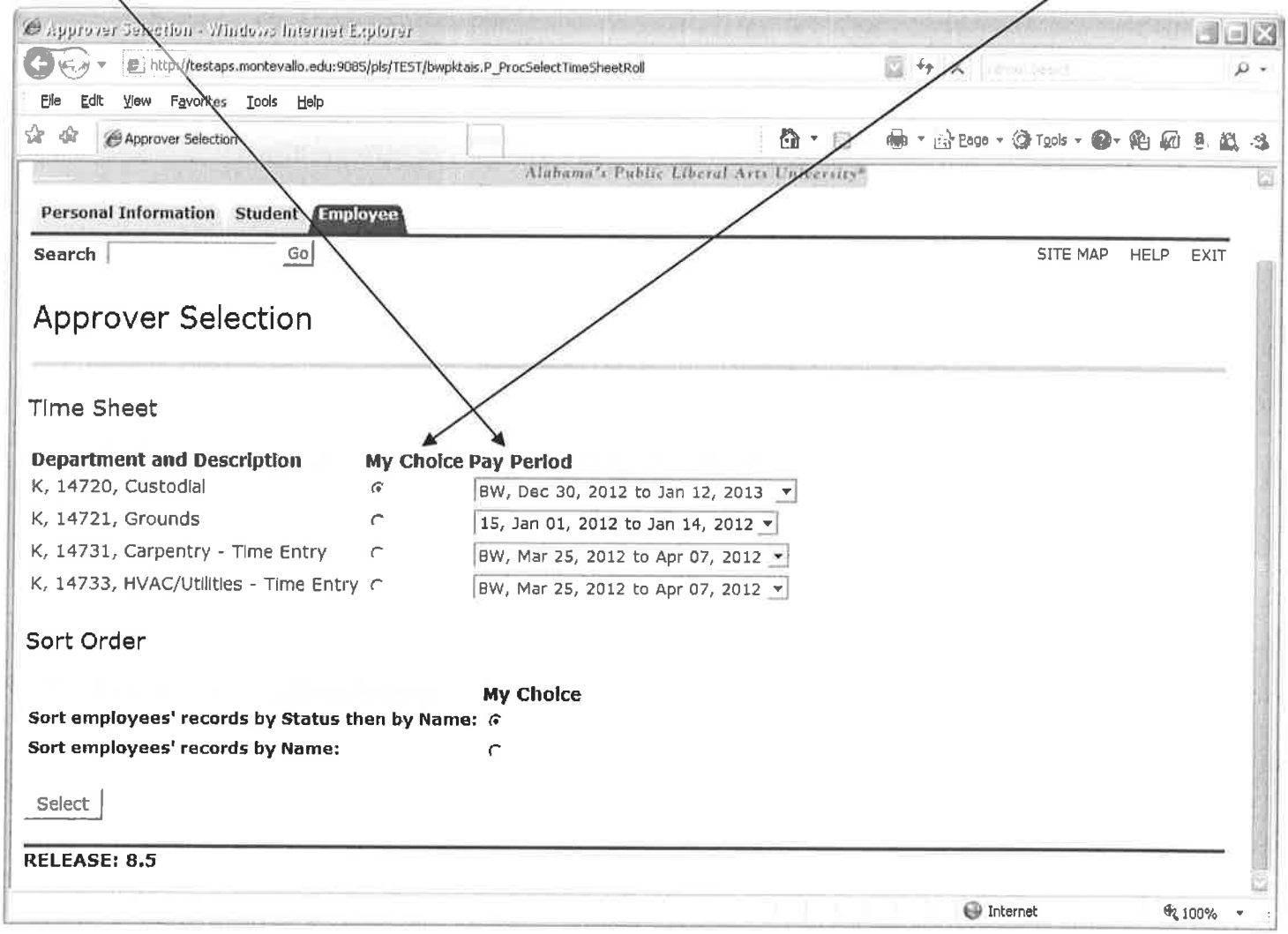
UNIVERSITY of MONTEVALLO
DIVISION OF BUSINESS AFFAIRS

# APPROVING TIME SHEETS AND LEAVE REPORTS

Points to remember:

