Web Time Sheet Process
Participant Roles & Responsibilities

This handout clarifies the roles and responsibilities of the various participants in University of Alaska's web time sheet process. Select a link below to jump to a specific section of this document.

Online demos, step-by-step instructions, project updates, and reference documents are available on the Web Time Sheet Entry (WTE) web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/.

Non-Exempt (Hourly) Employees | Exempt (Salaried) Employees

Approvers/Proxies | PPAs/CCCs/Fiscal Officers

MAU Payroll Offices | Statewide HR & Statewide OIT

Non-Exempt Employee Responsibilities:

For the purpose of the web time sheets, "non-exempt employee" refers to any employee paid on an hourly basis. These employees are required to record all hours worked and leave taken on their time sheet. The following employee classes (ECLSs) are defined as non-exempt: CR, CT, NR, NT, NX, SN, and ST.

Non-exempt employees are responsible for submitting their completed web time sheet to their time sheet approver before Noon on Monday (the Monday following the pay day). The web time sheet can be completed from a computer (or enabled mobile device) in any location with internet access.

A reminder email is sent to employees on the Monday morning prior to the end of the pay period (the Monday before pay day). An additional email is sent on pay day Friday and the following Monday morning to any employees who have not yet submitted their time sheet to their approver by that day. Employees can unsubscribe from the first and second email in UAOnline using the "HR Automated E-mail Subscriptions" link on the Employee Services page.

The employee is responsible for completing their time sheet in a timely manner, and for accurately reporting the actual hours on the actual days when their work was completed or they took leave. If the employee is unavailable to complete their time sheet by the employee deadline, their time sheet approver is then responsible for the completion/submission of the employee's time sheet.

Note: An Approver is only authorized to enter/submit *leave hours* on a time sheet in the employee's absence. If an employee becomes aware of any revisions that need to be made to their time sheet after the Approver's deadline has passed (5 p.m. on Tuesday of the pay day week), the employee must complete a corrected paper time sheet and submit it to their Approver.

If a time sheet is returned to an employee for correction by the time sheet approver or by the Payroll office, the employee will receive a generated email notification that a correction is required. The employee has a limited amount of time to make the required correction(s) to the time sheet and return it to the Approver for review. Time sheets that have been returned for correction after the employee submission deadline must be re-submitted to the time sheet approver before Wednesday at 5:00 p.m. (following the pay day) in order to be included in the payroll process.

A detailed time sheet submission schedule for employees and approvers is available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

"Step by Step Instructions" for Non-Exempt employees are available on the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#nonexempt.

Exempt Employee Responsibilities:

For the purposes of web time sheets, "exempt employee" refers to any employee paid on a salaried basis. The following employee classes (ECLSs) are defined as exempt: A9, AR, EX, F9, FN, FR, FT, FW, FN, GT, XR, XT, and XX.

Exempt employees are required to submit any reportable leave usage via the web time sheet process. Exempt employees may also use the web time sheet to report changes to their labor distribution (percent of effort).

For exempt employees, the web time sheet process will not be used to certify grant effort for state and federal grants. Instead, an alternate reporting cycle and method administered through the Grants offices at each campus is used for the purposes of federal and state grant effort certification for the University of Alaska. Employees can refer to their campus Grants office web site or to the resources listed under the "Grants & Effort Certification" section of the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#grants.

Exempt employees are responsible for submitting their completed web time sheet to their time sheet approver before Monday at Noon (the Monday following the pay day). The web time sheet can be completed from a computer (or enabled mobile device) from any location with internet access.

A reminder email is sent to employees on the Monday morning prior to the end of the pay period (the Monday before pay day). An additional email is sent on pay day Friday and the following Monday morning to any employees who have not yet submitted their time sheet to their approver before that day. Employees can unsubscribe from the first and second email in UAOnline using the HR Automated E-mail Subscriptions link on the Employee Services page.

The employee is responsible for completing their time sheet in a timely manner, and for accurately reporting their actual leave hours on the actual days when the leave was taken. If the employee is unavailable to complete their time sheet by the employee deadline, their time sheet approver is then responsible for the completion/submission of the employee's time sheet.

Note: An Approver is only authorized to enter/submit *leave hours* on a time sheet in the employee's absence. If an employee becomes aware of any revisions that need to be made to their time sheet after the Approver's deadline has passed (5 p.m. on Tuesday of the pay day week), the employee must complete a corrected paper time sheet and submit it to their Approver.

If a time sheet is returned to an employee for correction by the time sheet approver or by the regional Payroll office, the employee will receive a generated email notification that a correction is required. The employee has a limited amount of time to make the required correction(s) to the time sheet and return it to the approver for review. Time sheets that have been returned for correction after the employee submission deadline must be re-submitted to the time sheet approver no later than Wednesday at 5:00 p.m. (following the pay day) to be included in the payroll process.

