

Electronic Timesheet FAQs

Employees

1) Q: How do I get to the Electronic Timesheet?

A: Log onto myUMBPortal > Click on the My UMB Employee Info tab > Click on the My UMB Timesheet link.

2) Q: Do I need to submit an electronic timesheet?

A: Only EXEMPT, salaried employees need to submit electronic timesheets (Exempt-Reg, Exempt-C2, and some Exempt-C1)

3) Q: How do I know whether I am an Exempt employee?

A: All salaried employees are exempt. If you are still unsure if you are an exempt employee, check with your departmental payroll representative.

4) Q: What is a Pay Period ID?

A: UMB processes pay on a bi-weekly basis. Each pay period is assigned a unique Pay Period ID that denotes the fiscal year and sequence number of the pay period. For example, the pay periods for fiscal year 2010 would be 10-01, 10-02, 10-03 etc... These Pay Period IDs along with their corresponding start and end dates help to uniquely define each time reporting period.

Note that the fiscal year at UMB begins on July 1st and runs thru June 30th of the following year.

For a list of all pay periods and dates follow the link below:

<http://www.fincsvc.umaryland.edu/payroll/images/Pay-Date-Schedule.xls>

5) Q: What if I will be out of the office when my timesheet is due?

A: You have two options. First, since electronic timesheets can be accessed via the internet, you do not have to be in the office to submit your timesheet. You can submit your timesheet from anywhere that you have access to the internet. The second option is if you know in advance that you will be out, you can submit your timesheet before it is due. Employees can enter time and submit timesheets for up to 6 pay periods into the future.

6) Q: What if I didn't submit my timesheet when it was due?

A: You may still submit an electronic timesheet for up to 60 days (approximately 4 pay periods) past when it was due. For instance, if the current payroll processing period is 10-16, then you would be able to enter in time for pay periods 10-15, 10-14, 10-13, and 10-12. For timesheets not submitted more than 60 days in the past, you will need to contact your department payroll rep and submit a paper timesheet to record your time.

7) Q: How will my supervisor know when my timesheet is submitted?

A: Your supervisor will receive a daily generated email to alert them when timesheets have been submitted for approval.

8) Q: How will I know if my supervisor or payroll rep has found a problem with my timesheet?

A: If there is a problem with your timesheet, your supervisor or payroll rep can recycle your timesheet back to you to correct. When they do this, the system will generate an email to alert you that your timesheet needs to be corrected.

9) Q: Can I make corrections to a timesheet that I've already submitted for approval?

A: If your timesheet has not been approved yet, your supervisor or payroll rep can recycle it back to you to make adjustments. You can then resubmit the timesheet.

If the timesheet has been approved and loaded, you can still make corrections by creating a new version. A new, corrected version of a timesheet can be created by using the "Correct Timesheet" button on the Timesheet page. Just open the timesheet you wish to correct and click this button. When you have completed your changes you will need to submit the modified timesheet for approvals. A checkbox will be marked at the top of the Timesheet page identifying the timesheet as a "Corrected Timesheet" and the timesheet will have been given an incremental version number.

10) Q: I made a mistake on my timesheet and want to delete it. Can I delete my timesheet?

A: Employees can delete their timesheet only if their timesheet is in a “Not Submitted” or “Recycled” status. In most cases you should be able to correct a mistake simply by entering the correct data. If this is not possible, you can check the box ‘Mark for Deletion’. All timesheets marked for deletion will be deleted nightly. Once the timesheet is marked for deletion, it will no longer show up in the Supervisor’s Approval Summary page.

11)Q: How do I know where my timesheet is in the approval process?

A: Go to the Workflow Inquiry tab on your exempt timesheet page.

12)Q: On the Leave Inquiry page my leave balance doesn’t appear to be current.

A: The leave balance for Time Earned reflects all time earned thru the previous pay period. However, leave taken, only reflects time taken as of 2 pay periods back. If you recorded leave in the previous pay period it will not yet be reflected in the current leave balance totals.

13)Q: How do I know who has been assigned to approve my timesheet?

A: The My Timesheet Profile page found on the myUMBPortal > My UMB Employee Info tab will display your assigned Supervisor, Alternate Supervisor and Payroll Rep for the purposes of timesheet approval.

