Approvers Review Checklist for Web Time and Leave Entry (WTLE)

Review the following checklist to help you ensure that your employees are completing their timesheets and/or leave entries correctly. The Banner Web Time & Leave Entry online system is unable to check for some errors that can occur. Supervisors and employees can review the Exempt/Non-Exempt Leave Reporting Guidelines as a helpful resource at http://www.hr.uidaho.edu/documents/Leave%20Reporting.pdf?pid=107040&doc=1.

WTLE Review Checklist by Employee Class

Student or Temporary Non-PERSI* Employees

- ☐ Pre-deadline: every employee you supervise has at least started a timesheet? If not, follow-up.
- ☐ Number of hours correct per day, per week, and per pay period?
- ☐ Correct time in and time out recorded for each day as per the agreed upon schedule?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Temporary PERSI* Employees

- ☐ Pre-deadline: Every employee you supervise has at least started a timesheet? If not, follow-up.
- ☐ Number of hours correct per day, per week, and per pay period?
- ☐ Correct time in and time out recorded for each day as per the agreed upon schedule?
- ☐ Employee sick leave and/or annual leave listed on the correct day/time as employee was out?
- ☐ Employee holiday time is listed on the correct date of the holiday?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Classified Employees

- ☐ Pre-deadline: Every employee you supervise has at least started a timesheet? If not, follow-up.
- ☐ If employee lists medical leave, is the time for a day/time the employee was out? Medical leave cannot exceed 2 hours per calendar month.
- ☐ Did the employee enter their comp time taken on the correct day/time according to their approved request to use their comp time?
- ☐ Are any of the categories such as Jury Duty, Military, or Family Medical Leave being used when the employee has not discussed taking time for these reasons?
- ☐ Number of hours correct per day, per week, and per pay period?
- ☐ Correct time in and time out recorded for each day as per the agreed upon schedule?
- ☐ Employee sick leave and/or annual leave listed on the correct day/time as employee was out?
- ☐ Employee holiday time is listed on the correct date of the holiday?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Fiscal Faculty and Exempt Employees

- ☐ This category of employee will only have a leave report for your review if they are recording leave. If their name is absent from your queue, yet you have knowledge of or approved their leave, communicate with your employee(s), return to the employee ASAP for correction.
- ☐ Leave reported for annual & sick leave should be for the correct day/time the employee had requested the leave or was absent.
- ☐ If employee lists medical leave, is the time for a day/time the employee was out? Medical leave cannot exceed 2 hours per calendar month.
- ☐ Are any of the categories such as Jury Duty, Military, or Family Medical Leave being used when the employee has not discussed taking time for these reasons?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

Academic Faculty Employees

- ☐ This category of employee will only have a leave report for your review if they are recording leave. If their name is absent from your queue, yet you have knowledge of or approved their leave, communicate with your employee(s), return to the employee ASAP for correction.
- ☐ Leave reported for sick leave should be for the correct day/time the employee had requested the leave or was absent.
- ☐ If employee lists medical leave, is the time for a day/time the employee was out? Medical leave cannot exceed 2 hours per calendar month.
- ☐ Are any of the categories such as Jury Duty, Military, or Family Medical Leave being used when the employee has not discussed taking time for these reasons?
- ☐ Communicate questions/concerns to employees. Return to the employee ASAP any time sheets with incorrect information.
- ☐ Ensure all timesheets are reviewed and approved prior to the deadline.

PERSI* = Public Employee Retirement System of Idaho. Employees must contribute to PERSI if they are taking less than half-time credits or are non-students working 20 or more hours per week for 5 months or longer for the University of Idaho as a whole. PERSI eligible employees earn annual leave and sick leave and are eligible for holiday pay.