Manager Approval of Timesheets

Important:

- Managers must approve timesheets every Tuesday by 12:00 p.m. for the previous week.
- Employees must enter time every Monday by 2:00 p.m. for the previous week.
- Failure to approve timesheets in STAR for hours worked and leave taken may result in a delay in your employees receiving their paycheck.
- Managers who oversee TapFin contractors need to review and approve the contractors' time so the system sends the information to FieldGlass for payment.

Contents

Manager Approval of Timesheets 1

Approve Timesheets 2

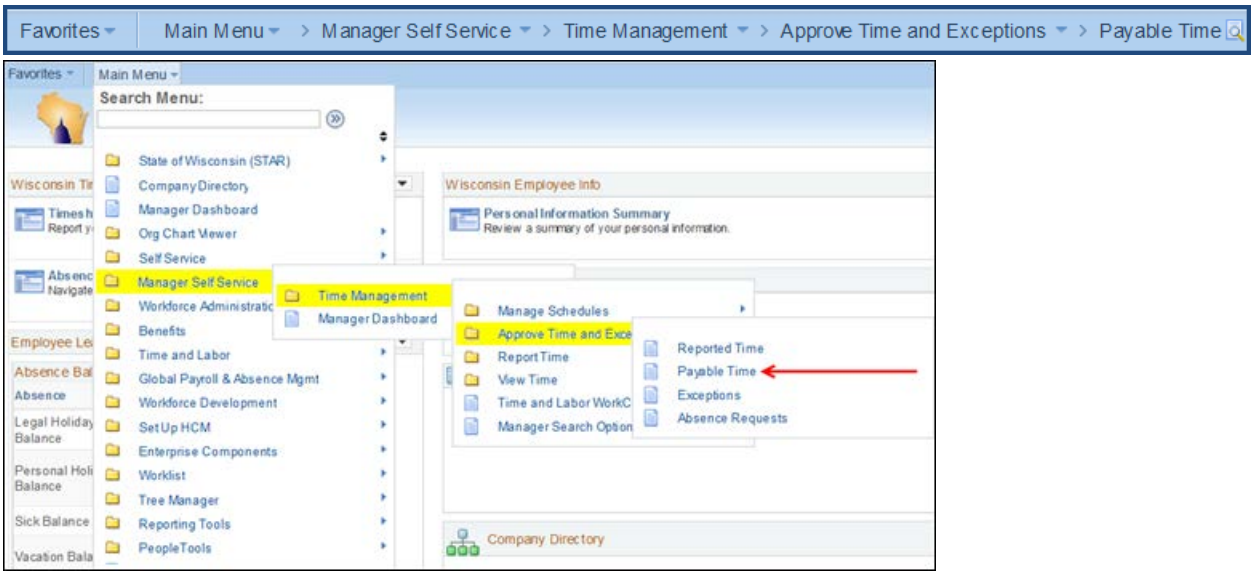
Adjust Reported Time and Approval 6

Enter Time on Behalf of an Employee 12

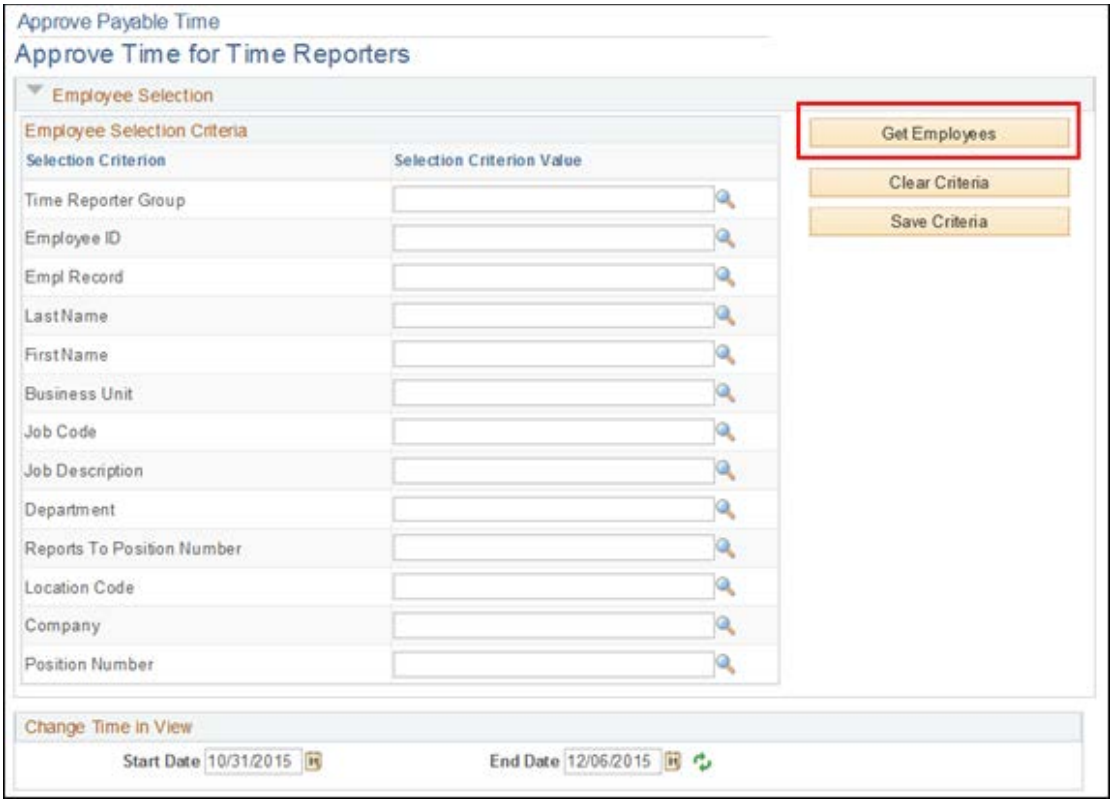
Approve Retro Adjustments 14

Approve Timesheets

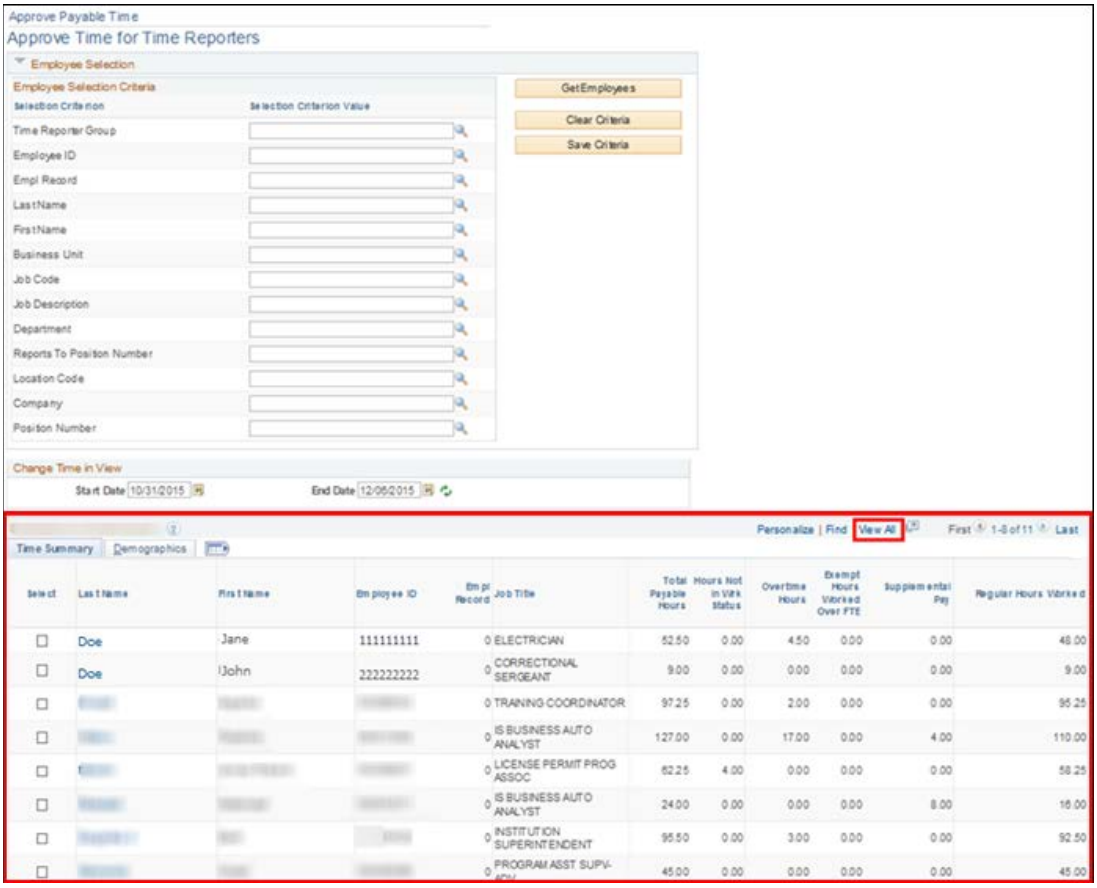
1. Click the following link or type the address into a Web browser.
    - https://ess.wi.gov/
2. Log in to STAR using your IAM account.
3. Go to the **Payable Time** page.



4. Click the **Get Employees** button to generate the list of employees who report to you.

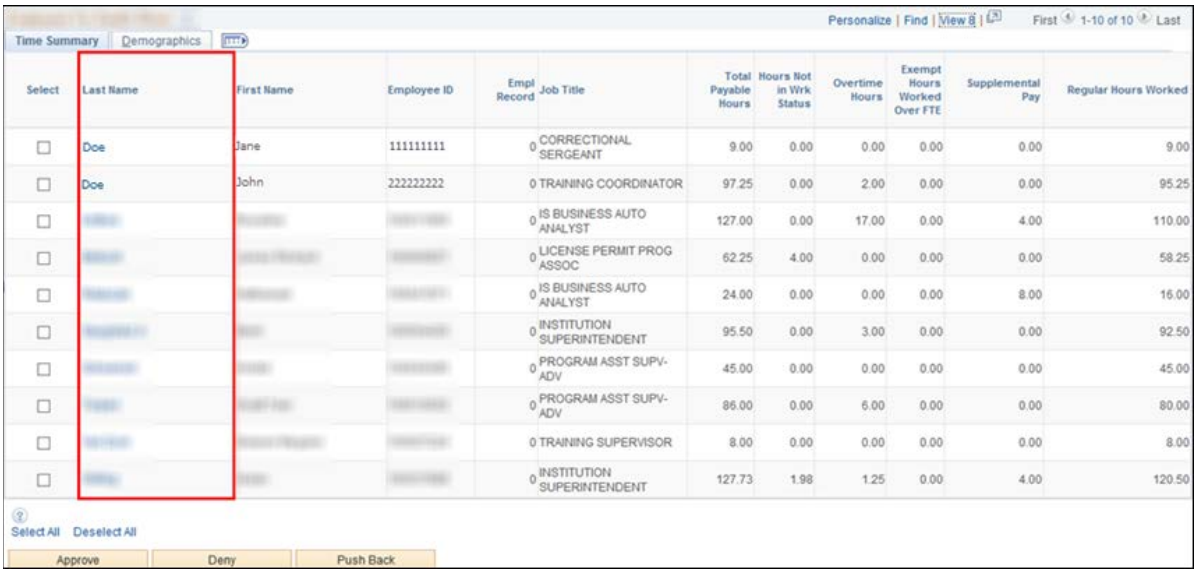


Note: The list of employee timesheets appears at the bottom of the **Payable Time** page. See the screenshot below to view the layout. If an employee is not listed, they may not have submitted their timesheet or they may only have leave entered. Navigate to the **Entering Time on Behalf of an Employee** to review their timesheet.

