WTE Approver Guide: Extra Labor Employee
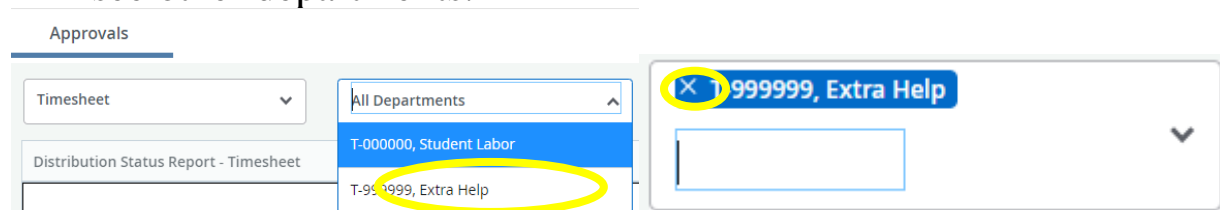
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How do I approve WTE timesheets?

1. Log on to OneTech
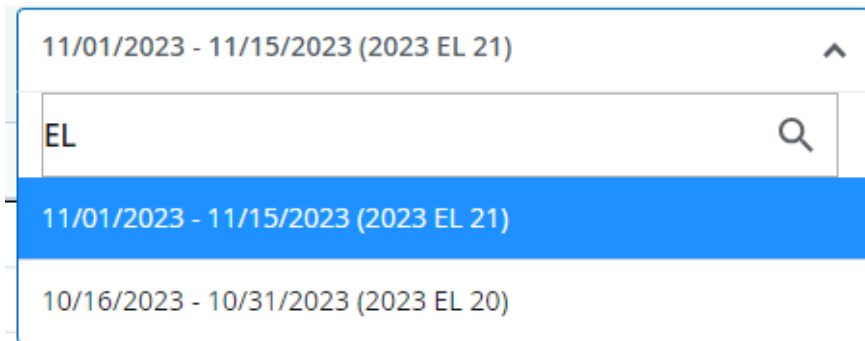
2. Find the "Time & Leave Information" card
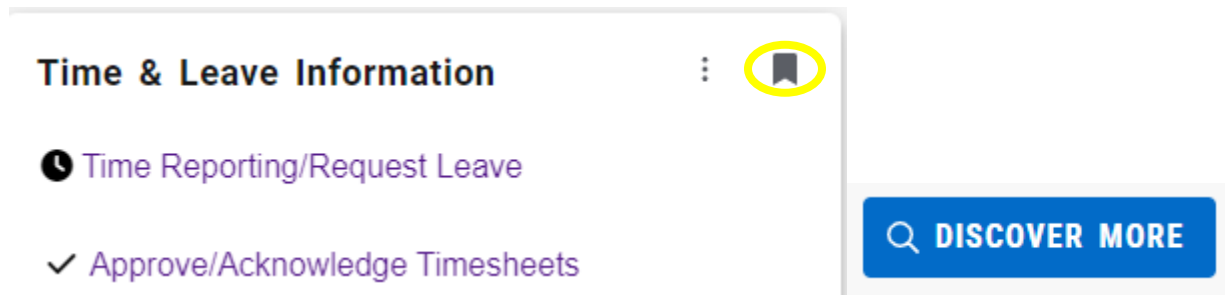
   If you do not see this card on your dashboard, scroll to the bottom and click on **Discover More**. Find the "Time & Leave Information" Card using the search line. Click the ribbon on the top righthand corner of the card to save the card to your dashboard.

3. Click on **Approve/Acknowledge Timesheets**

4. It is recommended to keep the selection on **All Departments**. Select the department in the drop-down list only if desired. If you do select a department be sure to X out of it if you are needing to see other departments.

5. Next you will need to select the pay period. You can only select one pay period at a time so you may need to click into more than one if you are also approving other employee types. If there is a long list of pay periods to choose from you can search by the year and/or pic code. (Ex. 2023 EL 21 or EL 21. This is the only way to search in this field.)
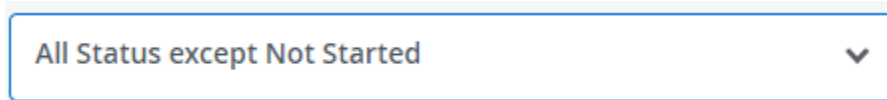

6. The next box will automatically populate to **All Status except Not Started**.

7. You will now see a chart and list with the selected pay period timesheets. Timesheets in Pending status are awaiting your review and approval.

Pending - Timesheet is waiting for your approval.

Pending – In the Queue – Timesheet is awaiting approval from another approver before you can approve it.

In Progress - Timesheet has been opened by employee but not submitted for approval.

Returned - Timesheet has been returned to employee.

Error- There is an error in the timesheet. Contact the payroll office.

Pending – Approved – You have approved the timesheet and it is now awaiting approval from another approver.

Approved - Timesheet has been approved.

Completed – Timesheet has been processed in a payroll.

Not Started – Timesheet has not been opened by the employee.

