THE UNIVERSITY OF RHODE ISLAND

URI Online Time Cards

How to approve Time Cards

Some facts to know…

1. Time cards are due to **be <u>approved</u> by 12 noon on the last Friday of a pay period**. Employees who have a job with scheduled weekend hours have until **10am on Monday** to submit their Time Cards and have them approved.*
   * *Once the Online Time Card system is fully implmented for all URI State Employees, the Time Card due date will be 10am on the Monday following the pay period for all employees regardless of work schedule.*

2. Approvers should not approve Time Cards early so that employees will have a chance to change the Time Card before approval without submitting a correction later (for example, unplanned day out on the last day of the pay period).

3. ***Once a Time Card is approved, it <u>CANNOT</u> be changed by anyone. The employee must submit an Online Time Card Correction after the pay period is processed.***

4. Before approving a Time Card, approvers can change an employee's timecard in 3 ways:
   a. Make the change themseleves before approving. If this happens, the employee receives an automatic email from e-Campus notifying them that you have changed their timecard.
   b. Reset the status of a Time Card back to "saved but not submitted for approval". This will allow the employee to make the changes they need to make.
   c. Click "Deny" to deny a Time Card. Doing this will automatically send an email to the employee notifying them that you denied their timecard. It will also automatically reset the status of the timecard

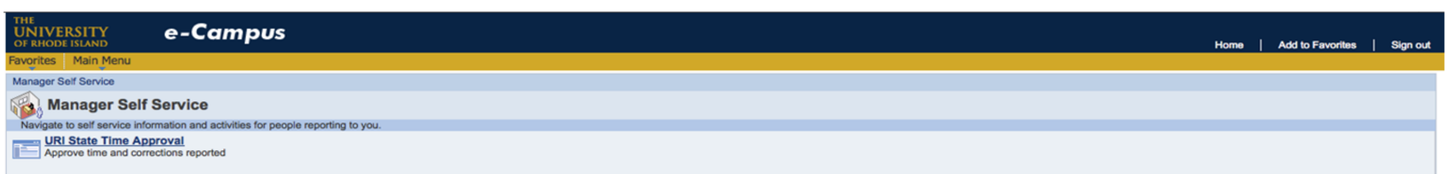
I. *Step-by-Step:*
How to approve Online Time cards

1. Log into e-Campus (www.uri.edu/ecampus)
    a. Click "Faculty & Staff"
    b. Click "Logon to e-Campus Faculty & Staff"
    c. Enter your userID and password, click "Sign-In"

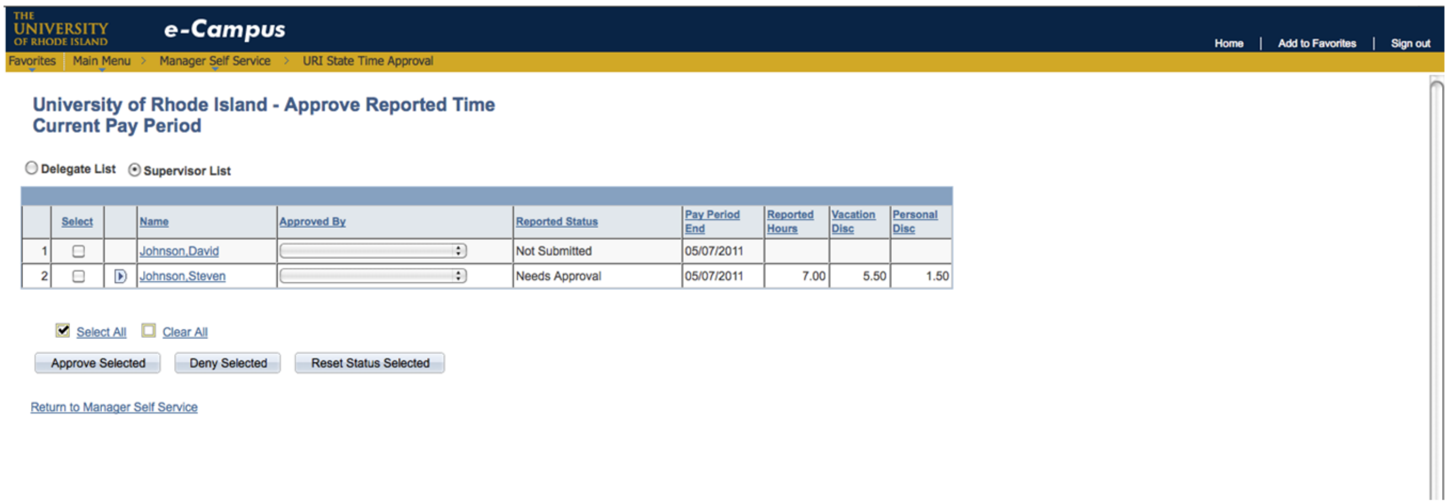
2. After logging into e-Campus, you will receive the main menu (your main menu may have different selections than those shown in the picture below).
    a. Click "Manager Self Service".

