University of Idaho

Web Time Entry

APPROVER USER GUIDE

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Definitions

Timesheet – Electronic timesheet.

Supervisor – The individual that can update, change, return, or approve the timesheet. This is usually the employee's supervisor.

Leave Time or Exception Time – Time off work such as sick leave or annual leave, etc.

Earn Code – The code used to identify the type of pay. Regular hours, sick leave, annual leave.

Timesheet Employees – Also known as hourly or non-exempt employees. Employees that record all hours worked and absences (if eligible) on their timesheets (time in and time out).

Exception Time Only Employees – Also known as salaried or exempt employees. Employees that enter only exceptions to normal hours worked for the pay period on a timesheet. Examples of exception time include sick leave, annual leave, jury duty, etc.

Proxy – Someone who can act on a supervisor's behalf to approve a timesheet

Pay period – The two-week segment of time that will be paid on a specified pay date.

FY 2021 Deadlines

Pay Period	Effective Dates		Pay Date (Friday)	**EPAF Deadline (Tuesday) 5:00 pm	Timesheets Available (Sunday) 12:01 AM	**Approval Deadline (Tuesday) 5:00pm
15	06/28/20	- 07/11/20	07/24/20	07/07/20	06/28/20	07/14/20
16	07/12/20	- 07/25/20	08/07/20	07/21/20	07/12/20	07/28/20
17	07/26/20	- 08/08/20	08/21/20	08/04/20	07/26/20	08/11/20
18	08/09/20	- 08/22/20	09/04/20	08/18/20	08/09/20	08/25/20
19	08/23/20	- 09/05/20	09/18/20	09/01/20	08/23/20	09/08/20
20	09/06/20	- 09/19/20	10/02/20	09/15/20	09/06/20	09/22/20
21	09/20/20	- 10/03/20	10/16/20	09/29/20	09/20/20	10/06/20

Timesheet Status Types

Not Started – User has not initiated the timesheet to add hours.

In Progress – User has begun preparing a timesheet but has not yet submitted.

Pending – User has submitted time and it is pending approval by a supervisor

Returned for Correction – Timesheet has been returned to a user by a supervisor.

Error – Timesheet is in error. This normally requires a Superuser to correct (Payroll Services.

Approved – The timesheet has been approved and is ready for payroll to process.

Completed – Payroll has been processed using the submitted and approved timesheet.

Common Timesheet Errors

Time Transaction Already Exists – This error occurs when the back/forward buttons are used while entering time. It will not hold up the timesheet; it can be submitted and approved normally.

Submit/Approval not allowed – This error occurs when the system registers a double-click on the submit or approval buttons. It will not cause any problems with the timesheet if the transaction status is Pending or Approved.

Supervisor not assigned – The approver is not assigned to the timesheet. The department must assign a supervisor using the supervisor setup page (https://www.uidaho.edu/human-resources/managers/supervisor-assignment).

Supervisor's position is vacant – The approver has changed positions or left the university. The department must assign a new supervisor or change the approver's PCN in the supervisor setup page (see above link).

Commonly Used Earn Codes

Regular Hours – Time worked on a normal workday.

Sick Leave –Leave taken due to an illness in accordance with the Sick Leave policy. FSH3710.C

Medical Appointment Leave – Leave taken due to medical appointments FSH3710.C-7 e.

Annual Leave –Leave taken for annual leave FSH3710.B

Holiday – Paid hours for a University designated holiday. See University Holiday schedule at https://www.uidaho.edu/finance/holidays

Jury Duty – Leave taken for court appointed Jury Duty via summons.

Military Leave –Leave taken while reporting for military duty. FSH3710.F

Family Medical Leave – Leave taken under Family Medical Leave Act. FSH3710.M

Emergency Closure – Leave taken while the University of Idaho is officially closed for an emergency. FSH3710.I

Deadlines

Timesheet Employees: Are to update the timesheet daily and accurately. The timesheet is to be submitted for approval at the end of the pay period, ***but no later than 5:00 pm the Tuesday after pay day.*** The timesheet approver must **review and approve the timesheet no later than 5:00 pm the Tuesday after the pay period ends**, or the Tuesday following pay day. Please ask your employees to submit timesheets in a manner for the supervisor to meet the deadline.

Exception time employees: Are to only submit a timesheet for approval if leave time was taken during the current pay period (sick, vacation, etc.). If the employee has planned leave, a leave form needs to be submitted in a timely manner prior to the occurrence of the leave. Deadlines to report exception time are the same as those used for timesheet employees (listed above). If no exception time was taken, it is not necessary to open or complete a timesheet.

Timesheets will be submitted and approved every two weeks. To assist in deadline tracking, a copy of the Payroll Calendars can be found on the uidaho.edu website located under payroll services. A copy can also be provided to you by the Payroll Department. Employees are encouraged to meet the established deadlines. Contact the Payroll or Human Resources Department for additional training.