14)Q: I am a new employee and cannot submit a timesheet. What should I do?

A: Contact your payroll representative.

15)Q: Is there any size limit to the Comment Text box?

A: No, there is no limit to the number of characters or to the number of comments that can be entered.

16) Q: Can more than an employee’s scheduled hours be entered (i.e. an employee normally works an 80 hour pay period, can they enter 87 hours?)

A: Yes. While an exempt employee does need to account for their full 80 hours, they can enter in more than 80 hours. This does not affect pay, but it will be recorded that they worked more than their scheduled hours.

Supervisors

1) Q: How will I know if I have been assigned as a Supervisor to approve employee timesheets?

A: The My Timesheet Profile page found on the myUMBPortal > My UMB Employee Info tab will display all employees for whom you are assigned as a Supervisor or Alternate Supervisor for the purposes of timesheet approval.

2) Q: How will I know if employees have submitted timesheets for approval?

A: Supervisors will receive a daily system generated email to alert them when timesheets have been submitted for approval. This email will be generated once a day, in the morning, not as individual timesheets are submitted.

You can also at any time go to the UMB Approve Timesheet page in eUMB HRMS to see the status of all of your employees timesheets. The navigation for this page is Self Service > Manager > Tasks > UMB Approve Timesheet. You will need to click the 'Fetch' button on this page to display the results of your search.

3) Q: How will my employees know if I recycled their timesheets?

A: Employees will receive a system generated email if a supervisor or payroll rep recycles a timesheet for correction. This email will be generated at the time the timesheet is recycled.

4) Q: How will I know if the payroll rep recycled my employees' timesheets?

Q: You and your employee will both receive an email if a payroll rep recycles a timesheet back to an employee for correction. This email will be generated at the time the timesheet is recycled.

5) Q: If a payroll rep recycles my employee's timesheet, do I have to approve it again?

A: Yes. Once the employee corrects the timesheet it will have to be submitted through the approval process again.

6) Q: Can I approve multiple timesheets for the same employee at once?

A: No, the system will not allow you to approve multiple timesheets for the same employee simultaneously. You have to approve multiple timesheets for the same employee one at a time so that can be processed correctly. You may however approve timesheets for multiple employees at the same time.

7) Q: How will I know which employees have not submitted timesheets?

A: The Time Not Submitted tab within the Approve Timesheet page will display a list of all of your employees that have not submitted a timesheet. This display includes timesheets due for the current processing period as well as the 4 prior pay periods.

8) Q: I have a new employee and need to be able to approve his timesheet. How do I obtain access to do this?

A: Contact your departmental payroll representative to make sure they know you are the designated supervisor for this employee.

9) Q: If I am out of the office, how will my employees' timesheets get approved?

A: You have two options

- Since electronic timesheets can be accessed via the internet, you do not have to be in the office to approve timesheets. You can approve a timesheet from anywhere that you have access to the internet.
- The person designated as an alternate supervisor can approve the timesheet for you. It is a good idea to alert alternate supervisors if you will be absent from work during the timesheet approval processing period.

10)Q: Can I approve timesheets for future pay periods?

A. Regarding future pay periods, you can approve time for 6 pay periods in the future. The system will allow you to approve timesheets for the current time approval pay period, past pay periods that are within the 60 day approval window (the current time approval pay period, plus the 3 prior pay periods) and also 6 pay periods in the future (the current payroll processing period, plus 6 pay periods in the future).

11)Q: How will I know what the current time approval pay period is?

A: The Approve Timesheet page states the current time approval pay period.

12)Q: What is a Proxy Supervisor?

A: A Proxy Supervisor is someone that has view-only access to the electronic timesheets that an individual supervisor has access to.

13)Q: How can I be assigned as a Proxy Supervisor for a Supervisor? Where is this located?

A: Only users that have access to the Supervisor Setup page will have access to Assign Proxy Supervisors. The navigation is the second tab on the UMB TS Supervisor Setup page at Home > Define Business Rules > Define Time and Labor > Enroll > UMB TS Supervisor Setup.

14) Q: Do I have to be in the same department as the Supervisor that I will be a Proxy Supervisor for?

