Washington University in St.Louis

Time and Labor

Instructions for Approvers

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Overview

All Washington University non-exempt (bi-weekly) employees are required to record their hours, either directly to their timesheet, by using the Web Clock, or by using a time clock. Bi-Weekly employees that are benefit-eligible must also record their time-off (Vacation, Holiday, Sick, etc.) – this must be done directly on the timesheet. All exempt (monthly) employees are required to record time-off directly to their leave record.

Timely reporting and approval of bi-weekly timesheets is a critical part of the payroll cycle. Failure to record time, or have it approved, prior to payroll processing could result in the employee's pay check not being created. Monthly leave records have no direct connection to an employees pay, however, to maintain accurate leave balances for employees, time-off must still be reported and approved in a timely manner.
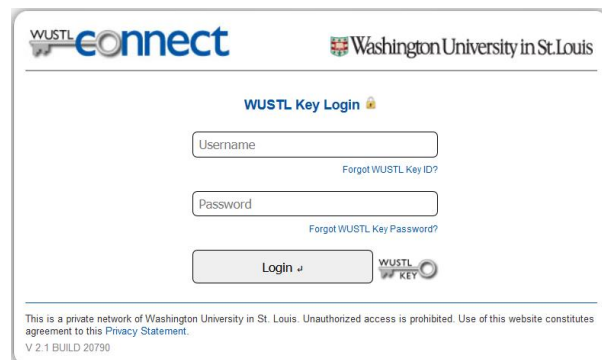
Employees and approvers use the University Human Resource Management System (HRMS) to report and approve time. Here is a simplified view of the time reporting process for bi-weekly and monthly employees.

HRMS Logon Instructions

1) Navigate to the Human Resources website: http://hr.wustl.edu
2) Click on the "Logon to HRMS" link

3) Click Sign-In on the HRMS home page
4) On the WUSTLConnect page, enter your WUSTLKey and WUSTLKey password; Click Login

5) Your HRMS Home Page will display

Detailed Instructions for Accessing Employee Time

1) Navigate to Manager Self Service>Time Management>Approve Reported Time
2) The Approve Reported Time search page should display employees in your workgroup for whom you are the designated time approver. Bi-weekly employees should be displayed first, if you have any. Employees that have submitted time for approval will display first (sorted alphabetically). Next, employees that have saved time, but not submitted are displayed. Followed by employees that have not recorded any time. Finally, the bottom of the list should display employees that have submitted time and have been approved.

3) To access monthly employees, you may need to select the Monthly option from the View By drop down list (located above your list of employees). If you are not a time approver for any bi-weekly employees, the search results should automatically display your list of monthly employees.

4) To manage time for other employees in which you are not set up as the primary time approver, you can click on the Show All Employees to see them. If you do not have access to employees outside of your workgroup, in other words you are not a backup approver, the Show All Employees button will not be visible to you.

Detailed Instructions for Managing Bi-Weekly Timesheets

1) From the Approve Reported Time Search page, select an employee by clicking the employee's name in the search results.
2) The employee's timesheet for the current pay period should be displayed. The timesheet will show all hours worked and not worked that were recorded by the employee.

Select Another Timesheet

*Date 07/31/2016		Previous Period	Next Period
Reported Hours 80.00		Previous Employee	Next Employee
Status Needs Approval		View Leave Record	

From 07/31/2016 to 08/13/2016 ?

Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked		
💬	Sun	7/31	New								➕	➖
💬	Mon	8/1	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Tue	8/2	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Wed	8/3	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Thu	8/4	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Fri	8/5	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Sat	8/6	New								➕	➖
💬	Sun	8/7	New								➕	➖
💬	Mon	8/8	Needs Approval						Vacation	8.00	➕	➖
💬	Tue	8/9	Needs Approval						Vacation	8.00	➕	➖
💬	Wed	8/10	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Thu	8/11	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Fri	8/12	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular		➕	➖
💬	Sat	8/13	New								➕	➖

Save for Later	Submit

Approval

	Approve	Deny

3) You can approve all reported time, deny all reported time, or change/delete any time that was reported, or add missing time.
   a. Approve the Reported Time
      i. Click the orange "Approve" button. All reported time in a Needs Approval status will be switched to Approved. These hours will be processed on the next TimeAdmin run. Payable hours will be sent to the employee's paysheet.
   b. Deny the Reported Time
      i. In the comments section, enter your reason(s) for denying the time and an explanation for how the employee should correct the time.
      ii. Click the orange "Deny" button. All reported time in a Needs Approval status will be switched to Denied. These hours must be resubmitted in order to be paid.

c. Change/Delete/Add Reported Time
   i. For the dates/times in question, make the appropriate correction (change, delete, or add).
   ii. In the comments section, enter an explanation of the changes you made.
   iii. Click the orange "Submit" button. The changes you made should be saved in a Needs Approval status.
   iv. Click the orange "Approve" button to complete the process.

