

Employee Responsibilities

- Submit time by the 11:59pm submission deadlines.
Note: Submission deadlines are Monday after the pay period ends for time sheets and the last day of the next pay period for leave reports. Time sheet and leave report deadlines may change to accommodate holidays.
- Check the pay period, earnings types, and recorded times for accuracy prior to submitting your time sheet or leave report.
Note: You will be required to certify that your time sheet or leave report information is accurate.
- Verify leave balances amounts via the **my.emich Employee** tab >> **Employee** link >> **Leave Balances** link before submitting your time sheet or leave report. If your leave balances are insufficient to cover your reported hours, your pay will be docked.
- Add comments to your time sheet or leave report to document any special circumstances or variations and/or changes to your normal work schedule.
- Check your time sheet status the first Wednesday after the pay period ends to verify that it has been approved. If it has not been approved, contact your Approver for next steps.
- If you are unable to submit your time sheet or leave report by the deadline, contact your Approver to make arrangements for them to complete and submit your time sheet or leave report.
- Bi-Weekly staff must submit a time sheet, reporting time for each day of their regular schedule including: regular hours, vacation, overtime, comp time, shift premiums, etc. (a.k.a. exception time), for every pay period regardless of the actual hours worked.
- Employee Consultants and Temporary employees must submit a time sheet, reporting actual hours worked (a.k.a. positive time), for any pay period that hours are worked.
- Students must submit a time sheet, reporting in and out times for actual hours worked (a.k.a. positive time), for any pay period that hours are worked.
- Semi-Monthly staff should only submit leave reports when they are reporting sick and vacation (a.k.a. exception time) taken.
Note: If you have no exception time to report for the pay period, it is not necessary to open the leave report. Please check with your Approver for internal procedures.

Approver Responsibilities

- Designate a Proxy to act as an Approver on your behalf.
- Ensure the 11:59pm submission deadlines are met.
Note: Submission deadlines are Monday after the pay period ends for time sheets and the last day of the next pay period for leave reports.
- Review each employee time sheet and leave report for completeness and accuracy. Watch for misapplication of earnings types (e.g. Bereavement vs. Sick Bereavement).
Note: Additional changes to time are difficult once approved.
- Return time sheets and leave reports for correction, only when sufficient time exists to meet the approval deadline.
- Add comments when making changes to time.
- Approve time by the 11:59pm approval deadlines.
Note: Approval deadlines are Tuesday after the pay period ends for time sheets and one business days after the next pay period ends for leave reports.

Quick Tips & Reminders

- DO NOT USE your browser **Back** button to navigate or you may lose any work you have completed.
- Use the **Next** and **Previous** buttons to navigate between all weeks of the pay period.
- You can view the status of your time sheet. See [Opening Your Time Sheet](#) or [Opening Your Leave Report](#) for more information.
- Your time sheet or leave report will only show earnings types related to your job/position.
- Record your time to the nearest quarter hour.
- A zero (0) cannot be recorded on your time sheet or leave report.
- Early time sheets or leave reports can be submitted at any time prior to the submission deadline. Contact your Approver to change a submitted time sheet or leave report.
- Time sheets and leave reports will be available via my.emich the first day of the pay period at 12:01am.
- In the **Time Sheet** page, do not change the number in the **Shift** field.