

Supervisor Tips from UABC

Our goal is to ensure that your employees are paid correctly, and on time, while minimizing the amount of extra work that you have to do. Here are some things that you can do to help:

Hiring/Termination tips:

Make sure that your employee has completed the HR hiring process before they start work.

To avoid disruptions, ensure you allow for sufficient time in the hiring process.

Please ensure that you promptly notify your Business Center HR Contact of any supervisor or employee changes or terminations.

HR contacts can be found on the right-hand side of the UABC Website: <http://fa.oregonstate.edu/uabc/>

Hourly Timesheet Approval tips:

EmpCenter User Guide for Supervisors:

<http://mytime.oregonstate.edu/sites/default/files/sup-user-guide-16-2.pdf>

Do your best to prevent overpayments and underpayments

If an employee is incorrectly paid, it can be very difficult to retrieve the funds, can be time consuming, and can create hard feelings between the employee and the employer.

Supervisors must approve hourly timesheets by Noon on the 17th of each month.

If the 17th falls on a holiday or weekend, then they can be approved on the next business day.

Supervisors can approve unsubmitted timesheets.

If there are hours on a timesheet, regardless of whether it is submitted or approved, the employee will be paid for those hours, unless the supervisor or the employee revises them before the deadline.

If a timesheet appears incorrect:

- Reject the timesheet and have the employee make the correction, and then approve it
- OR
- Correct the timesheet (EmpCenter tracks who makes the changes), and then approve it

This prevents payment errors, as well as, the supervisor having to sign an unapproved timesheet at a later date, because it was not approved in EmpCenter.