

Helpful hits for eTime timesheet review

Supervisors are responsible for the review and approval of employees' timesheets, considering both time reported and time not reported.

In accordance with the Oregon Accounting Manual 45.07.00 on Time Record Review, employees are expected to record their time & attendance information accurately. Supervisors are expected to review and approve all time reported for accuracy & appropriateness.

Payroll transactions are no different than any other agency expenditure and require the application of the same standards of internal control.

During the current month:

- When an employee calls in sick or requests time off, check leave balances to ensure they will have enough accrued time.
 - If an employee does not have enough leave to cover their time off, they will be in leave without pay status (LWOP).

At the end of the month:

- Review and approve timesheets for all staff in eTime
- Review and approve timesheets you are the back up for in eTime if the group supervisor is unavailable.

Before approving, timesheets should be reviewed for the following:

- All full-time employees have recorded at least 40 hours in a work week.
 - If the total 'Entered' hours are highlighted in yellow, there are more hours entered than forecasted.
 - Review the hours entered each day to find where there are too many hours recorded and contact employee to make correction before approving.
- Shift Differential should reflect full hour increments only, no partial hours.
 - Generally earned by SEIU, Management and unrepresented employees who are in salary range 22 or below.
 - Earns on an hourly basis for each hour or major portion thereof (30 minutes or more) worked between 6pm and 6am during the week or all day Saturday and Sunday.
- Verify overtime hours worked are coded correct based on employee's job type and applicable collective bargaining agreements and/or DAS policies.

For months that include holidays:

- Verify employee's holiday is coded correctly.
 - If there is leave without pay in the month contact your payroll for guidance on how this impacts a holiday.
- Holidays for part-time and eligible temporary employees are pro-rated.

For prior months that need correction:

- If a month has closed and you find a timesheet needs correcting, contact your payroll office for assistance.

Time records that have **not** been reviewed and authorized may introduce erroneous data into the state payroll and accounting systems and cause unauthorized expenditures of state funds. Failure to review and authorize time records is an inappropriate action by a person responsible for authorizing the expenditure.

Groups:

- Groups are used to assign employees to an approving supervisor for the purposes of reviewing and approving timesheets in eTime.
- The group structure is created by the agency and provided to payroll. The information provided to payroll should include:
 - Supervisor's name and OR number.
 - Names and OR numbers (ORXXXXXX) of employees supervisor is responsible for approving.
 - Name(s) of back up approver. Please note that a backup approver has the same approval authority as a supervisor and should have the delegation of authority to approve timesheets.
- Group names are assigned by the agency and provided to payroll as part of the set up process. Group names consist of up to 8 alphanumeric characters with no spaces or special characters. Most agencies use one of the following:
 - Unit name (i.e. Finance, HR, Director)
 - Crew Number/Report Distribution Number
- When employees are hired by an agency, the new hire paperwork provided to payroll should include the group the employee is assigned to if not using the crew number or report distribution code as the group name.
- When an employee moves from one unit or group to another, the manager should notify payroll of the change and the group or supervisor the employee needs to be moved to.