



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.



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



- 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

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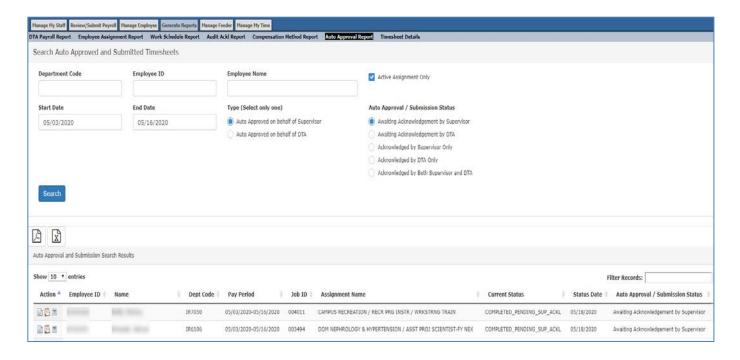
What happens if I don't agree with the auto-approved timesheet?

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** display's 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



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