

Salt Lake Community College



Approving Time on the Employee Dashboard

Salt Lake Community College
Payroll Office

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Time and Leave Approval

It is the **responsibility of the approver** to monitor the activity and status of their employees' timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review that the appropriate Earn Code(s) are used, and ensure that all submission deadlines are met.

- **Full-Time employees** must submit a timesheet when leave time is used during the pay period. Examples may include vacation or sick leave.
 - The approver is accountable for checking that the leave time reported during the pay period is accurate, that the employee selected the proper Earn Code, and that submission deadlines are met.
- **Part-Time/Student/Work-Study employees** must submit a timesheet for hours worked during the pay period unless the employee's Department enters in their hours worked for them.
 - The approver is accountable for checking that the employee's hours were recorded accurately during the pay period and that submission deadlines were met.

Important: Please note that you will need to enter into each individual employee's timesheet in order to approve time. Mass approval is no longer available.

Timesheet Status and Definitions:

Not Started: The timesheet has not yet been opened to enter hours.

In Progress: The timesheet has been opened but has not been submitted for approval.

Pending: The timesheet has been completed and submitted for approval. The record is waiting for the Approver (or Proxy) to approve.

Returned: The timesheet has been returned by the Approver (or Proxy) for correction.

Approved: The timesheet has been approved. An approved timesheet has been electronically sent to the Payroll Department for processing.

Common Timesheet Errors:

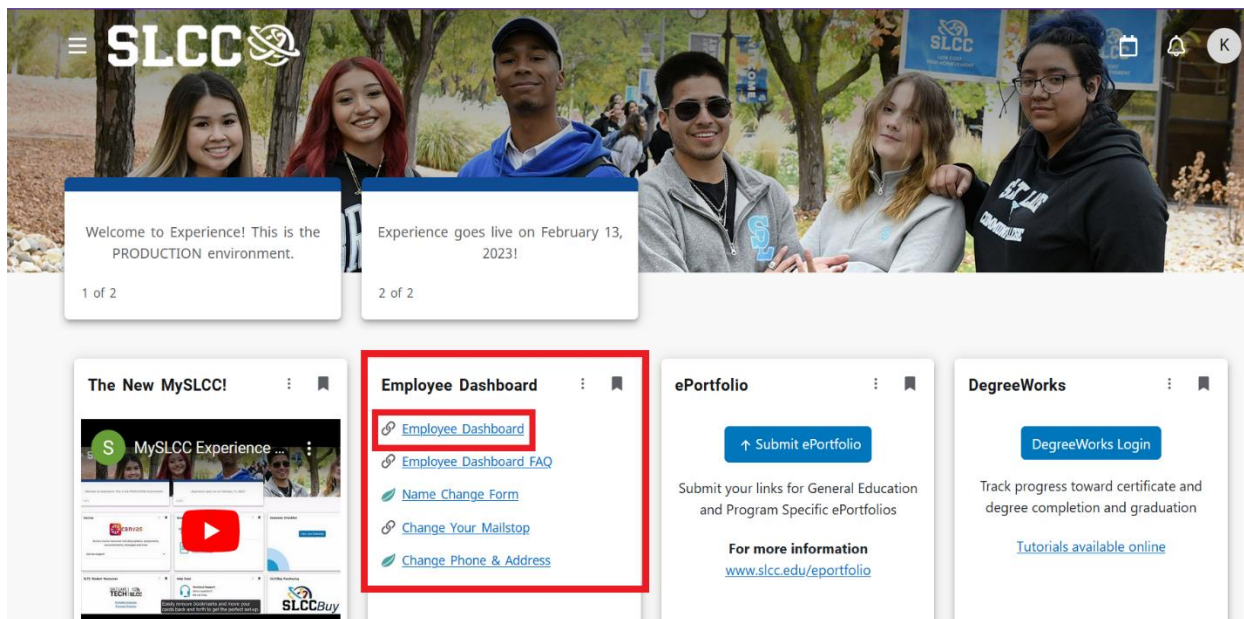
Time Transaction Already Exists: This notifies the employee that they have already attempted to start a timesheet that has already been initiated and has a transaction status of In Progress. This error can occur when a user clicks on the Web browser back button after previously selecting and starting a timesheet.