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Navigating the Employee Dashboard

The employee dashboard is accessed through uidaho.edu and is the hub to enter a timesheet, view leave balances, view paystubs, and more.
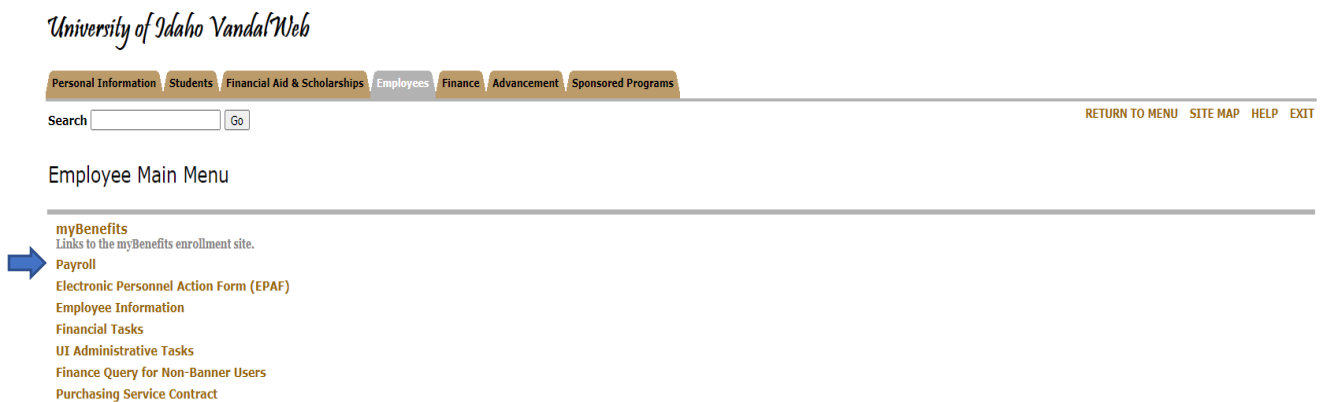
1. Go to uidaho.edu
2. Hover over the "Faculty & Staff" option which will drop a menu down. Select "access Vandalweb."
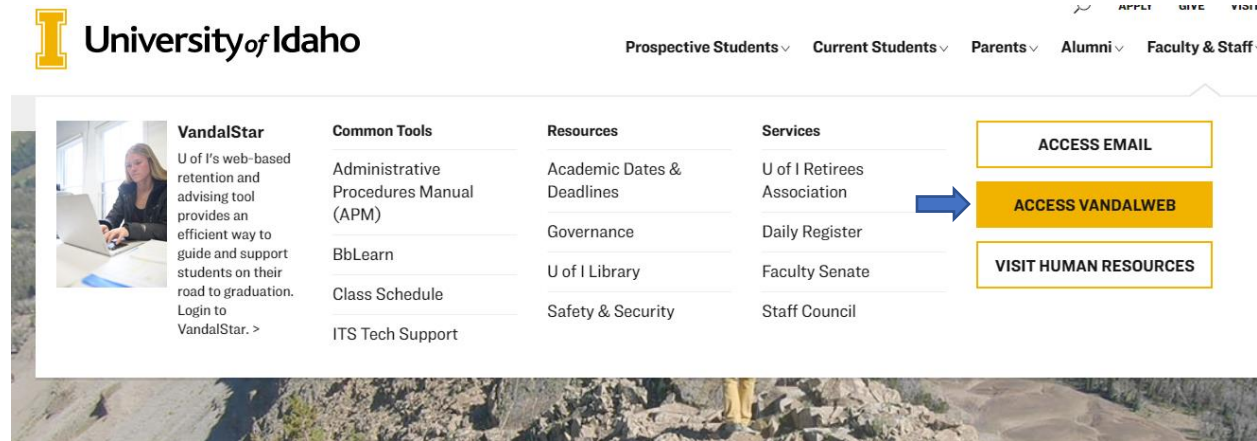
3. Login in using your Vandal ID and Password.

4. From the home page, click on the Employees tab.
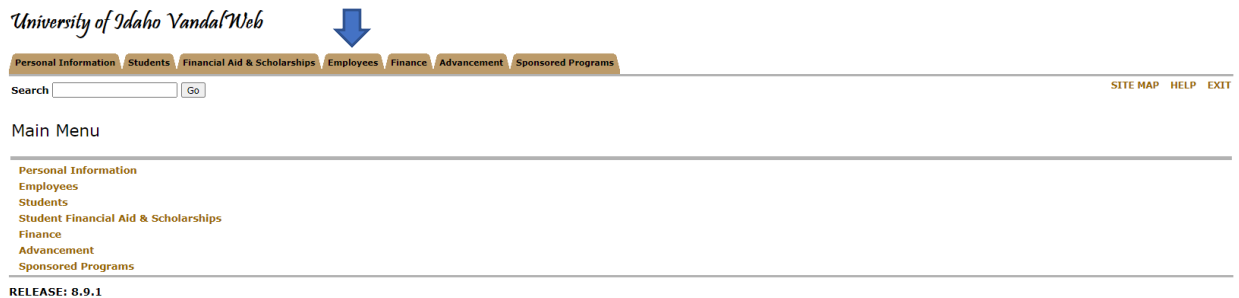
5. Click on the Payroll link.

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6. Next, select Web Time Entry/Supervisor Approvals.

