As a manager, you are responsible for reviewing and approving timesheets for your direct reports.

**Timesheets must be approved by the pay period deadline.** Timesheets are processed bi-weekly. Reference the PAC Timesheet Processing Schedule to see the submission and approval deadlines for pay periods.

**How to Access Timesheet Submissions**

**Time and Absence WorkCenter:** a direct link to the WorkCenter is on myColumbia. The WorkCenter is a ‘one stop shop’ location that consolidates time and absence data providing managers a dashboard from which activities can be completed.

**Log in to PAC Time and Absence**

1. Open your browser and navigate to my.columbia.edu
2. Click “Log In Now”
3. Enter your UNI and Password
4. Click “Login.” You are on the Faculty and Staff page
5. Click the “Time and Absence WorkCenter” link in the PAC Time and Absence section

When you arrive on the WorkCenter, you will first land on the Monthly Absence Calendar page. From here, click the “My Pending Approvals” tab and then the “Reported Time” sub-tab where the Timesheet Summary page will appear listing all pending timesheets submitted by your direct reports. If you are acting as a delegate for another manager, those timesheets will appear here only during the period of delegation.

Reference the WorkCenter section for more information on navigation and actions.

**PAC Navigation.** Once you are logged in to PAC, you can navigate to any of the time and absence pages using the menu.

Timesheets are located here: Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests
The Manager WorkCenter

The WorkCenter is a dashboard providing a centralized location from which you can access and process time and absence activities. Tabs across the top provide access to the Monthly Absence Calendar, Pending Approvals and Manage My Team. Once a tab is selected, sub-tabs appear for more detailed transactions and views.

To access the WorkCenter, click the “Time and Absence WorkCenter” link on the Faculty and Staff page in myColumbia or if already logged in to PAC, navigate to, Main Menu > Manager Self Service > Time Management > Time & Absence WorkCenter.

Reported Time submittals, where you can approve submitted timesheets appear in the My Pending Approvals > Reported Time tab.

The Timesheet tab is where you can submit time on behalf of your employees appears in the Manage My Team > Timesheet tab.

On the left hand side of the page are links to Reports and other useful links.

Reference “The Manager WorkCenter” job aid for detailed information on how use its features and “Time and Absence Reports” for more information on how to generate reports.
The Timesheet Summary Page

When accessing timesheets from the WorkCenter tabs or from navigating the menu, the page that displays is the Timesheet Summary. This page lists all timesheets pending your approval. We’ll review individual timesheets next but let’s first look at the summary page.

The date defaults to today’s date and displays employees who submitted time during this week. To view submitted time outside of this week, change the “View By” selection to see a specific day or “All Time Before” or “All Time After” the current date. You can also navigate to prior or future weeks by clicking on the “Previous Week” or “Next Week” links on the page.

If any of your employees submitted time, a line item appears in the Time Summary section on the page.

Change View Section

When selecting to view “All Time Before” or “All Time After” a date, the ‘Hours to be Approved’ column displays the total hours for your view selection and when you click on the employee name link, you land on the earliest timesheet entry for that view. This is because it is looking for all pending timesheets. Please view each individual timesheet to confirm the total hours reported and type of time reported (Time Reporting Code - TRC) and absences taken, if any, for a pay period.

After selecting or deselecting an option, click the refresh icon next to the Date field.

View Scheduled Hours and Absence Indicators

These options are available in the Day or Week view.

- Selecting the “Include Absence” checkbox inserts the “Absence to be Approved” column in the Time Summary section. If a green star appears in the field, there is a pending absence request to approve. This icon is not a link. Navigate to the Absence Request section to view the details and approve.
- Selecting the “Show Schedule Information” checkbox inserts the Scheduled Hours column in the Time Summary section and displays the employee’s scheduled hours.

Tip! It is recommended to review the Entering Timesheets job aid. This will provide you with a reference on how your employees enter and edit time and absence entries on a timesheet.
Access the Individual Timesheet

To view an individual’s timesheet from the Timesheet Summary page, click the Last Name link to access the timesheet for that employee.

