Approver Level Online Payroll Submission

Timesheets for NJIT employees can now be submitted online via Highlander Pipeline. This new method will replace the paper forms used to report vacation, sick, and other time off categories. This new feature is part of the "Web for Employees" section within Highlander Pipeline. If this is your first time using this module, we urge you to print the PDF version of these instructions and have them available to you as you proceed.

A person with "Approver" status is authorized to view/change/submit/approve the online payroll submission of employees in their department. This person is usually the director of a department. Please contact the Payroll Office to add, remove, or change those with "Approver" status. The approver must validate the time entered by the employees, before submitting the forms to the Payroll Office via this online method below.

Before you begin, please note the following:

- Each timekeeping location (TKL) need only be approved by the highest level approver for that TKL. If you view an employee list that has been approved by an approver with an equal or higher approval level you do not need to enter any approval information for that TKL.
- Your session will time out if you remain idle too long during your time input. You will have to start over and check your input if you did not click the submit button before your session timed out.


2. In the "UCID:" field, enter your UCID. In the "Password:" field, enter your UCID Password and then click the Login button. If you do not know your UCID or forget your password, please click on the link for that on the Highlander Pipeline signon page.

3. From the "My Pipeline" page, click on the "Faculty/Staff Services" tab.

4. Click on "Employee Services."
5. Click on “Payroll” and click on “Approve Time Input” from the menu.

6. Select the combination of Payroll, Timekeeping Location, and Approval Status to approve. An Approval Status of Not Approved means that no one at the approver's level (or higher) has approved the TKL.

7. Select the Status for the employee time input records to be approved. Typically you would select All. Then click on the Submit button to view the
Approver Display of Employees for Payroll/TKL.

You can approve the time entry records for a TKL even if there are still some incomplete records. Once a record is approved, the employee will not be able to modify the record unless the approver changes the status back to Incomplete. If you are changing the status of a record, you will have to re-approve that record.

8. If you need to view or modify an individual’s record click on their Employee ID. If you do not need to view or modify an individual’s record, skip to Step 10.
9. You will be directed to the "Approver Update of Employee Time Input" page. On this page you can perform employee record updates. Once you have updated the record, scroll down to the bottom of the page and click on the Submit button.

**Note:**

If you would like to make adjustments for prior payrolls, select Create/Update Adjustment Record for Employee.

The following page will be displayed if the "Create or Update Adjustment Record for Employee" is selected. To return to the "Approver Display" page click on "Return to approver display of employees for payroll and Time Keeping Location."
10. Click the **Process Selected Employees** button to update the records you have approved. The system will update the records and redisplay the payroll list with the approval noted.

11. When you are finished, click **EXIT** on the top right of the screen.
If you require technical support, please contact the Computing Helpdesk.