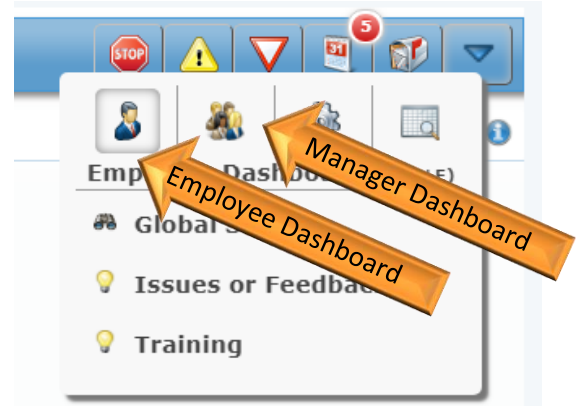


## Reviewing & Approving Employee Timesheets

**NOTE:** To enter your work time, you will have to go to the **Employee Dashboard** to access your time card. To get there, simply click the blue triangle in the upper right-hand corner and select the **Employee Dashboard** button to the left. Use the same blue triangle drop down to get back to the **Manager Dashboard**.



1. Open internet browser and go to [e.primaris.org](http://e.primaris.org).
2. Click on the Paychex Timesheet link.
3. Enter your credentials (Client ID: 12057812)
4. Click **Time Cards** tab up top and then **Time Card Approvals**.
5. **\*\*IMPORTANT\*\*** Make sure you are viewing the correct pay period.
6. Select **Direct Reports** from the **View Employees** drop down to see all staff that you are assigned timesheet manager for.
7. Click the **Show employees having no time cards** box to see anyone that didn't report time for the pay period. Notify HR via email that the employee(s) have no time for the pay period. If they have time to report, please follow-up with the employee as soon as possible. Uncheck the box to get back to the **Time Card Approvals** screen.

A screenshot of the 'Time Card Approvals' interface. The top navigation bar has tabs for 'Home', 'Employees', 'Time Cards', 'Schedules', 'Time Off', and 'Reports'. Below this, there are sub-tabs for 'Time Card', 'Pay Adjustment', and 'Time Card Approvals'. The main content area is divided into two steps: 'Step 1 - Select Filter' and 'Step 2 - Review Employee Approvals'. Step 1 includes a date range selector for 'Current Pay Period' (06/09/2018 - 06/22/2018), a dropdown for 'Full-time (Hour)' and 'Payroll Policy', a 'View Employees' dropdown set to 'Direct Reports', and a 'Display Hours' dropdown set to 'Actual and Fo'. Step 2 features a pie chart showing the status of time cards: 'Unapproved' (red), 'Fully Approved' (green), and 'Partially Approved' (yellow). Below the pie chart is a checkbox labeled 'Show employees having no time cards'. At the bottom, there is a table with columns for 'Employee', 'Emp', and 'Mgr'. The table lists two employees: 'Andrae, Dorothy' and 'Barnes, Nancy'. The 'Barnes, Nancy' row has a checked checkbox in the 'Employee' column and green circles in the 'Emp' and 'Mgr' columns. Four orange arrows with numbers 1 through 4 point to the 'Time Cards' tab, the 'Time Card Approvals' sub-tab, the 'Current Pay Period' date range, and the 'View Employees' dropdown respectively.

| Employee  | Emp | Mgr |
|---|-----|-----|
| <input type="checkbox"/> Andrae, Dorothy          | ●   | ●   |
| <input checked="" type="checkbox"/> Barnes, Nancy | ●   | ●   |

8. Double-click on the employee's name in the list to view their timecard. Click the **Time Card Approvals** tab at the top get back to the list.

9. Carefully review each line of the employee's timecard to ensure the code in the **Org Units** column matches the **Type** column. See example below for example of correct and incorrect PTO entry (only applicable to benefitted employees). Note: *Clock In* translates to *Work* in the employee's timesheet.

|                          |          | Pay Period |                               | 03/03/20 |
|--------------------------|----------|------------|-------------------------------|----------|
| + Add Shift              | Type     | In         | Org Units                     |          |
| <b>Monday 03/05/2018</b> |          |            |                               |          |
| <input type="checkbox"/> | Clock In | 08:00 AM   | 21/1100 - Indirect Costs Ove/ |          |

## Correct/Incorrect PTO Example

|                             |          |          |                               |  |
|-----------------------------|----------|----------|-------------------------------|--|
| <b>Wednesday 03/07/2018</b> |          |          |                               |  |
| <input type="checkbox"/>    | Clock In | 08:00 AM | 21/1200- Paid Time Off (PTO)/ |  |
| <input type="checkbox"/>    | PTO      | 09:00 AM | 21/1200- Paid Time Off (PTO)/ |  |

*Note: A red arrow labeled 'Incorrect' points to the 'Clock In' entry, and a green arrow labeled 'Correct' points to the 'PTO' entry.*

10. You can review and approve each line of the employee's time card individually by checking the box to the far left of each line (Image 1) **OR** go back to the **Time Card Approvals** screen and click the box to the left of the employee's name to approve the entire time card (Image 2). The green checkmark to the right of the checkbox in Image 1 reflects the employee's approval.

Image 1

|                                     |          | Pay Period |  |
|-------------------------------------|----------|------------|--|
| + Add Shift                         | Type     | In         |  |
| <b>Monday 08/06/2018</b>            |          |            |  |
| <input checked="" type="checkbox"/> | Clock In | 08:00 AM   |  |
| <b>08/07/2018</b>                   |          |            |  |
| <input type="checkbox"/>            | Clock In | 08:00 AM   |  |

*Note: A green checkmark is next to the first checkbox, and an orange arrow points to the second checkbox.*

Image 2

| Step 4 - Approve Time Cards         |                 |
|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | Employee ^      |
| <input checked="" type="checkbox"/> | Akinbami, Felix |
| <input checked="" type="checkbox"/> | Allen, Julia    |

*Note: An orange arrow points to the first checkbox.*

11. The circles to the right of the employees' name on the Time Card Approvals screen reflect where each employees' timecard is at in the approval process.

- Green = Fully approved
- Yellow = Partially approved
- Red = Not approved

| Emp | Mgr |
|-----|-----|
| ●   | ●   |
| ●   | ●   |
| ●   | ●   |

**All circles need to be green in the Employee and Manager column in order to proceed with payroll.**

Contact Human Resources with any questions.