Submit/Approval not allowed: This error occurs when the system registers a double-click on the submit or approval buttons.

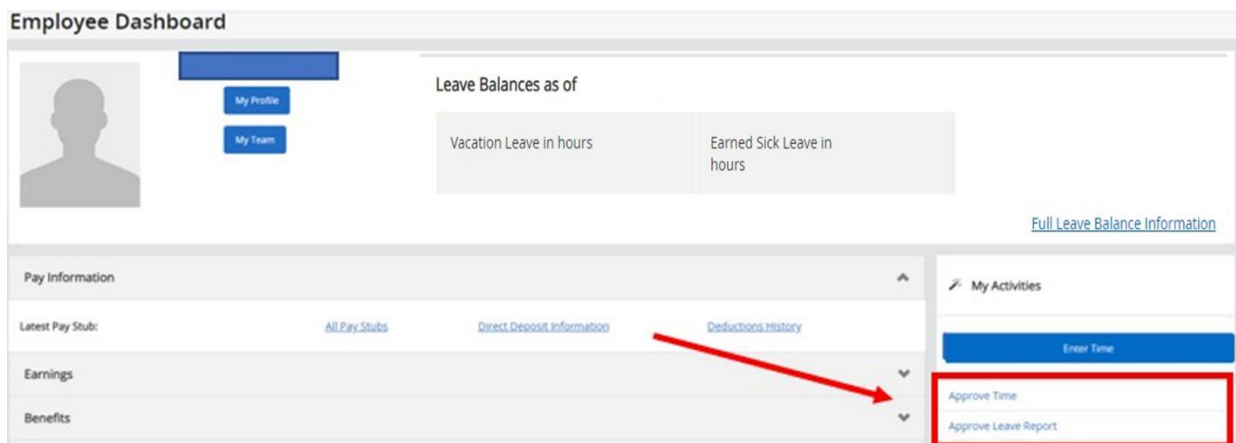
Time and Leave Approval

Access to the Time Approval System is through **MySLCC Experience** and is found on the Employee Dashboard Card.

- Click on the Employee Dashboard link



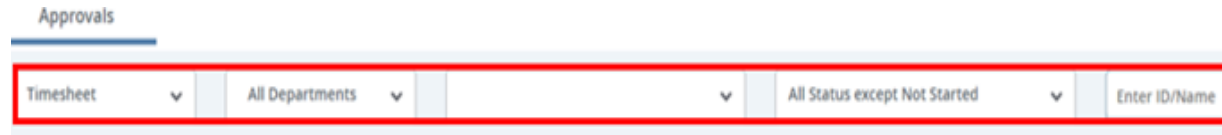
- Click on “Approve Time” in the My Activities box to begin approving your employees’ timesheets.



