Web Time Sheet Entry
Step-by-Step Instructions for Approvers & Proxies

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Welcome! This document is an overview of the web (electronic) time sheet entry process for time sheet approvers and proxies.

To review and approve employee time sheets for your department:

- Open your preferred web browser and login to UAOnline at https://uaonline.alaska.edu.

Once the time sheet submission deadline for employees has passed, you as an “Approver” can then act upon (review, approve, return for correction, etc.) your employees’ time sheets. A detailed listing of time sheet submission schedules for employees and approvers is available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

A reminder email is sent to Approvers on the Friday morning prior to the end of the pay period (pay day Friday). An additional reminder email is sent on the following Tuesday morning to any Approvers who still have employee time sheets at a “Pending” approval status.

The following instructions will guide you through the review and approval procedures for web time sheet entry (WTE) in UAOnline.

1. Click the Employee Services link.
2. Click the **Time Sheet** link at the top of the list.

**Proxy Set Up for Time Sheet Approvals**
Once you have time sheet approval access, setup an alternate time sheet approver in UAOnline. If you are ever unavailable to approve time sheets for your employees (e.g., you are on sick leave or annual leave, working in a remote location, etc.), your proxy will be able to act as a time sheet approver in your absence.

Once you set up a proxy, they can select your name from the “Act as Proxy:” drop-down menu on the Time Reporting Selection page in UAOnline to review and approve time sheets for your employees. Their proxy permissions will remain in place until you rescind them.

**Who Can Be a Proxy**
All Time Sheet Approvers *must* assign at least one (1) person as a proxy to approve employee time sheets if the Time Sheet Approver is unavailable.

A proxy for a Time Sheet Approver must be, in order of preference:
1) an employee you report to;
2) a peer who is in your unit and has the same supervisor as you do; or
3) an employee who has been given, in writing, the authority to act as a time sheet approver in your absence and is, at minimum, a peer to the level of the employee(s) for whom they are approving time sheets.

*A time sheet reviewer (FYI) cannot participate in the time sheet process as both a time sheet approver and a reviewer for the same employee(s).*

**Proxy Set Up Instructions**
On the Selection Criteria page, click on the “Proxy Set Up” link located next to the “Act as Proxy:” selection box.
On the Proxy Set Up page, use the drop-down list to select the appropriate proxy for yourself. To jump to a specific name in the list, click in the Name field and begin typing the last name of the person you want to select; use the scroll bar to search the available proxies with the last name you entered. Select the proxy’s name and then select “Save.” Your proxy will have the same access to your department’s time sheets as you do, and be able to approve time sheets in your absence.

At any point, you can terminate the permissions for your proxy by returning to the Proxy Set Up page, selecting the “Remove” checkbox, and then clicking “Save.”

To return to the previous page, select “Time Reporting Selection” at the bottom of the page.

If the person you want to select as your proxy is not available in the drop-down list, your campus Human Resources office can assist you. Contact information for each office is available at http://www.alaska.edu/hr/contact-hr/.

**Act as a Proxy**

If a time sheet Approver selects you as a Proxy in UAOnline, you are granted the same permissions and responsibilities that they have for their employees’ time sheets. You can be selected as a Proxy for one approver or for multiple approvers in UAOnline (determined by your department/supervisor).

Your proxy permissions are not automatically activated when you login to UAOnline. Before selecting time sheets to review in UAOnline, you must designate that you will be acting as a proxy for the specific approver from the Time Reporting Selection page.
Once you login to UAOnline, proceed to the Employee Services menu and then to the Time Sheet menu. On the Time Reporting Selection page, click on the “Act as Proxy:” field to select from a list of Approvers who have granted Proxy permissions to you. Continue to step 3 below.

3. Select Approve or Acknowledge Time

If you have employees in multiple departments to approve, you will have the option to select which department you want to approve after completing step 4.

*If you are a Non-Exempt (hourly) or Exempt (salaried) employee and need to complete your own time sheet, refer to the “Step-by-Step Instructions…” available at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#user_instructions.*

4. Click the Select button.

5. Select the appropriate pay period from the drop-down menu under "Pay Number."

6. If you have employees in multiple departments to approve, a list of all of your available departments will be displayed on the Approver Selection page.

**Note:** A TKL/department selection will not be displayed on the Approver Selection page until at least one employee from within that TKL has started their time sheet for the pay period.

7. Select the Sort Order in which you would like to review the time sheets; the default selection sorts employees by time sheet status and then employee name.
8. Click the "Select" button.

On the "Department Summary" page, you can see each employee's time sheet status -- whether Pending (awaiting approval), Approved, In Progress (employee is completing), or Not Started -- for the pay period you selected. You can also view additional information, including the employee's position number, job title, and hours claimed. Also included on each employee record is the "Required Action" for you to perform in relation to the time sheet.

