

# GUIDE FOR SUPERVISORS AND TIME SHEET APPROVERS



# Table of Contents

Important Notes and Business Practices	. 3
Time Sheet Alerts for Supervisors	. 4
Approval Process	. 6
Mass Time Sheet Approval	16
Supervisor Reporting Portal	22

# UPDATES:

Page 3: 'Update' section (Adjunct Faculty and Graduate Assistants)

Page 21: 'Note' section (Approve Time Sheets - Summary) - for alternate approvals

# **IMPORTANT NOTES & BUSINESS PRACTICES**

Supervisors (or time sheet approvers) are required to review and approve employee time sheets. Approving employee time sheets is an audit process that confirms that an employee recorded accurate time and leave information that will ultimately have an impact on the compensation received by the employee. This role is NOT to be confused with the role of time entry approver. The reviewing and approving of electronic time sheets is separate from the role of the Time Entry Approver (Payroll Approver).

Below are high-level instructions on approving electronic time sheets. For confidentiality purposes, Empl IDs have been removed from the screenshots in this manual.

<u>UPDATE</u>: Upon implementation of electronic time sheets, Graduate Assistants and Adjunct Faculty are excluded from the electronic time sheet process. Incorporating this population in ETS may be revisited at a later date.

- For more information regarding time and/or effort reporting for Graduate Assistants, please contact the Graduate School.
- For more information regarding time and/or effort reporting for Adjunct Faculty, please contact the Office of the Provost.

# **BUSINESS PRACTICES:**

1. Time sheet Timeline:

Availability:	Employee time sheets will be available beginning the <b>first day of the pay period</b> .
Submission:	An employee should submit his/her time sheet to the supervisor by the <b>Monday after the pay period has ended</b> .
Approval:	Time sheet approvers should approve time sheets by the <b><u>Thursday after the pay period</u></b> . <u>has ended</u> .

- 2. A time sheet approver may **NOT** be one of the following employee classifications:
  - a. Student;
  - b. Graduate Assistant;
  - c. Exempt, Contingent I; nor
  - d. Nonexempt, Contingent I.
- 3. A time sheet approver may perform any of the following time sheet actions:
  - a. Review time sheets for accuracy and completeness;
  - b. Enter Approver comments;
  - c. Reject time sheets; and
  - d. Approve time sheets.
- 4. A time sheet approver may **NOT** complete or submit a time sheet on behalf of an employee.
- 5. A time sheet approver may **NOT** approver his/her own time sheet.

# ELECTRONIC TIME SHEET SUPERVISORY APPROVAL PROCESS

### **<u>Time Sheet Alerts for Supervisors</u>:**

Once a pay period has ended, supervisors (or time sheet approvers) will receive an email alert if they have employees who have submitted time sheets but have not been approved and/or if any of their employees have not submitted a time sheet for the pay period. If time sheets remain in a pending approval or new status, an alert is sent to the primary supervisor (and alternate supervisor if applicable) for action. Alternate supervisors receive the alerts only if they are flagged in the Employee-Supervisor/Alt Setup page to receive alerts.

The email alert is formatted into 2 sections:

- $\circ$  The first section lists the pending time sheet approvals for the supervisor's **<u>primary</u>** direct reports.
- The second section lists the pending time sheet approvals for the supervisor's <u>alternate</u> direct reports. This segment of the report is provided as an FYI in the event that the primary supervisor is not available to review and approve the time sheet(s). If the supervisor is recorded as an alternate time sheet approver for an employee, the email alert will not list employees for the alternate section.

Supervisors will also receive an email alert for:

- ✓ A time sheet has been rejected (email confirmation);
- ✓ Email notification failure (in case of invalid or inactive email address); and
- ✓ Late time sheets

Sample email notifications are below.

1. Email notification to a primary supervisor (time sheet approver) that a submitted time sheet is pending review and approval:

From: <UMBC-ETS@umbc.edu> Date: Tue, Dec 2, 2014 at 8:00 AM Subject: Electronic Time Sheets - Pending Supervisory Approval To: DQ96565@umbc.edu

This notification is to inform the primary and alternate approvers of time sheets that must be reviewed and approved in your area. If the primary approver is not available between today and the Thursday following the close of the pay period, the alternate approver should review and approve.

NOTE: Review and approval of time sheets are due on the Thursday following the close of the pay period unless the schedule changes because of State or University closing. Schedule changes are communicated by the Department of Human Resources.

\* Employees With Time Sheets Ready For Approval \*

You are the primary approver for the following employees:

DEPTID EMPLID\_RCD NAME

10315	_0	Finneran, Anthony L
10315	_0	Harley, Paul D
10315	_0	Rand, Lance E
10315	_0	Sylva, David

To access electronic time sheets click: http://my.umbc.edu/go/ets-supv

\*\*\* Automated Email, Do Not Reply \*\*\*

2. Email notification to an alternate supervisor (time sheet approver) that an employee has not submitted a time sheet for the pay period that has ended.

From: <UMBC-ETS@umbc.edu> Date: Tue, Dec 2, 2014 at 8:00 AM Subject: Electronic Time Sheets - Employee Pending Submissions To: jweink1@umbc.edu

One or more of your employees currently have time sheets that have not been submitted for approval.

\* Employees With Time Sheets To Be Submitted \*

You are the alternate approver for the following employees:

DEPTID EMPLID\_RCD NAME

10345 \_0 Nemirovsky,Kathryn R.

To access electronic time sheets click: http://my.umbc.edu/go/ets-supv

\*\*\* Automated Email, Do Not Reply \*\*\*

### **Approval Process:**

A supervisor may have one or two levels of approval access—Primary Supervisor or Alternate Supervisor. To access employee time sheet data, do the following:

1. If the supervisor received an email alert, the supervisor may click on the link in the body of the notification. Clicking on the link will take the supervisor to the electronic time sheet menu page. Once on the menu page, the supervisor would proceed with step 4 or 6 below.

If no email notification has been received, the supervisor may proceed with the step 2 below.

- 2. Log into your myUMBC account.
- 3. Within the Profile area of your account, there is a Personal section. Within this section, there is a link for 'Employee Time Sheets'. Click on the link.
- 4. **Primary supervisors** will click on 'Approve Time Sheets-Primary' to access the time sheets for employees whom he/she is a primary supervisor.

Favorites Main Menu	> UMBC Time	and Leave Processing	> Employee	Time Sheets	> Approve Time Sheets - Primary
Annanya Tima Sh	acta Drimon				
Approve Time Sh	eets - Primary	1			
Enter any information y	ou have and click	Search. Leave fields t	blank for a list of	all values.	
Find an Existing Valu	e				
Search Criteria					
Department:	begins with ${ullev}$				
Position Number:	begins with $ \checkmark $				
Pay Period End Date:	= 🖌		31		
Department:	begins with $ \checkmark $		Q		
Pay Group:	begins with $ \checkmark $		Q		
Empl ID:	begins with $ \checkmark $		0		
Empl Rcd Nbr:	= 🖌				
Time Sheet Status:	= 🗸		~		
Search Clear	Basic Search	Save Search Crite	eria		

- 5. The supervisor may choose to filter time sheet data by entering specific fields in the Search Criteria. For example, a supervisor may view time sheets for a specific department by entering the department id in the 'Department' field. The supervisor may find it helpful to filter by 'Time Sheet Status' by choosing a specific status such as New, Submitted, Rejected, etc.

6. **Alternate supervisors** will click on 'Approve Time Sheet-Alternate' to access the time sheets for employees whom he/she is an alternate supervisor.

Favorites Main Menu	> UMBC Time a	nd Leave Processing	> Employee Time Sheets > Approve Time Sheet - Alternate							
Approve Time Sheet - Alternate										
Enter any information you have and click Search. Leave fields blank for a list of all values.										
Find an Existing Valu	Je									
Search Criteria										
Department:	begins with 🗸									
Position Number:	begins with 🗸									
Pay Period End Date:	= 🗸		31							
Department:	begins with 🗸		Q							
Pay Group:	begins with 🗸		Q							
Empl ID:	begins with 🗸									
Empl Rcd Nbr:	= ~									
Time Sheet Status:	= 🗸		~							
Search Clear	Basic Search	Save Search Crite	eria							

7. Click on the 'Search' button to get a list of all of your reporting employees. The listing will include the employee's name, department, position number, title, pay period begin date, pay period end date and the time sheet status.

Although the supervisor will see various time sheet statuses, for the purpose of approving time sheets, the applicable statuses include:

- a. New = Employee has not completed the time sheet;
- Submitted = The time sheet has been completed by the employee and is ready for supervisory approval;
- c. Rejected = The time sheet has been reviewed but rejected by the supervisor; and

