Web Time Entry Online

Approver & Proxy Training
## Approving Time Sheets

Old Dominion University uses two different pay periods based on employee classification as shown in the chart below.

| Classified Exempt | Time Periods: 25th – 9th and 10th – 24th  
Employees must submit a time sheet each pay period.  
If no leave is taken or earned for a given period, you must open your time sheet for that pay period and enter “no leave taken” in the comment section of the time sheet.  
Each time sheet must be approved |
|--------------------|-------------------------------------------------|
| Classified - Non-Exempt | Time Periods: 25th – 9th and 10th – 24th  
Employees must submit a time sheet each pay period for all hours worked and leave taken.  
Each time sheet must be approved. |
| Hourly | Time Periods: 1st – 15th and 16th – 31st  
Employees must submit a time sheet for all hours worked.  
Each time sheet must be approved. |
When to Approve Time Sheets?

- Time sheets must be approved and submitted to Payroll by 10:00 am on the first business day after the pay period ends.

- This typically will be 10:00 am on the 16th or 1st for hourly employees and the 10th and the 25th for classified employees.

- If these dates fall on a University holiday or weekend, time sheets will be due to Payroll by 10:00 am on the next University working day.
Approving a Time Sheet

To start the Approval Process:

Complete the Employee Self Service login process by logging into Leo online.
Designating A Proxy

- A proxy assumes your approval power.
- A proxy should be a full-time budgeted employee within your organization.
- A proxy should be at a position level equal to or higher than your position.
- A proxy can only see the employee’s time sheet and reported hours. Neither your proxy nor you can see any other information about the employee.
- A proxy should ONLY approve time when requested to do so by the Primary Approver.
- A proxy must never approve his/her own time sheet/leave report.
- An employee can be made a proxy for more than one approver.
- You should notify the proxy when you need them to approve time sheets/leave reports on your behalf.
- No classified employee can approve leave for Administrative, Professional, and Instructional Faculty.
Proxy Set Up

Click “Proxy Set Up” at the bottom of the Time Reporting Selection Screen

Time Reporting Selection

Selection Criteria

<table>
<thead>
<tr>
<th></th>
<th>My Choice</th>
</tr>
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<tbody>
<tr>
<td>Access my Time Sheet:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Report:</td>
<td></td>
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<tr>
<td>Access my Leave Request:</td>
<td></td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
<td></td>
</tr>
<tr>
<td>Act as Proxy:</td>
<td></td>
</tr>
<tr>
<td>Act as Superuser:</td>
<td></td>
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</tbody>
</table>

[Select]

[Proxy Set Up]
Choose a Proxy from the drop down list of users.
Check the “Add” checkbox.
Click “Save”.

To remove a Proxy Click the “Remove” Check box on the Proxy Set up screen.
Select Approve or Acknowledge Time.

Using the drop down arrow, select who you are acting as proxy for, (i.e., who is the approver) in the Act as Proxy field.

Click Select, the Selection screen displays.
Reminders!

- The Approver or Proxy **must notify** the employee when a time sheet is returned for correction. Speak directly with the employee or send him/her a brief e-mail.

- The Approver or Proxy **must notify** the employee when he or she makes a change to the employee’s time sheet and the approver must document the changes in the comment section of the time sheet.

- The Approver or the Proxy **must verify all hours** entered and ensure any necessary corrections are made **prior** to approving time sheet.
Approvers must set up at least one Proxy to approve time sheets in their absence.

Approvers must tell the Proxy which pay period(s) to approve.

Approvers may add or delete Proxies at any time by using the Proxy Set Up screen.