



# WEB TIME ENTRY FOR APPROVERS

Payroll Instructional Guide

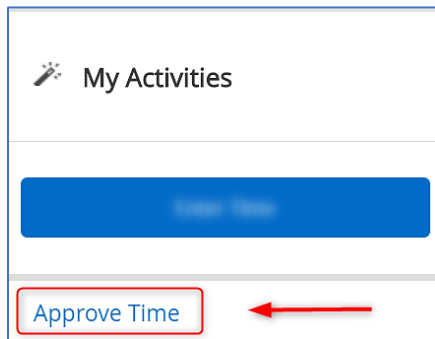
## Employee Dashboard - Timesheet Approval

Log into SOS.

Navigate to the **Employees** section and then select the **Employee Dashboard** tab.



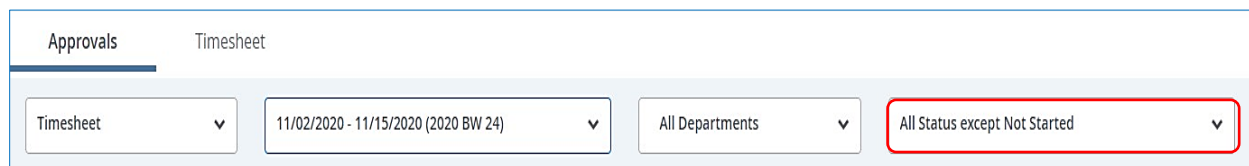
On the Employee Dashboard select the **Approve Time** button.



**Note:** If you are approving as a proxy, you will have to select the **Proxy Super User** link in the top right corner after the approve time button is selected. See the “approve timesheet as a proxy” for additional instructions.

Select the appropriate **Pay Period, Department and Status**.

Select the arrows in each field box to review different pay periods, departments and status.

