Web Time Sheet Status – Not Started

```
Has employee deadline
passed?  ──── YES ────  Has approver deadline passed?  ──── YES ────  Has return for correction
                                                                       deadline passed?  ──── Yes ────
     │                              │                                            │
    NO                             NO                                           NO
```

Option available:

➢ Print paper time sheet from PHR2ETM or PHR2NTM

Option available to employee:

➢ Select applicable time sheet then refer to the "In Progress" flow chart

Option available to approver/proxy:

➢ None

Option available to Superuser:

➢ None

Option available to employee:

➢ None - won't see time sheet in list any longer

Option available to approver/proxy:

➢ Select "Start Employee Time Sheet" link, then refer to the "In Progress" flow chart

Option available to Superuser:

➢ Select "Start Employee Time Sheet" link, then refer to the "In Progress" flow chart

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Option available to employee:

➢ None

Option available to approver/proxy:

➢ Web time sheet none
➢ Print paper time sheet from PHR2ETM or PHR2NTM

Option available to Superuser:

➢ Select "Start Employee Time Sheet" link, then refer to the "In Progress" flow chart
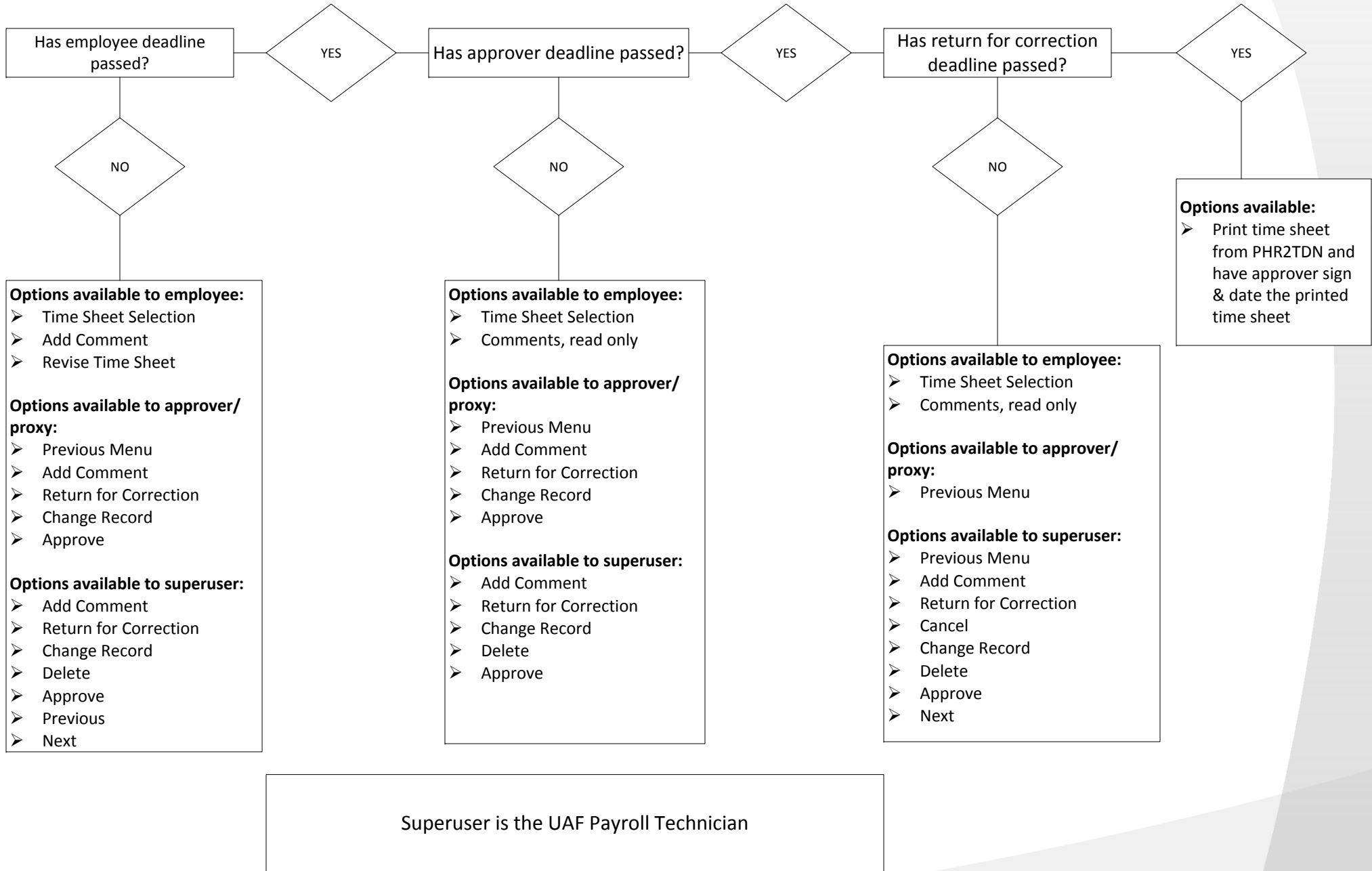

