

Manager

Stop Time Entry Auto Approve 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 Payroll 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 Payroll administrators auto approve unsubmitted or unapproved time.
- When managers miss the mid-month payroll deadline for time approval, 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 paid as part of the first-of-the-month payroll process. Mid-month payroll typically pays for employees who receive OT, differential and premium pay. This includes hourly and temp employees that enter time.

2. Why is DAS Stopping Auto Approval of Time Entry on Mid-Month Payroll?

- Managers are responsible for reviewing and approving all time worked by their employees. ([Chapter 45.07.00 of the Oregon Accounting Manual – Time Record Approval.](#))
- Auto approved time that does not get reviewed and approved by a manager increases the chances of payroll errors.
 - Payroll errors create an increased workload for agency payroll staff, employees and managers.

- Ensures that managers have reviewed and approved time is charged accurately to cost centers, projects and grants.
 - Reflects the agency's approval which is necessary in responses to audit requests.
- DAS recommends managers review and approve time weekly.

3. Who is Impacted?

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

4. What is Changing for Employees and Supervisors?

- 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 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.
 - For example, OT, differentials and premiums are types of pay which must be approved to be paid.
- Failure of a Manager to approve time by the mid-month payroll deadline will result in the employee not receiving earned pay timely.
 - Agencies can submit a request to Oregon Statewide Payroll Services (OSPS) team 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.

5. What is Not Changing for Employees and Managers?

- **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.
- **How and when a manager reviews and approves time remains the same.**
 - Supervisors are required per [Chapter 45.07.00 of the Oregon Accounting Manual – Time Record Approval](#) to enter, submit and approve accurate time entry on behalf of their employees by first of the month and mid-month payroll deadlines for employees to be paid on scheduled pay days.
 - DAS recommends managers review and approve time weekly.
- **Employees on job rotation**
 - The base position manager must approve time.
- **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.

6. [When Must Time Entry for Additional Wages \(OT, Differentials and Premium Pay\) Be Submitted and Approved for Employees to be Paid Out Timely?](#)

- Time Entry must be submitted by employees prior to the mid-month payroll deadline.
 - **Please note:** Managers can still submit time on behalf of employees and approve time all in one step.
- Time entry submitted by employees must be approved by managers prior to the mid-month payroll deadline for employees to be paid on the scheduled mid-month pay day.
- If managers do not approve time entry prior to the mid-month payroll deadline, employees will not be paid timely for additional wages like OT, differentials and premium pay.
 - Agencies can submit a request to Oregon Statewide Payroll Services (OSPS) team to issue an "On Demand" check. If the amount is less than 5 percent of an employee's regular salary, it will be paid on the next regular pay date.

7. 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***

8. Where can Managers Learn More About Time Review and Approval?

- Time Entry Review and Approval Help Articles for Supervisors:
 - Reviewing and Approving Time:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$503/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$503/rel-task/2998$40834.html)
 - How to Enter Time for a Worker:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$494/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$494/rel-task/2998$40834.html)
 - Correcting Time for a Worker:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$492/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$492/rel-task/2998$40834.html)
 - How to Submit Time for a Worker:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$512/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$512/rel-task/2998$40834.html)
 - Payroll and Time Tracking Manager Resource Guide:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1613/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1613/rel-task/2998$40834.html)
 - ***Coming Soon – Time Entry Overview Help Article with video for Managers***

9. Best Practices for Time Entry, Review and Approval:

- **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 first of the 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 the necessity for costing override work tags.
 - 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).
- **Manager Time Entry Review and Approval:**
 - Use **'My Team's Time and Time Off'** app in Workday
 - **Review and approve time off requests**
 - **Review and approve time entry**
 - **Team Calendar**
 - **Manager Reports**
 - Review your employees' time entry on a weekly basis to avoid having to review a whole month of time entry for your entire team at the end of the month.
 - Communicate and encourage time entry best practices to your team (based on the above best practices).
 - Delegate Workday tasks if you are out of the office and unavailable to approve timesheets by the deadline.