



Rensselaer

Web Time Entry

September 2017

Agenda

- **Review the basics of the web time entry system**
- **Review how to enter time:**
 - Non-Exempt Staff
 - Student Workers
 - Exempt Staff
- **Review the responsibilities**
 - Approvers
 - Proxy's
 - FYI
- **Review notifications and reminders**

Web Time Entry Basics

Web Time Entry utilizes Rensselaer Self Service

Employees

will enter their own time worked or exception hours

Supervisors, Proxy, FYI

will review and approve in RSS

Who Will Use WTE

✓ **All Hourly Employees/Students**

- ❖ All Non-exempt Staff; Bi-Weekly Payroll (exception CMMS)
- ❖ All Hourly Students

✓ **All employees who must report exception hours**

- ❖ Semi-Monthly Payroll – Exempt Staff (& some faculty)
- ❖ Time Out-of-office: PTO etc

Who Will Not Use WTE

Salaried Students

CMMS

Faculty

Faculty who do not accrue PTO will not need to submit a timesheet each pay period.
Faculty may be an Approver of a time sheet.

To Access Your Time Sheet In Self Service

Main Menu

Welcome, **John Doe**
Service Information System!

Last web access on May 01, 2015 a

- [Student Menu](#)
- [Update Address/Change PIN](#)
- [Parking Main Menu](#)
- [Human Resources/Payroll Menu](#)

Human Resources/Payroll Main Menu

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- [Time Sheet](#)
- [Tax Forms NEW - 2014 W-2's are now available](#)
View federal W-4 information; view state tax exemptions/allowances; view your W-2 form. As always, please consult your tax advisor or accountant for any tax advice.
- [Pay Information](#)
View your pay stubs. View your earnings and deductions history.
- [Benefits and Deductions](#)
View your retirement plans, medical and dental plans, flex spending accounts, life insurance and long term disability benefits.
- [Leave Balances and History](#)
View your leave accruals, usage and balances.

Time Sheet Action Choices

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self ▼

Select

Select the action you are performing:

- 1. Entering your own time**
- 2. Approving or Acknowledging Time**
- 3. Act as a Proxy** (select the person you are proxying for.)

When Entering Your Own Time

Select the position you are entering hours for.

Position Selection

Info To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Operations Specialist, 002631-00 Disbursement Operations, 4060	<input checked="" type="radio"/>	Mar 14, 2015 to Mar 27, 2015 Not Started ▼

Time Sheet

Note: the majority of staff only have one position. Students may have more than one hourly position. They can tell which job to enter hours under by the Department name and or Title

Non-exempt Staff

(all employees on the bi-weekly payroll)

&

Hourly Students

Time Sheet for Non-exempt Staff

Click on the blue [Enter Hours](#) for the Day and Earning Code

Time Sheet

Title and Number: Operations Specialist -- 002631-00
Department and Number: Disbursement Operations -- 4060
Time Sheet Period: Mar 14, 2015 to Mar 27, 2015
Submit By Date: Mar 30, 2015 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015
Regular Pay	1	80	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime At Time And One Half	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
PTO Scheduled - Non-Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
PTO Unscheduled Non-Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Paid Absences	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Time Sheet for Hourly Paid Staff/Students

**YOU MUST enter all hours worked
(Regular, Overtime, etc.)**

&

**All exception hours taken
(PTO, Bereavement, etc)**

Earning Codes for Non-exempt Staff

Regular Pay

Overtime at 1 1/2

PTO Scheduled

PTO Unscheduled

Holiday

Other Paid Absences

Bereavement Pay

Jury Duty

Reserve Time Off

Leave Unpaid w/ Benefits

On Call

Call In Pay Pd at 1 1/2 time

NYS Disability

Workers Com > 5 Days

Workers Comp 1st 5 Days

Docked Pay

Time Sheet for Hourly Paid Students

Click on the blue [Enter Hours](#) for the Day and Earning Code

Note there are only 2 earn codes for students

Time Sheet

Title and Number:	Undergraduate Student Hourly
Department and Number:	Disbursement Operations
Time Sheet Period:	Apr 23, 2015 to May 06, 2015
Submit By Date:	May 07, 2015 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Apr 23, 2015	Friday Apr 24, 2015	Saturday Apr 25, 2015	Sunday Apr 26, 2015	Monday Apr 27, 2015
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hc
Overtime At Time And One Half	1	0	0		Enter hours	Enter Hours	Enter Hours	Enter Hours	Enter Hc
Total Hours:			0		0	0	0	0	
Total Units:				0	0	0	0	0	

Time Sheet for Hourly Staff & Students

Enter Time In & Time Out in 15 Min Increments

Always round in the employees favor.