Timesheet Features

**Navigation section** – you can select a date and view the pay period timesheet for that point in time. You can also navigate to past and future pay periods by clicking on the Previous Period and Next Period links. There is also a quick view of the Scheduled and Reported Hours. See upcoming section.

**Select Column** – check the box to select the row to approve, push back or deny

**Comments Column** – employees can include a comment for a day’s entries. If one was added, a bubble icon appears indicating there is a comment. Click this bubble to read the comment and add to it if needed.

**Day and Date Columns** – these indicate the workday and date.

**Reported Status Columns** – status for the item.

**Punch Total** – The total number of “In” hours entered for the day.

**Time Reporting Code** – A description of the type of time entered or subtracted on the timesheet. (see next section for more detail).

**Quantity** – The total number of non-worked hours for the day. E.g. recording University Holidays

**In and Out Columns** – Employees enter time into the In and Out fields for each worked day of the pay period indicating when they began their workday, went out on a break, returned from break and then ended their workday. For non-worked time, they enter the number of hours into the Quantity column and select the appropriate TRC, e.g. CUHO for Columbia Holiday.

For casual employees who work irregular hours on differing days, their timesheets may only contain one set of In and Out times on a day indicating the exact amount of time worked that day, e.g. In at 1:00 pm and Out at 3:00 pm.

**Scheduled Hours** – The employee’s scheduled work hours for the day.

- For non-casual time reporters, the number of hours displayed is defaulted based upon the Work Schedule for the position. If the hours displayed are incorrect, you can request the correct schedule for the employee be added through your Department Time Administrator.

- For casual employees and Variable Hours Officers, no scheduled hours appear.

“+” Column – click to add a new entry row.

“-” Column – click to delete an entry row.

**Reported Time Summary** – on the bottom of the page is a breakdown of time by week within the pay period. At a glance you can see the reported time and the employee’s scheduled hours and if there is schedule deviation between those two categories.
**Time Reporting Codes (TRCs)**

A Time Reporting Code (TRC) is a description of the type of hours entered on the timesheet. A TRC must be selected for each time entry. Absences do not require a TRC entry. Time Reporting Codes are based on the employee type.

Managers and Department Time Administrators (DTAs) can also enter time for their employees as well as access to additional TRCs for specific functions.

### TRC Definitions

Most often, **01 REG – Regular Hours** - code for Regular Hours will be used for time entered.

Below is a chart that describes the TRCs that can be entered by each employee type. For more information, please speak with your manager, DTA or Human Resources representative.

### TRC Selections

The chart to the right indicates the TRCs available on the timesheets to employees and managers.

### TRC Review

As there are multiple types of payable time that can be entered into the timesheet, it is important to review each entry and ensure it is coded correctly. The system will automatically calculate overtime pay, based on the number of hours worked in a given week.
Scheduled Hours and Reported Time

An employee’s scheduled hours and reported time determine the earnings amount calculated for their paychecks and differs for non-casual time reporters and casual employee time reporters.

Non-casual time reporters must ensure that the total time submitted equals at least their scheduled hours. Submitted hours may be greater than scheduled if they work overtime.

Casual employees and Variable Hour Officers are paid based on the time reported and approved by the pay period deadline. If the time is not entered and approved timely, the employee will not receive a paycheck for this pay period. The time can still be submitted and once approved, the employee will receive their pay in the pay period when the approval occurred.

When Reported Time and Scheduled Hours Do Not Match

The timesheet totals all entered time items (punch total quantity total and absence hours). This total includes adding in (AWOP – absence without pay) hours. Even though the TRC is an indicator to subtract hours from pay, the timesheet adds in the entered AWOP hours to account for the hours within the employee’s schedule. If an exception is generated related to reported time and scheduled hours, it will need to be reviewed and cleared. See the Managing Exceptions section for more information.

Correcting Timesheets

If the reported time submitted is less than the scheduled hours, confirm that the employee entered the correct amount of hours for each day in the pay period. You can update the timesheet directly or push it back to the employee to make the correction.

