

# **Web Time Entry Approval Guide–Semi-Monthly Employees**

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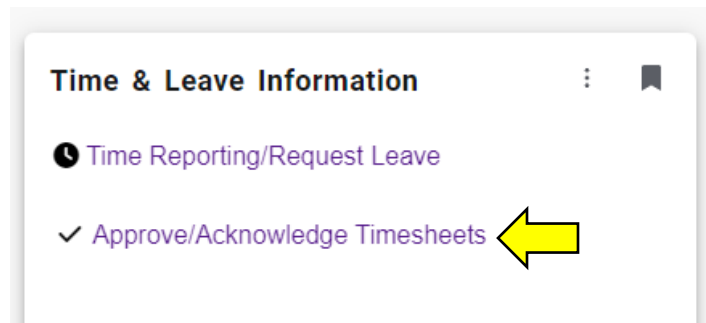
## How to Access and Approve a Timesheet

### What is Web Time Entry?

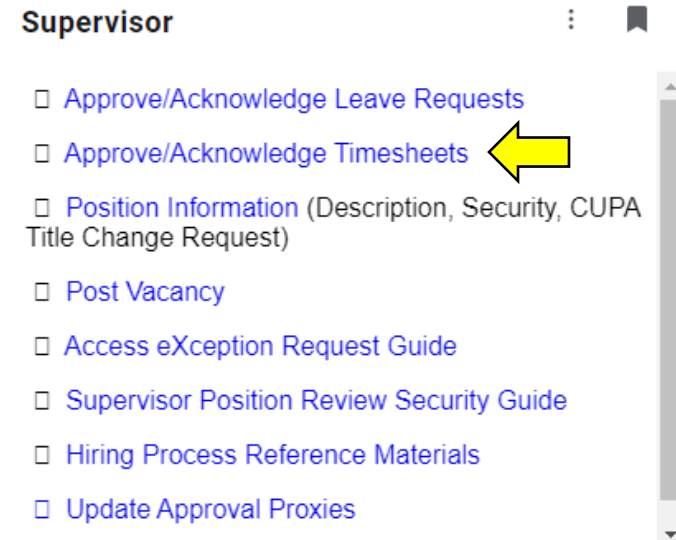
Web Time Entry is a process that uses Employee Self Service Banner and the One Tech portal to submit, approve, and forward employee timesheets to the payroll office through the web.

### How do I (supervisor) approve the timesheets for semi-monthly (SM) employees through web time entry?

1. Log on to OneTech
2. Find the “Time & Leave Information” or the “Supervisor” card



OR



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

4. The link will open the Approvals-Timesheet page. There are a few drop-down menus at the top of this screen that will be used in selecting timesheets.

Approvals

Timesheet ▼ All Departments ▼ 12/01/2023 - 12/31/2023 (2023 MN 12) ▼ All Status except Not Started ▼ Enter ID/Name

The Department box can be used to filter to the timesheets for a single department or to filter to the timesheets for a select few specific departments, for the defined pay period. We recommend that supervisors leave this drop-down as **All Departments** so that all the timesheets for the selected pay period will display.

If you choose to sort by department, please note that the drop-down menu may not display all available departments. Supervisors can type in department name to see it in the selection menu, then click the department to filter the timesheets. To remove a department filter, click the X, located at the left of the department information.