9. To review an employee's time sheet, click on the employee's name.

The "Employee Details" window will open.
You will see the employee's position information, the hours and funding recorded by the employee, any comments that exist for the time sheet, the routing queue users and email
addresses, the default account distribution, and the current leave balances (if the employee is leave-eligible).

10. Based on the employee type (whether non-exempt or exempt), review the time sheet details for accuracy. The following data should be verified on the time sheet for each employee type.

If the employee is Non-Exempt (hourly), verify that:
- The correct earnings are claimed on the appropriate days.
- The correct number of work and/or leave hours are claimed each day.
- The appropriate fund(s) and org(s) are charged for work hours claimed.

If the employee is Exempt (salaried), verify that:
- The correct type and number of leave hours are claimed on the appropriate days.
- The correct labor distribution (percent of effort) is charged to the appropriate fund(s) and org(s) for the pay period.

Non-Exempt Time Sheet Example – “Pending” Status
# Exempt Time Sheet Example – “Pending” Status

**Employee ID and Name:** 202123456 Jane Doe  
**Title:** Professor of Chemistry  
**Department and Description:** Chemistry, Non-Apportioned Temp/Faculty  
**Transaction Status:** Pending  
**Time Sheet Period:** 04/07 to 10/10/2012 (R22)  
**Hours per Pay Period:** 80

## Time Sheet

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Total</th>
<th>Fund</th>
<th>Pay</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Net</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Net</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Pending Queue

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>E-mail Address</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>PPT</td>
<td><a href="mailto:jdoe@example.edu">jdoe@example.edu</a></td>
<td>Entered Oct 22, 2012 08:54 am</td>
</tr>
<tr>
<td>John Doe</td>
<td>Approver</td>
<td><a href="mailto:jdoe@example.edu">jdoe@example.edu</a></td>
<td>Entered Oct 22, 2012 09:39 am</td>
</tr>
</tbody>
</table>

## Account Distribution Data as of Oct 23, 2012

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1114</td>
<td>010000</td>
<td>101010</td>
<td>024540</td>
<td>2002</td>
<td>R1111N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Leave Balances as of Oct 23, 2012

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours or Days</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Leave</td>
<td>Hours</td>
<td>0</td>
</tr>
<tr>
<td>School Leave</td>
<td>Hours</td>
<td>0</td>
</tr>
<tr>
<td>SICK Leave</td>
<td>Hours</td>
<td>0</td>
</tr>
</tbody>
</table>

**Previous Menu | Add Comment | Return for Correction | Change Record | Approve | Next**
Button Explanations:

- **Previous Menu**: To return to the "Summary" page.

- **Add Comment**: To enter a comment related to the time sheet. When the time sheet is returned to the employee for corrections, the approver (or proxy) must supply a specific reason for the return of the time sheet and any instructions for the required correction(s). The comment will be saved in the time sheet history.

- **Return for Correction**: When selecting this option, the time sheet is returned to the employee for correction. An email is automatically generated notifying the employee that their time sheet has been returned for correction and to return to their time sheet in UAOnline to make the modification(s).

- **Change Record**: Allows the approver (or proxy) to modify the employee’s record. Modifications can only be made once the employee has submitted the time sheet to the approver or the employee's submission deadline has passed. Allowable changes to the employee’s time sheet are noted below.

  **Authorized Changes by Time Sheet Approvers (Proxies):**

  The web time sheet is a legal form. Every effort should be made to have the employee make any corrections to their time sheet.

  If the employee is unavailable due to special circumstances (e.g., emergency leave, travel, etc.), the approver is only authorized to claim/change leave hours on an employee’s time sheet. The reason for any changes made by the time sheet approver (or proxy) must always be recorded in the "Comments" section before the time sheet is changed and approved.

- **Approve**: To approve the employee’s time sheet and route it to HR for processing.

- **Previous**: To view the previous employee time sheet in your approval queue.

- **Next**: To view the next employee time sheet in your approval queue.

- **Revise Time Sheet**: To return an employee time sheet in an “Approved” status back to a “Pending” status, so that corrections can be made by the approver or can be returned to the employee for corrections. The button is available to the approver on the employee’s detail page only after the approver has approved the employee’s time sheet, but before the approver’s submission deadline has passed.
Email Addresses in the Routing Queue
The Routing Queue displays details about each of the users involved in the time sheet completion process and the type and date of any actions taken by a user.

For Approvers (Proxies) and FYI users, the person’s role and their email address are also included in the queue. To send an email to a user, click on the email address in the queue and the default email client setup for your browser will open (verify the email settings for your browser before selecting the email link; refer to the section below for more information).