#### Approve Time Sheets - Primary

Find an Existing Valu	e					
7 Search Criteria						
Department:	begins with 🗸		]			
Position Number:	begins with 🗸		]			
Pay Period End Date:	= 🗸		31			
Department:	begins with 🗸					
Pay Group:	begins with 🗸					
Empl ID:	begins with 🗸					
Empl Rcd Nbr:	= 🗸		1			
Time Sheet Status.	- •		•			
Search Clear	Basic Search 📮 Sa	we Search Criteria	1			
Search Clear	Basic Search 📳 Sa	we Search Criteria	1		First 🖂	4 50, 4 50 🖂 L 6 51
Search Clear Search Results /iew All	Basic Search 📳 Sa	we Search Criteria	1		First 🧃	1-28 of 28 💽 Last
Search Clear Search Results /iew All	Basic Search 📳 Sa	ve Search Criteria	<u>Description</u>	Pay Period Begin Date	First 🔳	1-28 of 28 Last
Search Clear Search Results /iew All Department Human Resources	Basic Search 📳 Sa Name McNamara,Sherrell J	ve Search Criteria Position Number 10001553	Description MANAGER	Pay Period Begin Date 03/09/2014	First Pay Period End Date 03/22/2014	1-28 of 28 Last Time Sheet Status New
Search Clear Search Results /iew All Department Human Resources Human Resources	Basic Search 📑 Sa Name McNamara,Sherrell J McNamara,Sherrell J	Position Number 10001553 10001553	Description MANAGER MANAGER	Pay Period Begin Date 03/09/2014 03/23/2014	First Pay Period End Date 03/22/2014 04/05/2014	1-28 of 28 Last Time Sheet Status New New
Search Clear Search Results /iew All Department Human Resources Human Resources Human Resources	Basic Search 📑 Sa Name McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J	Position Number 10001553 10001553	Description MANAGER MANAGER MANAGER	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014	First Pay Period End Date 03/22/2014 04/05/2014 04/19/2014	1-28 of 28 Last <u>Time Sheet Status</u> <u>New</u> <u>New</u> <u>New</u>
Search Clear Search Results /iew All Department Human Resources Human Resources Human Resources Human Resources	Basic Search 📮 Sa Name McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J	Position Number 10001553 10001553 10001553 10001553	Description MANAGER MANAGER MANAGER MANAGER	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/20/2014	First Pay Period End Date 03/22/2014 04/05/2014 04/19/2014 05/03/2014	1-28 of 28  Last Time Sheet Status New New New New
Search Clear Search Results View All Juman Resources Human Resources Human Resources Human Resources Human Resources	Basic Search 🗐 Sa Name McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J Rollins, Denise Nadine	Position Number 10001553 10001553 10001553 10001553 10001553 10001553	Description MANAGER MANAGER MANAGER MANAGER HUMAN RES SPEC I	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/20/2014 03/09/2014	First Pay Period End Date 03/22/2014 04/05/2014 04/05/2014 05/03/2014 03/22/2014	1-28 of 28 Time Sheet Status New New New Submitted
Search Clear Search Results View All Auman Resources Human Resources Human Resources Human Resources Human Resources Human Resources	Basic Search 🗐 Sa Mame McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J Rollins,Denise Nadine Rollins,Denise Nadine	Position Number 10001553 10001553 10001553 10001553 10001435 10001435	Description MANAGER MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/20/2014 03/09/2014 03/09/2014	First Pay Period End Date 03/22/2014 04/19/2014 05/03/2014 03/22/2014 03/22/2014 04/05/2014	1-28 of 28 Time Sheet Status New New New Submitted New
Search Clear	Basic Search 🗐 Sa McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J Rollins,Denise Nadine Rollins,Denise Nadine	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435	Description MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/20/2014 03/09/2014 03/23/2014 03/23/2014	First Pay Period End Date 03/22/2014 04/05/2014 05/03/2014 05/03/2014 03/22/2014 04/05/2014 04/05/2014 04/19/2014	1-28 of 28 Last <u>Time Sheet Status</u> <u>New</u> <u>New</u> <u>New</u> <u>Submitted</u> <u>New</u> <u>New</u>
Search Clear Search Results View All Human Resources Human Resources Human Resources Human Resources Human Resources Human Resources Human Resources Human Resources	Basic Search 🗐 Sa Mame McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J Rollins,Denise Nadine Rollins,Denise Nadine Rollins,Denise Nadine	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435 10001435	Description MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I	Pay Period Begin Date 03/09/2014 03/23/2014 04/20/2014 04/20/2014 03/23/2014 03/23/2014 04/06/2014 04/20/2014	First Pay Period End Date 03/22/2014 04/05/2014 05/03/2014 03/22/2014 03/22/2014 04/05/2014 04/05/2014 04/19/2014 05/03/2014	1-28 of 28 Last Time Sheet Status New New New Submitted New New New New
Search Clear Search Results View All Department Human Resources Human	Basic Search 📑 Sa Mame McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J Rollins,Denise Nadine Rollins,Denise Nadine Rollins,Denise Nadine Rollins,Denise Nadine Collins,Denise Nadine Collins,Denise Nadine Collins,Denise Nadine	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435 10001435 10001435	Description MANAGER MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I SPECIALIST	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/06/2014 03/09/2014 03/23/2014 04/06/2014 04/20/2014 03/09/2014	First Pay Period End Date 03/22/2014 04/05/2014 05/03/2014 03/22/2014 03/22/2014 04/05/2014 04/05/2014 04/05/2014 05/03/2014 03/22/2014	1-28 of 28 Last Time Sheet Status New New New Submitted New New New New Submitted New
Search Clear Search Results View All Department Human Resources Human Resources	Basic Search 🗐 Sa Mame McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J Rollins,Denise Nadine Rollins,Denise Nadine Rollins,Denise Nadine Rollins,Denise Nadine Einneran,Anthony L	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435 10001435 10001435 10001435	Description MANAGER MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I SPECIALIST SPECIALIST	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/20/2014 03/23/2014 03/23/2014 04/06/2014 04/20/2014 03/23/2014 03/09/2014	First Pay Period End Date 03/22/2014 04/05/2014 05/03/2014 03/22/2014 04/19/2014 04/19/2014 05/03/2014 05/03/2014 03/22/2014 03/22/2014 03/22/2014 04/19/2014	1-28 of 28  Last Time Sheet Status New New New Submitted New New Submitted New Submitted New Submitted New Submitted New Submitted New
Search Clear Search Results View All Department Human Resources Human Resources	Basic Search Sanch Mame McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J McNamara,Sherrell J Rollins,Denise Nadine Rollins,Denise Nadine Rollins,Denise Nadine Rollins,Denise Nadine Einneran,Anthony L Finneran,Anthony L	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435 10001435 10001435 10001435 10001435 100011175 10011175	Description MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I SPECIALIST SPECIALIST SPECIALIST SPECIALIST SPECIALIST	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/20/2014 03/23/2014 03/23/2014 04/06/2014 03/09/2014 03/09/2014 03/23/2014 04/06/2014	First Pay Period End Date 03/22/2014 04/05/2014 04/05/2014 03/22/2014 04/05/2014 04/19/2014 05/03/2014 03/22/2014 03/22/2014 03/22/2014 03/22/2014 04/05/2014 04/05/2014 04/05/2014	1-28 of 28  Last Time Sheet Status New New New Submitted New New
Search Clear Search Results View All Department Juman Resources Juman	Basic Search 🗐 Sa McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Bollins, Denise Nadine Enineran, Anthony L Finneran, Anthony L Finneran, Anthony L	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435 10001435 10001435 10001435 100011175 10011175 10011175	Description MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I SPECIALIST SPECIALIST SPECIALIST SPECIALIST SPECIALIST SPECIALIST	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 03/23/2014 03/09/2014 03/09/2014 03/09/2014 04/06/2014 03/09/2014 03/23/2014 03/23/2014 04/06/2014 04/06/2014	First Pay Period End Date 03/22/2014 04/05/2014 04/05/2014 03/22/2014 03/22/2014 04/19/2014 05/03/2014 03/22/2014 03/22/2014 04/05/2014 04/05/2014 05/03/2014 05/03/2014	1-28 of 28  Last Time Sheet Status New New New Submitted New New Submitted New
Search Clear Search Results View All Department Juman Resources Juman Resources Juman Resources Juman Resources Juman Resources Juman Resources Juman Resources Juman Resources Juman Resources Juman Resources JUT Business Systems DIT Business Systems DIT Business Systems DIT Business Systems DIT Business Systems DIT Business Systems	Basic Search 🗐 Sa McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Sinneran, Anthony L Finneran, Anthony L Finneran, Anthony L Finneran, Anthony L	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435 10001435 10001435 10001435 100011175 10011175 10011175 10001175	Description MANAGER MANAGER MANAGER HUMAN RES SPECI HUMAN RES SPECI HUMAN RES SPECI HUMAN RES SPECI HUMAN RES SPECI SPECIALIST SPECIALIST SPECIALIST SPECIALIST SPECIALIST SPECIALIST	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 03/09/2014 03/09/2014 03/09/2014 03/09/2014 03/09/2014 03/23/2014 03/23/2014 03/20/2014 03/20/2014 03/20/2014	First Pay Period End Date 03/22/2014 04/05/2014 04/05/2014 04/19/2014 04/19/2014 04/19/2014 05/03/2014 04/05/2014 04/05/2014 04/05/2014 04/05/2014 04/19/2014 03/22/2014 03/22/2014 03/22/2014	1-28 of 28  Last Time Sheet Status New New New Submitted New New Submitted New
Search Clear Search Results View All Human Resources Human Resources	Basic Search Saarch McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J McNamara, Sherrell J Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Rollins, Denise Nadine Finneran, Anthony L Finneran, Anthony L Freeman, David Freeman, David	Position Number 10001553 10001553 10001553 10001553 10001435 10001435 10001435 10001435 10001435 10001435 10001435 100011175 10011175 10011175 10011175 10001105 10003060	Description MANAGER MANAGER MANAGER HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I HUMAN RES SPEC I SPECIALIST SPECIALIST SPECIALIST SPECIALIST SPECIALIST SPECIALIST	Pay Period Begin Date 03/09/2014 03/23/2014 04/06/2014 04/20/2014 03/23/2014 03/23/2014 03/23/2014 03/23/2014 03/23/2014 03/23/2014 03/23/2014 04/06/2014 04/20/2014 03/23/2014	First Pay Period End Date 03/22/2014 04/05/2014 05/03/2014 04/19/2014 04/05/2014 04/05/2014 03/22/2014 03/22/2014 04/05/2014 04/05/2014 04/05/2014 03/22/2014 03/22/2014 03/22/2014 03/22/2014 04/05/2014	1-28 of 28 Last Time Sheet Status New New New Submitted New New New New New New New New

— 8. If you prefer to see the list sorted in a different manner, simply click on the column header that you want the list to be sorted by. For example, if you prefer to have the list sorted by name, click on the column label of 'Name' and the list will sort in that order. If you are satisfied with the default sorting, click on the employee whose time sheet you are ready to review for approval. The time sheet details will appear.