Approvals

Timesheet ▼

Distribution Status Report - Timesheet

All Departments ▼

T-320500, Payroll and Special Services

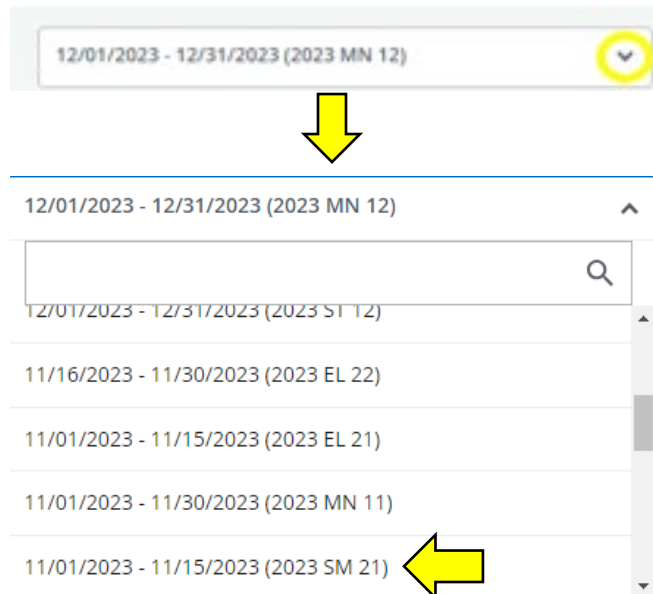
T-999999, Extra Help

gr

T-560200, Graduate Enrollment Management

X T-560200, Graduate Enrollment Management

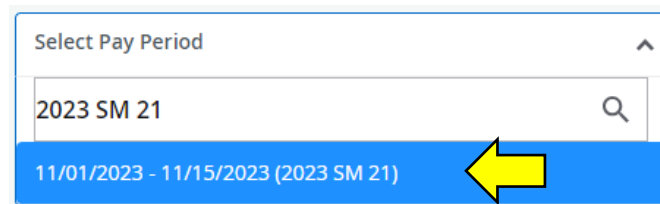
The next box is used to select the pay period. Only one pay period can be selected at a time.



The image shows a dropdown menu for selecting a pay period. The selected option at the top is "12/01/2023 - 12/31/2023 (2023 MN 12)". A yellow arrow points down from this option to a list of other available periods. The list includes: "12/01/2023 - 12/31/2023 (2023 ST 12)", "11/16/2023 - 11/30/2023 (2023 EL 22)", "11/01/2023 - 11/15/2023 (2023 EL 21)", "11/01/2023 - 11/30/2023 (2023 MN 11)", and "11/01/2023 - 11/15/2023 (2023 SM 21)". A yellow arrow points left to the last option in the list.

Supervisors who approve for several types of employee timesheets will need to filter for each pay period.

If the pay period for the timesheet is not displayed in the drop-down menu, use the search feature to locate it. To search, enter the payroll information that corresponds to the timesheet (Ex. 2023 SM 21 or SM 21). This field will only search with these parameters. The payroll information that corresponds to the timesheet will be provided in the notification email to approve the timesheet.

