Bi-weekly Employee Electronic Timesheet Approval Process

Before 10:00 am the first Monday after the end of the pay period

Before 4:00 pm Monday

Before 3:00 pm Wednesday

**Employee**
- Open timesheet
- Submit complete timesheet for entire pay period
- Make corrections to timesheet
- Is timesheet accurate?
  - No: Notify employee of corrections
  - Yes: Approve time

- Can employee open and/or submit timesheet?
  - Yes: Submit written request and information for Superuser to complete timesheet
  - No: Open timesheet when requested by Approver, Proxy or Employee

**Approver/Proxy**
- Notify approver of corrections
- Approve time
- 11:00 am Monday - Auto email reminder to all approvers and proxies to approve timesheets by 4:00 pm
- 2:00 pm Monday - Email approvers a list of timesheets in their queue that have not been approved

**Superuser**
- Superuser
- Approver/Proxy
- Payroll Department

**Payroll Department**
- Submit complete timesheet for entire pay period
- Run Payroll
- Submit written request and information for Superuser to complete timesheet
- If no timesheet was submitted
- Run Payroll AND Send exempt and non-exempt employees instructions for Payment Adjustment form

11:00am Monday
Auto email reminder to all approvers and proxies to approve timesheets by 4:00 pm

2:00 pm Monday - Email approvers a list of timesheets in their queue that have not been approved