



PAYROLL SERVICES

The UNIVERSITY of OKLAHOMA

Time Approval Expectations for Supervisors

Supervisors (or their delegates) are responsible for reviewing, validating, and approving employee leave requests and timesheets to confirm accuracy and compliance before payroll is processed.

Norman employees record time in [Workforce](#), and Health Campus employees record time in [TAL](#). All time entry must be approved by the deadlines established on Payroll Services website.

Supervisor Responsibilities

- Supervisors must review and approve submitted timesheets for accuracy, confirming employees have recorded expected hours worked, and all leave is reflected appropriately.
- Supervisors are responsible for ensuring all corrections to employee time and leave entry are reflected in the timekeeping systems prior to approving timesheets.
- Supervisors must approve all timesheets or return them for correction if errors are identified. All timesheets must be approved by end of business (5 p.m.) on the Monday following the end of the pay period.

Deadlines

- Workforce (Norman) and TAL (Health Campus) generate automated reminders to supervisors to approve their employees' timesheets. Supervisors may receive multiple reminders until their employees' timesheets have been approved.
 - All timesheets must be fully approved before the timekeeping systems are locked at end of business (5 p.m.) the Monday following the end of the pay period.
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Helpful Guides

[Health Campus Payroll Services Calendar & Deadlines](#)

Health Campus pay periods begin on Sunday and end on Saturday.

[EcoTime Training Guides for Health Campus Employees](#)

[Supervisor Approval Guidelines \(TAL Manual\)](#)

[Norman Payroll Services Calendar & Deadlines](#)

Norman pay periods begin on Saturday and end on Friday.

[Workforce Training Guides for Norman Employees](#)

[Supervisor Approval Guidelines \(Workforce Manual\)](#)