If the reported time is greater than the scheduled hours and the time is approved, overtime payments are calculated based upon the amount of extra time worked and the employee’s eligibility and overtime pay rate.

If the employee is not eligible for time or absences entered, either full or partial, update the time entry or absence to reflect the number of hours they are eligible for (either time worked or available absence balance) and enter an additional row adding the AWOP TRC for the number of hours to subtract. Remember, those hours are added to the total reported time thus ensuring the reported time is at least equal to the scheduled hours.

See the following sections on how to enter/modify timesheets.

Reference the Timesheet Processing Calendar for pay period submission deadlines.
**Approve Timesheets**

1. Review the **Total Reported Time** entered for each day of the pay period.
2. Confirm the **Time Reporting Code** selected for the time entry.
3. Review any **Comments** the employee entered by clicking on the shaded comments bubbles.
4. Review any **Absence Events** and approve or edit as needed. See the **Approve Absence Events on the Timesheet** section for more information.
5. Review the **Reported Time Summary** section of the page to compare the **Total Reported Hours** to the **Total Scheduled Hours** and any **Schedule Deviations**. Follow-up with the employee with any questions before approval, if needed (see next section).
6. To **Approve** submitted time, check the “**Select Box**” next to each time item that Needs Approval, or click the “**Select All**” button to choose all and then click “**Approve**” and then “**Yes**” to confirm the submission and then “**Ok**” to the confirmation message. The status now reads as ‘Approved’. A comment can be added for an approval (optional). See next section.

**Important!** This action approves **time entries only**. To approve any absences entered on the timesheet, see the **Approving Absence Events on the Timesheet** section.

---

**Push Back or Deny a Time Entry**

If upon reviewing the timesheet you identify an error, you can send it back to the employee to make the adjustment and then resubmit for approval.

1. Check the “**Select Box**” next to the time item(s).
2. Click “**Push Back**” or “**Deny**” on the bottom of the timesheet.
3. Press “**Yes**” to confirm the submission and then “**Ok**” to the confirmation message.

The status now reads as ‘Pushed Back’ or ‘Denied’. Employees receive an email that there is a ‘pushed back’ or ‘denied’ item for their review.

If the Push Back is due to an incorrect TRC selection, only send it back to the employee to correct if they have access to select that TRC. Otherwise, you can update that entry. See the TRC section to view the available TRCs to employees and managers.

For steps on how employees update a Pushed Back or Denied item, see the **Entering Timesheet Job Aid**.

---

**Add a Comment**

A comment can be added for a time entry item.

1. Click the “**Comments**” bubble in the Comments column
2. Click the “**Add Comment**” button
3. Enter the note into the **Comment field**
4. Click “**OK**”

When a comment exists for an item, the Bubble in the Review Comments column is shaded.

---

**A Push Back** is the return of a time entry item to the employee requesting an update to the entry or there is a question on the entry.

**A Deny** is the disallowance of the time entry item. The item is returned to the employee to delete and re-enter as needed.
Approve Absence Entries on a Timesheet

Time Reporters can enter absences directly into their timesheets as well as from Absence Management. Whichever method is used, the absence request appears in a status of Needs Approval on the timesheet for the requested dates. *Absences must be approved in addition to approving the entered time.*

1. Click the Absence tab on the bottom of the timesheet. To see the details and request history, click the Details link. Click OK to return to the timesheet.

2. Select the checkbox next to the absence and click Approve (in the Absence section). Then click Yes and click OK.

**Important!** When approving absence requests, it is important to review the details along with the balance information displayed in the Absence Entitlement Balances section on the bottom of the timesheet or in the Absence Balances displayed in the details of the request before approving to ensure the employee has enough time available for the request. If more time is submitted for an absence than is available or if it requires a change, push it back to the employee asking them to correct it. **If you approve an absence request that is in excess of the employee’s available balance, that amount will not be paid.** If you determine that the excess amount can be payable under another category with available absence balance, you can push it back to the employee to change or you can edit the entry yourself.

