# SVM Approval Timeline

## Time Entry Deadlines:
- Employees (EE) should enter and submit all time entries by **Noon on the Monday after the pay period ends**.
- Supervisors (SUPV) should review exceptions and approve all time by the end of the work day on the **Tuesday after the pay period ends**.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of pay period</td>
<td>EE: Enter time and submit each day</td>
<td>Week 1 of Pay Period</td>
<td></td>
<td></td>
<td>EE: Enter time and submit for whole week if not already completed.</td>
<td></td>
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<tr>
<td></td>
<td>SUPV: Review/correct exceptions; Approve time for Week 1</td>
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<tr>
<td></td>
<td>EE: Enter time and submit each day</td>
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<tr>
<td></td>
<td>Week 2 of Pay Period</td>
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</tr>
<tr>
<td></td>
<td>EE: Enter time and submit each day</td>
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</tr>
<tr>
<td>First day of next pay period</td>
<td>EE: <strong>LAST</strong> morning to enter time and submit for prior 2 weeks.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>SUPV: Review/correct exceptions; Approve time for Week 2</td>
<td></td>
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<tr>
<td></td>
<td>SUPV: Approve exceptions and time for prior 2 weeks by end of work day.</td>
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</tr>
</tbody>
</table>

Payable time and absences that are **NOT APPROVED** by a supervisor will not be paid. Please develop a reminder schedule for yourself so that you do not miss any deadlines resulting in employees not receiving payment.
## 2016 Bi-Weekly Pay Schedule

### Biweekly Pay Schedule

**University Staff (Classified) and Student Hourly**

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Run ID</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan A</td>
<td>2016BW01A</td>
<td>12/27/2015 - 01/09/2016</td>
<td>01/21/2016</td>
</tr>
<tr>
<td>Jan B</td>
<td>2016BW01B</td>
<td>01/10/2016 - 01/23/2016</td>
<td>02/04/2016</td>
</tr>
<tr>
<td>Feb A</td>
<td>2016BW02A</td>
<td>01/24/2016 - 02/06/2016</td>
<td>02/18/2016</td>
</tr>
<tr>
<td>Feb B</td>
<td>2016BW02B</td>
<td>02/07/2016 - 02/20/2016</td>
<td>03/03/2016</td>
</tr>
<tr>
<td>Mar A</td>
<td>2016BW03A</td>
<td>02/21/2016 - 03/05/2016</td>
<td>03/17/2016</td>
</tr>
<tr>
<td>Mar B</td>
<td>2016BW03B</td>
<td>03/06/2016 - 03/19/2016</td>
<td>03/31/2016</td>
</tr>
<tr>
<td>Apr A</td>
<td>2016BW04A</td>
<td>03/20/2016 - 04/02/2016</td>
<td>04/14/2016</td>
</tr>
<tr>
<td>Apr B</td>
<td>2016BW04B</td>
<td>04/03/2016 - 04/16/2016</td>
<td>04/28/2016</td>
</tr>
<tr>
<td>Apr C</td>
<td>2016BW04C</td>
<td>04/17/2016 - 04/30/2016</td>
<td>05/12/2016</td>
</tr>
<tr>
<td>May A</td>
<td>2016BW05A</td>
<td>05/01/2016 - 05/14/2016</td>
<td>05/28/2016</td>
</tr>
<tr>
<td>May B</td>
<td>2016BW05B</td>
<td>05/15/2016 - 05/28/2016</td>
<td>06/01/2016</td>
</tr>
<tr>
<td>Jun A</td>
<td>2016BW06A</td>
<td>06/01/2016 - 06/14/2016</td>
<td>06/23/2016</td>
</tr>
<tr>
<td>Jun B</td>
<td>2016BW06B</td>
<td>06/15/2016 - 06/28/2016</td>
<td>07/07/2016</td>
</tr>
<tr>
<td>Aug A</td>
<td>2016BW08A</td>
<td>07/24/2016 - 08/06/2016</td>
<td>08/18/2016</td>
</tr>
<tr>
<td>Aug B</td>
<td>2016BW08B</td>
<td>08/07/2016 - 08/21/2016</td>
<td>09/01/2016</td>
</tr>
<tr>
<td>Sep A</td>
<td>2016BW09A</td>
<td>08/22/2016 - 09/04/2016</td>
<td>09/15/2016</td>
</tr>
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<td>Sep B</td>
<td>2016BW09B</td>
<td>09/05/2016 - 09/17/2016</td>
<td>09/29/2016</td>
</tr>
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<td>Dec B</td>
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<td>01/05/2017</td>
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<td>Jan A</td>
<td>2017BW01A</td>
<td>12/25/2016 - 01/07/2017</td>
<td>01/19/2017</td>
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</tbody>
</table>