4) Once hours are approved on the timesheet, Time and Labor's TimeAdministration (TimeAdmin) program will process the approved hours. TimeAdmin runs every 10 minutes to process recently approved timesheets and will:
   a. Perform final editing of reported time; Create exceptions where issues are found
   b. Calculate overtime hours
   c. Calculate shift differentials
   d. Apply any department specific rule processing (Call-In Time, Holiday rules, etc.)
   e. Update Leave Balances
   f. Create payable time entries to be loaded to the employee's paysheet
5) After TimeAdmin has finished processing the time, a separate process loads the payable hours to the employee's paysheet.

Additional Information Regarding Bi-Weekly Employee Time
Deadlines
   Bi-Weekly employees must submit their timesheets by noon on the day before payroll runs. This is typically on Monday, unless the payroll processing day (typically a Tuesday) is moved due to a holiday. After noon on Monday, employees will have read-only access to their timesheet.
   Approvers must approve all bi-weekly timesheets prior to the end of the day on Monday. Once we reach midnight on Tuesday morning, approvers will have read-only access to the employee timesheets.

Email Reminders/Notifications
   Bi-Weekly employees are sent an email reminder the day before payroll runs at 9AM to remind them to submit their timesheet for approval. If an employee has already submitted their timesheet by 9AM, they will not receive an email reminder.
   Approvers will receive an email reminder at noon the day before payroll runs to remind them to approve their bi-weekly employee timesheets. If you have already approved all of your employee's timesheets by noon, you will not receive an email reminder.

Any time an approver makes a change to an employee's timesheet and clicks the save/submit button, an email is sent to the employee to notify them of the change. The email includes the comments that were entered by the approver to explain the changes that were made.

If an approver chooses to deny an employee's timesheet, the employee will receive a notification email to let them know their timesheet has been denied. The email will include the comments recorded by the approver, which should include which dates/times are the problem. After the employee corrects the timesheet and submits it for approval again, the approver will receive an email notifying them the timesheet has been corrected.

Considerations for Time Clock/Web Clock Employees

A good portion of the Washington University bi-weekly population uses either the University Time Clock system or the Web Clock. These employees must record hours worked via a time clock or the Web Clock. When accessing their timesheets, these employees are not allowed to add/change/delete any hours worked. They are allowed to record their time-off directly to the timesheet. If employees cannot access their timesheet from a work computer, supervisors/approvers can record the time-off on the employee's behalf.

Missed Punches

Time clock and Web Clock employees are at risk for missing a punch time. Web Clock employees are able to, and should, record missed punches via the Web Clock. These punches are displayed in red on the timesheet. If the missed times displayed in red are correct, the timesheet can still be approved. If any missed times exist on an employee's timesheet, the approver will see a pop-up message to notify them of the missed times when they view the timesheet.

Time Clock employees do not have the ability to record a missed time via the time clock. In the event an employee recognizes they missed a punch, they must communicate with their supervisor/approver to have the missing time recorded on the timesheet.

Denying Time

Since time clock and Web Clock employees are not able to update their hours worked, any issues with these times must be dealt with by the approver. It is highly recommended that any changes to an employee's hours worked be discussed with the employee prior to making the actual changes. Denying a timesheet due to an issue with hours worked will not lead to the employee having the ability to make the change.

If the employee incorrectly recorded (or forgot to record) any time-off, it is reasonable to use the Denial process to get the timesheet corrected. Simply enter a comment that explains why the timesheet is being denied and click the Deny button. The employee will receive an email notification.

Detailed Instructions for Managing Monthly Leave Records

1) From the Approve Reported Time Search page, select the Monthly option from the View By drop down list and select an employee by clicking the employee's name in the search results.
2) The employee's leave record for the current month should be displayed. The leave record will show time-off entries recorded by the employee.

