3. Approve Time Sheets

4. Click the REVIEWING & APPROVING A TIME SHEET

1. Log into the THE TIME SHEET SUMMARY: APPROVERS

   TIPS & REMINDERS

1. Be on the lookout for proper use of Earning Codes and Shifts.
2. The **deadline** for approving time sheets is **9:00 pm on Monday following the pay period end date.**
   
   *Note: KSC Payroll is only open until 4:30pm should you need assistance.*

3. If you are approving Time Sheets for Operating Staff, remind the employees to check their Leave Balances.

4. **Return for Correction** should only be used if sufficient time exists for the employee to make changes and resubmit the time sheet leaving enough time for you to approve the time sheet and meet the deadline. Otherwise, you should contact KSC Payroll to make the changes and communicate with the employee.

5. **Payroll will retain a copy of all communication regarding changes for permanent record.**

6. Before assigning an individual as a proxy, the department head must be consulted for authorization to delegate authority to proxy and then check with the Business Office to see if they have a Web Time Entry account.

7. The approver and proxy should NEVER approve their own time sheet.

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**THE TIME SHEET SUMMARY: APPROVERS**

1. Log into the **ECG VPN**
   
a. Go to [http://usnhgateway.org](http://usnhgateway.org) and Access USNH Enterprise VPN [Here](http://usnhgateway.org).
   
b. Enter your Enterprise VPN/AD user and password and proceed as directed.
   
2. Log into [wise.unh.edu](http://wise.unh.edu)
   
a. At the Enterprise System Gateway go to Production Systems dropdown menu and select WISE
   
b. Security Warning pop-up – select Yes
   
c. Select LOGIN HERE
      
i. User ID: is your USNH ID begins with a 9
   
ii. PIN: is your password you created
   
3. Approve Time Sheets
   
a. Click the **Employee** tab.
   
b. Click the **Time Sheet** link.
   
c. Click the **My Choice** radio button for **Approve or Acknowledge Time.**
      
      *Note: If you’re acting on behalf of another Approver, select the appropriate choice from the Act as Proxy.*
   
d. Click the **Select** button.
   
e. Click the **My Choice** radio button for the **Department and Description** you want to approve time for.
   
f. Select the pay period from the **Pay Period.** (Note on Monday the date could be that of the new pay period)
   
g. Click the **Select** button.

4. **RETURNING A TIME SHEET FOR CORRECTIONS**

   If you find problems on a time sheet that the employee must correct, use **Return for Correction** as follows:
   
   1. Click the **Add Comment** button.
   
   2. Type a **message** to the employee explaining what corrections are needed for their time sheet to be approved.
   
   3. Click the **Save** button.
   
   4. Click the **Previous Menu** button to return to time sheet.
   
   5. Click the **Return for Correction** button.
   
   6. Click the **Previous Menu** button to return to the Approver Summary page.

5. **OVERRIDING A TIME ENTRY**

   As an Approver you may need to correct an employee’s time sheet.
   
   1. Email Payroll with the correction needed. Payroll will then process the change and submit it for supervisor to approve.
   
   2. Supervisor notify the employee of the change
   
   3. Payroll keeps a record of the change and acceptance of the change on file for future reference during an audit.

6. **DESIGNATING A PROXY**

   A proxy is a person who is able to act as the Approver when the Approver is not available. Before assigning an individual as a proxy, consult with the department head for authorization to delegate your authority to the proxy.

   Check with the Business Office to ensure they have appropriate access to WTE [603-358-2476](tel:603-358-2476).

   1. On the **Selection Criteria** page, click the **Proxy Set Up** link.
   
   2. From the **Name** drop down box, select the person you want designated as a proxy.
   
   3. Choose **Add**.
   
   4. Click the **Save** button.
USNH Pay Cycle

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Week 1</th>
<th>Week 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat =&gt; Fri</td>
<td>Sat =&gt; Fri</td>
<td></td>
</tr>
</tbody>
</table>

1. Time sheets submitted by **9:30 am, Monday following the pay period end date**

<table>
<thead>
<tr>
<th>Week 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat =&gt; Fri</td>
</tr>
</tbody>
</table>

2. Time sheets approved by **9:00 pm, Monday**
3. Payroll payment processes run on **Wednesday** to create direct deposit file and checks
4. Direct deposit electronically distributed for payment on **Friday**
5. Checks distributed on **Friday**

Who’s Responsible for What

**Employee Responsibilities**

1. Record your time accurately.
2. Select the correct pay period before opening your time sheet.
3. Use appropriate Earning Codes to ensure payment is appropriate per USNH and Campus policy.
4. If you are Operating Staff, check your leave balances to verify availability of hours claimed.
   **Note:** Entry of leave balances in excess of available balance will result in reduction of payment amount.
5. Add **Comments** to your time sheet to document any special circumstances, variations and/or changes to your normal work schedule.
6. Review your time sheet for accuracy **BEFORE** submitting it for approval.
7. Submit your time sheet prior to the **DEADLINE** at **9:30 am, Monday following the pay period end date**. *

**Approver Responsibilities**

1. Designate at least one Proxy to perform your responsibilities.
2. Notify your proxy to review and approve time sheets on your behalf when you are not going to be available to perform this responsibility.
3. Verify that all employees have submitted their time sheets for approval prior to their submission deadline of **9:30 am Monday following the pay period end date**. Notify employees that they need to submit time when they have not done so.
4. Review all submitted time sheets in detail.
5. Make corrections as necessary. In all cases you should notify your employee via email of the actions you have taken.
   a. If time permits, return time sheets with errors to employees for correction. Contact the employee to notify them that they need to correct and resubmit their time sheet.
   b. If time doesn’t permit, make the necessary correction and email the employee informing them of the action taken. Keep a record of the changes made for future reference.
      **Note:** The Approver is the FINAL chance to find and fix errors.
   c. If the time sheet has been approved, review the details. If a change is necessary you will need to communicate with the Campus Payroll Office providing an explanation of the change needed and why, as well as the employee name, the last 4 digits of their University ID and their position #.

GSC/UNH/USNH: Payroll@usnh.edu
KSC: jtuttle1@keene.edu
PSC: pplante@plymouth.edu

Depending on when the notification is received and the stage of payroll processing, payroll may be able to intervene. However, if Payroll is not able to intervene, they will notify the approver and/or the employee of the next steps that need to be taken.
6. Add Comments documenting changes you made to a submitted time sheet.
7. Approve all time sheets prior to the **DEADLINE** 9:00 p.m. on Approval Monday. Once a Web Time Sheet is approved, it is **FINAL**.

*Note: Time sheet entry deadlines are often impacted by Campus and System Holidays. To determine the correct deadline for your time sheet submission check the [USNH HR & Payroll Production Deadlines](http://finadmin.usnh.edu/disbursements/payroll/forms/default.asp) at*