Payroll processing dates are subject to change. Changes will be communicated to institution payroll offices and posted on the UW Service Center website: [https://uwservice.wisconsin.edu/administration/payroll/](https://uwservice.wisconsin.edu/administration/payroll/)

Rev. 20150826
Outline

• Biweekly Payroll Approval Process: Page 5
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  - Reviewing an Employee’s Timesheet

• Absences: Pages 14 - 17
  - Absence Approvals – a MUST every pay period

• Approving Payable Time: Pages 18 - 25
  - Approving Payable Time – a MUST every pay period

• Supplemental: Pages 26 - 39
  - Accessing an Employee’s Timesheet
  - Reviewing and Approving Exceptions
  - Common Timesheet Entries and Corrections
  - Legal Holidays
  - Reporting Floating Holiday or Comp Time Usage
  - Overtime: Paid vs. Comp Time Earned
  - Approving Absence Through the Timesheet
Biweekly Payroll Approval Process

Biweekly payroll Approval Process for classified permanent and project employees:

1) Employee enters in his/her absences.

2) **Supervisor must approve all absences in order for those days to be paid.**

3) Employee enters time worked and submits that time.

4) **Time Admin runs***

5) Supervisor reviews submitted time to clear Exceptions.
   - HIGH Exceptions: Must be cleared by you. Go to page 28 for instructions. Then proceed to #6.
   - NO Exceptions: Proceed to #7

6) **Time Admin runs***

7) **Supervisor must approve all hours worked for the employee to be paid.**

*Time Admin is scheduled to run approximately several times daily. It usually takes approximately ½-1 hour for each run.

Updated Time Admin processing information can be found at [http://twitter.com/HRSProcessing](http://twitter.com/HRSProcessing)
Reviewing Payable Time
Reviewing Payable Time

Approving Payable Time each pay period is a must!

Log in to the My UW portal at: https://my.wisc.edu

Click on Work Record Tab

Click on Manager Time and Approval
Reviewing Payable Time

Manager Time and Approval

Manager Self Service - Time Management

Approve Absence
Approve Payable Time

Click on Approve Payable Time
Reviewing Payable Time

Search Group ID to get employees you supervise and select a group.

“B” Group is for Supervisors.

“C” Group is for Back-Up Supervisors.

**Tip:** Once you populate the Group ID click on Save Selection Criteria. Next time you open this window your Group ID will be populated.

Click on Get Employees

**NOTE:** The Start Date and End Date default to the current pay period that needs approval.
Reviewing Payable Time

Click on the employee’s name to view the employee’s time.

Tip: If you have a long list, click on Name to sort alphabetically.

NOTE: Please look for ALL your employees here! If you do not see them, they may need to be reminded to submit their hours OR Time Admin hasn’t run.

If you have more than 8 employees; click on View All.
After you have selected your employee on the previous screen; this page will appear. Click on **Adjust Reported Time**. This will bring up the employee’s timesheet.

NOTE: Absences entered in the Absence Module will not show up here for approval as they are approved in the Absence module. But before Approving Payable Time, make sure all time entry plus absence entry has run through Time Admin as absence entries have an effect on overtime calculations.
**Reported Hours:**
This will indicate total time the employee submitted for the pay period. It should read "**80.00**" for full time employees.

**NOTE:**
Needs Approval indicates that this leave request is pending your approval.

When done reviewing - Scroll to bottom of timesheet and see next page......
**BEST PRACTICE:** Review all of your employees’ timesheets before starting your approval process.

**Scenario #1:** If you have NO absences to approve; Click on Summary of Hours and proceed to page 22 to begin approving by first reviewing Summary of Hours.

**Scenario #2:** If you have more than one employee; Click on Return to Select Employee. This will allow you to select your next employee to review their time.

**Scenario #3:** You have completed reviewing all your employees’ timesheets and you have leave requests to approve; click on Approve Absence.
Absences
This screen will show you all your employees who requested leave. You will view all these requests by the status “Pending”.

