

## Supervisor Approval Checklist

Approving a timesheet through CruzPay places your electronic approval on your employees' time and attendance record (timesheet).

When approving timesheets, you are validating that entries made by your employees are, to the best of your knowledge, a true representation of their reported hours worked and/or leave taken.

You should open the timesheet to review and validate the entries and if necessary work with your employee to correct any errors. Timesheets with errors will need attention before approval.

Please see the Supervisor Manual Section 6, Approving-Rejecting Employee Timesheets, for more detail on the approval and rejection options within the system.

Note:

- Exempt employees report leave taken in whole-day increments.
- Non-exempt employees must report time in ¼ hour increments.
- Student employees are all non-exempt.
- Amended timesheets are not currently able to be submitted by the employee

	ITEMS TO REVIEW	√
<b>1.</b>	The timesheet has been submitted correctly	
<b>2.</b>	Employee has worked to his/her schedule	
<b>3.</b>	Regular Hours worked (non-exempt)	
3A.	Hours worked are accurately reflected (non-exempt)	
3B.	Shift Hours worked are reflected with the appropriate pay code (Reg Evening or Reg Night) (staff employees)	
<b>4.</b>	Leave Taken (with and without pay)	
4A.	Vacation taken was approved and hours reported are accurate (very rare for student employees)	
4B.	Sick time taken was approved and hours reported are accurate	
4C.	Comp time taken was approved and hours reported are accurate (non-exempt staff employees, students are paid for all overtime earned)	
4D.	Paid leave usage (jury duty, professional development, administrative leave, etc.) is accurate and approved	
4E.	Leave without pay is accurate and approved (staff employees)	
<b>5.</b>	Holiday Hours (non-exempt)	
5A.	Holiday hours reported are accurate (staff employees)	
5B.	Employee worked on the holiday and hours reported are accurate	
<b>6.</b>	Overtime hours reported are accurate (non-exempt)	
<b>7.</b>	Exception messages have been reviewed and action taken if necessary	

### 1. TIMESHEET IS SUBMITTED CORRECTLY

All employees must submit their timesheets before they can be approved by a supervisor.

Do not approve unsubmitted employee timesheets without first consulting your Timekeeper. The exception is approval of an amended timesheet, which currently can't be submitted by the employee.

Note: Students are asked to submit a timesheet each month even if they have not worked any hours. Approving the submitted timesheet indicates your concurrence. This process confirms to you and your SHR Timekeeper that the student hasn't worked during the month and they are not expecting to be paid for this job.

## **2. SCHEDULE (STAFF EMPLOYEES)**

Employees have an expected period of time that they should be working, dovetailing to their appointment percentage, (e.g. most full time employees work M-F, 8 hours per day).

Your SHR Timekeeper should be notified in writing of any alternate schedule and/or telecommuting agreement that you have approved.

See the Supervisor Manual, Section 3 Schedules, for information on how to view your employee's schedule.

## **3. REGULAR HOURS WORKED (NON-EXEMPT)**

**3A.** Regular hours worked are accurately reflected.

### **3B. SHIFT HOURS (STAFF ONLY)**

Staff employees who work shift have entered regular time using the appropriate pay code indicator (Reg Evening or Reg Night).

## **4. LEAVE TAKEN (WITH PAY AND WITHOUT PAY)**

### **4A. VACATION TAKEN**

Vacation taken was approved and hours are reported correctly.

Note: It is very rare that a student employee will earn vacation hours.

### **4B. SICK LEAVE TAKEN**

Note: sick absences of five days or more should be discussed with your SHR Timekeeper even if the employee has sufficient accrued time available to use.

Sick time taken was approved and hours reported are correct.

### **4C. COMP TIME TAKEN (STAFF ONLY)**

Comp time taken was approved and hours are reported correctly.

Note: Exempt employees should not have comp time banks unless a non-exempt to exempt change via reclassification grandparented the hours. Students are paid for all overtime earned, therefore do not earn Comp. time.

### **4D. OTHER LEAVE WITH PAY**

Paid leave usage (jury duty, professional development, etc.) is appropriate and approved.

### **4E. LEAVE WITHOUT PAY (STAFF ONLY)**

Leave without pay is reflected correctly.

## **5. HOLIDAY HOURS**

Exempt staff employees and Student employee's holidays are not reflected on the timesheet.

Non-exempt staff employees must report their holiday hours on their timesheet. They are eligible for holiday hours based upon certain criteria. CruzPay has policy rules configured that

determine the appropriate holiday eligibility for your non-exempt staff employee. Student employee holiday hours will be determined by the timekeeper and processed retroactively via an amended timesheet, requiring later approval.

**5A.** Holiday hours taken are reflected correctly.

**5A-1.** Non-exempt employees enter holiday hours directly on their timesheet using the Holiday paycode

**5A-2.** Holiday hours for students will be entered by the timekeeper. Contact your timekeeper if you have questions.

**5B.** If employee worked on holiday, hours are accurate.

## **6. OVERTIME OR COMP. TIME ACCRUED**

Although overtime should be approved in advance, employees must be compensated either in pay or compensatory time off \* for hours exceeding their scheduled hours of work. Student employees are always paid for any overtime worked.

\* Represented non-exempt staff employees have completed a compensatory time off form, which indicates whether they prefer pay or compensatory time off for any overtime earned. Some divisions do not allow employees to bank compensatory time and choose to pay out all overtime. Please review your divisional policy regarding the banking of compensatory time.

The time off balances and pay preview windows will provide you with information on any overtime that was earned by your non-exempt employee during this month.

Your supervisor-manual has a section detailing the group reports, which includes an overtime report to aid you in tracking this information. This report is accessed through the Group Reports window on the dashboard.

## **7. EXCEPTION MESSAGE REVIEW**

Exception messages should be reviewed prior to approval.

If your employee has not submitted their timesheet, perhaps they have unresolved red exception messages.

There are three types of exception messages:

- Informational (yellow)
- Warning (yellow)
- Error (red)

Informational and warning exception messages (yellow) will allow the timesheet to be saved and submitted. Yellow exceptions should be reviewed and discussed with your employee as appropriate.

Error exception messages (red) must be resolved before the timesheet can be saved and/or submitted. Red exceptions should be reviewed and discussed with your employee and/or SHT Timekeeper to achieve resolution.

All employees must submit their timesheet once error exceptions have been corrected.