

Time Approval – Cost Center Manager Approach

Select supervisors are set up in UEIWorkforce with the **Cost Center Manager Approach**. This approach is sometimes used in departments with a high percentage of employees who work under multiple accounts. In UEIWorkforce, accounts are called cost centers. If an employee works for more than one account, the employee may have a timesheet profile with a Cost Center Manager Approach. This will ensure each manager is responsible for approving the time that is charged to their account, *not* time that is charged to the other account. This Cost Center Manager Approach will impact time-off, timesheet change request, and timesheet approval functions. Timesheet approvers are controlled by the Timesheet Profile assigned to the employee. As illustrated in the chart below, a Cost Center Manager’s views and access depend on whether they are *also* an employee’s assigned **Manager 1** or **Manager 2**.

Manager 1 = Supervisor for employee’s *primary* job. (Only one slot available in system)

Functions	Cost Center Manager Only (<i>not also Mgr 1-4</i>)	Manager 1 and Cost Center Mgr	Mgrs 2-4 and Cost Center Mgr
Employee is viewable in Employee Information Report	N	Y	Y
View the employee’s timesheet in All Timesheets and other reports	Y But only if employee clocked into their cost center	Y	Y
Directly edit an employee’s unsubmitted timesheet – any cost center	N – only punches to their cost center	Y*	Y*
Edit an employee’s submitted timesheet	Y* But only for their cost center	Y*	Y*
Will receive timesheet change requests via the To-Do box	Y But only for their cost center	Y But only for their cost center	N
Will receive time off requests via the To-Do box	Y But only for their cost center	Y But only for their cost center	N
Approve timesheet entries from Approve Time Entry View (via To-Do Items as shown in steps below)	Y But only their cost center and only once timesheet has been submitted	Y	Y
Approve timesheet from timesheet view	N	N- unless entries from all other cost centers have already been approved	N- unless entries from all other cost centers have already been approved
Reject timesheet entries from the Approve Time Entry View (via To-Do Items as shown in steps below)	Y But only their cost center	Y Unless it has been submitted	Y Unless it has been submitted
Reject timesheet from timesheet view	N	Y	Y

Manager 2 = Manager 1’s supervisor

* University Enterprises, Inc. does not recommend timesheet approvers make manual edits to employee timesheets on their behalf. However, we understand this can occasionally occur. If a timesheet edit is required or if it is necessary to submit a timesheet on behalf of an employees, please notify the employee via email to document the edits made and to ensure accuracy. It is imperative that the timesheet still be submitted by the employee or, if necessary, on behalf of the employee, to place the timesheet into the workflow. This will then allow for approval of the time entries by the appropriate cost center managers.

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.

A Cost Center Manager, who is *not* also a Manager 1-4, should take the following steps to approve their employees' time entries before **5:00 p.m.** on the 1st and 16th of each month (or on the first workday following a weekend or holiday).

1. From the dashboard, go to **My Mailbox** and expand the mailbox view by selecting *My Mailbox*.
2. Resolve all pending requests in your To-Do's within your Mailbox.
3. As a cost center manager, instead of approving an employee's timesheet, you are approving your employee's Time Entries for your cost center.
4. Once the employee submits their timesheet, **Approve/Reject Time Entries** will appear as a To-Do Item in your mailbox.
5. Within this to-do item, select **Approve Time Entries** as shown below.

6. All time entries from submitted timesheets will appear in this view. Select the boxes next to the time entries you would like to approve.

7. Check the boxes next to the time entries you would like to approve.

Employee Id	First Name	Last Name	Status	Date	Notes	SPA Cost Center Full Path	Time Off Name	Start	End	Hours	By
<input type="checkbox"/>	71000052	Denise	Test 8002	New	07/12/2021	AA/040/040006/007747 Talent Search/8002 Instr Staff-Cadets		08:00a	12:00p	4.00	
<input type="checkbox"/>	71000052	Denise	Test 8002	New	07/12/2021	AA/040/040006/007747 Talent Search/8002 Instr Staff-Cadets		08:00a	12:00p	4.00	

