Stage 1: Actioning the timesheet submission

- You will receive an email notification informing you that a timesheet is awaiting approval.
- Log into People Manager and click on ‘To do list’.

This will then open a new window. On that page, there will be a list of any outstanding timesheets that need to be actioned.

Click on the task you want to review to check all the details of the timesheet.

NOTE: Pay attention to the timesheet cut-off date. If you do not approve the timesheet within the cut-off date, the employee will not be paid until the next payroll period.
▪ The costing information can be left blank if the hours are being costed to the employee’s normal Account code / Costcode as stated at the time of appointment.

▪ If the hours are being charged to another Costcode you will need to complete this with both the Account code and Costcode (11 characters). The Account code must begin with a 2*.

▪ If the timesheet has been filled out incorrectly by the employee, the timesheet will have to be rejected and amended by the employee, e.g. if overtime @ 2.0 has been selected instead of overtime 1.0.

▪ Once you have checked the details you can change the authorisation status to either Authorised or Not authorised and then save.

▪ You can also add a comment in the reason box for example to explain why the claim has not been authorised. The reason will be shown on the email to the employee.

▪ After selecting your action, the request will disappear from your to do list.

▪ To action multiple requests in one go view the information on all tasks first to check the individual details are correct and then ensure all tick boxes are selected for the ones you wish to authorise. These will select as you view the information within the task. Once you have selected the timesheet tasks this will bring up an ‘Actions’ button, select either ‘Authorised’ or ‘Not authorised’.

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Once the timesheet is either approved or rejected, a notification email will be triggered to the employee, informing them of the decision made. If you have rejected the timesheet due to an error, please notify the employee so they can amend and resubmit.

For more information regarding cut-off and pay dates, refer to Payroll submission deadlines.

If you have any queries please contact;

- Payroll (payquery@essex.ac.uk).
- Business Systems Team on bsthelp@essex.ac.uk for queries around the iTrent/ HR Organiser.

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