



Web Time Entry Frequently Asked Questions (FAQs) for Approvers

The following FAQs are intended for informational purposes only and are not considered training material.

If you have any questions about Web Time Entry or Approving, please email the Payroll Office at payroll@smith.edu.

- 1. Who approves the time sheet if I am away and unable to access time sheets?**
 - You will need to assign proxy rights to someone in your area to approve the time sheets in your absence. For assistance in Proxy Setup please email payroll@smith.edu.
 - Please note that a proxy does not get the standard email reminders that approvers receive so they should be made aware of the payroll schedule and approving deadline.
- 2. How often should employees enter their time sheets?**
 - Instruct employees to enter their hours on their time sheets at the end of each day
- 3. How do I know if my employees have all submitted their time sheets?**
 - Create a roster of your employees that includes their email. At the end of week 1 of the pay period, check the roster against your "In Progress" time sheets. If there is an employee missing, contact them to record their hours.
- 4. When should I start reviewing time sheets for approval?**
 - Friday afternoon of week 2 of the pay period, start the review and approval process.
 - The deadline for employees to record hours is Monday at noon and your final time to approve is Tuesday by 9am.
- 5. What happens if an employee does not submit their time sheet by noon on Monday of the payroll week?**
 - Once the noon Monday deadline has passed, employees will no longer have access to their time sheet. If a timesheet is still "in Progress" after the noon deadline, you have the capability to finish the timesheet on the employee's behalf.
 - You would first "Submit" the time sheet, "Change Record" if you need to correct or add hours and then "Approve."