General Information:

• You are responsible for entering your work hours each pay period during your appointment into Wolverine Access (if you have no hours to report, you will indicate zero in each day; notify HR if your appointment has ended)

• Work hours must be entered in Wolverine Access by 5:00 p.m. on Friday or Saturday of the last day of the pay period. The biweekly pay frequency schedule can be found: http://www.finops.umich.edu/payroll/forms/cutoffsdeadlines

• To ensure the accuracy of your timesheet when reporting time under 1 hour, a table has been provided with the time conversions:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Tenths</th>
<th>Minutes</th>
<th>Tenths</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 6</td>
<td>.1</td>
<td>31 – 36</td>
<td>.6</td>
</tr>
<tr>
<td>7 – 12</td>
<td>.2</td>
<td>37 – 42</td>
<td>.7</td>
</tr>
<tr>
<td>13 – 18</td>
<td>.3</td>
<td>43 – 48</td>
<td>.8</td>
</tr>
<tr>
<td>19 – 24</td>
<td>.4</td>
<td>49 – 54</td>
<td>.9</td>
</tr>
<tr>
<td>25 – 30</td>
<td>.5</td>
<td>55 – 60</td>
<td>1.0</td>
</tr>
</tbody>
</table>

• It is YOUR responsibility to enter your work hours and advise your supervisor as needed that there are hours to approve. No payments are issued without your supervisor approving your work hours.

• If your hours are not entered and approved, you may have to wait until the next pay period to receive payment. Therefore it is very important that you submit your hours on or before the scheduled due date to allow for required approval time.

• Working on University holidays requires prior authorization from your supervisor. These holidays include: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Black Friday (Friday after Thanksgiving), and Christmas Day.

• Restrictions on hours worked:
  o Actual work hours will NOT exceed 40 in any workweek without prior approval
  o Actual work hours will NOT exceed 29 in any workweek if enrolled at U-M full-time during a school term; will NOT exceed 20 in any workweek for foreign national and/or financial aid students
  o If you are concurrently employed by two or more departments at the university, it is your responsibility to ensure all appointing departments are aware of your work schedule and that total hours, across all departments, do not exceed the maximum that applies to you.

• Paychecks are issued every other Friday (refer to payroll website for biweekly pay dates http://www.finops.umich.edu/payroll/forms/cutoffsdeadlines). Direct deposit is encouraged (enroll using Wolverine Access). If you do not set up direct deposit, you must complete the U.S. Mail Authorization form to have your check mailed to you (http://www.finops.umich.edu/payroll/forms/usmail).

• If you do not set up direct deposit or complete the mail authorization form, you are responsible for picking up your paycheck at the University Payroll Office, Wolverine Tower. Checks are not distributed within the Physics Department.
Time Entry:

Navigation

Wolverine Access Gateway

Access Employee Business
1. Click Employee Self-Service on the Faculty & Staff tab.

Employee Self Service Page

Access Report Time
2. Click Report Time.

Note: If you have multiple appointments, you will see an additional screen (not shown here). To be paid correctly, you must enter the appropriate time for each active appointment.
Deadline for entering hours is 5:00 p.m. on the last day of the pay period that you work.

Be careful if you have multiple appointments in the Physics Department and make sure you enter the correct hours for the correct appointment.

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### Open Grayed-Out Fields for New Employees Hired Mid-Pay Period

The data entry fields on the M-Pathways Self-Service Timesheet are grayed-out for new employees when they are hired on a date that is not the first day of the pay period. To enter their time, they need to switch to a weekly view of their Timesheet. This also needs to be done by the approvers or timekeepers who approve or enter the time.

#### Steps on the Timesheet Page:
1. Select **Week** in the **View By** field.
2. Type the date the employee first worked in the **Date** field.
3. Click the **Refresh** button.

These steps enable the employees to enter hours for the dates they worked. They are also necessary for approvers to select and approve the employees reported time.

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**Read this on how to enter your time if your appointment start date is not on the first day of a pay period.**
Approvals:

- If Supervisor will approve hours electronically (check with HR if unsure), once hours are submitted, you are finished. Your supervisor will approve the hours in the payroll system.

Questions?

Refer to Help Screens in Wolverine Access > Self Service Help or call the IT Help Desk 4-HELP.