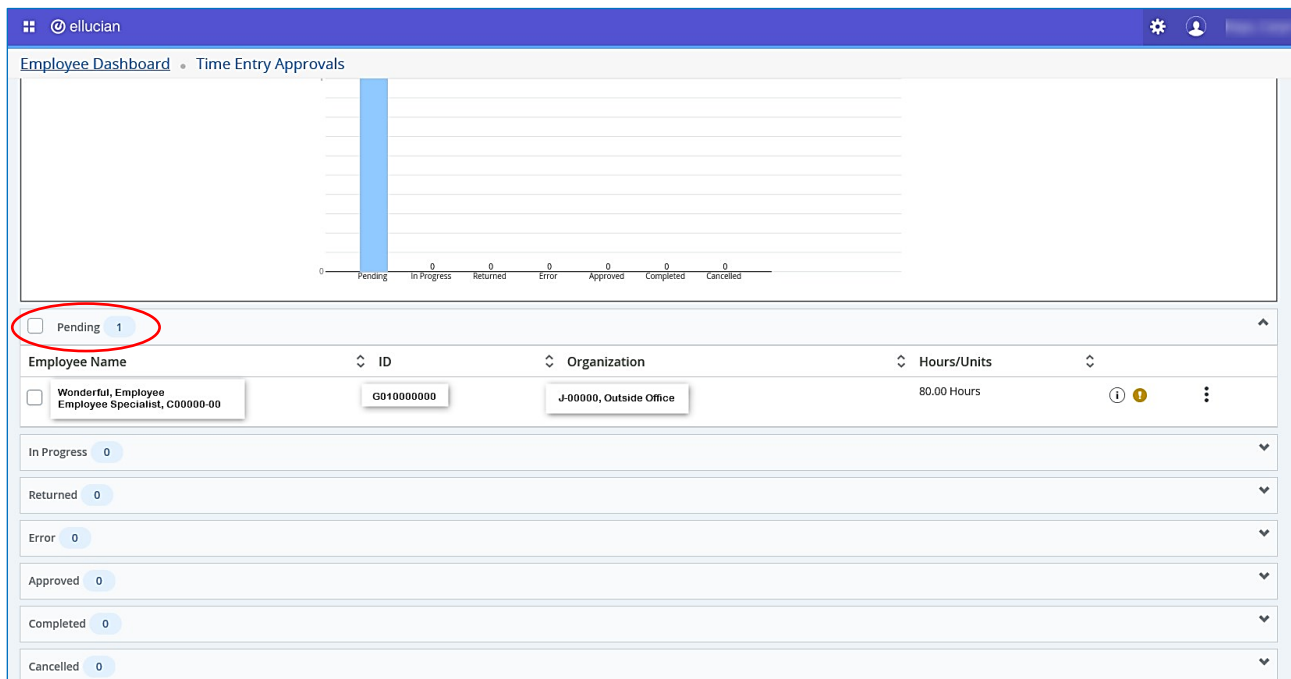


## Timesheet Status

Status	Queue	Description
In Progress	Employee	Not submitted by the employee. Not accessible to the employee if the submission deadline is expired.
Returned	Employee	Returned to the employee for corrections. The timesheet will need to be corrected, submitted and approved prior to the approver deadline.
Pending	Approver	Submitted by the employee, awaiting approval. Not accessible to the approver if the approver deadline is expired.
Approved	Payroll	Approver and Submission deadline is expired. The timesheet is ready to be processed for payment.
Completed	N/A	Timesheet is completed and can be viewed with the prior pay period link.

## Timesheet: Pending

Review each employee by drilling down on the name(s). In the preview screen use the **details** button to review daily entries, comments, error and warning messages (if applicable).

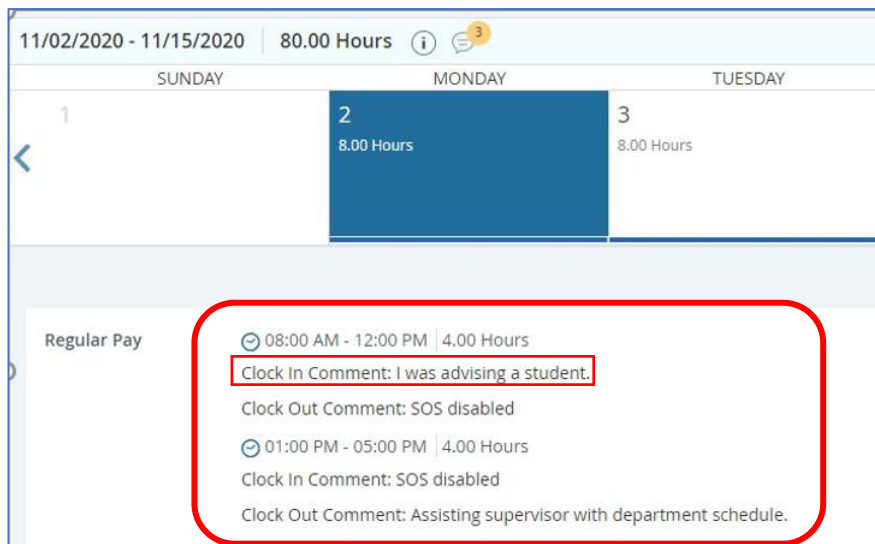


Employee Name	ID	Organization	Hours/Units
Wonderful, Employee Specialist, C00000-00	G010000000	J-00000, Outside Office	80.00 Hours

Select each day to verify the correct leave was applied. All other errors and warning messages should be returned to the employee for corrections prior to approving the timesheet. Returned for correction timesheets will need to be corrected, resubmitted and approved prior to the approval deadline.

Select the **preview** button and review the earnings distribution and a weekly summary. *In the weekly summary section, approvers can see the hours per week in a pay period. Overtime pay is earned when an employee works more than forty hours in a work week.*

The **approve** option is selected for each employee after the daily entries, comments and timesheet messages are verified. All manual entries such as the one shown below should be limited.



