Payroll Approver
STAR Training

From Leave Requests to Paychecks:
Getting it Right
Learning Objectives

To understand your role in the payroll process as it relates to:

- You as a Supervisor
  - Pay dates, schedules & deadlines
  - The different employee classes
  - Collective Bargaining Agreements, Handbooks & Policies
  - Leave requests & time sheets
  - Cyclic and alternate workweek schedules

- You as a Payroll Approver
  - Reviewing and approving timesheets
  - Maintaining documentation
Your Role as a Supervisor
General Payroll Information

**Pay Dates**: 10\textsuperscript{th} and 25\textsuperscript{th} of each month

**Pay Periods**: For work performed between the:
- 1\textsuperscript{st}-15\textsuperscript{th} of the month, pay day = 25\textsuperscript{th} of that month
- 16\textsuperscript{th}- last day of the month, pay day = 10\textsuperscript{th} of following month

**Weekends and Holidays**:  
- If 10\textsuperscript{th} or 25\textsuperscript{th} falls on a Saturday, paid the Friday before  
- If 10\textsuperscript{th} or 25\textsuperscript{th} falls on a Sunday, paid the Monday after  
- If pay date falls on a holiday, paid the weekday before the holiday

Western’s workweek starts at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.
Holiday Pay

- **Current holidays** found on HR website

- Only salaried employees eligible for holiday pay

- Hourly employees not eligible for holiday pay unless they work on holiday (however, overtime only received for hours worked above 40 in a workweek)
Web4U

• Update address, phone, emergency contact, ethnicity, race, veteran classification, disability status, email, name
• View pay stubs, earnings & deduction history, leave balances, W-2
• Change direct deposit & W-4 set-up
• Sign up to receive your W-2 electronically
• Access your time sheet
• And much more!
Types of Employees

Permanent Employees

• Classified Staff (Full-Time: C1, Part-Time: C2)
  o Overtime eligible
  o Must report hours worked each day on time sheet (known as positive time reporting); reporting purposes only, does not affect pay
  o Paid set salary each pay period (annual salary/24 pay periods)
  o Positions governed by Collective Bargaining Agreements
Types of Employees

Permanent Employees

• Professional Staff (Full-Time: E1, Part-Time: E2)
  o Exempt from overtime
  o Report leave only on time sheet for full day absences
  o Paid set salary each pay period (annual salary/24 pay periods)
  o Covered by Professional Staff Handbook
Types of Employees

Temporary Employees

- Classified Staff (Hourly: C3) & Professional Staff (Hourly: E3)
  - Overtime eligible for hours worked above 40 in workweek
  - Must report hours worked each day on time sheet in order to be paid (including hours worked above normal schedule)
  - Classified: Positions limited to 1050 hours in a consecutive 12-month period
  - Pro Staff: Positions with term of appointment less than 6 months or less than 50% FTE
Types of Employees

Student Employees

• Hourly (Department Funded: S1, Grad Research Asst: S4, Work Study: S5)
  o Overtime eligible for hours worked above 40 in workweek
  o Must report hours worked each day on time sheet in order to be paid
  o Hours typically limited to 19/week

• Salaried (Department Funded: S2, Grad TAs & RAs: S3)
  o Only certain departments on campus authorized to hire salaried students
  o Exempt from overtime
  o No time sheet

For more information, refer to Student Employment Center
Guiding Documents

Classified Staff

- Collective Bargaining Agreements
- Time Sheet User Guide for Classified & Temp Employees

Professional Staff

- Professional Staff Handbook
- Professional Staff Time and Leave Reporting Guidelines
- Time Sheet User Guide for Pro Staff & Temp Employees

Students

- Student Employment Center website
- Time Sheet User Guide for Student Employees
Pop Quiz!!

What are Western’s pay periods?

a) $1^{st}$-$10^{th}$ and $11^{th}$-$30^{th}$
b) $15^{th}$-$25^{th}$ and $26^{th}$-$31^{st}$
c) $1^{st}$-$15^{th}$ and $16^{th}$-last day of month

What is Western’s workweek?

a) Monday – Friday
b) Monday – Sunday
c) Sunday – Saturday
Pop Quiz!!

What type of information can you find in Web4U?

a) Direct deposit
b) Pay stubs
c) W-2 Form
d) All of the above

Name the 3 main types of employees we’ve discussed.
Types of Leave

Permanent Classified Employees

• Types of leave accrued:
  o Vacation
  o Sick
  o Personal Holiday (1 day Jan 1 – Dec 31)
  o Personal Leave Day (1 day Jul 1 – Jun 30)
  o Community Service Day (1 day Jul 1 – Jun 30)
  o Winter Break Day (1 day over winter break)

• Vacation and sick accrue on last day each month; available 1st day of following month

• Refer to CBAs for waiting periods, usage, accrual rates & other info
Types of Leave

Permanent Professional Staff

- Types of leave accrued:
  - Vacation (2 days/month)
  - Sick (1 day/month)
  - Personal Holiday (1 day Jan 1 – Dec 31)
  - Community Service Day (1 day Jul 1 – Jun 30)
  - Winter Break Day (1 day over winter break)

- Vacation and sick accrue 1st day of each month; available for use same day

- No waiting period

- Refer to Professional Staff Handbook for usage
Types of Leave

Temporary & Student Employees

• Accrue WA State Sick Leave

• 1 hour for every 40 hours worked

• 90 day waiting period

• For more information, visit HR website
Requesting Leave

• Leave balances can be viewed via Web4U, pay stub or PWRCLVE Banner report

• Leave must be requested and pre-approved (we recommend using Western’s Leave Request Form)