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>E-mail Address</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Deanon</td>
<td></td>
<td></td>
<td>Submitted Oct 11, 2012 03:31 pm</td>
</tr>
<tr>
<td>Doug Deanon</td>
<td></td>
<td></td>
<td>Submitted Oct 11, 2012 03:31 pm</td>
</tr>
<tr>
<td>Susan SW Xline</td>
<td>FYI</td>
<td><a href="mailto:swxline@alaska.edu">swxline@alaska.edu</a></td>
<td>Pending</td>
</tr>
<tr>
<td>Chandler Bing</td>
<td>Approver</td>
<td><a href="mailto:cbing@alaska.edu">cbing@alaska.edu</a></td>
<td>Pending</td>
</tr>
</tbody>
</table>

Setting Your Browser’s Default Email Client
To change the default email client (Thunderbird, Outlook, etc.) that your browser opens when you select an email link, refer to your browser’s “Help” menu.

If you use a browser to access your university Gmail account, refer to your browser’s “Help” menu or online resources for setting up Gmail as your default email client.

Note: If a default email client is not setup, a known issue exists where some browsers may open multiple email windows when an email link is selected from a web page.

11. After reviewing the time sheet, select the appropriate action(s) noted below.

If the time sheet is correct:
- Select the “Approve” button.
- The time sheet is in a “Completed” status and is submitted automatically to your regional Payroll office for final processing.

If any errors are present on the time sheet:
- Select the “Add Comment” button.
- Type the specific reason for the return of the time sheet to the employee, along with any instructions for the required correction(s). This step is required if returning the time sheet to the employee for a correction.
- Select “Save” and then “Previous Menu.”
- Select the “Return for Correction” button to return the time sheet to the employee.
- An automated email is sent to the employee’s Banner HR email address, notifying them that their time sheet has been returned for correction(s).
- Once the employee resubmits their corrected time sheet, it is routed to you again for final approval.

Note: If comments are added to a time sheet record, a warning message of “Comments exist for this time sheet” is added to the time sheet. The comment is saved in the time sheet history.
12. After you approve a time sheet, the status changes from "Pending" to "Approved."

13. Once you have acted on all the available time sheets, use the “Previous Menu” button to return to the Summary page.

14. Verify that an “Approved” status is displayed for all of the time sheets you approved.

15. Exit UAOnline via the “LOG OUT…..” link at the top of the page.

**NOTE:** In order to protect your account when using a public computer, you should always log out of UAOnline using the "LOG OUT" link found in the upper portion of your screen. This action prevents others from accessing your account through a browser tab or window that you may have left open. Just closing your browser tab or window does not log you out of UAOnline.

**More on Adding/Viewing Comments**

As long as an employee’s time sheet is in a “Pending” status, you may add comments that can be viewed by the employee and any other users with access to your employees’ time sheets. Comments can also be added to an employee’s time sheet by the following users: the employee, you, your proxy, and the regional (MAU) Payroll office. However, the ability for each of these users to add a comment is dependent upon the status of the time sheet.

To add a comment, click the “Add Comment” button. A window will open where you can enter a comment in the text box. Click "Save" to record your comment and then click the "Previous Menu" button to return to the time sheet.

**Reminder:** If you ever need to return a time sheet to the employee for corrections, always add a comment explaining the reason for the return to the employee before you select "Return for Correction." The time sheet must be in a "Pending" status in order for you to add a comment or return the time sheet to the employee.

If any Comments have been submitted for the time sheet, a “Comments” link will be listed on the Department Summary page in the far-right column for the employee’s record. Selecting this link will route you directly to the “Comments” section of the employee’s time sheet detail page for the pay period.
Allowing Employee Time Sheet Revisions
Before the approver deadline has passed, the approver has the ability to assist the employee with completing their time sheet if the employee’s deadline has already passed or the time sheet has already been approved by the approver.

The employee no longer has the ability to revise their time sheet if:
- the employee submission deadline has passed for the current pay period
- the employee time sheet is in an “Approved” status (submitted and approved)
- the employee time sheet is in a “Completed” status

If the employee submission deadline has passed, the approver can select the “Return for Correction” button from the time sheet detail page for the employee. The employee can then make revisions to the time sheet and resubmit it for approval.

If the employee time sheet is in an “Approved” status, the approver can select the “Revise Time Sheet” button from the time sheet detail page for the employee; this selection will change the record status to “Pending.” The approver can then select the “Return for Correction” button to return the record to the employee to make any needed corrections.

Note: The time sheet must be in an “Approved” status by the approver deadline, or by the approver’s “Return for Correction” deadline. A detailed listed of approver deadlines is available at [http://www.alaska.edu/files/hr/wte_submission_schedule.pdf](http://www.alaska.edu/files/hr/wte_submission_schedule.pdf).
Submitting the Employee’s Time Sheet (*in their absence*)

If an employee is unavailable to complete and submit their time sheet, the approver is responsible for submitting the time sheet on the employee’s behalf.

