

SWES TIMEKEEPING GUIDELINES

In 2014, CALS Business Services came out with Best Business Practice guidelines for time approving, which endorsed supervisors being time approvers. SWES adopted this into policy for a number of reasons but most importantly because approval of hours can and should only be verified by someone directly overseeing the work performed. The Business Office will monitor for unapproved time when timesheets are due and make every effort to notify supervisors but **WILL NOT** approve time unless a supervisor has made a request in advance due to limited internet access or other extenuating circumstances.

Please keep in mind:

In justifiable situations, supervisors may assign a qualified time approving delegate with approval from the unit head

Coordinate with the Business Office ahead of any travel or vacation plans in case of overlap with time approval dates

The Business Office will approve timesheets when requested on a case by case basis if an approver foresees having internet access issues before or on the Friday timesheets are due

Supervisors should have set a time Friday morning for timesheets to be submitted by in order to give sufficient time for approval by the end of the day

Supervisors should do a **last check on Monday by 9am** for late entry timesheets needing approval to ensure all employees receive payment. The Fair Labor Standards Act requires employees be paid for the hours they work and this is a last minute fail-safe to see that happens

Be aware of time sheet exceptions, which display as alarm clocks next to the alerting hours. Click on the clock to see what the exception is. The employee may have exceeded their hourly limit or entered an unallowable time code, which may need correcting. Contact the Business Office if you have any questions regarding this.

If you require time approver access, please contact someone in the Business Office for assistance. Below are helpful resources to keep on hand:

- UA FLSA Tutorial: http://www.hr.arizona.edu/04_cb/comp/flsa/tutorial/
- Completing a Timesheet Tutorial: <http://www3.uits.arizona.edu/sites/default/files/UAccessEmployeeTimeReporter.pdf>
- Approving Timesheets Tutorial: http://uits.arizona.edu/workshops/workshop_detail?view=162

Thanks,

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