

## UCPath TRS DTA Quick Reference Guide: *Auto-Approval – What happens if Supervisor/DTA does not acknowledge?*

Timesheets that have been submitted by the employee but not approved by the supervisor or DTA, will be auto-approved before submission to UCPATH. The Supervisor/DTA will receive an email notification stating that **acknowledgement is required by Supervisor and/or DTA, for a timesheet that was auto-approved**. Instructions to review and acknowledge auto approved timesheets are provided below, along with information regarding the Auto Approval Report that can be used to identify timesheets that have been auto approved.

### To acknowledge an auto approved timesheet:

1. Navigate to the **Review/Submit Payroll** menu.
2. Select **View Manual Transactions**.

The screenshot shows a navigation bar with the following tabs: Manage My Staff, Review/Submit Payroll, Manage Employee, Generate Reports, Manage Feeder, and Maintenance. Under 'Review/Submit Payroll', there are sub-tabs: View Current Monthly, View Current Bi-Weekly, View Manual Transactions (which is highlighted), and Search Timesheets. Below the sub-tabs, there is a dropdown menu for 'Current department is' with '764 selected' and a 'Submit' button.

3. Scroll down to locate the **Auto Approved Bi-Weekly Timesheets**

The screenshot shows a table titled 'Auto Approved Bi-Weekly Timesheets' with a red box around the title. Below the title, it says 'Results 1 - 100 of 157.' and includes navigation icons. The table has the following columns: Action, Name, Dept Name, Emp Id, Pay Period, Empl Cl, Job Cd, Timesheet Hrs, Regular, Leave, Holiday, Overtime, Shift Differential, and Acknowledge. The first four rows are highlighted in yellow and each has a green checkmark in the 'Acknowledge' column.

Action	Name	Dept Name	Emp Id	Pay Period	Empl Cl	Job Cd	Timesheet Hrs	Regular	Leave	Holiday	Overtime	Shift Differential	Acknowledge
Edited by Supervisor		BREN EVENTS CENTER		05/03/20 - 4 05/16/20	4	006313	Work Hrs 19.25	REG 19.25					<input checked="" type="checkbox"/>
Edited by Supervisor		BREN EVENTS CENTER		05/03/20 - 5 05/16/20	5	004933	Work Hrs 2.00	REG 2.0					<input checked="" type="checkbox"/>
Edited by Supervisor		BREN EVENTS CENTER		05/03/20 - 5 05/16/20	5	004932	Paid Leave 5.75		RVN 5.75				<input checked="" type="checkbox"/>
Edited by Supervisor		NEUROBIOLOGY AND BEHAVIOR		05/03/20 - 2 05/16/20	2	009605	Work Hrs 80.00	REG 80.0					<input checked="" type="checkbox"/>

4. Click on the checkmark  under the **Acknowledgement** column, next to the timesheet to be acknowledged.
5. The timesheet will be removed from the Auto Approved roster, and the status will change to “COMPLETED”.

### ADDITIONAL INFORMATION

#### Auto Approval / Submission Status

- Awaiting Acknowledgement by Supervisor
- Awaiting Acknowledgement by DTA
- Acknowledged by Supervisor Only
- Acknowledged by DTA Only
- Acknowledged by Both Supervisor and DTA

#### Types of Auto Approval

- Auto Approved on behalf of Supervisor
- Auto Approved on behalf of DTA

## What happens if I don't agree with the auto-approved timesheet?

You can resubmit the timesheet and it can be processed during the next payroll cycle, or an off cycle request can be made.

## Auto Approval Report

The **Auto Approval Report** displays timesheets where a supervisor/DTA did not take action and the timesheet was auto approved/submitted to UCPATH on behalf of a supervisor/DTA.

Below is a list of fields displayed on this report:

1. Action (Options available when viewing the report in TRS)
  - a. View Timesheet
  - b. View Workflow
  - c. Weekly Hours Estimator
2. Employee ID
3. Name
4. Dept Code
5. Pay Period
6. Job ID
7. Assignment Name
8. Current Status
9. Status Date
10. Auto Approval / Submission Status

Auto Approval and Submission Search Results

Show 10 entries

Action	Employee ID	Name	Dept Code	Pay Period	Job ID	Assignment Name	Current Status	Status Date	Auto Approval / Submission Status
			IR7050	05/03/2020-05/16/2020	004011	CAMPUS RECREATION / RECR PRG INSTR / WRKSTRNG TRAIN	COMPLETED_PENDING_SUP_ACKL	05/18/2020	Awaiting Acknowledgement by Supervisor
			IR6106	05/03/2020-05/16/2020	003494	DOM NEPHROLOGY & HYPERTENSION / ASST PROJ SCIENTIST-FY NEX	COMPLETED_PENDING_SUP_ACKL	05/18/2020	Awaiting Acknowledgement by Supervisor