University of Idaho VandalWeb

Personal Information	Students	Financial Aid & Scholarships	Employees	Finance	Advancement	Sponsored Programs

Search [_____] [Go]

EMPLOYEE MAIN MENU   SITE MAP   HELP   EXIT

Payroll Menu

Web Time Entry/Supervisor Approvals
Enter hours worked, leave taken or approve timesheets for the pay period.

COVID-19 Time Tracking
Please provide the UI with information on how much effort was spent on COVID-19 issues.

Earnings History
View your earnings amounts for a given period of months, broken down by the various earnings types.

Deduction History
View how much has been deducted from your check in which categories for a selected period of months.

Miscellaneous Deduction History
View miscellaneous deductions, such as TSA's, Parking Permits, etc.

Leave Balances and History
Balances for Vacation, Sick Leave, Compensatory Time, and Military Leave.

Pay Stub
View your current or past pay stubs here, with links to earnings and deductions histories.

Direct Deposit Review or Update
View the accounts into which your paycheck is being directly deposited, and the percentages or amounts involved.

W-2 Year End Earnings Statement
View W-2's from past years to view.

Federal W-4
View/Update your Federal W-4 information

Idaho Withholding/Exemptions (Form ID W-4)
View your Idaho W-4 information (single/married, number of dependents, etc).

Electronic W-2 Consent Form
Consent to receive an electronic W2 instead of receiving a paper copy

Comp Time Employee Elections
Select overtime compensation plans or review past choices.

Spread Pay Employee Elections
Select spread pay compensation plans or review past choices.

7. Select the Employee or Faculty tab and click on Employee Dashboard.

8. All employees have access to the employee dashboard.

University of Idaho VandalWeb

Employee Dashboard

Employee Dashboard

Leave Balances as of 11/10/2020

Vacation leave in hours `5.76`	Employee sick leave in hours `5.76`	Comptime Bank 1 - Non Taxed in hours `0.00`
Comptime Bank 2 - Taxed in hours `0.00`	Furlough Leave in hours `2.00`	

My Profile

Full Leave Balance Information

Pay Information ⌃

Latest Pay Stub: 10/30/2020   All Pay Stubs   Direct Deposit Information   Deductions History

Earnings ⌄

Taxes ⌄

Job Summary ⌄

Employee Summary ⌄

🪄 **My Activities**

[Enter Time]

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Effort Certification

Labor Redistribution

Campus Directory

Employee Menu

a. **Leave Balances**: Displays the current leave balances for all leave categories as of the date of the last paycheck.

Leave Balances as of 11/10/2020

Vacation leave in hours `5.76`	Employee sick leave in hours `5.76`	Comptime Bank 1 - Non Taxed in hours `0.00`
Comptime Bank 2 - Taxed in hours `0.00`	Furlough Leave in hours `2.00`	

Full Leave Balance Information

b. **My Profile**: Update on campus and personal contact information. Displays employee status, hire date and date of birth.
c. **My Team – Supervisors Only**: Displays all employees in the supervisor's hierarchy. Click each name to see additional information about that employee, including contact information and leave balances.
d. **My Activities**: This section is where the timesheet and the leave form to request time off are accessed. Supervisors access the approval screens for timesheets and leave requests in this section.
e. **Pay Information**: View Paystubs, direct deposit advices and deduction history.
f. **Earnings**: Shows year to date earnings, earnings by date range, and earnings by position.
g. **Benefits**: View a current summary of all chosen benefits, including a list of beneficiaries and dependents on file.
h. **Taxes**: Displays filing status for the IRS, electronic regulatory consent to receive W-2s electronically, 1095-C, W-2s and W-2 C's (if consented to receive electronically). All years that consent to receive W-2s electronically will be accessible.
i. **Job Summary**: Displays current and previous positions.
j. **Employee Summary**: Displays detailed information about employment status.

Timesheet Approvers

Timesheet employees are to update the timesheet daily and accurately. It is the ***responsibility of the approver*** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review that Earn Codes are used appropriately by the employee, and that all submission deadlines are met.
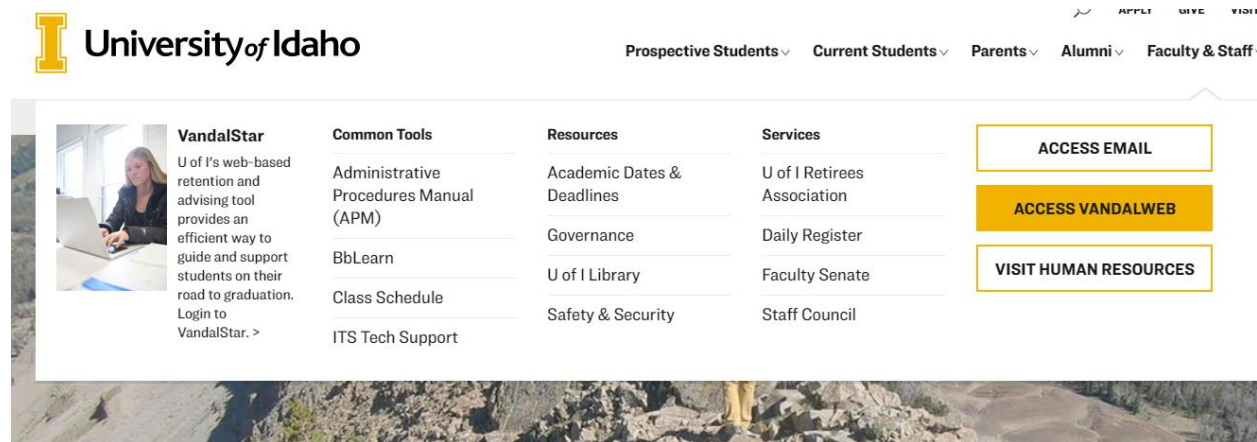
Exception time only employees (salaried/exempt) must submit a timesheet when exception time is used during the pay period. Examples include vacation or sick leave. It is the ***responsibility of the approver*** to make sure that the exception time is reported during the pay period it occurred, that the appropriate Earn Code was used by the employee, and that submission deadlines are met.

