System Approved Time Report

Current Paper Process
The university requires managers to approve time for their staff in HRDirect on a weekly basis. If these approvals do not happen in HRDirect in a timely manner, the system will "batch approve" the time to ensure that it meets payroll processing deadlines. Since the "batch approved" time was not affirmatively approved by a supervisor, it must be later reviewed for accuracy.   This post review process has been a manual, paper-based effort which resulted in the inefficient use of university resources.

Moving to an Automated System
To improve efficiencies, the university system has implemented an automated system for post review and approval of unapproved time. This will replace the manual paper process that has been previously used. As such, as of July 27th you will no longer receive paper reports via interoffice mail from Human Resources. Instead you will receive an email notice with a link to the Summit Reporting System. This will provide supervisors with an opportunity to review and approve online.   By confirming the time in the Summit dashboard, you acknowledge that you reviewed the time.

Escalation Notices
Ideally, time should be approved by the deadline in HR Direct. If time has not been approved by the established HRDirect deadlines, it will appear in the Summit Reporting System. If unapproved time still exists after 2 pay periods, an escalation email will be sent to the supervisor's manager for awareness. Notifications will continue to be sent until the time has been confirmed.

Steps to Confirm Time
1. Managers with "batch approved" time will receive a system generated email that includes a link to Summit.
2. Navigate to the **Department Admin Dashboard** and click on the **Manager Action Items** tab. This page will default to your Direct Reports.
3. Review the time that is listed for each employee.
4. Confirm time that was accurately reported by changing the N to a Y in the Confirm column and click the Confirm button.
5. If applicable, the other radio buttons that may appear on your page are;
    a. Indirect Reports – will display system approved time for employees that report to one of your direct reports. You may have options under the Manager Name Emplid drop down if you have more than one direct report.
    b. Delegated Approver – will display system approved time for employees that report to managers you are a delegated approver for. You may have options under the Manager Name Emplid drop down if you are delegate for more than one manager.
6. If you are a Delegated Approver you will also need to click on the radio button to review and approve the time listed for each employee.
7. The pay periods that you need to approve for are noted under the Summary: Time Reporting Confirmation. This will display all of the pay periods that there is System Approved Time needing confirmation. You may double click on the Pay Period End Date in this section to display the details in the main screen. A red flag indicates that the time is more than two pay periods past due for confirming time. When you switch between groups you will need to click **Refresh** below the Summary.

Steps to Correct Time

1. If time is not accurate, leave the status as N.
2. Send a correction sheet to Payroll indicating the changes that need to be made.
3. After the time is corrected, Payroll will flip the status from N to Y.