If a subtraction of pay is required due to an absence taken without the time available, see the Subtracting Pay section.

Edit Absence Entries on a Timesheet

You can edit an absence on behalf of your employee.

1. To edit the dates and type of absence, click Edit to the right of the absence item. The dates and absence name field open and can be changed. Click Submit and it appears on the Timesheet. Remember that it must also be approved.

2. To edit the absence to include a partial day entry, click Edit and then the Details link for the absence item. Now you can edit the date(s), type and partial day information. If only the Details link is pressed without first pressing Edit, you will see information about the request but cannot edit it.

Cancel Absence Entries on a Timesheet

You can cancel an absence on behalf of your employee and it will be removed from the timesheet.

1. Click Edit to the right of the absence item.

2. Select the Cancel checkbox.

3. Click Submit and it is removed from the Timesheet. Remember that the timesheet must also be adjusted to record the type of time reported for that day and then approved.

**Caution!** Once an absence request is cancelled or denied, it cannot be resubmitted so only deny an absence if it is the disallowance of the request. A cancel is used when the absence is no longer being requested.

Reference the Entering Absence Requests and Managing Absence Requests job aids for detailed information on how to enter and approve absences.
**Editing or Deleting Time Entries for an Employee**

To edit a time entry for an employee:

- you can change the entered hours on an employee’s timesheet when entering yourself or when approving an already submitted one
- a different Time Reporting Code can be selected by selecting it from the drop down arrow in the field
- after editing, click “submit” and then “approve”

To delete a time entry row: click the “-” to the right of the row and then confirm the deletion

To add a time entry row: click the “+” to the right of the row and then confirm the deletion.

**Note:** Refer to the “Entering Timesheets” job aid for the complete steps on how to enter/edit time in Timesheets.

**Subtracting Pay**

If you determine that a portion of time entered into the timesheet should not be payable and needs to be subtracted from the employee’s pay, you can do so by entering the number of hours and the associated Time Reporting Code, AWOP.

Example - 7 hours need to be subtracted from the pay period.

1. Click “+” to add a row for the day the hours are to be subtracted
2. Enter the amount of hours to remove in the Quantity column, e.g. 7
3. Select “AWOP” which is ‘Absence Without Pay” as the TRC then ‘submit’ and ‘approve’ the timesheet

When payroll runs, the amount of hours designated as “AWOP” will be subtracted from the pay check.

Remember that the Reported Time will include the AWOP hours.

This process is also used to subtract pay when an employee took an absence where there were no available hours left in their entitlement.

See the Subtracting Pay from an Employee’s Timesheet section for additional examples.

**Entering Time Entries for an Employee**

To enter time on behalf of an employee, access the WorkCenter and navigate to the Manage My Team > Timesheet tab.

The PAC menu navigation for this page is: Manager Self Service > Time Management > Report Time > Timesheet

To enter time for an employee:

1. Click the last name of the employee and their current pay period timesheet appears
2. Enter ‘In’ and ‘Out’ hours and Time Reporting Codes
3. Click ‘Submit’ to submit the timesheet
4. Click ‘Approve’. The timesheet must be approved even though you submitted it

**Note:** Employees receive an email notification each time anyone modifies their timesheets.

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**Timesheets and Salary Accounting**

The approved payable time will be allocated according to the Salary Distribution in effect for the employee. It is not chosen on the timesheet. To set up a new distribution or change a prior allocation, see the Salary Distributions and Cost Transfer Transactions training for more information.

A salary distribution must be submitted through Labor Accounting.
## Subtracting Pay Examples

In this chart are examples of different reasons for subtracting pay and how to enter in the timesheet or if for a prior processed pay period, performed by the DTA.