11/02/2020 - 11/15/2020 | 80.00 Hours

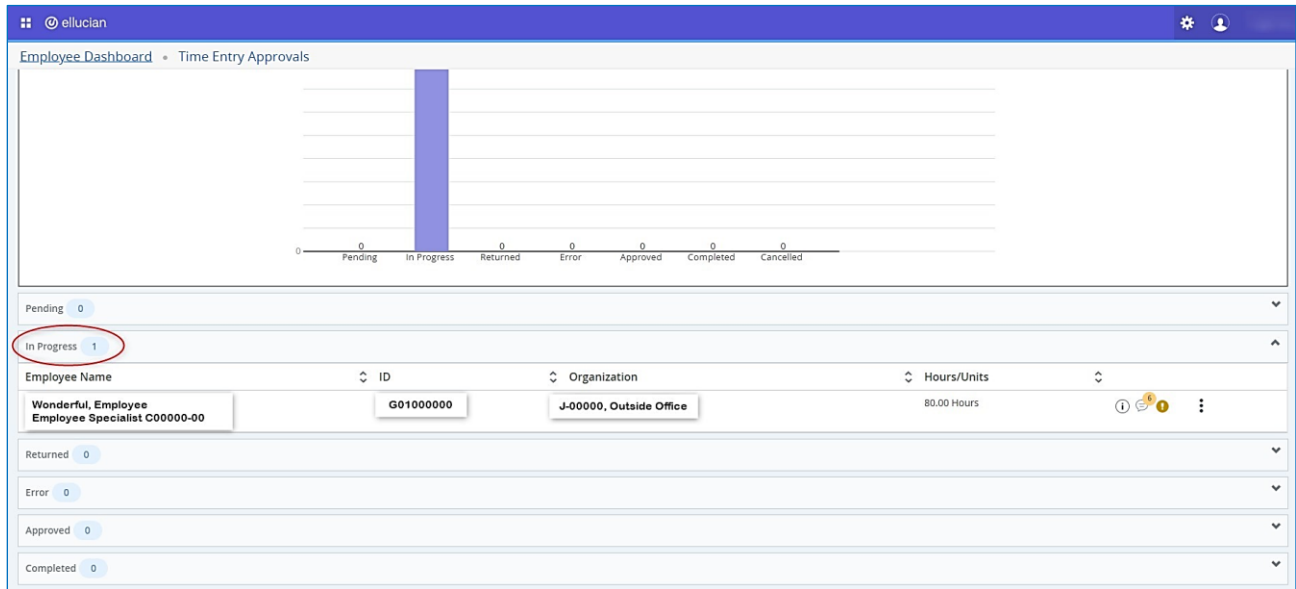
SUNDAY	MONDAY	TUESDAY
1	2 8.00 Hours	3 8.00 Hours

Regular Pay

- 08:00 AM - 12:00 PM | 4.00 Hours  
Clock In Comment: I was advising a student.
- 01:00 PM - 05:00 PM | 4.00 Hours  
Clock In Comment: SOS disabled  
Clock Out Comment: Assisting supervisor with department schedule.

## Timesheet: In Progress

Timesheets that are in progress are still in the employee’s queue. The leader will have to submit the timesheet first and then return for corrections. Employees should submit their own timesheets when they are available, as timesheets are electronically time stamped and dated with the employee’s certification. **You will need to notify your employee if the timesheet is returned.** As a reminder the clock icon is the preferred input method for web time entry. Employees should not be manually entering their time unless there is a valid reason.



Select the employee name that is in progress in your queue. In the preview screen use the **submit** button then enter a comment to indicate the timesheet was not submitted by the submission deadline. The comment should indicate the actual reason the timesheet is returned. Examples of appropriate reasons for returning time are overlapping time entries, incorrect leave entries, or excessive leave used in one day.

