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What is the Student Employment Program?
What is the Student Employment Program?

• The Student Employment Program funds certain positions at the University as well as in some outside community partner organizations
• The program is funded mainly through the Federal Work Study (FWS) program, with a small pool of dedicated institutional funding also available for students who are not eligible for FWS
• Students gain both an income and valuable professional experience while the University and our community partners gain essential support for their programming
All students who wish to apply for a Student Employment Program position must first complete the FAFSA for the applicable academic year (if they are eligible) so that the Financial Aid Office can determine their FWS eligibility.

- Students who demonstrate eligibility for FWS funding will be funded through that program.
- Students who work during the Summer II session must complete the FAFSA (if eligible) for both the current academic year and the upcoming academic year.
- Students who are not eligible to complete the FAFSA or who do not demonstrate eligibility for FWS may be funded through a pool of dedicated institutional funding on a first-come, first-served basis.

How do students become eligible for the program?
Posting a Job
How do I request Student Employment Program funded positions?

• Department/cost center budget managers submit position requests during the annual budget request process.

• Position requests are reviewed by the Adler Budget Committee and the Director of Financial Aid for approval.

• Pay rate of $15/hour with no more than 20 hours worked per week.
What happens once a position request is approved?

• Once approved through the annual budget request process, the Director of Financial Aid will send the cost center budget manager more information via email about the position approval(s) and next steps, usually in mid-to-late July of each year.

• Cost center budget managers must then work with the position(s) supervisor to determine the position duties, requirements, and other posting details.
How do I request posting of an open position?

• Once the position details are ready, the supervisor must first watch our “What You Need to Know as a Student Employment Supervisor” video for more information about the program and their responsibilities as a supervisor. This step must be completed at least once each academic year.
  o This Handbook is reviewed in the video and is also available online

• Once the supervisor has watched the video, they will be prompted to complete the **Student Employment Job Posting Form** online to request the posting
  o Job postings can be submitted starting in late July of each year; the exact start date will be communicated by the Director of Financial Aid when the approved position email is released
  o Once a position is posted, the Financial Aid Office will send the supervisor a confirmation email, along with this Handbook

• Separately, [send an email to the Financial Aid Office](mailto:financialaid@college.edu) if you need to change any of the details in an open posting
What if I want to rehire the same student for a new academic year, or I already know who I want to hire?

• You will still need to complete the **Student Employment Job Posting Form** for documentation purposes
  
  ○ There is a question on the form asking if you have an existing student employee who is continuing in the position or if you already know who you want to hire. If this is marked and no new hires will be considered, Financial Aid will not post the opening.

• For existing student employees continuing in the position, the supervisor will also need to complete the Student Employment Authorization Form for the new academic year, before the start of the Fall semester

• If you already know who you want to hire but they have not worked in the Student Employment Program before, the new hire onboarding process (outlined later in this Handbook) will need to be completed in full
How are positions filled?

• The Financial Aid Office will alert students once positions are first posted for the academic year.

• Interested students will contact the supervisor or department directly to inquire about the position and/or apply.

• We encourage supervisors to establish a standard application process for their positions, which may include a formal application, request of a resume and/or cover letter, and a formal interview.
  
  o The Financial Aid Office or People & Culture do not screen applicants or provide a common job application; that is the responsibility of the position supervisor.

• Supervisors may want to confirm a student’s eligibility for FWS before offering a job. The student can view their FWS eligibility on Adler Connect Financial Aid Self-Service.
How do I remove a job posting once I find a student I want to hire?

- Once you have found a student you want to hire, send an email to the Financial Aid Office to ask that the position posting be removed.
  - Be sure to include the position title in your email request.
Hiring and Onboarding a Student Employee
I’ve found a student I want to hire. Now what?

- Congratulations on finding a candidate!
- To onboard a new student employee so that they can start working, these steps must be completed:
  1. The supervisor will submit the Student Employment Authorization Form, which will first be used by Financial Aid to finalize the student’s funding. Financial Aid will subsequently communicate the funding information to the supervisor.
  2. Once the funding is finalized, Financial Aid will contact first-time student employees to complete New Hire Orientation.
  3. Once New Hire Orientation is completed, Financial Aid will forward the completed Student Employment Authorization Form to People & Culture, who will contact first-time student employees to complete New Hire Onboarding. This process includes the following:
     - Federal and State W-4 Forms, Federal I-9 Form, Employee Direct Deposit form, UltiPro registration, and any additional training modules (like on FERPA).
- Once all of the above steps are completed, the student employee will be added to your Team in UltiPro. Your student can begin working!
  - You and your department can set any additional hiring procedures necessary, like a confidentiality agreement that may be in addition to FERPA training as required by People & Culture.
I want to re-hire our existing student employee. What do I need to do?