<table>
<thead>
<tr>
<th>Subtract Entire Time Entry Hours as non-Payable (current pay period)</th>
<th>Subtract a Portion of a Time Entry. E.g. 7 hours REG entered but 5 hours a REG and 2 are AWOP (current pay period)</th>
<th>Subtract a Full Day Absence (current pay period)</th>
<th>Subtract a Portion of an Absence (current pay period)</th>
<th>Subtract Absence Time Paid from a Prior Processed Pay Period</th>
</tr>
</thead>
</table>
| • Delete the “In” and “Out” time entries in the row  
• Change the TRC to “AWOP”  
• Enter the number of hours to subtract in the Quantity field  
• Submit and Approve the Timesheet  
• The quantity hours for that entry row will be subtracted from the paycheck | • Adjust the “In” and “Out” time entries for the Regular time row (to reflect the 5 hours)  
• Click the “+” sign to add a new row  
• Enter the number of hours to subtract in the Quantity field (2)  
• Select the “AWOP” TRC  
• Submit and Approve the Timesheet  
• 7 hours are calculated for reported time of which 5 are payable and 2 are subtracted | • Click Edit next to the absence  
• Select the ‘cancel’ checkbox  
• Submit (the entry row is now blank in the timesheet)  
• In that open row, select the “AWOP” TRC  
• Enter the number of hours to subtract in the Quantity field (7)  
• Submit and Approve the Timesheet  
• 7 hours will be subtracted from the paycheck | • Click Edit next to the absence  
• Click the ‘Details’ link  
• Adjust the absence to the amount of absence time available  
• Calculate Duration, click OK  
• The absence now reflects the partial time  
• Click the “+” sign to add a new row  
• Enter the number of hours to subtract in the Quantity field (7)  
• Submit and Approve the Timesheet  
• The quantity hours for that entry row will be subtracted from the paycheck | • DTA voids the absence event to credit back the time  
• DTA enters the adjusted time absence event to align with the amount of available time  
• DTA adds an “AWOP” row to subtract any non-payable absence time |
Managing Timesheets

Exceptions

Exceptions Defined

When the Time Administration process runs, it will look at all Approved time and absence entries (‘saved’ or ‘submitted’ time entries are not included) and ensure they are in accordance with the established rules and employee eligibility or if an aspect of the entry is incorrect.

If, after this process completes, it is determined that there is a variation from the established rules for an employee type or an aspect of the entry is incorrect, an exception will generate to notify you that there is something that needs to be reviewed and addressed.

You will receive an email anytime an exception is generated. An indicator is also viewable on the Timesheet Summary page or on the Exception page.

If a time entry or absence item is not approved, see example page.

Exceptions and Employee Pay

Employees receive pay based upon the approved time reported (casuals and VHOs) or their regular earnings based off of their schedules and hourly rate (non-casuals).

For pay periods where the employee’s time consists of other types of pay or subtractions, such as overtime, absences without pay, or worked holiday time, the exception must be resolved for the employee to receive the correct adjusted pay. If exceptions are not resolved, they will receive the standard pay. Once the exception is resolved, the adjusted pay will be received and depending on the timing of the resolution, could be in the following paycheck.

Exceptions Cycles

After the employee and manager deadlines to respectively submit and approve timesheets, the absence calculation process runs to process approved absences and then the time administration process runs to process time entries. The time administration process runs several times until the finalization of the pay period and exceptions will generate until they are addressed.

Exceptions Severity Level

Exceptions are assigned a High/Medium/Low severity level.

- High exceptions must be corrected in order for the time associated with the exception to become payable time. Employee will still receive their regular pay
- Medium and Low priorities must also be reviewed and/or addressed and corrected, if needed, however, the approved time is processed and paid

