

January 17, 2008

PCC Hourly Supervisors:

The University of Washington has implemented an electronic method for hourly employees to submit timesheets to you for approval. The *UW Timesheet* is an online timesheet available to hourly employees via their UW NetID, whereby they will submit hours on the 15th and at the end of the month for your approval.

Effective October 2007, hourly employees will submit timesheets electronically that will need only **one** approval.

Approver/Supervisor Login: <https://prp.admin.washington.edu/timesheet/>

- Primary approvers will receive an auto-generated email if they have timesheets that need to be approved and the timesheet due date (1st or 16th) has passed.
- Secondary Approvers will not receive any email notification, and will only need to approve timesheets in the event that a Primary approver is unable to do so.
- NOTE: The system will not currently auto-email supervisors if the employee submits their timesheets **after** the deadline (1st or 16th). This is an oversight in the system, and the UW is working to correct this. Tara and/or Jaime will attempt to contact primary approvers via email if this is the case.
- Approvers will need to log in to their “Work List” -- where they can review the hours that their employees submitted – and will either approve the employee’s timesheet or reject it back to the employee for correction.

This review process must be completed by the 2nd and 17th of each month in order for the employee to be paid on time. In the event that Pulmonary payroll staff notice a timesheet still requiring approval on these due dates, we will attempt to contact both designated approvers for resolution.

If you have questions, please do not hesitate to contact:

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