

Hourly Payroll Web Time Entry Guidelines

Approvers

TIPS & REMINDERS

- Monitor the calendar for **approval deadlines**. The **Approver's deadline** for approving time sheets is **at 5:00 P.M on the 6th and 21th of the month**.
- The **Return for correction** function should only be used when sufficient time exists to meet the deadline. Be sure to leave a comment before you return the employee's time sheet.
- Lander pays on quarter hour increments.
 - 15 minutes = .25 of an hour
 - 30 minutes = .50 of an hour
 - 45 minutes = .75 of an hour

THE TIME SHEET SUMMARY: APPROVERS

1. Log into **myLander** using your User Name and Password. Contact IT if needed.
2. Click on the **My HR** channel.
3. Click the **Time Approval** channel.
4. Under *Time Approval*, click the **Approve or Acknowledge Time** option. Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box.
5. Click the **Select** button.
6. Select the **Sort Order** type.
7. Click the **Select** button.
8. Confirm all timesheets have been approved!

REVIEWING & APPROVING A TIME SHEET

1. In the **Other Information** column, look for the links like Comments or Labor Overrides.
2. In the **Name and Position** column, click the employee's name.
3. Review the submitted time sheet in detail. Be sure to scroll down to view all information.
4. Click the **Approve** button. (Or Return Time sheet for Correction.) Note: The page will refresh and display a message that the time sheet was approved.
5. Click the **Previous Menu** button to return to the Approvers Summary Page.

RETURNING A TIME SHEET FOR CORRECTIONS

If you find problems on a time sheet that the employee must correct, return the time sheet for correction as follows:

1. Click the **Add Comment** button.
2. Type a **message** to the employee explaining what corrections are needed for their time sheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employees time sheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary Page.

OVERRIDING A TIME SHEET

You may need to make a correction to an employee time sheet.

1. Click the **Change Time Record** link in the Other Information column.
2. Click the **hyperlink** for the hours or entry to be changed.
3. **Type** the correct hours or entry.
4. Click the **Save** button.
5. Click the **Comments** button.
6. **Type** a message indicating the corrections you've made.
7. Click the **Save** button.
8. Click the **Previous Menu** button to return to time sheet.
9. Click the **Approve** button. The page will refresh and display a message that the time sheet was approved. Also, the *approved by* section will be populated with your name.
10. Click the **Previous Menu** button to return to Approvers Summary Page.

QUESTIONS

Contact:

1. **Melanie Harrison X-8088**
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2. **ITS Help Desk X-8234**