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**Introduction**
The electronic Timesheet Application is a web-based tool that allows non-exempt staff to record and submit their timesheet and allows the manager the ability to electronically approve.

No more miscalculations, no more paper timesheets or running to Payroll to turn in timesheets – everything can be done in your department. Benefits of this application are as follows:

**For Employees**
- Employee will enter daily in and out times
- Auto calculate daily and weekly hours
- Record leave time and other paid hours
- Certify effort worked on Federal grants electronically via ePAC
- Submit timesheet to appropriate approver
- Display exceptions such as negative leave balance
- Able to check status of the timesheet until it is submitted into the system

**For Approvers**
- View timesheets during pay period and/or during approval
- Track the timesheet submission of your direct reports
- Create back up approvers in your absence
- Approve timesheets from your office – never having to run out to drop off timesheets or hurrying due to a holiday schedule
- Electronically reject timesheet, if necessary

**Getting Started – System Requirements**
The electronic Timesheet Application will work on a PC capable of running a supported Internet browser. Currently supported Internet Browsers include:

- Firefox
- Internet Explorer 6+

**Who can use the electronic Timesheet application**
The Timesheet Application is available for most Active non-exempt employees in the UBA or MBB pay group that do not use the Kronos application. Currently the application is not available for the Athletic Temps in job code 8241 and VTS employees.

Home Departments interested in using the Timesheet Application should contact HR Processing at payroll@vanderbilt.edu.

Any employee that is in a leave status either paid or unpaid will be required to submit a paper timesheet.
Accessing the application
You may access the Timesheet Application using the web address below. The application requires a VUnetID and e-password.

https://webapp.mis.vanderbilt.edu/timesheet

Timesheet Entry – The Initiator
Once you have logged in on the Single Sign-on page, you will be directed to the Timesheet Entry page. Generally, this page can have two different views. This view will depend on if the pay period is in process or if it has been finalized by the HR Processing Office. Let’s talk about the timesheet view which is visible when the pay period has not been processed or has been finalized. In this view, the current pay period is immediately displayed and a Future Pay Period is displayed.
The other timesheet view is when the pay period has ended but has not been finalized by the HR Processing department. This view is usually displayed right after the timesheet due date until Wednesday afternoon before payday. In this view, the pay period that ended on the previous Saturday will be displayed, and the Future Pay Period will be the current open period. Once the pay period has been finalized, the previous view will be displayed.

Below is a sample of what your view may be in this scenario.

To enter your start and end times for the period when this view is displayed you will click on the “Future Pay Period” button.

**Employee Information Header**

Generally, each employee will see the current open timesheet and a future timesheet. Employee job information should appear in each section related to that period. Each period will display the Pay End Date, Pay Check Date, Timesheet Due Date, Timesheet Status, and Preferred Approver.

Let’s discuss these fields and the values that should be displayed. We will start with the left side of the header.

- **Name**: This is the employee name as defined in the HR Payroll system
- **ID**: This is the employee id assigned to the employee
- **Home Department/Record #**: The user’s Home Department Name and Home Department Number as well as the Employee’s Record Number.
  - **Record Number**: If the employee holds multiple jobs at Vanderbilt this field may be a drop down option. The record number is tied to each jobs within the organization. It is important that you chose the correct record number when entering your time as this can affect your pay rate, your Preferred Approvers and how your
paycheck earnings are charged to your department. When the Record number is changed, the Home Department, Job Code, Standard Shift, Standard Hours/Week and Preferred Approvers will change.

- **Job:** – Job Title and Job Code number
- **Pay group:** The pay group associated with your job which determines when you are paid
- **Standard Shift:** Shift defined in the HR Payroll system. As hours are entered and worked in the application, the total hours will default to this shift.
- **Standard Hours/Week:** The employee’s standard hours as defined in the HR Payroll system.
- **Preferred Approver:** A drop down option that allows you, the initiator, to select who should approve your timesheet. Your selection will allow your timesheet to display in their work list when submitted. The Preferred Approver is the Department Responsible Person for approving timesheets. Each department may contain several approvers. You may select your Preferred Approver by highlighting the appropriate person and hitting enter. Please note any department approver that displays in the drop down will be able to access – view, approve or submit your timesheet.

