

Approvers: Web Time Entry Deadline

What to look for and how to following WTE's made.

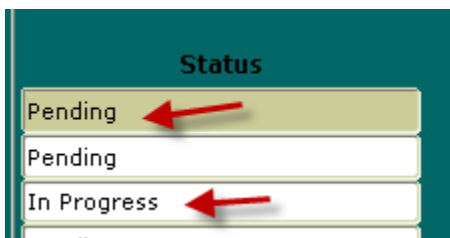
1. Your hourly Employees will be locked out at noon on the day that Time Entry Closes. They will not be able to enter time after this point.
2. Even though you have approved time prior to this....PLEASE double check after the noon hour that an employee hasn't submitted their time and now in your queue.
3. Make sure all time is entered in "**quarter hours**" and entered only in **Shift 1**.
4. After you have approved all your time in your queue (or "Returned it for Correction" with comments) **go into PHITIM and print screen for FOAPAL signature and file a copy in your area.** Make sure your Time Entry Method is "Web".



The screenshot shows the PHITIM system interface. At the top, there is a 'Your name' field and a 'Proxy For:' field. Below this, there are several dropdown menus and text fields: 'Entry By:' (Time Sheet), 'COA:' (Q), 'Organization:' (ORG), 'Year:' (2010), 'Payroll ID:' (SM), 'Time Entry Method:' (Web), 'Transaction Status:' (All (Except not Started)), and 'Payroll Number:' (5). A red arrow points to the 'Web' option in the 'Time Entry Method:' dropdown. The 'SM' in 'Payroll ID:' and the '5' in 'Payroll Number:' are circled in red.

PHITIM is another great way to check to see what status your hourly employees are in:

- **Pending** = You still need to approve
- **In Progress**= Employee has NOT submitted their time to you and will not get paid. *These hours will need to be entered as "Retro" on the next pay period*
- **Not Started** = Employee never pulled in their timesheet to enter time
- **Completed/Approved** = Timesheet has been approved and submitted to payroll to pay



The screenshot shows the 'Status' section of the PHITIM system. It lists three status options: 'Pending', 'Pending', and 'In Progress'. Red arrows point to the first 'Pending' and 'In Progress' options.

Additional HELPS:

- After time entry closes **you have the POWER to submit the timesheet** and bring it into your queue; make a comment and approve.
- **You can "Change Time"**. If the Employee has entered their time incorrectly and there isn't time to "Return for Correction" and have them resubmit it before they are locked out – click on "Change Time"; correct the entry; make a comment and approve

- **If you have approved their time and it needs to be changed or corrected:**

*If it is before Time Entry Closes at noon you can pull it back into your queue by clicking on "Return Time". This puts the timesheet back into your queue to correct or even to "Return for Correction" if time allows.

*If it is after Time Entry closes at noon then you will need to call Payroll and we'll have to correct it for you.