

Frequently Asked Questions – Web Time Entry Users

- 1. What if I have more than one supervisor?**

If an employee has more than one supervisor, one supervisor will be designated as the Primary Approver and will need to assign the other supervisor as a Proxy. Both will then have access to the timesheet.
- 2. 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. It is also helpful for the employee to notify the approver that a timesheet has been submitted. A copy of the Pay Schedule with submission deadlines can be found on the UFV Portal under the employee tab.
- 3. What if my approver is on vacation or resigns?**

All approvers are required to assign and set up a proxy who is authorized to approve time in their absence. Approvers must notify the proxy when they will be required to approve time.
- 4. Am I required to enter hours each day?**

Yes, it is strongly recommended and is a best practice that employees record all hours daily. By doing so, it becomes habit and submission at the end of the pay period by the due date is a quicker process.
- 5. UFV is closed for a Holiday; do I have to enter time on that day of the timesheet?**

Only if you have worked on that particular holiday.
- 6. What if I submit my timesheet to my approver and need 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. If the timesheet has been approved, the employee should ask the approver to return the timesheet for correction.
- 7. What if an employee is out for an entire pay period and did not submit a timesheet?**

Contact the Payroll department for assistance. A manual timesheet submission may be required.
- 8. How do I train new employees on Time Entry?**

A brief overview will be given during orientation. Departments should include as part of the onboarding training process. Refer to reference materials available for employees on the UFV Payroll webpage.
- 9. Do I still submit timesheets bi-weekly?**

Time can be recorded daily in the Web Time Entry system, however timesheets are due bi-weekly with the deadlines posted on the Pay Schedule on the employee portal.