Report Your Biweekly Time

⚠ Important Information

This document provides detailed steps for reporting biweekly time on the Timesheet page. For the detailed steps to report monthly time, refer to Report Your Monthly Time (tl_ss_reporttimeprocedure_mo_ss.html).

The basic steps to report biweekly time are to enter hours or amounts, select the applicable time reporting code(s), then click the Submit button. This document details these steps with screenshots and other important information.

Information on time reporting codes (TRCs)

Check with your departmental timekeeper or supervisor for departmental guidelines on the deadlines of when you should complete your time entry.

Information about system deadlines

Navigation

Wolverine Access Gateway > Faculty & Staff > Employee Self-Service > Time Reporting > Report Time > Timesheet

Step-by-Step Process

Report Your Time

1. Check to make sure the dates displaying in the Time Reporting Row area are for the appropriate biweekly pay period.
2. Enter the hours in the appropriate date fields and select a TRC from the **Time Reporting Code** drop-down.

3. Three rows display initially. To add additional rows, click **Add Row**. You do not need to delete blank rows before submitting your time.

4. After completing your time entry:
   - If you want to save your entries without submitting your timesheet for approval, click **Save for Later**. However, you must return to the timesheet before the end of the pay period to click **Submit**.
   - Click **Submit** to submit your time for the pay period. If your approver opted to receive approval email notifications, he/she will receive an email. You can make changes and click **Submit** again if necessary to report more time.

5. If you wish to view the Approval Monitor, click the **Reported Status**.

6. If a single approver does not display on the Approval Monitor, click **Multiple Approvers** to view a list of everyone who can approve your reported time.

7. Click **Close**.

8. Click **Return to Timesheet**.

**Make Changes to Your Reported Time**

**Note:** If you need to change the time reported for the current period or for a prior period (up to six prior months), you can do so up to the data entry deadline and submit again.

1. As needed, overwrite or delete the hours in existing Time Reporting Rows.
2. To delete a row, which includes all hours or amounts for a TRC, click **Delete Row**.
3. For each new TRC, click **Add Row** and enter appropriate values in the TRC and date fields.
4. After changing your reported time, you must click **Submit**.

**Enter Combo Codes (ShortCodes)**

Some employees may be required to enter a Combo Code (ShortCode) in addition to hours and TRCs. Only do this if directed to do so by your supervisor.

**Guidelines:**
- Temporary biweekly employees can enter a Combo Code for both their REG and other types of hours.
- Regular biweekly employees should not enter a Combo Code for their REG hours, but can for other hours such as ESA, ONC, or OTP.

![Timesheet Image]