- a. The top section will display the employee's name, department, position, status, pay period, empl class as well as a 'Review and Approve Time Sheet' button to begin the approval process.
- b. 'Message to Employees' is a notification sent by Human Resources to serve as an FYI for employees. This is for informational purposes only...similar to messages that print on check advices (ie. "No Health Deductions for Paycheck", "Open Enrollment Period" etc.).
- c. Time Entry Area is the timesheet details recorded by the employee. Nonexempt employees will record Time In/Time Out as well as leave usage whereas Exempt employees will record Duty Days and leave usage.

-	Employee:	Rollins,Denise N	adine	State	is: Su	ubmitted	F	Review and Ap	prove Time Shee
	EmplID_Rcd:	_0		Pay	Dates: 3/	9/14 - 3/22/14			
	Department:	Human Resource	es (10345)	Pay	Period: 20	)14-19		Save	<b>=</b>
	Position:	HUMAN RES SPE	CI (1000143	5) <b>Emp</b>	Class: No	onexempt Regula	r		
	Time Entry Area <u>Work Date</u>	Day	<u>Time In</u>	<u>Time Out</u>	<u>Break</u> Duration	Hours Worked	Optional Code	Leave Type	Leave Hours
	03/17/2014	Monday						HOL	8.0
1		Tuesday						HOL	8.0
	03/18/2014			4-20004	0.50	0.800			
<b> </b>	03/18/2014 03/19/2014	Wednesday	8:00AM	4:30PM	0.01				
<b> </b>	03/18/2014 03/19/2014 03/20/2014	Wednesday Thursday	8:00AM 8:00AM	4:30PM 4:30PM	0.50	0.8.00			
<b> </b>	03/18/2014 03/19/2014 03/20/2014 03/21/2014	Wednesday Thursday Friday	8:00AM 8:00AM	4:30PM 4:30PM	0.50	0 8.00		PER	4.00

As of Pay Peri	od: 2/22/14 (201	4-17)			Annual Earn:	4.62	Sick Earn	4.62
			Leave	е Туре				Balance
Vacation								355.60
Sick								536.04
Holiday								8.00
Compensator	y (Earned)							0.00
Personal								20.00
Employee C	omments							
Approver Co	omments							
🗖 DBE Informa	tion							
HR Account Code	HR Account Description	<u>Account</u>	<u>Dept</u>	Dept. Descriptio	n <u>Fund</u> Code	Program Code	Project/Grant	Percent
000117878	Regular NonExempt	6010103	10345	Human Resources	1111			100.000

Return to Search TH Previous in List Next in List

- d. Leave Balances reflect the leave hours for various leave types that the employees available as of a specified pay period.
- e. Employee Comments is where the employee documents relative information regarding time and/or leave recorded as well as responsibilities performed during the time period. This section is a view only section for the supervisor.
- f. Approver Comments is where the supervisor documents relative information regarding the timesheet. In the event that a supervisor rejects a timesheet, the supervisor is <u>required</u> to indicate a notation in the comments section. This section is a view only section for the employee.
- g. DBE Information identifies the account and distribution for the employee's position.
- 9. Click on the 'Review and Approve Time Sheets' button to view the summary page and begin the approval process.

	Department: Position:	Human Resources HUMAN RES SPEC	(10345) I (1000143	Pa 5) Er	ay Period: 20 np. Class: No	14-19 nexempt Regula	r	Save		]
E P	Message to Emp	ployees								
	Timo Entry Aroa									
- 1	Work Date	Dav	Time In	Time Ou	<u>Break</u>	Hours Worked	Ontional Code	Leave	Leave Ho	ours
	WORK Date		<u>nme m</u>	<u>nme ou</u>	<u>Duration</u>	nours worked	<u>optional code</u>	Туре	Lourom	
0	)3/17/2014	Monday						HOL		8.00
0	)3/18/2014	Tuesday						HOL		8.00
0	3/19/2014	wednesday	8:00AM	4:30PM	0.50	8.00				
0	13/20/2014	Friday	6.00AM	4.30PM	0.50	8.00		DED		4.00
0	3/21/2014	Friday						VAC		4.00
0	13/2 1/2014	гниау						VAC		4.00
A 1	Leave Balance As of Pay Period Vacation Sick	: 2/22/14 (2(	)14-17)	<u>Leav</u>	<u>е Түре</u>	Annual E	<b>arn:</b> 4.62	Sic	ck Earn: A Balar 3	4.62 nce 355.60
	As of Pay Period Vacation Sick Holiday	: <u>2/22/14 (2(</u> Earned)	014-17)	<u>Leav</u>	<u>е Түре</u>	Annual E	arn: 4.62	Sic	ck Earn: Balar Balar 3 5	4.62 nce 355.60 536.04 8.00
	As of Pay Period Vacation Sick Holiday Compensatory (I Personal	: 2/22/14 (20 Earned)	014-17)	Leav	<u>е Туре</u>	Annual E	arn: 4.62	Sic	ck Earn: A Balar 3 5	4.62 nce 355.60 536.04 8.00 0.00 20.00
	Leave Balance As of Pay Period Vacation Sick Holiday Compensatory (I Personal Employee Com Approver Com	Earned) ments	014-17)	Leav	<u>е Туре</u>	Annual F	arn: 4.62	Sic	ck Earn: 4 Balar 3 5	4.62 nce 355.60 536.04 8.00 0.00 20.00
	Leave Balance As of Pay Period Vacation Sick Holiday Compensatory (I Personal      Employee Com      Approver Com      DBE Informatic	Earned) ments ments	014-17)	Leav	<u>e Type</u>	Annual I	arn: 4.62	Sic	ck Earn: Balar 3 5	4.62 nce 355.60 536.04 8.00 0.00 20.00
	Leave Balance As of Pay Period Vacation Sick Holiday Compensatory (I Personal Employee Com Approver Com DBE Informatic HR Account	Earned) ments ments	014-17)	Leav	e Type	Annual E	Fund Program	Sic	ck Earn: Balar 3 5	4.62 nce 355.60 536.04 8.00 0.00 20.00
	Leave Balance As of Pay Period Vacation Sick Holiday Compensatory (I Personal Employee Com Approver Com DBE Informatic HR Account Code	Earned) ments ments ments ments	014-17) 014-17)	Int Dept	e Type	Annual F	Earn: 4.62	Sic	ck Earn: Balar Balar 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	4.62 nce 355.60 536.04 8.00 20.00 20.00
	Leave Balance As of Pay Period Vacation Sick Holiday Compensatory (I Personal      Employee Com      Approver Com      DBE Information HR Account Code 1 0000117878 R	Earned) ments ment	014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17) 014-17)	<u>Leav</u>	e Type Dept. De Human Reso	Annual F	Earn: 4.62	Sic	ck Earn: Balar Balar 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	4.62 nce 355.60 536.04 8.00 20.00 20.00

If the information recorded by the employee is correct, click on the 'Approve Time Sheet' button to initiate the approval.

**Note:** If the timesheet is not correct, enter comments in the 'Approver Comments' section and click on the 'Reject Time Sheet' button. A comment **MUST** be recorded for a <u>rejected</u> time sheet. The time sheet status will change to 'Rejected'. An email notification will be sent to the employee for review and action. The time sheet will be accessible to the employee for corrections and/or updates. The employee may resubmit the time sheet for supervisory approval.

Employee: R	ollins.Denise Nadine	Status:	Submi	itted	<u>-</u> •	
EmpliD Rcd:	0	Pay Dates:	3/9/14	- 3/22/14		
Department:	(10245)	Day Dariod	2014	10		
		Fay Ferrou.	2014-	19		
Position: H	IUMAN RES SPECT (10001435	b) Emp. class:	Nonex	empt Regular		
	Week 1 S	ummary of Hours and I	Leave			
Work Date	Hours Type			Hours	Optional Code	
Hours Worked	0.00 Leave Hours 0.0	00 Total Hours	0.00			
	Week 2 S	ummary of Hours and I	Leave			
Work Date	Hours Type			Hours	Optional Code	
03/17/2014	Holiday Leave			8.00		
03/18/2014	Holiday Leave			8.00		
03/19/2014	Regular			8.00		
03/20/2014	Regular			8.00		
03/21/2014	Vacation			4.00		
03/21/2014	Personal Leave			4.00		
Approver Comr	nents	mpansata Ovartima Bu				
	Co	ompensate Overtime By				
Lunderstand the	at my electronic signature is th	ne legal authorization		Approve	e Time Sheet	-
of a handwritter	n signature, and certifies my a	cknowledgement that				
this time sheet	has been approved for proces	sing and payment.				
l understand that	at my electronic signature is th	ne legal authorization		Reject	Time Sheet	
that this time sh	a signature, and certifies my a neet is being rejected for corre	ection and				
resubmission b	y the employee or others.					
Return to the Tir	me Sheet entry page			R	eturn	
📄 Save 🛛 🟹 Retu	urn to Search TE Previous in Li	ist Vext in List				
Approval Instruction	ons_rev03122015					11   P a

10. Once the approval button has been clicked, the time sheet status will change from 'Submitted' to 'Approved'.

							<b>=</b> *
Employee:	Rollins,De	nise Nadine		Status:	Approv	ved 🚽	
EmplID_Rcd:		_0		Pay Dates:	3/9/14	- 3/22/14	
Department:	Human Re	esources (10345	)				
Position:	HUMAN RI	ES SPEC I (1000	1435)	Emp. Class:	Nonex	empt Regular	
		10/	4.0				
Work Date	Houre T	VVeel	( 1 Summ	ary of Hours and I	Leave	Hours	Ontional Code
ITOTA Date	100131	100				IIIIII	optional code
Hours Worked	0.00	Leave Hours	0.00	Total Hours	0.00		
		Weel	k 2 Summ	ary of Hours and I	Leave		
Work Date	Hours Ty	ype				Hours	Optional Code
03/17/2014	Holiday	Leave				8.00	
03/18/2014	Holiday	Leave				8.00	
03/19/2014	Regular					8.00	
03/20/2014	Regular					8.00	
03/21/2014	Vacation	1				4.00	
03/21/2014	Persona	I Leave				4.00	
Hours Worked Expand All Coll Employee Con	16.00 apse All nments	Leave Hours	24.00	Total Hours 4	40.00		
Approver Com	iments		Compo	nanta Quartima Du			
l understand th of a handwritte that this time s resubmission l	nat my ele en signatu sheet is be by the em	ctronic signature re, and certifies i ing rejected for o ployee or others.	e is the leg my ackno correctior	gal authorization wledgement n and	-	Reject	Time Sheet
Return to the T	ïme Shee	t entry page				Re	eturn
Save 🔯 Re	turn to Sear	rch 🕇 Previou	s in List	↓ Next in List			

11. When the time sheet has been flagged as approved, the data is ready to be processed by Payroll through time entry. When the Payroll Staff run the process to open time entry, the approved time sheet will be evaluated by the system and recorded in the appropriate data fields within the employee's record in time entry. As in the past, an email notification will be sent once Time Entry is open and ready for review and update by the Payroll Preparer in addition to approval by the Payroll Approver (not to be confused with Time Sheet Approver).

