Using the *Time Not Submitted* and *Time Approved* Tabs

(Use of the ***Time To Approve*** tab on the Approve Timesheet page is explained in detail on the reverse side of this guide.)

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 *Search Criteria* under this tab enable you to view timesheets with the following two statuses:

☑ *Not-Submtd* - The timesheet for the pay period in the Pay Period ID column was never submitted.

☑ *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.

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 *Search Criteria* under this tab enable you to view timesheets any of the following three statuses:

☑ *SPRV-APRVD* – Timesheets approved at the Supervisor level.

☑ *TLIN-APRVD* -- Timesheets approved at the T&L Initiator level.

☑ Loaded – Timesheets whose data have been loaded for payroll processing.

Only timesheets approved during the current approval period will appear.

Best Practices for Reviewing Employees' Timesheets

- You can retrieve all timesheets assigned to you by simply clicking ***Fetch.***
- Review both Pay Period Total and TRC Total to help determine if the time reported by employee is accurate.
- If the *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 *Details* to review his or her actual timesheet.
- If there is a correction that the employee must make, check the *Recycle* box, click the *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.
- ***Save*** your work as you go along**.**

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).

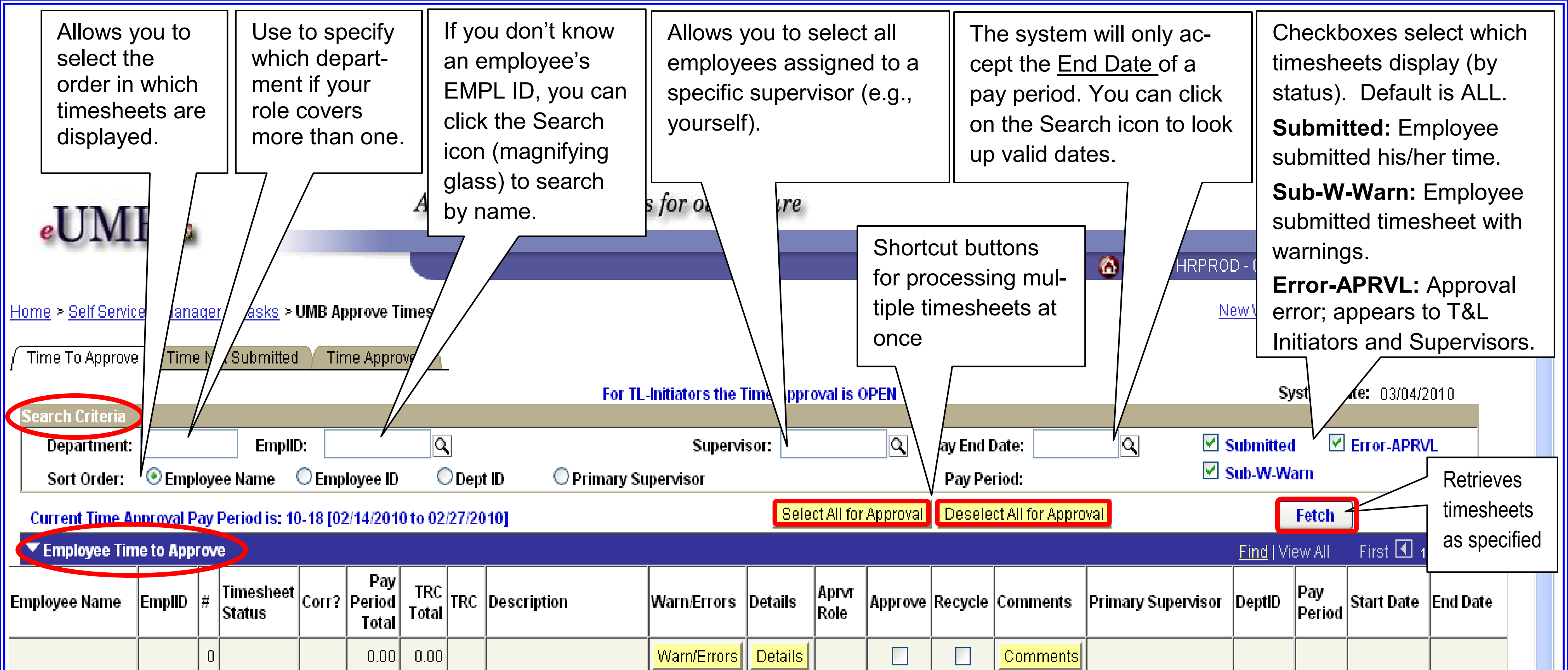
University of Maryland Baltimore

Electronic Timesheet Approval for Supervisors

Accessing Your Employees' Timesheets

All timesheet access is via the **myUMB Portal**:

- Go to the UMB Home Page: http://www.umaryland.edu/.
- Click the red myUMB (Portal) link in the right-hand column.
- Login to the Portal with your myUMB ID *or* EMPL ID number and password.
- In the Enterprise Menu box, click the **eUMB HRMS** link. (This path is *different from* Exempt Employees' timesheet access procedure.)
- Click **Self Service**.
- Click **Manager**.
- Click **Tasks**.
- Click **UMB Approve Timesheet**.
- The **Approve Timesheet** page will display. (See sample inside this guide.)
- Click **Fetch** to review timesheets.



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