Example: Time In :01 - :14 record as :00

Time Out :01 - :14 record as :15

Date: Monday, Mar 16, 2015

Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM ▾	12:00	PM ▾	4
1	12:30	PM ▾	04:30	PM ▾	4
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					8

Time Sheet	Previous Day	Next Day	
Add New Line	Save	Copy	Delete

Shift Differential (Shift 2 \$.50/hour) (Shift 3 \$.75/hour)

Default = 1st shift

You must enter if other shift applies

Date: Monday, Mar 13, 2017

Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
3	12:00	AM ▾	02:00	AM ▾	2
2	08:00	PM ▾	11:00	PM ▾	3
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					5

Copy Function

For common schedules you can COPY rather than enter time in and time out for each individual day. However, you must ensure proper recording of time if there were variances.

Date: Monday, Mar 16, 2015

Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM ▾	12:00	PM ▾	4
1	12:30	PM ▾	04:30	PM ▾	4
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					8

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

Copy a Schedule

You can COPY to the end of the pay period or select specific days to copy your earning code and time in & time out.

Earnings Code:

Regular Pay

Date and Hours to Copy:

Apr 27, 2015, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:


OR


Saturday Apr 25, 2015	Sunday Apr 26, 2015	Monday Apr 27, 2015	Tuesday Apr 28, 2015	Wednesday Apr 29, 2015	Thursday Apr 30, 2015	Friday May 01, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday May 02, 2015	Sunday May 03, 2015	Monday May 04, 2015	Tuesday May 05, 2015	Wednesday May 06, 2015	Thursday May 07, 2015	Friday May 08, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recording a Full Day Out of the Office

When recording a full day out of the office you do not have to enter a lunch hour. For example you can enter 8 hours PTO or Holiday as 8:00 – 4:00.

Date: Tuesday, May 26, 2015

Earnings Code: PTO Scheduled - Non-Exempt 

Shift	Time In		Time Out		Total Hours
1	08:00	AM ▾	04:00	PM ▾	8 
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					8

Overtime

You must use the Earn Code OVERTIME to record any hours over 40 in a week.

All paid time out (PTO, BEREVEMENT, etc) count toward the 40 hours.

Save and Preview Your Time Sheet

When you are done be sure to PREVIEW your time sheet before submitting it to ensure accuracy.

Time Sheet

Title and Number: Operations Specialist
Department and Number: Disbursement Operations - Payroll
Time Sheet Period: May 09, 2015 to May 22, 2015
Submit By Date: May 25, 2015 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 09, 2015	Sunday May 10, 2015	Monday May 11, 2015	Tuesday May 12, 2015	Wednesday May 13, 2015
Regular Pay	1	0	72		Enter Hours	Enter Hours	8	8	
Overtime At Time And One Half	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
PTO Scheduled - Non-Exempt	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
PTO Unscheduled Non-Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Other Paid Absences	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Bereavement Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Reserve Time Off	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
On Call	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Call In Pay/Paid at 1/2 Rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	

Position Selection Comments **Preview** Next

Preview Detail of Time In Time Out

Totals by Earn Codes
MOST IMPORTANT

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Saturday , Apr 25, 2015	Sunday , Apr 26, 2015	Monday , Apr 27, 2015	Tuesday , Apr 28, 2015	W Ap 20
Regular Pay	1	72				8		
PTO Scheduled - Non-Exempt	1	8					8	
Total Hours:		80				8	8	
Total Units:			0					