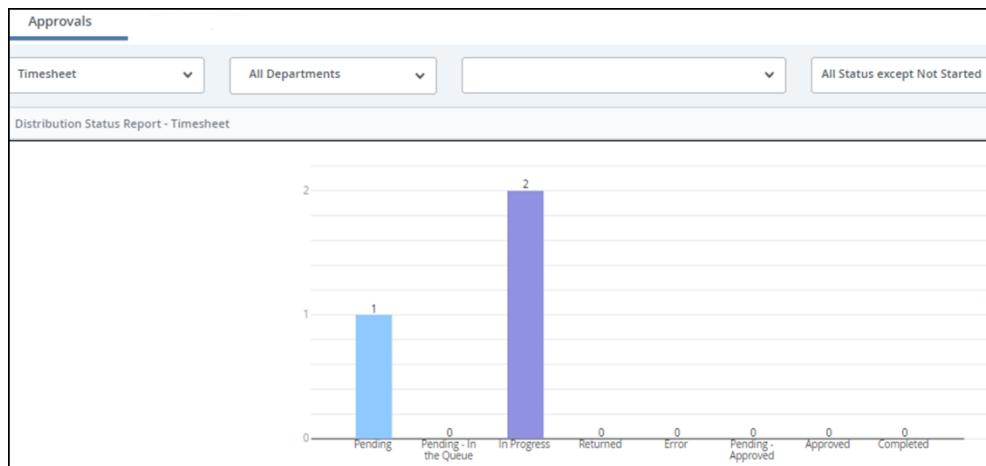
Navigating the Approval Screen

Once you click on “Approve Time” a new page will open.

- You can sort by Department (if the approver has multiple departments/organizations), the Pay Period, and the timesheet status, or by the individual employee.

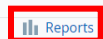


- The Distribution Status Report defaults to the approval screen. This is a bar chart of the various timesheet(s) statuses in the approver’s queue. The approver can click on a bar to show a detailed list of employees’ timesheets in that status.

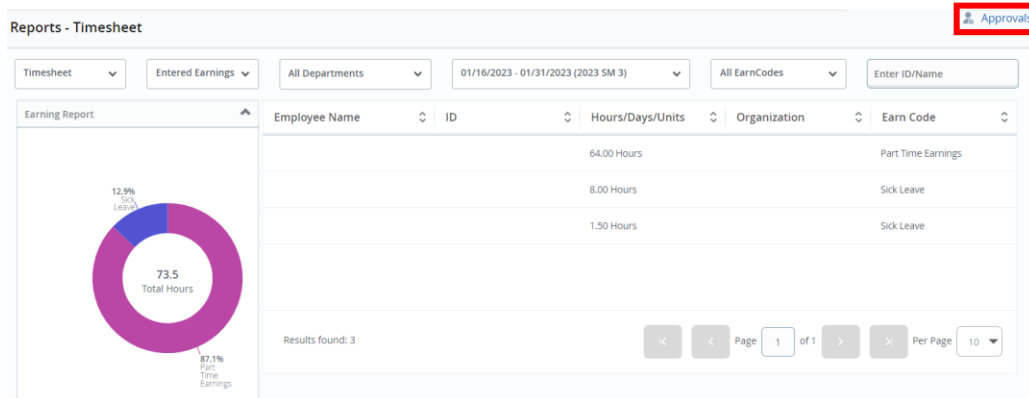


Note: Timesheets that have not been started will not show in the bar chart.

- The Reports page has an additional view of employee timesheets. You can use the different drop downs to display All Earn Codes in a particular pay period or to review one Earn Code. This can be accessed by clicking the Reports link on the top right of the page.

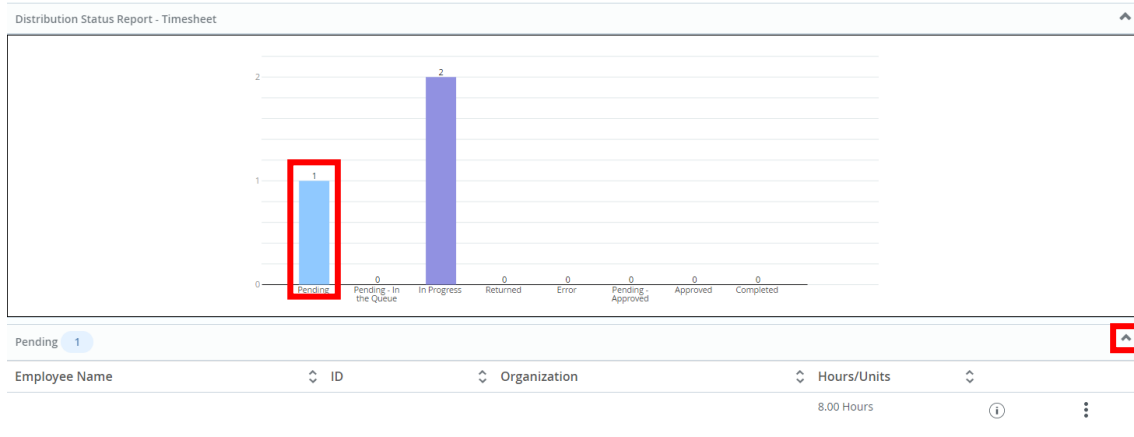


- Click Approvals to return to the Approval page.