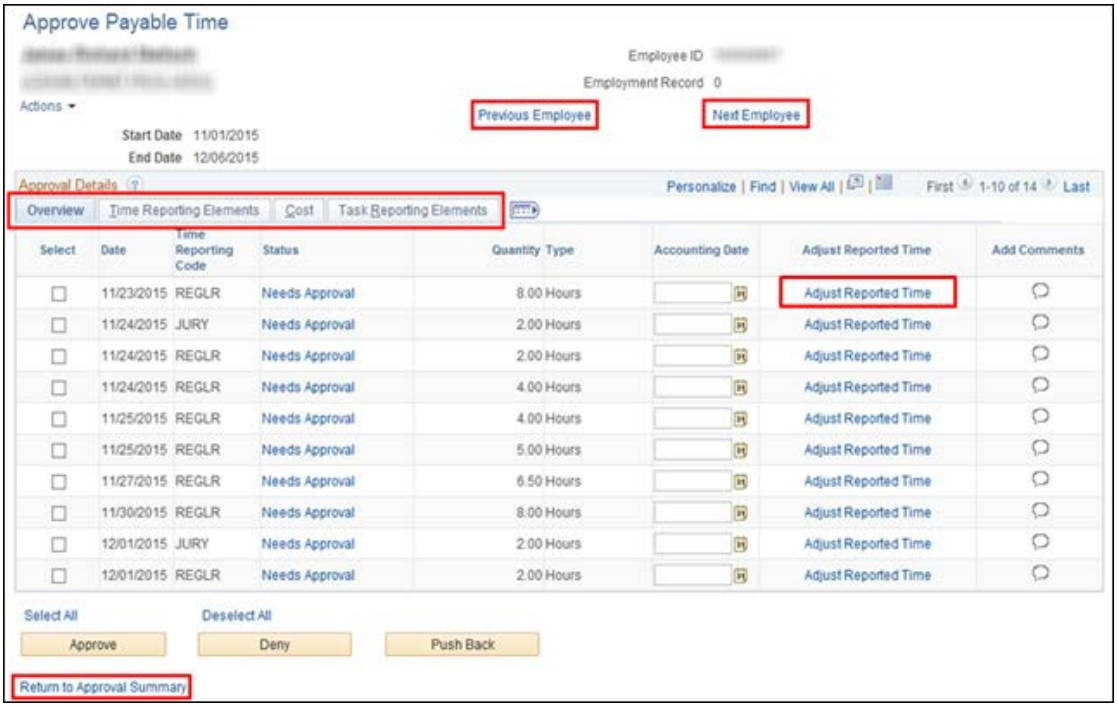


Note: Click the **View All** link to view all employees on one page.

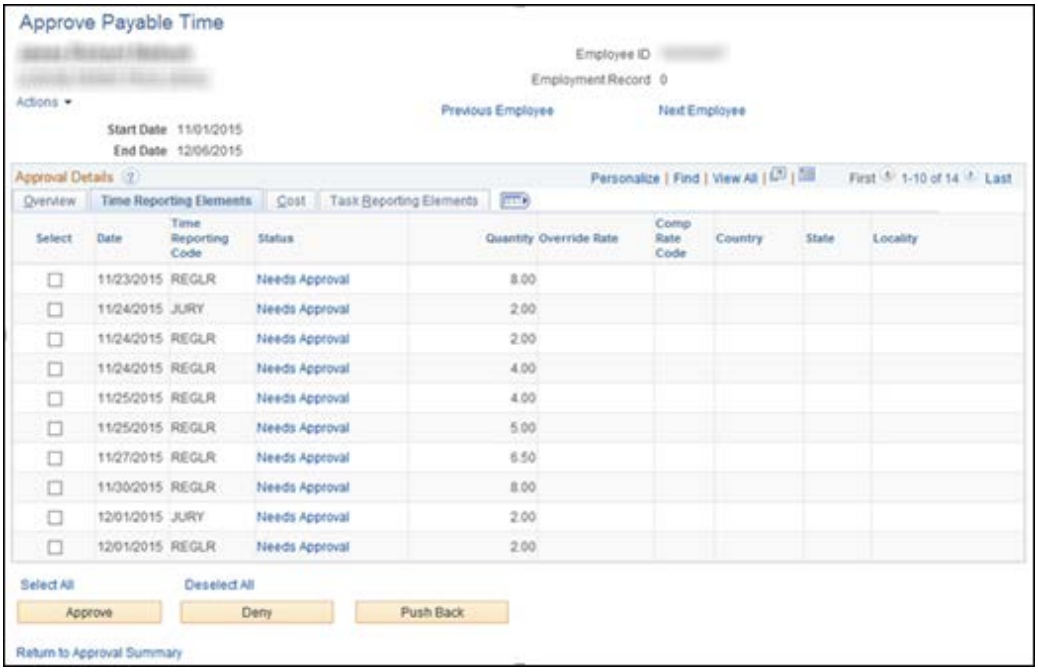
5. Click an employee's last name to review that employee's timesheet for the week.



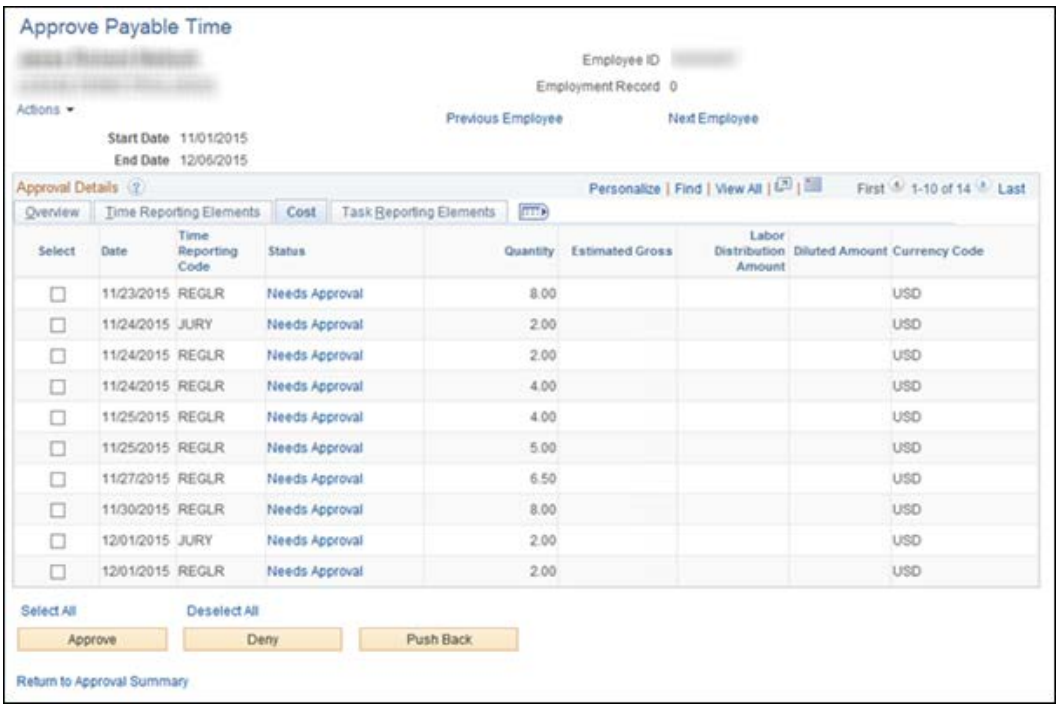
6. The **Approve Payable Time** page opens. From here you can review the employee's time reporting codes and task reporting elements.



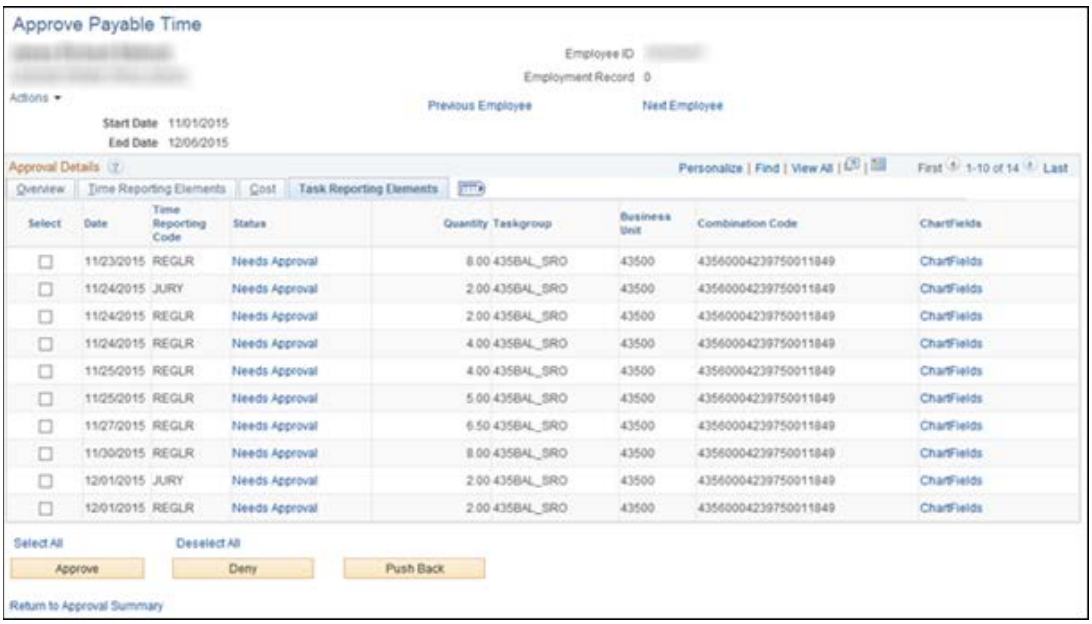
- **Previous Employee**: This link toggles to the previous employee in the **Approval Summary** list.
- **Next Employee**: This link toggles to the next employee in the **Approval Summary** list.
- **Adjust Reported Time**: This link opens the employee's timesheet.
- **Return to Approval Summary**: This button takes you back to the **Approval Summary** page.
- **Overview** tab: The screenshot above shows this tab.
- **Time Reporting Elements** tab: The screenshot below shows this tab:



