

TIME APPROVERS/ MANAGERS (APPROVAL/SIGN-OFF) PROCESS

Time Approver Definition: Approves time for employee(s) in a specific department ID(s). Individual is selected based on function and not necessarily by organizational role.



Responsibility: Can approve time worked and leave used for employees for one or more department ID(s).

Begin:

1. **Navigate to :** <http://hr.fiu.edu/payroll>
2. Select the “Manager” radio button

Review/Edit/Sign off Employee Time Cards

Section: Employee Management Tools

3. Click on “Time Card Editor”
4. Select corresponding criteria for the employees whose time card need to be reviewed/edited/signed off.
5. Click “Search”
6. Results list employees that fit the specified criteria.
7. All employees can be selected at once or individually to be reviewed and edited.
8. Click “Go to Time Card Editor”
9. Employees will show up individually, manager can move forward or backwards between employee cards using the arrows above the employee’s name
10. Review employee’s time entries, make any necessary changes or deletions using the edit or delete button (, )
11. Click on “Sign Off” button to approve employee’s time.
12. “Warning prompt” will pop up; click “OK” to finalize approval of employee’s time.
 - o **Repeat the process until all employees in results listing are signed off.**

NOTE: All employee time entries **MUST** be signed off by the Managers/Time Approvers by 2:00 pm on the Friday of payroll closing week.

- **Changing Password**
 - A. Click on “change password” button.
 - B. Enter “old password”
 - C. Enter “new password” and Confirm password.
 - D. Click OK to save changes.

Quick Reference

Guidelines:

- a. Time Approvers should have first-hand knowledge of the employee's hours worked or leave taken or written confirmation from employee's supervisor. If a Time Approver is on vacation or on a leave of absence then the responsibility should be delegated to a backup approver.
- b. Time Approvers should not approve their own time, their supervisor's time or their relative's time. This represents a conflict of interest between the Time Approver and the employee.
- c. Time Approvers must ensure that all non-exempt employees have approved their time/leave entries before signing-off.
- d. **All employee time/leave entries MUST be signed off by the Managers/Time Approvers by 2:00 pm on the Friday of payroll closing week.**

*** These reports can be saved to a local directory by clicking "Save As (report name)" on your computer.**