<table>
<thead>
<tr>
<th>Event that Triggers Exception</th>
<th>Severity</th>
<th>Action Required / Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive employee submits timesheet</td>
<td>High</td>
<td>Manager needs to check employee’s status; follows-up with DTA if needed.</td>
</tr>
<tr>
<td>Reported time submitted on timesheet in excess of 24 hours for one day</td>
<td>High</td>
<td>Manager corrects time on the employee’s timesheet; follows-up with employee as needed.</td>
</tr>
<tr>
<td>A schedule might not exist for the time reporter</td>
<td>High</td>
<td>Manager needs to check employee’s status; follows-up with employee as needed.</td>
</tr>
<tr>
<td>Reported time submitted on the timesheet in excess of 12 hours per day</td>
<td>Low</td>
<td>Manager needs to verify the actual time worked (follows-up with employee as needed). Manager either allows this exception or corrects it.</td>
</tr>
<tr>
<td>Time has been reported on the same day as a Full Day absence event</td>
<td>Low</td>
<td>Manager needs to verify the actual time worked (follows-up with employee as needed). Manager either allows this exception or corrects it.</td>
</tr>
<tr>
<td>Partial absence event and Reported Partial Punch Time reported on the same day</td>
<td>Low</td>
<td>Manager needs to verify the actual time worked (follows-up with employee as needed). Manager either allows this exception or corrects it.</td>
</tr>
<tr>
<td>TRC is not in TRC Program</td>
<td>High</td>
<td>Manager needs to follow up with DTA/CA to ensure appropriate TRCs are activated/being used. TRC needs to change to one for which the payee is eligible.</td>
</tr>
<tr>
<td>Reported hours for a Casual has exceeded more than 6 hours in one day</td>
<td>Low</td>
<td>Manager to follow-up with employees accordingly. Manager either allows this exception or corrects it.</td>
</tr>
</tbody>
</table>
Reviewing Exceptions

To access and review exceptions, click the link in the email and you will be brought directly to the Manage Exceptions page.

To access the Manage Exceptions page from the WorkCenter, navigate to: MSS > Time Management > Time and Absence WorkCenter.

1. Click on the “My Pending Approvals” tab and then the “Exceptions” tab. There are three tabs of information, Overview, Details and Demographics. The default view displays the overview tab listing employee names, type of exceptions and the Severity level.

2. Click the Details tab to view additional data and then click on the Explanation link to view. The Details tab provides similar information along with the Source of the exception, e.g. Time Administration, and an explanation of the exception. Note: To see all data in one row, click the icon to the right of the Demographics tab.

3. Click the Explanation link to view more detail about the exception.

The PAC menu navigation for this page is: MSS > Time Management > Approve Time and Exceptions > Exceptions.
Resolving Exceptions

Review each message and address as needed to ensure the employee’s time and absence information is accurately captured and that the timesheets reflect actual reported time. The research and resolution for each time depends upon the unique message.

Low and Medium Severity Exceptions

These exceptions serve as warning messages that need to be reviewed and cleared, thus accepting the message sent for the timesheet.

For example, if the “Reported time submitted on the timesheet in excess of 12 hours per day” exception generates, it is letting you know that an employee reported more than 12 hours of time in one day in the timesheet.

- Navigate to the timesheet and review the entry to confirm the reported time in excess of 12 hours in the day is correct. Note that if this results in any overtime it would be calculated for the employee and paid as the entry was approved (unless it is changed)
- If you do not allow this exception because the entry is incorrect, modify to the timesheet to indicate the correct time entries or absences taken and then resubmit the timesheet and approve it. If the new submission results in an exception, it will generate after the next time administration process runs. Be sure to go back and clear the original exception from the list
- If you do not clear the exception by the deadline or modify the timesheet, the employee will receive any overtime pay if applicable as per the approved timesheet as this is a low severity item.

Clearing Exceptions

To clear the exception, select the “allow” checkbox next to the item and then click “Save”. Items will remain on the list until cleared (allowed).

For example, if the “Reported time submitted on the timesheet in excess of 24 hours per day” exception generates, it is letting you know that an employee reported more than 24 hours of time in one day in the timesheet. This exception must be resolved and then cleared.

- Navigate to the timesheet and review the entries totaling an excess of 24 hours in the day
- Correct and submit the revised timesheet. Follow up with the employee if needed (or DTA may follow up with the manager) and then approve the timesheet
- Clear the exception by selecting the “allow” checkbox next to the item and then click “Save”.
- If the newly approved timesheet generates an exception, it will appear after the next time administration process runs

Another High Exception Example

Inactive Employee Submits Timesheet. This exception is letting you know that an employee reported a time entry on a date they are no longer an active employee and it was approved by the manager. Review the timesheet to confirm the employee only submitted time for when they were an active employee. Any entries as of their Termination date need to be removed by clicking on the “-” to remove the row

Important! Exceptions must be reviewed and resolved each pay period.
## Exception Resolution and Timing

In this chart are examples of how the system processes time entries and generates exceptions based upon when the information is submitted/approved, what resolution is required and how employee pay is impacted.