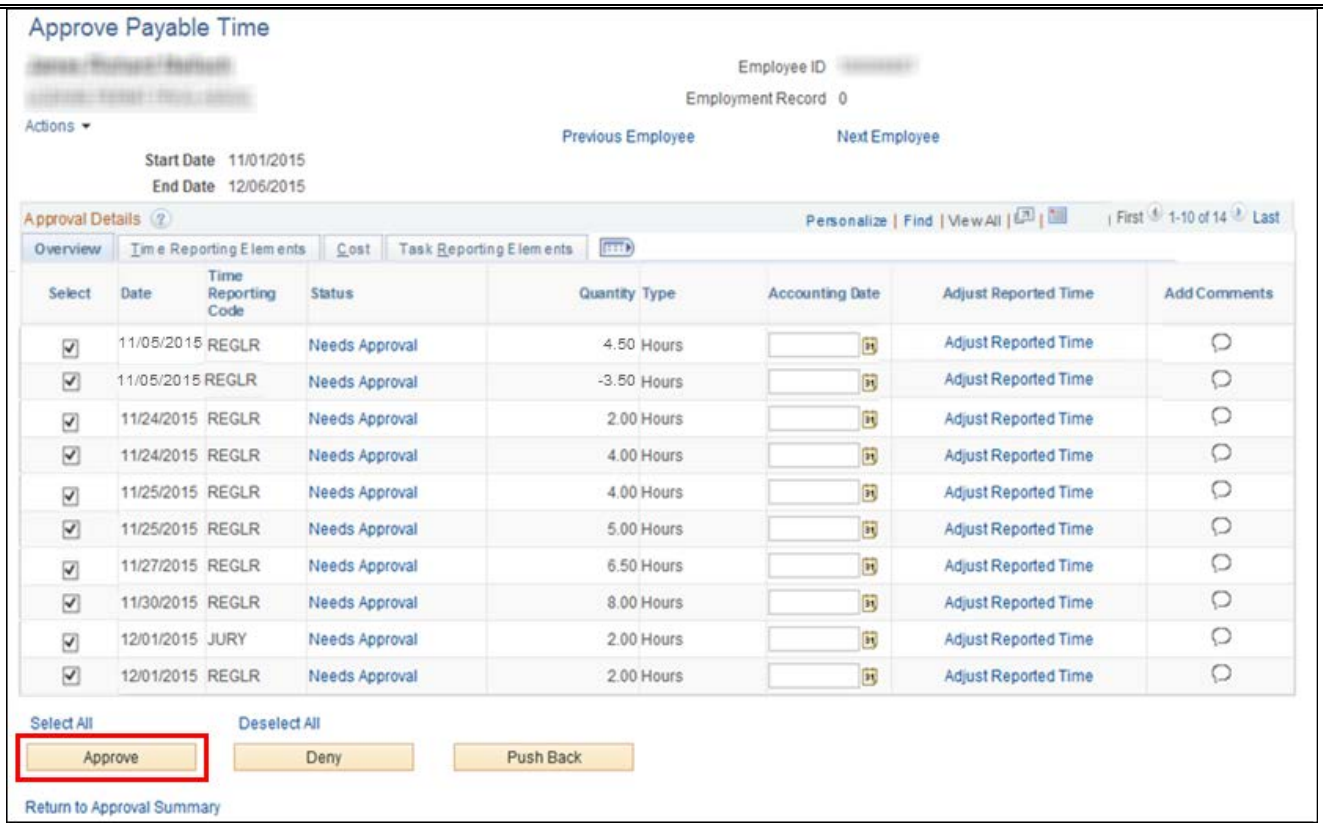
- **Cost** tab: The screenshot below shows this tab:



- **Task Reporting Elements** tab: The screenshot below shows this tab:

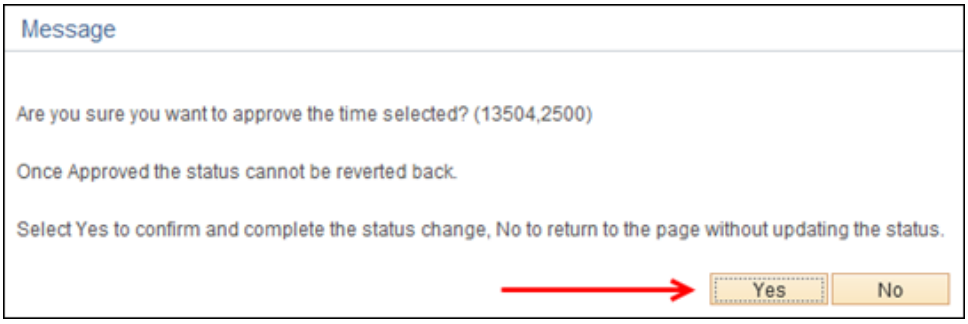


7. From the **Overview** tab, select the dates for approval and click **Approve**.
    - Only approve time entries for the current pay period or retro adjustments. **Do not approve time for the current week** until all submissions for the week are entered. See **Approve Retro Adjustments** for more information on approving retro adjustments.
    - Do not click **Select All**. This will select all individuals listed and all employees on different pages.



Note: We strongly recommend that you review employees' actual timesheets before approving payable time. This review ensures that employees entered all information accurately. For more information, see the **Adjusting Reported Time and Approval** section.

8. Click **Yes** to confirm that you want to approve the timesheets.



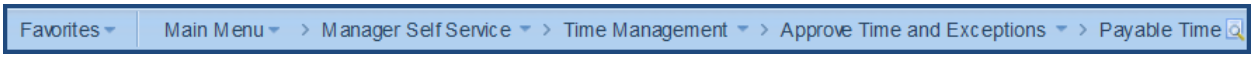
9. Click **OK**.

Adjust Reported Time and Approval

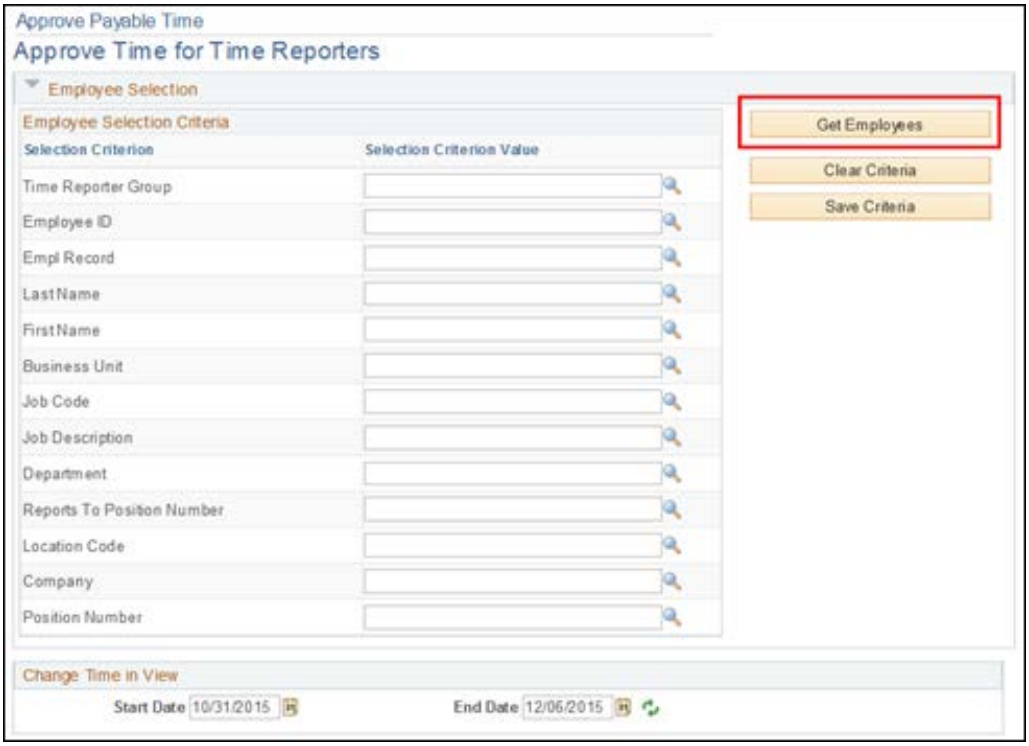
If necessary, you can adjust a timesheet for an employee. To do so, follow the process below.

1. Click the following link or type the address into a Web browser.
   - https://ess.wi.gov/

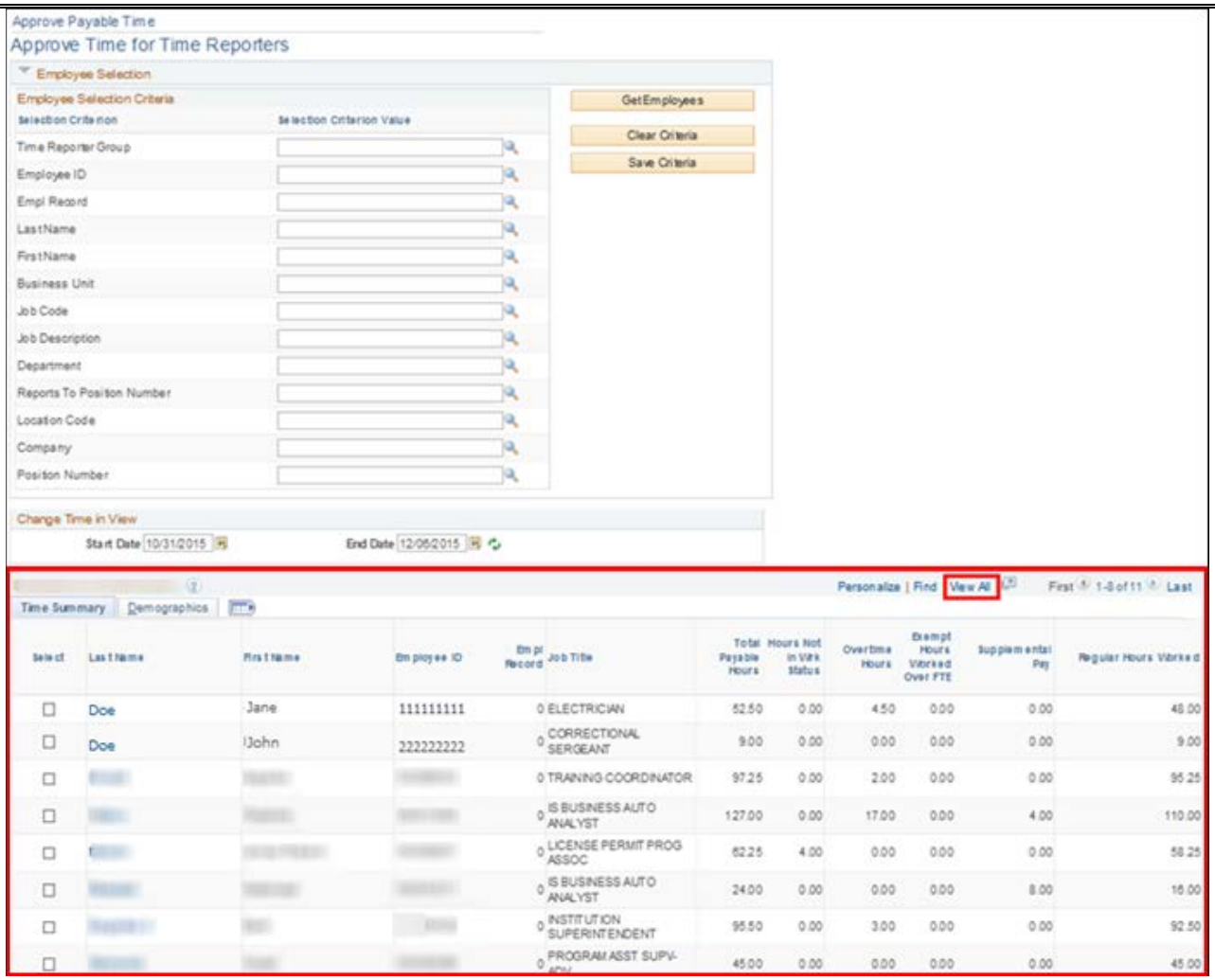
2. Log in to STAR using your IAM account.
3. Go to the **Payable Time** page.