# SAMPLE DUTY DAY TIMESHEET FOR APPROVAL

The previous screenshots are a reflection of a Time In/Time Out employee. The screenshots referred to in this section is for a Duty Day employee.

# (Refer to steps 6a-7 in previous section for this page display)

Employee: EmplID_Rcd: Department: Position: Message to Em	Finneran,Antho )_0 OIT Business S SPECIALIST (1 nployees	ny L Systems (10315) 10011175)	Statu: Pay D Pay P Emp.	s: ates: veriod: Class:	Submitted 3/9/14 - 3/22/14 2014-19 Exempt, Regular	Review and Appr	ove Time Sheets
Time Entry Are	a						
Work Date	Day	Day Type	Optional Code	Leave Type	Leave Hours		
03/10/2014	Monday	Duty Day					
03/11/2014	Tuesday	Duty Day					
03/12/2014	Wednesday	Duty Day					
03/13/2014	Thursday	Duty Day					
03/14/2014	Friday	Duty Day					
03/17/2014	Monday	Leave Day		HOL	8.00		
03/18/2014	Tuesday	Leave Day		HOL	8.00		
03/19/2014	Wednesday	Duty Day					
03/20/2014	Thursday	Duty Day					
03/21/2014	Friday	Duty Day					

#### Expand All Collapse All

· Leave Dalain	es							
As of Pay Perio	od: 2/22/14 (2014	-17)			Annual Earn:	6.77	Sick Earn:	4.62
			Leave	е Туре			Į	Balance
Vacation								419.20
Sick								1149.91
Holiday								8.00
Personal								24.00
Employee Co	mments							
Approver Cor	nments							
🔽 DBE Informat	ion							
HR Account Code	HR Account Description	Account	<u>Dept</u>	Dept. Descriptio	n <u>Fund</u> Code	Program Code	Project/Grant	Percent
000107556	Regular Exempt	6010102	10315	OIT Business System	is 1111			100.000

Supervisory Approval Instructions\_rev03122015

🔒 Save

# (Refer to step 8 in previous section for this page display)

Employee:	Finneran,Anthony L	Status:	Submitted
EmpIID_Rcd:	_0	Pay Dates:	3/9/14 - 3/22/14
Department:	OIT Business Systems (10315)	Pay Period:	2014-19
Position:	SPECIALIST (10011175)	Emp. Class:	Exempt, Regular

Week 1 Summary of Hours and LeaveWork DateHours TypeHoursOptional Code03/10/2014Duty Day03/11/2014Duty Day03/12/2014Duty Day03/13/2014Duty Day03/14/2014Duty Day03/14/2014Duty Day

Duty Days 5 Leave Hours 0.00

	Week 2 Summary of Hours and Leave		
Work Date	Hours Type	Hours	Optional Code
03/17/2014	Holiday Leave	8.00	
03/18/2014	Holiday Leave	8.00	
03/19/2014	Duty Day		
03/20/2014	Duty Day		
03/21/2014	Duty Day		

Duty Days 3. Leave Hours 16.00

Expand All Collapse All	
▶ Employee Comments	
▶ Approver Comments	
Compensate Overtime By:	
I understand that my electronic signature is the legal authorization of a handwritten signature, and certifies my acknowledgement that this time sheet has been approved for processing and payment.	Approve Time Sheet
I understand that my electronic signature is the legal authorization of a handwritten signature, and certifies my acknowledgement that this time sheet is being rejected for correction and resubmission by the employee or others.	Reject Time Sheet
Return to the Time Sheet entry page	Return
Save & Return to Search T Previous in List I Next in List	

Supervisory Approval Instructions\_rev03122015

<u>-</u>

# (Refer to steps 9-10 in previous section for this page display)

Employee:	Finneran,Anthony L	Status:	Approved
EmplID_Rcd:	_0	Pay Dates:	3/9/14 - 3/22/14
Department:	OIT Business Systems (10315)	Pay Period:	2014-19
Position:	SPECIALIST (10011175)	Emp. Class:	Exempt, Regular

	Week 1 Summary of Hours and Leave		
Work Date	Hours Type	<u>Hours</u>	Optional Code
03/10/2014	Duty Day		
03/11/2014	Duty Day		
03/12/2014	Duty Day		
03/13/2014	Duty Day		
03/14/2014	Duty Day		

#### Duty Days 5 Leave Hours 0.00

	Week 2 Summary of Hours and Leave		
Work Date	Hours Type	Hours	Optional Code
03/17/2014	Holiday Leave	8.00	
03/18/2014	Holiday Leave	8.00	
03/19/2014	Duty Day		
03/20/2014	Duty Day		
03/21/2014	Duty Day		

Duty Days Leave Hours 16.00 3

Expand All Collapse All

Employee Comments

Approver Comments

Compensate Overtime By:

I understand that my electronic signature is the legal authorization of a handwritten signature, and certifies my acknowledgement that this time sheet is being rejected for correction and resubmission by the employee or others.

**Reject Time Sheet** 

Return

÷- •

Return to the Time Sheet entry page

🔒 Save

Return to Search

↑ Previous in List

+ Next in List

# MASS TIME SHEET APPROVAL

The number of employees that a supervisor may oversee or manage may vary. Occasionally, it may not be feasible for a supervisor to individually approve a massive number of time sheets in a short time period. The electronic timesheet component has a summary approval feature where a supervisor may approve a group of time sheets at one time.

Mass time sheet approval may only be executed for submitted time sheets. Follow the steps below to perform a mass approval:

- 1. In the ETS menu list, click on the 'Approve Time Sheets-Summary' link. If a supervisor has time sheets ready for approval, an Approver Summary page will appear with a listing of the submitted time sheets.
- 2. The supervisor will see 1 if there is an issue with the supervisor approving the corresponding time sheet. If the user hovers the mouse over the icon, one of two messages will appear:

a. "Operator that approves time sheet cannot be same as submission operator." This means that the person who submitted the time sheet cannot be the same person who is approving the time sheet.

b. "Time sheets cannot be approved until the corresponding pay period has ended." This means that a time sheet may not be approved prior to the end date of the pay period.

In either scenarios where the 1 is displayed, the checkbox under the Approve field will be grayed out, preventing the Approver from approving the corresponding time sheet.

- The top of the page will have the supervisor's name and emplid. Next to the supervisor's name and
   emplid are two buttons giving the supervisor to 'Select Approve All' and 'DeSelect Approve All'. Read
   Step 9 for more information on the 'Select Approve All' and 'DeSelect Approve All' options.
- 4. The 'Totals' tab specifies the pay period begin and end dates as well as a summary of the time sheet data based on Week 1 and Week 2. Each week specifies the number of duty days reported (faculty, graduate assistants and exempt employees only) or hours worked (nonexempt and student employees), leave hours used, hours in a paid status, hours in an unpaid status and overtime hours reported. Only time sheets in a Submitted status will appear on the Approve Time Sheets-Summary page (as in the example shown below). To review the time sheet detail, click on the "View Details" field in the View Time Sheet Detail Page column.

Fa	ivorites M	lain M	enu > UMBC	C Time an	d Leave Processing > Er	nployee Ţime	Sheets >	Approve Time Sh	eets - Summar	y							/	
	Approver Su	ımma	ry													/		
-	Approv	/er	McNamar	a,Sherre	II J (1000001285)	Select Ap	prove All	DeSelect Appro	ve All									
	Totals	B	osition Details	Approv	ver Comments										<u>Fir</u>	id   🖾 Fin	st 🚺 1-10 of	10 D Last
	Approve		Reject Emp	<u>ol ID</u>	Name	Pay Period Begin Date	Pay Period End Date	View TimeSheet Detail Page	Hrs Worked (Week 1)	Leave Hrs (Week 1)	Paid Hrs (Week 1)	Unpaid nrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2)	Leave Hrs (Week 2)	Paid Hrs (Week 2)	Unpaid Hrs (Week 2)	OT Hrs (Week 2)
1					Fritz,John L	05/18/2014	05/31/2014	iew Details	5 Days					4 Days	8.00	8.00		
2					Jones,Brian C.	05/18/2014	05/31/2014	iew Details	5 Days	/				4 Days	8.00	8.00		
3					Kwok,Iris M	05/18/2014	05/31/2014	iew Details	32.00		32.00			12.00		12.00		
4					Rude,Edward A	05/18/2014	05/31/2014	iew Details	40.00		40.00			32.00	8.00	40.00		
5		_			Lasuk,Mark B	06/01/2014	06/14/2014		40.00		40.00			40.00		40.00		
		0			Finneran, Anthony L	05/18/2014	05/31/2014	iew Details	5 Days					4 Days	8.00	8.00		
7					Mize,Shannon B.	05/18/2014	05/31/2014	iew Details	38.50	9.50	48.00			32.00	8.00	40.00		
8					Pitts,Sheila A	05/18/2014	05/31/2014	iew Details	40.00		40.00			16.00	24.00	40.00		
9					Meyers,Zahira Esther	05/18/2014	05/31/2014	iew Details	4 Days	8.00	8.00			4 Days	8.00	8.00		
10					Kimery,Michele M	06/01/2014	06/14/2014	iew Details	40.00		40.00			40.00		40.00		

😫 Save 🔍 Return to Search 🔚 Notify

5. Once on the time sheet, the supervisor may review the details recorded. A copy of the time sheet may be emailed to the supervisor by clickingon the envelope icon. A message box will appear inidcating what email address the time sheet was delivered to.

