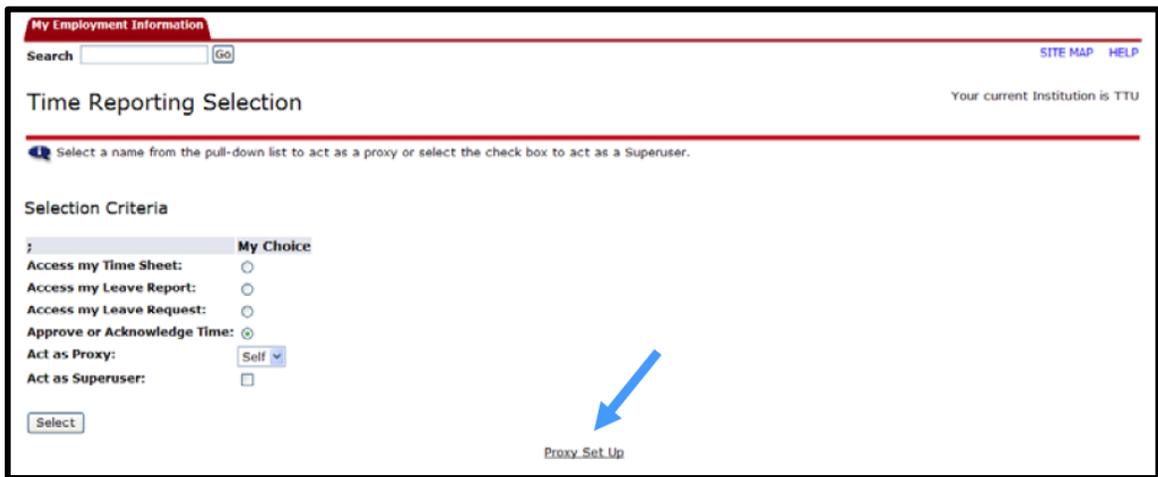


This guide is provided for reference by a Payroll Approver. To begin, access Raiderlink > Payroll & Tax tab, select either “My Time Sheet” or “My Leave Report,” then continue at Step A below.

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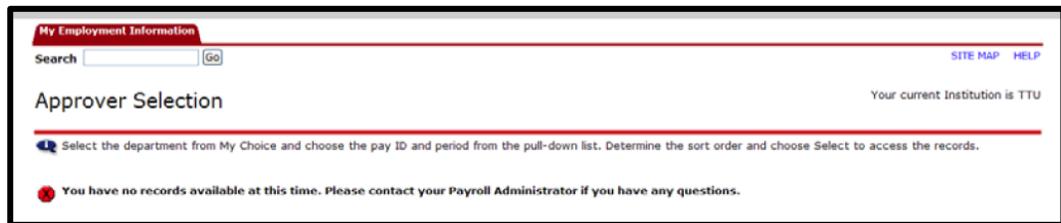
A. Getting Started – Opening the Approver List



Above is an Approvers’ Time Selection Screen. It is used for both: [1] completing their personal Timesheet or Leave Report, and [2] approving timesheets and leave reports from employees.

1. Click the radio button for “Approve ... Time.” Other approver choices are:
 - a. To act as a proxy on behalf of another, choose the approver in the Proxy drop down list.
 - b. To set up a Proxy to act on your behalf, click the Proxy Set Up link and see step B.
2. Click Select to view the Approver Selection screen, step C.

ERROR NOTE: *The Approver Selection screen will error as below if approval queues have not been set up, – OR – if an employee has not opened up a timesheet or leave report.*



B. Setting up and maintaining a Proxy List:

1. TO ADD: Use the Drop down menu to locate the desired proxy, then click the Add box and Save your selection.
2. TO REMOVE: Click the Remove box and Save your action to delete a name from your proxy list.

Name	Add	Remove
Ella O'Neal, LSK413	<input type="checkbox"/>	<input type="checkbox"/>
James R. Abbott, ZWN151	<input type="checkbox"/>	<input type="checkbox"/>

Save

C. The Approver will see the Department(s) for which they approve. To select:

1. Choose the pay period from the drop down window.
2. Click the appropriate radio button.

My Personal Information My Employment Information

Search Go SITE MAP HELP EXIT

Your current Institution is TTU

Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

Time Sheet

Department and Description	My Choice Pay Period
T, B51008, International Textile Center Oper	SM, Sep 01, 2008 to Sep 15, 2008

Sort Order

Sort employees' records by Status then by Name: My Choice

Sort employees' records by Name:

Select

Status - is a descriptor of the steps toward pay period completion (see Possible Actions).

Not Started - the employee has not opened the time sheet and made an entry.

In Process - the employee has opened the time sheet and entered hours or leave time

Pending - the employee has submitted the time sheet and it is waiting department approval.

Returned for Correction - the submitted time sheet was not approved and was returned to the employee for correction.

Approved - he department has approved the time sheet and forwarded it for payroll processing.

Completed - the time sheet has been processed and the paycheck generated.

** Sort Order is illustrated in steps D and E.

D. View records by Status then by Name (the employee’s name is a link to view the timesheet, if the timesheet has been started):

The screenshot shows a web interface for a Department Summary. At the top, there are tabs for 'My Personal Information' and 'My Employment Information'. A search bar is present with a 'Go' button. The current institution is identified as TTU. Below the search bar, there is a prompt to 'Select the employee's name to access additional details.' The main content area displays employee information for 'T, Texas Tech University', Department 'B51008, International Textile Center Oper', and Pay Period 'Sep 01, 2008 to Sep 15, 2008'. There are buttons for 'Select New Department', 'Select All, Approve or FYI', 'Reset', and 'Save'. The data is presented in three tables:

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R03935771	Flying Goose ZT9950 - 00	Approve	88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
R03935796	Waddln Goose ZT9925 - 00		32.00	.00

Not Started		
ID	Name and Position	Other Information
R00908138	Charlotte Ann Anderson T95331 - 00	
R00519739	Lydia Marie Cruz T99114 - 00	

Select New Department - returns to the Approver Selection screen, step D.

