TIPS & REMINDERS

• Be on the lookout for proper use of Earning Codes and Shift.
• The deadline for approving time sheets is 9:00 pm on Monday following the pay period end date.
  Note: Time sheet deadlines may change to accommodate Campus and USNH holidays; therefore you should check the USNH HR & Payroll Production Deadlines at http://finadmin.usnh.edu/disbursements/payroll/forms/default.aspx to determine the correct deadline for time sheet approval.
• Remind employees to check their Leave Balances.
• Return for Correction should only be used when sufficient time exists to return to the employee, for the employee to make change and resubmit in time for approval to be applied to meet the deadline. Otherwise, you should make the changes and communicate with the employee.
• Retain a copy of all communication regarding changes for permanent record.
• Before assigning an individual as a proxy, your department head must be consulted for authorization to delegate your authority to the proxy.
• The approver and proxy should NEVER approve their own time sheet.

THE TIME SHEET SUMMARY: SUPERUSERS

1. Log into the ECG VPN
   a. Go to http://ecgvpn.unh.edu and select Enterprise VPN
   b. Enter your AD username and password and proceed as directed.
2. Log into wise.unh.edu.
3. Click the Employee tab.
4. Click the Time Sheet link.
5. Click to select Approve or Acknowledge Time.
   Note: If you’re acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box.
6. Click to select Act as Superuser.
7. Click the Select button.
8. From the Pay Number, select the pay number.
9. From the Department, select the department.
10. Select the Sort Order type.
11. Click the Select button.

SUBMITTING AN “IN-PROGRESS” TIME SHEET

1. In the Name and Position column, click the employee’s name.
2. Click the Submit button.
   Note: The following message displays, The time sheet was successfully submitted. It is now in a “Pending” status.
3. Optional: Click Change Time Record to enter/override entries.
4. Optional: Click the Approve button to finish processing the time sheet. Not doing so will leave the time sheet in a Pending status. The regular Approver can then take action on the timesheet.
5. Click the Previous Menu button to go to the Summary page.
6. Note: The Superuser cannot submit the timesheet if the employee has not entered any hours. An error message: No Hours Entered, will be generated and the status will be Error.

ACCESSING A “NOT STARTED” TIME SHEET

1. Click the Extract link for the desired record.
2. Click the OK button in the Do you want to extract time? Dialogue box.
3. You must add hours to the timesheet to submit it. Add hours now.
4. Click the Submit for Approval button.
   Note: The page will refresh and display a message that the time sheet was approved. It is now in a “Pending” status.
5. Optional: Click the Approve button to finish processing the time sheet. Not doing so will leave the time sheet in a Pending status. The regular Approver can then take action on the time sheet.
6. Click the Previous Menu button to go to the Summary page.

Superuser Responsibilities

1. A Superuser can start an employee’s time sheet in the event that the employee is unable to do so
2. A Superuser can submit an “in-progress” time sheet on behalf of an employee
3. A Superuser can modify a time sheet that requires a change.
4. A Superuser can approve or acknowledge time for an Approver by selecting the “Act as Proxy” role if they have been defined as that Approver’s proxy.
5. It is suggested that if an employee is not able to “start” their time sheet, the Superuser should start it and work with the employee’s approver/supervisor to enter the time. The approver/supervisor has the best knowledge of the time worked during the payroll period.

Note for OS employees:

Default Schedules: Operating staff on Web Time Entry do not have default work schedules; therefore they must enter and submit their timesheet, as well as have it approved by the deadline in order to get paid on time.
USNH Pay Cycle

**Pay Period**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat =&gt; Fri</td>
<td>Sat =&gt; Fri</td>
</tr>
</tbody>
</table>

1. Time sheets submitted by **2:30 pm, Monday following the pay period end date**

<table>
<thead>
<tr>
<th>Week 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat =&gt; Fri</td>
</tr>
</tbody>
</table>

2. Time sheets approved by **9:00 pm, Monday**

3. Payroll payment processes run on **Wednesday** to create direct deposit file and checks

4. Direct deposit electronically distributed for payment on **Friday**

5. Checks distributed on **Friday**

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**Who’s Responsible for What**

### Employee Responsibilities

1. Confirm your E-mail address in WISE. USNH Payroll will be providing automated e-mail notification for Web Time Entry deadlines.
   a. Select **Personal Information** then select **View Addresses**.
2. Record your time accurately.
3. Select the correct pay period before opening your time sheet.
4. Use appropriate Earning Codes to ensure payment is appropriate per USNH and Campus policy.
5. Check your leave balances to verify availability of hours claimed.
   - **Note**: Entry of leave balances in excess of available balance will result in reduction of payment amount.
6. Add **Comments** to your time sheet to document any special circumstances, variations and/or changes to your normal work schedule.
7. Review your time sheet for accuracy **BEFORE** submitting it for approval.
8. Submit your time sheet prior to the **DEADLINE at 2:30 pm, on Monday following the pay period end date**. *
   - **Note for OS employees:**
     - **Default Schedules:** Operating staff on Web Time Entry must enter and submit their time sheet prior to the employee’s submission deadline. The time sheet must be approved by the approver’s deadline in order for payment to occur.
9. It is expected that changes should be rare. As the employee originating the entry your approver supervisor should have knowledge of your work schedule and time actually worked. If changes are needed prior to the time sheet being Completed, you can use Return Time to correct your time sheet. If it is after the time sheet has been Completed, your approver must communicate with the Campus Payroll Office providing an explanation of the change needed and why. In all cases your approver supervisor should notify you via email of the actions they have taken.

   - **Note:** Time sheet entry deadlines are often impacted by Campus and System Holidays. To determine the correct deadline for your time sheet submission check the **USNH HR & Payroll Production Deadlines** at:
     - http://finadmin.usnh.edu/disbursements/payroll/forms/default.asp

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### Approver Responsibilities

1. Confirm your E-mail address in WISE. USNH Payroll will be providing automated e-mail notification for Web Time Entry deadlines.
   a. Select **Personal Information** then select **View Addresses**.
2. Designate at least one Proxy to perform your responsibilities.
3. Notify your proxy to review and approve time sheets on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all employees have submitted their time sheets for approval prior to their submission deadline of 2:30 pm Monday following the pay period end date. Notify employees that they need to submit time when they have not done so.
5. Review all submitted time sheets in detail.
6. Make corrections as necessary. In all cases you should notify your employee via email of the actions you have taken.
   a. If time permits, return time sheets with errors to employees for correction. Contact the employee to notify them that they need to correct and resubmit their time sheet.
   b. If time doesn’t permit, make the necessary correction and email the employee informing them of the action taken. Keep a record of the changes made for future reference.
   c. If the time sheet has been Approved, use Return Time to retrieve the time sheet, make corrections and re-approve it. Keep a record of the changes made for future reference.
   - **Note:** The Approver is the FINAL chance to find and fix errors.
   d. If a change is necessary after the time sheet has been Completed you will need to communicate with the Campus Payroll Office providing an explanation of the change needed and why, as well as the employee name, the last 4 digits of their University ID and their position #.
     - GSC/UNH/USNH: Payroll@usnh.edu
     - KSC: juttle1@keene.edu
     - PSC: polante@plymouth.edu
     - Depending on when the notification is received and the stage of payroll processing, payroll may be able to intervene. However, if Payroll is not able to intervene, they will notify the approver and/or the employee of the next steps that need to be taken.
7. Add **Comments** documenting changes you made to a submitted time sheet.
8. Approve all time sheets prior to the **DEADLINE 9:00 p.m. on Approval Monday.** Once a Web Time Sheet is Completed, it is **FINAL.**