Upon completion of time sheet review, the supervisor may return to the Summary Page. To do this, simply click on the 'Return to Summary Page' link.

Employee:       Pitts,Sheila A       Status:       Submitted       Pay Dates:       St/18/14 - 5/31/14         Department:       (10345)       Pay Period:       2014-24       Image: Control of	Status:       Submitted         Pay Dates:       5/18/14 - 5/31/14         10345)       Pay Period:       2014-24         10003368)       Emp. Class:       Nonexempt Regular       Return to Summary Page         Time In       Time Out       Break Duration       Hours Worked       Optional Code       Leave       Leave Hours         7:30AM       4:00PM       0.50       8.00
Employee:         Pitts,Sheila A         Status:         Submitted           EmpliD_Rcd:         3000170864_0         Pay Dates:         5/18/14 - 5/31/14         Image: Sitts - Sitt	Status:         Submitted Pay Dates:         Submitted 5/18/14 - 5/31/14           10345)         Pay Periot:         2014-24           10003368)         Emp. Class:         Nonexempt Regular         Return to Summary Page           Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave Hours           7:30AM         4:00PM         0.50         8.00               7:30AM         4:00PM         0.50         8.00                7:30AM         4:00PM         0.50         8.00
EmpliD_Rcd:       3000170864_0       Pay Dates:       5/18/14 - 5/3/1/14         Department:       (10345)       Pay Period:       2014-24       Return to Summary Page         Time Entry Area       Emp. Class:       Nonexempt Regular       Return to Summary Page         Work Date       Day       Time In       Time Out       Break Duration       Hours Worked       Optional Code       Leave He         Vork Date       Day       Time In       Time Out       Break Duration       Hours Worked       Optional Code       Leave He         D5/19/2014       Monday       7:30AM       4:00PM       0.50       8.00       Image:       Leave He         D5/20/2014       Tuesday       7:30AM       4:00PM       0.50       8.00       Image:	Pay Dates:         5/18/14 - 5/31/14           10345)         Pay Period:         2014-24           10003368)         Emp. Class:         Nonexempt Regular         Return to Summary Page           Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave Type         Leave Hours           7:30AM         4:00PM         0.50         8.00               7:30AM         4:00PM         0.50         8.00                7:30AM         4:00PM         0.50         8.00
Department:         (10345)         Pay Period:         2014-24         Return to Summary Page           Position:         PAY PROC ASSOC (10003368)         Emp. Class:         Nonexempt Regular         Return to Summary Page           Time Entry Area         Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave Ho           05/19/2014         Monday         7:30AM         4:00PM         0.50         8.00               Leave Ho               Leave Ho                   Leave Ho	10345)         Pay Period:         2014-24           10003368)         Emp. Class:         Nonexempt Regular           Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave Type         Leave Hours           7:30AM         4:00PM         0.50         8.00                 7:30AM         4:00PM         0.50         8.00
Position:         PAY PROC ASSOC (10003368)         Emp. Class:         Nonexempt Regular         Return to Summary Page           Time Entry Area         Time In         Time Out         Break         Hours Worked         Optional Code         Leave         Leave         Hours Worked           05/19/2014         Monday         7:30AM         4:00PM         0.50         8.00                Leave         Leave <td>Inclass:         Nonexempt Regular         Return to Summary Page           Time In         Time Out         Break Ouration         Hours Worked         Optional Code         Leave Type         Leave Hours           7:30AM         4:00PM         0.50         8.00</td>	Inclass:         Nonexempt Regular         Return to Summary Page           Time In         Time Out         Break Ouration         Hours Worked         Optional Code         Leave Type         Leave Hours           7:30AM         4:00PM         0.50         8.00
Time Entry Area         Day         Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave         Reave         Reave <td>Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave Type         Leave Hours           7:30AM         4:00PM         0.50         8.00  &lt;</td>	Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave Type         Leave Hours           7:30AM         4:00PM         0.50         8.00  <
Work Date         Day         Time In         Time Out         Break Duration         Hours Worked         Optional Code         Leave Model Type         Leave Model           05/19/2014         Monday         7:30AM         4:00PM         0.50         8.00 <td>Time InTime OutBreak DurationHours WorkedOptional CodeLeave Hours7:30AM4:00PM0.508:007:30AM4:00PM0.508:007:30AM4:00PM0.508:00<!--</td--></td>	Time InTime OutBreak DurationHours WorkedOptional CodeLeave Hours7:30AM4:00PM0.508:007:30AM4:00PM0.508:007:30AM4:00PM0.508:00 </td
5/19/2014       Monday       7:30AM       4:00PM       0.50       8.00       Image: Control of the co	7:30AM         4:00PM         0.50         8:00             7:30AM         4:00PM         0.50         8:00 </td
15/20/2014       Tuesday       7:30AM       4:00PM       0.50       8.00       Image: State Sta	7:30AM         4:00PM         0.50         8:00             7:30AM         4:00PM         0.50         8:00              7:30AM         4:00PM         0.50         8:00               7:30AM         4:00PM         0.50         8:00                7:30AM         4:00PM         0.50         8:00
15/21/2014       Wednesday       7:30AM       4:00PM       0.50       8.00       Image: Second Seco	7:30AM         4:00PM         0.50         8:00             7:30AM         4:00PM         0.50         8:00 </td
15/22/2014       Thursday       7:30AM       4:00PM       0.50       8:00       Image: constraint of the state of t	7:30AM         4:00PM         0.50         8:00            7:30AM         4:00PM         0.50         8:00         HOL         8:00           7:30AM         4:00PM         0.50         8:00         HOL         8:00           7:30AM         4:00PM         0.50         8:00         Image: Comparison of the comparison
95/23/2014       Friday       7:30AM       4:00PM       0.50       8.00       HOL	7:30AM         4:00PM         0.50         8:00         HOL         8:00           7:30AM         4:00PM         0.50         8:00         HOL         8:00           7:30AM         4:00PM         0.50         8:00         Image: Comparison of the comparison of
D5/26/2014         Monday         Image: Monday	Image: Marking State         Image: Ma
D5/27/2014         Tuesday         7:30AM         4:00PM         0.50         8.00         Image: Constraint of the state o	7:30AM         4:00PM         0.50         8:00         Image: color of the state of the
V5/28/2014         Wednesday         7:30AM         4:00PM         0.50         8.00         Image: Constraint of the state	7:30AM         4:00PM         0.50         8:00         VAC         8:00           Image:
D5/29/2014         Thursday         VAC         VAC           D5/30/2014         Friday         Image: Collapse All         VAC         VAC           Expand All Collapse All           Colspan="4">Sick Ester:           Collapse All           Colspan="4">Coll	VAC         8.00           VAC         8.00
D5/30/2014 Friday VAC     Expand All Collapse All     Collapse	VAC 8.00
Expand All Collapse All	
Vacation Sick Sick Sick Sick Sick Sick Sick Sick	4.00) Annual Earn: 4.60 Sick Earn: 4.60
Vacation Sick	Leave Type Balance
Sick	431 17
	548.58
Holiday	8.00
Compensatory (Earned)	138.00
Personal	24.00

6. The 'Position Details' tab identifies the pay period begin and end dates, department id, department description, position number and position description for each employee.

	Approve	r	McNa	mara,Sherrel	IJ	Select App	rove All	DeSelec	t Approve All		
			¥							Fi	nd   🖪 First 🗹 1-10 of 10 🕨 Last
	Totals	Pos		ails <u>A</u> pprov	ver Comments						
	Approve		Reject	<u>Empl ID</u>	Name	Pay Period Begin Date	Pay Period End Date	Dept. ID	<u>Department</u>	Position Number	Position
1					Fritz,John L	05/18/2014	05/31/2014	10118	New Media	10005659	ASST VP
2					Jones,Brian C.	05/18/2014	05/31/2014	10118	New Media	10005506	COORDINATOR
3					Kwok,Iris M	05/18/2014	05/31/2014	10118	New Media	10013423	GENERAL ASSISTANT
4					Rude,Edward A	05/18/2014	05/31/2014	10119	OIT Infrastructure & Support	10013712	IT SUPPORT ASST
5					Lasuk,Mark B	06/01/2014	06/14/2014	10119	OIT Infrastructure & Support	10003978	IT SUPPORT ASSOC
6		0			Finneran,Anthony L	05/18/2014	05/31/2014	10315	OIT Business Systems	10011175	SPECIALIST
7					Mize,Shannon B.	05/18/2014	05/31/2014	10345	Human Resources	10003278	PAY PROC ASSOC
8					Pitts,Sheila A	05/18/2014	05/31/2014	10345	Human Resources	10003368	PAY PROC ASSOC
9					Meyers,Zahira Esther	05/18/2014	05/31/2014	10345	Human Resources	10011967	MANAGER
10					Kimery,Michele M	06/01/2014	06/14/2014	10345	Human Resources	10000094	EXEC ADM ASST I

7. The 'Approver Comments' tab allows a supervisor to access a dialogue box to enter comments or \_\_\_\_\_\_ information for reference. To access the dialogue box, click on the 'Approver Comments' link on the summary page.