Click on the first request.

Note: You will need to approval each **LINE** of leave request separately.
Absence Approvals

This will show you the details of the leave request. Start Date | End Date | Absence Name | Hours Per Day.

NOTE: You need to see “Hours Per Day” here. If you see 0.00 hours, it’s an employee error. Always PUSH BACK this absence.

After reviewing this leave request; you must click “Approve” or “Deny” or “Push Back” this absence.

This will show you the Current Balance for the specific Leave Type requested. (This employee has 155.00 hours of Vacation left to use.)
Absence Approvals

If you clicked APPROVE absence: these Approval Confirmation screens will appear.

**Approval Confirmation**

Are you sure you want to Approve this Absence Request?

- Yes
- No

Click Yes

**Approve Confirmation**

The Absence Request was successfully approved.

Click OK

This box may appear. It means that time was also recorded on the same date of this approved absence. Click OK.

NOTE: If you have approved ALL absences you can start approving time. Follow this path:
Click on Manager Self Service>Time Management>Approve Time and Exceptions>Payable Time then go to page 19.
Approving Payable Time
Approving Payable Time

You will get a list of employees that are ready to be approved. **Click** on an employee’s name.
Click on **Adjust Reported Time**. This will bring up the employee’s timesheet.
Approved Payable Time

Note: Look at the **Reported Hours**. It shows “74.50”.

**TIP**: To verify the hours that the employee will be paid. Click on “Summary of Hours”.

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<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>6/30</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>7/1</td>
<td>Submitted</td>
<td>7:30:00AM</td>
<td>1:00:00PM</td>
<td>2:00:00PM</td>
<td>5:15:00PM</td>
<td>8.75</td>
<td></td>
</tr>
<tr>
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<td>7/2</td>
<td>Submitted</td>
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<td>4:30:00PM</td>
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<td>12:30:00PM</td>
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<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>7/4</td>
<td>New</td>
<td></td>
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<tr>
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<td>7/5</td>
<td>Submitted</td>
<td>7:30:00AM</td>
<td>11:00:00AM</td>
<td>12:30:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
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<tr>
<td>Sat</td>
<td>7/6</td>
<td>New</td>
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<tr>
<td>Sun</td>
<td>7/7</td>
<td>New</td>
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<tr>
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<td>2:00:00PM</td>
<td>6:15:00PM</td>
<td>8.75</td>
<td></td>
</tr>
<tr>
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<td>7/9</td>
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<td>7:30:00AM</td>
<td>1:00:00PM</td>
<td>2:00:00PM</td>
<td>5:15:00PM</td>
<td>8.75</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>7/10</td>
<td>Submitted</td>
<td>7:30:00AM</td>
<td>1:00:00PM</td>
<td>2:00:00PM</td>
<td>5:15:00PM</td>
<td>8.75</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>7/11</td>
<td>Submitted</td>
<td>7:30:00AM</td>
<td>11:00:00AM</td>
<td>12:00:00PM</td>
<td>5:00:00PM</td>
<td>8.50</td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>7/12</td>
<td>Submitted</td>
<td>7:30:00AM</td>
<td>2:00:00PM</td>
<td>3:00:00PM</td>
<td>3:30:00PM</td>
<td>7.00</td>
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</tr>
<tr>
<td>Sat</td>
<td>7/13</td>
<td>New</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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Summary of Hours

Clear
**TIP**: You will always want to check **Summary of Hours**. This will show you if any overtime is being paid plus it is always good to check the TOTAL on this page. For a full-time employee, this should reflect 80.0 hours.

The difference between **Reported Hours** and **Summary of Hours** is the Legal Holiday. Legal Holiday is NOT included in the Reported Hours. (See example of this on previous page.)

Click **RETURN** to go back to timesheet.
After returning to the timesheet and if you are ready to approve; scroll down and click on **Return to Approval Details**.
NOTE: Absences entered in the Absence Module will not show up here for approval as they are approved in the Absence module. Before Approving Payable Time, make sure all time entry plus absence entry has run through Time Admin as absence entries have an effect on overtime calculations.