Details by Earn Codes

Time In and Out, Regular Pay

Saturday Apr 25, 2015	Sunday Apr 26, 2015	Monday Apr 27, 2015	Tuesday Apr 28, 2015	Wednesday Apr 29, 2015	Thursday Apr 30, 2015	Friday May 01, 2015	Satur May 201
		08:00 AM 12:00 PM 12:30 PM 04:30 PM		08:00 AM 12:00 PM 12:30 PM 04:30 PM	08:00 AM 12:00 PM 12:30 PM 04:30 PM	08:00 AM 12:00 PM 12:30 PM 04:30 PM	

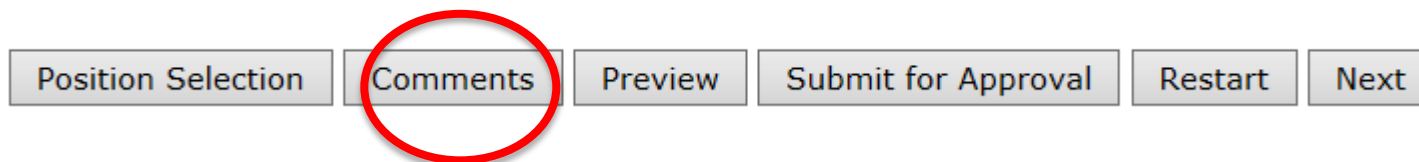
Time In and Out, PTO Scheduled - Non-Exempt

Saturday Apr 25, 2015	Sunday Apr 26, 2015	Monday Apr 27, 2015	Tuesday Apr 28, 2015	Wednesday Apr 29, 2015	Thursday Apr 30, 2015	Friday May 01, 2015	Satur May 201
			08:00 AM 04:00 PM				

Comments

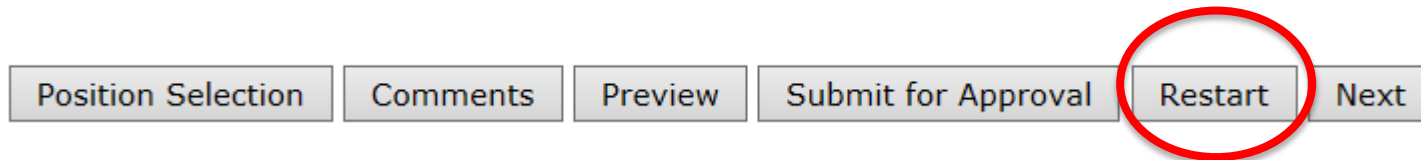
At any point during the completion of your time sheet you can enter comments. Comments can be helpful to the Approver or yourself.

However, be sure to add your comment BEFORE you click on an action that moves the time sheet out of your control.



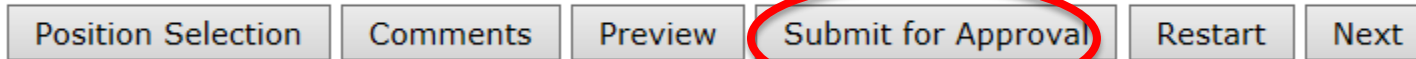
Restart

You can restart your time sheet if you feel you have done it all wrong and wish to start over from scratch.





Submit Time for Approval

When you have completed your time sheet click Submit for Approval




This is considered your electronic signature.

CLICK SUBMIT ONLY ONE TIME or you will receive a conflicting message and error.

 **Your time sheet was submitted successfully.**
 **Submit not allowed.**

IF you get this error; access your time sheet, click RETURN TIME and Submit for Approval again.

You will now see that your time sheet is Waiting for Approval From:

Submitted for Approval By:	You on Jun 03, 2015
Approved By:	
Waiting for Approval From:	Susie Palluti 

Return Time

Once you have submitted your time sheet for approval you can recall it if you wish to make changes or add a comment. The Return Time function will be available to you until the Approver has approved the time sheet.

You will need to click Return Time, make the changes you wish and then Submit for Approval again.

Position Selection	Comments	Preview	Next	Return Time
Submitted for Approval By:				You on Jun 03, 2015
Approved By:				
Waiting for Approval From:				Susie Palluti

This is a powerful tool and should be used.

Recommendation: Fill in time sheet with schedule, submit for approval.

If schedule changes then Return Time, make change, submit for approval again.


Time Returned To You For Correction

If your approver finds mistakes on your time sheet they can return it to you for correction.

You will receive an e-mail notification if this happens.