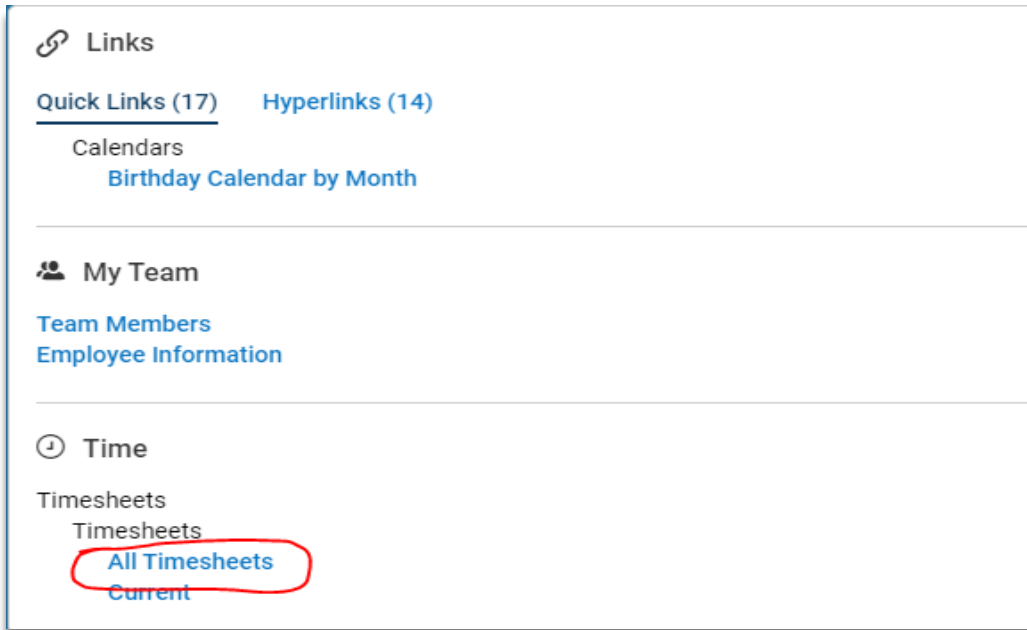
8. Select **APPROVE**.

9. After all time entries for all employees are approved, select all employees and then select the **SUBMIT** button.

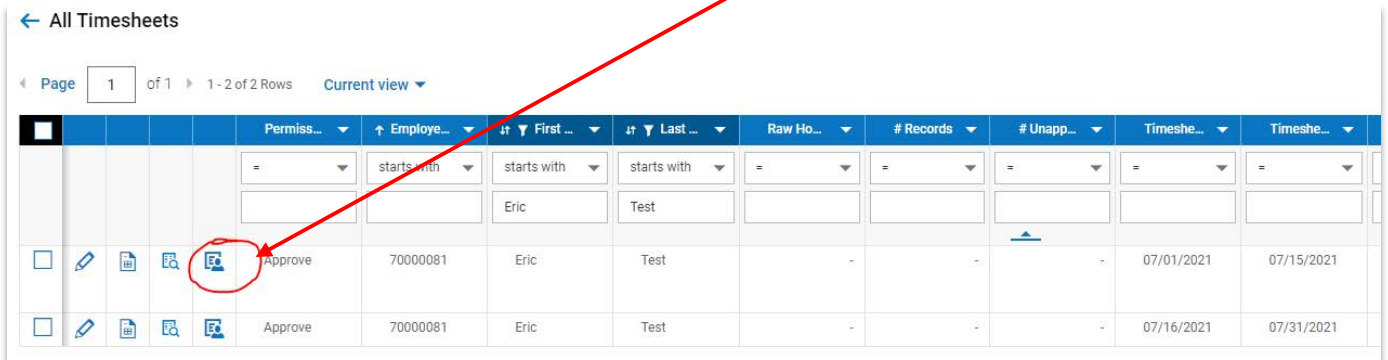
Note: Reject any inaccurate time entries and ask the employee to submit a timesheet change request to correct the inaccurate entry and resubmit their timesheet. Then repeat steps 1-9.

Once all cost center managers have approved and submitted their respective time entries, the timesheet will be approved.

Viewing Employee Information – Please note, unless you are listed as the employee’s Manager 1-4, you will NOT see the employee in the **Employee Information** section. You will not be able to see this employee until the employee clocks into your cost center. Once the employee clocks in, you can view their timesheet from the **All Timesheets** view in the **Links** section of the dashboard.



Once in the **All Timesheets** view, select the employee information icon to access your employee’s information.



Questions? Contact UEIPayroll@csus.edu or call (916) 278-7427.