Manager Approval Quick Guide

Absence and Timecard Review

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 > Timesheet
6. 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
7. Select Get Employees
8. 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
9. 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
10. Select First Employee’s Name
11. Verify that all shifts worked are accurate
12. Correct any exceptions that show in the timecard (NOTE: Do not insert anything into the Time Report Code cell.)
13. When timesheet is correct select Next Employee
14. Repeat steps 12-14
15. 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) before approving the hours
   a. If there are no exceptions requiring correction, hours may be approved immediately
16. Verify Employee’s leave reporting events for accuracy and available balances
   a. Approve events in the current or previous periods only (do not approve future period events)

Tips on Time Entry on Behalf of Employees

- 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
- 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
- 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.
- Employees will not show in Payable Time until Time Administration runs
- If an appointment for an employee 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 to view the start and end times of the Time Administration process