- You still need to complete the Student Employment Authorization Form for the new academic year, before the start of the Fall semester
  - Generally, New Hire Orientation and New Hire Onboarding do not need to be re-completed for returning employees, as those are typically only needed for first-time hires. But if additional re-hiring steps are needed, you and the student employee will be alerted.

- Even though they may already be listed as your employee in UltiPro, students cannot be funded through the Student Employment Program for a new academic year until a new Student Employment Authorization Form is submitted by the supervisor

- Any income the student employee earns for a new academic year before a new Student Employment Authorization Form is submitted will be charged back to your cost center at 100%
What if we want to hire a student employee who has worked in the Student Employment Program before, but not for our department?

• In this case, you may not be aware that the student has already participated in the Student Employment Program with another department, unless it came up during the hiring process.

• You will start the hiring process like normal by completing the Student Employment Authorization Form for the new academic year.
  o Financial Aid will determine if the student needs to complete New Hire Orientation. If not, they will alert the supervisor of the student’s funding and forward the completed Student Employment Authorization Form to People & Culture.
  o People & Culture will determine if any New Hire Onboarding needs to be completed. At the end of the process, the student will be added to your team in UltiPro and can begin working in the position in your department.
How do I complete the Student Employment Authorization Form?

- The Student Employment Authorization Form is available online
  - Beginning with the 2021-2022 academic year, the student does not complete any portion of the form; the form must be completed in its entirety by the supervisor once a candidate is found
- If the student is eligible to complete the FAFSA and it is on file, the Financial Aid Office will process the submitted Student Employment Authorization Form within 3 to 5 business days and then follow up with you (the supervisor) via email with relevant details regarding the student’s funding
  - Supervisors will be informed in this email of how a student employee will be funded, whether through FWS or by institutional funding
  - We recommend either waiting for this email before officially offering the position to the student, or relaying to the student that the offer is contingent on confirmation of funding
  - The 3 to 5 business day processing timeframe may be delayed if the student still needs to complete the FAFSA
- If the student employee can be funded, the completed form will then be used by Financial Aid and People & Culture to complete the student’s new hire process, including Orientation with Financial Aid and the new hire paperwork and process with People & Culture
  - If your potential new hire cannot be funded through FWS or by institutional funding, you (the supervisor) will be alerted via email. In that case, you may need to re-post the position or go with a back-up candidate.
What should I consider when setting the student employee’s work schedule?

• Students are always students first, not employees. Their work schedule should not interfere with their academics or scheduled class times.
• Work schedules should be reviewed with each new semester to account for changes to the student’s academic schedule.
• Be aware of the student employee’s estimated graduation date; terminate the employee’s employment when they graduate.
• Please be flexible with the student’s work schedule, especially during finals or exam times. Students are not expected to work over University-scheduled breaks, but may if agreed to by the student employee and the supervisor.
What should I consider when setting the student employee’s work schedule?

- Student employees must be enrolled at least half-time (3 credits for a full semester or in a half-time exception course). Student employees also cannot work more than:
  - 20 hours per week during semesters, while enrolled in coursework
  - 30 hours per week during University-scheduled breaks
    - Individual shifts cannot exceed 8 hours
    - Student employees who work during a break between semesters **MUST** first be enrolled for coursework during the next semester
    - Student employees who will be continuing in the same role from one academic year to the next can work during the break between the end of the Summer semester and the start of the Fall semester, **as long as** they have completed the upcoming year’s FAFSA (if eligible) and a new Student Employment Authorization Form is on file
  - Student employees **CANNOT** work during sessions in which they are not enrolled at least half-time
  - These are **weekly limits**; for example, students cannot work more than 20 hours one week because they worked less than 20 hours the week before.
  - Any earnings from work that do not conform to the above guidelines will be charged back to your cost center at 100%

- Contact the Financial Aid Office with any questions
Payroll Procedures
What should I know about how student employees are paid?

• Each month has two pay periods for student employees: one for the first half of the month and one for the second half of the month.

• Students in the Student Employment Program are paid either through Federal Work Study (FWS) funding or through a dedicated pool of institutional funding.

