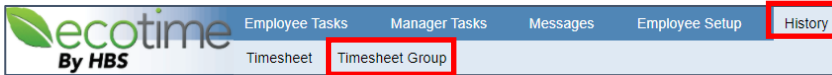


Non-Exempt/Exempt Approving Retroactive Timesheet Entries



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**

Hours Summary for 09/06/2020 - 09/19/2020 - BW									
Employee Name	Type	Regular	Exception	Total Hours	Notes	Attachments	# Messages	Approved	Action
CARLSON, SHIELA MARIE F	History Adjust	85.75 85.75		85.75 85.75	✓			✓	<input type="checkbox"/> UnApprove
MENDOZA, JANELLE ROSE AQUILER	History Adjust	68.00	4.00	72.00					
POON, GLORIA ANN	History Adjust	72.00 75.00		72.00 75.00					<input type="checkbox"/> Approve
PRATARELLI, ANNE MARIE	History Adjust	37.50		37.50					

Press the button to the right to approve/unapprove all checked items

7. For exempt, in the **Hours Summary**, for the **MO Timesheet Group**, click **Approve**, then click **Submit**

Hours Summary for 09/01/2020 - 09/30/2020 - MO									
Employee Name	Type	Regular	Exception	Total Hours	Notes	Attachments	# Messages	Approved	Action
ALBERTER, LOIDA JOSON	History Adjust		24.00	24.00					<input type="checkbox"/> Approve

Press the button to the right to approve/unapprove all checked items

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