**Preview**

G01000000 - Wonderful, Employee

Employee Specialist, C00000-00, J, 00000, Outside Office

Pay Period: 11/02/2020 - 11/15/2020 | 80.00 Hours

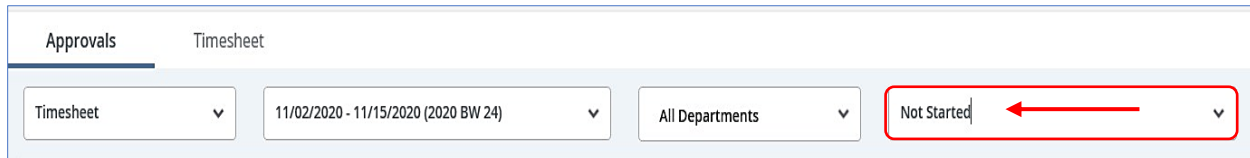
Submit By: 11/16/2020, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	8.00
Sick Pay	1	16.00
Personal Business Leave	1	8.00
Vacation Pay	1	40.00
Travel - Leave Time	1	8.00
<b>Total Hours</b>		<b>80.00</b>



## Timesheets: Not Started

The system automatically defaults to “All Status except Not Started”, so leaders will need to select “Not Started”. Employees in the list will usually be classified as a part time employee (Work Study or Part Time Staff). Full time employees in this category after the submission deadline should be reviewed for missing timesheet information. Contact the payroll office if you have any questions regarding full time employees that do not have a valid reason for a not started timesheet. Possible reasons for a not started timesheet would be a job transfer or account distribution change.



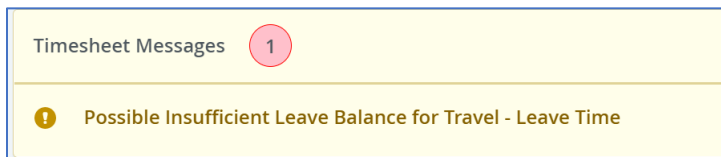
## Timesheet: Return for Corrections

To return a timesheet, use the **preview** button and select the **return for correction** button. This action sends the timesheet back to your employee. Communicate by phone, email or in person the reason the timesheet has been returned. Returned for correction timesheets will need to be corrected, resubmitted and approved prior to the approval deadline.

## Timesheet: in Error

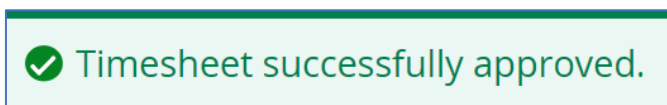
Review and correct any applicable error or warning messages. Select the employee name and the details button to determine if the approve button is available. Timesheets that are in error due to a missing approver will need to be reviewed by the payroll office. Please email payroll@sjcd.edu or call (281) 998-6309 if you need assistance.

Note: Warning messages will populate on the timesheet for entries made with travel leave, jury leave, bereavement leave and campus closure. Approvers can approve timesheets when these leave categories are applicable to the pay period. Holiday leave is used for extended breaks, such as Spring Break and the Winter Break. **Campus Closure is only used when designated by the payroll office.**



## Timesheet Approved

Congratulations! The timesheet was successfully approved and will be processed on the next pay day.

