

Each hourly employee will initiate their own timesheet and will have a separate set of instructions provided to them. The new system provides for the timesheet to be electronically submitted to a direct supervisor, PI or CoPI for approval. Timesheets must be approved on a bi-weekly basis and submitted not later than Monday at 10 am of pay week.

LOGIN VIA PI PORTAL

TIMESHEET APPROVAL PROCESS:

Select: Timesheets from the menu bar

Timesheet Management Page will appear

- **Action Items Tab:** This tab provides 2 sections: Timesheets Pending My Approval and Timesheets Not Yet Submitted.

Timesheets Pending My Approval --- Approval Process:

1. **Select employee timesheet by timesheet #** for those in a “submitted” status.
2. This opens the timesheet for review. **The status in the upper right of the page will be “Awaiting Approval”.**
3. The upper portion of the timesheet is the approval summary by project number reflecting total hours by type for the biweekly pay period. The summary will reflect actual hours worked plus any annual, sick or other leave used. The lower portion of the time sheet reflects daily hours In/Out and leave used as recorded by the employee.
4. Review all hours reflected in the project summary are correct.
5. The timesheet approver has the ability to make corrections needed to the timesheet prior to approval. Timesheet corrections will generate a notification to the employee.
6. Click **approve** at the end of each row. The timesheet is now approved and the status changes to **“Awaiting Payroll”**.
7. Exit screen returns to the Action Items Tab. Select next employee timesheet number and repeat process.

Timesheets not yet submitted ---

1. Before final exit, review to determine if there are project employees that have not yet submitted timesheets for the current pay period.
2. Employee and approver must submit timesheet to payroll prior to 10 am Monday of the pay week.

APPROVAL DELEGATION:

Select: Timesheets from the menu bar

Timesheet Management Page will appear

- **Approval Delegations Tab:** This Approval Delegation screen allows PI and CoPIs to delegate their approval authority for employee timesheets to one or more persons who have a valid Midas ID.
 - Use the **Project Delegation** grid if you want to assign the ability for another person to approve timesheets for ALL EMPLOYEES assigned to a given project.
 - Use the **Specific Employee Delegation** grid if you want to assign the ability for another person to approve timesheets ONLY FOR SELECTED EMPLOYEES assigned to a given project.
 - **CAUTION:** You should not enter approval delegations for a single person/project combination in both grids.

Delegations Process – Project Delegation:

1. Locate the project ID from the list and Select “add” at the end of the line.
2. In the dialogue box click “Select” and search for the last name of desired approver.
3. When the desired approver name appears click “Select”.
4. Check the **Can Approve Timesheets box** to allow permission to approve all timesheets for the project.
5. Click “Add Delegation”.

Delegations Process – Specific Employee Delegation:

1. Locate the project ID from the list and Select “add” at the end of the line.
2. In the dialogue box click “Select” and search for the last name of desired approver.
3. When the desired approver name appears click “Select”.
4. Check the **Names of the specific employees** to allow the approver permission to access and approve timesheets.
5. Click “Save Delegation”.

Other Information:

“Help Me”: Help me is a tool for employees to let the approver know they need assistance. An employee may send a request to the supervisor for multiple reasons to include: “I can’t log in to the Timesheet System”. Another reason may include not being able to enter hours on a project that does not have an active pay line.

Who to Contact if questions: Approvers needing assistance may contact Research Foundation Payroll, RFpayroll@odu.edu or Research Foundation Human Resources, RFhr@odu.edu and be sure to provide a contact phone number for a prompt response.