



# Workforce Software: Time & Attendance Manager Timesheet Approval

## Timesheet Approval

1. Log into Workforce at workforce.ohio.edu
2. Click on the Approve Timesheets link in the Time Entry box.
3. If you have more than one group, click on the desired assignment group in the left side bar. Otherwise, the approval table opens automatically.
4. 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.
5. Click the employee's name or employee # to open that employee's timesheet.
6. 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.
7. Review the information entered on the timesheet.
8. Review the Exception messages appearing at the bottom of the timesheet.
  - Click on the Exceptions tab (near bottom of screen) to view messages.
  - Three exception messages may appear at the bottom of your timesheet:
    - Info messages, such as "Late," do not require any action.
    - Warning messages, such as "no time entered on a scheduled day," may or may not require some corrective action.
    - Error messages in red, such as "Missing punch" require corrective action that must be taken for the employee to be paid for the time associated with the error. (Red push pin displays on day of error.)

**WARNING: IF ERRORS ARE NOT CORRECTED, THE EMPLOYEE WILL NOT BE PAID FOR THE TIME ASSOCIATED WITH THE RED ERROR.**

9. Comments may be entered by the employee or manager for any entries needing an explanation.
  - To add weekly comments: from Table View, enter in Comments field to the right of Saturday.
  - To add daily comments: change timesheet view to List View, enter in Comments field to the right of the times in and out.
  - Click Save button.
10. If corrections need to be made to the employee timesheet:
  - Notify the employee and request that they make the timesheet corrections.
  - Employee should re-submit the timesheet after the changes are complete.
  - If the employee does not re-submit, they will still be paid for any hours on the timesheet.
  - If the employee is unable to make the corrections, the approver should make the corrections.
11. If NO changes are necessary, click Close Timesheet.

If changes have been made click the Save icon to save the changes, verify the timesheet is accurate, and then close the timesheet by clicking on Close Timesheet icon. The approver should notify the employee of the changes, add a comment to the timesheet to document reasons for the change, and add their initials. (See step #9: Comments)

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12. 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. Repeat for any employee in question.

NOTE: When you reject a timesheet, the employee's approval is 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.

### **Employees are paid for all hours on a rejected timesheet.**

13. Repeat this process for all employees in the group.
14. 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.
15. Repeat this process until all timesheets are error free and approved.

### NOTES:

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

(2) All approvals are to be completed by 5:00pm on the Tuesday following the end of the pay period. (Call Payroll if you need to extend the 5pm deadline.)

(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.
- Open your group and click on the name of the employee whose time was not approved.
- At the top left is the date field. Click the arrow pointing left until you get to the pay period you need
- Under the "More" tab is the "Print" icon. Select your "Print Preferences", click "Print". Sign the timesheet. Only the supervisor's signature is required. Scan and email to Payroll.

### **WITHDRAW APPROVAL**

1. Click in the Mgr Apvd check box (this will uncheck the box).
2. Click Save Approvals to save the unapproval. Notice empty "Approve" box.

### **CHANGE COSTING ON AN EMPLOYEE**

- For student employees, refer to Edit Existing Assignment for an Employee in the Student Hiring Guide for further detail.
- For classified employees, the changes are to be entered directly on the timesheet. Please refer to Manager Timesheet Approval Manual for detailed instructions.

### **ASSIGNING OR CHANGING A PERMANENT SCHEDULE:**

**NOTE:** A Permanent schedule change is made when the employee's schedule changes permanently (i.e., shift time change or from an 8 to a 10 hr day.) Permanent changes can only be made to schedules for the current unapproved pay period and beyond (i.e., they may be future-dated but not backdated). Therefore, all WF

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permanent schedule changes should be processed in the second week of the pay period and prior to timesheet approval for changes to current pay period.

**WARNING:** DO NOT enter schedules for Student employees in Workforce.

### **ASSIGNING OR CHANGING A PERMANENT SCHEDULE, Cont'd:**

1. Click on the Assign Schedules link in the Schedules box
2. Click on "Assign Schedule Templates" link under Permanent Changes.
3. Click on Assignment Group.
4. Date Range:
  - a) Current pay period: verify dates in "Valid Date Range".
  - b) Future schedule changes:
    - Click box under "Employees Active On" (located in far left menu).
    - Select date on calendar.
5. Click in the box to left of employee's name.
6. Click in Schedule Template field for the employee.
7. Click on the desired schedule template. (Be very careful choosing schedule.)
8. Click in the Effective Date field and enter the start date for the new schedule using the following format: MM/DD/YYYY.
9. Click Save then the new schedule will be displayed.

### **TEMPORARY SCHEDULE CHANGES FOR CURRENT TIMESHEETS**

**NOTE:** Temporary schedule changes must be made prior to timesheet approval and are effective only for the pay period in which they occur. The schedule automatically returns to the permanent schedule settings for the next pay period. Temporary schedule changes are necessary, for example, when an employee uses Paid Time-Off (sick, vacation, etc.) and then works beyond their scheduled ending time.

1. Click on the Edit Employee Time link in the Time Entry box.
2. Click on Assignment Group.
3. Click on Employee Name.
4. Click on Schedule Tab.
5. Enter temporary schedule changes.
6. Click Save and review warnings/error messages to verify information.
7. "Data saved" message will be displayed.

For further instruction, refer to:

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