Approver/Proxy Quick Reference Guide

REMINDERS

- With a few exceptions, there will be **NO** paper time sheets**,** all staff using WTE must enter their time in WTE**.**
- Time sheet approval must occur by 11:59 pm *two* business days following the pay period end date.
- Check your employee's time sheet entries weekly to ensure proper & timely entry.
- *"Return for Correction"* should only be used if sufficient time exists for the employee to make changes and resubmit the time sheet leaving enough time for you to approve the time sheet and meet the deadline. Otherwise, you should follow the procedures outlined in the training documents for "*Changing a Time Sheet"*.
- System generated emails will be sent to the approver on file when a time sheet is *submitted for approval* by an employee & to the employee when *returned for correction*.

APPROVER DEPARTMENT SUMMARY

1. Log into *inside.sou.edu.*
2. Click "*Time Sheet Approval"* in the "*Time Approval"* channel.
3. In the *Time Reporting Section* make sure the Approve or Acknowledge Time radial button is selected and Act as Proxy is set to Self (both are defaults). Click "*Select"*.
4. You are now on the *Approver Selection* page. This is where you will select the:
   a. Job by selecting radial button next to the Department and Description.
   b. Pay Period by selecting from drop down menu next to the job selected.
   c. Sort Order by selecting the radial button next to the type of sort you want. When finished, click "*Select"*.
5. Click "*Select*" to view the *Department Summary*. To
6. return to *Approver Selection* from the current *Department Summary* page click "*Change Selection*"

REVIEWING & APPROVING A TIME SHEET

1. On the *Department Summary* screen confirm the "*Transaction Status*" column shows the correct status as follows:

    Not Started - No time has been entered for pay period.
    In Progress - Time is currently being entered and has not been submitted to approver.
    Error - An error is present on the time sheet and will need to be corrected prior to approval.
    Pending - Time sheet has been submitted and is ready for review & approval by supervisor.

2. In the "*Name, Position and Title*" column, click the employee's name to access the corresponding time sheet.

3. Review the submitted time sheet details for accuracy. Be sure to scroll to the right to view all time punches for the pay period. If the time sheet details are:

    Accurate - click the "*Approve*" button.

    Inaccurate - "*Return for Corrections*" (if time allows) or see "*Changing a Time Sheet*" to make the corrections as the approver.

4. Click "*Previous Menu*" button to review any additional time sheets for approval.

RETURNING FOR CORRECTION

If you find problems on a time sheet that the employee must correct, use the "*Return for Correction***" option as follows:

1. *Before* returning the time sheet to the employee, click the "*Add Comment***" button.
2. Type a message *explaining* in *detail* what corrections are needed for the time sheet to be approved.
3. When message is complete, click "*Save*" button.
4. Click the "*Previous Menu*" button to return to time sheet.
5. On the time sheet click the *"Return for Correction*" button.
6. The time sheet is now available to the employee for correction. Click "*Previous Menu*" to return to the *Department Summary*.

CHANGING A TIME SHEET

If time does not allow for returning the time sheet to the employee an approver may make the needed changes.

1. *Before* making any changes, click the "*Add Comment***" button. Explain in detail the changes you are making and the reason for the change. Click "*Save*".
2. Click "*Change Time Record*" to access the employee's time sheet entry and make any changes.
3. Below the date you are correcting click "*Number of Entered Hours*" or "*Enter Hours*" to make necessary changes.

    ** Select "Next" to view additional dates in pay period **

4. Enter correct time on the *Time In/Time Out* page.
5. Click "*Save*" and verify the entry is correct.
6. Click "*Time Sheet*" to return to the employee's time sheet.
7. Repeat the above steps for additional changes. *Be sure that ALL changes have been noted in the comments section prior to making them.*
8. When the *Total Hours* column on the employee's time sheet is accurate, click "*Approve***". *The page will refresh and display a message that the time sheet was approved.*
9. Click "*Previous Menu***" to continue approving time sheets in the *Department Summary.*

TRAINING GUIDES

Detailed Web Time Entry instruction is available through the Service Center website at:

www.sou.edu/sc/wte.html

SOU Time Sheet Submission & Pay Cycle

Pay Period	EMPLOYEE submission Closes at 11:59 pm	APPROVER Submission Closes at 11:59 pm	Payday
December 13, 2016 - January 12	January 13	January 17	January 31
January 13 - February 12	February 13	February 14	February 28
February 13 - March 12	March 13	March 14	March 31
March 13 - April 12	April 13	April 14	April 28
April 13 - May 12	May 15	May 16	May 31
May 13 - June 12	June 13	June 14	June 30
End of Fiscal Year, STUDENT EMPLOYEES new work referrals required.			
June 13 - July 12	July 13	July 14	July 31
July 13 - August 12	August 14	August 15	August 31
August 13 - September 12	September 13	September 14	September 29
September 13 - October 12	October 13	October 16	October 31
October 13 - November 12	November 13	November 14	November 30
November 13 - December 12	December 13	December 14	December 29

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For further information contact your Payroll or Personnel Support Coordinator in the Service Center:

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