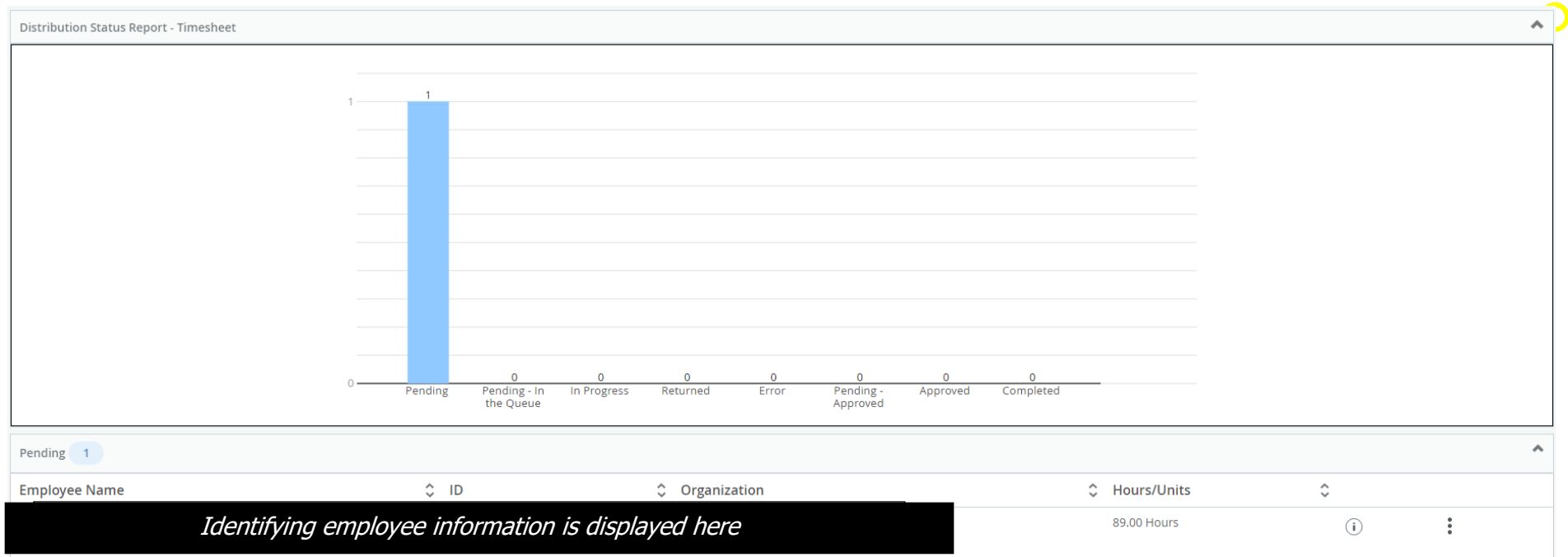


The image shows a search filter for the "Select Pay Period" dropdown. The search input field contains "2023 SM 21". Below the input field, the search results are displayed, with the first result "11/01/2023 - 11/15/2023 (2023 SM 21)" highlighted in blue. A yellow arrow points left to this highlighted result.

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

All Status except Not Started

5. Once the correct pay information is indicated in the boxes above, the supervisor should see a chart similar to the following with at least one timesheet in the pending status. *(The images below are only an example)*



## Timesheet Statuses Defined

**Pending** – Timesheets in this status are waiting for supervisor approval.

**In Progress** - Timesheets in this status have been opened by the employee, but are not submitted for approval. Supervisors can view the timesheets in this status, but no action is required until employee submits for approval.

**Returned** – Timesheets in this status have been returned to the employee.

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

**Approved** – Timesheets in this status have been approved by the supervisor.

**Not Started** – Timesheets in this status have not been opened by the employee. To view timesheets in this status, supervisors will have to select the pay period and then change the **All Status except Not Started** box to show **Not Started**.

Timesheet	All Departments	12/01/2023 - 12/31/2023 (2023 MN 12)	Not Started
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Not Started 1

Employee Name	ID	Organization
Identifying employee information is displayed here		T-320500, Payroll and Special Services

6. Supervisors will click on the employee's name to open the timesheet for review and approval. Once the timesheet is opened the hours entered for each day and the weekly totals will be displayed under the Time Entry Detail. The weekly totals do not include hours worked in other pay periods even though they may be in the same week.

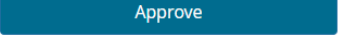
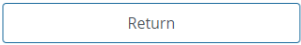
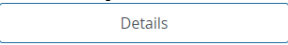

Time Entry Detail				
Date	Earn Code	Shift	Total	
11/01/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours	
11/02/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours	
11/03/2023	SM, Semi Monthly Regular Pay	1	8.50 Hours	

Time Information				
Date	Earn Code	Shift	Hours/Units	Time In
11/01/2023	SM, Semi Monthly Regular Pay	1	8.50	06:00 AM
11/02/2023	SM, Semi Monthly Regular Pay	1	8.50	06:00 AM
11/03/2023	SM, Semi Monthly Regular Pay	1	8.50	06:00 AM

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
SM, Semi Monthly Regular Pay	1	25.50	42.50	21.00	89.00 Hours
Total Hours		25.50	42.50	21.00	

*If a week reflects less than 40 hours in the summary section, supervisors & employees should verify why & determine if corrections should be made.*

