

Self-Service Time Reporting Frequently Asked Questions Approvers

What is my deadline to approve my employee's self-service time?

For biweekly staff, time should be approved by 4:00 p.m. on the Monday following the close of a pay period. If any changes are made to the self-service time between 12:00 p.m. and 7:00 p.m. on that Monday, you must go back in and provide final approval on the changes by 10:00 a.m. the following Tuesday.

For monthly staff, time should be approved by the 7th business day of the month. Earlier deadlines may be required due to holidays. Your department timekeeper will advise you of these early deadlines.

Approval deadlines for biweekly and monthly are found under the section Time Reporting and Leave Data / Paydate Schedules on the Payroll Web Site. <http://www.payroll.umich.edu/>. Keep in mind that our business processes require approvers to approve time sooner than what is listed for the Electronic Data Entry cutoffs.

Do approvers receive "reminder" messages to approve their employee's time?

Approvers do receive an automatic message generated by MAIS as a reminder to approve your employee's time. Keep in mind that the system generated message is sent close to the system cut-off time. Since the department has established earlier approval deadlines, you will receive a reminder message from your department administrative assistant or timekeeper that is earlier than the system generated message from MAIS. We do suggest that once you receive the message from MAIS, you should check for any changes that may have occurred without your knowledge.

How can I find out when my pay period begins and ends?

The biweekly pay period begins on a Sunday and ends on a Saturday. The monthly pay period always begins on the first day of the month and ends on the last day of the month.

The Payroll Office website also contains information on the biweekly and monthly pay periods. The link is <http://www.payroll.umich.edu/finops/cms/finops/payroll/forms/paydates>. Your department timekeeper is also a resource for this information.

How will I be notified if I miss the deadline to approve my employee's time or if an employee has not entered their time?

You will not be notified that you missed the approver deadline nor will you be advised that your employee did not enter their time. You may choose to run a query (MTL_NOT_ON_RPTD_TIME_GROUP) to determine this status or keep a list of employees whose time you have approved.

If a staff member inputs their time incorrectly, what's the process to correct it?

If it is before the 10 a.m. Monday deadline for bi-weekly, the staff member should make the correction in self service if they are able to do so. If they are not available, the Approver should make the correction through elapsed time and then notify the employee that a change was made. If the correction was made on Monday before 10 a.m., it will be refreshed to approve after noon on Monday. If the correction was made after 10 a.m. on Monday, it will be refreshed to approve after the nightly process is run.

What happens if I approve my employee's time and there is an error after the approver deadline has ended?

If you are unable to correct the error, your employee should print the elapsed time page and write in the correction to give to you. The approver should initial the correction and give to the department timekeeper. The correction will be made as a "prior period adjustment" and will be applied to the next available pay period.

Why is it important to correct errors as quickly as possible?

There are a number of events affected by the accuracy of the time reported. Failure to correct errors in a timely manner can result in incorrect leave balances, under or overpayments, and administrative burdens on your supervisor, department timekeeper and reconciler to track, approve and reconcile your time.

What if an employee changes or adds entries after I have approved their time?

Employees should enter their time by the established department deadline. If something changes, your employee should keep you informed. The changes made by the employee will not take place if the approver does not approve the time.

What happens if I am unable to approve my employees' time by the deadline?

Because you are responsible for the accuracy of your employees time reporting and have direct knowledge of their schedule, you should make every effort to approve their time. If you need to approve your employee's time earlier than the scheduled

deadline, you can ask your employee to input their time earlier so you can approve their time in advance of the deadline. If this is not possible, you will need to rely on your designated backup approver to approve your employees' time.

Also, temporary staff will not get paid if you do not approve their time by the deadline.

What does my backup approver need to do to ensure my employee's time gets approved?

Your backup approver should be provided with information from you regarding your employees' schedule. It's suggested that the approver keep a calendar containing exception time used by employees' that is readily available to your backup approver. This will help the approver with approving time and to work with the employee if there is a discrepancy between what the employee would report and what was actually reported. Time approved by the backup approver should be reviewed by the supervisor for accuracy. Again, you as the approver are responsible for the accuracy of your employees time reporting.

What if my backup approver is unavailable?

Anyone with approver access can approve employee time. If your backup approver is unavailable, you should find another manager or department timekeeper to approve the time. If a non-manager approves your employee's time, you must ensure a record of that time is printed out, signed by you, and archived for seven (7) years. ***This should occur only in very rare exceptions.***

What query should I run to view my employees leave balances?

You will be able to view your employees leave balances by running the query (MTL_LVE_BAL_STATIC_GRP).

Who are my department timekeeper(s)?

Your department timekeeper is typically found in your administrative office.

- AVPF HR Office - Liz Copeland
- Financial Analysis - Sharon Aksamit and Eileen Mallory
- Financial Operations - Peg VanAuken and Roxanne Ross
- Procurement Services - Sally Czarniecki, Carrie Jones and Nannette Wencel
- Treasurer's Office and Risk Management - Colette Cloyd and Annette Hartley