eTime and eLeave

Guidelines for Supervisors of Biweekly Employees

The Office of Research is now well into the conversion to the university's new payroll systems – eTime and eLeave. For the most part this conversion has gone quite well and we appreciate the efforts of all employees supporting this transition.

Now that we've had time to roll out the new systems to all units within the Office of Research, there are some areas that we need to address and continue to emphasize the importance of. As a supervisor, it is important that the responsibilities of managing your employees in the accurate and timely reporting of their hours worked is considered among your top priorities and that you make adjustments in your daily activities as a result of the changes in the timekeeping process.

This is most critical for those supervisors who manage biweekly paid employees. As has been communicated throughout the conversion process to eTime, biweekly employees will not receive a paycheck for any week/pay period which is not entered and approved in a timely manner.

Following is a list of guidelines and expectations that supervisors must adhere to in order to manage the timekeeping process successfully.

Timely Submission of Timekeeping Information

- Supervisors should ensure that all employees are submitting their timesheets on a timely basis. And there is an easy way for supervisors to monitor this!

  In the eTime system, you can click on “Biweekly Supervisor Roster” and ensure that the appropriate pay period range is listed. Once you click on “Search”, the system will pull the roster of your direct reports who were active during that pay period – each employee will be listed twice, once for each week of the pay period. Under the “Request Status” column you can easily view those employees who have submitted an eTimesheet for approval, those who have created one but not yet submitted it for approval, and those who have not yet created one.

  This will enable supervisors to monitor their staff and know what follow up actions are needed to ensure that all employees are reporting their timekeeping information in a timely fashion.

While it is the expectation of each employee to submit their timesheets in a timely manner, it is the supervisor’s responsibility to ensure that all employees are meeting their expectations. Supervisors should hold conversations with those employees to provide them feedback if the employee is having difficulty reporting their timekeeping information in an appropriate manner.

Additionally, supervisors are expected to review the list of employees on their roster to ensure that the appropriate individuals will be compensated. If employees are or are not showing up on your roster, then you should contact your HR Professional to determine what action is needed.
• Employees should submit eTimesheets for approval each week. Biweekly employees are expected to submit their eTimesheets by the end of each work week. In general and when feasible, it's a good idea to have employees submit their eTimesheet on their last scheduled work day of each week.

The employee stands a greater chance of receiving part of their biweekly pay if at least one week has been approved and another has not been approved by the supervisor by the pay period deadline. For this reason it is beneficial for supervisors to have their staff submit each week to ensure at least partial compensation for the pay period.

Even though the pay period deadline occurs every other week, it is expected that supervisors should have all pending requests approved by the end of the day every Monday.

That said, biweekly employees will continue to be compensated for a two week period. It is important to emphasize again that employees will not receive compensation for those weeks that are not approved in the system in a timely manner.

• Employees who do not have any hours to report during a particular week should still submit an eTimesheet for approval. Though this may seem unnecessary, this practice will facilitate monitoring the timekeeping process for supervisors as well as your Human Resources Professional. There is no way to distinguish those employees who have not worked a particular week from those who have simply forgotten to submit a timesheet. Therefore, biweekly employees are asked to report “0 hours worked” timesheets so that management can easily identify those employees who need follow up action to submit their timekeeping information.

• Employees should not be permitted to submit an eTimesheet prior to the actual week occurring. It is okay for an employee to create their eTimesheet in advance, but it should not be submitted for approval until the end of the week as unforeseen changes may arise that change the hours the employee has reported (e.g., they may call in sick, they may work overtime, etc.). Employees can fill out their timesheet, and then click on “Save for Later” which will save all of their data but allow them the opportunity to make adjustments later if needed. On the last workday of the week, the employee can make any needed adjustments and submit the eTimesheet for their supervisor’s approval.

Timely Approval of Timekeeping

• The university’s practice as part of the eTime transition is that no off-cycle paychecks will be processed. Therefore, it is critical that all timekeeping is approved on a timely basis so that your staff is compensated appropriately. Employees will not receive a paycheck for any eTimesheet which is not approved before the pay period deadline.
• In general, supervisors should approve all eTimesheets by the end of the day on Mondays. In some instances, recognized holidays may move this deadline forward (e.g., if a holiday occurs on a Monday, then the timesheet deadline will move to Friday). However, in most cases supervisors should ensure that all of their pending requests are approved on Mondays. Once the Timesheet file loads into the HR system, the eTime system is no longer available to process timekeeping for that particular pay period.

Supervisors should plan their time to ensure that they can facilitate the timely approval of pending requests. A suggestion is to schedule a designated time period on your calendar each Monday to ensure that you have time available and are reminded to do so.

• Don’t forget, the eTime and eLeave systems are web based which facilitates the approval process. This enables supervisors to access the systems if they are away from their office to approve pending requests and ensure that they meet the timekeeping deadlines. Supervisors may want to take advantage of this feature in those situations where their schedules at work don’t easily enable them to perform this critical responsibility (e.g., supervisors can approve during the weekend to ensure that they meet the Monday deadline) and in some cases may enable to a time period with fewer distractions if conducted off site.

Likewise, employees can access both timekeeping systems anywhere they have internet access. If needed, employees may be requested to submit their timekeeping information while away from their work site to ensure timely processing.

• Backup Approvers and Initiators – use them! We have established backup approvers for every employee so that in the event their direct supervisor is not available to approve pending requests someone else can on their behalf. Supervisors who plan to be away from the office during critical payroll deadlines should notify a backup approver and ask them to monitor the timekeeping requests of their staff.

Additionally, supervisors can contact their respective HR Professional for assistance in approving pending requests. Your HR Professional can also initiate timekeeping on the behalf of an employee who is unable to do so. The key is to communicate your needs and those of your staff to ensure that nothing slips through the cracks.

**Payroll Implications**

• The timely submission and approval of timekeeping is imperative for each biweekly employee to receive a timely paycheck. Biweekly employees, including student employees, will not receive a timely paycheck unless their eTimesheets are approved before the deadline. Any eTimesheet that is approved after the pay period deadline will be processed during the next pay cycle – causing a two week delay for the employee to receive their compensation. Therefore, it is imperative that supervisors work with their staff to ensure that the expectations are clarified and the process is followed appropriately to avoid an adverse impact to employees.