On the right side of the header box, displayed are:

- **Pay End Date:** Date the pay period will end
- **Pay Check Date:** Paycheck date for the above Pay End date.
- **Timesheet Due Date:** Date and time your timesheet must be SUBMITTED and APPROVED by your Preferred Approver. Departments may require you to submit your timesheet earlier. It is important that you check with your Preferred Approver on any departmental timesheet due dates/times.
- **Status:** Timesheets may have one of five statuses.
  o New – New timesheet not yet saved
  o Save – Timesheet has been Saved
  o Submitted – Timesheet has been submitted to approver
  o Rejected – Approver has rejected timesheet, action must be taken by you, timesheet must be submitted again
  o Loaded – Timesheet has been loaded to HR Processing and in process
- **Future Pay Period:** Will take you to the next open pay period. This timesheet may be submitted but will NOT pay early.
**Hours at Worked**

Each period will display a two week period with each week running Sunday through Saturday. The day and date will be displayed. The timesheet should default with two sets of in/out times, although more can be entered by selecting the button.

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**Start and End times may be entered using the following formats:**

- 8 displays as 8:00am
- 801 displays as 8:01am
- 12 displays as 12:00am
- 12p displays as 12:00pm
- 13 displays as 1:00pm
- 108p displays as 1:08pm

As start and end times are entered each day, the hours worked will calculate the total and populate the Hours Worked field for the appropriate day.
**Leave Usage/Other Paid Hours**

To select Leave or Other Paid Hours use the drop down box and highlight your choice and click on the to insert the row. Once the row is inserted you may record hours in the appropriate day. Hours should be recorded as the total for the chosen earnings type. For Example, if you are using 6.5 hours of Grandfathered Sick, you would select the Grandfathered Sick earnings type and click on the button and then enter your 6.5 hours in the appropriate day and date. Once the earnings type has been added to the week it will remain listed for that pay period.

Not all displayed earnings types will display for all users.

**Differentials**

Hours Worked, as recorded in the Hours at Work section, will automatically default to your standard shift as defined in the Employee Header for that pay period. If you work hours outside your standard shift, you may select the shift from the drop down in the differential section and click on the button to add the shift. Once the shift is added, you may allocate your hours as appropriate.

Example: Employee John’s hours at work for Monday are 8.2. John’s standard shift is Shift 1 where his hours defaulted but 4 of these hours are Shift 2. John will need to change Shift 1 hours on Monday to 4.2 and add 4 to Shift 2 for Monday. The total Shift hours for Monday equal 8.2 hours.

*Note – shift hours must equal actual hours worked.*
Rates will display beside Shift 2, Shift 3 or Weekend Premium if you are eligible for these earnings. If the rates are not displayed and you believe you are eligible for these types of earnings you will need to speak with your Department Responsible person for HR records.

**View Distribution**

To view your standard earnings distributions, you may click on the View Cost Center Distributions to display your standard distribution. If your distribution contains more than one center, you may also change the percentage of the Centers. See example below.

To change the distribution, click the Override Current Distributions box.

Now you may change the percentage distribution by typing in the new percent.

To save the new percent distribution, click Save. The total percentage must equal 100%. If the total percentage is anything other than 100%, you will get an error message as seen below.

**Action Buttons**

The action buttons will allow you to save and submit your timesheet.

- **Save** – Saves the timesheet. Timesheets will NOT auto-save.
- **Submit** – Completed timesheets must be submitted to your approver.
• **Create Template** – Creates a template which is merely a saved version of a timesheet. The template may be edited, or overwritten.

### Submitting Timesheets

When the pay period is over, each Timesheet Initiator should review their timesheet for accuracy and submit for approval. To submit a timesheet, the user should click on the Submit button. Upon submitting, validations will occur and the user will be asking to certify to the accuracy of the timesheet. The following message will appear:

```
To submit the timesheet for approval, the Initiator (employee) must click, “YES, Submit” to send the timesheet to the Preferred Approver.

*Note - Un-submitted timesheets should be printed and copies maintained for manual submission to the payroll office. Prior period timesheets or late timesheets may not be submitted electronically.*
```

### Timesheet Messages

The timesheet application performs several validations on submit to ensure the most correct timesheet. Below are the types of validations you may experience in the application.

#### Validation messages

If you receive any of the listed validation messages, you will need to correct the problem before you may submit your timesheet.

