This document will outline instructions on how to approve your employee’s electronic timesheet. In general, employees should enter their time and absences by the last Friday of the pay period. Then you may approve their time on Monday.

What you should know: If the above deadline is not met by the employee and time is entered on Monday after the pay period ends, you will need to know the following: You must wait to approve until the employee enters all hours on their timesheet. After that, you must also wait for the system process to run and “pick up” the hours entered by the employee. The system process (called Time Admin) runs at 9am, 11am, 1pm and 3pm every day. Once Time Admin finishes processing (about 45 mins) you may go in to approve your employee’s time.

These instructions are broken down into four parts. Part 1 – Logging into HRS, Part 2 – Reviewing your employees’ time as a whole, Part 3 – Approving Absences, Part 4 – Approving Time Worked.

If you need assistance approving your employee’s hours, contact Jenny Hergenrother at jhergenrother@uwsa.edu or 263-2146.

PART 1 – LOGGING INTO HRS

1. Log in to your MyUW portal at https://my.wisconsin.edu
   a. Choose University of Wisconsin – System Administration as your organization
b. Log in with your credentials (the same credentials used to log in to Zimbra Mail)

2. Scroll down to the Manager Time and Approval box – click the Manager Self Service – Time Management link.
   a. You may have employees listed in this box which means they have absences or time that needs approval. If you see no employees listed here, you must still go into the system to check for employees needing approval. This box is not always reliable.

3. Log in with your credentials again
4. After logging in, you will be brought to HRS. On the left hand menu click Manager Self Service → Time Management → Report Time → Timesheet

5. You will be taken to the Timesheet Summary screen. To pull up your employees, click the magnifying glass next to the Group ID box.

6. Select your Supervisor Group ID.

If you are a back-up approver for someone, you will choose your Back-Up Supervisor ID.
7. Change “View By” field to “Time Period”.
   a. Click “Get Employees” (Note: hitting the Enter button will not bring up your employees)

8. Once your employee list populates, click on the employee’s name to bring up their timesheet to review.
9. View the employee’s timesheet which will include hours worked and absences requested. This screen will not show Legal Holiday hours, Comp Time, Overtime, Nighttime Differential or Weekend Differential. If your employee has any of these types of hours, they will appear in the Approve Payable Time screen (explained later in the instructions).

OR

PART 3 – APPROVING ABSENCES

10. Once you have reviewed your employees’ timesheets as a whole, you will now need to approve absences and time worked in two separate areas of HRS. Start with Absence Requests. On the left hand menu click Manager Self Service → Time Management → Approve Time and Exceptions → Absence Requests.
11. You will be brought to the Absence Request screen in HRS. Your employees will show on this screen if they have entered an absence.
   a. You will need to approve absences one at a time. Click on the employee’s name to approve the absence for the day(s) listed.

12. Once you click on an employee’s name, you will be brought to the detailed absence screen. This screen will detail:
   a. The day the employee took the absence
   b. What absence type they are using and their current balance for that leave type
   c. How many hours they are requesting off for that day(s)
   d. They may have also put comments for you to read

If you are a named as a back-up approver and need to view those employees, click the magnifying glass next to Absence Backup.
13. You will need to Approve, Deny or Push Back the absence.
   a. Approve – if you approve of the absence, click Approve.
   b. Deny – if you are not allowing the employee to take this absence, you may Deny it (this instance will be very rare).
   c. Push Back – Pushing Back the absence gives the employee the ability to adjust or cancel their absence. If you think the employee made an error in their absence entry that needs to be fixed, click Push Back. This will allow the employee to edit their absence.
   d. NOTE: The employee does NOT get notified if you Push Back or Deny an absence. You must notify your employee if the absence was Pushed Back/Denied.
   e. You may enter comments about why you Denied or Pushed Back an absence.

14. Once you click Approve (Deny or Push Back), you will need to confirm on the next page.

   Approval Confirmation
   ✅ Are you sure you want to Approve this Absence Request?
   [ ] Yes  [ ] No

   Approve Confirmation
   ✅ The Absence Request was successfully approved.
   [ ] OK
If your employee entered hours worked on the same day they entered an absence, you will receive the below warning.

In most instances, this will be due to an employee taking a partial day absence. I.e. Taking 4 hours of Vacation and working 4 hours. However, if the employee took a full day absence and this warning appears, their time entry for that day will need to be reviewed (in upcoming steps). Click OK to clear the warning.

15. Repeat these steps for all absences listed in your Absence Request screen. Once all absences are approved, your screen will appear as follows:

PART 4 – APPROVING TIME WORKED

16. Next you need to approve your employee’s time worked. Go to the left menu bar and click Payable Time.
17. You will be brought to the Approve Payable Time screen in HRS. To pull up employees assigned to you – click the magnifying glass next to the Group ID box.

18. Select your Supervisor Group ID.

19. Click “Get Employees” (Note: hitting the Enter button will not bring up your employees)
20. The employees that have hours ready for approval will show up below. Their total hours worked will appear under Total Payable Hours. This will NOT include any hours reported as absences. It will include hours for Overtime, Comp Time, Nighttime Differential, Weekend Differential and Floating/Legal Holiday Hours.

21. Click on the employee’s name and it will bring up their detailed payable time. After reviewing their detailed hours, click the box next to the hours and days you approve of (may click Select All to select all days). Then click Approve.

22. An authorization screen will appear – click OK. (Note: Time can be changed after it is approved, please contact me if this is necessary.)
23. You will receive a confirmation that the hours were approved. Click OK and you will be returned to the Approval Details page. Click Return to Approval Summary to return to the main Payable Time Screen.

24. Once back on the main screen, repeat for all employees until you see the message “No employees were returned for the time period specified” – that means all the hours available for approval have been approved.

25. You may now exit HRS.