

# Review and Approve Timesheet Entries

## U.S. Managers

### Report My Employees' Time

To navigate to your employees' time:

**Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**

1. Click the Employee name to access the individual timesheet.
2. Enter time as needed in the timesheet.
3. Click Submit

**NOTE:** Use the Previous Period and Next Period links to toggle to the other pay periods. Use the Previous Employee link to jump to the previous employee on the list.

**NOTE:** An audit system captures the employee ID of the person who reports time on the timesheet.

### Review/Approve My Employees' Time

To navigate to your employees' time, use the **Review/Approve EEs Time** quick link.

- To approve all employees' timesheets at one time, click the **Check to Select All for Approval** checkbox and then click **Save**.
- To approve employees' timesheets one at a time, click the checkbox in the **Approve Time** column and then click **Save**.
- A **Yes** in the **Prior Period Approval Needed** column indicates there is payable time to approve.
- If the **Approve Time** checkbox is grayed out AND the **Approval Delayed** column is **Yes**, the employee's time is being processed by the Payroll Department. Return later to approve the time.

### Bi-Weekly Time Entry And Approval Timeline

1. **Friday Morning: 1st Time and Attendance Report shows your unapproved time**  
Tips: Remind employees to submit their time, if they haven't yet.
1. **Monday Morning: 2nd Time and Attendance Report shows your unapproved time**  
Managers and Employees can still make adjustments until 12:00 noon CT.
2. **Monday 12:00 noon CT: Reporting Time is processed for final manager approval**  
Final Time and Attendance Report alerts you to unapproved time. If Employees have made adjustments to approved time, the system alerts you that this time needs your approval (even if previously approved).

**Tips:** Tell employees that if they adjust "previous period" time after 12:00 CT Monday they should inform you so that you can approve the time before 6:00 pm CT. These adjustments will **not** appear on your final Time & Attendance Report.

**Monday 6:00PM CT: Manager Approval Cutoff**



## Adjustments and Corrections to Timesheets

An employee can adjust the current and previous pay period. A manager can adjust the current and two pay periods back on behalf of an employee.

## Completing or Requesting Adjustments to Time in a Previous Pay Period

For any adjustments prior to two pay periods back, managers must submit an [online request](#) to HRdirect. To ensure HRdirect can process the adjustments, include the following information in the request:

For adjustments to regular hours worked, include:

- Date(s),
- In/Out times, Meal/Return times, including AM or PM,
- Adjustment Reason Code(s),
- Explanation of what needs to be corrected, if time is already entered for the date(s) requested.

For adjustments to exception time, include:

- Date(s),
- Quantity (Hours or Amounts) that need to be added or adjusted,
- Exception Time Reporting Code (e.g., Planned PTO, Unplanned PTO, Unpaid Time Off, Shift Differential, etc.),
- Adjustment Reason Code(s),
- Explanation of what needs to be corrected, if time is already entered for the dates requested.

## Additional Information

- The **Legend** section displays the color-coding that is viewable on the 2-week calendar view.
- From the 2-week calendar view, each hour and dollar entry is a link that will show you lower-level reported and payable time. Navigate between these pages using the [Return to Calendar](#) link.
- The **Details – Reported Exception Time** section displays the current reported exception hours or amounts for the employee.
- The **Details – Reported Regular Time** section displays the current time entries for the employee, showing the time type and quantity these entries represent.
- The **Details – Payable Time** section displays historical and current time for the employee and the status of those hours. Additionally, time that has been loaded to Payroll will display the check number, check date, and the date and time the hours were loaded to Payroll.

**NOTE:** Reported time is time that the employee has entered, but the time has not yet been sent to Payroll. Payable Time represents employees' time that have been processed through UHG's company rules.

## Questions:

[Contact HRdirect](#). Please do not try to contact HRdirect until on or after integration.