• Leave must also be reported on time sheet and match leave requests
Accessing & Submitting Time Sheets

- All time sheets accessed via Web4U
- **Time Sheet User Guides** for each type of employee available on HR website
- Time sheets must be submitted for approval by end of day on the 15th and last day of each month
Cyclic & Alternate Workweek Schedules

- **Cyclic**: permanent employee scheduled to work less than 12 months during a fiscal year

- **Alternate Workweek**: permanent employee with work shifts other than Monday – Friday and of different lengths or a schedule where daily hours don’t match appointment percent

- **Cyclic Leave forms** must be approved by supervisor and submitted to HR

- **Cyclic & Alternate Workweek User Guides** available on HR website
Personnel Action Forms

Need to hire an employee? Visit [HR website](#) for step by step instructions.

Forms to complete to hire students, change job appointment, transfers, terminations, etc.

- [Personnel Action Forms](#)
- [Electronic Personnel Action Form (EPAF)](#)
- [Student Employment Form](#)

*Deadlines for each form found on [Payroll Schedule](#)*
Pop Quiz!!

Name 4 types of leave that permanent employees accrue.

What type of leave do temporary & student employees accrue?

a) Vacation
b) Winter Break Day
c) WA State Sick Leave
d) All of the above
Pop Quiz!!

At what rate does the WA State Sick Leave accrue?

a) 1 hour for every 40 hours worked
b) 1 hour for every 20 hours worked
c) 8 hours per month

When must time sheets be submitted for approval?

a) 1st and last day of month
b) 15th and last day of month
c) 1st and 15th of month
Your Role as a Payroll Approver
Payroll Approver Definitions

Default Approver: main Payroll Approver for org/department

Override Approver: Payroll Approvers set up to approve time sheets for a specific employee’s position in place of the Default Approver
How to Become a Payroll Approver

• Review [Requesting Payroll Approver Permissions](#) for full instructions
• You must have Universal Username and [Banner Account](#) before access can be granted
• Request [Banner HR Access](#)
• Notify Payroll who you should be set up to approve time sheets for
• Need to change Payroll Approvers? Complete [Request to Change Payroll Approver](#) form
Main Payroll Approver Responsibilities

• Review timesheets for accuracy (hours worked, leave reported matches leave requests, overtime, etc.)

• Approve time sheets by the deadlines found on Payroll Schedule

• Set up a proxy who is trained to serve as your back-up

• Notify Payroll of Payroll Approver changes

• Maintain payroll documentation

• If someone in your department is assigned to regularly approve time sheets on your behalf, you are still responsible for “signing off” on time sheet before it’s approved electronically
Guiding Documents

Supervisors/Payroll Approvers

- Administering Work and Leave Time Reports Policy
- Payroll Approver User Guide
- Payroll Approver Responsibilities
Approving Time Sheets

• Time Sheets must be approved by noon on “Timesheet Approval Deadline” found on Payroll Schedule

• Review Payroll Approver User Guide for step by step instructions

• Call Payroll at x2991 for one on one training or questions
Common Time Sheet Errors

• Overtime or hours over appointment not reported or reported inaccurately

• Total hours worked each day reported inaccurately

• Comments not included when late hours reported

• Hours not reported accurately for employees with alternate workweek schedules during holidays
Correcting Timesheets

**Before** the noon Timesheet Approval Deadline:

- Return time sheet to employee, ask them to make corrections & re-submit (see instructions in [Payroll Approver User Guide](#))
- If you make corrections **OR** submit a time sheet on behalf of employee, make sure employee signs off that they agree with changes

**After** the noon Timesheet Approval Deadline:

- Submit a [Timesheet Adjustment Request](#) form
Proxies

- Set up proxy to approve time sheets on your behalf
- Set up and remove proxies in Web4U
- Proxy will have same permissions as Payroll Approver
- See instructions in Payroll Approver User Guide
Maintaining Documentation

• Correspondence re: changes to leave or unexpected sick leave

• Paper time sheets or payroll reports with “wet” signatures

• Work schedules for hourly employees

• Leave requests and time sheets found online
Pop Quiz!!

When do time sheets need to be approved?
   a) By noon on the last day of the month
   b) By noon on the first day of the month
   c) By noon on the Timesheet Approver Deadline

Where are the deadlines found?

Name 3 of the main responsibilities of a Payroll Approver.
Main Payroll Approver Responsibilities

• Review timesheets for accuracy (hours worked, leave reported matches leave requests, overtime, etc.)

• Approve time sheets by the deadlines found on Payroll Schedule

• Set up a proxy who is trained to serve as your back-up

• Notify Payroll of Payroll Approver changes

• Maintain payroll documentation

• If someone in your office regularly approves time sheets on your behalf, you are still responsible for “signing off” on time sheet before it’s approved electronically
Pop Quiz!!

What should you do if you’re not available to approve time sheets on a particular day?

a) Ask the President to approve the time sheets for you
b) Don’t worry about it; your employees don’t care about getting paid
c) Assign a Proxy to approve time sheets on your behalf
Helpful Banner Reports and Forms

- PWRETIM: Time entry and approval status
- PWRTIME: Shows employees with active jobs
- PWRCLVE: Departmental leave report
- NWREATR: Status of EPAF transactions
- PWRROUT: Approver set up
- NWRAPPR: Shows who you are a payroll approver for
Training? Questions?

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