A detailed time sheet submission schedule for employees and approvers is available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

“Step by Step Instructions” for Exempt employees are available on the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#exempt.

Time Sheet Approvers and their Proxies:

A Time Sheet Approver is defined as either the employee's official supervisor or the employee's lead.

- A "supervisor" is a person who hires, trains, evaluates performance, and initiates or effectively recommends corrective actions.
- A "lead" is a person who provides day-to-day guidance, reviews work, and is directly knowledgeable about the employee's work but is not the employee's official supervisor.

Approvers are responsible for reviewing their employees' web time sheets for accuracy and for approving them in UAOnline before Tuesday at 5:00 p.m. (the Tuesday following the pay day).

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.

When an employee is unavailable, Approvers are also responsible for completing, approving, and submitting the employee's time sheet. Detailed information on is available in the "Submitting an Employee's Time Sheet" section of the Approver "Step by Step Instructions" at http://www.alaska.edu/files/hr/wte_approver_stepbystep.pdf.

Note: An Approver is only authorized to enter/submit *leave hours* on a time sheet in the employee's absence. If an employee becomes aware of any revisions that need to be made to their time sheet after the Approver's deadline has passed (5 p.m. on Tuesday of the pay day week), the employee must complete a corrected paper time sheet and submit it to their Approver.

Approvers – Proxy Setup

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 are listed under the "Approvers/Proxies" section of the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#approver.

The Approver is responsible for informing the Proxy of scheduled absences that will require time sheet approval coverage by the Proxy. When acting for an Approver, the Proxy has the same roles and responsibilities in regard to web time sheets.

Returning a Time Sheet for Correction(s)
If the Approver discovers an error on an employee's time sheet, the Approver should return the time sheet to the employee for correction(s). Before returning the time sheet the employee in UAOnline, the Approver must select the "Add Comment" button to include a comment instructing the employee of the requested correction.

Note: The Approver's comments/instructions must be as specific and as thorough as possible. The time sheet is a legal document; therefore, an outside entity such as an auditor should be able to understand the intent/purpose of the approver's comments.

After the Approver selects the "Return for Correction" button, a generated email is then sent to the employee to notify them that their time sheet has been returned to them for correction(s).

Note: *To adhere to state and federal regulations, the University of Alaska must pay non-exempt employees for all actual hours worked, regardless of whether the time was approved in advance by the supervisor.*

Authorized Changes to Employee Time Sheets (by 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.

Approvers then have until Wednesday at 6:00 p.m. (following the pay day) to review and approve any employee time sheets with a "Return for Correction" status.

A detailed time sheet submission schedule for employees and approvers is available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

"Step by Step Instructions" for approvers (proxies) are available on the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#approver.

Bonuses/Awards
Employee bonuses and awards cannot be entered on the web time sheet at this time. To request a bonus or award for an employee, send an approved memo to your regional (MAU) Payroll office for processing.

Department Responsibilities for Personnel Payroll Assistants (PPAs), Cost Center Clerks (CCCs), and Fiscal Officers (FOs):

PPAs, CCCs, and FOs can be assigned "FYI" access in UAOnline. FYI access allows the PPA, CCC, and FO (FYI Reviewer) to view employee time sheets at every status throughout the process, and to view all of the same data as the time sheet Approver. FYI access is entered by the department PPAs/CCCs through the NBAJQUE form in Banner.

Instructions for "FYI Access - NBAJQUE Entry Guidelines" are available under the "FYI Reviewers" section of the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#fyi.

The web time sheet process routes the time sheet to the time sheet Approver based on the Banner entry for the employee's record in NEA2SPE (Employee's Supervisors Form) or the approver's record in NEA2SPR (Supervisor's Employees Form). Therefore, it is *crucial* that the department maintains accurate Time Sheet Approver information in the NEA2SPE and NEA2SPR forms in order for the WTE approval process to function properly.

Instructions for "Supervisor/Time Approver Setup – NEA2SPR & NEA2SPE" are available under the "FYI Reviewers" section of the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#fyi.

Due to compliance issues, PPAs, CCCs, and FOs *do not* have the access or the authority to change employee time sheets or to perform time sheet approvals. Therefore, FYI Reviewers *cannot serve as a proxy* to complete or approve employee time sheets for their department.

PPAs, CCCs, and FOs are still responsible for many of the time sheet-related functions which they have traditionally performed, with the exception that they can no longer complete, change, or approve employee time sheets. The FYI must complete their review functions before Tuesday at Noon (the Tuesday following the pay day) in order to allow adequate time for the approver and/or employee to make any recommended updates or changes prior to the submission deadlines.