* Employees are expected to meet established deadlines. Contact the Payroll or Human Resources Department for additional training, if necessary.

How to access the timesheet

Time Entry is accessed through the employee dashboard, which can be found through VandalWeb portal on the uidaho.edu website

1. Log into VandalWeb from http://www.uidaho.edu
2. Hover over the "Faculty & Staff" option which will drop a menu down. Select "access Vandalweb."

3. Enter your Vandal ID and password to login.

4. Select the Employee or Faculty tab and click on Employee Dashboard.

5. Go to the My Activities section on the bottom right and click on Approve Time.
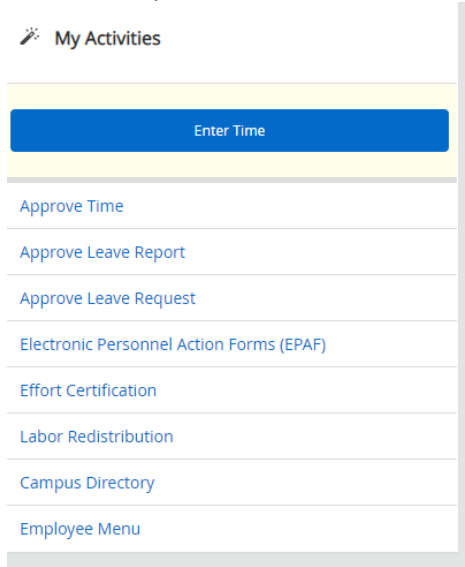
Navigating the Approval screen

Banner 9 Time Entry is user friendly, gives the capability to sort and view employee timesheets, and has reporting tools.

Sorting:

Sort by Pay Period, Department (if the approver has multiple departments/organizations), and timesheet status. Department is not required when sorting by the "Not Started" timesheet status. When sorting by "Not Started" all employees under that organization/department will be listed, not just those in the approver's hierarchy.
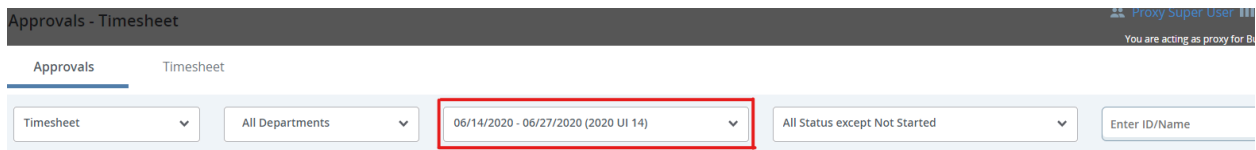
Reports:

A distribution status Report defaults on the approval screen. This is a bar chart of the various timesheet statuses in the approvers queue. The approver can click on a bar to show the detailed list of employee timesheets in that status.

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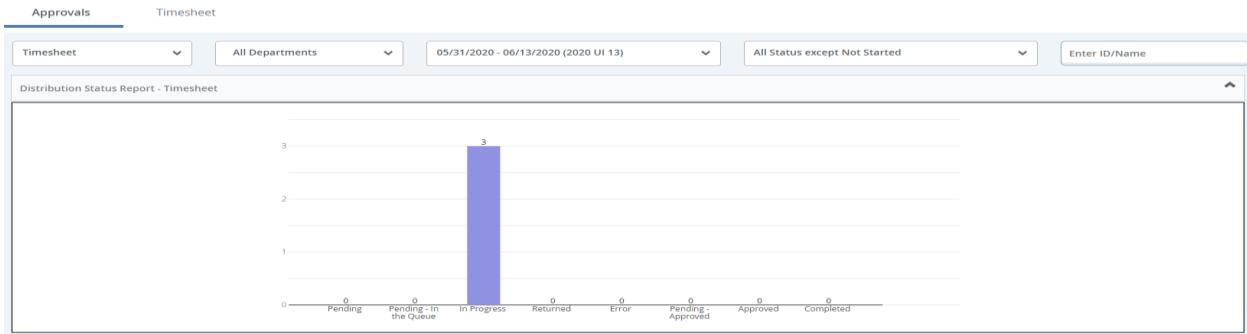
The Reports screen has an additional view of employee timesheets by a various status. It shows each timesheet within the status along with the total hours. This can be accessed by clicking the Reports link on the top right of the screen.