• Supervisors will be informed by Financial Aid of how a student employee will be funded (through FWS or institutional funding) once the supervisor has completed the Student Employment Authorization Form.
  o Student employees will not be funded through a combination of FWS funding and the dedicated pool of institutional funding.

• All students will be assigned a maximum earnings limit. This is the maximum amount that the student employee can be paid through the Student Employment Program for the applicable academic year; it is NOT a guarantee of earnings.
What is the annual maximum earnings limit for FWS-funded students?

- Student who are paid through FWS will be assigned their maximum earnings limit on their financial aid package, which they can access through Adler Connect Financial Aid Self-Service.

- Most initial FWS maximum earnings limits are for $6,750, which equate to 10 hours per week for the entire academic year (45 weeks split evenly between the 3 semesters). Some awards may be less depending on the individual student’s FAFSA and other financial aid.
  - This earnings limit is student-specific and may fluctuate from year to year.
  - If you and your student employee expect that they may be able to work more than the maximum earnings limit allows for, discuss the potential work schedule with your student employee and then contact the Financial Aid Office for further guidance.

- You and your student employee can set a work schedule that meets both of your needs, as long as the student employees’ total earnings do not exceed their annual FWS maximum earnings limit for the academic year.
What is the annual maximum earnings limit for institutionally-funded students?

- Students who can be paid through dedicated Student Employment Program institutional funded will be assigned a maximum earnings limit once the supervisor has completed the Student Employment Authorization Form.
  - The maximum earnings limit is assigned on a first-come, first-served basis and will be communicated to you (the supervisor) by the Financial Aid Office via email.
  - The maximum earnings limit is applicable to 1) this particular student, 2) for this particular position, and 3) for only the applicable academic year.

- Institutional funding that is committed to one student but not used by that student for their communicated position reverts back to the dedicated pool of institutional funding for potential re-allocation to another student; it cannot be assigned to another student employee by the department/cost center.
How will I know if my student employee is going to reach their maximum earnings limit?

- It is imperative that you and your student employee set work hours and monitor earnings throughout the academic year to ensure the student employee will not exceed their Student Employment Program maximum earnings limit as initially communicated by the Financial Aid Office.
- Once a student employee has reached their Student Employment Program maximum earnings limit, they can no longer be funded through the Student Employment Program.
  - They may need to be terminated from their position and any excess earnings accrued while being funded by the Student Employment Program will be charged back to your cost center at 100%. Contact People & Culture with any questions about continued employment.
What are my payroll responsibilities as a supervisor?

• As a supervisor, you are responsible not only for overseeing your student employee’s work, but for also tracking their shifts and total work hours, and approving their timesheet in UltiPro.

• Student employees are expected to clock in and clock out for every shift using UltiPro.

• Timesheets in UltiPro must be approved by supervisors on a weekly basis.
  • However, we strongly encourage supervisors to review their student employees’ timesheet for accuracy at the end of each scheduled shift.
What are my payroll responsibilities as a supervisor?

- **Pay close attention when approving your student employee’s timesheet!!!**
  - Individual shifts cannot exceed 8 hours, and total weekly work hours cannot exceed 20 hours.
  - All time punches in UltiPro must correspond to a scheduled work shift. For example, a student employee cannot clock in and out on Friday because they forgot to punch in and out for their Thursday shift. In this case, the supervisor must manually add the shift to UltiPro; contact People & Culture with any questions or issues.
  - Student employees working more than 7.5 hours for one shift **MUST** take a 30-minute lunch break no later than 5 hours into that shift, and they must clock in and clock out in UltiPro for that and any other breaks.

- Timesheets that are approved with the above issues may result in delays to your student employee’s pay and will also result in the applicable earnings being charged back to your cost center at 100%.
How do I approve a timesheet in UltiPro?

• The Payroll Office has created a step-by-step PDF guide for Managing Employee Timesheets in UltiPro, including Adding or Correcting an Employee Timesheet Punch and Approving an Employee Timesheet.

• This UltiPro guide is located at the end of the Handbook.
What if my student employee is working two Student Employment Program jobs?

• In these cases, the two supervisors must coordinate with each other and with the student employee to ensure that all Student Employment Program terms and conditions are being met.

• Additionally, a Student Employment Authorization Form will need to be completed by each supervisor, for each individual position, before the student employee can begin working.