Time Reporting Code	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Mon 8/29	Tue 8/30	Wed 8/31	Total
Funeral Leave ▼																		8.00						8.00
Jury Duty ▼										8.00														8.00
Vacation ▼	8.00	8.00	8.00	8.00	8.00																			40.00
▼																								
▼																								
▼																								

From Monday 08/01/2016 to Wednesday 08/31/2016 ?

☐ No Leave Taken This Month

[Save for Later]   [Submit]

Reported Time Status   Personalize | Find | 🗗 | 🌐   1-7 of 7

Date	Reported Status	Total	TRC	Description	Comments
08/01/2016	Needs Approval	8.00	VRM	Vacation	💬
08/02/2016	Needs Approval	8.00	VRM	Vacation	💬
08/03/2016	Needs Approval	8.00	VRM	Vacation	💬
08/04/2016	Needs Approval	8.00	VRM	Vacation	💬
08/05/2016	Needs Approval	8.00	VRM	Vacation	💬
08/12/2016	Needs Approval	8.00	JLM	Jury Duty	💬
08/24/2016	Needs Approval	8.00	FLM	Funeral Leave	💬

3) You can approve all reported time-off, deny all reported time-off, change/delete any time-off that was reported, or add missing time-off.
   a. Approve the Reported Time
      i. Click the orange "Approve" button. All reported time-off in a Needs Approval status will be switched to Approved. These hours will be processed on the next TimeAdmin run. Vacation, Sick, and Personal hours will be deducted from the employee's leave balances.
   b. Deny the Reported Time
      i. In the comments section, enter your reason(s) for denying the time and an explanation for how the employee should correct the time.
      ii. Click the orange "Deny" button. All reported time in a Needs Approval status will be switched to Denied. These hours must be resubmitted in order to be paid.
   c. Change/Delete/Add Reported Time
      i. For the dates/times in question, make the appropriate correction (change, delete, or add).
      ii. In the comments section, enter an explanation of the changes you made.
      iii. Click the orange "Submit" button. The changes you made should be saved in a Needs Approval status.
      iv. Click the orange "Approve" button to complete the process.
4) Once hours are approved on the leave record, Time and Labor's TimeAdministration (TimeAdmin) program will process the approved hours. TimeAdmin runs every 10 minutes to process recently approved timesheets and will:
   a. Perform final editing of reported time; Create exceptions where issues are found
   b. Update Leave Balances
   c. *Note: No payable time entries are loaded to monthly employee paysheets*

Additional Information Regarding Monthly Employee Time

No Leave Taken

Monthly employees may potentially have a month where they took no time-off and the month had no holidays. In the event an employee has no time-off to report, they are still required to select the No Leave Taken This Month checkbox. This confirms the employee is submitting a blank leave record.

Approvers must approve or deny the No Leave Taken This Month option. If the employee did not take any time-off during the month, and there were no holidays, then the No Leave Taken can be approved. If the employee should have reported time-off, or reported a holiday, the No Leave Taken can be denied for the employee to correct. Comments must be entered before the No Leave Taken can be denied.

Deadlines

Monthly employees must submit their leave records by end of the 5th business day in the new month. At midnight on the evening of the 5th business day, the employee will lose their update access to the prior months leave record. They will have read-only access.

Approvers must approve all monthly leave records prior to the end of the 10th business day. At midnight on the evening of the 10th business day, the approver will lose their update/approval access to the employee's prior months leave record. They will have read-only access.

Email Reminders/Notifications

Monthly employees are sent an email reminder at 10AM on the 1st, 3rd, and 5th business days of the new month to remind them to submit their prior months leave record for approval. If an employee has already submitted their leave record by these times, they will not receive an email reminder.

Approvers will receive an email reminder at 10AM on the 6th, 8th, and 10th business days to remind them to approve their monthly employee leave records. If the approver has already approved all of their employee's leave records by these times, they will not receive an email reminder.

Any time an approver makes a change to an employee's leave record and clicks the save/submit button, an email is sent to the employee to notify them of the change. The email includes the comments that were entered by the approver to explain the changes that were made.

If an approver chooses to deny an employee's leave record, the employee will receive a notification email to let them know their timesheet has been denied. The email will include the comments recorded by the approver, which should include the dates and times in question. After the employee corrects the leave record and resubmits for approval, the approver will receive an email notifying them the leave record has been corrected.

Still Need Help?

If, after looking through this guide, you still have questions, please contact your department's payroll administrator.