4. Click the **Get Employees** button to generate the list of employees who report to you.

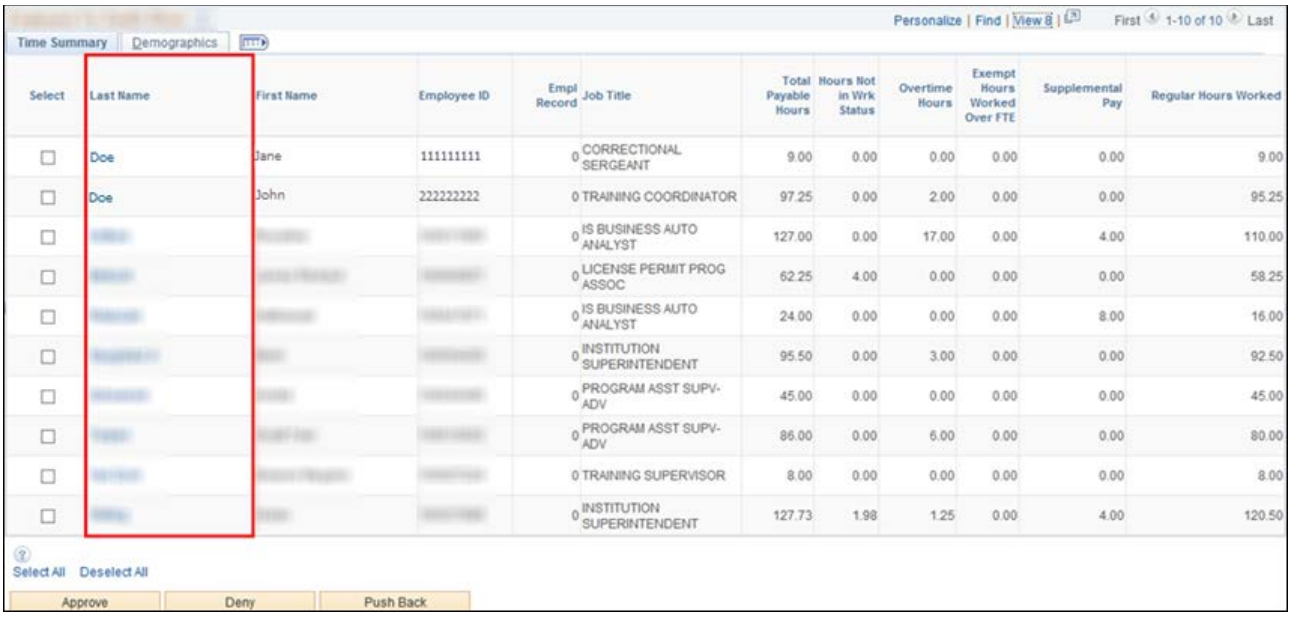


Note: The list of employee timesheets appears at the bottom of the **Payable Time** page. See the screenshot below to view the layout.

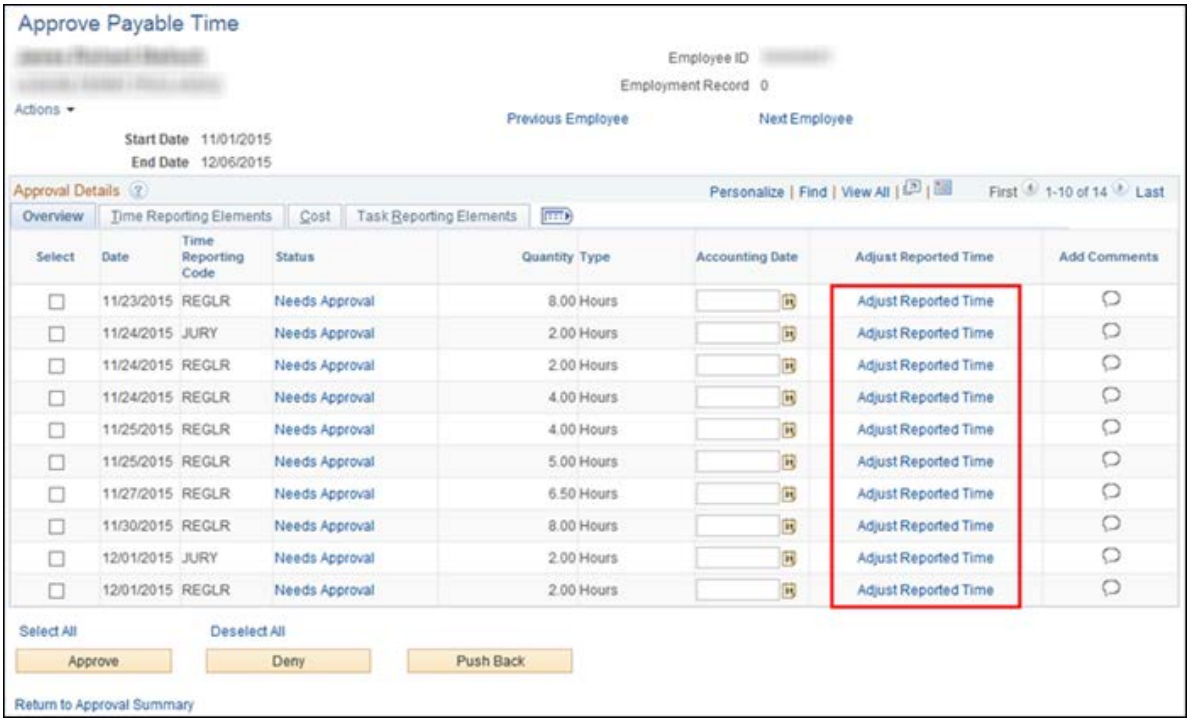


Note: Click the **View All** link to view all employees on one page.

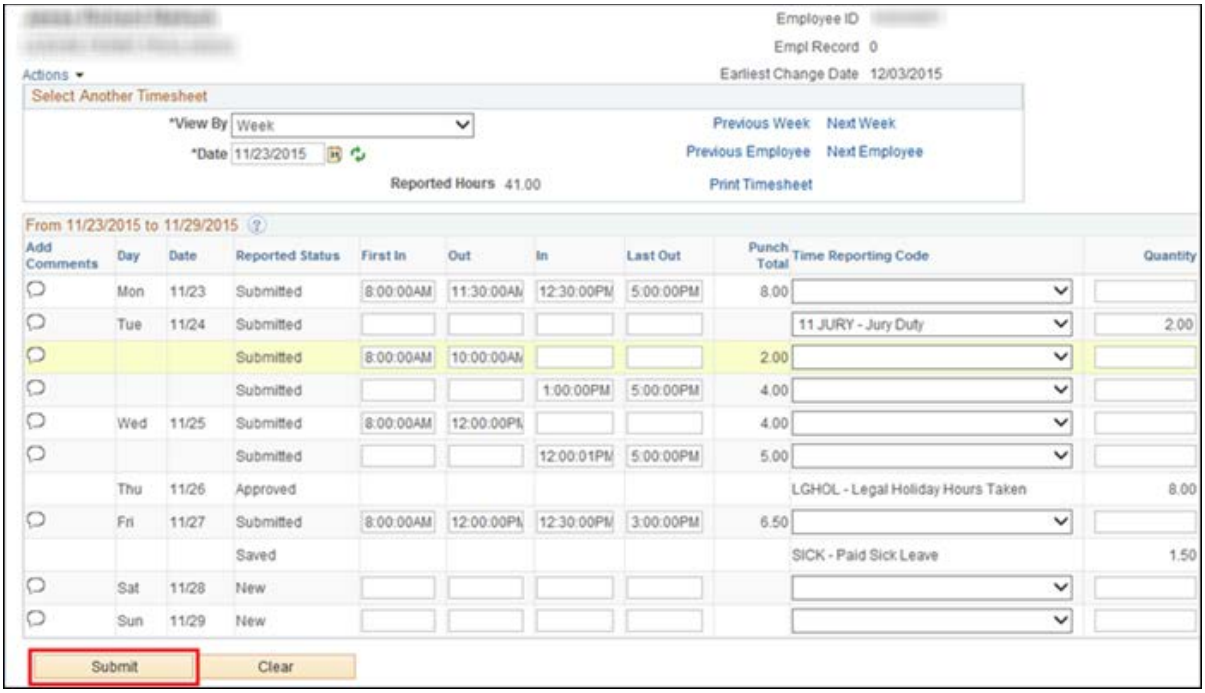
5. Click an employee's last name to review that employee's time reporting for the week.



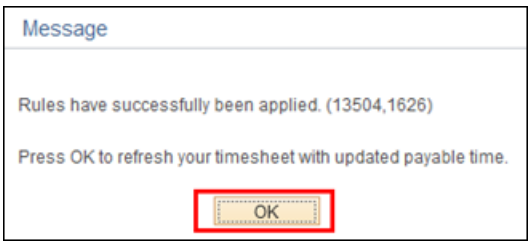
6. Click the **Adjust Reported Time** link.



