

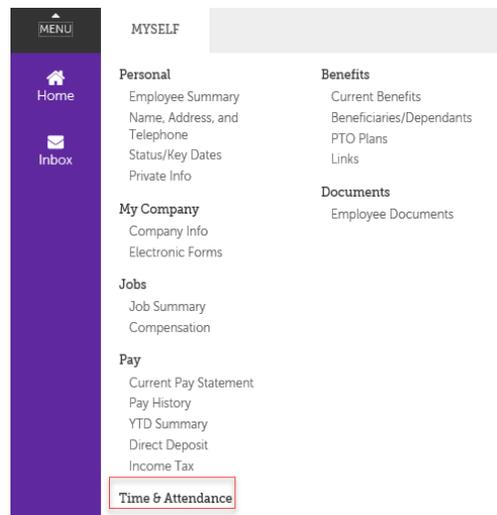
Approving Employee Timesheets

Overview: Managers are responsible for reviewing and approving the timesheets of all employees on their team by the end of the two week pay period. Hours should be reviewed and approved on a daily basis. Payroll deadlines are Sunday midnight of the pay period. Timesheets are locked down at that time and cannot be accessed without assistance from Payroll.

NOTE: If an hourly employee has no hours worked in a given week, you do NOT have to approve their time for that week.

IMPORTANT-NEW: When entering an absence directly into a timesheet, you can only approve the time up to the end of the existing pay period, **not for future pay periods**. The system will allow you to approve this later entry, but the approval will not go through.

Click on the ***Time and Attendance*** link in **UltiPro Myself** menu.



Time and Attendance Launch Pad Homepage

1. The **Time and Attendance Launch Pad Homepage** displays. Click on **Supervisor Approval**.



2. The **Supervisor Approval** selection screen displays.

Supervisor Approval

Employee: ALL

Team: ALL

Include Sub Teams:

Pay Group: ALL

Calculation Group: ALL

Dates: Date Selection: Start Date: End Date:

Authorization:

Order By:

3. On the **Supervisor Approval** selection screen enter selection criteria for each of the fields. In our example we want to load all employees in all pay and calculation groups for the current pay period. This will allow us to review timesheets for all employees.

1. Click **ALL** for each field.
2. Click on Date Selection field. From the displayed dates list click on Current Pay Period.
3. Click **Load**.

Supervisor Approval

Employee: ALL ¹

Team: ALL

Include Sub Teams:

Pay Group: ALL

Calculation Group: ALL

Dates: Date Selection: Start Date: End Date:

Authorization:

Order By:

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- The summary of employee timesheets for the selected date range displays. Entries displaying an **X** need to be reviewed and approved. The following display is a snapshot of an employee's workweek taken from the summary of all timesheets. Note the X's. Where there is an X there is a time exceptions that needs manager approval before the summary can be sent to payroll.

NOTE: This example is a salaried employee. The worktime of salaried employees is automatically authorized (approved) by UltiPro except if there is a change to there is an exception to their time posted – eg. Sick day, vacation day, overtime, etc. Then the manager needs to go in and approve the exception.

Supervisor Approval ◀ 08/20/2017 - 08/26/2017 ▶

Results *i* 🔍 📄 ⚙️

Employee	Summary	Sun Aug 20, 2017	Mon Aug 21, 2017	Tue Aug 22, 2017	Wed Aug 23, 2017	Thu Aug 24, 2017	Fri Aug 25, 2017	Sat Aug 26, 2017
admin, cal - 3000151-TEST	Sched.: 24:00 Worked: 24:00 5/7 Approved	Sched.: OFF Worked: -	Sched.: 8:00 Worked: 8:00	Sched.: 8:00 Worked: 8:00	Sched.: OFF Worked: - <div style="border: 1px solid red; width: 15px; height: 15px; margin-left: 5px;"></div>	Sched.: 8:00 Worked: 8:00	Sched.: OFF Worked: - <div style="border: 1px solid red; width: 15px; height: 15px; margin-left: 5px;"></div>	Sched.: OFF Worked: -

- Before approving you should review the time exception. Click the **down arrow key** to review the details of the timesheet entry. The details of the Aug 23 exception shows. It indicates this was a sick day. Click the **up arrow** to return to the summary.

11/13 Approved	▼	8:00	8:00	▲	8:00	▼	▼
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Employee: admin, cal

Scheduled	Auth By	Shift	Start	End	Clocks	Time Code	Su
08/23/2017 Wed	AUTO	8:00A-4:00P	08:00	16:00	+	SICK 8:00	

Save [Show Edits](#)

- Click on the **X** for that day to display an approval check mark. In our example we clicked the X on Aug 23 to a checkmark indicating approval of that time exception.