Check individual days or Select All

Click on Approve to approve selected days
If this page is returned with zero hours, you have successfully approved the employee’s time!!!
SUPPLEMENTAL
Accessing an Employee’s Timesheet

To view an employee’s time sheet when you first log in, go to **Manager Self Service – Time Management**

Click on **Timesheet**
Exceptions are created for time which meets specific criteria, such as when an employee’s shift is longer than twelve hours. Low and Medium exceptions do not require action, but HIGH exceptions MUST be reviewed and corrected or accepted.

Navigate to:

MyUW > Work Record > Manager Time and Approval

To view Exceptions, click on Manager Self Service – Time Management

Click Exceptions
Review and Approve Exceptions

Select Group ID using the look-up glass to get employees you supervise.

Tip: Once you populate the group ID click on Save Selection Criteria. Next time you open this window your group ID will be populated.

Click Get Employees.

Review the listed exceptions. If the exceptions do not require further investigation, they may be allowed.

Click the open box(s) under Allow, or click the Allow All button.

Click Save.

WARNING: Review all HIGH severity exceptions on employee’s time sheet to determine whether the exception should actually be allowed or if time reported needs correction.
Once the exceptions have been Allowed and Saved, the Allow box will appear blank. The exceptions have been removed from the employee’s timesheet.
Exceptions may also be reviewed from an employee’s time sheet. Click on an exception icon.
In this case, the employee worked more than 12 hours on 4/10/12. This is a High Exception that must be approved and the Time Admin process must run again before the hours will show up for approval by the supervisor.

**Note:** If an exception was created due to incorrect time entered, correct the time on the timesheet and submit. When the next Time Admin runs, the time will be evaluated, and the exception will be cleared. Confirm the exception has been cleared after the Time Admin process, and approve hours.
Common timesheet entries and corrections affecting Payable Time approval:

1. Final “Out” punch for the day must be in the far right “Out” punch box.

2. Exceptions must be cleared before approving time. Time Admin must run again to show exceptions cleared.

3. Floating Legal Holidays and Comp Time Used will appear in Approve Payable Time to be approved by the supervisor. These two types of absences are entered on the time sheet and require approval along with the hours worked for the week.

4. If Overtime should be given to the employee as Comp Time earned, this needs to be indicated under Rule Element 1 on the timesheet (for non-exempt employees).
Legal holidays are automatically generated for each State paid legal holiday even though they do not “appear” on the time sheet.

Monday, September 3 was Labor Day. It appears the employee did not work AND no leave was used that day. BUT, HRS has “used” the legal holiday based on the percentage of appointment (this employee is full-time so 8 hours of legal holiday were used). To view how many hours HRS is pulling for a given holiday, click on the Summary of Hours link at the bottom of the timesheet.
Legal Holidays

8 hours of legal holiday are being used for this employee.

Legal holiday usage can be adjusted. If you come across any situations where the legal holiday being pulled for a holiday is not accurate, please see your departmental payroll coordinator for training on legal holiday adjustments. Part-time employees should pay close attention to this so that they are accurately paid for legal holidays.

Note: Summary of Hours is updated with each Time Admin run which runs approximately 4 times daily. Summary of Hours is NOT updated when a timesheet entry is submitted.
Comp time taken and use of floating holiday hours are reported directly on the timesheet in the Time Reporting Code column (these two types of leave are not reported in the Absence module). They must be approved in Approve Payable Time along with hours worked.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Sched Hrs</th>
<th>Taskgroup</th>
<th>Task Profile ID</th>
<th>Time Zone</th>
<th>Rule Element 1</th>
<th>Rule Element 2</th>
<th>Date</th>
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<tbody>
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<td>0.00</td>
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<td>UW_DEFAULT-CST</td>
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<td>UW_DEFAULT-CST</td>
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<td>2:10:00PM</td>
<td>0.00</td>
<td>FLHOL - Floating Holiday</td>
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<td>Sat</td>
<td>7/21</td>
<td>New</td>
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</tbody>
</table>
Overtime: Paid vs. Comp Time earned

HRS automatically computes all overtime for non-exempt employees as paid overtime. If an employee is approved to work overtime and the agreement is that they will earn Comp Time for the overtime hours, they must indicate this in Rule Element 1.

Click on the look up glass on ANY day in that week and select COMP.
Approving Absences from the Timesheet

If an Absence appears as Needs Approval, you may also approve absences from the timesheet page by clicking on the Approve Absence link.
Questions?
Please contact SVM’s ESS - MSS Coordinator, Susan Bethke
Room 2153A or 890-4533
susan.bethke@wisc.edu