

Physics Self-Entry Payroll – TEMPORARY EMPLOYEES

Frequently Asked Questions

Where do I go to input my time?

All staff, researchers, and temporaries will input their time through the Employee Business Page on Wolverine Access. This will take you to the Employee Self Service Page where you would click on “Report Time”.

Temporary employees must report regular (REG) hours worked. Overtime is paid at the rate of 1.5 times the regular rate for hours worked over 40 in any one week. Also, students are restricted from working more than 29 hours in a week if enrolled in classes; foreign national students are not permitted to work more than 20 hours in a week.

What is my deadline to enter hours?

Temporary staff must enter their time by 5:00 p.m. on the last day of the pay period that is worked.

Earlier deadlines may be required due to holidays and the Physics Department timekeeper will advise you of these early deadlines.

Hours should be entered each pay period even if you did not work – if work hours are not submitted for eight consecutive pay periods, your appointment could be terminated.

How will I be notified if I miss the deadline to enter my time?

There are no automatic emails generated by the system to remind you to enter your time. You need to get in the habit of entering your hours as they are worked to avoid missing paychecks.

What happens if I make an error when reporting my time or I miss the deadline?

You can correct your time up until the system cut-off of Monday 10:00 a.m. However, you must advise your supervisor to ensure that those corrections are approved.

If the time is not input by the Monday 10:00 a.m. cut-off, the time will not be applied until the next available pay period.

What happens to my pay if I miss the time entry deadlines?

Temporary staff must input their time by the scheduled deadlines. No pay is issued until hours are submitted and approved.

How can I find out when my pay period begins and ends?

The biweekly pay period begins on a Sunday and ends on a Saturday. The monthly pay period always begins on the first day of the month and ends on the last day of the month.

The Payroll Office website contains information on the biweekly and monthly pay periods. The link is <http://www.payroll.umich.edu/biweekly.html>. The Physics Department timekeeper is also a resource for this information.

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If my time is incorrect after it is approved and processed through a pay cycle, who makes the correction?

Time that was processed incorrectly will need to be corrected by the department timekeeper as a “Prior Period Adjustment”. Staff that needs to make corrections should print out their elapsed time page and underneath the date that needs correction they should write in the hours or time reporting code that needs to be changed. The elapsed time page should be signed by the supervisor and then submitted to the Physics Department timekeeper.

How will I be notified if a correction is made to my time?

Your approver or Physics Department timekeeper will notify you if a correction was made to your time that you did not request.

Why is it important to correct errors as quickly as possible?

There are a number of events affected by the accuracy of the time reported. Failure to correct errors in a timely manner can result in incorrect leave balances, under or overpayments, and administrative burdens on your supervisor, department timekeeper and reconciler to track, approve and reconcile your time.

How are my hours approved?

If your supervisor approves hours electronically, once hours are submitted, you are finished. Your supervisor will approve the hours in the payroll system. If email to your supervisor is required, follow the format provided to you and send an email to your supervisor **FROM YOUR UMICH EMAIL ACCOUNT** indicating the pay period and hours worked.

What if my supervisor is out of town?

Supervisors approving time electronically should be able to approve hours if they have access to Wolverine Access. If your supervisor is out of town and not able to access the system or reply to emails, your supervisor can delegate approval to a person who can verify or attest that the hours reported are true and accurate. Contact the HR Office with questions.

I entered my hours – why didn't I get paid?

Your hours were likely not approved by the payroll deadline. Contact the HR Office with questions.

Who are my Department Timekeepers?

Contact Physics HR – physics.hr@umich.edu
Primary: Nikki Andrews / Backup: Linda Kreuter