

# **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.

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



## Time and Attendance Launch Pad Homepage

#### 1. The Time and Attendance Launch Pad Homepage displays.

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Maint.	Launch Pad Homepa	ige Messages (19)	Supervisor Approval	Employee	Daily TS	Proxy	PP Summary	My Reports

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

Supervisor Approv	al					
Employee:		ALL				
Team:		all 🗟				
Include Sub Teams:						
Pay Group:		EQ ALL				
Calculation Group:		EQ ALL				
Dates	Date Selection		Start Date		End Date	
Dates	This Week 🗸		02/03/2017	<u> </u>	02/03/2017	
Authorization:	All					
Order By:	Employee Last Name					

**Reviewing Employee Timesheets** ver 1.0



- 3. 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 in preparation to submit to payroll.
  - 1. Click **ALL** for each field.
  - 2. Select your desired date range from the drop down menu.
  - 3. Click Load.

Supervisor Approval

Supervisor Approval

Employee:	ALL	EQ.	ALL 🚺				
Team:	ALL	<b>1</b> 0,	ALL				
Include Sub Teams:							
Pay Group:	ALL	EQ.	ALL				
Calculation Group:	ALL	<b>T</b> O,	ALL				
Dates Authorization: Order By:	Date Selection This Week Current Pay Period Last Pay Period Next Pay Period Today Yesterday Last Week Manual Date Range			Start Date 02/03/2017	<u> </u>	End Date 02/03/2017	<u> </u>

4. The summary of employee timesheets for the selected date range displays.

01/21/2017 - 02/03/2017

Results	i								
	L Employee	Summary	Sat Jan 21, 2017	Sun Jan 22, 2017	Mon Jan 23, 2017	Tue Jan 24, 2017	Wed Jan 25, 2017	Tilu Ian 26, 201	lan 27, 2017
Adminis TEST	trator, Paula - TEST808-	Sched.: 16:00 Worked: 46:00 0/14 Approved	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 6:00	Sched.: OFF Worked: -
Bond, Ja	ames - BOND007-TEST	Sched.: 0:00 Worked: 92:00	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: 14:00	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 8:00

Entries displaying an **X** need to be reviewed and approved. Paula Administrator is an hourly employee and her time has to be reviewed and approved. Note she has **0/14** days approved. James Bond is a salaried employee. His hours are automatically approved by the system except where edits have been made – as shown by 12/14 days approved; indicating two days have edits requiring review. For our example, the requiring Manager attention are highlighted by the red boxes.

5. Click on the down arrow key to review the details of the timesheet entry.

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1	Employee	Summary	Sat Jan 21, 20	Sun 17 Jan 22, 20	Mon 17 Jan 23, 2017	Tue Jan 24, 2017	Wed Jan 25, 2017	Thu Jan 26, 2017	Fri Jan 27, 2017	Sat Jan 28, 2017	Sun Jan 29, 2017	Mon Jan 30, 201	Tue 7 Jan 31, 2017	Wed Feb 1, 201	Thu 7 Feb 2, 2017	Fri Feb 3, 2
Administrator, TEST Employee:	Paula - TEST808-	Sched.: 18:00 Worked: 46:00 0/14 Approved	Sched.: OFF Worked: -	Sched.: OFF Worked: -	<b>`</b> 0	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 6:00	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: 8:00 Worked: 8:00	Sched.: 8:00 Worked 8:00
<b>۲</b>	κ 🖉	Scheduled A	th By Shift	Start I	End Clocks				Time Co	ode Summary	Hour Type S	ummary C	alculation Grou	p	Summary Erro	r Bank
) D	K 🛡 🖋 🛛 O1	/23/2017 Mon 1	8:00A-4:0	0P 08:00	16:00 🕂				LIEUP	8:00	REG 8:00	0	N HOURLY NO	N-EXEMPT		3
Save	Show Edits															

The entry shows lieu time paid has been entered (Lieup), and it has been banked (shown by the checkmark). Click on the arrow again to close the details box.

If you approve of the timesheet edits click on the X for that day to display an approval check mark.
 Or, if all days marked X have been reviewed and ready to approve click the X on the Summary column, select Authorize All, and all X's will change to checkmarks.

н	lesults 1										
	L Employee	Summary	Sat Jan 21, 2017	Sun Jan 22, 2017	Mon Jan 23, 2017	Tue Jan 24, 2017	Wed Jan 25, 2017	Thu Jan 26, 2017	Fri Jan 27, 2017	Sat Jan 28, 2017	Sun Jan 29, 2017
	Administrator, Paula - TEST808- TEST	Authorize All     Xunauthorize All	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 6:00	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: -
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7. All days have now been approved as shown by the green checkmarks.

L Employee	Summary	Sat Jan 21, 2017	Sun Jan 22, 2017	Mon Jan 23, 2017	Tue Jan 24, 2017	Wed Jan 25, 2017	Thu Jan 26, 2017	Fri Jan 27, 2017
Administrator, Paula - TEST808- TEST	Sched.: 16:00 Worked: 46:00 14/14 Approved	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: -	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 8:00	Sched.: OFF Worked: 6:00	Sched.: OFF Worked: -

- 8. Click the **Save** button at the bottom left. The timesheets are now approved and ready for payroll.
- 9. At the end of the pay period, payroll accesses the timesheets and locks them against further edits. If you try to access the following statement will display.

Launch Pad Homepage Messages (2) Daily TS Proxy PP Summary My Reports

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

Timesheet		Load	01/01/2017 - 01/07/2017	
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