Using the \textit{Time Not Submitted} and \textit{Time Approved} Tabs
(Use of the \textit{Time To Approve} tab on the Approve Timesheet page is explained in detail on the reverse side of this guide.)

\textbf{Time Not Submitted}
Used to display names of employees who have not submitted their timesheets, or who have had their timesheets recycled (returned to the employee for correction). Checkboxes in \textit{Search Criteria} under this tab enable you to view timesheets with the following two statuses:
- \textit{Not-Submtd} - The timesheet for the pay period in the Pay Period ID column was never submitted.
- \textit{Recycled} - If an error was found by either the supervisor or T&L Initiator and the timesheet was returned to the employee, it will appear on this tab until the employee corrects and resubmits it.

\textbf{Time Approved}
Used to display which timesheets have been approved at the Supervisor and/or T & L Initiator levels, as well as which approved timesheets have had their data loaded for payroll processing.
Checkboxes in \textit{Search Criteria} under this tab enable you to view timesheets any of the following three statuses:
- \textit{SPRV-APRVD} – Timesheets approved at the Supervisor level.
- \textit{TLIN-APRVD} – Timesheets approved at the T&L Initiator level.
- \textit{Loaded} – Timesheets whose data have been loaded for payroll processing.

Only timesheets approved during the current approval period will appear.

\textbf{Best Practices for Reviewing Employees’ Timesheets}
- You can retrieve all timesheets assigned to you by simply clicking \textit{Fetch}.
- Review both Pay Period Total and TRC Total to help determine if the time reported by employee is accurate.
- If the \textit{Warn/Errors} button is active, click on it to review the reason(s).
- If you have any questions/concerns about an employee’s time, click on \textit{Details} to review his or her actual timesheet.
- If there is a correction that the employee must make, check the \textit{Recycle} box, click the \textit{Comments} button, and enter some words of explanation. Information you enter here will appear in an e-mail to the employee so that he/she will understand the issue.
- You can only approve one pay period for a given employee at a time.
- You cannot approve future pay periods.
- \textit{Save} your work as you go along.

\textbf{Need Help?}
For questions involving either electronic timesheet procedures or departmental policies, please contact your department’s Payroll Rep.

For technical issues, call the IT Help Desk at 6-HELP (6-4357).
Column Identifiers for Employee Time to Approve (Fetch Button Results)

- **Employee Name, Empl ID, #** – the employee’s identifying information as recorded in eUMB
- **Timesheet Status** – where it stands in the Approval/Processing cycle
- **Corr?** – If a "Y" appears in this column, then this timesheet is correcting a previously submitted timesheet.
- **Pay Period Total** – total hours being submitted for the pay period
- **TRC Total** – total hours broken down by Time Reporting Code (TRC)
- **TRC** – the Time Reporting Code
- **Description** – explanation of the Time Reporting Code
- **Warn/Errors** – If this button is active (clickable), there are possible issues with the timesheet.
- **Details** – click to view the employee’s complete timesheet
- **Aprvr Role** – your role to the named employee: Primary Supervisor, Alternate 1 or 2
- **Approve** – checkbox for approving a timesheet
- **Recycle** – checkbox to send a timesheet back to the employee
- **Comments** – click to enter an explanation to the employee as to what must be corrected on her/his timesheet and why
- **Primary Supervisor** – typically the person to whom the named employee reports
- **Dept ID** – ID of the department in which the employee works
- **Pay Period** – helpful if an employee has submitted timesheets for multiple pay periods
- **Start Date** – of the pay period
- **End Date** – of the pay period

Retrieves timesheets as specified