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Web Time Sheet Status – In Progress

Has employee deadline passed? — YES → **Has approver deadline passed?** — YES → **Has return for correction deadline passed?** — YES →

Options available:

➤ Print paper time sheet from:
  PHR2TDN
  PHR2NTM
  PHR2ETM

Has employee deadline passed? — NO →

Options available to employee:
➤ Time Sheet Selection
➤ Restart
➤ Comments
➤ Save
➤ Submit for Approval

Options available to approver/proxy:
➤ Previous Menu

Options available to superuser:
➤ Previous Menu
➤ Submit, then refer to the "Pending" flow chart
➤ Add Comment
➤ Previous
➤ Next

Has approver deadline passed? — NO →

Options available to employee:
➤ Time Sheet Selection
➤ Comments, to read not enter

Options available to approver/proxy:
➤ Previous Menu
➤ Submit, then refer to the "Pending" flow chart
➤ Return for Correction
➤ Previous
➤ Next

Options available to superuser:
➤ Previous Menu
➤ Submit, then refer to "Pending" status flow chart
➤ Add Comment
➤ Previous
➤ Next

Has return for correction deadline passed? — NO →

Options available to employee:
➤ Time Sheet Selection
➤ Comments, read only

Options available to approver/proxy:
➤ Previous Menu

Options available to superuser:
➤ Previous Menu
➤ Submit, then refer to "Pending" flow chart
➤ Add Comment
➤ Cancel

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Web Time Sheet Status - Pending

Has employee deadline passed? → YES → **Has approver deadline passed?** → YES → **Has return for correction deadline passed?** → YES

↓ NO (employee) ↓ NO (approver) ↓ NO (return for correction)

Has return for correction deadline passed? → YES

Options available:
➢ Print time sheet from PHR2TDN and have approver sign & date the printed time sheet

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Options available to employee:
➢ Time Sheet Selection
➢ Add Comment
➢ Revise Time Sheet

Options available to approver/ proxy:
➢ Previous Menu
➢ Add Comment
➢ Return for Correction
➢ Change Record
➢ Approve

Options available to superuser:
➢ Add Comment
➢ Return for Correction
➢ Change Record
➢ Delete
➢ Approve
➢ Previous
➢ Next

Options available to employee:
➢ Time Sheet Selection
➢ Comments, read only

Options available to approver/ proxy:
➢ Previous Menu
➢ Add Comment
➢ Return for Correction
➢ Change Record
➢ Approve

Options available to superuser:
➢ Add Comment
➢ Return for Correction
➢ Change Record
➢ Delete
➢ Approve

Options available to employee:
➢ Time Sheet Selection
➢ Comments, read only

Options available to approver/ proxy:
➢ Previous Menu

Options available to superuser:
➢ Previous Menu
➢ Add Comment
➢ Return for Correction
➢ Cancel
➢ Change Record
➢ Delete
➢ Approve
➢ Next

