Web Time Entry
CatPAWS

Approvers User Guide

Updated August 15, 2013
Log in to CatPAWS

- Click **Login/Enter Secure Area**.

- Enter User ID and PIN.
- Click **Employee** tab.

  Or

- Click **Employee** menu item.

- Click **Time Sheet**
BEWARE: Be sure to use navigation buttons within WTE. Do NOT use browser navigations such as the Back arrow. Do NOT double click WTE navigation buttons. Failure to properly navigate within WTE can result in a time sheet error.

- Select Approve or Acknowledge Time
- If you are acting as a Proxy, select the Approver’s name in the drop down box
- Click Select

- Select Department and Pay Period
  1R=Graduate Assistants
  2R=Temporary/Hourly
  3R=Student

- Pay Period will not be available for the selected department until 1 employee has started their time sheet
- Click Select
The Department Summary page will display. This page provides a list for the selected department grouped by their status.

- **Completed** – The time sheet has been successfully processed through the payroll cycle.
- **Approved** – The time sheet has been approved by the approver. This time sheet status will convert to **Completed** status when payroll processing is complete.
- **Pending** – The time sheet has been submitted for approval. If necessary, the employee can get the time sheet back to enter corrections by clicking **Return Time**. The time sheet will remain in **Pending** status until the Approver approves it, which will then convert it to an **Approved** status.
- **In Progress** – The time sheet has been started (extracted) and some hours have been entered by the employee. If the time sheet is in this status when the due date/time has passed, the **Submit** button will move from the employee’s view of their time sheet to the Approver’s view of the time sheet. In those circumstances the Approver will need to **Submit** and **Return for Correction** which moves the time sheet to the employee for correction and resubmission. The approver must contact the employee regarding the return of the time sheet.
- **Not Started** – The employee has not touched (extracted) their time sheet. The approver should monitor this status throughout the pay period to ensure all time sheets are started.
- **Return for Correction** – The time sheet has been returned to the employee for correction. The approver must contact the employee regarding the return of the time sheet.
- **In Error** – Occasionally an employee’s time sheet will fall into **In Error** status as a result of improper navigation. The Approver should contact the employee to resolve the error. Contact the Payroll Office if you have any questions when trying to correct an **In Error** time sheet.

- **Pending** time sheets should be reviewed and approved first, as they have been completed and submitted by the employee.

**Graduate Assistant timesheets only:** The total number of hours should only be one hour since they are only acknowledging that they are actively working for the month.

- To review a time sheet click on employee’s Name.
- As a supervisor, you should be monitoring the time sheets throughout the month to validate hours and ensure time sheets have been started. Employees should not wait until the end of the pay period to start a time sheet.
- If you see a time sheet that is **Not Started** and the employee no longer works for you, please send the appropriate documentation to Human Resources to terminate the employee’s job.
In rare circumstances it may be necessary for the approver to change the record.

Click Change Record, the Time and Leave Reporting Page will be displayed. On this page you can select the day to review each time in/out entry and enter necessary changes.

If you want to scan the entire time sheet select Preview and scroll.
To view and possibly update hours submitted by the employee, click the hours under the date.
To add hours on a date that has no hours, click Enter Hours.

The Employee Details page allows you to review an employee’s time sheet throughout the pay period.

After an employee submits their time sheet, you will be able to Add Comments, Return for Correction, Change Record or Approve the time sheet.

The Approver should review the time sheet for accurate Regular Pay hours. Make sure the employee has not reported over 20 hours worked (40 during breaks) in any one week. Click Approve once you have reviewed the time sheet for accuracy.

If changes are necessary, click on Return for Correction and notify the employee regarding the return of the time sheet.

In rare circumstances it may be necessary for the approver to change the record.

Click Change Record, the Time and Leave Reporting Page will be displayed. On this page you can select the day to review each time in/out entry and enter necessary changes.

If you want to scan the entire time sheet select Preview and scroll.
To view and possibly update hours submitted by the employee, click the hours under the date.
To add hours on a date that has no hours, click Enter Hours.
• After clicking on the hours or Enter Hours the Time In And Out page will display.

• Here you can add, change, delete time.

• If adding, you must click Save.

• To delete a shift record, you must blank out the in and out times, then click Save.

• Note: Be Careful with the Delete button. When you click Delete it will delete all times in/out for the day you are viewing.

• When you are done updating, click Previous Menu. This will take you back to the Time and Leave Reporting page.

• Adding Time Sheet Comments is recommended if you have made any changes or if you expect the employee to make corrections to a time sheet. Click on Comment on the Employee Detail page or the Time and Leave Reporting page.

• Enter the Comment and click Save.

• Selecting the Confidential Indicator will allow the message to only be viewed by the employee and the Time Approver, not any additional levels of Time Approvers.
When you are back to the Time and Leave Reporting page, click Approve.

You will see the following message:

"The time sheet was approved successfully."

Graduate Assistant timesheets only:
The total number of hours should only be one hour since they are only acknowledging that they are actively working for the month.

If the due date and time indicated on the time sheet has passed, and you have employees with In Progress time sheets, you will need to take action on their behalf (by the approval deadline) to ensure processing of their time sheet for payment.

Since the deadline for submission by the employee has passed, the approver will need to Submit and then Return for Correction which moves the time sheet to the employee for correction and submission. The approver must contact the employee regarding the return of the time sheet.

Access the Department Summary page.

Click on the employee’s name.
- This will bring up the **Employee Details** page for that employee.
- Click **Submit**.
- Then click **Return for Correction** which moves the time sheet to the employee for correction and resubmission. The approver must contact the employee regarding the return of the time sheet.
- Review and approve as usual after the employee resubmits the time sheet.
Creating a Proxy

A proxy is someone who can approve time sheets if the approver is not available. All approvers should set-up a proxy and train the proxy with the Approvers User Guide.

1. Select Proxy Set Up at the bottom of the Time Reporting Selection page.
2. The Proxy Set Up page will display.
3. Select the drop down arrow to display a list of users available to be a proxy.
4. Scroll Through the list until the name/user id of the proxy is found.
5. Select the desired person.
6. Check the Add box.
7. Select Save.
8. The proxy will display. More than one proxy can be added if necessary.
9. To delete a proxy, check Remove and select Save.
Important Messages:

- Time must be approved by the Midnight of the second business day after the end of the pay period.

- When returning a time sheet for corrections, please contact the employee and let them know the time sheet has been returned.

- You should log in to CatPAWS several times a month to see if your employees are entering their time.

- Please notify Payroll of any changes in the approver position so the system can be updated by Payroll.

- Please update the Proxy as necessary.

- You cannot select an open pay period until 1 employee initiates the time sheet for the pay period. Check with your employees to validate the reason they have not started time sheets.

- If a time sheet is approved by mistake and status is Approved and it is prior to the employee’s submission deadline, click Return Time to return the time sheet to yourself, then click Return for Corrections and contact the employee to make corrections and resubmit the time sheet to you.

- If a time sheet is approved by mistake and status is Approved and it is after the employee’s submission deadline, contact Payroll.

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