A: Yes, you have to be in the same department as the Supervisor that you will be set up as a Proxy for.

15) Q: Alternate supervisors do not receive emails notifying them that timesheets are pending approval. Therefore, how can they access the approval queue?

A: They would access the approval queue exactly the same way supervisors do. The timesheets are automatically available to the primary, alternate1 and alternate2 approvers. The system generated e-mails are not related to the access supervisors have. It is only a notification for primary supervisors that timesheets have been submitted. Any of the employees' supervisors can go in and approve the employees' timesheets at any time.

TL-Initiators

1) Q: How will I know if Supervisor Setup needs to be updated?

A: You will get a daily system generated email if a change needs to be made to the supervisor setup page. Typically this happens when new employees are hired/transferred into your department or a supervisor terminates employment.

2) Q: On the TS Supervisor Setup page, there are some names that are highlighted in red. What does this mean?

A: The highlighted employees are those for whom supervisor setup needs to be completed or updated.

3) Q: Can I make changes at any time to the Supervisor Setup page?

A: Yes, anytime you are aware of a change in an employee/supervisor relationship, you can make changes to Supervisor Setup data.

4) Q: Will I receive emails to notify me when timesheets need to be approved?

A: TL Initiators do not receive emails regarding the status of employee timesheets. TL Initiators are expected to monitor the UMB Approve Timesheet page during the normal time entry processing cycle to identify any timesheets that need to be approved.

5) Q: The system is not allowing me to approve time. I see the employees that I need to approve time for, but the Approve and Recycle boxes are grayed out. Why?

A: There is a Time Approval processing window for TL Initiators consistent with the payroll processing calendar. The Time Approval is opened for TL Initiators only after leave accrual has run for the prior pay period. There is a message displayed at the top of the Approve Timesheet page that indicates whether or not the timesheet approval window is open.

6) Q: I am the TL Initiator for an employee and do not see his timesheet in my queue to approve. I am also his supervisor, and approved it already as his supervisor.

A: If the TL Initiator is also the employee's supervisor, both levels of approval will be applied at the same time. You should be able to see this employee's timesheet on the Time Approved tab on the UMB Approve Timesheet page.

7) Q: I want to alter an employee's timesheet, but the system is not allowing me to. Why?

A: TL Initiators are not allowed to alter timesheets. Timesheet alterations can only be done by the employee, or the employee's supervisor. TL Initiators have access to enter in adjustments on the Weekly Elapsed Time page, but do not have access to alter employee timesheets.

8) Q: What happens when I recycle an employee's timesheet?

A: The employee and the supervisor will receive system generated emails to notify them that the timesheet has been recycled. This email will include any comments you have added from the Approve Timesheet page. It is a good idea to use these comments to indicate why the timesheet is being recycled.

The employee will have to correct the timesheet and then submit it for approval again.

9) Q: When can I see the time that I approved on the employee's electronic timesheet reflected on the weekly elapsed time page?

A: All timesheet data that is approved by the TL Initiator will be loaded to the Weekly Elapsed Time page as part of the nightly processing.

10)Q: What happens after I approve a timesheet? Does payable time still need to be approved?

A: After you approve employee time, the time will get loaded into the Weekly Elapsed Time page. Once the time is loaded, the Time Administration process will run and produce payable time. The TL Approver will need to approve the payable time.

11)Q: What do I do if I find a problem after the electronic timesheet is already approved and loaded?

A: Contact the employee and have them create a correction timesheet.

12)Q: Can I approve timesheets for future pay periods?

A: No, you cannot approve time for future pay periods. The system only allows you to approve the current time approval pay period or a past pay period that is within the 60 day approval window. Also, there is a Time Approval processing window for TL Initiators consistent with the payroll processing calendar. The Time Approval is opened for TL Initiators only after leave accrual has run for the prior pay period. There is a message displayed at the top of the Approve Timesheet page that indicates whether or not the timesheet approval window is open.

TL-Approvers

1) Q: If the timesheet is already approved, do I still need to approve payable time?

A: Yes. The TL Approver is still responsible for approving all payable time that is generated from the approved timesheets. With the implementation of the electronic timesheet, there are no changes to the TL Approvers role.