*In the example above, Week 1 shows 25.50 hours because the pay period started on Wednesday, Week 2 shows 42.50 hours because of lunch times, this week is accurate and at 40 hours, & Week 3 shows 21 hours because time is missing due to unprocessed leave time. When the leave processes it will indicate 25 hours, which is accurate, as the pay period ends on Wednesday and two of the days indicate lunch breaks.*

7. At the bottom of the screen you will see the  button on the left and    buttons on the right.

Click:

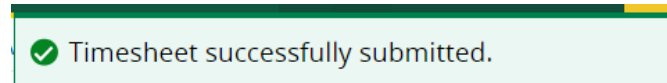
**Approve** - to approve the timesheet as is

**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. A comment is required by the system and it should provide details on the correction(s) required.

- If the timesheet is correct and no changes are needed click **Approve**. If corrections are needed, click **Return for correction** for the 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 deadline.
- If approving, you will see a banner at the top confirming the timesheet was approved.



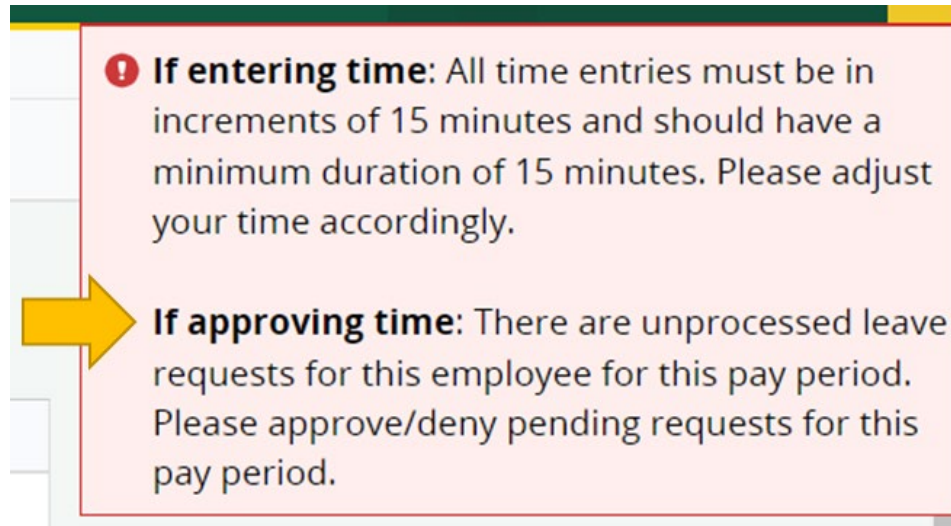
- Click the **Return** button to go back to the remaining timesheets and repeat the timesheet approval process for any remaining employees.



## Leave Time In-Process & Timesheet Approval

*The message below will appear when the approve button is clicked in a timesheet with unprocessed leave requests. If this message appears, the supervisor should review the leave requests pending approval and act on all requests for the pending timesheet. (Page 12 provides guidance on reviewing leave requests.)*

*The leave process which feeds approved leave requests on to the timesheets runs every day around 5:00 PM. Please allow time for the system to process the leave request into the timesheet. Reattempt approving the timesheet on the following day.*



**!** **If entering time:** All time entries must be in increments of 15 minutes and should have a minimum duration of 15 minutes. Please adjust your time accordingly.

**→** **If approving time:** There are unprocessed leave requests for this employee for this pay period. Please approve/deny pending requests for this pay period.

## Timesheet Corrections

After a timesheet is completed and submitted, the supervisor should review the timesheet to confirm it accurately reflects all working and leave time. If the supervisor notices an inaccuracy in the timesheet, they should return the timesheet to the employee for corrections by adding a comment to the timesheet and clicking **Return for Correction**. The automated email below will be sent when the timesheet is returned for corrections.

### Time Record

Your time record for pay period **Pay Period Dates** and position **Title for timesheet** has been returned for corrections.