Арј	prover	Мо	Namara	Sherrell J	Select Ap	prove All	DeS	elect Approve	All	
								Find	🖪 First 🚺 1-10 of 10	Last
Tot	als <u>P</u> os	ition	Details	Approver Comm	nents 🛄					
	Approve		Reject	Empl ID	Name	Pay Pe Begin	eriod Date	Pay Period End Date	Approver Comments	
1					Fritz,John L	05/18/2	014	05/31/2014	Approver Comments	•
2					Jones,Brian C.	05/18/2	014	05/31/2014	Approver Comments	
3					Kwok,Iris M	05/18/2	2014	05/31/2014	Approver Comments	
4					Rude,Edward A	05/18/2	014	05/31/2014	Approver Comments	
5					Lasuk,Mark B	06/01/2	014	06/14/2014	Approver Comments	
6		0			Finneran,Anthony L	05/18/2	014	05/31/2014	Approver Comments	
7					Mize,Shannon B.	05/18/2	2014	05/31/2014	Approver Comments	
8					Pitts,Sheila A	05/18/2	014	05/31/2014	Approver Comments	
9					Meyers,Zahira Esther	05/18/2	014	05/31/2014	Approver Comments	
10					Kimery,Michele M	06/01/2	014	06/14/2014	Approver Comments	

		Approver comment	5												
		Empl ID:	Name:	Pitts,She	ila A										
		Vacation was approve	ed via email i	in Januar	y, 2014.										
		OK Cancel													
	9.	After clicking 'OK page.	' to save	approv	ver comr	nents, th	ne sup	ervisc	or will b	oe forv	warded	back to	o the s	summa	r
	- * •	checkbox for each click on the 'Selec	h employ	yee rec ve All'	cord to in button to	sert the have the	check ne che	mark	for ap xes ma	prova rked a	l; OR (2) all at one	) The si ce. For	uperv r eithe	isor ma er osactio	iy
Approver	Md	The 'DeSelect App on the 'DeSelect A bottom of the pa	prove All Approve ge to sav	I' will re All' bu ve the t	emove th itton, the transactio	e check supervi on.	marks sor wi	s from II nee	n the ar d to cli	oprove ck on	e checkt the Save	ooxes. e butto	Upor on at	n clickir the	n
Approver	Mcl	The 'DeSelect App on the 'DeSelect A bottom of the pa	prove All Approve ge to sav	I' will ru All' bu ve the t	emove the itton, the transactio	e check supervi on.	marks sor wi	s from II nee	n the ap	oprovo ck on	e checkk the Save	poxes. e butto	Upor on at	the	n 10
Approver Totals	McI Position D	The 'DeSelect Ap on the 'DeSelect A bottom of the pa Namara,Sherrell J (	prove All Approve ge to sav	I' will ru All' bu ve the t	emove th itton, the transactio	en marke e check e supervi on.	mark: sor wi	s from Il nee	n the ar d to cli	oprove ck on	e checkt the Save	ooxes. e butto	Upor on at	n clickir the	n 10
Approver Totals	McI <u>Position D</u> ve Empl I	The 'DeSelect Ap on the 'DeSelect Ap bottom of the pa Namara,Sherrell J ( Approver Comments D	prove All Approve ge to sav	I' will ru All' bu ve the t lect Approve	emove the itton, the transaction All DeSele View TimeSheet Detail Page	er marke ne check supervi on. ct Approve All	Leave Hrs (Week 1)	Paid Hrs (Week 1)	unpaid Hrs (Week 1)	OT Hrs (Week 1)	e checkk the Save	DOXES. e butto	Upor on at	the st 1 1-10 of Unpaid Hrs (Week 2)	10
Approver Totals	Mcl Position D ve Empl I	The 'DeSelect App on the 'DeSelect App bottom of the pap Namara,Sherrell J (	prove All Approve ge to sav	I' will ru All' bu ve the t lect Approve	emove the atton, the transaction All DeSele View TimeSheet Detail Page	er marke ne check supervi on. ct Approve All <u>Hrs Worked</u> (Week 1) 5 Days	Leave Hrs (Week 1)	s from II nee Paid Hrs (Week 1)	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	tton to see checkk the Save	DOXES. e butto	Upor on at d [ <sup>2</sup> Fird Paid Hrs (Week 2) 8.00	the the <u>Unpaid Hrs</u> (Week 2)	
Approver Totals	McI Position D ve Empl I	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the page Namara,Sherrell J ( etails Approver Comments D Name Fritz,John L Jones,Brian C.	prove All Approve ge to sav	I' will ru All' bu ve the t lect Approve	emove the utton, the transaction eAll DeSele View TimeSheet Detail Page View Details	er marke ne check supervi on. ct Approve All <u>Hrs Worked (Week 1)</u> 5 Days 5 Days	ea, chc marks sor wi	Paid Hrs (Week 1)	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days	DOXES. e butto <u>Fin</u> <u>Leave Hrs</u> (Week 2) 8.00 8.00	Upor on at d [ <sup>2]</sup> Fir Paid Hrs (Week 2) 8.00 8.00	st Clickir the st Clickir the	n 10
Approver Totals	Mcl Position D ve Empl I	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the pag Namara,Sherrell J (	prove All Approve ge to sav	I' will ru All' bu ve the t lect Approve Pay Period End Date D5/31/2014 D5/31/2014	emove th atton, the transaction All DeSele View TimeSheet Details View Details View Details	en marke ne check supervi on. ct Approve All <u>Hrs Worked</u> (Week 1) 5 Days 5 Days 32.00	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 12.00	En constant En co	Upor on at Paid Hrs (Week 2) 8.00 8.00 12.00	the the <u>Unpaid Hrs</u> (Week 2)	ກ 10 ເ
pprover	Mcl Position D ve Empl I	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the pay Namara,Sherrell J ( Namara,Sherrell J (	prove All Approve ge to sav	I' will ru All' bu ve the t lect Approve End Date 5/31/2014 , 05/31/2014 , 05/31/2014	emove th itton, the transaction (All) DeSele View Time Sheet Detail Page View Details View Details View Details View Details View Details	tr marke e check supervi on. (t Approve All <u>Hrs Worked</u> (Week 1) 5 Days 5 Days 32.00 40.00	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00 40.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00	Leave Hrs (Week 2) 8.00 8.00 8.00	Upor on at <u>Paid Hrs</u> (Week 2) 8.00 8.00 12.00 40.00	Clickir the <u>Unpaid Hrs</u> (Week 2)	
Approver Totals Approv 2 V 3 V 4 V 5 V	Position D ve Empl I	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the pay Namara,Sherrell J ( retails Approver Comments D Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B	prove All Approve ge to sav	l' will ru All' bu ve the t lect Approve Pay Period End Date 05/31/2014 05/31/2014 05/31/2014 05/31/2014	emove the utton, the transaction eAll DeSele View TimeSheet Detail Page View Details View Details View Details View Details	the check supervion. ctApprove All <u>Hrs Worked</u> (Week 1) 5 Days 5 Days 32.00 40.00	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00 40.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 40.00	En Coxes. e butto En Coxes. e butto En Coxes. En Coxes.	Upor on at Paid Hrs (Week 2) 8.00 8.00 12.00 40.00 40.00	the st 4 1-10 of <u>Unpaid Hrs</u> (Week 2)	n 10 <u>(</u>
хрргоver Готаіз 1 v 2 v 3 v 4 v 5 v 6 v	Mcl Position D ve Empl1	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the pay Namara,Sherrell J ( ID Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B Finneran,Anthony L	prove All Approve ge to sav     [sei     ]     ]	l' will ru All' bu ve the t lect Approve	emove the atton, the transaction All DeSele View TimeSheet Detail Page View Details View Details View Details View Details	tri marke e check e supervi on. ct Approve All <u>Hrs Worked</u> (Week 1) 5 Days 5 Days 32.00 40.00 40.00 5 Days	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00 40.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 4 Days	Leave Hrs (Week 2) 8.00 8.00 8.00 8.00	Upor on at Paid Hrs (Week 2) 8.00 12.00 40.00 8.00	Clickir the <u>Unpaid Hrs</u> (Week 2)	n 10 ()
Approver       Totals       1       2       3       4       5       6       7	Position D ve Empl I	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the pay Namara,Sherrell J (	prove All Approve ge to sav     sav     se	I' will ru           All' bu           All' bu           ve the t           lect Approve           Pay Period           End Date           05/31/2014           05/31/2014           05/31/2014           05/31/2014           05/31/2014           05/31/2014           05/31/2014           05/31/2014           05/31/2014           05/31/2014	emove the atton, the transaction eAll DeSele View TimeSheet Detail Page View Details View Details View Details View Details View Details	the check supervision. ct Approve All <u>Hrs Worked</u> (Week 1) 5 Days 32.00 40.00 40.00 5 Days 38.50	Leave Hrs (Week 1) 9.50	Paid Hrs           (Week 1)           32.00           40.00           48.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 4 Days 32.00	En Coxes. e butto En Leave Hrs (Week 2) 8.00 8.00 8.00 8.00 8.00 8.00 8.00	Upor on at Paid Hrs (Week 2) 8.00 8.00 12.00 40.00 8.00 12.00 40.00 8.00 12.000 12.00 12.00 12.00 12.00 12.00 10.00 12.00 10.00 12.00 10.00	the st 1 1-10 of Unpaid Hrs (Week 2)	
арргоvег Гоtals 1 2 2 3 4 4 4 9 5 7 7 7 9 8 9 7	Mcl	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the pay Namera, Sherrell J ( Name Fritz, John L Jones, Brian C. Kwok, Iris M Rude, Edward A Lasuk, Mark B Finneran, Anthony L Mize, Shannon B. Pitts, Sheila A	Prove All Approve ge to sav     Sei	l' will ru All' bu ve the t lect Approve	emove the atton, the transaction All DeSele View Time Sheet Detail Page View Details View Details View Details View Details View Details View Details View Details	Hrs Worked (Week 1) 5 Days 5 Days 32.00 40.00 5 Days 38.50 40.00	Leave Hrs (Week 1) 9.50	Paid Hrs (Week 1) 32.00 40.00 40.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 4 Days 32.00 16.00	200XeS. e butto e butto <u>leave Hrs</u> (Week 2) 8.00 8.00 8.00 8.00 8.00 8.00 24.00	Upor on at Paid Hrs (Week 2) 8.00 8.00 12.00 40.00 40.00 40.00	the Unpaid Hrs (Week 2)	
pprover otals Approv Approv 2 V 3 V 4 V 5 V 5 V 5 V 5 V 5 V 8 V 9 V	Position D ve Empli	The 'DeSelect App on the 'DeSelect App on the 'DeSelect A bottom of the pay Namara,Sherrell J ( ID Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B Finneran,Anthony L Mize,Shannon B. Pitts,Sheila A Meyers,Zahira Esther	Prove All Approve ge to sav     Sel      Erri     Pay Period     Begin Date     SoftBi2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0     05/18/2014     0	I' will ru           All' bu           All' bu           ve the t           lect Approve           Biect Approve           Discription           Discription	emove th itton, the transaction e All DeSele View Time Sheet Detail Page View Details View Details	tr marke e check supervion. (t Approve All <u>Hrs Worked</u> (Week 1) 5 Days 32.00 40.00 40.00 5 Days 38.50 40.00	Leave Hrs (Week 1) 9.50 8.00	Paid Hrs           (Week 1)           32.00           40.00           40.00           48.00           8.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 4 Days 32.00 4 Days 32.00 4 Days 32.00 4 Days	Coxes. e butto <u>Leave Hrs</u> (Week 2) 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.0	Upor on at <u>Paid Hrs</u> (Week 2) 8.00 12.00 40.00 40.00 8.00 40.00 8.00	Clickir the st 1 1-10 of Unpaid Hrs (Week 2)	n. 10 ( <u>(</u>