You will need to access Self Service and make the corrections and Submit for Approval immediately.

Title and Department	My Choice	Pay Period and Status
Operations Specialist, Disbursement Operations,	<input checked="" type="radio"/>	Apr 25, 2015 to May 08, 2015 Return for Correction ▼



Time Sheet

Time Sheets Changed By The Approver

The approver has the ability to change an employees time sheet. In some cases the employee may not be available to make the changes so returning the time sheet for correction would not be effective.

If this happens the employee will receive an e-mail notification letting the employee know the approver has made a change on the time sheet.

We encourage approvers to add a comment on the time sheet so the employee knows what was changed.

Hourly Paid Staff and Students

All Hourly Paid Employees

(all employees on the bi-weekly payroll, non-exempt staff)

&

Hourly Paid Students

!!! IMPORTANT !!!

**If a time sheet is not submitted
and approved you will NOT
receive a paycheck.**

Salaried Employees Semi-monthly Payroll

Salaried Employee Time Sheet

Notice there is no REGULAR PAY Earn Code.

Select the exception hour you wish to record time out of the office for.

Time Sheet

Title and Number:	Manager, Accounts Payable
Department and Number:	Disbursement Operations
Time Sheet Period:	Mar 16, 2015 to Mar 31, 2015
Submit By Date:	Apr 04, 2015 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015
PTO Scheduled Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
PTO Unscheduled - Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Executive PTO - Scheduled	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Executive PTO Unscheduled	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Paid Absences	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Available Exception Hour Codes – Salaried Staff

Notice there are 4 PTO codes to select from:

- PTO **Scheduled** - Exempt
- PTO **Unscheduled** – Exempt
- **Executive** PTO - Scheduled
- **Executive** PTO – Unscheduled

Holiday

Other Paid Absences

Bereavement Pay

Jury Duty

Reserve Time Off

NYS Disability

Workers Com > 5 Days

Workers Comp 1st 5 Days

Docked Pay

Salaried Employee Time Sheet

Click on the blue Enter Hours for the Day and Earning Code

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 16, 2015	Sunday May 17, 2015	Monday May 18, 2015
PTO Scheduled - Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours
PTO Unscheduled - Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours

Enter the total number of hours to report .

Salaried employees do not have to record time in / time out.

Earning:

PTO Scheduled - Exempt

Date:

Mar 17, 2015

Shift:

1

Hours:

8

Remember: You can COPY rather than enter time for each individual day.

Salaried Employee Time Sheet

Preview Exception Hours Entered

Comments **Preview** Submit for Approval Restart

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Mar 16, 2015	Tuesday , Mar 17, 2015	W M 2
PTO Scheduled - Exempt	1	8			8	
Total Hours:		8			8	
Total Units:			0			

No Exception Hours To Report

If a salaried employee has no exception hours to report you are still required to submit a time sheet.

It is recommended that you add a **COMMENT** that you had no exception hours to report .

Simply access your time sheet, add your comment and click **Submit for Approval**.



For ALL Employees & Students

Employee's Available Actions

Comments

Preview

Submit for Approval

Restart

Return Time

APPROVER

PROXY

FYI

Approver / Proxy vs FYI

Approvers and Proxy's have the same authority

- Review a time sheet
- Return a time sheet for correction
- Correct a time sheet
- Approve the time sheet
- Receives the same e-mail reminders

An FYI:

- can acknowledge a timesheet
- does not have to acknowledge
- does not receive any e-mail reminders.

Approver / Proxy's Responsibility

Wage and Hour law dictates that it is the supervisor's responsibility to ensure a time sheet is submitted for non-exempt (hourly paid) staff. If the employee is unable to submit their time sheet the supervisor must contact Payroll. Payroll will advance the electronic time sheet to the Approver's queue so the approver can complete and approve the time sheet on behalf of the employee.

If a time sheet is not submitted and as a result an employee is not paid and Payroll needs to process a manual check, the department will be charged \$10 for each manual check.

Approver's / Proxy's / FYI View

If you approver / acknowledge for multiple payrolls (SM, BW, ST) you click the down arrow to display other time sheet periods.