• The student employee will need to choose which cost center they are clocking in and out of for each individual shift.

• Additionally, one of the supervisors will be designated as the approving supervisor in UltiPro, and this will usually be the supervisor for whom the student employee will work the greater number of hours. That supervisor will coordinate with the other supervisor to confirm the information in the timesheet and approve the timesheet in UltiPro. The approving supervisor must also ensure that individual shifts were clocked to the correct cost center.
  o The approving supervisor must work with the other supervisor to immediately resolve any discrepancies and alert the Payroll Office of adjustments that must be made in UltiPro.
What if I forget to approve a timesheet?

• The Payroll Office will alert the supervisor if a timesheet has not yet been approved or if a timesheet needs a correction.

• If you realize that a timesheet has not been approved before you receive the email from Payroll, you will need to alert Payroll as soon as possible to verify whether the timesheet will need to be manually approved.

• Any delays in approving timesheets or a failure to approve a timesheet by the applicable deadline will result in delays to your student employee’s pay and/or result in the applicable earnings being charged back to your cost center at 100%
Student Evaluations and Feedback
What are the expectations for evaluating student employees?

- Adler University does not currently require documented evaluations or performance reviews of our student employees.
- However, we strongly encourage supervisors to conduct regular check-ins and feedback sessions with their student employees, as we believe regular feedback is essential to your student employees’ success in their job.
  - If you choose to conduct formal check-ins or feedback sessions, we recommend documenting the session with a formal evaluation form or by taking notes during or after the session.
Terminating Employment
What if I need to terminate an employee or my employee quits?

• There are many reasons why a student employee would leave their job or be terminated by their supervisor. Regardless of the reason, the supervisor must send an email to both the Financial Aid Office (financialaid@adler.edu) and People & Culture (peopleandculture@adler.edu) to alert the offices of the change in employment.
  o We advise student employees to give you at least two weeks' notice if they must leave a position, including in anticipation of non-enrollment or graduation.
  o We encourage supervisors to counsel their employees on job improvement measures and give the employee time to improve their performance before being terminated.
  o Termination notices can be sent to the Financial Aid Office and People & Culture prior to the student employee’s last day of work, but the notice must be sent via email by the supervisor within a maximum 3 business days after the student employee’s last day of work.
Questions about student eligibility, posting positions, the Student Employment Authorization Form, or a student's maximum earnings limit

financialaid@adler.edu

Questions about paycheck issues, timesheets and/or issues with UltiPro, manual adjustments to time punches in UltiPro, direct deposit, and tax forms

payroll@adler.edu

Questions about new hire paperwork, the new hire onboarding process, and concerns about terminating a student employee

peopleandculture@adler.edu
More information about the Student Employment Program can be found on Adler Connect → Student Services → Financial Aid → Student Employment
Payroll Employee Timesheet Management Guide
Manage Employee Timesheets

Employee Timesheet Management

Time Management allows you to review employees’ timesheets and related history based on specific pay periods. This information helps ensure that timesheet punches are accurate and up-to-date.

To access your employees’ timesheets, go to My Team and select Time Management. Then, select the Attendance category and the Timesheets tab.

If attestation is enabled, the timesheet displays an attestation status indicating whether an employee accepted or denied the attestation upon submission of the timesheet:

- **Not Yet Submitted** means that the timesheet is in Open status
- **Agreed** or **Disagreed** means that the timesheet is in Submitted status, based on employee selection

The Summary section appears first by default. If the Access tab appears in the navigation menu, you can move the Summary section below the Detail section for desired access groups (Access > Advanced > Timesheet > Timesheet Preferences section). Also, when you expand or collapse a section, that section remains expanded or collapsed each time you access the window until you change the setting.

The Summary section shows up to five tables:

- **Adjustment** – Shows any adjusted hours from prior pay periods that apply to the current pay period. Shows the pay codes, hours, earnings, deductions, and work period for the adjustment.
- **Pay Matrix** – Shows the pay code, pay ID, hours, rate, and pay amount. Select the button to the right above the table to view the Pay Matrix Detail Summary, which includes any pay matrix calculations.
- **Weekly Summary** – Provides a weekly breakdown of all paid hours during the weeks that are contained within the pay period, even if the employee is in a bi-weekly or semi-monthly pay period.
- **Accrual** – Displays an employee’s accrued and used hours for vacation or paid time off (PTO).
- **Point System** – Shows any points that have been added for infractions (if your company uses the Point System Module). For example, one-quarter of a point may be added for a tardy or a point may be added for an unexcused absence. If they deem it necessary, supervisors, managers, and administrators can override these points.

