Electronic Timesheet Approval Instructions
Supervisor Responsibilities

• Verify accuracy of hours worked (time in/out).

• Verify that hours worked are documented on the timesheet and on the proper day.

• Ensure that direct reports/student workers are submitting timesheets on a timely basis.

• Timesheets MUST be submitted and approved by 5pm Monday after the timesheet/pay period ends.

• A paper timesheet should be used and submitted for late timesheets and for corrections to timesheets already approved and processed.
To access Time Approval, log in to Inside F&M and click on the My Info Tab.
In the Time Approval box on the My Info page, click on the Bi-Weekly Payroll that needs approved.

Click on the ‘More’ link to view timesheets from previous weeks. These timesheets are viewable, but may not be modified.

After clicking on the Bi-Weekly Payroll link that needs approved, a Department Summary screen will appear on your Employee tab that will list all personnel that you have access to approve--see next page for screen shot. The employees will be in various stages of a ‘transaction status’.
Department Summary

Select the employee’s name to access additional details.

COA: F, Franklin & Marshall College
Department: 60050, Business Office
Pay Period: Sep 08, 2013 to Sep 21, 2013
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Sep 23, 2013, 05:00 PM

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Transaction Status</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Progress</td>
<td></td>
<td>75.50</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leave Balance Errors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Progress</td>
<td></td>
<td>8.75</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leave Balance Errors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Progress</td>
<td></td>
<td>70.50</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leave Balance Errors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Progress</td>
<td></td>
<td>10.25</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leave Balances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pay Event Transactions

Action required by all approvers: 4
Time or Leave Transactions Approved or FYI: 0
Time or Leave Transactions Awaiting Approval or FYI: 0
Total:
Total Hours: 165.00
Total Units: .00
Clicking on a person’s name on the previous screen will take you to this screen where you can see detail of time worked for that person. You have several options to choose from at the top of the screen.

**Time Sheet**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1</td>
<td></td>
<td>60</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Over base up to 40 with approval</td>
<td>1</td>
<td></td>
<td>2.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>1</td>
<td></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours:**

| 70.5 | 7.5 | 7.5 | 7.5 | 7.5 | 2.5 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 |

**Total Units:**

| 0 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
Approve – If you agree with the hours, you can approve the timesheet.

Return for Correction – Choose this option if you find the employee needs to make corrections before the timesheet deadline. Contact the employee to let them know you returned the timesheet.

Change Record – Only choose this option if the employee is not available to correct the timesheet or if the timesheet deadline is fast approaching. Notify the employee of any changes you make to the timesheet by entering a comment.

Delete – Only choose this option if you have contacted Payroll and have been instructed to delete the timesheet.

Add Comment – Enter a Comment about this timesheet if necessary.
If you selected the Change Record option, the employee’s timesheet will appear as per the below example. Select the day and hours that need to be correct and make any necessary changes and save.
After approving all timesheets for the pay period, your work will be complete.
Side note—when you are on the Department Summary page and click on the Employee tab a couple of times, you will go to the Time Reporting Selection screen and can choose from the different selection criteria—see below.

Selection Criteria

<table>
<thead>
<tr>
<th>Access my Time Sheet:</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Leave Report:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Request:</td>
<td></td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
<td>✔</td>
</tr>
<tr>
<td>Approve All Departments:</td>
<td></td>
</tr>
<tr>
<td>Act as Proxy:</td>
<td>Self</td>
</tr>
<tr>
<td>Act as Superuser:</td>
<td></td>
</tr>
</tbody>
</table>

Select

Proxy Set Up
Supervisors must set up a Proxy

- A proxy is a colleague you instruct (via clear communication) to approve your direct reports’ timesheet in your absence.
- A proxy has the same responsibilities to verify the accuracy of timesheets as the supervisor.
- Do not set an employee for whom you approve timesheets as your proxy.
To set up a Proxy, click on Proxy Set Up on the Time Reporting Selection screen from the Employee tab.
Side note- You may also access the proxy set up screen by clicking on Update Approval Proxies in the Time Reporting box located on the My Info tab.
Use the drop down list to find the name of the person you want to designate as your timesheet proxy. Click the Add/Remove box and Save. If you want to change your proxy, you can click the Add/Remove box and select someone else.
When approving time as a Proxy – below the Time Approval box, you will find a Proxy Time Approval box. Click on the link and it will take you to the timesheets needing approval.
If you find you are having problems with the timesheet page, try refreshing your browser. If you are using Chrome, try using Safari or Firefox. If that doesn’t solve the problem, then contact Payroll.

You can find FAQ’s about Timesheet Approval at http://www.fandm.edu/erp/training-and-documentation/human-resources/electronic-timesheet-approver-faq-s

Remember: Always log out and close the browser when you’re done and at the end of the day. Thank you!
Need Student Timesheet or Payroll Help?

Call or email:

Lori Bush (Few)
lori.few@fandm.edu
717-291-4211