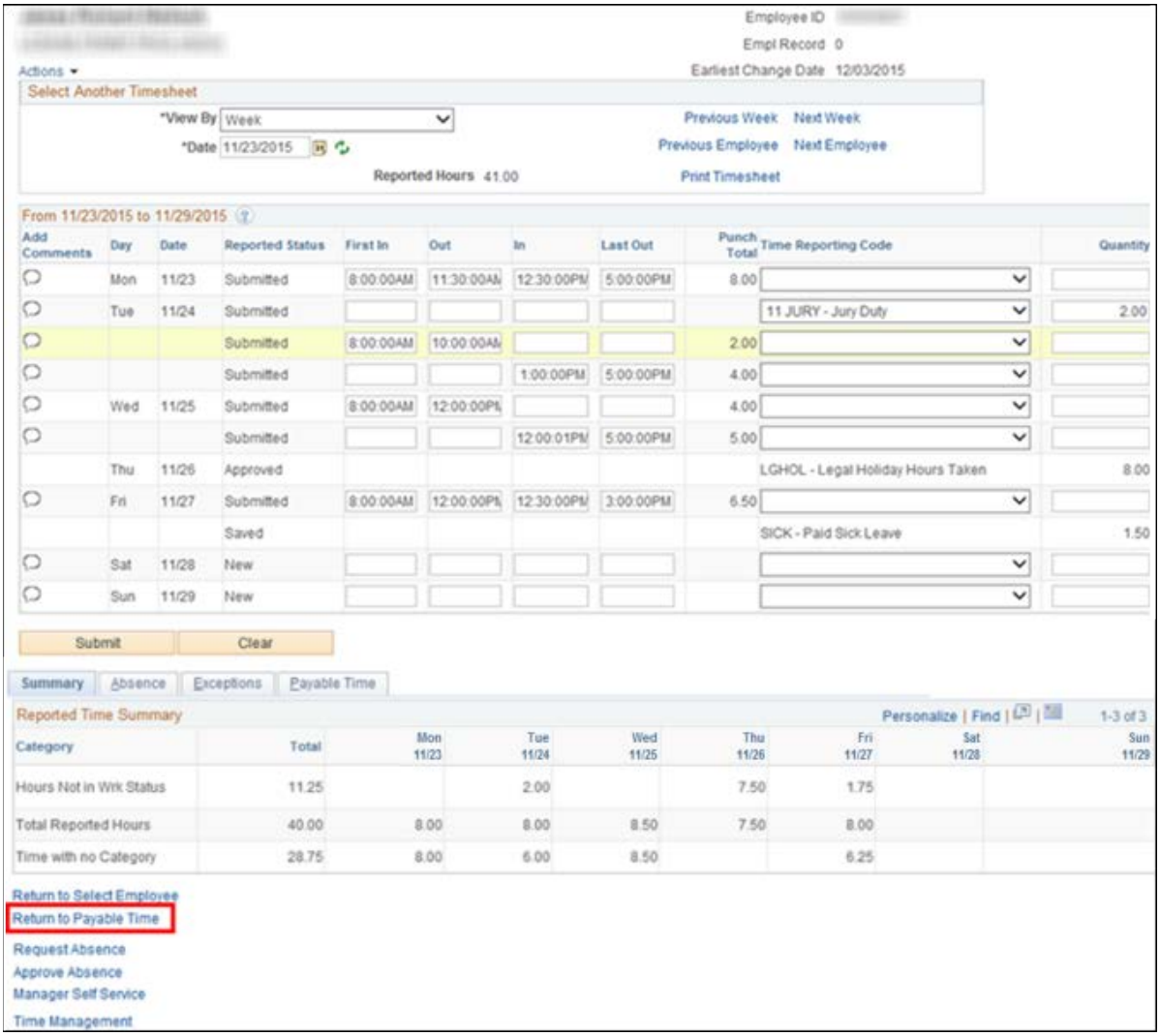
7. Make the necessary adjustments to the timesheet and click **Submit**.



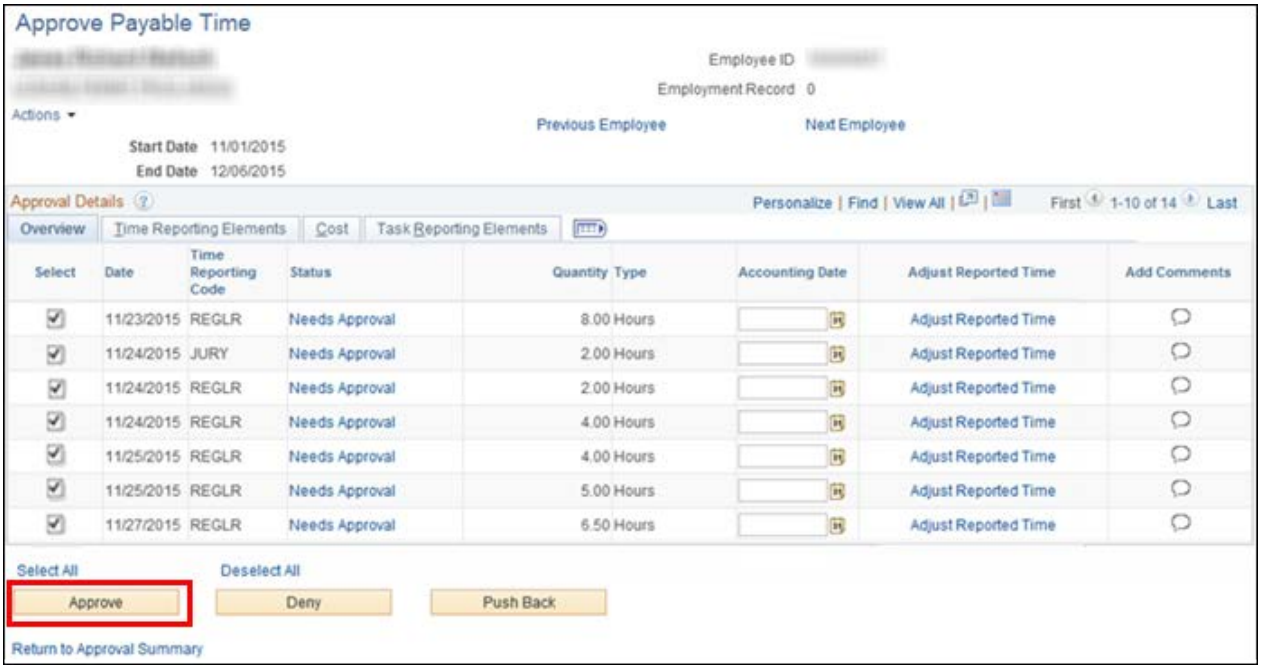
8. Click **OK.**



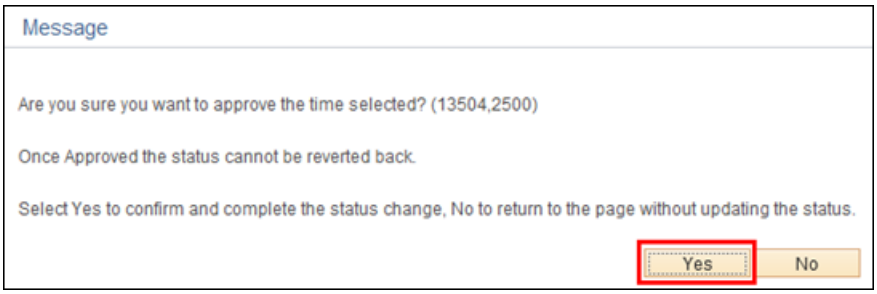
9. Click **Return to Payable Time** to return to the **Approve Payable Time** page.



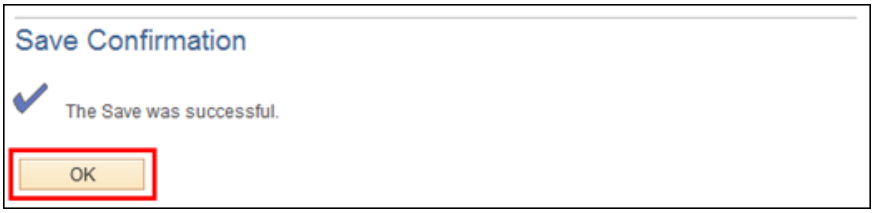
10. Put a check mark in the **Select** column and click **Approve** to approve the adjusted timesheet.



11. Click **Yes** in the **Message** box to approve the timesheet.



12. Click **OK.**

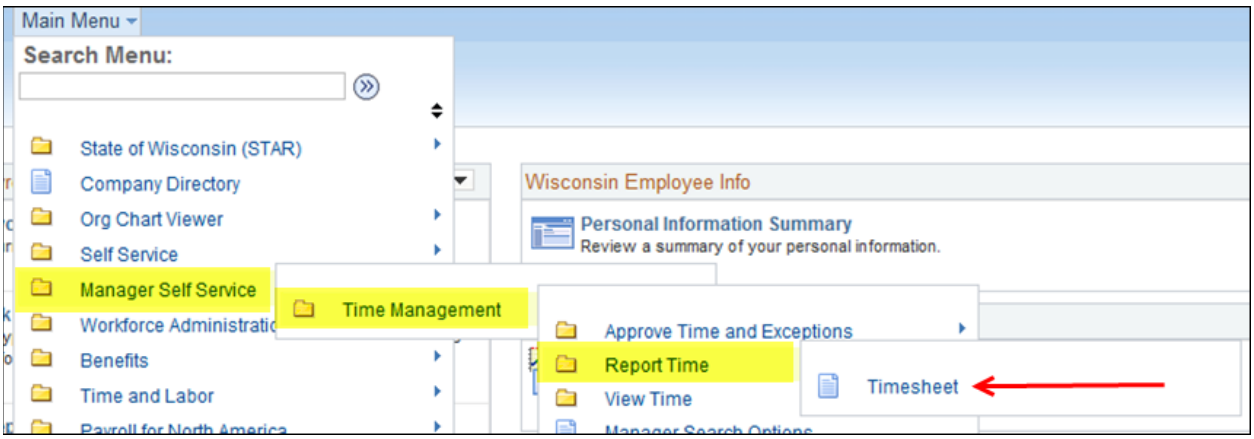


13. Repeat steps 3–11 until you have approved all timesheets.

Enter Time on Behalf of an Employee

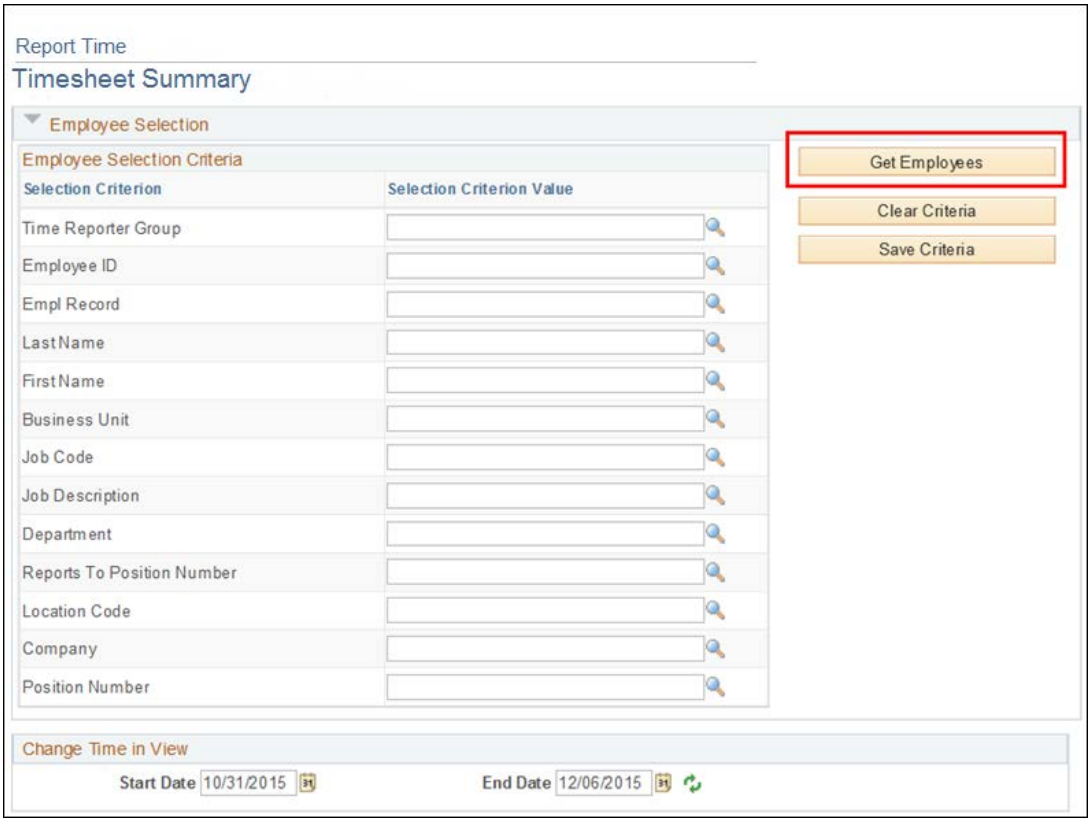
Managers can enter time and absences on behalf of their employees or delegated employees. After entering employees' time and absences, managers can approve the time and absences.