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Web Time Sheet Status - Approved

Has employee deadline passed? → YES → Has approver deadline passed? → YES → Has return for correction deadline passed? → YES

Has employee deadline passed? → NO:

Option available to employee:
- Time Sheet Selection
- Comments

Option available to approver/proxy:
- Previous Menu
- Revise Time Sheet
- Next

Option available to Superuser:
- Previous Menu
- Add Comment
- Revise Time Sheet
- Previous
- Next

Has approver deadline passed? → NO:

Option available to employee:
- None

Option available to approver/proxy:
- Previous Menu
- Revise Time Sheet
- Previous

Option available to Superuser:
- Previous Menu
- Add Comment
- Revise Time Sheet
- Previous
- Next

Has return for correction deadline passed? → NO:

Option available to employee:
- Time Sheet Selection
- Comments, read only

Option available to approver/proxy:
- Previous Menu
- Next

Option available to Superuser:
- Previous Menu
- Add Comment
- Revise Time Sheet
- Previous
- Next

Options available:
- Print paper time sheet from PHR2TDN, have the employee and the approver sign and date the printed time sheet

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Approver Completing Time Sheet for Employee

Approver/proxy completing or changing hours to an employees time sheet on behalf of the employee when:

➢ Employee is not available or will not be available to complete and submit prior to the "Return for Correction" deadline
➢ Web time sheet is in "Not Started" status and the employee submission deadline has passed

Approver:
➢ Make a comment regarding the situation. (E.g....complete and submit time sheet because employee is not available, complete and submit time sheet because employee is having connectivity issues, Per phone call from employee – change hours from annual leave to sick leave, etc…)
➢ Enter hours or make changes as appropriate for the pay period
➢ Do not change any funding, funding will have to be changed by an LR after payroll processes if needed
➢ Save and submit time sheet

Proxy:
➢ Approve time sheet

This method will satisfy our 2 signature requirement for the time sheet and therefore so long as an appropriate comment was used then we will not need to follow up with a signed paper time sheet unless:
➢ This is for a non-exempt employee who is charging to restricted funding. We will need to follow up with a signed time sheet after the employee becomes available in order to stay in compliance with the requirements for non exempt employees certification for federal funding.

Web Time Sheet Status - Return for Correction

Has employee deadline passed? — YES → **Has approver deadline passed?** — YES → **Has return for correction deadline passed?** — YES

NO ↓ (from employee deadline)

NO ↓ (from approver deadline)

NO ↓ (from return for correction deadline)

Options available to employee:
- Time Sheet Selection
- Restart
- Comments
- Save
- Submit for Approval

Options available to approver:
- Previous Menu
- Previous

Options available to superuser:
- Previous Menu
- Submit
- Add Comment
- Previous
- Next

Options available to originator:
- Time Sheet Selection
- Comments
- Save
- Submit for Approval

If web time sheet is in the employee's cue then they can enter and edit their time

Options available to approver/proxy:
- Previous Menu
- Previous

Options available to superuser:
- Previous Menu
- Submit
- Add Comment
- Previous
- Next

Option available:
- Print time sheet from PHR2TDN and have the employee and the approver sign and date the printed time sheet

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When to use the Return for Correction Option

What is the status of the timesheet:

Not Started – Return for Correction option cannot be used
Cancelled – Return for Correction option cannot be used
Completed – Return for Correction option cannot be used
In Progress - Possible to use return for correction
Pending – Possible to use return for correction
Approved – Possible to use return for correction
Error - Possible to use return for correction, also refer to the "Warnings & Error Messages" document

❖ Return for correction returns the time sheet back to the person who **originated** it. Refer to the routing section on the time sheet for the person who originated it.

❖ Always need to make sure that originator and approver/proxy are available to take action on the time sheet prior to using the "Return for Correction" option.

❖ The "Return for Correction" option extends the employee and approver/proxy deadlines to Wednesday at 6pm (unless it is a modified deadline schedule due to holidays and early processing).

