

eTime Supervisor Guidelines

College of Veterinary Medicine – Revised March 2012

As a supervisor, it is important that the responsibilities of managing your employees in the accurate and timely reporting of their hours worked is considered among your top priorities and that you make adjustments in your daily activities as a result of the changes in the timekeeping process.

This is most critical for those supervisors who manage biweekly paid employees/students. As has been communicated in the training, biweekly employees will not receive a paycheck for any week/pay period which is not submitted and approved in a timely manner.

Following is a list of guidelines and expectations that supervisors must adhere to in order to manage the timekeeping process successfully:

Timekeeping Guidelines

- **Supervisors should ensure that all** employees are submitting their timesheets on a timely basis (best practice is end of the work week). And there is an easy way for supervisors to monitor this by checking the “Biweekly Supervisor Roster” in eTime!
- While it is the expectation of each employees to submit their timesheets in timely manner, **it is the supervisor’s responsibility to ensure that all employees are meeting their expectations.** Supervisors should hold conversations with those employees to provide them feedback if the employee is having difficulty reporting their timekeeping information in an appropriate manner.
- Additionally, **supervisors are expected to review the list of employees on their “Biweekly Supervisor Roster”** to ensure that the appropriate individuals will be compensated. If employees are not showing in your roster, you should contact your Departmental HR Professional to determine what action is needed.
- **Employees should submit eTimesheets for approval each week.** Biweekly employees are expected to submit their eTimesheets by the end of each work week. In general and when feasible, it’s a good idea to have employees submit their eTimesheet on their last scheduled work day of each week.
- **It is expected that supervisors have all leave requests and/ etimesheets, approved no later than Noon on the Monday of Payroll** – it is recommended that you consider approving requests and timesheets as you are notified.
- **The university’s practice as part of the eTime transition is that no off-cycle paychecks will be processed.** Therefore, it is critical that all timekeeping is approved on a timely basis so that your staff is compensated appropriately. Employees will not receive a paycheck for any eTimesheet which is not submitted by the employee deadline. Ongoing situations where supervisors do not approve submitted error-free timesheets will result in the department Chair/director being notified.
- **Don’t forget, eTime is a web-based system.** This enables supervisors to access the systems if they are away from their office to approve pending requests and ensure that they meet the

timekeeping deadlines. Likewise, employees can access the eTime tools anywhere they have internet access. If needed, employees may be requested to submit their timekeeping information while away from their work site to ensure timely processing.

- **Backup Approvers have been established for every Org/Unit.** In the event that primary supervisors are not available to approve pending requests, someone else can on their behalf.
- **Supervisors who plan to be away from the office during critical payroll deadlines should notify their backup approver and ask them to monitor the timekeeping requests for their staff.** If necessary, the department HR Professional can initiate and submit timekeeping on the behalf of an employee who is unable to do so – however, these will be restricted to exceptional cases such as hospitalization, lack of internet capabilities where they are located, etc.