

**Timesheet Approvers:
Responsibility for Hours and Leave Approved on Electronic Timesheets**

As an approver, you are responsible to review and approve hours and leave in your ORGN. You may or may not be a direct supervisor, but as the approver you are responsible for all time you approve. You also may be approving your own time electronically if your supervisor reviews and authorizes your hours outside of the electronic time entry system. This authorization is important to keep on file.

When there is an audit of a timesheet, an auditor will require proof that both the employee and supervisor have approved any hours worked for hourly employees or any leave taken or extra hours worked by salaried employees. If a timesheet is not submitted electronically by an employee, you must take additional steps to obtain their written signature.

Retain these records in your area for six years. A simple method is to create a yearly folder to keep the PWRETIM reports in. Approved leave slips are also a good audit document.

These are ways you can ensure that you will be in compliance in the event of an audit:

- 1) If you submit hours or leave for an employee, print out the PWRETIM report and have the employee sign by the time submitted for them.
- 2) If you approve your own time electronically, print out the PWRETIM report and have your supervisor sign by the time you submitted and/or retain your approved leave slips.
- 3) If you approve time for employees for whom you are not the supervisor, obtain confirmation of the hours submitted from the supervisor.

This can be done in one of the following ways:

- 1) Have the employee print out their own electronic timesheet, have it signed by their supervisor and give it to you by your internal deadline.
- 2) Print out the PWRETIM report for the supervisors; have them review and sign beside the employees they supervise. This can be done before you approve the time by the noon deadline. You can also have the supervisors review the list after you have approved time, sign and return it to you before payday. This allows you time to contact Payroll Services to avoid an overpayment.
- 4) If a departmental keyer enters employee's time to the electronic timesheet, a daily record of hours worked or leave taken should be signed by the employee and supervisor and kept on file.