This section is configured on the Preference window (Preferences > Preference > Timesheet Setup section).

To identify which summaries appear for an employee, make your selections in the Timesheet Preference section of the Advanced tab (Access > Advanced > Timesheet > Timesheet Preference).

In the Timesheet Detail section, the Action Bar includes Save, Add, Delete, Cancel, Columns, Multi Add, Insert/Repost, Approve, and Print. You can review regular, overtime, and total hours, earnings and deductions, regular and overtime pay by pay code.

In the Time Distribution section, the Action Bar includes Add, Save, Delete, Cancel, Reset, and Populate.

View Attendance and Schedules with Date Filters

Date filters allow you to quickly review schedules and attendance by pay period or a specific date range.

Pages that allow you to use date filters contain a Display or Date Selection drop-down list. The Timesheet Detail section displays information for the selected date.

Employees and supervisors can use the date filter to view time on the Timesheet page. Supervisors and administrators will see many more pages with the date filter. These pages include the Summary and Timesheet pages in the Attendance category and the Summary page in the Scheduler category.

**Navigation:** Menu > Myself > Time Management > Attendance > Timesheets

1. From the Date Selection field, select Current Pay Period, Last Pay Period, or Next Pay Period.

2. To filter by a specific pay period, select User Defined Pay Period. Use the calendar icon to select the dates, and then select Search.

3. If applicable, select This Week (View Only) or Last Week (View Only) to view information for this week or last week. This filter is helpful if your pay periods span more than one week and you want to view one week at a time.

4. If applicable, select User Defined Date Range (View Only) to view information by a specific date range. Enter the date range, and then select Search.

*Note* Information is view only when you filter by week or defined date range. If you need to make edits, filter the data by pay period.
Search for an Employee in Time Management
You can quickly view employee timesheets in succession and search for an employee. Use the arrow (> or <) to display or hide the employee list.

1. In the employee list, select Previous Employee or Next Employee to find the employee name in the list. The selected employee’s timesheet appears.

2. Save any changes before returning to the current timesheet.

3. To search for an employee, enter the employee’s name or ID (depending on the search criteria) and then select Search. The employee’s timesheet displays and the employee’s name is highlighted in the list.

You can also filter the list by supervisor using the Supervisor field.

Time-off Alert Link
In the Timesheet Detail section, supervisors can select the time-off alert link to manage an employee’s time-off requests quickly.

The time-off alert link only appears when there are pending time-off requests during the pay period being viewed. The pending time-off requests can be approved without approving the timesheet.

The link takes supervisors to the Manage Time-Off Requests page where they can act upon the filtered pending request.

Select and Reorder Timesheet Columns
You can select and reorder the columns that appear on a timesheet.

The timesheet page is self-contained and scrollable. For ease of use, the first two columns are locked:

- Work Date vs. Punch Date
- Date

1. From the Timesheet Detail section, select the Columns button. The Timesheet Column Setup window appears.
2. Select the columns from the **Available Items** list.

3. Use the right arrows to move the selected columns to the **Selected Items** list.

4. Select **OK**.

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### Set Group Filters for Employees
If your company has enabled the Group Filtering feature, you can set group filters for employees.

1. On the timesheet under the **Things I Can Do** section, select the **Select Employee Group Filters** link. The **Set Group Filters Option** window appears.

2. Select a group from the drop-down list.

3. Select the filter options from the left and use the right arrow to move them to the right. Only those values for the selected access group are available for selection. If a new value is added to an employee’s access group, it is available for inclusion into the filter but is not automatically added.

4. Select **Save**.

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### Add Non-Worked Time to an Employee Timesheet
Supervisors can enter time directly to employee timesheets and add non-worked hours, such as vacation or sick time.

**Navigation:** [My Team > Time Management or Administration > Payroll Processing > Time Management]

1. Select the **Attendance** category. The **Timesheet** page appears.

2. Select the employee name from the list.

3. Select the **Pay Cycle** from the drop-down list. Pay cycles are defined by your company’s pay policies.

4. Select the **Date Selection** from the drop-down list. Options include Current Pay Period, Last Pay Period, Next Pay Period, This Week (view only), Last Week (view only), User Defined Date Range, and User Defined Pay Period. If User Defined Pay Period is selected, select the **Calendar** icon and select a date. Select the **Refresh** icon. The pay period that includes the selected date appears in the **From** and **To** date fields.

