



**ST. JOHNS
RIVER
STATE COLLEGE**

WEB TIME ENTRY – FAQs for Approvers:

What is the deadline to approve time sheets?

Timesheets must be approved by the supervisor or proxy before 4:00pm on their deadline day. Please refer to the Web Time Entry Payroll Calendar located on the Portal under the Business Office – Web Time Entry section.

I did not approve the time sheets by 4pm. May I approve them after the deadline?

No. The system locks down after your deadline.

If I don't approve the time sheets by the deadline, will my employees still be paid?

If you or your proxy do not approve in time, the Payroll Department will then force-approve the time for you and notify you to complete a paper approver form, which gets signed by you and your VP, and consists of you filling out the reason why you missed your deadline and acknowledges that the time force-approved for you was correct. This paperwork is for the auditor and is reported to the VP for Finance and Administration/CFO.

What if I want someone to be able to approve time sheets on my behalf?

It is required for you to set up at least one proxy. The instructions on setting up a proxy is located on the Portal under the Business Office - Web Time Entry section, saved under the Adobe PDF option. It is your responsibility to notify the proxy.

What if I am out of the office on the day that time sheets have to be approved?

You technically can approve time from any place where you have internet access and can log on to MySJState. Otherwise, it is your responsibility to prepare your proxy as backup.

Can I use my smartphone (iPhone, BlackBerry, Android, etc.) or iPad to complete my Web Time Entry approvals?

Yes. The smartphone browsers are compatible with the MySJState website.

What if an employee submits a time sheet and there is an error on it?

Once the employee submits the time, you will be able to adjust the time yourself before approving. Policy requires that you add a comment explaining any changes you made, and notify the employee that a change was made.

One of my employees has not submitted a time sheet or missed reporting hours for a previous pay period. What is the process to pay them at this time?

A blank employee paper time sheet would need to be filled out completely and signed by the employee and the supervisor/approver. The paper time sheet is only for one specific pay period at a time (separate paper time sheet for separate pay periods are required). If the Payroll Department receives it within two working days after the employee's original deadline date, then all attempts to add the hours to the current payroll will be made. If the form is received later, then the employee will be paid the next following payroll period.