Web Time Entry Frequently Asked Questions

For Supervisors: FAQs

What is the deadline for approving the timesheets for the bi-weekly pay period?

The typical deadline to approve the timesheets is by 12:00 p.m. Tuesday of the week in which the employee is being paid. This may change when holidays fall within the pay period. Payroll will notify departments of any change to the deadline.

What if an employee makes an error on the timesheet and I have NOT approved it?

You can make changes to the Employee’s timesheet. Once you have made the appropriate changes, you can approve the timesheet. When approving the timesheet, you will include a message in the Supervisor comments field notifying the employee of the changes you made to the timesheet.

What if an employee makes an error on the timesheet and I have already approved it?

If it is before the Supervisor deadline, you can make the change. You click on *For Supervisors: Web Time Approval* link and click on the *Review Entry* box (the *Approve* box is already selected). Both the *Review Entry* box and the *Approve* box need to be checked in order to access the timesheet. You can then make any changes, click *Approve* in the Supervisor Decision box, and include a message in the Supervisor comments field notifying the employee of the change.

What if an employee forgets to sign the timesheet?

You will still approve the timesheet. When approving the timesheet, you will include a message in the Supervisor comments field reminding the employee that the timesheet still needs to be signed as soon as the payroll closes for that pay period (Friday).

What if an employee is on vacation and unable to enter the hours to be paid?

You can enter the hours on the employee’s behalf. Once you have entered the time, you will need to approve the timesheet and include a message in the Supervisor comments field reminding the employee that the timesheet still needs to be signed as soon as the payroll closes for that pay period (Friday).

What if I will be unavailable to approve an employee’s timesheet for a particular pay period?

Each Supervisor has an alternate supervisor that they have selected as backup. If the alternate is unavailable as well, the timesheet will still be processed through payroll without the Supervisor approval. However, you will need to review and approve the timesheet after the payroll has closed for that pay period. You can approve the timesheet by clicking on the *For Supervisors: Web Time History* link in the Web Time Entry & Approval section of the Employees Menu. If there were any errors on the timesheet, you will need to notify Payroll and manual adjustments will be made in the next bi-weekly payroll.