1. Click the following link or type the address into a Web browser.
   - https://ess.wi.gov/
2. Log in to STAR using your IAM account.
3. Go to the **Timesheet** page.

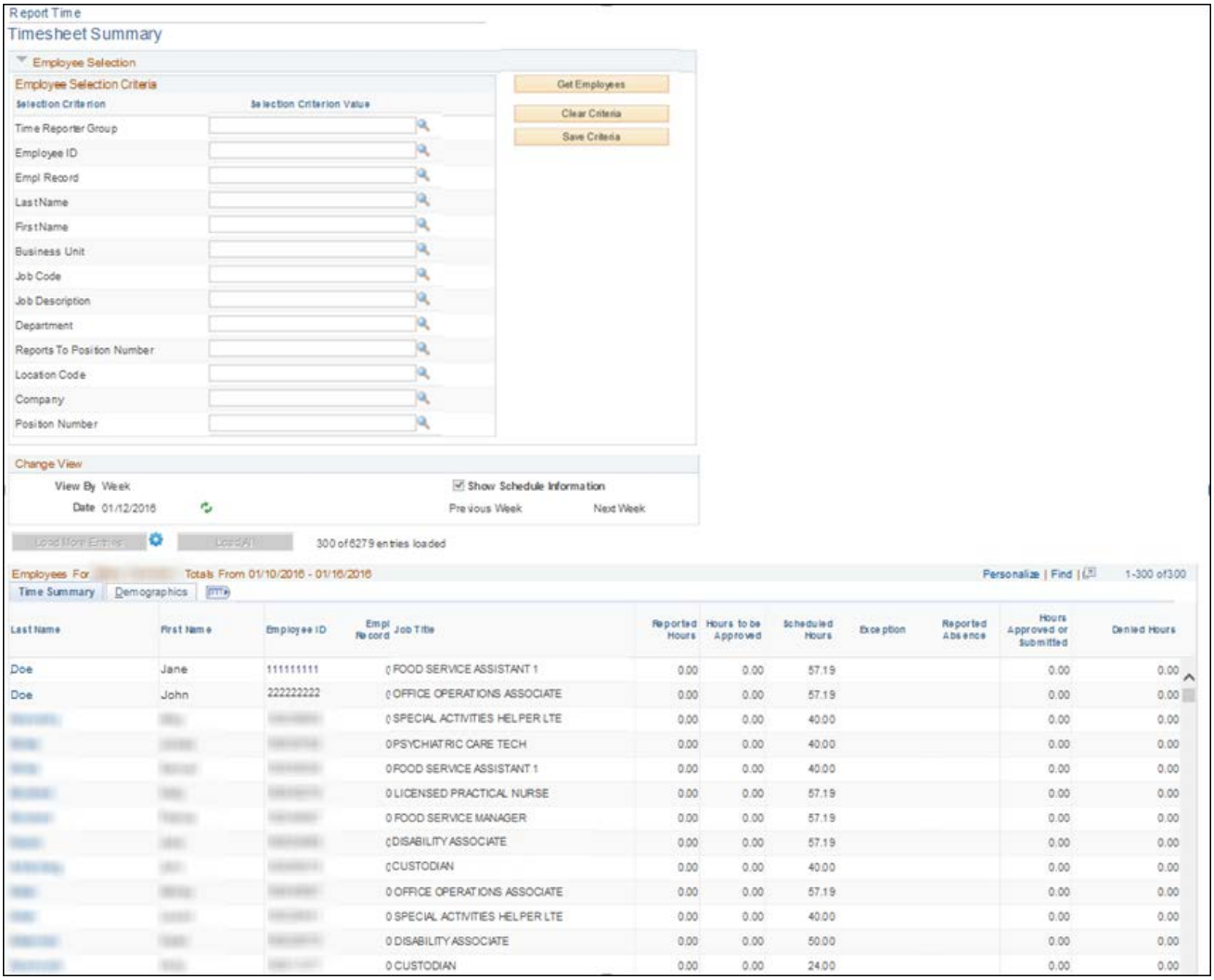


Or you can follow this path to the **Timesheet** page: **Main Menu** > **Manager Self Service** > **Time Management** > **Report Time** > **Timesheet**.

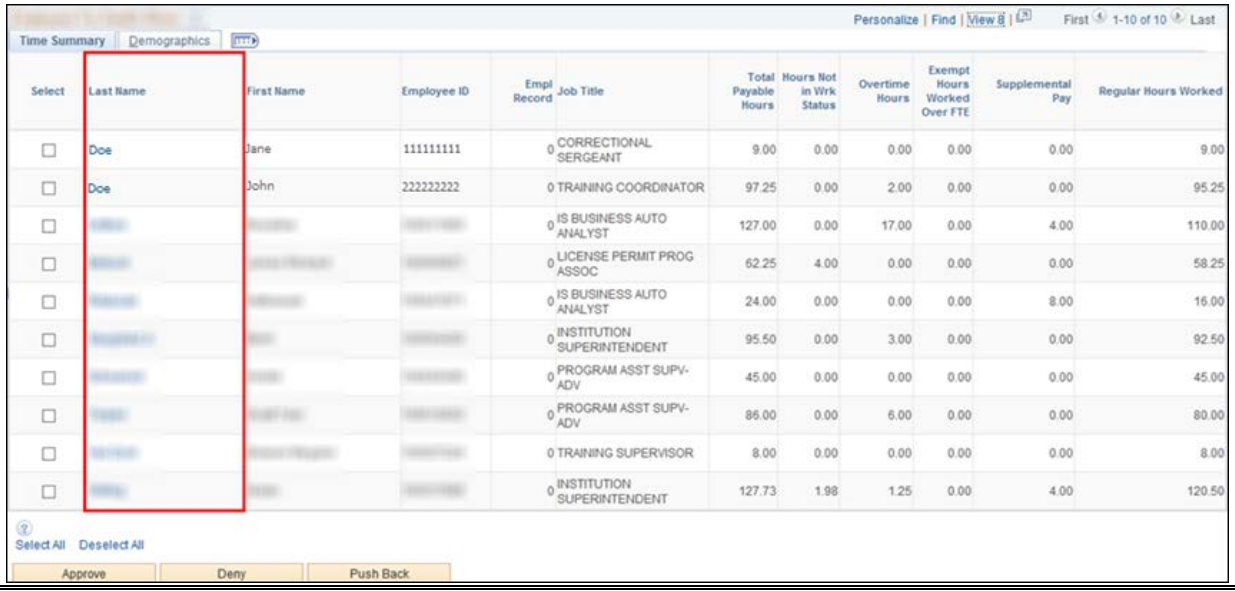
4. Click the **Get Employees** button to generate the list of employees who report to you.



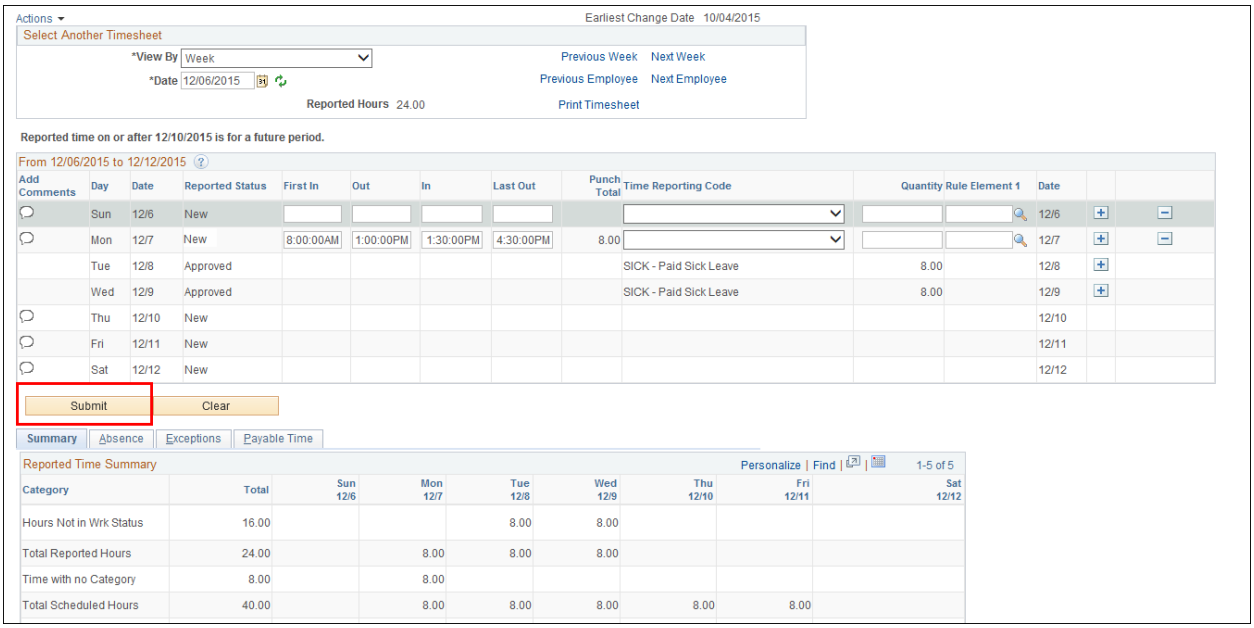
Note: The list of employee timesheets appears at the bottom of the **Payable Time** page. See the screenshot below to view the layout.



