

UNIVERSITY OF HARTFORD

HUMAN RESOURCES DEVELOPMENT

Information for Time Sheet Supervisors

As a supervisor, you are responsible for ensuring that your bi-weekly employees record their time on a daily basis using Web Time Entry (in employee self service), per the employee manual.

You are also responsible for ensuring the information entered into the timesheets is true and accurate and reflects actual time worked on the actual dates listed.

- Your employees' timesheets must be submitted for approval by 11 a.m. on Monday of the pay week.
- You, as the approver, have until 4 p.m. that day to approve the timesheet. Employees are sent reminders to submit their timesheet, but as a supervisor, you must ensure that they are adhering to the deadlines.
- Students may not work more than 24 hours per week (all positions combined) while school is in session.
- International student are not permitted to work more than 20 hours per week in total.
- Employees may not "double dip" and may not enter time that overlaps with another assignment.

The payroll calendar can be found on Payroll's website:

<https://www.hartford.edu/about/offices-divisions/finance-administration/financial-affairs/files/bw-community-calendar-fy23-04082022.pdf>

For step-by-step instructions for how to review and approve timesheet, please refer the Payroll Supervisor Approval Process Guide: <https://www.hartford.edu/about/offices-divisions/finance-administration/financial-affairs/WTE%20Approver%20Timesheet%20Directions.pdf>