A detailed time sheet submission schedule for employees and approvers is available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

"Step by Step Instructions" for FYI Reviewers are available on the WTE web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/#fyi.

Department PPAs, CCCs, and FOs will continue to:

- review and maintain department time sheet approver and FYI access each pay period,
- assist employees, Time sheet Approvers, and Proxies in ensuring that all of the employee time sheets are submitted and approved,
- provide guidance to employees and Time Sheet Approvers on how to complete and approve online time sheets,
- review time sheets for possible errors,
- review either PHAHOUR or the payroll reports to ensure that employees are paid and that no erroneous or terminated employees are paid.

The online time sheet form will check for many types of errors while the employee is entering, saving, and submitting their time sheet data. For example, the system verifies that overtime is calculated correctly, and that holiday pay and holiday premium pay are recorded correctly.

This automated validation process should reduce the number of errors that have traditionally occurred on paper time sheets in the past. However, some entry errors cannot be validated by the automated process at this time and will still require manual review. An example of such an error is ensuring that the correct fund/org combination is charged on each time sheet.

Labor Accounts on the Time Sheet & Job Record

The labor account information from the effective NBAJOBS record will be displayed on the employee's time sheet. The goal is to keep the labor distribution on the job record accurate, so that the current labor is reflected when the employee initiates their online time sheet.

If the labor account is not correct, the employee may need to override the fund/org information via the web time sheet. These manual changes could result in errors that might require labor redistribution corrections by the department once payroll has processed.

To assist departments in keeping the job labor information accurate, an online process for job labor changes has been developed and is available to departmental representatives (PPAs/CCCs) within UAOnline. This process allows departments to enter future dated NBAJOBS labor changes in UAOnline, with a streamlined data entry and routing process.

The web page for the Labor Distribution Change Process is available at http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/lbrchg/.

MAU Payroll Office Responsibilities:

MAU Payroll office staff can be granted "superuser" access to employee time sheets in UAOnline. This status allows access to all employee time sheets at all statuses for all MAUs. The payroll offices are responsible for performing their review of the web time sheets and error reports for their campus.

The web time sheet form in UAOnline checks for many types of errors while the employee is entering, saving, and submitting their time sheet data. For example, the system verifies that overtime is calculated correctly, and that holiday pay and holiday premium pay are recorded correctly.

This automated validation process should reduce the number of errors that have traditionally occurred on paper time sheets in the past. However, some entry errors cannot be validated by the automated process at this time and will still require manual review. An example of such an error is ensuring that the correct fund/org combination is charged on each time sheet.

If errors on the time sheet are found, the payroll offices will add a notation using the "Add Comment" button and then electronically return the time sheet to the originator (employee or approver) for correction(s).

The time sheet originator will receive a generated email informing them that the time sheet has been returned to them for correction(s). The employee will have a limited time period to correct their time sheet and submit it back through the approval process. Corrected time sheets must be at an "Approved" status by Wednesday at 6:00 p.m. following the pay period end date).

A detailed time sheet submission schedule for employees and approvers is available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

The Payroll office can perform data entry in PHAHOUR prior to the web time sheet feed for any earnings codes that cannot be entered on the time sheet by the employee (bonuses, awards, etc.).

The approved time sheets will be fed into Banner on Wednesday evening of the week following the pay period end date and be viewable in PHAHOUR on Thursday morning by 7:00 a.m.

On Thursday morning, the Payroll offices can proceed to key deduction overrides, leave share entries, and any other type of adjustments which require pay calculation information prior to the regular run.

The proof/leave/calc processes are re-run on Thursday after standard business hours and on Friday at Noon during the week following the pay period end date and prior to the Saturday payroll processing.

For the current processing schedules, refer to the "HR Processing Calendar" available on the HR Reference page at http://www.alaska.edu/hr/hr-procedures/reference/.

The Payroll offices are also responsible for training and assisting web time sheet users with the process, and informing users of changes to the process or to the schedule.

Details on process enhancements and changes are available in the "What's New" section at the top of the Web Time Sheet Entry web page at http://www.alaska.edu/hr/hr-procedures/web-timesheets/.

Statewide HR and Statewide OIT Responsibilities

Statewide HR (SWHR) is responsible for establishing, documenting, coordinating, and monitoring the time sheet business process procedures across the system; establishing the time sheet processing schedules; establishing and maintaining system rule forms related to web time sheets; functioning as the liaison between users and OIT; and providing assistance to users of the process.

Statewide OIT (SW OIT) is responsible for ensuring the automated processes are scheduled according to the SWHR processing schedule; monitoring the processes for successful completion; maintaining the UAOnline web tailor setup for web time sheets, maintaining system programming modifications; performing requested programming related to web time sheets; and assisting SWHR with technical problem resolution.