Guide to UW Timesheet

Approver

A timesheet approver should be someone who has first-hand knowledge of the hours an employee works.

Approving Timesheets

- Go to: https://prp.admin.washington.edu/timesheet and log in as an approver.
- From the Work List displayed, click on an employee's name to review their oldest submitted timesheet.
- If the hours entered and budgets charged are correct, approve the timesheet by clicking the Approve Timesheet button.
- If the hours entered are not correct, reject the timesheet by clicking the Reject Timesheet button. A note screen will appear allowing you to enter the reason for the rejection. After you have entered the note, click Reject Timesheet. This will send the timesheet back to the employee to make the necessary corrections.
- Once the employee has made the necessary corrections to the timesheet, they must resubmit the timesheet for approval.
- Hours allocated to more than one budget can be adjusted at the approval level.
- After the timesheet is approved, the next pay period will appear or the system will return you to the Approver Work List.

Employee

After your payroll coordinator has set you up to use the UW Timesheet, you may log into Employee Self-Service (ESS), click the Timesheet link, and begin entering your hours.

Timesheets must be submitted for approval at the end of each pay period in order to be paid. Click the “Review and Submit Timesheet” button at the bottom of the timesheet to submit the timesheet to your approver.

Entering Time on UW Timesheet

- Click the Timesheet link.
- Enter the hours worked for the pay period.
- Include any notes that you wish to show your department using the Add a Note feature. Remember: Once notes are added and saved they become a permanent record of the timesheet. Both you and your approver have the ability to add notes to your timesheet.
- Submit your UW Timesheet to your department by the established due date at the top of the timesheet.
- After you submit your timesheet your approver will review your entries. If approved, your timesheet will be sent to your payroll coordinator for payment. If your approver rejects your timesheet you will need to correct your timesheet and resubmit.
- Report bugs and make suggestions using the links provided on the UW Timesheet.