UNITEDHEALTH GROUP

FAQ for U.S. Managers

How do I approve the timesheet for my employees?

Click on "Review/Approve Employee's Time" located in Global Self Service. All direct reports will be listed. Check the box(es) under "Approve Time" for the employee(s) you need to approve, and click "Save." For additional details on approving time, view the Quick Reference Guide for Managers.

What happens when a supervisor does not approve a non-exempt employee's time? The system will auto-approve any time the employee has submitted at 6 PM Central Time on Monday of the pay week.

Why am I receiving an e-mail to approve time, when I already approved my employee's time for the pay period?

The system will only send an email notification to managers to approve time if there is new or adjusted time that needs to be approved. Although you may have already approved the time, if one of your employees entered or adjusted their time after you approved it, you will need to approve the new/adjusted time.

Is there anyone besides an employee's direct supervisor that can approve time? Supervisors can delegate timesheet approval to another Supervisor.

Can managers view/access their supervisors' direct reports' time entries?

No. Managers can only see information for their own direct reports and for the direct reports of any supervisor who has selected them as a delegate approver.

How do I know when I need to approve a Prior Period timesheet?

Under 'Time and Attendance' click on 'Review/Approve EE's Time'. A "Yes" in the Prior Period Time Needs Approval column indicates there is payable time to approve.

How does my direct report change their previous timesheet entries?

Employees are able to go back one pay period and their manager is able to go back two pay periods to make timesheet corrections. Any time reporting that is older than the past two pay periods will need to be reported to HRdirect by the manager of the employee.

Are non-exempt employees expected to enter time to the actual minute?

Yes, employees must report all time worked, which means entering the exact time of beginning and ending work each day, as well as meal periods.