Note regarding correcting absence entries. Because the absence process completes for the pay period before the time administration process, modifications to absence events can still be made while correcting timesheets, however, you will not see the absence information update until the next pay period absence processing occurs and makes adjustments retroactively.

### Important!
If the manager exception deadline has passed for the pay period and an exception generates during the day, it is viewable by your DTA. Your DTA will contact you to validate the item and if it needs to be adjusted in the system. If an adjustment is required, the DTA will do it at this point as it is past the manager’s approval deadline.

### Exceptions Timing and Resolution Impacts

<table>
<thead>
<tr>
<th>Employee (non-casual with 70 bi-weekly scheduled hours) Submits /Does Not Submit Timesheet by Friday Deadline</th>
<th>Manager or DTA Approves / Does Not Approve Timesheet by Friday Deadline</th>
<th>Absence Process Runs (Friday)</th>
<th>Time Administration Process Runs (Various Times Friday - Monday), Schedule Deviations displayed</th>
<th>Exception Generated</th>
<th>Paycheck Impact</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submits timesheet, Reported Hours and Scheduled Hours match / Absences taken have available balances</td>
<td>Approves</td>
<td>Absences recorded and balances updated</td>
<td>Reported Time = 70; Scheduled Hours = 70</td>
<td>No</td>
<td>Regular earnings received for the period (paid for 70 hours)</td>
<td>n/a</td>
</tr>
<tr>
<td>Submits timesheet, Reported Hours and Scheduled Hours match / Absences taken have available balances</td>
<td>Does Not Approve</td>
<td>Absences recorded and balances updated</td>
<td>Reported Time = 70; Scheduled Hours = 70</td>
<td>No</td>
<td>Regular earnings received for the period (paid for 70 hours)</td>
<td>Manager needs to approve timesheet and any absences</td>
</tr>
<tr>
<td>Does Not Submit timesheet</td>
<td>Does Not Approve</td>
<td>n/a Only Approved absences are processed</td>
<td>Reported Time = 0; Scheduled Hours = 70</td>
<td>Yes</td>
<td>Regular earnings received for the period (paid for 70 hours)</td>
<td>Manager needs to submit and approve timesheet and any absences</td>
</tr>
</tbody>
</table>
| Submits timesheet, Reported Hours and Scheduled Hours match but includes a 7 hour absence and only 4 hours are available for use (in other words, the employee has 3 hours Unpaid absence for the period) | Approves | Absence processed and 3 hours of the 7 are not available for use (because they are Unpaid) | Reported Time = 70 (of which 67 is payable); Scheduled Hours = 70 | Yes | Employee receives pay = 67 hours | #1 Manager needs to modify the timesheet to account for the 3 hours schedule deviation and apply the time to an available absence category. Any new absence event that is recorded after the absence approval deadline for the period will get processed in the next Absence Calc processing for the employee. or
#2 Managers need to AWOP the 3 hours, as applicable. Although the system will not pay the employee the 3 hours, the AWOP entry still needs to be made to the timesheet to account for the 3 hours and make the timesheet whole. |
| Submits timesheet, Reported Hours and Scheduled Hours match but includes a 7 hour absence and only 4 hours are available for use | Does Not Approve | Absence processed and the event was not captured as it was not approved | Reported Time = 70; Scheduled Hours = 70 | Yes | Employee receives pay = 70 hours | #1 Push Back the absence to the employee, asking them to modify and resubmit.
#2 – Manager can modify the absence directly to reflect what the employee actually has the balance to accommodate, and key in the AWOP on the timesheet now for the remaining “unpaid” hours, and approve the rest of the time. |