Click "URI State Time Approval"

Note: your Manager Self Service menu may have different selections than those shown in the picture below.



3. The page you will receive is your approval page. Each individual approval page will be laid out the same but contain more or less items depending on how many individual Time cards you are authorized to approve.



Each approval page may contain the following:

a. Radio Buttons: "Delegate List" and "Supervisor List"

i. "Supervisor List" - Your page will automatically open with your "Supervisor List" showing. This is the list of employees whom you are the primary approver for their Time Cards. It also will show employees who are approved by employees who report to you, thus, the Director would also be able to see the Time Cards of those on the Manager's "Supervisor List".
Please note – if you should need to add or remove people from this list, you must complete and submit a form to the Payroll Office. Contact Payroll for more information.

ii. "Delegate List" – Clicking this button will show you a list of employees whom you are their backup approver. This is setup directly with Payroll; it is not something that is automatically assigned. When you are assigned as someone's Delegate, you will see the same list of employee Time cards as they do when they click on "Supervisor List". You must complete and submit a form to Payroll in order to assign someone as your Delegate.

iii. If you are not a Delegate than the "Supervisor List" and the "Delegate List" radio buttons will not show. You might be a Delegate but normally do not approve Time cards. In these situations, the "Supervisor List" and the "Delegate List" radio buttons will not show; a message of the person you are representing and their list of employees to approve will appear.

b. Approval List
   i. Each approver list shows individuals who you are directly responsible for approving. If there is an arrow in front of someone's name (as shown with Johnson, Steven above), this Steven is an approver and clicking that arrow will display the list of Time Cards Steven sees on his "Supervisor List". This arrow will be gray in color after all the employees' Time Cards reporting to Steven have been approved.
   ii. To view the detail of a timecard, click the name of the person whose timecard you want to view. Use this not only to view the detail but if you need to change or complete a Time Card for an employee (such as when they are on vacation).
   iii. "Approved By" shows you who approved the Time Card and when. If the Time Card has not been approved, this field is blank. The drop down arrow is used only when there are multiple approvers.

c. "Reported Status" shows you the status of the Time Card, as follows:
   1. "**Not submitted**" – means the timecard has not been submitted to you for approval.
   2. "**Approval needed**" – means the Time Card has been submitted for your approval and you need to do the approval.
   3. "**Correction needs Approval**" – means this is a Time Card correction which needs your approval.
   4. "**Correction Approved"** – means the correction has been approved.
   5. "**Approved**" – means the approval is completed.

d. "Pay Period End" indicates the last day in the pay period you are approving. If this is a correction it will show the pay period end date of the correction pay period.

e. The grid to the right of "Pay Period End" shows you a summary of the data entered into the Time Card. This will help you decide if you need to look at the detail time. Each column represents a time reporting category. Only columns with time reported will appear. When no time has been entered by anyone in your "Supervisor List" there will only be the "Reported Hours" column.

To approve a timecard…

There are two ways to approve a timecard:

1. Click the checkbox in the "Select" column next to the Time Card you want to approve and click the button "**Approve Selected**" at the bottom.

Note – you can also click "Select All" that automatically selects all Time Cards, then de-select those you do not want to approve as yet, then click "Approve Selected" to approve all 'selected' Time Cards in one click.

2. Click the name of the timecard you want to approve. This will open the actual timecard. Click the "**Approve**" button. Remember you can also change the timecard before approving. If you do this, an email is automatically sent to the employee as a confirmation.

Once a Time Card is "Approved" it CANNOT be changed. If the employee needs to change the Time Card, an Online Time Card correction must be submitted following this pay period.

To deny a timecard…

There are two ways to deny a timecard:

1. Click the checkbox in the "Select" column next to the timecard you want to deny and click the button "**Deny Selected**" at the bottom. An email will be sent to the employee and the reporting status will change to Deny.

Note – you can also click "Select All" that automatically selects all Time Cards, then de-select those you do not want to deny, then click "Deny Selected" to deny all 'selected' Time Cards in one click.

2. Click the name of the Time Card you want to deny. This will open the actual Time Card. Click the "**Deny**" button. An email is automatically sent to the employee and the reporting status is changed to deny.

To reset a Time Card…

When an employee has submitted time to be approved and then needs to make a change you can reset the reported status back to "Not Submitted". Click on the checkbox in the "Select" column next to the Time Card you want reset, then click on the button "Reset Status Selected". Now the employee can make changes to their Time Card and resubmit for approval.