

Title: UMOR Time Approval Process

**Policy Statement**

UMOR employees who complete timesheets\* are responsible for entering their time or exceptions into the UM electronic timekeeping system.

UMOR requires that the direct supervisor of an employee who completes a timesheet\* be designated in the UM HR system and that the supervisor be the approver for all reported time and exceptions of the employee. A delegate or alternate approver should also be assigned for extraordinary circumstances or as a back-up.

All time approvers must complete the required training to access the electronic timekeeping system.

UMOR approvers must follow the established U-M payroll deadlines for time approval.

**Policy Applies To**

All UMOR employees who complete timesheets\* and supervisors

**References**

[SPG 518.01 – Payroll Controls](#)

**Relevant Definitions**

UMOR – U-M Office of Research  
 SPG – Standard Practice Guide

*\*Regular and temporary staff members and research faculty members complete timesheets. If an employee in one of those categories also holds an instructional faculty appointment, that employee does not need to complete a timesheet for any of their appointments.*

**Responsible for Reviewing and Updating Policy:**

UMOR Associate Director of HR

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|                     | Revision Date:                         |
| Page 1 of 1         | Review Date:                           |