Once the employee submission deadline has passed for the current pay period, the approver is able to act on the employee’s time sheet in UAOnline. A detailed listing of time sheet submission schedules for employees and approvers is available at [http://www.alaska.edu/files/hr/wte_submission_schedule.pdf](http://www.alaska.edu/files/hr/wte_submission_schedule.pdf).

*** Authorized Changes for Time Sheet Approvers (Proxies) ***

The web time sheet is a *legal* form. If the employee is unavailable due to special circumstances (e.g., emergency leave, travel, etc.), the approver is only authorized to claim/change leave hours on an employee’s time sheet. The reason for any changes made by the time sheet approver (or proxy) *must* always be recorded in the "Comments" section before the time sheet is changed and approved.

- **If the employee has started, but not submitted their time sheet:**

Select the employee’s name from the Department Summary page. Select “Submit” to submit the time sheet to your queue, allowing you to access the employee’s time sheet record.

If any changes to *leave hours* are needed on the time sheet, select “Change Record” to make any necessary revisions. Use the drop-down Earnings Code list to select the appropriate leave code; then enter the appropriate number of hours on the actual days that the leave was taken by the employee.
Select the “Comments” button to notate if/why you made any changes to the time sheet and why you were required to complete the time sheet for the employee. Select “Save” and then select “Previous Menu.”

**Reminder:** Approvers (proxies) are **required** to add a comment explaining the reason for the time sheet’s return to the employee. Select the “Add Comment” button before you select “Return for Correction.” The time sheet **must** be in a "Pending" status in order for you to add a comment or return the time sheet to the employee.

Lastly, select the “Approve” button to submit the employee’s time sheet for payroll processing. You may also select “Save” to save your changes for later approval.

- **If the employee has not started their time sheet:**
  If the employee did not work or take any leave, then no action is needed.

  Under the “Not Started” section of the Department Summary page, click the “Start Employee Time Sheet” link listed in the far-right column of the employee’s record.

**Note:** Once you start the employee’s time sheet, you are then responsible for completing the entry and approval process in its entirety. The time sheet **cannot** be returned to the employee for corrections.
The following confirmation window will be displayed. Review the text and then select “OK” to proceed.

The Time Sheet window for the employee will open, allowing you to review and access the employee’s time sheet.

If any leave hours need to be claimed for the employee, use the drop-down Earnings Code list to select the appropriate leave code. Then enter the appropriate number of hours on the actual days that the leave was taken by the employee.

Select the “Comments” button to notate if/why you made any leave entries to the time sheet and why you were required to complete the time sheet for the employee. Select “Save” and then select “Previous Menu.”

Select the “Submit for Approval” button. You may also select “Save” to save your changes without submitting the time sheet for approval.

Lastly, select the “Approve” button to submit the employee’s time sheet for payroll processing.
Submitting Time Sheets after the Approver Deadline Has Passed

Once the Approver submission deadline has passed, neither the employee nor you as approver will have access to the online time sheet. In this instance, a paper time sheet must be completed, approved, and submitted for the employee.

Contact your department payroll assistant to print a hard copy of the employee’s time sheet from Banner for the appropriate pay period. The employee must then complete and sign the paper time sheet. The approver must then review and sign the time sheet before your department payroll contact submits the time sheet to the regional (MAU) Payroll office.

A detailed listing of time sheet submission schedules for employees and approvers is available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.
Quick Reference Guide:

1. Login to UAOnline at https://uaonline.alaska.edu
2. Select Employee Services
3. Select Time Sheet
4. Select Approve or Acknowledge Time
   a. Select Proxy Set Up to setup proxy or proxies (if you have not done so)
   b. If acting as Proxy, select Approver name from Act as Proxy list
5. Click Select
6. Select Pay Number from drop-down menu
7. Select preferred Sort Order
8. Click Select
9. In the Pending section, click on an employee’s name
10. Review the employee’s time sheet
11. If time sheet is correct, select Approve
12. If time is incorrect, select Add Comment (write an explanation for returning the time sheet) and then Return for Correction
13. Select Next or Previous to review other pending time sheets
14. Select Previous Menu to return to the Department Summary page
15. Verify “Approved” status is displayed for time sheets you approved
16. Select LOG OUT …..link at the top-right of your screen

NOTE: Always log out of UAOnline using the “LOG OUT….” link found in the top-right of your screen. This action prevents others from accessing your account through a browser tab or window that you may have left open. Just closing your browser tab or window does not log you out of UAOnline.

To help protect your personal information:
- Clear your browser history
- Configure your browser to delete the history when it closes
- If this is a shared (lab) computer, logoff
- If this is a public computer, change your password