

# Payroll Approval FAQs for Supervisors

of Clerical-Technical & CT-aligned and overtime eligible 4-H Program Coordinators, Community Nutrition Instructors, and Program Instructors

## **I supervise one or more Clerical-Technical & CT-aligned and overtime eligible 4-H Program Coordinators, Community Nutrition Instructors, and Program Instructors, how do I approve their time?**

Instructions are available on the MSU Extension Organizational Development site under Human Resources/ Time Off & Timesheets – see the Weekly Timesheet section at [https://www.canr.msu.edu/od/human\\_resources/time\\_and\\_attendance](https://www.canr.msu.edu/od/human_resources/time_and_attendance).

## **When is time approval due?**

Your weekly timesheet approval is due every Wednesday by 12pm (noon) EST unless otherwise noted on the [Weekly Timesheet Submission & Approval Schedule for Payroll](#). Your staff have been instructed to submit their timesheet every Monday by 12pm (noon) EST, unless otherwise noted on the [Weekly Timesheet Submission & Approval Schedule for Payroll](#).

## **I don't see flex time recorded on my employee's timesheet, what now?**

On the timesheet submission, flex time earned will be reflected as additional time worked in your employee's day. For instance, if the employee is scheduled to work 8-hours each Monday but they worked an additional 2-hours to attend a meeting, they would record their hours worked for this day as 10-hours. Carrying forward this example, on the day(s) your employee uses the flex time from Monday, they would enter a reduced number of hours worked. So, if they are scheduled to work 8-hours on Tuesday, but they are flexing out the time from Monday, they would enter 6-hours worked on Tuesday.

You should be able to reconcile this against the flex time entries on your staff's Outlook calendar as well.

## **My staff member has additional hours and/or overtime on their timesheet that wasn't approved, how do I proceed?**

Overtime eligible staff must be paid for the hours and overtime they work in the work week. The approval process includes the ability for supervisors to direct the accounts these hours are paid from.

If you have questions about management of a staff working additional hours and/or overtime or limiting this time, please email [msue.hr@msu.edu](mailto:msue.hr@msu.edu).

## **I am getting errors or running into problems when approving timesheets, how should I proceed?**

Contact MSU Extension Human Resources at [msue.do.tssub@msu.edu](mailto:msue.do.tssub@msu.edu).