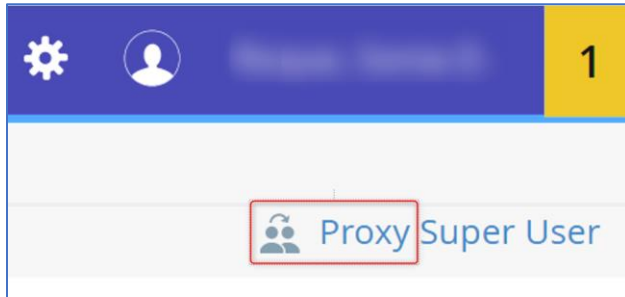


## Timesheet Icons & Links

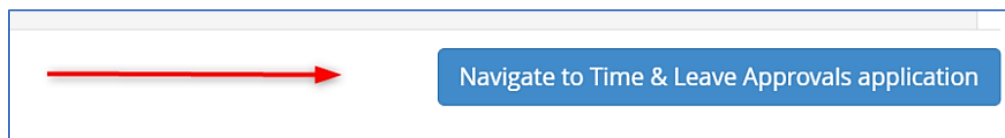
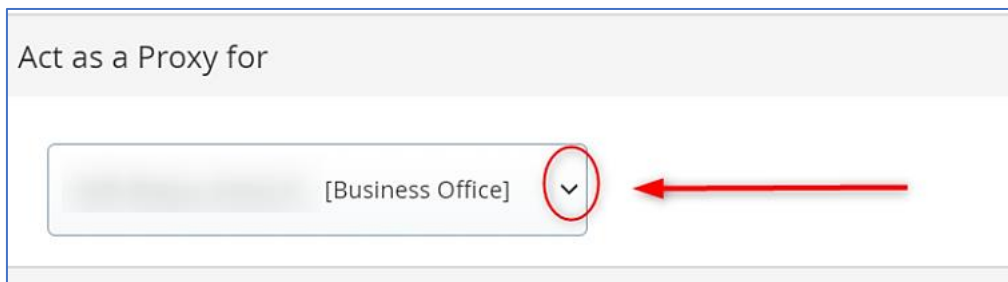
Icon	Name	Description
	<b>Information</b>	Displays the approver, the date and time of origination, submission and approval.
	<b>Timesheet Messages</b>	Shown when there are warning and errors on the timesheet. Review prior to approving.
	<b>Comments</b>	One comment is recorded on the timesheet. Comments can be added or reviewed by selecting the icon.
	<b>Ellipsis</b>	Preview the timesheet or review leave balances.
	<b>Expand and Collapse</b>	Expand and collapse arrows are used to view more employees in a section.
	<b>Leave Balances</b>	Link displays available paid leave through the last completed payroll.
	<b>Edit Copy Delete</b>	Edit, copy or delete an earn code. Used to change or remove a record on a timesheet. Changed records should be discussed with the employee.
	<b>Navigation Arrows</b>	Navigate to previous or next week in the pay period on the timesheet.
	<b>Message indicator</b>	A message was prompted due to a previous action by the approver.
<a href="#">Exit Page</a>	<b>Exit Link</b>	Exit the current screen to go back to all timesheets.
<a href="#">Account Distribution</a>	<b>Distribution Link</b>	Provides account information for position and budgeting purposes.

## Approving a Timesheet as a Proxy

Select the **Proxy** link in the top right corner of the screen



Select the name of the person you will proxy for using the arrow in the field box. Then select the navigate time button shown below to access the timesheets. Follow the steps above for approving time in the correct pay period and department. If the original approver is not one of your options, please contact the leader or the payroll office at [payroll@sjcd.edu](mailto:payroll@sjcd.edu) for assistance.



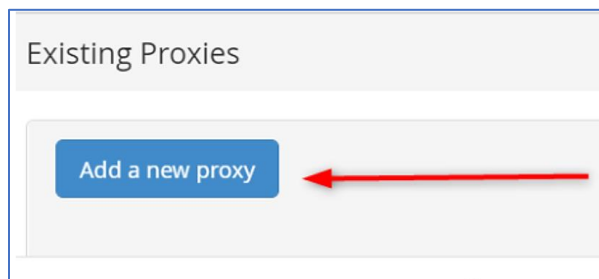


## Adding or Deleting a Proxy

The secondary or back-up approver (proxy) must be established and edited by the primary approver in SOS Web Time Entry. Multiple proxies can be identified in this system. Approvers must submit a completed Payroll Approval Routing form to [payroll@sjcd.edu](mailto:payroll@sjcd.edu) to begin the proxy set-up process. Blank forms can be found on the internal website The Exchange under the Forms/Documents link. Payroll will notify the approver when the following steps can be taken to add your proxy.

Proxies that are available in the election list are populated upon the completion of the Banner Access Request form. Although, this election list contains all current approvers and proxies, each approver or proxy must have the appropriate department rights established prior to approving time entry. The following are the instructions on how to add or remove a proxy from your list after payroll has established the correct organization rights.

From your approval timesheet dashboard locate the existing proxies section add each person as a proxy to your organization.



From your approval timesheet dashboard locate the existing proxies section remove each person as a proxy to your organization.