Select All, Approve or FYI - approves and forwards timesheet to next approver or to the Payroll Department for processing.

Reset - resets Approver’s actions for this Department Summary.

Save - for individual timesheets, saves those checked Approve or FYI, and those checked Return for Correction

E. View records by Name (the employee’s name is a link to view the timesheet, if it is started):

The screenshot shows a web interface for a Department Summary. At the top, there are tabs for 'My Personal Information' and 'My Employment Information'. A search bar is present with a 'Go' button. The current institution is identified as TTU. Below the search bar, there is a prompt to 'Select the employee's name to access additional details.' The main content area displays employee information for 'T, Texas Tech University', Department 'B51008, International Textile Center Oper', and Pay Period 'Sep 01, 2008 to Sep 15, 2008'. There are buttons for 'Select New Department', 'Select All, Approve or FYI', 'Reset', and 'Save'. The data is presented in a single table:

ID	Name and Position	Transaction Status	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R00908138	Charlotte Ann Anderson T95331 - 00	Not Started							
R00519739	Lydia Marie Cruz T99114 - 00	Not Started							
R00533473	Jose Louis Deleon T99258 - 00	Not Started							
R03935771	Flying Goose ZT9950 - 00	Pending	Approve	88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
R03935796	Waddln Goose ZT9925 - 00	In Progress		32.00	.00				
R00913686	Kendall Lee Hefley T97045 - 00	Not Started							

F. Viewing the Employee Timesheet:

Employee Details Your current Institution is TTU

Select Next or Previous to access another employee.

Employee ID and Name: R03935771 Flying Goose
Title: ZT9950-00 Sr Business Assistant
Department and Description: T B51008 International Textile Center Oper
Transaction Status: Pending

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings Shift Special	Total	Total	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Rate	Hours	Units	Sep 01, 2008	Sep 02, 2008	Sep 03, 2008	Sep 04, 2008	Sep 05, 2008	Sep 06, 2008	Sep 07, 2008	Sep 08, 2008	Sep 09, 2008	Sep 10, 2008	Sep 11, 2008	Sep 12, 2008	Sep 13, 2008	Sep 20, 2008
Hours Worked	1	80														
Holiday	1	8	8													
Total Hours:		88	8	8	8	8	8	8								
Total Units:		0														

Routing Queue

Name	Action and Date
Flying Goose	Originated Oct 02, 2008 03:15 pm
Flying Goose	Submitted Oct 02, 2008 03:21 pm
White Goose (Mandatory)	Pending
Byron Manning Anderson (Mandatory)	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Sep 01, 2008	100.00		18D008	B51114	6A2508	200				

[Time Sheet](#) | [Routing Queue](#) | [Account Distribution](#)

Previous Menu - returns from timesheet review to Department Summary, step F/G.

Approve - forwards timesheet to next approver or Payroll

Return for Correction - returns timesheet to employee for editing. Employee is not electronically notified. Employees should learn to check their timesheet to verify it has not been returned.

Change Record - allows approver to change the employee’s timesheet. This should only be done on an exception basis. See Employee Guide for timesheet operations.

Delete - removes the timesheet from the approver’s queue and returns it to the employee in a Not Started status.

Add Comment - allows the approver to add a comment to the timesheet. Comments become part of the employee’s files, so it is important to make brief business like remarks.

Next - goes to the next timesheet.

G. Status of Employee Timesheet & Approver Choices (Possible Actions)

Timesheet Status	Possible Action(s)
Pending	<ul style="list-style-type: none"> • Approve, • If incorrect and time or employee is not available, enter detailed comment describing change and reason, change record directly, then approve • OR Return for Correction
In Progress	<ul style="list-style-type: none"> • Contact employee to complete and submit timesheet • OR if employee is NOT available, contact the Payroll Help Desk to forward the timesheet to approver (approver will need to complete the timesheet as needed). Then, approver will need to approve it.
Not Started	<ul style="list-style-type: none"> • Contact the employee to start, complete, and submit timesheet • OR if employee is NOT available, contact the Payroll Help Desk to forward the timesheet to approver (approver will need to enter the employee's time and leave and complete the timesheet as needed). Then, approver will need to approve it.
Return for Correction	<ul style="list-style-type: none"> • If timesheet is incorrect and time permits without risking missing the payroll deadline, the timesheet can be returned to the employee electronically for correction. <ol style="list-style-type: none"> 1. Contact the employee to make the corrections and re-submit the timesheet for approval (after you add detailed comments and return the timesheet for correction). 2. Monitor the timesheet's return. Review it when it returns to you and approve accordingly.
Error	<ul style="list-style-type: none"> • Contact the Payroll Help Desk immediately to resolve the error
Approved	<ul style="list-style-type: none"> • Verify all timesheets are approved prior to the Payroll deadline of 6pm CST on the 2nd business day following the end of the pay period. • Follow-up with and communicate with the 2nd level approver to help meet the payroll deadline
Complete	<ul style="list-style-type: none"> • If timesheet is complete, then the timesheet has begun the payroll process.