Reviewing and Approving Timesheets

From the main page of Approvals, select the pay period you wish to review, and then click the bar of Pending timesheets to see the employee list or scroll down to click the drop down for the timesheets in a Pending status.



- Look for warnings or comments on timesheets, as shown below. To view the warnings or comments, click on the symbol. It is important to look at each warning and/or comment as it may require sending the timesheet back to the employee for corrections.

Pending 1

Employee Name	ID	Organization	Hours/Units
			8.00 Hours

A red box highlights a warning icon (a circle with an exclamation mark) and a comment icon (a speech bubble) in the bottom right corner of the table. A red arrow points to these icons.

- To view the timesheet, click the employee or click the three dots on the right of the selected employee to open the Action Menu, then click on Preview. The Preview page will open.

Reminder: You will have to view each employee's timesheet to approve.

Pending 1

Employee Name	ID	Organization	Hours/Units
			8.00 Hours

A red box highlights the action menu (three dots) in the bottom right corner of the table. The menu is open, showing 'Preview' and 'Leave Balance' options.

Leave balances for Full-Time employees can be viewed by clicking the three dots to the right of the employee information, opening the Action Menu, then clicking on Leave Balance. This can also be accessed from the Details page on the timesheet.

Pending 1

Employee Name	ID	Organization	Hours/Units
			8.00 Hours

A red box highlights the 'Leave Balance' option in the action menu. A red arrow points to this option.

- The Preview page includes all the information an employee has entered on the current timesheet.
 - **If a timesheet requires no corrections, click Approve**

Timesheet Detail Summary

Pay Period: 02/01/2023 - 02/15/2023 | 8.00 Hours | Pending | Submitted On

Time Entry Detail

Date	Earn Code	Shift	Total
		1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
	1		8.00		8.00 Hours
Total Hours			8.00		

Routing and Status

Name	Action	Date & Time
	Originated	
	Submitted	
	Pending Approval	

Comment (Optional):

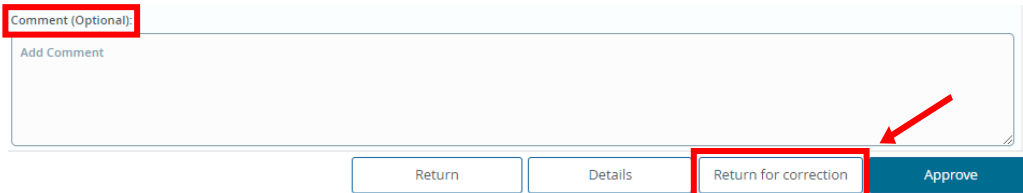
Add Comment

Return Details Return for correction **Approve**

Timesheet Corrections

Sometimes, problems on a timesheet are found after the timesheet has been sent to you for approval. There are several avenues to correct a timesheet depending on the circumstances and timesheet status.

- **Return Timesheet for Correction** - If you find problems on a timesheet which must be corrected, you can use the Return for Correction button. Adequate time should be allowed to make changes to the record prior to the Submit By Date.
 - The Approver is the last opportunity to address any errors prior to payroll processing.




- Add a comment describing the changes that must be made to the timesheet. Any timesheet that has been returned for correction must be resubmitted for approval. Please note that a comment is required for returning a timesheet for correction.
- Click Return for Correction

Important: There is no automatic notification regarding a returned timesheet that will be sent to the employee or time originator when using department time entry. It is the responsibility of the approver to communicate with their employees that changes need to be made.

