

The **UW Online Timesheet** is available to hourly employees with a UW NetID and access to Employee Self-Service (ESS). It can be accessed from any computer with an internet connection and is available 24/7. All time entry and approvals are done online, eliminating the need for manual routing of timesheets. It performs all calculations based on definition of work week and work hours entered, eliminating math errors. Attention to built-in email reminders will eliminate late timesheets. Once a timesheet record is set up, the next time the employee logs in to Employee Self-Service (ESS), they will see a timesheet tab and can begin entering their hours worked; employees with multiple appointments will see a tab for each hourly position they hold. At the end of each pay period the employee electronically submits the timesheet for approval. Approvers log in to their "Work List" and approve the employee's timesheet, or reject it back to the employee for correction and resubmission. Finally data goes to payroll staff for final processing.

Employee Actions: Entering Time on UW Timesheet

- Log into Employee Self-Service (ESS) <http://www.washington.edu/admin/payroll/ess/ess.cgi>
- Click the timesheet link. Enter the hours worked for the pay period. At the end of each pay period, click the "Review and Submit Timesheet" button at the bottom of your timesheet to submit the timesheet to your approver. A reminder email is sent the last day of the pay period (the 15th and the 30th or 31st) to any employee with an open timesheet.
 - You may submit your timesheet prior to the end of the pay period as long as there are no future hours on it, for example, if you're leaving on vacation and won't work any more hours in that pay period.
 - An employee can submit their hours at any time during the current day. For example: Today is 3/18, and the employee signs in at 8:00 a.m. This employee will be working in the field and won't be near a computer when he gets off work; he may enter 8a-6pm and submit his timesheet at 8:00 a.m.
- After you submit your timesheet your approver will review your entries. If approved, your timesheet will be sent to your payroll coordinator for payment. If your approver rejects your timesheet you will need to correct your timesheet and resubmit.

Approver Actions: Approving Timesheets. Approvers must have first-hand knowledge of the hours an employee works.

- Go to: <https://prp.admin.washington.edu/timesheet> and log in as an approver.
- From the list displayed, click on an employee's name to review their submitted timesheet(s).
- If the hours entered and budgets charged are correct, approve the timesheet by clicking the Approve Timesheet button
- If the hours entered are not correct, reject the timesheet by clicking the Reject Timesheet button. A note explaining why the timesheet was rejected is required. A note screen will appear allowing you to enter the reason for the rejection. After you have entered the note, click Reject Timesheet. This will send the timesheet back to the employee to make the necessary corrections and resubmission.
- Primary approvers get email reminders; backups do not get any reminders. Reminders are sent *only* if an approver has submitted timesheets waiting on their Work List.
 - The first reminder gets sent out one day after the employee reminders (so, on the 1st and the 16th of the month).
 - The second approver reminder is sent 2 days later (the 3rd and the 18th day of the month).

Items Necessary for Online Timesheet

- At least one current hourly appointment
- The defined workweek if it differs from the default Sunday through Saturday workweek.
- The primary approver, who is most often the supervisor (must have direct knowledge of employee's work hours).
- A backup approver (must have direct knowledge of employee's work hours).
- Optional: short and long project title to facilitate employee's selection of timesheets among multiple projects.