

In **Raiderlink**, click on the **TTU Employee Tab**, click on the **(WTE) My Timesheet** or **(WLR) My Leave Reports** link. This is an Approver's Time Selection Screen. An Approver has two roles: Completing their personal Timesheet or Leave Report, and approving the submissions of their subordinates.

1. Click the radio button to indicate you are approving time or leave.
2. To act as a proxy on behalf of another, choose the approver in the Proxy drop down list.
3. To set up a Proxy to act on your behalf, click the **Proxy Set Up** link and see step A.
4. Click **Select** to view the Approver Selection screen, step B.

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.

A. 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.

- B. 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.

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 - the 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 C and D.

C. View records by Status then by Name (the employee's name is a link to view the timesheet, if it is started):

My Personal Information **My Employment Information**

Search SITE MAP HELP EXIT

Department Summary Your current Institution is TTU

Select the employee's name to access additional details.

COA: T, Texas Tech University
 Department: B51008, International Textile Center Oper
 Pay Period: Sep 01, 2008 to Sep 15, 2008
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Sep 17, 2009, 06:00 P.M.

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	Waddlin 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

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

Department Summary Your current Institution is TTU

Select the employee's name to access additional details.

COA: T, Texas Tech University
 Department: B51008, International Textile Center Oper
 Pay Period: Sep 01, 2008 to Sep 15, 2008
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Sep 17, 2009, 06:00 P.M.

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 Luis 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	Waddlin Goose ZT9925 - 00	In Progress		32.00	.00				
R00913686	Kendall Lee Hefley T97045 - 00	Not Started							

E. 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 851008 International Textile Center Oper
Transaction Status: Pending

Routing Queue | Account Distribution

Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Monday, Sep 01, 2008	Tuesday, Sep 02, 2008	Wednesday, Sep 03, 2008	Thursday, Sep 04, 2008	Friday, Sep 05, 2008	Saturday, Sep 06, 2008	Sunday, Sep 07, 2008	Monday, Sep 08, 2008	Tuesday, Sep 09, 2008	Wednesday, Sep 10, 2008	Thursday, Sep 11, 2008	Friday, Sep 12, 2008	Saturday, Sep 13, 2008	Sunday, Sep 14, 2008
Hours Worked	1	80			8	8	8	8	8	8							
Holiday	1	8		8													
Total Hours:		88		8	8	8	8	8	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	851114	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.

TIMESHEET STATUSES & 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.