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Reviewing and Approving a Timesheet

Timesheet employees are to update the timesheet daily and accurately. It is the ***responsibility of the approver*** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review the appropriate Earn Codes are used by the employee, and ensure that all submission deadlines are met.

Exception time only employees (salaried/exempt) must submit a timesheet when exception time is used during the pay period, such as vacation or sick. It is the ***responsibility of the approver*** to make sure that the exception time is reported during the pay period that it occurred, that the appropriate Earn Code was used by the employee, and that submission deadlines are met.

The approver reviews each assigned timesheet for completeness and accuracy. Refer to the Earn Code section for reference while reviewing a timesheet. Timesheets will be submitted and approved every two weeks, or the week following pay day. To assist in tracking deadlines, a copy of the pay schedule can be found on the uidaho.edu website located under payroll services. A copy can also be provided to you by the Payroll Department. Employees are encouraged to meet the established deadlines. Contact the Payroll or Human Resources Department for additional training.
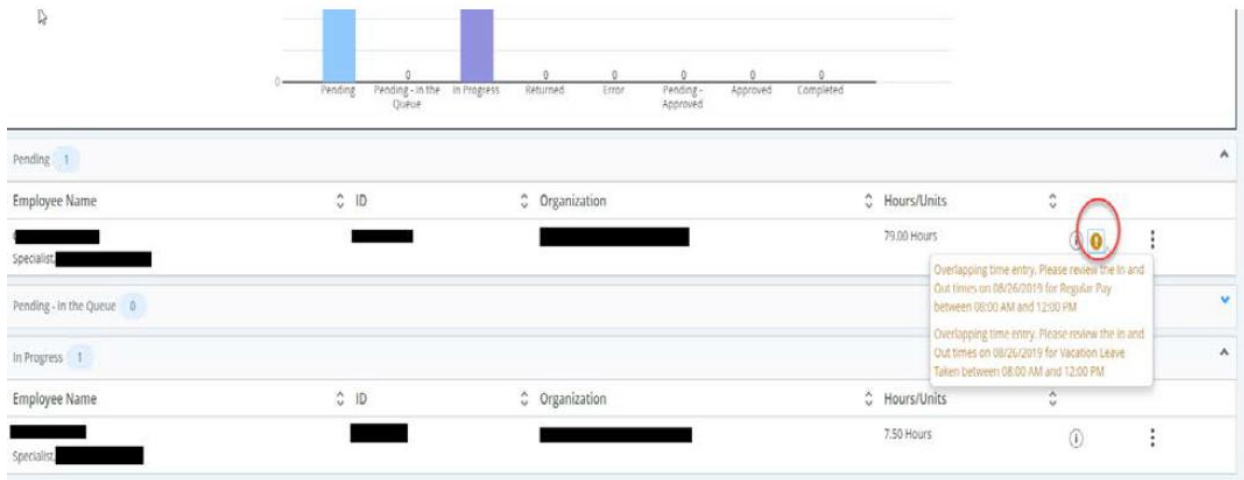
1. From the employee dashboard select Approve Time under My Activities.
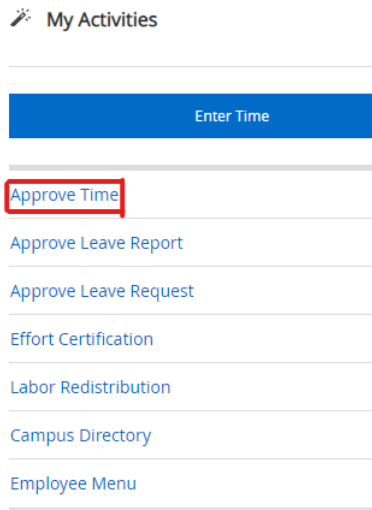
2. From the main page of the approval screen, click the bar of pending timesheets to see the employee list or scroll down to click the drop down for the timesheets in pending status.

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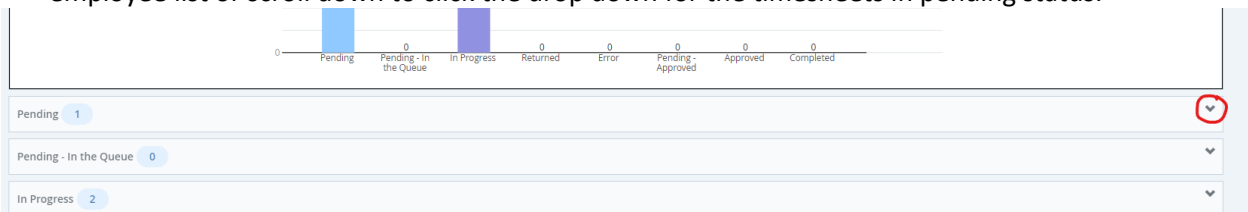
3. Look for warning or comments on timesheets, as shown below. To view the warnings or comments, click on the symbol. It is important to look at each warning and/or comment because it may require sending the timesheet back to the employee for corrections. In addition to warnings, hours submitted on the timesheet are shown on this screen.