1. Please log in to [OneTech](#)
2. Make necessary changes to the time record
3. Submit corrected time record for approval as soon as possible; in order for your pay to be processed in a timely manner.

Thanks,  
Payroll Office  
404 North El Paso Ave.  
Tel: (479) 968-0696

The payroll office may also return the timesheet. The timesheets are audited by the payroll office throughout the month that follows the pay period. In addition to the automated email (example above), we will add a comment within the timesheet with details for the returned timesheet.

*If an employee clicks **Recall Timesheet** or the timesheet is **Returned for Corrections**, the employee will need to submit the timesheet for approval again before the timesheet deadline.*

## Common Timesheet Mistakes

### ➤ Time missing

- ☐ Each week should have a minimum of 40 hours for all full-time employees. The work week begins on Sunday and ends on Saturday.

### ➤ Leave Requests Issues

- ☐ If time is missing there may be a pending or missing leave request.
  - ☐ If the employee has a pending leave request, once you approve the request it will process onto the timesheet overnight.
  - ☐ Leave requests are automatically processed overnight. For this reason, most leave requests should be submitted and approved before leave is taken. Payroll can manually run this process to meet timesheet deadlines, but this should **not** be something that is frequently necessary.

### ➤ Extra hours without overtime

- ☐ This can happen due to an employee entering a leave request and regular working hours that total to more than 8 hours for the same day.
  - ☐ For example, the employee requests to leave early on a future day. The date comes and the employee's plans change and they instead work all day, but the leave request has processed. The timesheet reflects 10 hours instead of 8 hours. In this example, the approver needs to submit a leave credit request for the employee since too much leave time was requested.

*Supervisors should review timesheets for these mistakes and only click approve when the timesheet is accurate.*

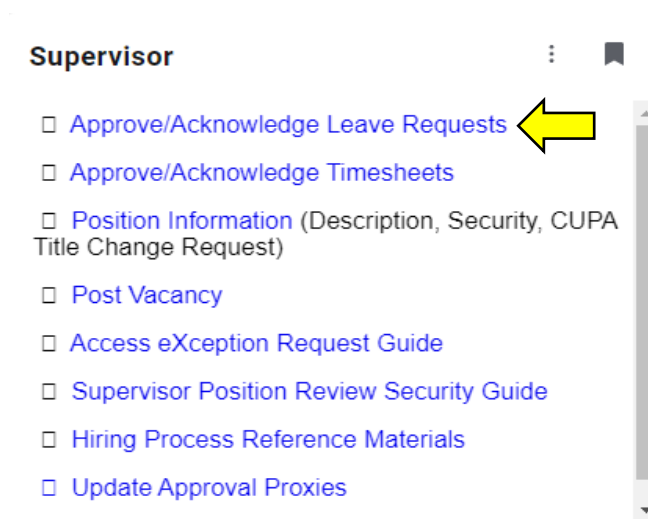
## How to View and Approve Leave Requests

### What is the leave system and leave request process?

The leave system is where employees can review leave time and submit leave requests. Leave requests are required when employees are unable to work the required minimum hours for the work week. For full-time employees the minimum hours per week is 40 hours. Supervisors review and approve leave requests from the supervisor approval form. The processes that can be preformed from this screen are outlined in the following sections.

### How do I (supervisor) review and approve a leave request through the leave system?

1. Log on to OneTech
2. Click the **Approve/Acknowledge Leave Requests** located on the Supervisor card.



3. Clicking the link will open the leave system with the “Supervisor Approval Form” tab selected.

Employee Leave Request Form

Employee Leave Calendar


Supervisor Approval Form

The Supervisor Approval Form consists of the following sections:

### ➤ Unapproved Pending Leave

- This section will contain all leave requests that require your attention. Supervisors must review each leave request and either approve or deny the request. Supervisors can also populate a comment in regards to the request to further clarify or justify the actions taken. Once the request has been acted upon, it will move to the corresponding approved or denied sections.

