Approving Retroactive Timesheets for Non-Exempt and Exempt Employees

1. Open Web Browser, enter Ecotime URL
2. If Single Sign On displays, enter Active Directory User Name and Password, click Login
3. Employees are instructed to notify Manager/Supervisor when they submit retroactive timesheets, as retroactive timesheet submission doesn’t generate a notification
4. Select History, select Timesheet Group
5. Select Timesheet Group, select Period, verify BW or MO Timesheet Group, click go, timesheets display
6. For non-exempt, In the Hours Summary for the BW Timesheet Group, click Approve, then click Submit
7. For exempt, in the Hours Summary, for the MO Timesheet Group, click Approve, then click Submit

Reminders
- When employees submit retroactive timesheets, supervisor/managers aren’t notified
- If you don’t see the employee timesheet, either the employee hasn’t submitted a retroactive timesheet or you are viewing the wrong pay period or pay frequency
- When the approver selects Submit, there is no confirmation, the selection displays Unapprove
- A retroactive timesheet must be approved to be processed and paid