❖ If the employee resubmits the time sheet prior to the approver deadline then this time sheet must be approved by the approver deadline.

❖ After approver deadline, only the superuser has the ability to use the "Return for Correction" option

Has employee deadline passed?	YES	Has approver deadline passed?	YES	Has return for correction deadline passed?	YES

NO (under "Has employee deadline passed?")

➢ Employee should try to "restart" the timesheet

NO (under "Has approver deadline passed?")

➢ See below

NO (under "Has return for correction deadline passed?")

➢ See below

Options available:

➢ Print paper time sheet from:

PHR2TDN
PHR2NTM
PHR2ETM
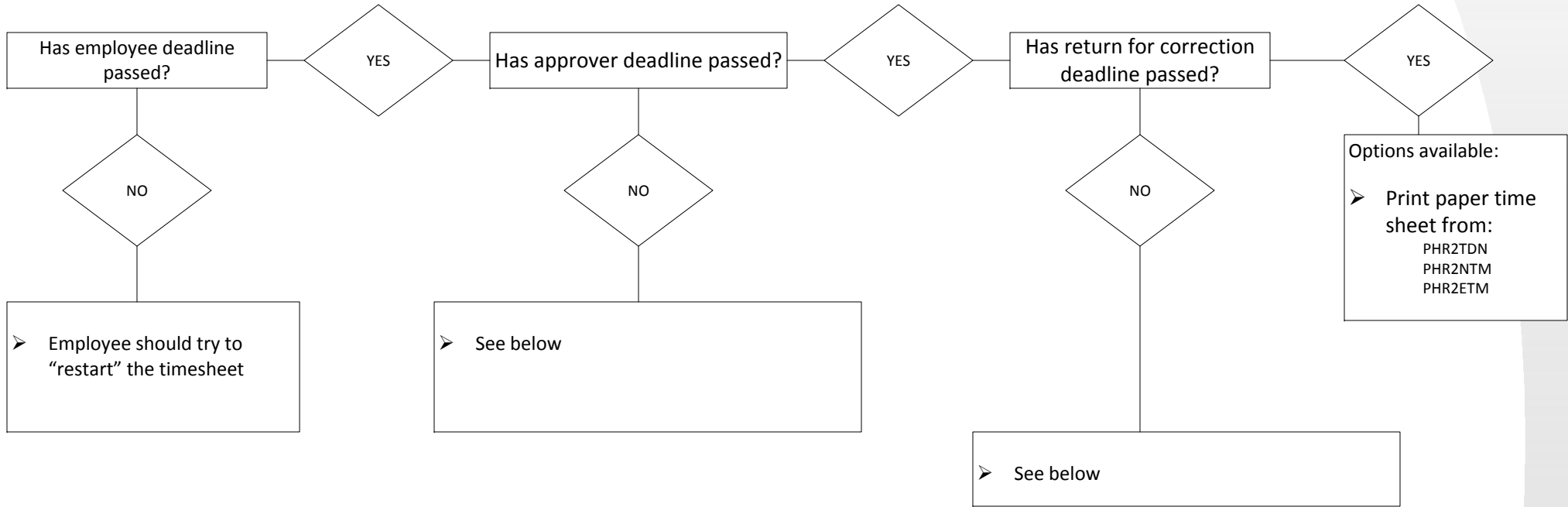
Refer to the "Warning & Error Messages" document

➢ PHR2TDN – Banner screen:
     For employees who have entered any hours on their web time sheet

➢ PHR2NTM (non-exempt employees) or PHR2ETM (exempt employees) – Banner screen:
     For employees whose web time sheet does not have any hours entered on it or for employees who do not have a web time sheet

➢ Blank Time Sheets - http://www.alaska.edu/hr/forms/hr_payrollforms/ :
     For employees who do not have an NBAJOBS active job for the pay period in question. This time sheet cannot be processed until an active is setup in Banner.