Reported time can be approved on two pages within M-Pathways:

- Timesheet page
- Approve Reported Time Page

The Approve Reported Time Page is the only place where prior period adjustments needing approval will display; the Timesheet Page will not display prior period adjustments needing approval.

To ensure no time remains in Needs Approval status, employees must be pulled up through the Approve Reported Time Page every payroll, biweekly and monthly.

**Importance ensuring all time is approved**

To ensure accurate pay to employees and to meet all compliance requirements, both in the Payroll Controls SPG and the Fair Labor Standard Act, all time must be approved by the appropriate person or designated back up within each department.

When time is reported in M-Pathways but not approved, it creates Unapproved Time in the system. Unapproved Time will not be captured by the Time Administration process to create payable time, and will therefore not be sent to payroll. This can result in incorrect pay and create a Missing Time status for employees.

**New Resource for departments to ensure all time is approved**

An Unapproved Time Report has been developed to assist departments in making sure all time is approved. The report identifies time that remains in an “unapproved time” status for any date within the previous six months. It’s important to note that after six months, all time is archived and can no longer be updated and approved.

**How to Use the Unapproved Time Report to Identify and Correct Unapproved Time**

To identify unapproved time, the Unapproved Time Report age will be run by the UMHHC Payroll Office on a monthly basis. The report will be emailed directly to the units of employees with unapproved time in MPathways. The person
designated as the Time Report Recipient in M-Pathways for each department will receive the report. This is also how the Biweekly Audit Report is sent.

There are two ways to methods to resolve the unapproved time for employees who appear on the Unapproved Time Report page:

- **Unapproved Time that should not be processed:** Delete the unapproved hours from the Timesheet page and click ‘Submit’ to save changes.

- **Unapproved Time that should be processed:** Select the unapproved time on the Timesheet page and click ‘Approve Selected.’ Newly approved hours will appear on the employee’s next regular paycheck, if applicable. Employees should be made aware if the approved time will result in a change of pay (OTP, ETW, shift, etc.). Approved leave time (PTS, PTU, ESF, etc.) will also appear on the next regular paycheck and an adjustment will occur to leave balances.

The Unapproved Time report will run and sent to departments for the first time on Monday, March 10th. If you do not receive a report, you do not have employees with time in the Unapproved Time status.

**Navigation to M-Pathways Pages Used In Time Approval**

Main Menu > Manager Self Service > Time Management > Approve Time & Exceptions > Reported Time > Approve Reported Time

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

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### 2014 Resource Links

Our payroll partners at the Central Payroll Office have updated their website to include several helpful tools for 2014. Below is a list of resources that will help with planning throughout 2014. Copy and paste the link into your web browser.

Helpful hint! Hanging copies of the holiday and accrual schedules in common areas, such as break rooms and lunch areas, can be helpful to staff.

**Biweekly Payroll Cutoffs**


A listing of bi-weekly pay dates and associated cut-off dates

**Monthly Payroll Cutoffs**


A listing of monthly pay dates and associated cut-off dates

**PTO / Vacation Accrual Schedules**

http://www.finance.umich.edu/finops/payroll/forms/leaveaccruals

Schedule of both biweekly and monthly accrual dates

**University Holidays**

http://www.finance.umich.edu/finops/payroll/forms/holidayschedule

A listing of recognized University holidays for 2014
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<tr>
<th>Pay Assistant</th>
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<tr>
<td>Andrea Young (aniyoung)</td>
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<td>Support Services</td>
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<tr>
<td>Zanita Rice (zanitac)</td>
<td>763-2291</td>
<td>Ancillary Services, Business Services, Diagnostic Services</td>
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<tr>
<td>Melissa Henes (meliann)</td>
<td>647-1906</td>
<td>Emergency and Operating Rooms, Programs, Centers and Ambulatory Care</td>
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<tr>
<td>Angie Galvin (galvina)</td>
<td>763-2912</td>
<td>Inpatient Nursing</td>
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<tr>
<td>Kim Watson (kimbwats)</td>
<td>764-3126</td>
<td>Medical Svcs, Surgical Svcs, Psych, Peds &amp; Women’s Svcs, Medical School &amp; Basic Sciences</td>
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**Supervisor**

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<thead>
<tr>
<th>Phone</th>
<th>Supervisor Amanda Louks (alouks)</th>
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**Training and Support**

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<thead>
<tr>
<th>Phone</th>
<th>Kim Wehrmeister (kmeistr)</th>
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<td>764-4430</td>
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Healthy System Payroll Office

UMHS Payroll, 2901 Hubbard, Suite 1500, Ann Arbor 48109-2435
Payroll Fax 647-1918