- Once the corrections have been made, the timesheet must be resubmitted for approval. The approver then repeats the steps to verify accuracy and approve the timesheet.

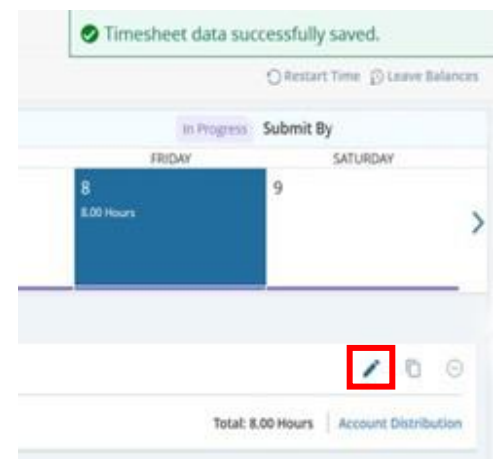
Editing an Employee Timesheet as the Approver

If the employee is not available to make edits on the timesheet, the approver can make the corrections and submit the timesheet using the following steps.

- Open the timesheet and click on Details.
- Click on the day and then click on the  on the right side of the page.
 - Make any necessary adjustments then click on Save.

Important: Click **Save** after each entry, edit, deletion or change.*

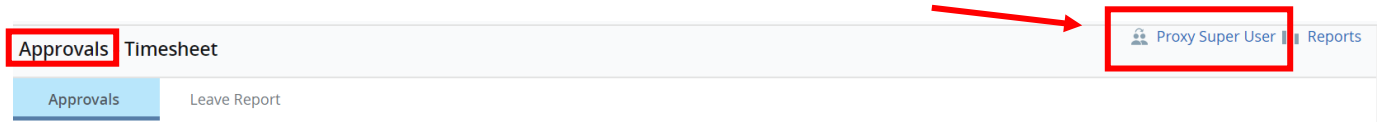
*For detailed instructions on edits, deletions, or changes, please refer to the Employee Time Entry Guide.



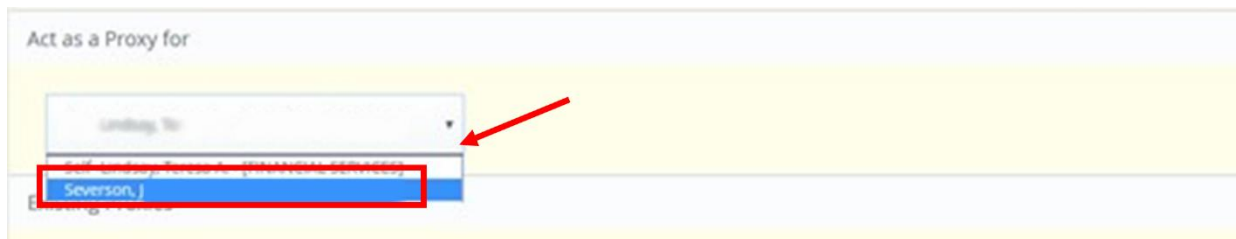
Approving Time as a Proxy

When approving timesheets as a proxy the proxy takes on all responsibilities of the approver. **It is the responsibility of the proxy**, on behalf of the approver, to monitor the activity and status of the timesheet(s) and follow the approval guidelines by reviewing that accuracy of the timesheet(s) and ensuring that deadlines are met.

- Click on the Proxy Super User link on the top right side of the Approvals page.



- Select the appropriate approver in the “Act as a Proxy for” drop down list. If the name is not listed, the approver has not completed the necessary steps to add you as a proxy. Contact the Payroll Office if the approver’s name is not listed.



- Click on Navigate to Time & Leave Approvals application at the bottom of the screen to begin reviewing and approving the appropriate timesheets.

Navigate to Time & Leave Approvals application