CNAV Time Sheets

FAQ for Supervisors
(Updated 9/24/2013)

I've just created a time sheet, why can't I see it and why can't my employee see it?
When setting up a time sheet instance, the effective date will default to the current pay period, but may take about 5 minutes to appear.

Please Note: If a supervisor creates a time sheet between midnight Friday and 10am Monday the employee will be able to see the previous pay period as well as the current pay period. Employees should NOT enter hours for the previous pay period since that pay period is prior to the actual activation date. If an employee worked during the previous pay period a late time sheet should be requested. If the employee does enter hours, the hours will NOT be paid because the time sheet is not active for payroll processing until the actual activation date.

I am trying to create a time sheet but can't see the employee’s name in the employee list, why?
Employees can be set up in the CNAV time sheet system after they have been hired into PeopleSoft and have been given access to CNAV. Until the time sheet is created, a paper time sheet will need to be completed by the employee and submitted on the appropriate due date.

Why aren't all my employees showing in the supervisor processing list?
This list can be found in CNAV/Campus Tools/Time Sheet/My Workers Screen – Supervisor Processing. If an employee has not entered data or even viewed their time sheet for the pay period, they will NOT appear in the supervisor processing list until after 10:30 a.m.

Employees are able to enter hours on their time sheet until 10:00 AM the Monday following the pay period end date regardless of if they entered hours before the pay period ended (midnight Friday). Once hours have been entered, the employee’s time sheet will appear in your supervisor processing list. If no hours are entered by 10:00 AM the time sheet will appear in your list after the user lock is in place at approximately 10:30 AM.

Do I need to approve a time sheet with zero hours?
If your employee is a student or casual employee not working over the summer or winter breaks and you can recognize this, no action is necessary. This is the same with full time employees on short-term disability or workers comp, no action is necessary. However, if you do see a zero hour time sheet and it is an employee who is on vacation or sick leave, you must modify the time sheet to display this and approve it.
How do I deactivate a time sheet?
Timing is very important in this matter. You will need to go to CNAV/Campus Tools/Time Sheet/My Workers Screen, click on the individual’s time sheet you want to deactivate and then click the edit button at the bottom of the box. You will now be in that particular individual’s time sheet, click on the blue link “edit instance” and change the deactivation date to the next beginning pay period, which, if you’re doing this on the last day of a pay period, will be the next day. When the date rolls over to the next pay period, the time sheet will have an inactive status, thereby locking everyone from it. Therefore, it is important that you and the employee approve the last time sheet before it is deactivated.

Some other items to note:

When creating a new time sheet and you do not see your department or your account number in the pull down menu, please email payroll@gettysburg.edu with the department name and/or full account number.

Please use internet explorer as your browser.

Please call the Payroll Office at x6216 if you have any questions.