BW = Hourly non-exempt payroll

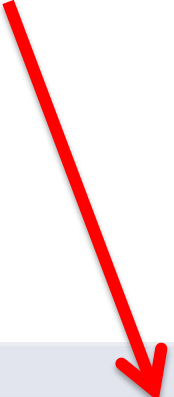
ST = Student payroll

WT = Semi-monthly payroll

6 months worth of time sheet periods will be available.

Time Sheet

Department and Description	My Choice	Pay Period
9, 4060, Disbursement Operations	<input checked="" type="radio"/>	BW, Mar 14, 2015 to Mar 27, 2015 
		WT, Mar 16, 2015 to Mar 31, 2015
		WT, May 01, 2015 to May 15, 2015
		WT, Apr 16, 2015 to Apr 30, 2015
		WT, Apr 01, 2015 to Apr 15, 2015
		WT, Mar 16, 2015 to Mar 31, 2015



Approver's / Proxy's / FYI View

If you are approving or acknowledging for multiple departments, be sure to click on all available and be sure you are on the correct time period.

Time Sheet

Department and Description	My Choice	Pay Period
9, 4060, Disbursement Operations	<input checked="" type="radio"/>	WT, May 01, 2017 to May 15, 2017 ▼
9, 4060A, Disbursement Operations - Payroll	<input type="radio"/>	BW, May 06, 2017 to May 19, 2017 ▼

Approver's / Proxy's / FYI View


You will not see any timesheets for a pay cycle until at least one employee has started their timesheet.

Approver / Proxy / FYI View


Pending: The employee has submitted the time sheet for your approval.

In Progress: The employee has started their time sheet but has NOT submitted it for your approval yet.


Not Started: The employee has not accessed their time sheet yet in RSS.

Pending 

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	John Smith Operations Associate	Approve	8.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress 

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
	Mary Lane Operations Specialist	48.00	.00		Leave Balances

Not Started 

ID	Name, Position and Title	Other Information
	Jake Doe Operations Associate	
	Xu Yang Operations Assistant	

Review and Approve or Acknowledge a Time Sheet

Click on the BLUE name to view the time sheet details.

For the employees in the Pending section you will be able to view and approve.

For the employees in the In Progress section you will only be able to view.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	John Smith Operations Associate	Approve	8.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information	
	Mary Lane Operations Specialist	48.00	.00		Leave Balances	

Not Started		
ID	Name, Position and Title	Other Information
	Jake Doe Operations Associate	
	Xu Yang Operations Assistant	

Approver/ Proxy / FYI View

You can view Leave Balances



Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Jane Smith Operations Specialist		81.50	.00	In the Queue				Leave Balances

Leave Balances as of Mar 16, 2015

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Paid Time Off - Non-Exempt	Hours	0	Jun 01, 2008	200	171.72	198	173.72
Reserve Time Off	Hours	0	Jun 01, 2008	1019.43	4.04	0	1023.47

Approver / Proxy / FYI View of an Employees Time Sheet

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Mar 14, 2015	Sunday , Mar 15, 2015	Monday , Mar 16, 2015
Regular Pay	1		72				
Overtime At Time And One Half	1		1.5				
PTO Scheduled - Non-Exempt	1		8				8
Total Hours:			81.5				8
Total Units:				0			

Time In and Out

Earnings	Saturday , Mar 14, 2015	Sunday , Mar 15, 2015	Monday , Mar 16, 2015	Tuesday , Mar 17, 2015	Wednesday, Mar 18, 2015	Th Ma 20
Regular Pay				08:00AM 12:00PM 12:30PM 04:30PM	08:00AM 12:00PM 12:30PM 04:30PM	08: 12: 12: 04:
Overtime At Time And One Half				04:30PM 06:00PM		
PTO Scheduled - Non-Exempt			08:00AM 04:00PM			

Approver's / Proxy's Actions

Approve

Return for Correction

Change Record

Add Comment

Approve: After reviewing the detail and everything is accurate you click approve. This makes the time sheet available to payroll.

Return for Correction: If you find an error in the time sheet and you wish the employee to make the correction this action will return the time sheet to the employee. The employee will receive an e-mail notification. Best practice would be to add a comment so the employee knows why you are returning the time sheet. **MAKE SURE** the employee is available to take immediate action.

