

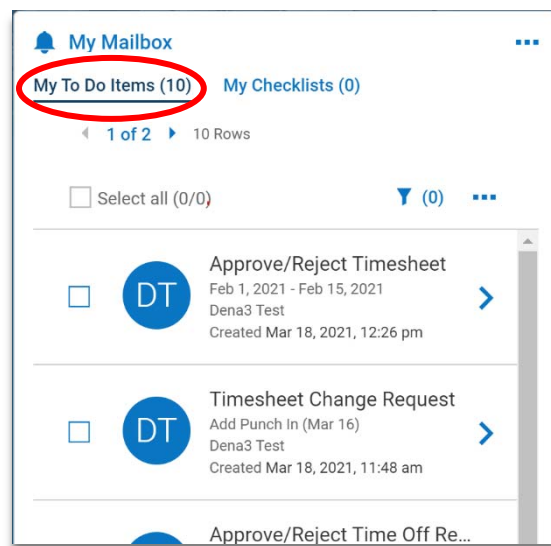
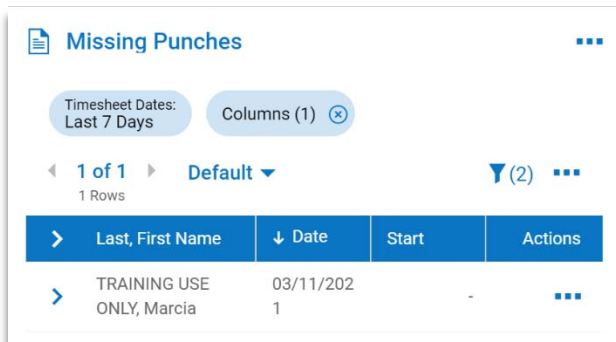
# Reviewing and Approving Timesheets

Employees are required to submit their timesheets before **noon** on the 1st and 16th of each month (or on the first workday following a weekend or holiday). You can view the *UEI Payroll Calendar* for exact dates and actual pay dates.

Timesheet approvers are required to review and approve timesheets before **5pm** on the 1st and 16th of each month (or on the first workday following a weekend or holiday).

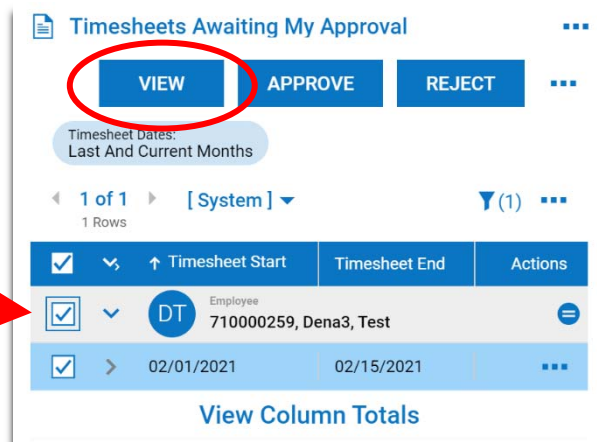
**Before approving employee timesheets, please complete the following steps:**

1. From the dashboard, review your **To Do Items** and resolve any items from the relevant pay period by approving or rejecting timesheet change requests and time off requests.
2. From the dashboard, review your team's **Missing Punches** from the relevant pay period. Employees will need to resolve any missed time entries. You will be unable to approve timesheets with incomplete time entries.

Last, First Name	Date	Start	Actions
TRAINING USE ONLY, Marcia	03/11/2021	1	...

3. Select and view each submitted timesheet within **Timesheets Awaiting My Approval** located on the main dashboard. Follow up with any employees who have not yet submitted their timesheets.



Timesheet Start	Timesheet End	Actions
02/01/2021	02/15/2021	...



- When reviewing employee timesheets, note exceptions needing to be resolved. If an employee has submitted a timesheet with inaccurate information or for the wrong pay period, **reject** it by selecting the **REJECT** button.

University Enterprises, Inc. SACRAMENTO STATE 1:09 PM (PDT)

← Timesheet Edit

Dena3 Test February 01, 2021 - February 15, 2021 Submitted all New Look

Time Entry Extra Pay & Counter Adjustment Calc Detail Counters Summary By Day

15.70 hrs Raw Total 17.95 hrs Calc. Total

Date, From	To	Raw Total	Calc. Total	In Date	Time Off	ADMIN	Notes
MON Feb 1		3.00	3.00				
TUE Feb 2		0.00	0.00				
WED Feb 3		0.00	0.00				
THU Feb 4		0.00	0.00				
FRI Feb 5		0.00	0.00				
SAT Feb 6		0.00	0.00				

Date, From	To	Raw Total
MON Feb 1		8.25
TUE Feb 2		8.25
WED Feb 3		0.80

- When rejecting a timesheet, include a comment instructing the employee to submit a change request to resolve the issue. Employees will receive the comment via email. Once completed, be sure to check your **To Do Items** to approve the changes.

**Reject Timesheet**

You are about to reject timesheet(s). Do you want to continue?

Comment \*

It looks like you forgot to clock in and out for your afternoon shift on Feb 10th. Please submit a timesheet change request for those punches ASAP and resubmit your timesheet.

CANCEL REJECT

- Once all corrections have been made and the employees have resubmitted the timesheets, you can select all timesheets pending approval and select **APPROVE**.

University Enterprises, Inc. SACRAMENTO STATE 2:04 PM (PDT)

← Timesheets (Pending Approval)

VIEW APPROVE REJECT

Page 1 of 1 1-1 of 1 Rows Current view Timesheet Dates: Last And Current Months (1)

	Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet Start	Timesheet End
<input checked="" type="checkbox"/>	710000259	Dena3	Test	15.70	9	9	02/01/2021	02/15/2021

Page Total 15.70 9 9

**Please Note** - Timesheets with unresolved/pending timesheet change requests or incomplete timesheet entries will not be approved. If **APPROVE** is selected, an error message will appear.

If an employee neglects to submit a change request before the pay period has closed, the **CHANGE REQUEST** button will be replaced with a **CORRECTION** button. Corrections made to a closed timesheet are applied during the next pay cycle.

**Pro Tip** - Review employee timesheets for missed punches and other resolved timesheet issues regularly. This allows for corrections to be made throughout the pay period, rather than the day the timesheet is due.

**Important Note** - University Enterprises, Inc. does not recommend timesheet approvers make manual changes to an employee's timesheets on their behalf. However, it is understandable for this to occasionally occur. If timesheet edits are required on behalf of an employee, please send an email to the employee to document the edit(s) and ensure accuracy.

**Questions?** Contact [UEIPayroll@csus.edu](mailto:UEIPayroll@csus.edu) or call (916) 278-7427.