4. Click on the three dots on the right of the desired employee and click Preview.

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5. The Preview screen shows a summary of the timesheet. **Do NOT** select approve at this step. Click on Details to review the hours worked each day for accuracy.

6. The details screen shows the hours entered on each day of the pay period for the employee and the earn code that will be charged for those hours. Click on each day to see the detail of the hours entered to verify they are correct. Pay attention to any warning symbols that may appear on a date. Click the symbol to view the warning, which might require further action by the approver and/or employee before submitting to payroll.

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7. If the employee has entered Leave time on a date during the pay period, the approver needs to check the employees leave balances to assure there is an available balance. Leave balances can be found two different ways for each employee.

   a. From the details screen of the timesheet, click Leave balances on the top right corner of the screen. If the employee does not have enough leave time accrued, then the timesheet needs to be sent back to the employee for corrections. Refer the employee to the section on Editing and Deleting time entered on a timesheet.

   b. From the main page of employees, click the three dots on the right and select Leave Balances.

Note: The following Earn Codes may require documentation, prior approval, or other criteria prior to use. It is the responsibility of the approver to follow up with the employee to ensure that the proper steps have been taken to use these Earn Codes. Refer to the Earn Code section for details.

Jury Duty (documentation submitted to payroll)
Military Leave (documentation submitted to benefits)
Family Medical Leave (documentation submitted to benefits)

8. If a timesheet requires *no corrections* by the employee, click preview on the bottom right corner of the details view. The preview screen with the summary will appear. Click Approve. If corrections need to be made, refer to sending a timesheet back for correction.

Sending a Timesheet back to the Employee for Corrections

Timesheets can be returned to the employee for correction in the Preview screen. Comments are visible to the user, approver, Payroll, and Human Resources. Payroll and Human Resources *will not* monitor comments on timesheets. Contact those Departments directly with questions or concerns. Be advised comments are public record.

1. From the Preview screen, add a comment to inform the employee of the changes needed to the timesheet and instruct the employee to resubmit for approval after the corrections have been made. The comment section says optional, but a comment is required for returning a timesheet for corrections. It will not let you proceed otherwise. Click Return for Correction.

    Note: Comments are visible to the user, approver, payroll and human resources. Payroll and Human Resources *will not* monitor comments on timesheets. Contact those Departments directly with questions or concerns. Be advised comments are public record.

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2. Notify the employee that the timesheet has been sent back for corrections and to log into the employee dashboard.

3. Once the corrections have been made, the employee needs to resubmit the timesheet for approval. The approver then repeats the steps to verify accuracy and approve the timesheet for payroll.

## <u>Editing an Employee Timesheet as the Approver</u>

If the deadline has passed for the employee to make edits on the timesheet, or the employee no longer has access to their timesheet, the approver can make corrections and submit the timesheet using the following steps.

> **IMPORTANT**: Click **Save** after each entry, edit, deletion or change.

1. Editing time entered: Click on the day and then click on the pencil on the right side of the screen. Make any necessary adjustments and click save.
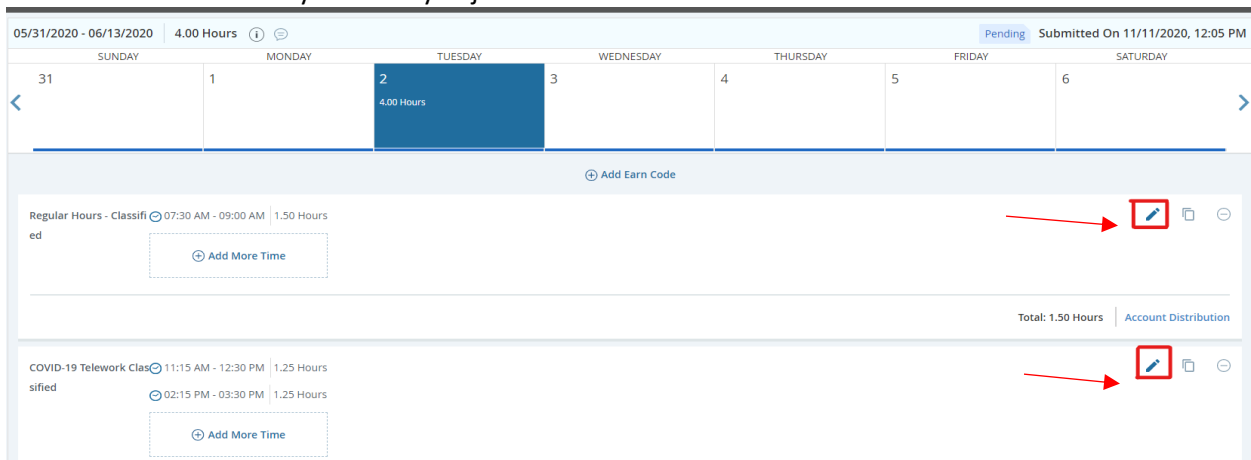
2. Adding an Earn code: Use the drop-down box to select the correct Earn Code and hours. Click on Hours and minutes separately to scroll through the time options. The minutes are in 15-minute increments. After selecting AM/PM, click Set. The total hours appears to the right.

