

Procedure Guideline: Delegate Time Approval Best Practices

In accordance with the Time & Labor Reporting Policy (05.01.11) (the “policy”), “departments may use their own internal methods and/or timesheets for collecting information, however all time must be reported into the timekeeping system (PeopleSoft or HR Direct) by the employees, the department timekeeper or a direct feed.” To ensure accuracy of input and ultimately payment to an employee, a Supervisor is responsible for reviewing and approving weekly hours reported for each direct report in the timekeeping system. A Supervisor may, with proper approval, assign a delegate to review and approve their direct report’s weekly time in HR Direct.

The following guidelines and procedures have been developed as a best practice for departments that have delegates responsible for approving employees time on behalf of numerous supervisors. Each department can and should follow the procedures that most effectively and efficiently meet the department’s needs.

If a department’s employees do not use self-service to report their time directly in HR Direct, the department’s timekeeper sends a weekly request via email to every departmental employee to report back their hours. Positive time reporters (hourly, non-benefited employees) must report all hours worked to be paid. Exception time reporters (employees with scheduled hours in HR Direct) should report all time reporting codes that deviate from their standard schedule, such as use of accruals (i.e., vacation, sick, personal), overtime, shift differentials etc.

The timekeeper then enters the time into employee timesheets in HR Direct and runs the applicable time & labor report.

A summary of what was entered into HR Direct is prepared by the timekeeper (or delegate if the department does not have a timekeeper) for each Supervisor and includes reported hours for each direct report. The summary can be compiled in an excel spreadsheet, timesheets can be printed, or the applicable time and labor report can be printed.

The summary is sent via email or DocuSign to each Supervisor for approval, and the Supervisor sends approval back to the timekeeper or delegate either via an email or DocuSign.

The timekeeper or delegate is responsible for filing and saving all Supervisor approvals (pdf of emails, DocuSign files, scans of hard copies etc). Generally, these are saved on department shared drives and should be filed by pay period. Example naming convention: PayPeriod end date_Supervisor last name_approval (ie. 07242021_Name_Approval).

The delegate reviews the time and labor report and compares to approvals saved to shared drives, validates against the payable time in PeopleSoft and approves the employees time in PeopleSoft.

Any changes identified after payroll has processed must be signed off by the Supervisor and a correction form sent to payroll for processing.