

All Employee

Stop Time Entry Auto Approval on Mid-Month Payroll

Frequently Asked Questions

Background: In accordance with the Oregon Accounting Manual Payroll Policy 45.07.00, employees are expected to prepare and present accurate and timely documentation of their time and attendance. Managers are responsible for the review and approval of employee time records. The review includes time reported and time not reported. Failure to review and authorize time records is an inappropriate action by a person responsible for authorizing the expenditure.

For employees to be paid their hourly wages earned, or earned pay above their salary, DAS Workday administrators auto-approve time either not submitted by employees or not approved by manager. As this has caused inaccurate over and underpayments, a decision has been made to stop the auto approval process. Employees and managers will be accountable for ensuring accurate time is entered, submitted timely, and approved by payroll deadlines.

1. What is Time Entry Auto Approval?

- As part of mid-month payroll processing and after the payroll deadline, DAS Workday administrators auto approve unsubmitted or unapproved time.
- When managers miss the mid-month payroll deadline for time approval, this auto approval includes overtime (OT), differential and premium pay to be paid to employees by the mid-month pay day.
- All regular salary does not need to be approved and is typically paid as part of the first of the month payroll process. Mid-month payroll is typically pay for employees who receive OT, differential and premium pay. This includes hourly and temp employees that enter time.

2. Who is Impacted?

- Employees who may receive mid-month pay, including the following:
 - Salaried overtime eligible employees
 - Hourly employees
 - Differentials
 - Premium Pay
 - Exceptions to regular salary

3. What is Changing for Employees?

- DAS Workday Payroll will stop auto approval of unsubmitted and unapproved time beginning with the mid-month payroll on Aug. 11, 2025, paid Aug. 15, 2025. This will continue for all mid-month payroll deadlines going forward.
- Time entered must be submitted by the employee and approved by their manager by the mid-month payroll deadline, for time entry to be paid out on mid-month pay day. The following are the types of pay that must be approved prior to payroll deadline:
 - OT, differentials, premium pay
 - Employees - hourly, part time, seasonal and temp
 - Employees on rotations must have time approved by the base position manager
- **Please note:** If a manager fails to approve employee time by the mid-month payroll deadline, agencies can submit a request to DAS Central Payroll to issue an “On Demand” check. If the amount is less than 5 percent of an employee’s regular salary, payment will be paid on the next regular pay date.

4. What is Not Changing for Employees?

- **How and what you are paid for first of the month remains the same.**
 - Regular salary is paid no matter what for the first of the month pay.
 - Hourly, overtime, differentials and premium pay must be approved to be paid timely.
 - Unsubmitted and unapproved OT, differentials, premium pay and hourly time entry will be paid on the mid-month pay if not approved by the first of the month payroll deadline.
- **How and when an employee enters time remains the same.**
 - Employees are required per [Chapter 45.07.00 of the Oregon Accounting Manual – Time Record Approval](#) to enter, submit and approve accurate time for first of the month and mid-month pay.
 - Employees who are salaried do not need their regular time approved to get paid their regular salary.
 - DAS recommends overtime eligible employees enter time daily and submit time at the end of their work week.
- **DAS Workday Payroll deadlines remain the same.**
 - Time must still be submitted and approved by the payroll deadlines.
 - Please reach out to your HR or payroll office if you are unsure of your agency’s time entry requirements and time entry deadlines.
- **Employees on job rotation**
 - The manager on the base position approve time.

5. Where Can Employees Learn More About Time Entry?

- **Employee - Help Articles:**

- How to Enter In and Out Times for Overtime Eligible Employees:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$444/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$444/rel-task/2998$40834.html)
- How to Enter Time for Straight Time Eligible Employees:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$443/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$443/rel-task/2998$40834.html)
- How to Enter Time for Exceptions Only Employees:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1007/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1007/rel-task/2998$40834.html)
- Find Overtime Eligibility Status and Why It Matters:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$461/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$461/rel-task/2998$40834.html)
- Payroll and Time Tracking Employee Resource Guide:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1612/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1612/rel-task/2998$40834.html)
- ***Coming Soon – Time Entry Overview Help Article with video for Employees***

6. Best Practices for Time Entry:

- **FLSA Non-Exempt and Hourly Employees Time Entry:**

- Time should be submitted on a weekly basis.
- Do not submit time prior to working it.
- Time off may be submitted in advance.
 - It is critical for leave without pay (LWOP) to be submitted and approved before the first of month payroll deadline to stop any overpayments.
- Time should be submitted weekly so the manager can review and approve time before payroll deadlines.

- **Exempt Employees Time Entry:**

- Time worked only needs to be entered for exceptions, such as, working on a holiday, additional hours worked that are eligible for straight time accrual, or in cases where time needs to be charged to a project, grant or cost center work tag.
- Please reach out to your HR or payroll office if you are unsure of your agency's time entry requirements and time entry deadlines. When necessary, time should be submitted weekly, but time off may be submitted in advance (the same guidance for LWOP stated above applies).