



## Employee Self-Service: Web Time Entry Approver Guide

## Timesheet Information

### **Timesheet Status Types**

**Not Started** – User has not opened the timesheet to add hours.

**In Progress** – User has begun preparing a timesheet but has not yet submitted.

**Pending** – User has submitted time and is pending acceptance by approver.

**Returned** – Timesheet has been returned to a user by an approver.

**Error** – Timesheet is in error. This normally requires a Superuser to correct (Payroll department).

**Approved** – The timesheet has been approved and is ready for payroll to process.

**Completed** – Payroll has been processed using the submitted and approved timesheet.

### **Timesheet Deadlines**

- Employees are responsible for reporting time working via web time entry. Failure to submit your timesheet by the due date may cause a delay in receiving your paycheck
- Timesheets are available beginning the first day of the pay period
- Please review the payroll schedule for specific due dates at <http://finadmin.lafayette.edu/forms>

### **Timesheet Responsibilities**

Timesheet **employees** are to update the timesheet daily and accurately. It is the *responsibility of the employee* to use Earn Codes appropriately, turn in proper documentation, obtain prior approval of leave, and to meet submission deadlines.

Timesheet **approvers** are to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review that Earn Codes are used appropriately by the employee, and that all submission deadlines are met.

Timesheets need to be completed, submitted, and approved as indicated on the pay schedule found at <http://finadmin.lafayette.edu/forms>

Need Assistance?

Email: payroll@lafayette.edu    Call: (610) 330-5142    In-person: 030 Marquis Hall

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## Viewing and approving timesheets

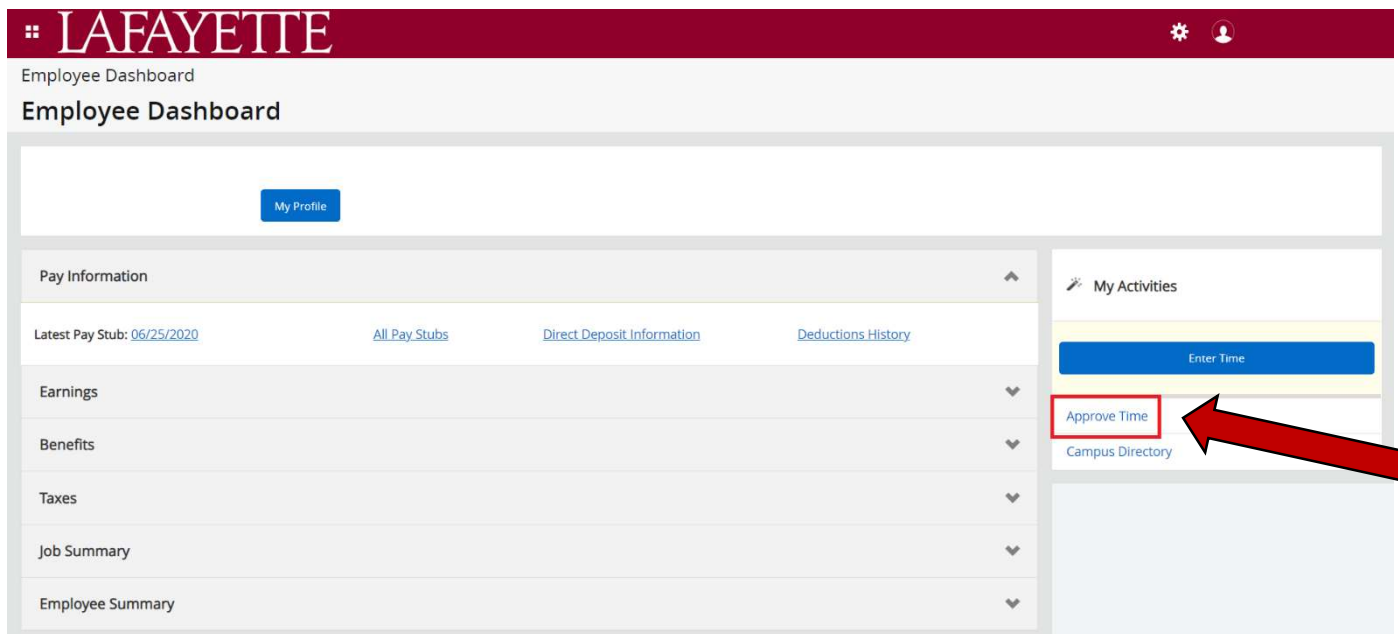
1) Navigate to <https://selfservice.lafayette.edu/>

