

Introduction: Hourly workers at Willamette are on a bi-weekly pay period cycle, with the pay period ending every other Sunday. Employees should be entering their time on a daily basis through the Time worklet in Workday.

1. After the pay period ends on a Sunday, hourly employees have until **11:59 pm on Monday** to enter any remaining hours worked for the pay period and then approve those hours. If you notice an employee has not submitted hours for approval, contact them immediately and direct them to do so without delay.

2. You will receive a Workday task to approve timesheets for each employee reporting to you. Click on the task to open it.

Please note: Supervisors have until no later than 12:00 pm on the Tuesday following the pay period end to review and approve timesheets.

Inbox

Actions Archive

Viewing: All Sort By: Newest

Time Entry: Alex Jones - 80 hours from 01/01/2024 to 01/14/2024
3 day(s) ago - Due 01/09/2024; Effective 01/14/2024

3. You will be presented with a detailed time entry report containing four sections. The page provides an overall summary of the hours to approve by type, followed by total hours entered for each day, and then a table detailing punch in and out times for each day.

Time Entry Approval Time Entry: Alex Jones - 80 hours from 01/01/2024 to 01/14/2024

Regular Hours	Overtime Hours	Time Off Hours	Holiday/Summer Hours
72	0	0	8
Total Hours			
80			

Worker Alex Jones

Daily Totals 10 items

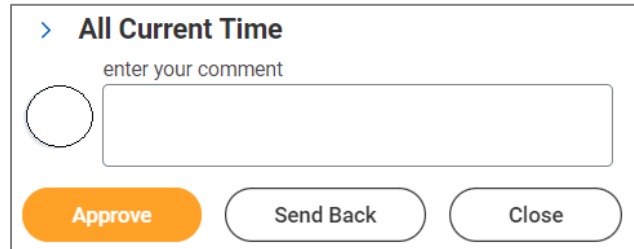
Date	Type	Hours
Mon, 1/1	Holiday	8
Tue, 1/2	Hours Worked	8
Wed, 1/3	Hours Worked	8
Thu, 1/4	Hours Worked	8

Entries to Approve 19 items

Date	Type	Time Block Reported	Quantity	Units	In	Out	Out Reason	Time Block Comment	Details
Mon, 1/1	Holiday		8	Hours					Q
Tue, 1/2	Hours Worked		4	Hours	08:00 AM	12:00 PM	Meal		Q
Tue, 1/2	Hours Worked		4	Hours	12:30 PM	04:30 PM	Out		Q
Wed, 1/3	Hours Worked		4	Hours	08:00 AM	12:00 PM	Meal		Q
Wed, 1/3	Hours Worked		4	Hours	12:30 PM	04:30 PM	Out		Q

4. Review the information carefully to ensure it is correct. Pay particular attention to ensure meal breaks are present when applicable. If all is accurate, you may enter any comments as desired and click **Approve**.

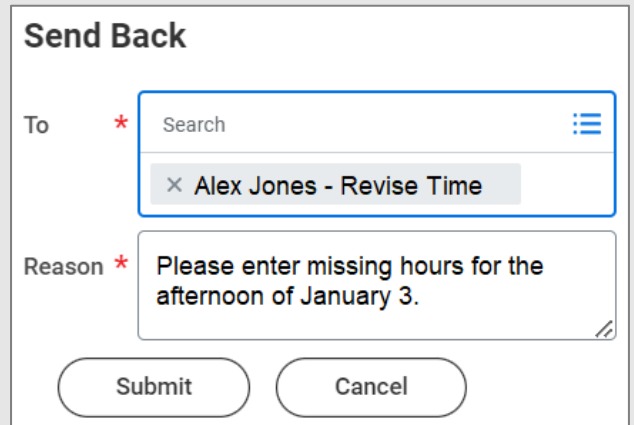
You will receive a pop-up confirmation that your approval was successful.



5. If there are errors the employee needs to correct, click the **Send Back** button. A short form will pop up. Enter the reason the timesheet is being sent back and click **Submit**.

The staff member will receive another task to complete, requesting corrections be made. They will need to resubmit their timesheet, after which you will receive another task similar to the first one.

If all is correct, click the **Approve** button.



Manager Correction Requests from Payroll

There may be times that Payroll will notice an error in the time sheet not caught by the employee or the supervisor. In such cases they may send the time sheet back for correction.

Note that if a student employee has two jobs with two separate supervisors, the notification from Payroll will go to both supervisors even though the correction is only related to one job and not the other. If you are unsure if the notification applies to you, contact Payroll to double check.