

- 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 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.*
- If you are approving Time Sheets for Operating Staff, remind the employees to check their **Leave Balances**.
- **Return for Correction** should only be used if sufficient time exists for the employee to make changes and resubmit the time sheet leaving enough time for you to approve the time sheet and 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, the department head must be consulted for authorization to delegate authority to proxy.
- The approver and proxy should NEVER approve their own time sheet.

THE TIME SHEET SUMMARY: APPROVERS

1. Log into the **ECG VPN**
 - a. Go to <http://ecgvpn.unh.edu> and select Enterprise VPN
 - b. Enter your AD user 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 the **My Choice** radio button for **Approve or Acknowledge Time**.
Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy.
6. Click the **Select** button.
7. Click the **My Choice** radio button for the **Department and Description** you want to enter time for.
8. Select the pay period from the **Pay Period**.
9. Select the **Sort Order** type.
10. Click the **Select** button.

DESIGNATING A PROXY

A proxy is a person who is able to act as the Approver when the Approver is not available. Before assigning an individual as a proxy, consult with the department head for authorization to delegate your authority to the proxy.

1. On the *Selection Criteria* page, click the **Proxy Set Up** link.
2. From the **Name** drop down box, select the person you want designated as a proxy.
3. Choose **Add**.
4. Click the **Save** button.
5. Email proxy name, and TS Orgn Code to the USNH Disbursement Manager jay.lamoureux@usnh.edu and BSC Director if applicable.

REVIEWING & APPROVING A TIME SHEET

1. In the **Other Information** column, look for links like *Comments*.
2. In the **Name and Position** column, click the *employee's name*.
3. *Review* the submitted time sheet in detail. Be sure to scroll down to view all information.

Note: When reviewing the time sheet approvers will see and can use more earn codes than the employee. See the

USNH Web Time Entry – Earnings Definitions for a list of all valid earn codes by ECLS.

4. Click the **Approve** button. (Or Return Time sheet for Corrections only if sufficient time exists for changes to be made and still meet approval deadlines.)
Note: The page will refresh and display a message that the time sheet was approved.
5. Click the **Previous Menu** button.

RETURNING A TIME SHEET FOR CORRECTIONS

If you find problems on a time sheet that the employee must correct, use **Return for Correction** as follows:

1. Click the **Add Comment** button.
2. Type a **message** to the employee *explaining* what corrections are needed for their time sheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to time sheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary page.

OVERRIDING A TIME ENTRY

As an Approver you may need to correct an employee's time sheet.

1. Click the **Change Time Record** link in the *Other Information* column.
2. Click the **link** for the earning and date to be added/changed.
3. **Type** the correct Time In and Time Out entries.
4. Click the **Save** button.
5. Click the **Previous Menu** button to return to time sheet.
6. Click the **Comments** button.
7. **Type** a message regarding the corrections you've made.
8. Click the **Save** button.
9. Click the **Previous Menu** button to return to time sheet.
10. Click the **Approve** button. *Note: The page will refresh and display a message that the time sheet was approved.*
11. Click the **Previous Menu** button to return to the *Summary* page.
12. Notify the employee of the change
13. Keep a record of the change and acceptance of the change on file for future reference during an audit.

USNH Pay Cycle

Pay Period	
Week 1	Week 2
Sat => Fri	Sat => Fri

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

Week 3
Sat => Fri

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**

Who's Responsible for What

Employee Responsibilities

1. Record your time accurately.
2. Select the correct pay period before opening your time sheet.
3. Use appropriate Earning Codes to ensure payment is appropriate per USNH and Campus policy.
4. If you are Operating Staff, 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.
5. Add **Comments** to your time sheet to document any special circumstances, variations and/or changes to your normal work schedule.
6. Review your time sheet for accuracy **BEFORE** submitting it for approval.
7. 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.

8. 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. However, after you submit your time sheet if changes are necessary you cannot make them. You will need to email the changes to your approver/supervisor.

If it is prior to the approval being applied, your approver/supervisor can either return the time sheet to you for correction or make the changes on your behalf.

If it is after the approval has been applied, your approver/supervisor 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.

1. Designate at least one Proxy to perform your responsibilities..
2. Notify your proxy to review and approve time sheets on your behalf when you are not going to be available to perform this responsibility.
3. 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.
4. Review all submitted time sheets in detail.
5. 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.
Note: The Approver is the FINAL chance to find and fix errors.
 - c. If the time sheet has been approved, review the details. If a change is necessary 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: jtuttle1@keene.edu
PSC : pplante@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.

6. Add Comments documenting changes you made to a submitted time sheet.
7. Approve all time sheets prior to the DEADLINE 9:00 pm on Approval Monday. Once a Web Time Sheet is approved, it is FINAL.

*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>

Approver Responsibilities