Using HRMS Time and Labor
For Online Time Tracking

Instructions for Manager Review and Approval of Reported Time

Human Resources Office
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Overview

All Washington University employees are required to report time that is not worked (e.g., Vacation, Sickness, Jury Duty, Funeral Leave, etc.). All non-exempt (bi-weekly) employees are required to report all time worked. If a bi-weekly timesheet is not submitted for the current open pay period, the paycheck for that employee will not be calculated or distributed. Reported time must be reviewed and approved by management.

The University Human Resource Management System (HRMS) is used to report employee time. Below is a simplified view of the time reporting process for Bi-Weekly and Monthly employees.
HRMS Logon Instructions

1. Go to the HRMS Home Page by entering the below URL in your web browser address line:

https://wuissrv20.wustl.edu/pwp/HRMS/?cmd=login

2. Enter your WUSTL KEY in the User ID box and then enter your Password. If you don't yet have a WUSTL KEY, enter your Employee ID and then you will be prompted to create your WUSTL KEY.

3. Your HRMS Home Page is displayed.
Quick Start Guide

1. logon to HRMS
2. go to Manager Self Service > Time Management > Approve Reported Time
3. the search page displays all employees for whom you are the person responsible for reviewing and approving their reported time
4. employees who submitted their time data are displayed at the top of the list in alphabetical order, followed by those who have not submitted their time data
5. click on the employee name to select and display their reported time
6. if the reported data is accurate, click on yellow button “Approve Timesheet”
7. if the reported data is inaccurate, you can either deny the time and return it to the employee with comments or you can change the reported time yourself. In either case, an email notification will be sent to the employee. If the employee changes the data and resubmits, an email notification is sent to the supervisor
8. all submitted time must be reviewed and approved no later than 12:00 pm noon the day the payroll is processed (typically every other Tuesday for bi-weekly employees)
Detailed Instructions

1. Logon to HRMS (see page 4) and navigate to Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

2. The Approve Reported Time search page displays employees in your work group for whom you are the designated Time Approver, beginning with Bi-Weekly employees if you have any. Employees who have submitted hours for your review and approval are displayed at the top of the list in alphabetical order, followed by those who have not yet submitted hours. You can use the “View By” drop-down to select your monthly employees.

If you have HRMS access to employees in your department, you can click on the “Show All Employees” link to see their time data.

3. **Non-exempt employees (bi-weekly payroll)** who worked during the current Pay Period are expected to report all time worked and not worked. To assist you, non-exempt employees with standard hours who have not yet reported or submitted their time for approval are highlighted in red text.

4. **For exempt employees (monthly payroll),** you should ensure that anyone who took leave time during the current Pay Period has submitted a leavesheet. Failure to do so will result in inaccurate leave balances after the payroll is processed. A leavesheet is not required if the employee does not have any time not worked hours in the month.

5. To review the reported time, click on the employee name and the Timesheet (BWK) or Leave Time sheet (MON) for that person will be displayed.
Bi-Weekly Timesheet

a. The Bi-Weekly Timesheet shows all hours reported by the employee as time worked, as well as all hours reported as time not worked.

b. You can approve all reported time, deny the reported time and request changes be made, or make changes to the reported time.

i. Approve the Reported Time

   1. Click the yellow button “Approve Timesheet”. The approved hours will be updated to the payroll Paysheet by the department HRMS Payroll Administrator

ii. Deny the Reported Time

   1. In the Comments box at the bottom of the page, enter your reasons for denying the time. Alternatively, you can click on the “comments bubble” next to the date(s) in question and then enter your reasons
   2. Click the yellow button “Deny Timesheet”. An email notification will be sent to the employee who will either respond to your comments or change the reported time and resubmit for your review and approval

iii. Change the Reported Time

   1. For the date(s) in question, change the reported time. In the Comments box at the bottom of the page, enter your reasons for making the changes
2. Click the yellow button “Submit For Approval”. Then click the yellow button “Approve Timesheet”.

   c. All reported hours will be added to the payroll Paysheet by the department HRMS Administrator.

   d. Hours that must be classified as Overtime are automatically calculated by the system and no action is required by the supervisor.

   e. Leave Balances (vacation, sickness, personal) are updated when the payroll is processed, and for only hours that have been approved
Monthly Leave Time

a. When you click “View By” and select Monthly Payroll, the exempt employees in your work group are displayed. Employees who have submitted time off hours for your review and approval are displayed at the top of the list in alphabetical order, followed by those who have not submitted time off hours.

If you have HRMS access to employees in your department, you can click on the “Show All Employees” link to see their time data.
b. The Monthly Leave Time sheet shows only all hours reported by the employee as time not worked. Hours reported and approved as Vacation, Sickness, and Personal Days will be automatically updated by the Leave Accrual system and the new balances will be reflected after the payroll has been processed.

c. You can approve all reported time, deny the reported time and request changes be made, or make changes to the reported time.

   i. **Approve the Reported Time**
      1. Click the yellow button “Approve Leave Time”. The Status will change to “Approved”. The approved hours will be updated to the Leave Accrual function in HRMS

   ii. **Deny the Reported Time**
      1. In the Comments box at the bottom of the page, enter your reasons for denying the time. Alternatively, you can click on the “comments bubble” next to the date(s) in question and then enter your reasons
      2. Click the yellow button “Deny Leave Time”. The Status will change to “Denied”. An email notification will be sent to the employee who will either respond to your comments or change the reported time and resubmit for your review and approval

   iii. **Change the Reported Time**
      1. For the date(s) in questions, change the reported time. In the Comments box at the bottom of the page, enter your reasons for making the changes
2. Click the yellow button “Submit For Approval”. Then click the yellow button “Approve Leave Time”. The Status will change to “Approved”. The approved hours will be updated to the Leave Accrual function in HRMS.
Leave Balances

Benefits eligible employees accrue Vacation and Sickness hours based upon the university policy. The accruals are processed for all approved hours after each Pay Period.

The bottom of the Timesheet/Leave Time sheet shows the balances for Vacation, Sickness, and Personal Days. The balances are as of the beginning of the current Pay Period. Adjustments to the balances are not made until after the current Pay Period payroll has processed, and will be reflected on the next Timesheet/Leave Time.

Note: you can also view current balances by going to Employee Self Service > Time Reporting > View Time > Leave Balances.

University Time Tracking Policies

The university Time-Off policies (http://aisweb.wustl.edu/hr/empld.nsf/pages/wtimeoff) can be found on the Human Resources web site. Questions should be directed to your department payroll representative or to the HR office.
Contact Information

Human Resources

Danforth Campus

Georgiann Kegel
HRMS Analyst
Phone: 935-5949
Email: gkegel@wustl.edu

Medical School

Apryle Cotton
Manager, Employment & Employee Relations
Phone: 362-7198
Email: apryle.cotton@wustl.edu

Payroll Department

Danforth Campus Payroll Representatives

Medical School Payroll Representatives