Self-Service Time Reporting
Frequently Asked Questions
Staff

Where do I go to input my time?

Staff will input their time through the Employee Business Page on Wolverine Access. This will take you to the Employee Self Service Page where you would click on Report Time.

Biweekly employees must report regular (REG) hours plus any variations from REG, which is considered exception time (e.g. vacation or sick time.)

Monthly employees do not report regular (REG) hours. They only report variations from REG, which is considered exception time (e.g. vacation or sick time.) If the employee has no variations to report, they will check the "No variation from normal work schedule" checkbox.

What is my deadline to enter my time?

Biweekly staff must enter their time by 4:00 p.m. on last Friday of a pay period. Monthly staff must enter their time on the 5th business day of the month following the pay period.   Earlier deadlines may be required due to holidays. Your department timekeeper will advise you of these early deadlines.

How will I be notified if I miss the deadline to enter my time?

There are no automatic emails generated by the system to remind you to enter your time. You will receive a reminder message from your approver or department timekeeper.

What happens if I make an error when reporting my time or I miss the deadline?

You can correct your time up until the system cut-off of Monday 10:00 a.m. If you miss this deadline, you will need to notify your supervisor so they can make the correction to your time by using the elapsed time page up until 7:00 p.m. that same day. The same holds true for staff that miss the system cut-off of Monday 10:00 a.m.

If the time is not input by the Monday 7:00 p.m. cut-off, the time will not be applied until the next available pay period.

What happens to my pay if I miss the time entry deadlines?

Biweekly and monthly staff will be paid their normal rate of pay if they miss the time entry deadlines. However, any exception time taken within the pay period will not be applied until the next available pay period.

Temporary staff must input their time by the scheduled deadlines or they will not be paid for the time worked in that pay period.

How can I find out when my pay period begins and ends?

The biweekly pay period begins on a Sunday and ends on a Saturday. The monthly pay period always begins on the first day of the month and ends on the last day of

The Payroll Office website also contains information on the biweekly and monthly pay periods. The link is http://www.payroll.umich.edu/finops/cms/finops/payroll/forms/paydates. Your department timekeeper is also a resource for this information.

If my time is incorrect after it is approved and processed through a pay cycle, who is responsible for making the correction?

Time that was processed incorrectly will need to be corrected by the department timekeeper as a "Prior Period Adjustment." Staff that needs to make corrections should print out their elapsed time page and underneath the date that needs correction they should write in the hours or time reporting code that needs to be changed. The elapsed time page should be signed by the supervisor and then submitted to the department timekeeper.

How will I be notified if a correction is made to my time?

Your approver or department timekeeper will notify you if a correction was made to your time that you did not request.

Why is it important to correct errors as quickly as possible?

There are a number of events affected by the accuracy of the time reported. Failure to correct errors in a timely manner can result in incorrect leave balances, under or overpayments, and administrative burdens on your supervisor, department timekeeper and reconciler to track, approve and reconcile your time.

Are the leave balances on my Self Service Page in "real time"?

For biweekly employees, the leave balances displayed are generally the current available balances. For monthly employees, the leave balances displayed are generally shown one month in arrears. This is because exception time for the current month (e.g. May) is not recorded until the last day of the month (e.g. June).

Leave balances can be affected if exception time is not reported or approved by the payroll system deadlines. Balances will not be corrected until the next pay cycle.   If you have any questions regarding your leave balances, please ask your department timekeeper for assistance.

Will my leave balances change after my supervisor approves my time?

Leave balances such as vacation and sick time will not change after your supervisor approves time. Leave balances change only after the pay cycle runs for that pay period.

Does a monthly employee need to report Holiday time (HOL) or will the system automatically fill in the HOL reporting code?

When a holiday falls during the month, the monthly employee must input the Holiday time reporting code (HOL) as the system will not automatically do this.

Who are my department timekeeper(s)?

Your department timekeeper is typically found in your administrative office.

- AVPF HR Office - Liz Copeland
- Financial Analysis - Sharon Aksamit and Eileen Mallory
- Financial Operations - Peg VanAuken and Roxanne Ross
- Procurement Services - Sally Czarniecki, Carrie Jones and Nannette Wencel
- Treasurer's Office and Risk Management - Colette Cloyd and Annette Hartley