Timecard Clean Up

1. Sign in to the UW System Portal (If you are only a Payroll Coordinator and not a Supervisor or Backup Supervisor, you must access the system by going directly to hrs.wisconsin.edu)
   a. Go to www.uwm.edu
   b. Use the drop down menu at the top of the page and select “MY UW System Portal”
   c. Sign on using your Epanther ID and password
2. Once in the UW System Portal go to the Manager Time and Approval box
3. Click on Manager Self Service – Time Management
4. Sign on to HRS using your Epanther ID and password
5. Select Report Time
6. Select Timesheet
7. Search by the following options
   a. Group ID
      i. Select magnifying glass next to the Group ID cell
      ii. If you would like to see the students you supervise, Select UW_Supervisor
      iii. If you would like to see the students you are a back-up to, Select UW_Spvr_Backup
   b. Department
      i. Search by your UDDS Code
      1. Ex. B485200
   c. Workgroup
      i. To get student employees only put STH in the Workgroup cell
8. Select Get Employees
9. You want to make sure that the Start Date and End Date match the period that you are correcting time for. If it does not, change the dates and click the Refresh button.
10. If you would like to sort by name or department, you can click on the Name or Department field header and the system will sort alphabetically or numerically.
11. Select First Employee’s Name
12. Verify that all shifts worked are accurate
13. Correct any exceptions that show in the timecard (NOTE: Do not insert anything into the Time Report Code cell.)
14. When timesheet is correct select Next Employee
15. Repeat steps 10-12
16. When all timesheets are reviewed and corrected, wait for time administration to run (runs at 9:00am, 11:00am, 1:00pm, 3:00pm, and overnight)

Review Exceptions

1. After Time Administration has run sign in to the UW System Portal
   a. Go to www.uwm.edu
   b. Use the drop down menu at the top of the page and select “MY UW System Portal”
   c. Sign on using your Epanther ID and password
2. Once in the UW System Portal go to the Manager Time and Approval box
3. Click on Manager Self Service – Time Management
4. Sign on to HRS using your Epanther ID and password
5. Select Approve Time and Exceptions
6. Select Exceptions
7. Search by using the options outlined in Steps 7a-c of the Timecard Cleanup section above
8. Clean up any exceptions that show up by going to the Student’s Timesheet (NOTE: If you make additional changes to the timesheet, you will need to let Time Administration run before moving to the next step)
9. To clean up exceptions (Missed Punches), you will have to return to the Timecard Clean Up section of this document. You do not need to leave the Exceptions Report. You can simply open a new window to navigate to the timecards, by clicking on the New Window link in the upper right corner of your page.
10. If exceptions should be allowed, such as your student did work more than 12 hours in a shift, you can allow this exception by checking the ‘Allow’ box in front of the exception.
11. After checking those exceptions that should be allowed, you must click the Save button. (NOTE: The Clean Up Exceptions button does nothing. Do not touch.)

Time Approval

1. Select Payable Time
2. Search by using the options outlined in Steps 7a-c
3. You want to make sure that the Start Date and End Date match the period that you are approving time for. If it does not, change the dates and click the Refresh button.
4. Select First Student’s Name
5. Verify that all shifts worked are accurate
6. Click Select All
7. Select Approve
8. Select OK
9. You will need to move through the approval process for each employee

Verify Hours Approved

1. To see whether or not your student’s need approval, go to Manager Self Service>Time Management>View Time>Payable Time Detail
2. Enter Student's Empl Id#
3. Select Get Employees
4. Select the Employee's Name
5. You want to make sure that the Start Date and End Date match the period that you are wanting to verify hours for. If it does not, change the dates and click the Refresh button.
6. The overview tab will give you the date of the shift, how many hours were worked, and what the status of the approval process is.
7. To see the date of approval and the Empl Id# of who approve the time Select the Task Reporting Elements tab.
Time Entry Tips

- All in and out punches must be in the first “IN” Cell and the last “OUT” cell if there is only one shift for the day. The image below shows how the entry of shifts should be done.

- If you need to enter overnight shifts, you will have enter the IN punch on the date of the in punch and the OUT punch on the following date. The image below shows how the entry of overnight shifts should be done.

- There is no cut off time for supervisors to go into the system: however, you must be cognizant of your division’s payroll deadlines.
• Once time is approved it cannot be unapproved, only changes can be made. When a change is made you must wait for time administration to run and you will have to approve these changes in payable time. If you look at Payable Time Detail you will see everything as debits and credits. For example, if you originally entered 6 hours for a student but they only worked 4; once you make a correction in Payable Time Detail you will see -6 hours and +4 hours.

• Employees will not show in Payable Time until Time Administration runs.

• If an appointment for a student has ended the Supervisor will no longer be able to approve Payable Time. A payroll coordinator will have to approve the time.

• For changes that need to be made on previous pay periods; Supervisors can only go back one pay period. If changes need to be made going back further than one pay period, the Supervisor must speak with their Payroll Coordinator. Payroll Coordinators can go back 90 days. Anything beyond that must be sent through the Payroll Office.

Visit [www.twitter.com/hrsprocessing](http://twitter.com/hrsprocessing) to view the start and end times of the Time Administration process.