

Stop Time Entry Auto Approve on Mid-Month Payroll Leadership Talking Points

Problem Statement: Time entered and unsubmitted by employees or unapproved by managers is currently auto approved by DAS Workday Payroll administrators on the mid-month payroll processing and this practice leads to inaccurate pay for some employees.

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 as well as 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 supervisor. 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. Current Overview of Auto Approve on Mid-Month Payroll Processing:

- Mid-month payroll is paid for employees who receive OT, differential and premium pay. This includes hourly and temp employees that enter time.
- When managers miss the payroll deadline for time approval, time entered must be approved for any time entered including overtime (OT), differential and premium pay to be paid timely.
- DAS Workday Payroll administrators auto-approve time entered by the payroll deadline that is either unsubmitted by employees or unapproved by managers.

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 supervisor will increase the chance of payroll errors.
 - Payroll errors create an increased workload for agency payroll staff, employees and managers.
- Ensure managers have reviewed and approved that time is charged accurately to cost centers, projects and grants.

- Reflects the agency's approval which is necessary in responses to audit requests.

3. Who is Impacted?

- Employees who may receive mid-month pay, including the following:
 - Salaried overtime eligible employees
 - Hourly employees – full-time, part-time, seasonals and temps
 - Differentials
 - Premium Pay
 - Exceptions to regular salary

4. What is Changing?

- DAS Workday Payroll administrators will stop auto submit and auto approval of time entry.
- This is effective July mid-month payroll processing on Aug. 11, 2025, paid Aug. 15, 2025, and this will continue for all mid-month pay periods going forward.
- Time entered must be submitted by the employee and approved by their managers by the mid-month payroll deadline, for time entry to be paid out on mid-month pay day. 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
- Failure of a supervisor 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 it will be paid on the next regular pay date.

5. What is Not Changing?

- **How and what employees are paid for first of the month remains the same.**
 - Regular salary is paid no matter what.
 - Hourly, overtime, differentials and premium pay must be approved by the supervisor to be paid timely. (Requires time entry to be approved and if not approved will fall to the mid-month for managers review and approval.)
- **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 to allow for timely payment.
- **How and when a supervisor 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.
- **DAS Workday Payroll deadlines remain the same.**
 - Agency's time entry and approval practices will be communicated to employees and managers by agency leadership including any changes to those established practices.
 - Please reach out to your HR or payroll office if you are unsure of your agency's time entry requirements and time entry deadlines.
 - DAS Shared Payroll provides a payroll calendar to all DAS Shared Payroll agencies as a resource for when to submit and approve time for employees and managers.

6. [When Must Time Entry for Additional Wages \(like OT, Differentials and Premium Pay\) 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.
- Failure of a supervisor 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, 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 Managers:
 - 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:**
 - Submit time 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 in advance of first of month payroll deadline to prevent overpayments.
- **Exempt Employees Time Entry:**
 - It is not necessary to code time worked unless an exception is applicable (working on a holiday, additional hours worked that are eligible for straight time accrual, or the necessity for costing override worktags).
 - Submit time entered weekly
 - Time off may be submitted in advance
 - It is critical for leave without pay (LWOP) to be submitted and approved in advance of first of month payroll deadline to prevent overpayments.
- **Managers 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.