

# All About Timesheets

Presented by  
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# Who is required to submit a timesheet?

## Timesheets Required

- ✓ On-Call Employees
- ✓ Student Workers
- ✓ Staff
- ✓ Calendar Year Faculty

## Timesheets Not Required

- ✗ Graduate Research Assistants
- ✗ Graduate Teaching Assistants
- ✗ Academic Year Faculty

# Types of Timesheets

- \* Web Time Entry
- \* TimeClock Plus
- \* Paper Timesheet

# Web Time Entry Set Up

- \* To request employee set up for Web Time Entry please contact Kerry Goens at [klg0036@uah.edu](mailto:klg0036@uah.edu) with the below information:
  - \* Employee's Name
  - \* Employee's A #
  - \* Employee's Position #
  - \* Approver's Name
  - \* Approver's A #
  - \* Approver's Position #

# Web Time Entry Tips

- \* If the employee's position has not been applied by HR to Banner by the due date for timesheet submittal, the employee will need to complete a paper timesheet for their first pay period being paid on the new position.
- \* Please note that if the approver for your area receives a position change you will need to notify the Payroll Office of any employees that they approve. The employees that are approved by the person with the position change will not be able to access their timesheet until their approver's position number has been applied to Banner and updated on their approval set up.

# TimeClock Plus Set Up

- \* To request employee set up for TimeClock Plus please contact Kerry Goens at [klg0036@uah.edu](mailto:klg0036@uah.edu).
- \* Please note that the employee does not have to be in Banner yet to be added to TCP. Please let us know to add them to TCP as soon as you know about them.
- \* Use the tab New Employees in the New Employee List Template when requesting an employee be added to TimeClock Plus.
- \* Use the tab Returning Employees in the New Employee List Template when you need the position or rate changed for a current employee in your area.

# Sample Timeclock Plus Template

	A	B	C	D	E	F	G	H	I	J	K
1	Employee A#	Employee First Name	Employee Last Name	Employee UAH Email Address	Hire Date	Banner Position #	Banner Suffix #	Position Description	Rate of Pay	Approver	
2	A00000000	Jane	Doe	<a href="mailto:abc123@uah.edu">abc123@uah.edu</a>	2/17/2023	S11111		0 Student Specialist I Payroll	7.25	John Smith	
3											
4											
5											
6											
7											

# Paper Timesheet

- \* In the event a Web Time Entry timesheet or TimeClock Plus timesheet cannot be completed a Paper Timesheet can be submitted.
- \* Paper Timesheets are also used to correct errors that were made on timesheets in either Web Time Entry or TimeClock Plus.

Paper Timesheets located at:  
<https://www.uah.edu/payroll/forms>



# Timesheet Due Dates

- \* Employee's timesheets are due on Wednesday at 11:59 p.m. of non-payday week.
- \* Employee's timesheets must be approved by Thursday at 12:01 p.m. of non-payday week.
- \* If the due date is missed please contact the Payroll Office to verify if a paper timesheet can be processed for the current payroll.

# Timesheet Submittal Tips

- \* Timesheets are required for all employees listed previously regardless if leave was taken.
- \* Non-exempt employees must put the hours worked each day on their timesheet.
- \* Exempt employees will only enter exception time (time not worked) on their timesheet.
- \* Remember to input Holiday hours and Leave Usage hours on the timesheet.
  - \* The amount of holiday allowed is based on the employee's FTE. (Example: 80% FTE receives 6.4 hours of holiday)
  - \* If you work during a holiday and use the holiday at a later date please use the comments section on the timesheet to notate which deferred holiday you are using.
  - \* The amount of Administrative leave is based on the hours that the employee was scheduled to work during the period Administrative leave was declared.
    - \* If an employee charges to a research contract Administrative Leave BII should be used when administrative leave is declared.

# Timesheet Approval Tips

- \* Set aside time once every two weeks to review and approve your employee's timesheets.
- \* Make notes to yourself throughout the pay period about your employee's leave usage. You probably won't remember everything once it is time to approve.
- \* If you are the approver for an employee you need to have knowledge of their time worked.
- \* Make sure you have a proxy set up as your back up if you are out during timesheet approvals.
- \* Make sure leave hours are reported correctly by your employees.
- \* Make sure the hours are reported on the correct position.
- \* Make sure all of your employees have submitted their timesheet by the due date.

# TimeClock Plus Approval Tips

- \* Make sure your employee clocked in on the correct position.
- \* Only approve time worked for your department.
- \* If you still see a red radio button that means the timesheet still needs your approval. Make sure the button either disappears or turns blue.
- \* Missed in/out punches need to be edited as well as approved.
- \* If you have a Federal Work Study Student employee you will need to approve their class schedule code 280 that appears on their timesheet.

# Missed Timesheet Deadlines and Timesheet Error Corrections

- \* If the timesheet submittal and/or approval deadline is missed and the paper timesheet cannot be processed in the current payroll the corrected paper timesheet will be processed on the next payroll or a manual check can be requested.
- \* If an error was made on a timesheet that was previously submitted and processed the Paper Timesheet correction will be made on the next payroll or a manual check can be requested.

# Manual Check Request Process

- \* In the event an employee cannot wait to receive their pay due to a missed deadline or errors on timesheets that were submitted a manual check can be requested.
- \* The employee's approver must request a manual check from Chih Loo at [looc@uah.edu](mailto:looc@uah.edu).
- \* The request must state the employee's name with an explanation why the manual check is being requested.
- \* Once the request is approved by Chih Loo the Payroll office will process the manual check on Wednesday of non-payday week .
- \* The manual check will be sent via direct deposit to the employee's checking account unless stated otherwise.
- \* If a paper check is processed it will be available for pickup from the Payroll Office Thursday of non-payday week after 3:00 p.m. The employee must bring a photo ID with them.

# Employee Termination

- \* Notify Payroll of any terminated employees that need to be removed from TimeClock Plus.
- \* Please terminate your on-call and student employees in Banner when they leave.

# Questions?