2) Select **Employee**

3) Log in using your Lafayette NetID and password

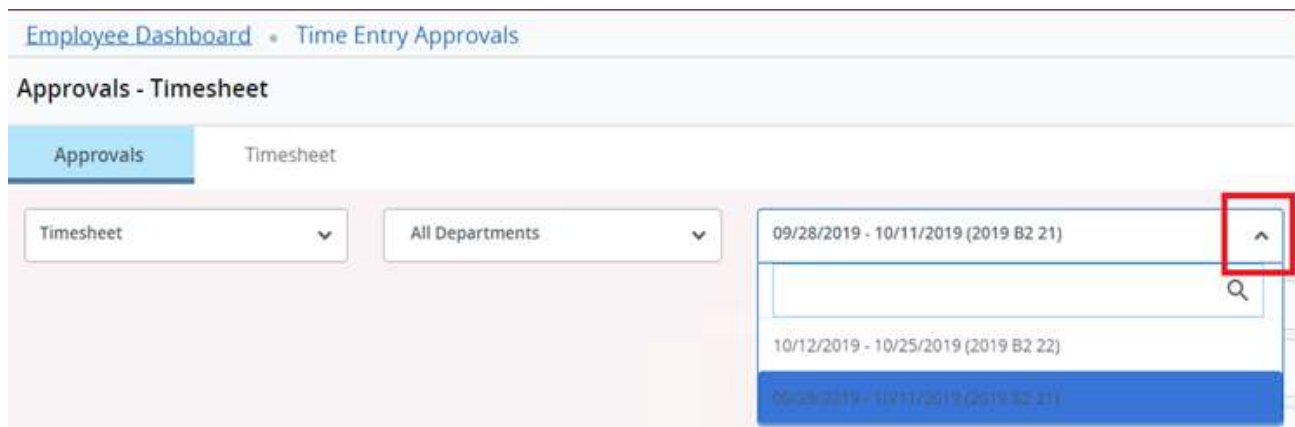
Need help logging in? Please contact the Help Desk at (610) 330-5501

4) Go to the **My Activities** section on the right-side and select **Approve Time**



The screenshot shows the Lafayette Employee Dashboard. The top navigation bar is maroon with the Lafayette logo and icons for settings and user profile. Below the header, the page title is 'Employee Dashboard'. A 'My Profile' button is visible. The main content area is divided into two columns. The left column contains a list of menu items: Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. The right column is titled 'My Activities' and contains a blue 'Enter Time' button, a red-bordered box around the 'Approve Time' link, and a 'Campus Directory' link. A red arrow points to the 'Approve Time' link.


5) Select the pay period to see timesheet submissions



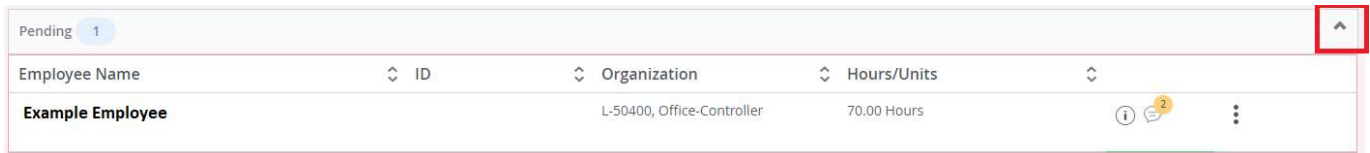
The screenshot shows the 'Employee Dashboard - Time Entry Approvals' page. The page title is 'Approvals - Timesheet'. There are two tabs: 'Approvals' (selected) and 'Timesheet'. Below the tabs, there are two dropdown menus: 'Timesheet' and 'All Departments'. To the right, there is a list of pay periods. The first pay period, '09/28/2019 - 10/11/2019 (2019 B2 21)', is highlighted in blue and has a red-bordered box around its up arrow icon. Below it are two other pay periods: '10/12/2019 - 10/25/2019 (2019 B2 22)' and '09/28/2019 - 10/11/2019 (2019 B2 21)'. A search icon is visible to the right of the list.

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6) A list of all timesheets submitted during the selected pay period will be displayed, grouped by their status. To expand a specific section, select the **expand button** on the right of the section 

7) From the *Pending* section, select the employee's record to see their timesheet.



The screenshot shows a table with a header row and one data row. The header row has columns for Employee Name, ID, Organization, and Hours/Units. The data row shows 'Example Employee', 'L-50400, Office-Controller', and '70.00 Hours'. On the right side of the data row, there are icons for information, comments (with a '2' notification), and a menu. A red box highlights an upward-pointing arrow icon in the top right corner of the table area.

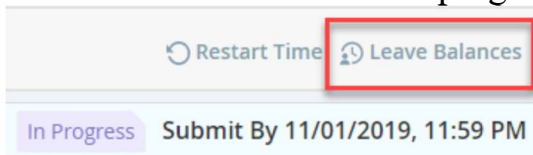
| Employee Name    | ID                         | Organization | Hours/Units |
|------------------|----------------------------|--------------|-------------|
| Example Employee | L-50400, Office-Controller | 70.00 Hours  |             |

8) The summary of the submitted timesheet will be displayed with the following options:

**Details:** select to see a daily breakdown of hours entered for each earn code.

If the employee has entered Leave time, the approver **must** check the employee's leave balances to assure there is an available balance. If the employee does not have enough leave time accrued, then the timesheet needs to be sent back to the employee for corrections.

An employee's leave balance can be checked from the details screen of the timesheet select **Leave Balances** on the top right corner of the screen.



**Return for correction:** select if adjustments need to be made. This will return the timesheet to the employee for them to make corrections.

**Approve:** select if the submitted timesheet is acceptable.

9) The employee's timesheet will move to *Approved* status