5. Select the next available empty **Date** field and then select the date from the drop-down list. Select **Add** to add an empty row if all rows are filled.

6. Select the pay code from the drop-down list.

7. At the **Reg** field, enter the number of hours.

8. Add group values (for example, job or project) as required by your company policies. These selection lists are set in the access groups but can be further refined for your employees through the **Set My Employee Group Filters** link. In addition, employees can set the filters themselves via the **Set My Group Filters** link on their individual timesheet. This function must first be enabled before it appears on the timesheet for selection.
Add or Correct an Employee Timesheet Punch

Supervisors can enter time directly to an employee’s timesheet to add or correct a punch.

Note: When an employee has forgotten to punch out, you can add the missing punch by entering it in the OUT column of the timesheet. However, when a missed punch is the IN punch or a meal punch, and the following punches are misaligned, you must use the Insert/Repost feature to enter the missed punch and realign the punches for the day.

Navigation: My Team > Time Management or Administration > Payroll Processing > Time Management

1. Select the Attendance category. The Timesheet page appears.
2. Select the employee name from the list.
3. Select the Pay Cycle from the drop-down list. Pay cycles are defined by your company’s pay policies.
4. Select the Date Selection from the drop-down list. Options include Current Pay Period, Last Pay Period, Next Pay Period, This Week (view only), Last Week (view only), User Defined Date Range (view only), and User Defined Pay Period. If User Defined Pay Period is selected, select the Calendar icon and select a date. Select the Refresh icon. The pay period that includes the selected date appears in the From and To date fields.
5. At the applicable In or Out field, enter the time to add a new punch or correct an inaccurate punch.
6. Select Save. The new/updated punch time information is saved and you receive a confirmation message.

Add Multiple Timesheet Punches

As a supervisor, you may need to add the same punches for several employees or add the same hours for several days for one employee. The Multi Add feature is used to add a group of entries at one time.

Navigation: My Team > Time Management or Administration > Payroll Processing > Time Management

1. Select the Attendance category, and then select the Timesheets tab.
2. Select the Multi Add button. The Multi-Add Generator window appears.
3. From the Select Employees section, Available Items list, select one or more employees to receive this edit. To select more than one name, hold down the CTRL key while selecting the names.
4. Select the right facing single arrow to move the selected names to the **Selected Items** list. Double-click a single name to move it. Select the right facing double arrow to move all names.

5. From the **Input Timesheet Information** section, select From and To dates using the Calendar icons.

6. From the **Pay Code** drop-down list, select a pay code.

7. For calculated pay codes, with Fixed selected, enter IN and OUT times. For non-calculated pay codes, enter the appropriate number of hours in the **Regular Hrs** and **OT** fields.

8. Optional: Select a reason code from the list.

9. Select the **Process** button. A pop-up window appears for you to confirm the changes.

10. Select **OK** to confirm the changes. Another pop-up window notifies you that the punches have been posted.

11. Select **OK** to return to the **Timesheet** page.

### Copy an Hourly Timesheet

Pay codes and pay groups can be copied from a previous pay period on an hourly timesheet.

1. On the timesheet, select the pay period in the **Date Selection** field.

2. In the **Timesheet Detail** section, select **Copy** to copy the previous pay period to the displayed pay period. A message appears stating that all existing data for the displayed pay period will be permanently removed.

3. Select **OK**.

### Timesheet Status

You can change the status of a timesheet to any level within your maximum approval level. The displayed statuses that you can select from are based on your role type.

### Verify Action on Requests

Timesheets must be completed in order to process data for payroll. Occasionally, time off is requested for the current pay period, but the request is not approved or denied at the time of processing.

This request could cause incorrect pay when payroll is processed before the end of the pay period. Ensure that all pending requests are approved or denied before creating the payroll export file.

**Navigation:**  
- My Team > Time Management or Administration > Payroll Processing > Time Management

1. Select the **Scheduler** category, and then select the **Requests** tab. The **Manage Time-Off Requests** page appears.
2. Select to find by [Requested Date](#), and then select the calendar icon to select the date range.

3. Select **Search**. Below the **Find By** fields, the **Result Summary** line shows the search results based on the criteria entered.

4. Select any pending requests, and then select **Approve** or **Deny**. The requests must be either approved or denied before processing the timesheet.