Change Record: If you find an error you can change the time sheet on behalf of the employee. The employee will receive an e-mail notification. Best practice would be to add a comment so the employee knows what you changed.

Add Comment: You must add a comment before taking any actions. Adding comments is the best way to communicate information between the employee and approver. Please note that the payroll office does NOT review comments. Do not try to communicate with payroll using this tool.

Approver's / Proxy's Actions

Only the Approver's and Proxy's have the option to mark a comment as CONFIDENTIAL. The employee will not see any confidential comments. Only the Approver and Proxy will see confidential comments.

Made By: Pamela A Rochminski

Comment Date: May 20, 2015

Confidential Indicator:

Enter or Edit Comment:



FYI Action

The FYI individual can only **ACKNOWLEDGE** the time sheet but does not have to acknowledge.

The time sheet can be approved without the FYI Acknowledgement.

Unable to Approve a Time Sheet

Problem:

What does an approver/proxy do if a time sheet was not submitted by an employee?

How does the approver/proxy get access to the time sheet to complete it on behalf of the employee?

Remember, hourly employees will not be paid if a time sheet is not submitted.

Solution:

Contact the Payroll Office and we will advance the time sheet through workflow into your PENDING queue so you can make changes and approve.

Problem:

What happens if the employee submits a time sheet for approval and the approver or proxy does not approve the time sheet by the deadline date?

Solution:

- Payroll will pull in the time sheet to ensure the employee is paid or the exception hours are recorded.
- An e-mail will be sent to the Approver/Proxy as we **MUST** obtain an approval.

Problem:

What happens if the employee submits a time sheet for approval and the approver or proxy does not approve the time sheet by the deadline date?

Solution:

- Payroll will pull in the time sheet to ensure the employee is paid or the exception hours are recorded.
- An e-mail will be sent to the Approver/Proxy as we **MUST** obtain an approval.

Manual Approval Of Time Sheets Pulled In By Payroll

Subject: IMPORTANT: Time Sheet Pulled In By Payroll

Attention Time Sheet Approver;

This is to inform you that you did not approve the time sheet for *[Name and period]* prior to the deadline. To ensure timely and proper payment to the employee the Payroll Office has pulled in the time sheet. You need to access RSS and review the time sheet. To directly access Rensselaer Self Service login click the following link: [\[Link to RSS\]](#)

Payroll needs to collect your approval. Select one of the following and FORWARD this e-mail to Finance_Rice@rpi.edu

I approve this time sheet

I do not approve this time sheet

Explanation: _____

(Payroll will contact you if further action is needed)

This is an extremely manual and time consuming process for payroll to track. Every effort should be made to avoid this by approving time sheets by the deadlines.




If the approver does not respond to the e-mail Payroll will charge departments \$10 for each follow-up action.

Manual Timesheet

A manual timesheet will need to be completed, signed and submitted to payroll on paper if:

- a timesheet was not submitted and the employee/student was not paid
- the timesheet that was submitted was incorrect.

Finance.rpi.edu>Business Administrators and Employees>Forms, Policies and Procedures>Payroll

- [Bi-Weekly Paper Timesheet](#) 
- [Semi Monthly Paper Timesheet](#) 
- [Student Paper Timesheet](#) 

E-mail Notifications

Notifications

E-mail Notifications

Employee:

- Time Sheet not submitted (3 days prior; and on due date)
- Time Sheet returned for correction
- Time Sheet was modified by approver

Approvers:

- Time Sheet needs approval (3 days prior; and on due date)
- Time Sheet approved by the payroll office because the approver did not approve.
Payroll will require action by the approver.

FYI : No e-mail reminders

Time Sheet Organization Numbers/Letters

Take note of the time sheet org number/letter for each approver.

All ETF's and Student Authorizations must contain the appropriate time sheet org number/letter to ensure the time sheet routes to the appropriate approver.

DEADLINES

	Work Period	Paid	Deadline for Employee to enter time	Deadline for Approver to approve
BW #21	9/23 – 10/6	10/17	10/9	10/10
SM #19	9/16 - 30	10/13	10/4	10/5
ST #21	9/21 – 10/4	10/13	10/5	10/6