UT – Timesheet Mass Advance Process

In the event that an hourly employee has submitted a timesheet to a manager, and the manager fails to approve it by the deadline, the unapproved timesheets will be programmatically mass-advanced by Workday to timekeepers in order to facilitate the timely payment of employees.

COE – Timesheet Mass Advance Policy

**Timekeepers:**

Timekeepers are responsible for setting and communicating payroll deadlines to employees and managers. Timekeepers will run periodic time reports to ensure efficiency. Timekeepers are responsible for facilitating approval of timesheets to ensure payment to employees.

**Managers:**

Managers are responsible for reviewing and approving timesheets by the deadline. Allowing timesheets to be mass-advanced each pay period is not an acceptable alternative to compliance. Managers who habitually fail to approve timesheets on time will be documented and reported to management.