1) Bi-weekly employees:
   a) Non-exempt employees
   b) Have to account for time worked
   c) Subject to overtime
   d) Fill out time sheets
   e) Pay (regular and overtime) is dependent on time sheets being approved on time
   f) Leave balances (accrued and taken) are updated during the payroll process
   g) The payroll process expects at least 80 hours for the normal full-time employee to be paid their full amount; part-time employees are expected to enter their proportionate amount of hours; Police Officers are different
2) Monthly employees:
   a) Exempt employees
   b) Only account for time not worked
   c) Not subject to overtime
   d) Fill out leave reports
   e) Leave time is accrued during the payroll process
   f) Leave time taken is updated when leave report is approved
   g) Contact the Payroll Department immediately if an exempt employee does not work the full month and does not have enough leave hours to claim to complete the month. Do not wait until time to approve the leave report. Try to be proactive so the employee's pay can be adjusted before payroll is processed (usually around the 25$^{th}$ of the month).
3) Payroll calendars and the holiday calendar are published yearly and available on the payroll website

Log into Banner self-services as normal. Be careful to choose the intended department under My Choice and pay period if you have more than one choice.




BW: Bi-weekly employees

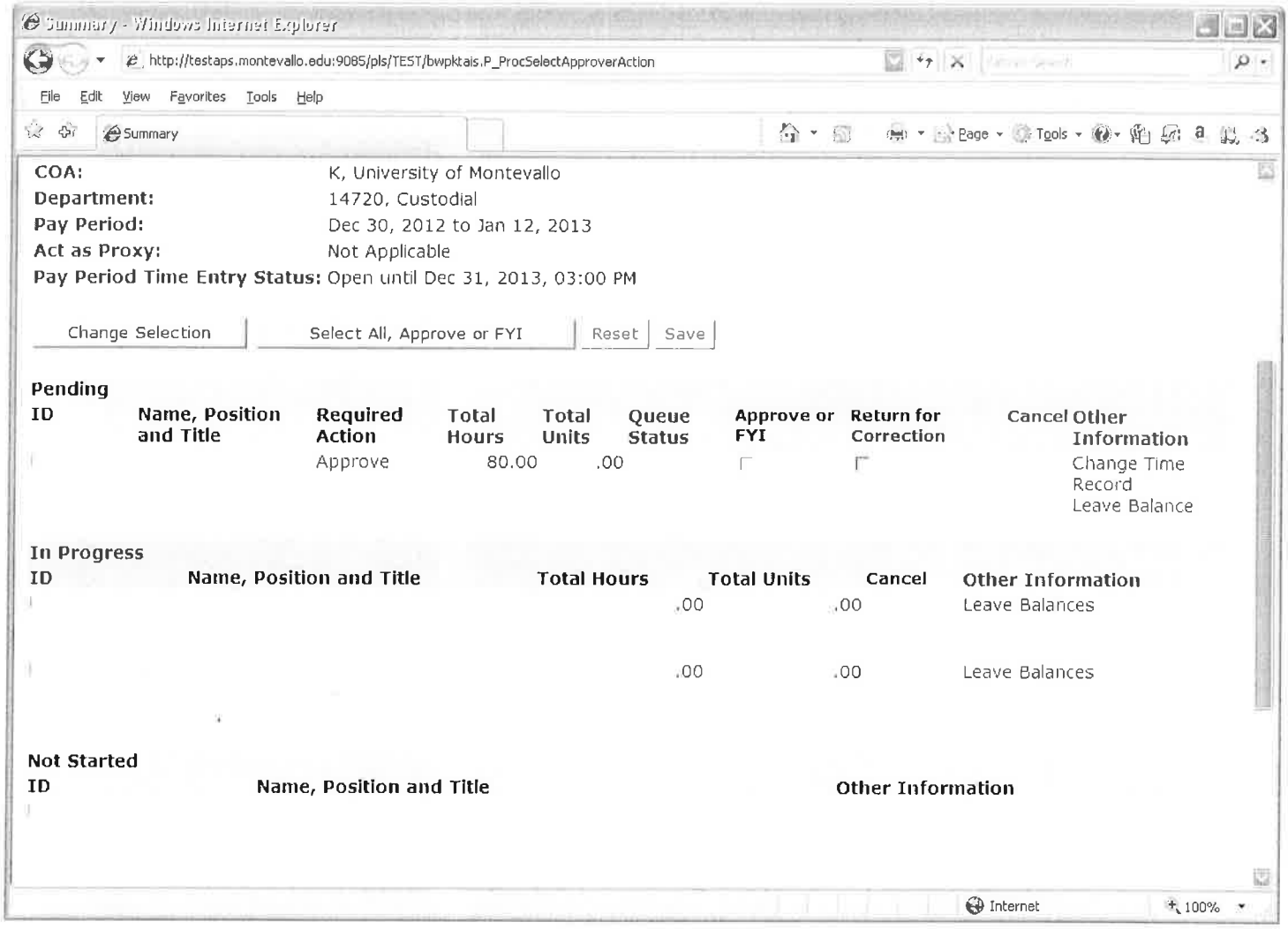
15: student workers and temporary employees