8. You will need to click on the employee's name to open the timesheet for review and approval.

Time Entry Detail

Date	Earn Code	Shift	Total
11/16/2023	EL, Extra Labor Regular Pay	1	7.00 Hours
11/21/2023	EL, Extra Labor Regular Pay	1	2.00 Hours
11/28/2023	EL, Extra Labor Regular Pay	1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
11/16/2023	EL, Extra Labor Regular Pay	1	7.00	10:00 AM		Testing	05:00 PM		Testing
11/21/2023	EL, Extra Labor Regular Pay	1	2.00	12:00 PM		Testing	02:00 PM		Testing
11/28/2023	EL, Extra Labor Regular Pay	1	2.00	04:00 PM		Testing	06:00 PM		Testing

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
EL, Extra Labor Regular Pay	1	7.00	2.00	2.00	11.00 Hours
Total Hours		7.00	2.00	2.00	

Routing and Status

Name	Action
	Originated On 11/17/2023, 04:37 PM by ▬▬▬▬
	Submitted On 11/17/2023, 04:41 PM by ▬▬▬▬
	Approve by 12/06/2023, 11:59 PM

You will be able to see the hours entered for each day and the weekly totals. The weekly totals do not include hours worked in other pay periods even though they may be in the same week.

Extra Labor Employees should not exceed 28 hours worked per week. If they are working in more than one area, the total hours of all jobs combined is not to exceed 28.

(Work week is Sunday-Saturday even if the week is split between separate pay periods.)

9. At the bottom of the screen you will see the

   Approve

   button on the left and

   | Return | Details | Return for correction |

   buttons on the right.
   Click:
   Approve - to approve the timesheet as is
   **Return** – to return to the previous screen
   Details - to see the calendar view of the hours entered
   Return for Correction – to send the timesheet back to the employee for corrections.

   The deadline to approve timesheets is the fourth working day following the end of the pay period.

10. If the timesheet is correct and no changes are needed click **Approve**. If corrections are needed, click **Return for correction** for employee to make corrections. You will need to add a comment before returning the timesheet to the employee. Once the corrections are made you will still need to approve the timesheet by the approval date.

11. If approving, you will see a banner at the top confirming the timesheet was submitted.

    ✓ Timesheet successfully submitted.
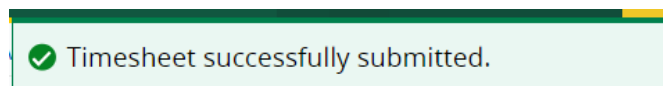
12. Click the **Return** button to go back to the remaining timesheets and repeat the process for any remaining employees.

What do I do if corrections are needed?

1. If you find errors or the employee is needing to make changes, you can return the timesheet to the employee. A comment is required before clicking the [Return for correction] button. The timesheet will now show as Returned and the employee will receive an email letting them know the timesheet has been returned for corrections.

2. The timesheet must be re-submitted before the fourth working day following the end of the pay period.

How do I recall a timesheet if I have already approved it?

Once approved the timesheet will show in Approved status. Click into the timesheet. There will be a **Recall** button on the bottom of the screen if the approval period is still open. Click this button if you need to pull the timesheet back. Once you have pulled it back you can return it to the employee for corrections.

You will still need to approve the timesheet again before the approval deadline.

What is the approval deadline?

1. The approval date to approve/return the timesheets is **no later than 11:59 p.m. on the fourth working day following the end of the pay period**. The timesheet will no longer be available for approval after this time. Online timesheets and paper timesheets not turned in to the payroll office by the fourth working day following the end of the pay period may not be included with the current payroll.

2. Please **check your email** often, this is the way we communicate with you concerning timesheets. You will receive email reminders beginning the third working day after the pay period ends to review timesheets. Please review them as early as possible so if there are errors the employee has time to fix them before the deadline.

3. If you will be out of the office during the approval period please contact the Payroll Office beforehand so arrangements can be made for the timesheets to be reviewed by another supervisor while you are out.

4. Employees that have missed the submission deadline (the second working day following the end of the pay period) will need to submit a paper timesheet. All paper timesheets are due in the payroll office by the fourth working day after the pay period closes to be included in the current payroll. Once an employee has completed and signed the paper timesheet please review it for accuracy. As the supervisor you can email the timesheet to payroll@atu.edu.

When do extra labor employees get paid?

Payday for extra labor employees is on the 15th and last day of the month following the end of the pay period. If either falls on the weekend, payment is made prior to the weekend. The paycheck calendar on the Payroll website has the most accurate dates. Paper checks are mailed on these dates unless the employee is signed up for direct deposit. Employees may contact the payroll office directly with any questions.

What if there is a problem with a timesheet?

If an employee is not able to access their online timesheet after the first week of work, please verify you have submitted an extra labor employee request form for the current quarter to HR and completed the HR process. If those steps have been done, please have the employee contact the Payroll Office. Online timesheets are preferred to paper timesheets for auditing purposes.

If you or the employee encounter problems with a timesheet, please contact the Payroll Office at 479-968-0696 or payroll@atu.edu as soon as possible so we can address any issues and prevent their paycheck from being delayed. The payroll website also contains additional payroll resources.