Supervisor Approval ◀ 08/20/2017 - 09/01/2017 ▶

Results *i*

Employee	Summary	Sun Aug 20, 2017	Mon Aug 21, 2017	Tue Aug 22, 2017	Wed Aug 23, 2017	Thu Aug 24, 2017	Fri Aug 25, 2017
admin, cal - 3000151-TEST	Sched.: 64:00 Worked: 64:00 12/13 Approved	Sched.: OFF Worked: -	Sched.: 8:00 Worked: 8:00	Sched.: 8:00 Worked: 8:00	Sched.: OFF Worked: - <div style="border: 1px solid green; padding: 2px; display: inline-block;"> ✔ </div>	Sched.: 8:00 Worked: 8:00	Sched.: OFF Worked: -
Total	Sched.: 64:00 Worked: 64:00 12/13 Approved	Sched.: 0:00 Worked: 0:00	Sched.: 8:00 Worked: 8:00	Sched.: 8:00 Worked: 8:00	Sched.: 0:00 Worked: 0:00	Sched.: 8:00 Worked: 8:00	Sched.: 0:00 Worked: 0:00

Save

Reviewing Employee Timesheets v4

- Once all exceptions are reviewed and no more X's are displayed, click **Save** to save all approvals and the pay period summary is submitted to payroll to process.

Supervisor Approval ◀ 08/20/2017 - 09/01/2017 ▶

Results ⓘ

Employee	Summary	Sun Aug 20, 2017	Mon Aug 21, 2017	Tue Aug 22, 2017	Wed Aug 23, 2017	Thu Aug 24, 2017	Fri Aug 25, 2017
admin, cal - 3000151-TEST	 Sched.: 64:00 Worked: 64:00 13/13 Approved	 Sched.: OFF Worked: -	 Sched.: 8:00 Worked: 8:00	 Sched.: 8:00 Worked: 8:00	 Sched.: OFF Worked: -	 Sched.: 8:00 Worked: 8:00	 Sched.: OFF Worked: -
Total	 Sched.: 64:00 Worked: 64:00 13/13 Approved	Sched.: 0:00 Worked: 0:00	Sched.: 8:00 Worked: 8:00	Sched.: 8:00 Worked: 8:00	Sched.: 0:00 Worked: 0:00	Sched.: 8:00 Worked: 8:00	Sched.: 0:00 Worked: 0:00

- Payroll accesses the timesheets and locks them against further edits. If you try to access the following statement will display.

You can only edit timesheets for days that occur after the 'Lock Down Date' of the pay group.

Hourly Employees

Hourly employees are not automatically approved by UltiPro and their days will always display as unauthorized whether they have worked any hours or not.

No Hours Worked

The display below shows an hourly employee who has not worked any hours. The days still show as unauthorized, but you do not have to approve these.

Supervisor Approval ◀ 08/20/2017 - 08/26/2017 ▶

Results ⓘ

Employee	Summary	Sun Aug 20, 2017	Mon Aug 21, 2017	Tue Aug 22, 2017	Wed Aug 23, 2017	Thu Aug 24, 2017	Fri Aug 25, 2017	Sat Aug 26, 2017
Mathews, Peter - TEST806-TEST	 Sched.: 0:00 Worked: 0:00 0/7 Approved	 Sched.: OFF Worked: -						
Total	 Sched.: 0:00 Worked: 0:00 0/7 Approved	Sched.: 0:00 Worked: 0:00						

If you choose to approve you can click on the X in the summary filed and all X's will turn to checkmarks. The employee has not worked any hours that they will be paid for, but the timesheet is approved.

Results ⓘ

Employee	Summary	Sun Aug 20, 2017	Mon Aug 21, 2017	Tue Aug 22, 2017	Wed Aug 23, 2017	Thu Aug 24, 2017	Fri Aug 25, 2017	Sat Aug 26, 2017
Mathews, Peter - TEST806-TEST	 Sched.: 0:00 Worked: 0:00 7/7 Approved	 Sched.: OFF Worked: -						

Reviewing Employee Timesheets v4

Some Hours Worked

However if the hourly employee has worked in that time frame you must approve the time or they will not be paid. The example below shows they have worked 1 of the 7 days displayed. The day worked has to be approved to ensure the hours are passed to payroll and the employee is paid for their time.

Supervisor Approval ◀ 08/20/2017 - 08/26/2017 ▶

Results 🔍 📄 ⚙️

Employee	Summary	Sun Aug 20, 2017	Mon Aug 21, 2017	Tue Aug 22, 2017	Wed Aug 23, 2017	Thu Aug 24, 2017	Fri Aug 25, 2017	Sat Aug 26, 2017
Mathews, Peter - TEST006-TEST	 Sched.: 0:00 Worked: 8:00 1/7 Approved	 Sched.: OFF Worked: -	 Sched.: OFF Worked: -	 Sched.: OFF Worked: 8:00	 Sched.: OFF Worked: -	 Sched.: OFF Worked: -	 Sched.: OFF Worked: -	 Sched.: OFF Worked: -

NOTE: Because you have left some of the days unauthorized you may still receive notifications from the system indicating that you have timesheets not authorized (approved).