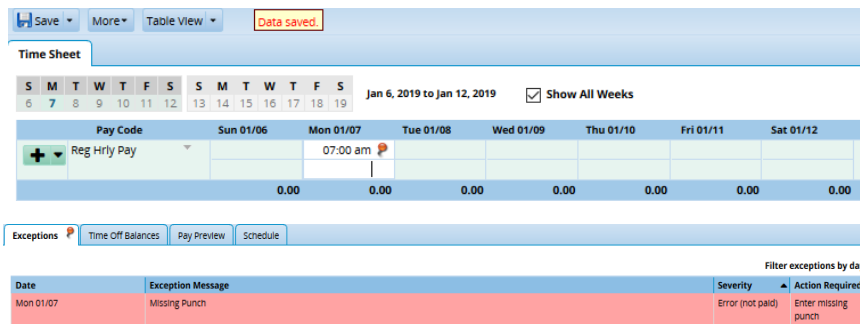




Timesheet Approval

NOTE: Pay for coaches on regional campuses is processed on a PT Admin contract in ICD. Workforce is used only to capture actual hours worked.

1. Click on the Approve Timesheets link in the Time Entry box.
2. If you have more than one group, click on the desired assignment group in the left side bar. Otherwise, the approval table opens automatically.
3. Verify that the appropriate pay period shows. You may click any column header to change sort order. If you have amended timesheets, a separate approval section will appear for the amended timesheets.
4. Click the employee’s name or employee # to open that employee’s timesheet.
5. You may change the display of timesheet if desired.
  - Click the List View tab and choose Table View for a different view of the timesheet. The timesheet opens in the view selected until changed.
  - Click the Show All Weeks box to display the full pay period.
6. Review the information entered on the timesheet.
7. Review the Exception messages appearing at the bottom of the timesheet for error messages.
  - Click on the Exceptions tab (near bottom of screen) to view messages.
  - Error messages in red, such as “Missing punch” require corrective action. A “Missing Punch” error appears when a Time In is entered and saved without a Time Out being entered. This error message is the only error that Group III will receive and still be able to save a timesheet. All other errors will not allow the end user to save the timesheet.



**WARNING: IF THE CORRECTIVE ACTION IS NOT TAKEN, THE EMPLOYEE'S HOURS WILL NOT BE PROPERLY REPORTED FOR THE TIME ASSOCIATED WITH THE RED ERROR.**

8. Comments may be entered by the employee or manager for any entries needing explanation.
  - To add weekly comments: from Table View, enter in Comments field by Pay Code.
  - To add daily comments: change timesheet view to List View, enter in Comments field by Pay Code.
9. Click Save button. If corrections need to be made to the employee timesheet:

Employee makes the corrections:

- Notify the employee and request that they make the timesheet corrections.
- Employee should re-submit the timesheet after the changes are made.

# Time & Attendance

## Group 3 Timesheet Approval

### Approver makes the corrections:

- It is OK if the employee does not re-submit the timesheet.
- If the employee is unable to make the corrections, the approver should make the corrections.

If changes have been made: click the Save icon to save changes, verify the timesheet is accurate, and then close the timesheet by clicking Close Timesheet. The approver should notify the employee of the changes and add a comment to the timesheet to document reasons for the change plus add their initials. (See step #8: Comments).

10. If NO changes are necessary; click Close Timesheet.
11. If you have a problem with entries on any submitted timesheet, click the Reject icon in the Mgr Apvd column to notify the employee of any entry you dispute. Once you send the rejection email and Save Approvals, a red X will appear in the approval column.

**NOTE:** When you reject a timesheet, the employee's timesheet approval is automatically removed. Rejecting a timesheet officially notifies the employee that the approver does not agree with something on the timesheet and prompts an automatic "Reject Timesheet" email box. This action creates an electronic document trail.

**WARNING: REJECTED TIMESHEETS ARE STILL PROCESSED "AS IS" WITH THE REJECTION. EVEN IN REJECTION STATUS APPROVAL IS STILL REQUIRED.**

12. Repeat this process for all employees in the group.
13. Click Save Approvals to save the approvals, rejections, or any other actions performed for the employees in the group. A message box with "Saving" will appear.
14. Repeat this process until all timesheets are approved with no errors.

### **NOTES:**

(1) You should approve timesheets with "Zero" hours—this locks the timesheet from further editing and stops emails.

(2) All approvals are due by 5:00pm on the Tuesday following the end of the biweekly pay period.

(3) Once the pay period is processed, timesheets without manager approval must be printed and signed by the manager:

- On the WF Dashboard click Edit Employee Time.
- Find the employee in your group, click on their name, and change the pay period date until you get to the unapproved timesheet.
- Under the "More" tab at the top is your print icon. Please print from there. Do not use the browser's print icon.

### **WITHDRAW APPROVAL**

1. Click the check mark in the Mgr Apvd check box to uncheck it.
2. Click Save Approvals to save the changes. Notice empty "Approve" box.

# **Time & Attendance**

## **Group 3 Timesheet Approval**

**DO NOT ASSIGN A SCHEDULE TEMPLATE TO GROUP III EMPLOYEES.**

Group III employees do not get Paid Time Off or Holiday pay. Therefore, schedules are not necessary in Workforce.

For further instruction, refer to:

<https://www.ohio.edu/hr/resources/hr-system-training>

WORKFORCE QUESTIONS, CONTACT PAYROLL AT 740-593-1859  
PROBLEMS CONNECTING, CONTACT OIT SERVICE DESK AT 740-593-1222