#### Unapproved Pending Leave

 This section contains all unapproved leave requests submitted by employees who report directly to you. Please review each request and approve/deny accordingly. You may also include a comment to further explain your actions.

Full Name	T-Number	E-mail	Job Title	Leave Type	Start Date	End Date	Total Hours	User Comment	Supervisor Comment (Optional)	Status	<input checked="" type="radio"/> Approve All	<input type="radio"/> Deny All	<input type="radio"/> No Action All
Identifying employee information is displayed here				Sick Leave	12/15/2023	12/15/2023	8	sick	<input type="text" value="Enter an optional comment for approve/der"/>	Pending	<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	<input type="radio"/> No Action
				Vacation	12/29/2023	12/29/2023	8	vacation	<input type="text" value="Enter an optional comment for approve/der"/>	Pending	<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	<input type="radio"/> No Action

Total Count: 2

Update

### ➤ Approved Leave

- This section will contain all leave requests that you have approved. These requests are available to be viewed on the calendar and can be cancelled by you, the supervisor.

### ➤ Denied Leave

- This section will contain all leave requests that you have denied. These requests are ignored from processing and are only displayed for 30 days after the start date of the denied request. They can be reviewed later in Review Previous Leave & Leave Balances section.

## ➤ Leave Credit Request

- This section is where supervisors will submit a request to have leave hours credited back to an employee. This should only be used to fix a leave discrepancy such as an employee who took 40 hours of vacation leave but came back to work early. You would need to submit a request to credit the number of hours the employee did not use on vacation. All fields are required and Payroll must review and approve the request in order for the leave to be credited back to the employee. Email notifications are sent to Payroll on submission and a confirmation email is sent to the employee once Payroll has approved the request. If supervisors have questions about this section or a specific leave situation they can contact the Payroll office for assistance.

## Leave Credit Request



This section allows you, the supervisor, the ability to request a credit to an employee's leave balance.

This should be used when an employee was approved for leave but never actually took the leave due to other circumstances.

Employee	Leave Type	Start Date:	End Date:	Total Hours	Supervisor Comment
<input type="text"/>	<input type="text"/>	MM/DD/YYYY	MM/DD/YYYY	<input type="text"/>	<input type="text"/>
Actions					
<input type="button" value="Request"/>					

## Frequently Asked Questions

### What is the approval deadline for semi-monthly (SM) timesheets?

The pay cycles for semi-monthly employees are the 1<sup>st</sup> to the 15<sup>th</sup> of the month and the 16<sup>th</sup> to the last day of the month. Semi-monthly timesheets are to be submitted by the employee two days after the last working day in the pay period.

Timesheets should be approved by **four working days after the last day of the pay period.**

Example:

- ☐ For the 1<sup>st</sup> - 15<sup>th</sup> timesheet, the approver deadline is the 19<sup>th</sup> of the month. When the 19<sup>th</sup> falls on a holiday or weekend, the deadline will be adjusted to allow for two working days for timesheet approval.
- ☐ For the 16<sup>th</sup> to the last day of the month timesheet, the timesheet deadline is the 4<sup>th</sup> of the following month. When the 4<sup>th</sup> falls on a holiday or weekend, the deadline will be adjusted to allow for two working days for timesheet approval.

### When are semi-monthly (SM) employees compensated?

Semi-monthly employees are paid twice each month. For the mid-month pay cycle check day is the 15<sup>th</sup>, and for the end of month pay cycle check day is the last day of the month. If these pay dates fall on the weekend or holiday, payment is made prior to the weekend or holiday.

### **Please communicate issues or questions:**

Supervisors or employees can contact the Payroll Office if they have issues or questions about timesheet(s), available leave time, leave requests, or other payroll related topics. We are here to assist both employees and supervisors.

- Email us at: [payroll@atu.edu](mailto:payroll@atu.edu)
- Call us at: 479-968-0696
- Stop by the Payroll Office - we are located at 404 North El Paso Ave.