

Approver Duties and Responsibilities:

1. Notify your proxy to review and approve time sheets on your behalf when you are not going to be available to perform this responsibility.
2. Verify that all employees have submitted their time sheets for approval prior to their submission deadline of 2:30 pm Monday following the pay period end date. Notify employees that they need to submit time when they have not done so.
3. Review all submitted time sheets in detail.
4. Make corrections as necessary. You should notify your employee via email of the actions you have taken.
 - a. If time permits, return time sheets with errors to employees for correction. Contact the employee to notify them that they need to correct and resubmit their time sheet.
 - b. If time doesn't permit, make the necessary correction and email the employee informing them of the action taken. Keep a record of the changes made for future reference.
 - c. If the time sheet has been Approved, use Return Time to retrieve the time sheet, make corrections and re-approve it. Keep a record of the changes made for future reference. **Note: The Approver is the FINAL chance to find and fix errors.**
 - d. If a change is necessary after the time sheet has been Completed you will need to communicate with the Campus Payroll Office providing an explanation of the change needed and why
5. Add Comments documenting changes you made to a submitted time sheet.

Approve all time sheets prior to the DEADLINE 9:00 p.m. on Approval Monday.

DESIGNATING A PROXY

A proxy is a person who is able to act as the Approver when the Approver is not available. Before assigning an individual as a proxy, consult with the department head for authorization to delegate your authority to the proxy.

1. On the *Selection Criteria* page, click the **Proxy Set Up** link.
2. From the **Name** drop down box, select the person you want designated as a proxy.
3. Choose **Add**.
4. Click the **Save** button.