Supervisor/Manager Timecard Approval

Emory requires supervisors to review and approve employee timecards after each pay period using the Timecard Adjustment System. The timecard review and approval process should be completed prior to the [ETAS deadline](#) each pay period to prevent errors in pay. Timecard errors can result in under or over payments to employees and erroneous labor charges to department smartkeys.

Approve Timecards

1. Click **Approvals > Approve Timecards**. Timecards that require approval will be displayed for each employee by pay period.

2. Review the timecard totals for accuracy.

   a. To view or edit an employee's timecard, click the **View/Edit** button.
   b. Once a timecard has been approved, a blue **Details** banner will appear. Hover over the **Details** banner to view the approval details.

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard
6/21/2015 - 7/04/2015										View/Edit
6/07/2015 - 6/20/2015		40.00					40.00	0.25	80.25	View/Edit
6/21/2015 - 7/04/2015	Details	65.00						1.25	66.25	View/Edit

3. Turn on the check box next to the timecard(s) that you are ready to approve. To select all timecards shown on the page, click the **Select All** button.

4. Click **Approve Selected**. The approval certification statement will appear.

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✔ By clicking approve all, I certify that

The time cards accurately reflect the total hours worked by the employees/students for the pay periods selected. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving inaccurate or false time cards.

Cancel   Approve All

5. Read the **Timecard Approval Statement**.
6. Click **Approve All**. The timecard details will be removed from the Timecard Approval list.

After you approve a timecard:

- The employee will receive an email notice regarding the timecard approval.

- You cannot make any adjustments to a timecard unless you remove your approval (see Remove Timecard Approval instructions on the next page).

- Only the departmental timekeeper may adjust employee timecards after a supervisor approval. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve the timecard(s).

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Remove Timecard Approval

It may become necessary to remove a timecard approval in order to make additional adjustments. To remove the approval:

1. Click **Approvals > Remove Approvals**. The timecard details page will appear.

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard	
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details	65.00						1.25	66.25	View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval

2. Click the **Remove Approval** button for the applicable timecard. The following prompt will appear:

> Are you sure you want to remove this Approval?
>
> Cancel   OK

3. Click **OK**. The timecard detail will be removed from the list.

4. Click the **Unapproved Timecards** button return to the list of timecards that need to be approved.

After the timecard approval is removed:

- An email notice will be sent to the employee confirming that the timecard approval has been removed.

- You may make any adjustments that are needed. You will need to re-approve the timecard after the changes are saved.

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Frequently Asked Questions

What is ETAS?

The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments, request time off and review and approve timecards. Supervisors have the ability to submit adjustments, approve timecard corrections, approve leave requests and review and approve employee timecards.

Why do I need to approve employee timecards?

The review and approval of employee timecard is an important step in ensuring that the time reported is accurate and that employees are paid correctly. Timecard errors can result in over or under payments to employees and erroneous charges to department smartkeys.

How will I know that there are timecards that need to be approved?

You will receive an email reminder when it's time to approve timecards.

Can I delegate this task to someone else?

Supervisors may delegate a proxy to complete all supervisor tasks. The person delegated as a proxy should have direct knowledge of the work performed by the employee. Proxy access may be assigned to one or more people, and can be revoked or changed by the supervisor at any time. To request a proxy, submit a request to your departmental timekeeper.

When should I approve employee timecards?

Normally, the deadline is on the Monday after each pay period closes, but may vary due to the holiday schedule. View the Payroll Calendar for deadline dates/times.

What if I cannot see all of my biweekly direct reports?

Check with your departmental HR Rep or timekeeper. If you cannot see an employee in your list it is typically because you are not listed as the supervisor in the employee's PeopleSoft job record. This information must be corrected before the employee will show up in your employee list.

Can I approve employee timecards at the beginning of the pay period?

No. Timecard approvals may not be completed until the end of each pay period.

Can I approve a timecard after the deadline?

Yes. The timecard information will remain in your Timecard Approval list until you complete the approval process. You will also receive an email reminder each day until the timecard approval process has been completed.

Can I edit a timecard after the deadline?

No. If you need to edit a timecard after the deadline, submit the adjustment to your departmental timekeeper. The departmental timekeeper will need to submit a manual request to Payroll for payment or recovery of funds.

What happens if I am not able to approve employee timecards by the established deadlines?

If you are unable to approve employee timecards the following will occur:

- The employee will be paid for the hours reported on the timecard
- You will receive an email notice each day until the timecard is approved
- Timecards that are not approved each pay period will be reported to Emory's Senior Leadership and audit department.

Who do I contact if I have additional questions?

Contact your departmental timekeeper or the Emory University payroll department at (404) 727-6100. Click here to get more information about Emory University Time and Attendance procedures.