

## **eTime Approval Levels**

### **EMPLOYEE APPROVAL**

This will not be used for student employee applications. (Because student in and out punches are recorded automatically, students do not need to also approve the time they have worked.)

### **SUPERVISOR APPROVAL** (first level approval – optional level)

The assigned supervisor (or ETA) for each student employee will approve each student employee's time card (individually or in batch) after the conclusion of each pay week using their manager's eTime license.

Each approval will be recorded in the timecard's audit trail, which is visible at the bottom of the workspace. Approval of a timecard prevents further editing.

Typically the student employee's immediate supervisor in a large department or the budget administrator in a smaller department would perform the approval function. The supervisor approval level is an optional level, dependent upon the levels of supervision and/or organization of the department.)

### **SIGN OFF** (second level – required)

A sign-off is performed by a manager (ETA) and is applied to student employee data in a previous pay period, after a pay period is completed. The sign-off is a function that prevents further edits from being made to employee time cards.

In larger departments, an immediate supervisor would not normally perform the sign-off function. Typically, the budget administrator or payroll coordinator for a department would perform the sign-off function.

### **PAYROLL LOCK** (third level – last step – required)

The payroll lock is a process that prevents changes to the time cards that have been sent signed off and "sent" to Payroll. At a specified time, the Payroll staff performs the payroll lock, usually just before transmitting the data to the payroll system in order to prepare student paychecks. Only Payroll is authorized to activate the payroll lock.

Although a payroll lock cannot be removed, hours can be added, subtracted or moved in a locked pay period by using historical edits