

PioneerTime Supervisor Approval Checklist

Timecard Information View

- ☐ Confirm that all employees appear in your Supervisor View
- ☐ Make sure you are viewing the correct Pay Period
- ☐ Verify that the employee approved the timecard (Employee Approval Column)

Review Individual Time Cards

| Non-Exempt (Bi-Weekly Paid) Employees | Exempt (Monthly Paid) Employees |
|---|--|
| <input type="checkbox"/> Check for missing punches (highlighted in red) | <input type="checkbox"/> Check your alerts to make sure you have no outstanding employee time-off requests for the pay period. |
| <input type="checkbox"/> Review canceled lunch deductions (outlined in red) | |
| <input type="checkbox"/> Review daily hours and ensure that weekly totals are in line with the employee schedule (ex: 37.5 hours per week) | <input type="checkbox"/> Approve or disapprove any leave requests. (Note: You will not be able to approve leave time requested through the "Time Off Request" module if the leave has already been manually entered on the time card. You will need to either delete the leave entered on the time card, then approve the request -or- refuse the request. |
| <input type="checkbox"/> In the "Totals" tab, review the total hours by position and pay code | |
| <input type="checkbox"/> Check and review overtime hours (In general, Work Study positions should not be charging overtime) | <input type="checkbox"/> Make sure all employee leave for the pay period is accurately reflected on the leave calendar. The total leave recorded for the pay period will appear in the "Totals" tab |
| <input type="checkbox"/> Review leave time (e.g. Vacation, Sick, Jury Duty, Bereavement) | |
| <input type="checkbox"/> For employees with multiple jobs, review the daily and total hours in bold. (Bold text indicates shifts worked for the position you supervise and are the hours you are approving) | <input type="checkbox"/> Make any necessary edits and save |
| <input type="checkbox"/> Make any necessary edits and save | |

Approve Employee Time by the Deadline

- ☐ Non-Exempt Employees - Approve timecards by **12:00 Noon on the Monday following the end of the bi-weekly pay period**
- ☐ Exempt Employees - Approve leave calendars by the **End of Business on the 5th Business Day of the following month**



Need More Help?

www.DU.edu/UFS
303-871-7600
ContactUFS@du.edu