11. When a time sheet has been marked as approved and the record has been saved, a message will appear indicating that the approval action is complete. This is the supervisor's confirmation that the transaction has been recorded and saved.

					Approver Summ	lary									-			
					Approver	McNam	ara,Sherrel	IJ (1000001285	5) - S	elect Appro	ve All	DeSelect A	pprove All	)				
							Ap	prover Ac	ction Co	mplete	•							
			12	. Reject	ting a time sh	eet REC	UIRES	two actio	ons: (1)	The s	uperv	isor M	UST n	nanually	y click	the re	eject	
				check	box for each t	ime she	eet be	ing reject	ed—the	ere is r	no ma	ss reje	ction	functio	nality;	AND	(2) The	ć
				super	visor MUST ei	nter a c	omme	nt in the	'Approv	er Rej	ectior	ר Comi	nent'	box and	d click	OK fo	r each	
				record	d being reject	ed.												
				Whon	a time cheet	has had	an cho	ckod as a	raject	the sv	stom	will for	ward	the cur	onvico	r to tl	ho	
				<sup>4</sup> Δnnr	over Rejection	nas Det	en che nents'	hov to en	ter feer	lhack	The o	will 101 system	waru will r	ine sup not allos		n to ti nervis	orto	
				reiect	a time sheet	withour	t entei	r feedhac	k in the	romm	nents	hox	VVIII I		wasu	JEIVIS	01 10	
				reject	a time sheet	withou	c criter	Tecubuc	k in the	comm	icitts							
						Select Apr		DeSelect Approv										
	Approve	ſ	MCNa	imara,Sherrel	IJ	concertip		Decementation									_	
	Totals	Pos	ition Deta	ails Approv	ver Comments										<u>Fir</u>	id   <sup>Lal</sup> Firs	st 🚺 1-10 of	10 본 L
	Approve	, I,	•															
			<u>Reject</u>	<u>Empl ID</u>	Name	<u>Pay Period</u> Begin Date	Pay Period End Date	View TimeSheet Detail Page	<u>Hrs Worked</u> (Week 1)	Leave Hrs (Week 1)	<u>Paid Hrs</u> (Week 1)	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2)	Leave Hrs (Week 2)	<u>Paid Hrs</u> (Week 2)	Unpaid Hrs (Week 2)	OT Hr (Week
			<u>Reject</u> ✓	<u>Empl ID</u>	<u>Name</u> Fritz,John L	Pay Period Begin Date	Pay Period End Date	View Time Sheet Detail Page	Hrs Worked (Week 1) 5 Days	<u>Leave Hrs</u> (Week 1)	<u>Paid Hrs</u> (Week 1)	<u>Unpaid Hrs</u> (Week 1)	<u>OT Hrs</u> (Week 1)	Hrs Worked (Week 2) 4 Days	Leave Hrs (Week 2) 8.00	Paid Hrs (Week 2) 8.00	<u>Unpaid Hrs</u> (Week 2)	<u>OT Hr</u> (Week
			Reject	<u>Empl ID</u>	<u>Name</u> Fritz,John L Jones,Brian C.	Pay Period Begin Date           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014	View TimeSheet Detail Page	Hrs Worked (Week 1) 5 Days 5 Days	<u>Leave Hrs</u> (Week 1)	<u>Paid Hrs</u> (Week 1)	<u>Unpaid Hrs</u> (Week 1)	<u>OT Hrs</u> (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days	Leave Hrs (Week 2) 8.00 8.00	Paid Hrs (Week 2) 8.00 8.00	<u>Unpaid Hrs</u> (Week 2)	<u>OT Hr</u> (Week
			Reject	<u>Empl ID</u>	Name Fritz,John L Jones,Brian C. Kwok,Iris M	Pay Period Begin Date           05/18/2014           05/18/2014           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014 05/31/2014	View Time Sheet Detail Page	Hrs Worked (Week 1) 5 Days 5 Days 32.00	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00	<u>Unpaid Hrs</u> (Week 1)	<u>OT Hrs</u> (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00	Leave Hrs (Week 2) 8.00 8.00	Paid Hrs (Week 2) 8.00 8.00 12.00	<u>Unpaid Hrs</u> ( <u>Week 2</u> )	<u>OT Hr</u> (Week
			Reject	Empl ID	Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A	Pay Period Begin Date           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014 05/31/2014 05/31/2014	View Time Sheet Detail Page Wiew Details Wiew Details	Hrs Worked (Week 1) 5 Days 5 Days 32.00 40.00	<u>Leave Hrs</u> (Week 1)	Paid Hrs (Week 1) 32.00 40.00	Unpaid Hrs (Week 1)	<u>OT Hrs</u> (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00	Leave Hrs (Week 2) 8.00 8.00 8.00	Paid Hrs (Week 2) 8.00 8.00 12.00 40.00	<u>Unpaid Hrs</u> (Week 2)	<u>OT Hr</u> (Week
			Reject       Image: Constraint of the sector of	Empl ID	Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B	Pay Period Begin Date           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014 05/31/2014 05/31/2014	View Time Sheet Detail Page View Details View Details View Details View Details	Hrs Worked (Week 1)           5 Days           5 Days           32.00           40.00	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00 40.00	<u>Unpaid Hrs</u> (Week 1)	<u>OT Hrs</u> (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 40.00	Leave Hrs (Week 2) 8.00 8.00 8.00	Paid Hrs           (Week 2)           8.00           8.00           12.00           40.00	<u>Unpaid Hrs</u> (Week 2)	OT Hr (Week
		•	Reject	Empl ID	Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B Finneran,Anthony L	Pay Period Begin Date           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014 05/31/2014 05/31/2014 06/14/2014	View Time Sheet Detail Page View Details View Details View Details View Details View Details	Hrs Worked (Week 1)           5 Days           5 Days           32.00           40.00           40.00           5 Days	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00 40.00 40.00	<u>Unpaid Hrs</u> ( <u>Week 1</u> )	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 40.00 4 Days	Leave Hrs (Week 2) 8.00 8.00 8.00 8.00	Paid Hrs (Week 2) 8.00 12.00 40.00 40.00 8.00	<u>Unpaid Hrs</u> (Week 2)	OT Hr (Week
1 2 2 3 3 3 5 7 7		0	Reject       Image: Constraint of the sector of	Empl ID	Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B Finneran,Anthony L Mize,Shannon B.	Pay Period Begin Date           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014 05/31/2014 05/31/2014 05/31/2014 05/31/2014	View TimeSheet Detail Page (View Details View Details View Details View Details View Details View Details	Hrs Worked (Week 1)           5 Days           5 Days           32.00           40.00           40.00           5 Days           38.50	Leave Hrs (Week 1)	Paid Hrs (Week 1) 32.00 40.00 40.00	<u>Unpaid Hrs</u> (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 40.00 4 Days 32.00	Leave Hrs (Week 2) 8.00 8.00 8.00 8.00 8.00 8.00	Paid Hrs (Week 2) 8.00 12.00 40.00 40.00 8.00 40.00	Unpaid Hrs (Week 2)	OT Hr (Week
1 2 3 4 5 7 3		•	Reject	Empl ID	Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B Finneran,Anthony L Mize,Shannon B. Pitts,Sheila A	Pay Period Begin Date           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014 05/31/2014 06/14/2014 05/31/2014 05/31/2014 05/31/2014	View Time Sheet Detail Page View Details View Details View Details View Details View Details View Details	Hrs Worked (Week 1)           5 Days           5 Days           32.00           40.00           40.00           38.50           38.50	Leave Hrs (Week 1) 9.50	Paid Hrs (Week 1) 32.00 40.00 40.00 40.00 48.00 40.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 40.00 4 Days 32.00 16.00	Leave Hrs (Week 2) 8.00 8.00 8.00 8.00 8.00 8.00 24.00	Paid Hrs (Week 2) 8.00 12.00 40.00 40.00 8.00 40.00	<u>Unpaid Hrs</u> ( <u>Week 2</u> )	OT Hr: (Week
1 22 33 44 55 55 77 7 33 39		•	Reject	Empl ID	Name Fritz,John L Jones,Brian C. Kwok,Iris M Rude,Edward A Lasuk,Mark B Finneran,Anthony L Mize,Shannon B. Pitts,Sheila A Meyers,Zahira Esther	Pay Period Begin Date           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014           05/18/2014	Pay Period End Date 05/31/2014 05/31/2014 05/31/2014 05/31/2014 05/31/2014 05/31/2014 05/31/2014	View TimeSheet Detail Page (View Details View Details View Details View Details View Details View Details View Details View Details	Hrs Worked (Week 1)           5 Days           5 Days           32.00           40.00           40.00           38.50           40.00	Leave Hrs (Week 1) 9.50 8.00	Paid Hrs (Week 1) 32.00 40.00 40.00 40.00 40.00 48.00 8.00	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Hrs Worked (Week 2) 4 Days 4 Days 12.00 32.00 40.00 4 Days 32.00 16.00 4 Days	Leave Hrs (Week 2) 8.00 8.00 8.00 8.00 8.00 24.00 8.00	Paid Hrs (Week 2) 8.00 12.00 40.00 40.00 8.00 40.00 40.00 8.00	Unpaid Hrs (Week 2)	OT Hrs (Week

🗐 Save 🔍 Return to Search 🔚 Notify

#### **Approver Rejection Comments**

Empl ID:

Name: Fritz, John L

Employee did not record leave usage for 5/30/14.

