

## Frequently Asked Questions – Web Time Entry Approvers

### 1. How will approvers know when to approve timesheets?

Timesheets can be approved as soon as they have been submitted for approval by the employee. All timesheets must be approved on or before the end of the pay period the Pay Schedule can be found on the Payroll website under 'Forms & Schedules'. Deadlines are important to the processing of payroll. Approvers are encouraged to meet established deadlines. Contact the Payroll 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. The proxy will need to regularly log in and check the queue for submitted timesheets, in the approver's absence.

### 3. Are timesheet employees required to enter hours daily?

It is not required, but strongly recommended that employees record all hours daily. By doing so, will build up a habit of entering time and supervisors/approvers can then review attendance daily.

### 4. UFV is closed for a Holiday; do employees need to enter time for that day?

Yes, if you must work on a day that UFV is closed for a Holiday, the earn code 'Stat Pay' should be used.

### 5. 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 if it has not been approved.

### 6. What if an employee has not been able to enter time for an entire pay period?

Contact the Payroll department for assistance on submitting a timesheet on behalf of the employee(s).

### 7. How do I train new employees on Time Entry?

A brief overview will be given during orientation, but it is encouraged to train new employees as part of the department's onboarding procedure. The accompanying user guide and overview videos are good tools to assist with this.

### 8. Do I still submit timesheets weekly?

Time for hourly employees should be recorded daily. Timesheets are submitted on a bi-weekly basis, with the deadlines posted on the pay schedule on the payroll website.