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### Run the Post Scheduled Paycode Hours Process

This process is usually set to run automatically, but you can override it to run the process as needed. Any non-worked time (for example, sick, vacation, or personal) is posted to the timesheet and the employee is paid appropriately.

Be sure to confirm the employee has hours for the date of the request.

**Navigation:** *My Team > Time Management or Administration > Payroll Processing > Time Management*

1. Select the **Attendance** category, and then select the **Posting** tab.

2. Select **Post Scheduled Paycode Hours** from the drop-down list. The default for the current pay period displays.

3. Check the **Replace Existing Accrual Entries** option.

4. Select the date range in question or matching the timesheet pay period.

5. Select the employee or employee group from the filter options. If necessary, check the **Display Active Employees Only** option.

6. Select **Save**, and then select **Process**. The status displays below the **Process** button.
7. Ensure that the process is complete based on the status. A Process Complete message appears. Review the employee’s Accrual History to confirm the balance and requests were refreshed.

**Important** Do not process this posting for past pay periods. The timesheets are most likely in payroll status.

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**Approve an Employee Timesheet**
Supervisors can approve timesheets from either the employee’s timesheet or the Attendance Summary page.

On the employee timesheet, select **APPROVED** at the Status field or select the **Approve** button from the Timesheet Detail section. If there are unsaved changes, the **Approve** button remains disabled until the **Save** button is selected.

On the Attendance Summary page, approve an employee’s timesheet or all timesheets for employees listed on the page. The Attendance Summary page enables you to review regular hours and overtime hours for the employees listed. You can also drill down on an employee’s name to view the timesheet details.

**Navigation:** My Team > Time Management or Administration > Payroll Processing > Time Management

1. Select the **Attendance** category, and then select the **Summary** tab.

2. If you have indirect reports and you want to filter on only your direct reports, enter your last name or the first few letters and then select **Go**. This supervisor filter can be used with the employee filter; select **Go** after both fields are populated.

3. From the **Summary** page, verify the regular (Reg. Hr) and overtime (OT) hours for the pay period. You have two options to approve timesheets directly from the **Attendance Summary** page:
   - Change the Timesheet Status for each employee.
   - Select **Approve This Page**. The Timesheet Status field changes to **APPROVED** for all timesheets on the page.

Approval is only granted to timesheets displayed on the current page when using the **Approve This Page** feature.

![Timesheet Approval Table](image)

4. In the **Name** column, select an employee’s name. The detailed view of the employee’s timesheet appears. You can review the timesheet details, make corrections, and approve the timesheet from the detailed view of the timesheet.

5. Select **Approve**. The Timesheet Status changes from **SUBMIT** to **APPROVED**.

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**Adjust Timesheets for a Closed Pay Period**
You can adjust timesheets from a closed pay period and pay the adjustment amount in the current pay period without overriding the original payroll values. The Retro Pay module must be configured and the Retro Pay function must be enabled for your access group to complete these adjustments.

This functionality may not be visible to all users, and it must be configured by your administrator.

1. In Time Management select the **Attendance** category, and then select the **Timesheets** tab.

2. Select the applicable employee from the list.

3. In the **Adjustment Timesheet** section, select the **Add** button and enter the additional time period that is not already listed in the original timesheet.

   **Note** The timesheet status must be set to Payroll to complete the adjustment.

4. Enter the date, pay code, job, In and Out times for calculated pay codes, or number of hours for non-calculated pay codes, and any additional information (for example, Reason Code or Notes). Select the **Add Record** button to add a row, if needed.

   **Note**
   - If the time entered overlaps with the times posted on the original timesheet, a double payment may occur.
   - To reduce or delete time, enter a negative hour value.

5. Select **Save**.

6. You can now view the adjustment on the current pay period timesheet. The adjustment information appears in the **Summary** section.
When you create the payroll bridge file for the current pay period, you can view the adjustment in the Payroll Detail Report PR and in the export file. (Adjustment hours do not apply to the Pay Matrix.) Several Time and Attendance reports include the adjustment information. From the report Properties page, the Additional Options section, check the Include Adjustments box to display the adjustments in the report.

**Attestation Statement**

When Print is selected from a timesheet, the same attestation language that appears on the electronic version appears on the printed version too.

The employee signature line appears below the attestation statement. The statement is defined on the Advanced Timesheet page (Access > Advanced > Timesheet > Timesheet Submission > Attested Timesheet Submission section).

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