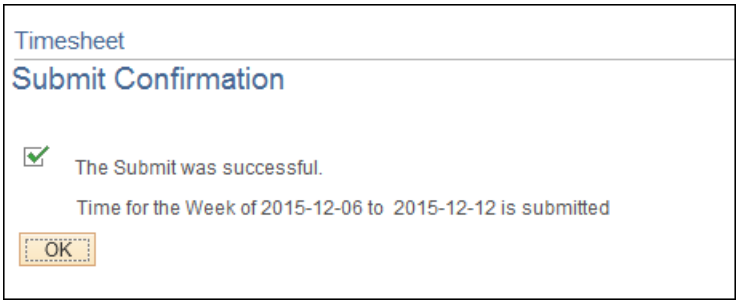
5. Click an employee's last name to open her or his timesheet.



6. Enter the employee's time and absence information. Click **Submit.**



7. If you have entered all of the information correctly, the **Submit Confirmation** page appears. Click **OK** to return to the **Timesheet** page.

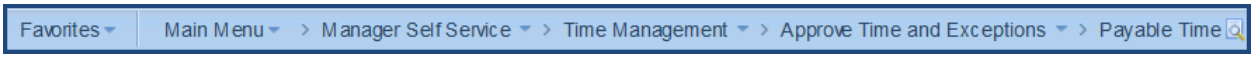


8. Repeat steps 1–7 as needed.
9. To approve the employees' timesheets, see the **Approve Timesheets** section.

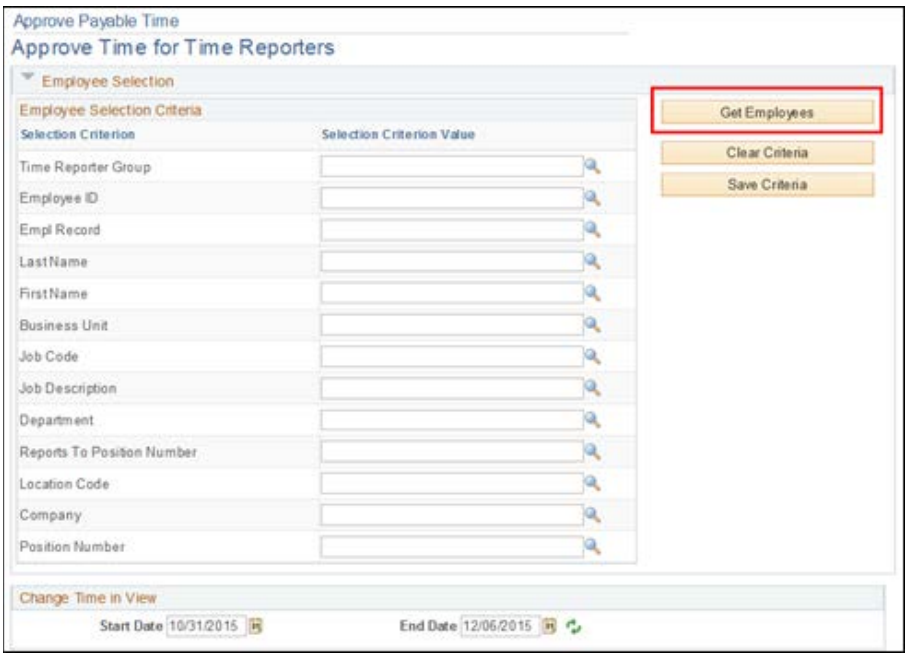
Approve Retro Adjustments

After time has been approved, employees have 16 days to adjust their time. Managers will need to approve the adjustment.

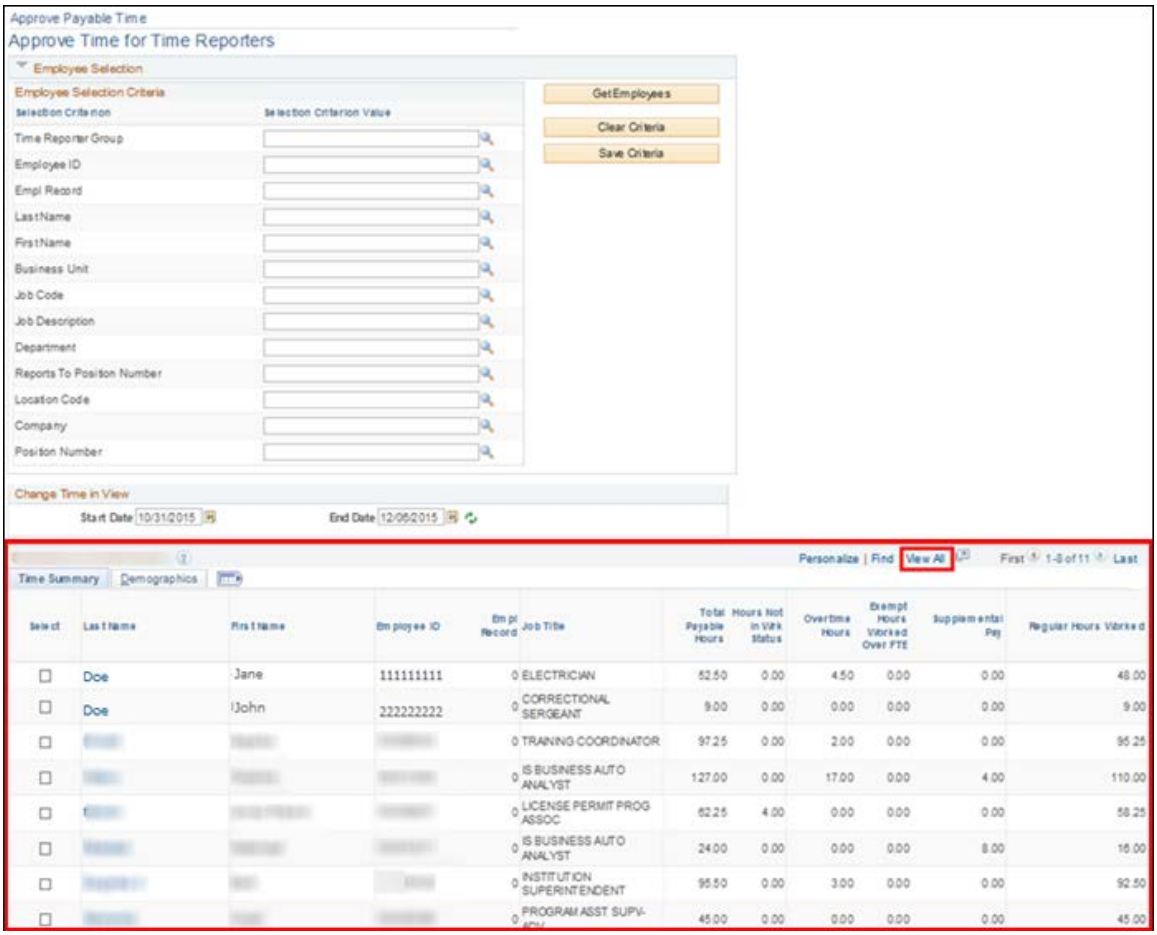
1. Click the following link or type the address into a Web browser.
   - https://ess.wi.gov/
2. Log in to STAR using your IAM account.
3. Go to the **Payable Time** page.



4. Click the **Get Employees** button to generate the list of employees who report to you.

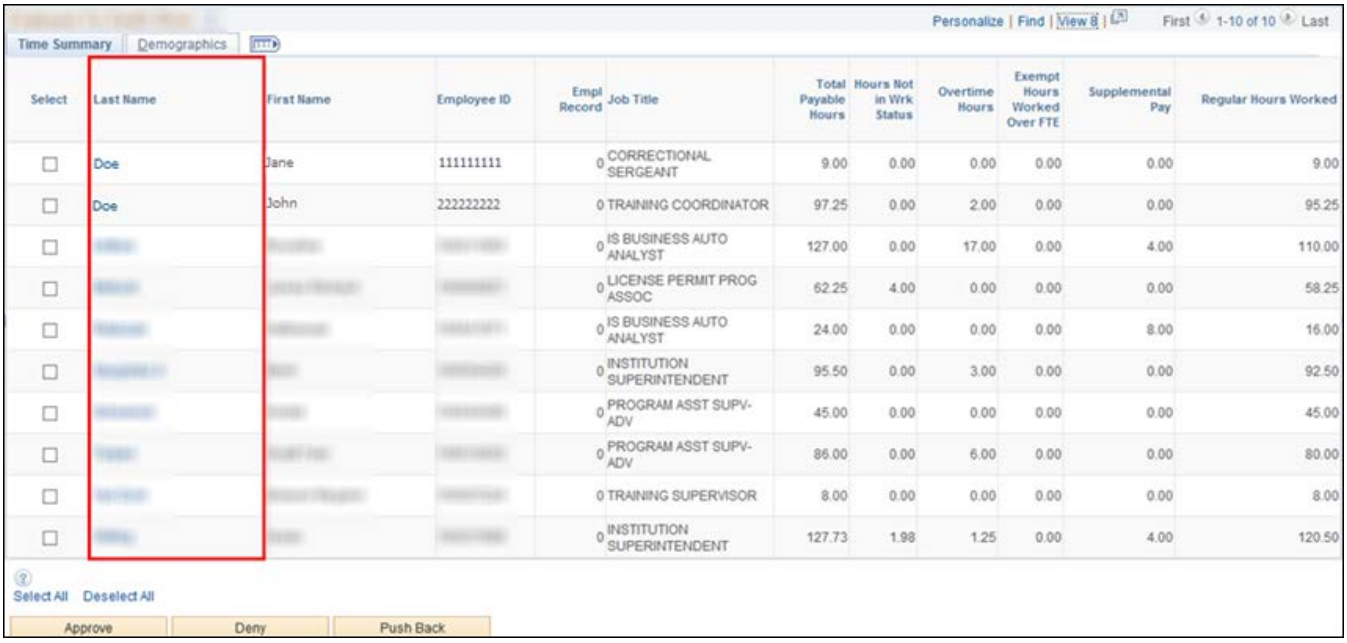


Note: The list of employee timesheets appears at the bottom of the **Payable Time** page. See the screenshot below to view the layout.



Note: Click the **View All** link to view all employees on one page.

