** box and then the '**Save'** button on the Summary Screen.
  - The Reset button will only clear the checkmark if you have not yet hit the Save button.
  - **Payroll recommends that you review the detail of the employee's time by clicking on the employee's name prior to approving their time sheet.**



• When you click on the employee's name to review the detail of the time sheet you will go to the **Employee Detailed Information** Page.

• If you approve their time you simply click on the '**Approve or FYI**', then hit the **Next** button to go to the next employee. If there are no other employees, click the **'Save'** button.

• If you wish to correct their Time Sheet you click on the '**Change Time Record'** button. Enter the correction, add a comment so the employee knows why you made the change and then click on the '**Approve**' button.

• Note 2: Comments can only be read by the employee and the supervisor – Payroll cannot read these comments.

• If you click on '**Return for Correction'**, you need to contact the employee and make sure they re-submit their time sheet within your deadlines.

• **Do not click on the Delete key you will irretrievably delete the time sheet.**

• Once you have Approved a Time Sheet it is immediately transmitted to the Payroll system to pay.

• Once a time sheet is approved it moves to the '**Approved**' category.

•When all time sheets for all employees in the Pending category have been approved then you are finished with this department. If you have a second department, click on '**Select New Department'** to return to that screen.

• **Use the Exit key at the top right corner of your page to exit Self Service.**

Contact Information

If you have any additional questions regarding Automated Time Entry please contact the Payroll Department.

Debbie Ladd, Payroll Manager – deladd@sewanee.edu or extension 1242.

Understanding the Payroll Schedules

• The payroll due dates that are printed on the paper time sheets are also printed on the electronic time sheets. The time sheet due date is located under the 'Submit by Date' at the top of the time sheet Electronic Time sheets must be submitted by the Sunday after the end of every pay period.
• Supervisors have until the end of the first work day after the end of the pay period to approve all of their employees' time sheets for payroll processing
• Payroll recommends that supervisors establish a re-occurring reminder on their calendar for the Monday after payday. If you approve your time sheets by the deadline dates you will be processing your time sheets on a timely basis.
• Time submitted after the payroll cutoff dates must be approved by the immediate supervisor and given to the Payroll Manager (deladd@sewanee.edu). Payroll will process the hours in the next available pay period.