-How Do I Approve Web Time Sheets/Leave Reports for my Employees? 3-24-21

<u>Process</u>

- Access the Portal using your username and password. This is the same username and password you use to log into your computer and access your email. Click on PAWS>Employees, My Account.
- Click on the **Employee** tab.
- From the Employee tab click on **Hourly Time Sheet and Salaried Leave Reporting**.
- Click on either Hourly Employee Time Sheet or Salaried Employee Leave Reporting.
- Selection Criteria will appear and you will select the **Approve or Acknowledge Time** button, if it isn't selected already. Then click **Select**.

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

[Select]

- If you are responsible for approving employees in multiple departments, you will need to select the department and time period you wish to review for approval by clicking the button under **My Choice**. Then click Select.

Selection

Time Sheet

Department and Description	My Choice	Pay Period
8, 6291, HUMAN RESOURCES	●	HR, Feb 21,2021 to Mar 20,2021 ▾

Leave Report

Department and Description	My Choice	Leave Period
8, 6291, HUMAN RESOURCES	○	SA, Mar 01,2021 to Mar 31,2021 ▾

Sort Order

	My Choice
Sort employees' records by Status then by Name:	●
Sort employees' records by Name:	○

[Select]

RELEASE: 8.12.1.5

Approver Responsibilities

- Verify your employees have initiated their Time Sheets/Leave Reports for the pay period.
- Designate a least one Proxy to perform your responsibilities in your absence. Notify your Proxy to review and approve Time Sheets/Leave Reports on your behalf when you are not going to be available to perform this responsibility. (Proxy responsibilities are listed below.)
- Verify all employees have submitted their Time Sheet/Leave Report for approval prior to the designated date and time according to the Hourly or Salaried Employee Calendar.
- Notify employees that need to submit their Time Sheets/Leave Reports if they have not done so.

Approving Times Sheets/Leave Reports

- Review all submitted Time Sheets/Leave Reports in detail. It is the responsibility of the Approver to verify the employee has entered the correct hours and days the work is performed and/or leave taken in accordance with College policy.
- You must review each employee individually to verify the accuracy of their Time Sheets/Leave Reports; click on the Employee's name to evaluate their hours.
- When corrections are necessary:
  - ✓ If time permits prior to the Employee Turn In date and time, return Time Sheets/Leave Reports with errors to the employee for correction by selecting **Return for Correction** or **Change Record**. Do not use the **Delete** button as this deletes the Time Sheets/Leave Reports and is irretrievable. Notify the employee of the returned Time Sheet/Leave Report as the employee will not receive any other type of notification.

    | Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |

  - ✓ If after the Employee turn in date and time, but before the Approver turn in date and time, make the necessary correction and send written communications to the employee informing them of the change. _Note: The Approver is the last opportunity to address or correct any error prior to processing._ If you made a change to the Time Sheet/Leave Report, select Add Comment and document the changes you made before approving. Select **Save**. Comments cannot be added to Time Sheets/Leave Reports which have already been approved.

    | Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |

Comment Date: Mar 24,2021
Confidential Indicator: ☐
Enter or Edit Comment:

Save Previous Menu

- ✓ If corrections are needed after the Employee Turn In date and time, the Approver should contact Human Resources for directions and approval on what to correct.
- ▪ Once you have determined everything is correct, click the **Approve** tab.

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

- ▪ Approve all Time Sheets/Leave Reports individually prior to the Approver date and time deadline.

Proxy Responsibilities

- ▪ Understand the required steps to approve Time Sheets/Leave Reports.
- ▪ Assume the role and responsibilities of 'Acting Approver' when designated by the Approver.
- ▪ Remember to remove yourself as 'Acting Approver' when you have completed the approval of Time Sheets/Leave Reports for the period designated by the Approver.