5. Click the employee's last name that sent the adjustment.



Time Summary | Demographics

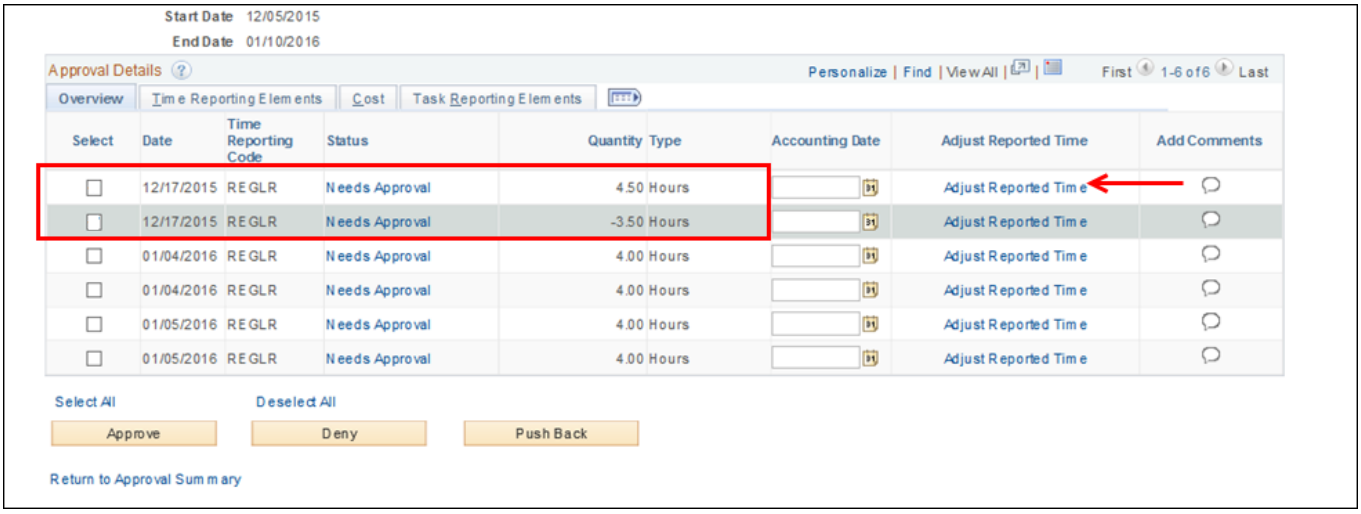
Personalize | Find | View 8 | First 1-10 of 10 Last

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Hours Not in Wrk Status	Overtime Hours	Exempt Hours Worked Over FTE	Supplemental Pay	Regular Hours Worked
☐	Doe	Jane	111111111	0	CORRECTIONAL SERGEANT	9.00	0.00	0.00	0.00	0.00	9.00
☐	Doe	John	222222222	0	TRAINING COORDINATOR	97.25	0.00	2.00	0.00	0.00	95.25
☐	[illegible]	[illegible]	[illegible]	0	IS BUSINESS AUTO ANALYST	127.00	0.00	17.00	0.00	4.00	110.00
☐	[illegible]	[illegible]	[illegible]	0	LICENSE PERMIT PROG ASSOC	62.25	4.00	0.00	0.00	0.00	58.25
☐	[illegible]	[illegible]	[illegible]	0	IS BUSINESS AUTO ANALYST	24.00	0.00	0.00	0.00	8.00	16.00
☐	[illegible]	[illegible]	[illegible]	0	INSTITUTION SUPERINTENDENT	95.50	0.00	3.00	0.00	0.00	92.50
☐	[illegible]	[illegible]	[illegible]	0	PROGRAM ASST SUPV-ADV	45.00	0.00	0.00	0.00	0.00	45.00
☐	[illegible]	[illegible]	[illegible]	0	PROGRAM ASST SUPV-ADV	86.00	0.00	6.00	0.00	0.00	80.00
☐	[illegible]	[illegible]	[illegible]	0	TRAINING SUPERVISOR	8.00	0.00	0.00	0.00	0.00	8.00
☐	[illegible]	[illegible]	[illegible]	0	INSTITUTION SUPERINTENDENT	127.73	1.98	1.25	0.00	4.00	120.50

Select All Deselect All

Approve | Deny | Push Back

6. Review both the positive and negative entries. You will need to approve both in order for the adjustment to be correctly approved. If you do not approve the negative hours, the employee may still be paid for those incorrect hours.



Start Date 12/05/2015
End Date 01/10/2016

Approval Details

Personalize | Find | View All | First 1-6 of 6 Last

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
☐	12/17/2015	REGLR	Needs Approval	4.50	Hours		Adjust Reported Time	
☐	12/17/2015	REGLR	Needs Approval	-3.50	Hours		Adjust Reported Time	
☐	01/04/2016	REGLR	Needs Approval	4.00	Hours		Adjust Reported Time	
☐	01/04/2016	REGLR	Needs Approval	4.00	Hours		Adjust Reported Time	
☐	01/05/2016	REGLR	Needs Approval	4.00	Hours		Adjust Reported Time	
☐	01/05/2016	REGLR	Needs Approval	4.00	Hours		Adjust Reported Time	

Select All Deselect All

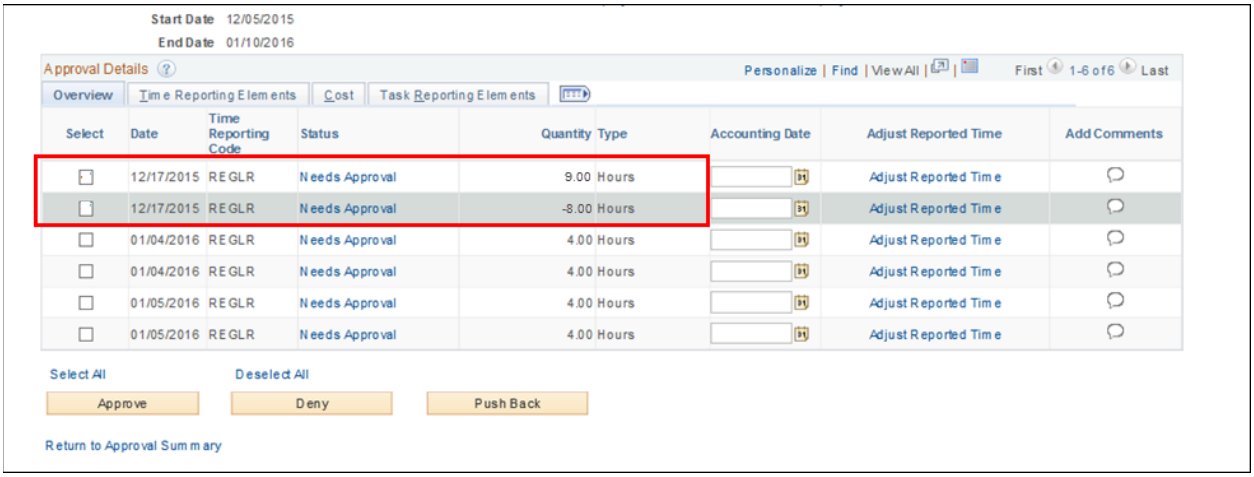
Approve | Deny | Push Back

Return to Approval Summary

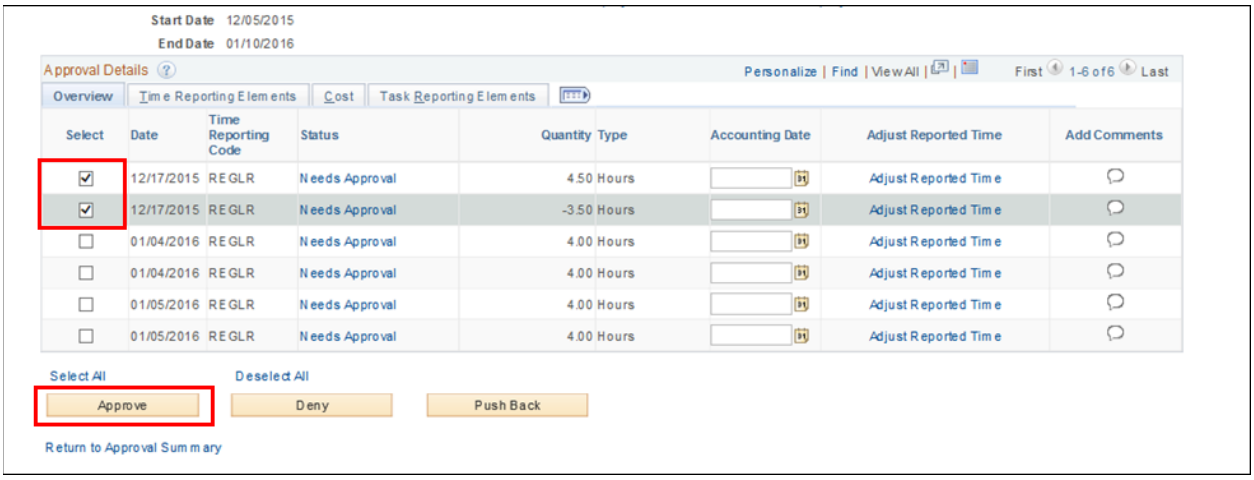
Note: To view the employee's timesheet, click on **Adjust Reported Time**.

Example: Your employee realized they worked 9 hours on Thursday two weeks ago, instead of the 8 hours they entered on their timesheet. They adjusted their timesheet and sent you an email letting you know they submitted the change. On the **Approve Payable Time** page, you see negative 8 hours and positive 9 hours. The negative 8 hours indicates they have deleted those approved hours from the

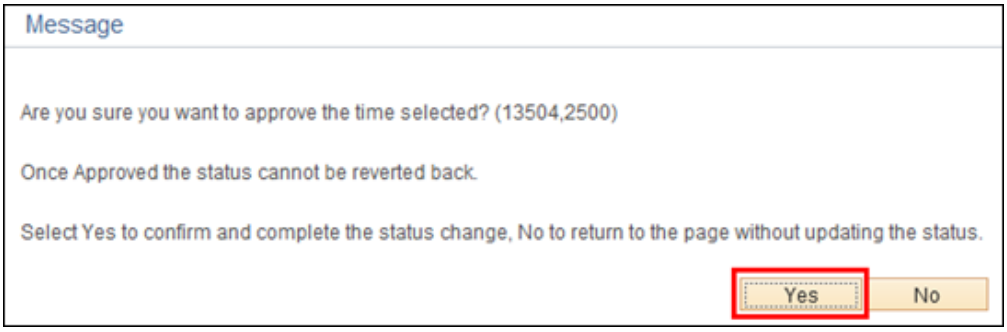
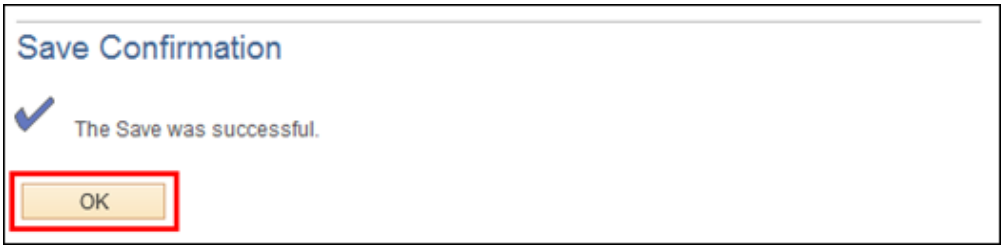
timesheet. The positive 9 hours indicates the new hours they worked. Since their hours are now correct, you approve both the negative and positive hours.



7. After you have reviewed the information for accuracy, select the entries for approval. Click **Approve**.



8. Click **Yes** in the **Message** box to approve the adjustment.



9. Click **OK**.