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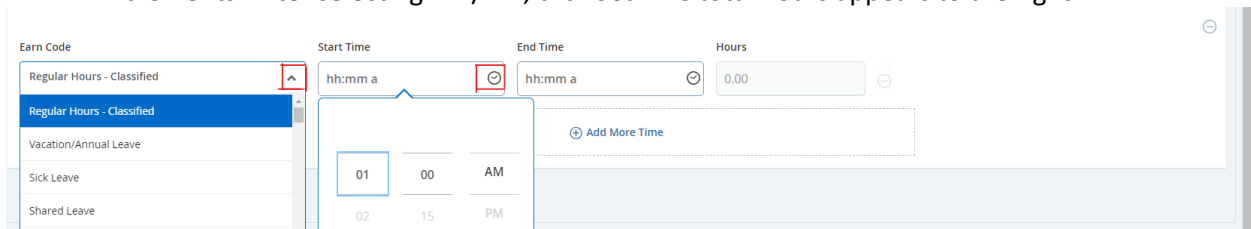
3. Use the Add More Time button when reporting additional in/out time for the day. Example: Lunch break

Earn Code	Start Time	End Time	Hours
Regular Hours - Classified	07:30 AM	09:00 AM	1.50
	⊕ Add More Time		

4. After Start and End times have been entered for the day, make sure the total hours are correct. Click Save. Repeat these steps for each day worked in the pay period.

Earn Code	Start Time	End Time	Hours
Regular Hours - Classified	07:30 AM	09:00 AM	1.50
	09:00 AM	10:00 AM	1.00
	⊕ Add More Time		

Cancel   Save   Preview

Note: Negative hours are reflected if incorrect AM/PM time is entered. Time cannot be saved until corrected. Edit the start and end times as necessary. Once completed, click save on the bottom right of the screen.

Earn Code	Start Time	End Time	Hours
Regular Hours - Classified	07:30 AM	09:00 AM	1.50
	10:00 AM	04:30 AM	-5.50
	⊕ Add More Time		

5. To delete time entered, click on the day, and then click on the minus "-" sign on the right side of the screen.

6. Once the edits are completed, the approver clicks on the Preview at the bottom right of the screen and then will click Submit. The timesheet will then be in Pending status for the approver to then approve.

Adding a Proxy

In the absence or unavailability of the timesheet approver, a proxy should be setup to approve time on their behalf. You must set up a minimum of one proxy, but it is *highly* recommended to setup at least two individuals as a proxy. The proxy assigned needs to be a job level higher than the level of those employees needing approval. The step to add a proxy only needs to be completed once.

1. Complete the steps under How to Access a Timesheet. Click on the Proxy Super User link on the top right side of the screen.

2. Once navigated to the Proxy Super User page, click on Add a new Proxy. The system will search for the name entered within the approver's directory. If the name is not listed, please contact the Human Resources to assist in setting up that individual.

3. After the employee has been selected to add as a proxy, they will appear in the list.

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4. Once adding and reviewing, click on Navigate to Time and Leave Approvals application at the bottom right side of the screen.

Removing a Proxy

In addition to adding a proxy, an approver can also remove one.

1. Select the check box next to the name of the proxy to remove. More then one proxy can be selected at a time. Once all have been selected, click Delete proxies.
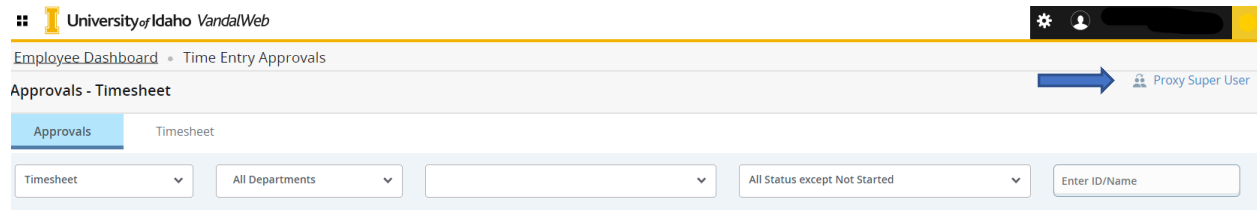
2. A message will appear asking "Are you sure you want to remove the proxy?" Select yes to remove.

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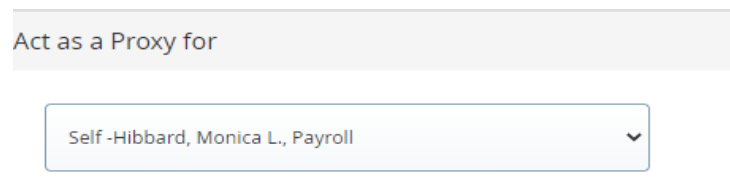
Approving time as a Proxy
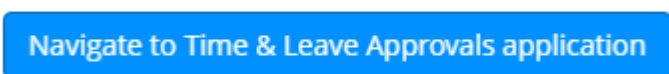
When approving timesheets as a proxy the proxy takes on all responsibilities of the approver. It is the ***responsibility of the proxy on behalf of the approver*** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review that Earn Codes are used appropriately by the employee and ensure that all submission deadlines are met.

