

APPROVER'S QUICK GUIDE



Approving time at a glance:

- Log into "My Info"
- Click on "Employee Services"
- Click on "Timesheet"
- Review Hours
- Approve or return timesheet for correction.

WEB TIME ENTRY – Quick reference guide for Approvers

APPROVERS

Tips & Reminders

- Be on the lookout for misapplication of Earn Codes.
- Deadline for approving timesheets is no later than 5:00 pm on the 1st working day after the pay period ends.
- "Return for Correction" should only be used when sufficient time exists to meet the deadline.
- Need help? Contact your Human Resources 994-3651.

To Access Timesheet Summary:

1. Go to www.montana.edu/hr
2. Click on **My Info** (bottom of left hand toolbar)
3. Click on **Enter Secure Area** and type in your *User ID and PIN*
4. Click on the **Employee Services** tab
5. Click on the **Time Sheet** link on the left side of the window
6. Under *My Choice*, click **Approve or Acknowledge Time**. *NOTE:* If you're acting on behalf of another Approver, select the appropriate choice from the *Act as Proxy* dropdown box.
7. From the **Pay Period and Status** drop down box, select the current pay period
8. Click the **Select** button.
9. Select the radial button to "**Sort employees' record by Status then by Name**".
10. Click the **Select** button.

To Review a Timesheet for Corrections

1. In the **Other Information** column, look for comments.
2. In the **Name and Position** column, click the blue hyper link of the employee's name.
3. Review the submitted timesheet in detail. Be sure to scroll right to view all the information.
 - a. Pay specific attention to the hours reported by your employee and on what day the hours were reported on.
4. To review leave balances, click on the link at the bottom of the screen.
5. Click the **Approve** button if the timesheet is correct. *NOTE:* The page will refresh and display a *message* that the timesheet was approved.
6. Click the **Next** button or **Previous Menu** button to access the next timesheet to be approved.

To Return a Timesheet for Correction

If you find problems on a timesheet that the employee must correct, return the timesheet for correction as follows:

1. Click the **Add Comment** button. *NOTE:* **Add Comments** must be clicked first before **Return for Correction**.
2. Type a **message** to the employee explaining what corrections are needed for their timesheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the time sheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the *Approver Summary Page*.
7. Contact the employee to let them know their timesheet has been returned for correction. *NOTE:* Put **TIMESHEET RETURNED FOR CORRECTION** in the subject line of the message.

To Override a Time Entry

You may need to make a correction to an employee's timesheet. *NOTE:* This option should only be used in extreme circumstances.

1. Click the **Change Time Record** link in the *other information* column.
2. Click the **link** for the hours to be changed.
3. **Type** the correct hours or delete the hours entered.
4. Click the **Save** button.
5. Click the **Comments** button.
6. **Type** a *message* indicating the corrections you've made.
7. Click the **Previous Menu** button to return to the timesheet.
8. Click the **Approve** button.
9. *NOTE:* The page will refresh and display a message that the timesheet was approved.
10. Click the **Previous Menu** button to return to the *summary* page.
*Be sure to let the employee know of any changes you have made by email.

To Designate a Proxy

1. Every Approver must identify at least one proxy.
2. A proxy is a person who can act as an Approver if you're not available. *You must setup your own Proxy.
3. On the Selection Criteria page, click the **Proxy Set Up** link.
4. From the **Name** dropdown box, select the person you want designated as a proxy.
5. Check the box in the **Add** column.
6. Click the **Save** button.
7. **Email** Proxy name and Timesheet Org to your HR Payroll Office if Proxy differs from initial timesheet Org set up sheet.