Workflow – Push Back Cleanup

Overview

Approve Payable Time page.

The 'Push Back' option should be used in limited circumstances. Specifically, when the employee's original reported time is incorrect and needs to be updated on the employee's timesheet. For example, an employee notes that they worked from 8 AM to 4 PM when, in actuality, they worked from 9 AM to 4 PM.

Updates to the time pushed back on the employee's timesheet must result in the reported time changing from the original quantity, otherwise the Time Admin job will not process the time and the Approver will not see the Payable Time to approve on the

The Approver must communicate to the employee when time has been pushed back. There is no automatic notification through HRS notifying the employee of this transaction. At this time, the employee should navigate to their timesheet via Employee Self Service and update the day in question.

As a best practice, 'Push Back' should **not** be used for changing the punch times if there is no change in the quantity of hours worked. (e.g. 8 AM – 4 PM being changed to 9 AM – 5 PM) Instead, the Approver should update the employee's timesheet to assure that the Payable Time is processed in a timely fashion and the employee is compensated correctly.

After the Time Admin job runs, the adjusted Payable Time will be available to approve on the Approve Payable Time page.

Payroll Coordinators are urged to run the Payable Status report in HRS (*Main Menu > Time and Labor > Reports > Payable Status*) during the biweekly payroll processing period to find employees whose time has been pushed back, then work with Approvers to ensure that these transactions are cleaned up so employees are compensated correctly.

The Deny button should never be used.

Payable Time 'Pushed Back' by Mistake

If an employee's Payable Time is Pushed Back by the Approver by mistake, the Campus should contact their Affinity Group to resolve the issue.

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