MN: exempt employees; currently still on leave reports

FF: faculty that are paid in 12 months

F9: faculty that are paid in 9 months

As soon as one person in that department has started their time sheet/leave report, you can see the status of all employees. You can look at current records or pull up previous time sheets/leave reports to view an employee's leave balances. Be sure to always look at an employee's time entered and verify that all codes used are correct. If you find an error, return it to the employee for correction and notify the employee. Only Change Time Record if the employee is not able to do it.

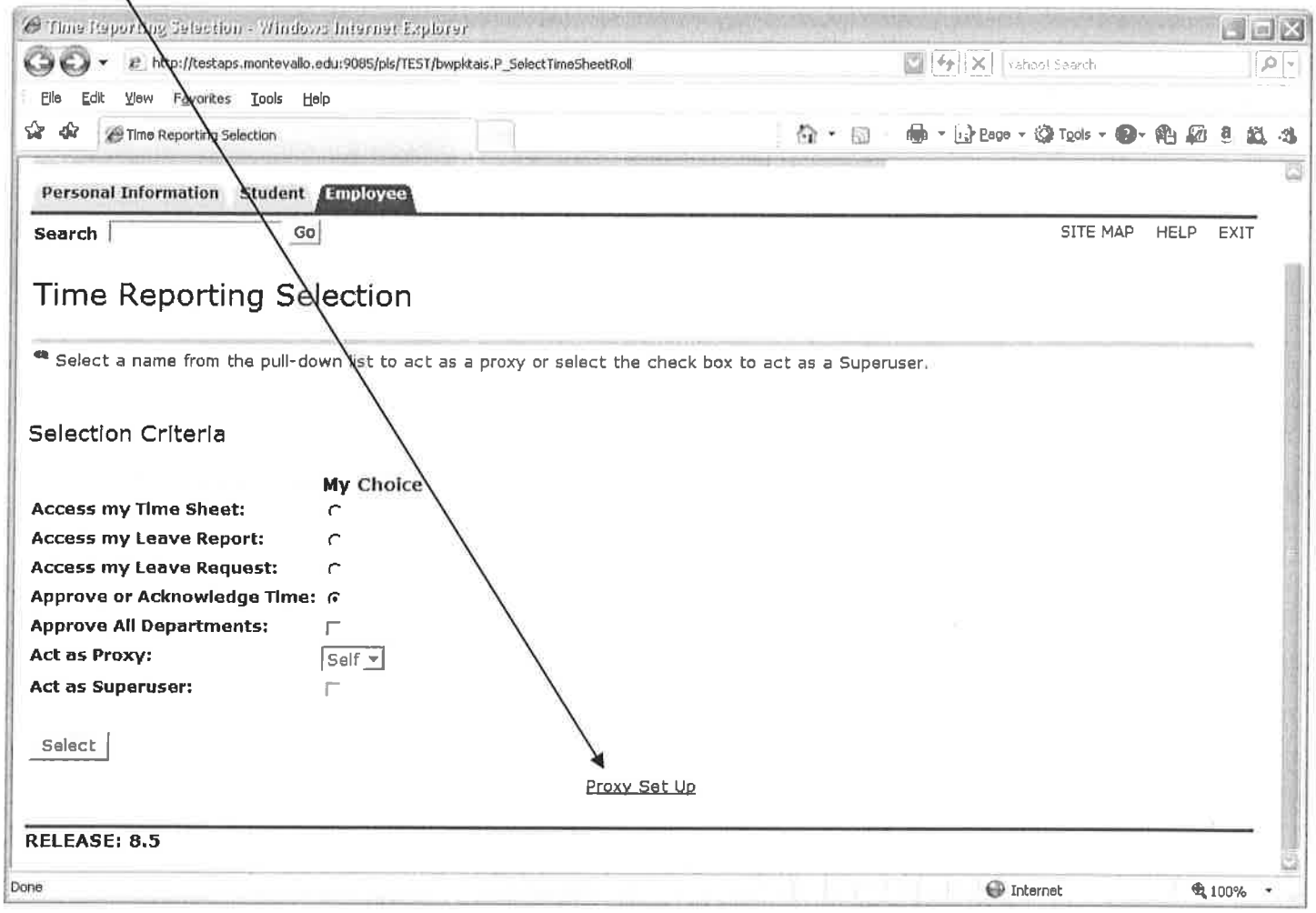



If an employee's time has an error, there will also be a link in the Other Information column. You can click on it and be directed directly to the error message or click on the employee's name and scroll down to view it.

Pay special attention to the error messages:
If it concerns a leave bucket that should not go negative, it could affect their pay (sick, vacation, comp time). These need to be corrected if necessary. If the employee really did not work and does not have leave time to use, their pay will only reflect the amount of hours on the time sheet. Therefore, it could be less than normal.

We have set up some earn codes so that we can capture the time. They may be negative when used and then replenish back to zero with the next payroll (bereavement, jury duty, University closing, holidays, on the job injury). These are ok and will not negatively affect the employee's pay.

You may set up a proxy to approve time sheets/leave reports for you if you are unable to do so. Just click on Proxy Set Up and choose the appropriate person. You may also delete them using the same link.