**Hours at Work Messages**

- Your timesheet has not been submitted. You have single Start or End time on mm/dd/yyyy. Please correct this start/end time segment and resubmit your timesheet.
- Hours entered overlap on mm/dd/yyyy. Please correct.

**Leave Usage Messages**
• The total Personal hours you have entered are greater than your current personal leave balance. Please consult C2HR to view your leave balances.

• This timesheet could not be submitted. The total flexPTO and/or Grandfathered Sick hours you have entered is greater than your current leave usage balance. Please consult C2HR and adjust your flexPTO and/or Grandfathered Sick leave on this timesheet before submitting.

Other Paid Hours Messages

• Holiday Premium hours cannot exceed the hours at work for mm/dd/yyyy
• Holiday hours entered on mm/dd/yyyy exceed your daily holiday maximum. The daily holiday maximum is equal to your standard hours divided by five (5).

Differential Messages

• Differentials section hours do not match the hours at work for mm/dd/yyyy.
• Weekend Premium hours cannot exceed the hours at work for mm/dd/yyyy.
• On call hours entered for mm/dd/yyyy exceed the daily maximum of 24 hours. Please edit your total On Call hours entered.

Distribution Percentage Messages

• This timesheet could not be submitted. The distributions new percentage total must equal 100%.

Blank Timesheet Messages

• You cannot save or submit a blank timesheet.

Exceptions messages

Exception messages do not stop the timesheet from submitting however they will display above the employee header of the submitted timesheet and will be visible for the approver.

• Standard hours - The total hours record for Week x is greater than the employee’s standard hours.
• Leave Usage/Other Paid Hours – This timesheet includes Leave Usage and/or Other Paid hours.
• Shift – This timesheet includes shift hours outside of your standard shift.
• Leave Negative balance – flexPTO and/or Grandfathered Sick time taken results in a negative balance.

Other messages

• Submitted timesheet
  o You successfully submitted this timesheet on mm/dd/yyyy at hh:mm AM/PM.
• Timesheet past the due date/time
  o This timesheet period has been finalized and changes are not permitted. This timesheet will remain available for viewing and/or printing until the payroll is complete. Once the payroll has been completed, this timesheet will no longer be available for viewing and/or printing.

Timesheet Emails

Email notifications are sent out for rejected timesheets and for timesheets that have been submitted but not yet approved.

Rejected Timesheet emails
These emails are sent immediately upon rejection by the Approver. The email will notify the employee that the timesheet was rejected. An employee must take action and correct a rejected timesheet and resubmit for approval. This correction must be submitted and approved by the timesheet due date. Each rejected timesheet must include the reason for the rejection.

**Timesheets submitted but not approved**

Beginning four hours prior to the due date time up to the due date time, approvers will begin receiving email notification that an employee has submitted their timesheet and it still needs approval. This email reminder will also copy the employee and will contain the link to the application for their convenience.

**Timesheet Records**

If you wish to maintain a copy of your time record for review, you may wish to print your timesheet. Timesheets may be printed by clicking on the printer button from your web browser tool bar. Timesheets will only display until the pay period has been finalized by the HR Processing Office. This finalization usually occurs two days prior to the Paycheck Date.
The Approver

Accessing the application

The Approver will access the Timesheet application the same as the employee; however if the approver has not been granted Timesheet Approver rights, they will not be able to log into the application. To access the application use the web address below along with your VUnetID and e-password.

https://webapp.mis.vanderbilt.edu/timesheet

Assigning Preferred Approvers

Timesheet Approvers are assigned through the Privilege Management application. Departments that have a Decentralized Administrator (DA) within their home department may assign the Timesheet Approver role. Timesheet Approvers are assigned on the Home Department level.

Departments that do not have a Decentralized Administrator may submit the Security Request form with proper authorization to the address listed on the form.

Work list

Once the approver has logged into the application they will see displayed the current pay period and an option to View the Next Pay Period. For each Pay End Date section, the following fields are displayed:

- Pay End Date
- Paycheck Date
- Earnings Period
- Timesheet due - It is important to note, the timesheet Due date and time is when the timesheet should be submitted and approved. At the time displayed, the application will begin its load process to HR Processing. No electronic timesheets can be submitted or approved after this time.

The approvers work list will contain employee’s that selected the approver has as the preferred approver. The approver may also view other employee’s in their department by clicking on the VIEW ALL button.