1. Select the appropriate approver in the "Act as a Proxy" drop down list. If a name is not listed, the approved has not completed the necessary steps in adding a proxy. If assistance is needed in setting up a proxy, contact the Human Resources Department.

2. Click on Navigate to Time & Leave Approvals application at the bottom of the screen to begin reviewing and approving the appropriate timesheets.

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Frequently Asked Questions

1. How will approvers know when to approve timesheets?
Timesheets can be approved as soon as they have been submitted by the employee. All timesheets must be approved on or before the end of the pay period.
Deadlines are important to the processing of payroll. Approvers are encouraged to meet established deadlines. Contact the Payroll or Human Resources Department for additional training.

2. What if I will be out of the office and cannot approve?
All approvers should have at least one proxy assigned to approve timesheets on their behalf. It is the responsibility of the approver to notify the proxy when they will be needed, so that established deadlines can be met. The proxy then takes on all the responsibilities for that approver when reviewing and approving timesheets.

3. Are timesheet employees required to enter hours daily?
Yes, it is strongly recommended that employees record all hours daily. By doing so, you will build up a habit of entering time and supervisors can then review attendance daily. Exception time employees will only enter hours as they are taken during the current pay period.

4. UI is closed for a Holiday; do employees need to enter time for that day?
Yes. Holidays will not prefill with applicable hours for that day. If you must work on a day that UI is closed for a holiday, then regular hours, holiday hours worked and board appointed holiday need to be entered, as applicable.

5. I approve Exception time only employees; do they have to do a timesheet every pay period?
Exception time only employees, also known as salaried employees, only enter time when it is an exception to normal work hours, such as sick or vacation. If an Exception time only employee does not have any exception time during a pay period, then it is not necessary to open a timesheet for submission.

6. What if an employee submits a timesheet for approval, but needs to make edits?
If the approver has not approved the timesheet, the employee is able to recall the timesheet to make edits and comments for resubmission to the approver. The approver can also send the timesheet back to the employee for corrections.

7. What if an employee is gone an entire pay period?
Contact the Payroll or Human Resources for assistance on submitting a timesheet on behalf of the employee(s).

8. How do I train new employees on Time Entry?
A brief overview will be given during orientation, but it is encouraged to do one on one training with new employees as part of the department procedure.

9. What if I am scheduled to be off on a day that the University must close for Emergency?
  During an Emergency Closure an employee who would have otherwise worked, will use the Earn Code for Emergency Closure. This Earn Code will only be available in the instances that UI will need to close for an emergency. If you were already approved to be on leave, you would use that leave code.

10. I have an employee requesting vacation time in 6 months, but currently does not have enough leave time. Can I still approve the request?
  You only need to have enough leave at the time the leave is taken. Approval of the leave is to be done in accordance with Leave and/or department procedures. It is the **responsibility of the approver** to monitor employee leave balances, prior to the leave occurring, using the My Team in the Employee Dashboard.

11. Is there Bereavement Leave?
  Accrued sick time is used for bereavement. In the case that an employee's family member or close relative has passed, sick leave can be used.

12. What happens if an employee takes leave, but doesn't have enough time?
  A warning will populate in the time record which states '*Possible Insufficient Leave'*. The impact may result in non-payment for the leave taken. It is the **responsibility of the approver** to monitor employee leave balances before leave is taken. For questions on what to do when a leave has a zero balance, contact the Payroll department.

13. An employee turned in a doctor note for return to work, where do I send that in to?
  Doctor's notes are turned into Benefits Services. If an employee is on approved FMLA, the doctor's note should be returned to Benefits by the employee.

14. An employee will be off campus for a conference or training, how should the time be recorded?
  A timesheet employee is to record hours worked, whether in the office, or at a conference or training. An exception time only employee would not record anything on a timesheet because this is not exception time.

15. What happens if an employee is out of leave time? How will I know?
  If an employee has no more leave time, the employee will not be paid for the time off. The approver will have access to leave time balances at any time in the Employee Dashboard under My Team. The approver is to check leave balances before leave is taken, and before approving a timesheet.

16. Do I submit timesheets weekly?
  Timesheets for hourly employees should be recorded daily. Timesheets are submitted on a bi-weekly basis, with the deadlines posted on the pay schedule in the employee portal.

Reminders

• Refer to the pay schedule which can be found on the uidaho.edu website located under payroll services. A copy can also be provided to you by the Payroll Department.

• Timesheets default to Sunday (the start of the pay period).

• Check the daily hours balances in accordance with the employee schedules to check for errors in entering time.

• Submit timesheets within the deadlines, which are always the week after pay day. Employees are encouraged to meet the established deadlines. Contact the Payroll or Human Resources Department for additional training.

• Monitor timesheet status throughout the pay period.

• Check leave balances and procedures for using the leave, prior to approving a timesheet.

Contacts

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