Setting up a proxy gives them access to see the same employee information that you see. They will be able to see all departments and employees that you have access to, their leave balances, and time sheets/leave reports (past or current). Therefore, be careful with who you set up and for how long. You might want to only set up your supervisor. Also, you can delete them at any time. You can assign one if you know you will be unavailable to approve one month and then delete them when you get back. Remember that you can access this anywhere that you have internet access. Be sure to delete any proxies you have set up before you leave UM.

# TIPS FOR APPROVING TIME SHEETS AND LEAVE REPORTS

1) Set reminders on your calendar for approving time sheets and leave reports (remember, they have different deadlines)
2) Have the payroll calendars and holiday calendar handy or have them bookmarked on the internet
3) Give your staff a deadline to have their time sheets/leave reports filled out that is before your deadline to approve.
   a) Be sure that it is early enough to give you time to ask questions, return for correction if necessary, for them to make the changes, resubmit, you review again, and approve by the deadline
   b) If that deadline has passed you can always log in to approve time & contact the ones that have not started or submitted their time sheet/leave report
4) Do not wait until the last minute to approve
5) If you know that you will be out of town & not around a computer with internet access, assign someone as your proxy but be sure to remove them if you want
6) We know that unusual circumstances arise. If you find yourself in a situation that absolutely prevents you from approving time sheets/leave reports, contact the Payroll Department immediately. They will work with you in order to get your staff paid in the most expeditious way. However, please note that this may be the next payroll, depending on when they are contacted and how long it takes to get the proper documentation.
7) Protect your personal information: Never give your PIN out! Self-services gives access to view and change student, employee, and finance data. Also, if you are an approver, it gives access to view information about other employees.
8) If you have problems with your PIN, contact the Payroll Department