**Column Headings**

The work list may be sorted by clicking on any column heading. To view when an employee submitted a timesheet, you may hover over the status. If exceptions exist on a timesheet, a red exclamation point will be displayed.

- Approve
  - Discussed in the Approving section
- Employee Name
- Emplid/RCD
- Job Code
- Hours Worked – Includes Hours at Work, and Leave time
- Status: Timesheets may have one of five statuses.
  - New – New timesheet not yet saved
  - Save – Timesheet has been Saved
  - Submitted – Timesheet has been submitted to approver
  - Approved – A Preferred Approver has approved timesheet
  - Rejected – Approver has rejected timesheet, action must be taken by you, timesheet must be submitted again
  - Loaded – Timesheet has been loaded to HR Processing and in process
- Exception – hovering over the exclamation point will display the timesheet exception. Exceptions are:
  - Standard hours -The total hours record for Week x is greater than the employee’s standard hours.
  - Leave Usage/Other Paid Hours – This timesheet includes Leave Usage and/or Other Paid hours.
  - Shift – This timesheet includes shift hours outside of your standard shift.
- Leave Negative balance – flexPTO and/or Grandfathered Sick time taken results in a negative balance
  - Approver – If approved, will display VUnetID of who approved.
  - Date/Time – Date and Time timesheet was approved.

View All button
- Click the View All button.
  - If you are a Timesheet Approver you will be able to see all timesheets (Student and Staff).

### Approving timesheets
Timesheets may be approved three different ways; the approve box, the employee timesheet or auto-approve. We will discuss all three.
The Approve Box

If a timesheet contains no exceptions, an approve box will display beside their name on your work list under the APPROVE column. For these timesheets, you may click the approve box, and click the Approve Selected Timesheet button displayed below.

By utilizing this button, any timesheets that contained a check in the Approve box on their work list will automatically be approved. The timesheet status will change to APPROVE, the approver’s VUnetID, and Date/Time will be populated in the employee line on the work list.

It is the Approver’s responsibility to review all timesheets prior to using this option.

The Employee Timesheet

To view an employee’s timesheet, you may simply click on the employee name. You will be directed to the employee’s timesheet. This timesheet will display as the employee. The approver may not edit the employee timesheet. The only action an approver may take on an employee’s timesheet is:

- Back to Worklist - returns to worklist
- Approve - approves the timesheet
- Reject – You must enter a reason for the rejection. An email will automatically be sent to the employee notifying them of the rejection.
**Auto Approve**

Timesheets that meet certain criteria will auto approve at the timesheet due date if they have not been approved. There are a few timesheets that will not allow you to set as auto approve; new hires, rehires and return from leave. It is STRONGLY discouraged to allow your timesheets to auto approve. The Auto Approval will be monitored and abuse reported. It is the Preferred Approvers responsibility to review, approve or reject each employee’s timesheet.

Timesheets that have been auto approved, will list TSADM as the VUnetID and the date/time the auto approved happened.

**View Next Pay Period**

Preferred Approvers may review the Next Pay Period by clicking on the View Next Pay Period button and hitting enter. The next pay period will display along with the status of their employee’s timesheets.

**Timesheet Emails**

Email notifications are sent out for rejected timesheets and for timesheets that have been submitted but not yet approved.

*Rejected Timesheet emails*

These emails are sent immediately upon rejection by the Approver. The email will notify the employee that the timesheet was rejected. An employee must take action and correct a rejected timesheet and resubmit for approval. This correction must be submitted and approved by the timesheet due date. Each rejected timesheet must include the reason for the rejection.

*Timesheets submitted but not approved*

Beginning four hours prior to the due date time, approvers will begin receiving email notification that an employee has submitted their timesheet and it still needs approval. This email reminder will also copy the employee and will contain the link to the application for their convenience.

**Timesheet Records**

Un-submitted timesheets should be printed and copies maintained for manual submission to the payroll office. If employees do not submit their timesheet in time to be process, a paper timesheet will need to be completed and submitted to HR Processing for payment.

No prior timesheets may be submitted electronically.

If you wish to maintain a copy of your time records for review, you may wish to print your timesheet. Timesheets may be printed by clicking on the printer button from your web browser tool bar. Timesheets will only display in your worklist until the payroll has been completed which is usually two days prior to paycheck date.