

## How to Approve Payable Time for Hourly Employees

- A process called TimeAdmin runs several times a day and converts the data on the timesheet from Reported time to Payable time for supervisory approval. When this process runs it applies the [rounding for the clock times](#), applies the Time and Labor rules and creates payable time for approval.
- We recommend approval of time at the end of each work week.
- Time must be approved by the [deadlines](#) – generally the deadline is Monday after the end of the payroll period.

### Payable Time for Hourly Employee Only

Navigation: *Manager Self Service*>*Time Management*>*Approve Time and Exceptions*>*Payable Time*

Favorites | Main Menu | Manager Self Service | Time Management | Approve Time and Exceptions | Payable Time

Approve Payable Time

Approve Time for Time Reporters

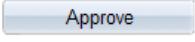
Employee Selection Criteria

Employee Selection Criteria ?

Scroll down the page to see the listing of the hourly employees who have Payable Time to approve. To refresh the page select the Get Employees button.

- 1) You may remove (highlight field and delete) all dates that default or you may select the start and end dates of the payroll period; click on the  after the end date to refresh.
  - Payroll Period Dates are located at: <http://www.payroll.ku.edu>
- 2) Select the employee by clicking on the Name which is underlined/hyperlinked. The supervisor may approve from this page but it is not recommended because details are not displayed.
- 3) A listing of days, hours and type of time is displayed.

Approval Details									
Select	Date	Time Reporting Code	Approval Monitor	Quantity	Type	Accounting Date	Adjust Reported Time	Comments	

- 4) The supervisor may approve an employee's time all at once by selecting the [Select All](#) button to mark each day and then select the Approve button  or may mark and approve individually.
- a) If the supervisor has any questions about the time reported, contact the employee, have the employee resubmit the time if it is incorrect. [The supervisor or time reviewer may view the timesheet for details.](#)
- i) **Do not** Select the Deny or Push Back buttons
  - ii) If the employee uses webclock or a time collection device (TCD) he/she is not able to correct his/her punches or timesheet. If a punch in/out was missed, the supervisor or the time reviewer may go into the Timesheet and add the punch. [\(How to Modify a Punch Timesheet\)](#)  
When the timesheet has been corrected, Time Admin will reprocess the timesheet and will show up in Payable Time for approval. Supervisors must approve the negative from the original time administration run; as well as the prior positive hours and new positive hours. Please approve the hours as they will net out to be the newly submitted hours.
  - iii) Click on Adjust Reported Time to access the timesheet if needed. Quick links to Request or Approve Absence are available on the lower part of the timesheet.
- 5) If supervisors cannot view their employees then; 1) it may be the employees have not submitted their timesheet for approval yet; 2) the date selection needs to be changed; or 3) Time Admin may not have completed.

#### Time Reporting Codes (Most Common)

CM1	Inclement Weather Position Designated – hour for hour - Only used for inclement weather declarations and only for Positions/Employees designated Weather/Emergency Essential
CME	Compensatory Time – employee has worked over 40 hours in a week or has holiday credit (HOLHR) and has worked hours which total over 40 hours in week. This should be approved if the employee work hours are correct.
HCP	Holiday Compensation -employee has reported he/she worked on the holiday and is to receive Holiday Compensation (the employee should also have the HOLHR in addition to this code). Employee reports as regular and time admin changes to holiday compensation. This is the KU most common practice.
HDP	Holiday Overtime Pay - employee has reported he/she worked on the holiday and is to receive additional 1.5 X their hourly rate in pay (the employee should also have the HOLHR in addition to this code). This needs budgetary approval.
HOLHR	Holiday Credit this should be approved if the employee is eligible for the Holiday.
REG	Regular - Actual hours worked
SF1	Shift hours -additional 30 cents per hour based on employees' regular required work schedule and clock/punch times. Position/Employee Designated - related to Memorandum of Agreement
SF9	Shift hours -additional 50 cents per hour based on employees' regular required work schedule and clock/punch times. Position/Employee Designated - related to Memorandum of Agreement
ST1	Standby Hours - pays a \$1.00 per hour Position/Employee Designated
ST2	Standby Hours - pays a \$2.00 per hour Position/Employee Designated

Other Reference Materials are located at [hrpay.ku.edu](http://hrpay.ku.edu).