OK Cancel

13. Once the applicable records have been flagged as a reject and a comment has been recorded in the 'Approver Rejection Comments' box, the program will forward the supervisor back to the summary page. Click on the' Save' button at the bottom of the summary page to save the transaction. The time sheet status will change to a Rejected status and an email notification will be sent to the employee for review and action.

**NOTE:** The employees that are automatically listed on the summary page are those employees that the individual is the primary time sheet approver or supervisor for. If the approver wants to see a list of the employees that he/she is the alternate approver for, simply follow these instructions:

A	Approver McNamara,Sherrell J (1000001285)			Select Approve All DeSelect Approve All														
	Eind   Eind											nd   🗖 Fire	First 🖬 1-10 of 10 🗖 L					
Т	otals <u>P</u>	osition Deta	ails <u>A</u> ppr	over Comments														
	Approve	Reject	<u>Empl ID</u>	Name	Pay Period Begin Date	Pay Period End Date	View TimeSheet Detail Page	Hrs Worked (Week 1)	<u>Leave Hrs</u> (Week 1)	Paid Hrs (Week 1)	<u>Unpaid Hrs</u> (Week 1)	<u>OT Hrs</u> (Week 1)	Hrs Worked (Week 2)	Leave Hrs (Week 2)	<u>Paid Hrs</u> (Week 2)	<u>Unpaid Hrs</u> (Week 2)	OT Hrs (Week 2)	
1		✓		Fritz,John L	05/18/2014	05/31/2014	iew Details	5 Days					4 Days	8.00	8.00			
2				Jones,Brian C.	05/18/2014	05/31/2014	iew Details	5 Days					4 Days	8.00	8.00			
3				Kwok,Iris M	05/18/2014	05/31/2014	iew Details	32.00		32.00			12.00		12.00			
4				Rude,Edward A	05/18/2014	05/31/2014	iew Details	40.00		40.00			32.00	8.00	40.00			
5	5	✓		Lasuk,Mark B	06/01/2014	06/14/2014	iew Details	40.00		40.00			40.00		40.00			
6	i			Finneran,Anthony L	05/18/2014	05/31/2014	iew Details	5 Days					4 Days	8.00	8.00			
7				Mize,Shannon B.	05/18/2014	05/31/2014	iew Details	38.50	9.50	48.00			32.00	8.00	40.00			
8				Pitts,Sheila A	05/18/2014	05/31/2014	iew Details	40.00		40.00			16.00	24.00	40.00			
g				Meyers,Zahira Esther	05/18/2014	05/31/2014	iew Details	4 Days	8.00	8.00			4 Days	8.00	8.00			
10				Kimery,Michele M	06/01/2014	06/14/2014	iew Details	40.00		40.00			40.00		40.00			

1. Click on the 'Return to Search' button at the bottom of the summary page.



-2. The approver will be forwarded to a Search Criteria page. Simply change the ETS Approver Type to Alternate by clicking on the drop down box and click 'Search'. The approver will then be forwarded back to the summary page listing the employees that he/she is an alternate approver for. Proceed with the review and approval process.

#### Approve Time Sheets - Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Va	alue			
Search Criteria				
ETS Approver Type Approver Position	e: = Number: begins with	Alternate Primary	~	
Search Cle	ar Basic Search	Save Search Criter	ia	
Search Results	5			
View All			First	🚺 1 of 1 🕟 Last
ETS Approver A Type	Approver Employee D	Name	Approver Position Number	Description
Primary 1	1000001285	McNamara, Sherrell J	10001553	MANAGER

```
Supervisory Approval Instructions_rev03122015
```

# SUPERVISOR REPORTING PORTAL

The Supervisor Reporting Portal is designed to give primary and alternate supervisors view-only access to the time sheet archive for employees whom they have approved time sheets for as well as review time sheets of employees who report under their authority. Payroll Preparers also have access to this functionality; however, payroll preparers will have access to all employee time sheets.

To access a time sheet within the Supervisor Reporting Portal, the time sheet must be in one of the following statuses: Complete, HR Override or Manual Entry.

<u>Status</u>	<u>Translation</u>
Complete	Time sheet data has been processed through payroll;
HR Override	Time sheet was processed but reviewed and flagged by HR; and
Manual Entry	Time sheet was not an automatic feed into payroll (time entry); the Payroll Preparer manually entered data into time entry for processing.

1. At the main menu, click on 'Supervisor Reporting Portal'.

	Favorites   Main Menu > UMBC Time and Leave Processing > Employee Time Sheets		
	Main Menu > UMBC Time and Leave Processing >		
	Employee Time Sheets		
	Employee Time Sheets		
	Employee Time Sheet Preference Employee Time Sheet Preference Set Up Page	Empl. Electronic Time Sheet Review, Update and Submit Electronic Time Sheet	Approve Time Sheets - Summary Review, Approve, or Reject Time Sheets - Primary & Aternate Supervisors
	Approve Time Sheets - Primary Review, Approve or Reject Time Sheets - Primary Supervisors	Approve Time Sheet - Alternate Review, Approve or Reject Time Sheets - Alternate Supervisors	Employee Reporting Portal Employee Electronic Time Sheet History and Reporting Portal
<b>→</b>	Supervisor Reporting Portal Supervisor Reporting Portal		

- 2. The user will be forwarded to the reporting portal page where parameters may be entered to filter results. Results may be filtered by any of the following fields:
  - a. Empl ID
  - b. Begin and/or End Date
  - c. Pay Group (SAL-Salaried, CNT-Contract or HRL-Hourly)
  - d. Position Number
  - e. Department ID
  - f. Approver ID (Oper ID which is the username assigned to the supervisor for system logins)

orites Main Mer	nu > UMBC Time and Leave Processing	> Employee Time Shee	ets > Supe	rvisor Reporting Por	tal										
pervisor Reporti	ng Portal														
earch Criteria															
npl ID N	lame Begi	in Date End Date	Pay P Group N	osition Descr	iption	De	artment De	scription		Ap Op	prover A	opprover Na	me		
Q		Ø	<u> </u>	Q		10	)345 🔍 Hu	iman Reso	urces		Q				
Search	Clear Search Select All D	eselect All Email Sel	ected												
nployee Time Sh	neet Summary												Find	I   <u>Downloa</u>	ad To F
otals <u>P</u> osition I	Details Approval Info									Weekd					
<u>Empl ID</u>	Employee Name	<u>Pay Period</u> <u>Begin Date</u>	Pay Period End Date	View Time Sheet Details	<u>Pay</u> <u>Group</u>	Worked Hrs (Week 1)	<u>Week 1</u> <u>Total</u> <u>Leave</u> <u>Hours</u>	Week 1 Total Paid Hours	<u>Week 1</u> <u>Total</u> <u>Unpaid</u> <u>Hours</u>	Total Unpaid or OT	Worked Hrs (Week 2)	<u>Week 2</u> <u>Total</u> <u>Leave</u> <u>Hours</u>	<u>Week 2</u> <u>Total</u> <u>Paid</u> <u>Hours</u>	<u>Week 2</u> <u>Total</u> <u>Unpaid</u> <u>Hours</u>	We To Ove Ho
1	Rollins,Denise Nadine	04/20/2014	05/03/2014	View Details	SAL	36.00	4.00	40.00		<u>nrs</u>	40.00		40.00		
2	Rollins, Denise Nadine	05/04/2014	05/17/2014	View Details	SAL	39.50	0.50	40.00			40.00		40.00		
] 3	Rollins, Denise Nadine	05/18/2014	05/31/2014	View Details	SAL	40.00		40.00			24.00	16.00	40.00		
4	Allen,Courtney W	06/01/2014	06/14/2014	View Details	SAL	32.00	8.00	40.00			40.00		40.00		
] 5	Hutchins,Jessica D	06/01/2014	06/14/2014	View Details	SAL	21.00	19.00	40.00			32.00	8.00	40.00		
6	Wardell, Jill Weinknecht	06/01/2014	06/14/2014	View Details	SAL	5 Days					5 Days				
7	Harris,Kimberly A	06/15/2014	06/28/2014	View Details	SAL	5 Days					5 Days				
8	Arora,Shobhna	06/15/2014	06/28/2014	View Details	SAL	5 Days					5 Days				
9	Jenkins, Christine Rebecca	06/15/2014	06/28/2014	View Details	SAL	40.00		40.00			40.00		40.00		
10	Nemirovsky,Kathryn R.	06/15/2014	06/28/2014	View Details	SAL	16.00		16.00			16.00		16.00		

the Employee Name header will sort the list by last name; etc.

<u>Empl ID</u>	Employee Name	<u>Pay Period</u> <u>Beqin Date</u>	<u>Pay Period</u> End Date	View Time Sheet Details	<u>Pay</u> <u>Group</u>	<u>Worked Hrs</u> (Week 1)	<u>Week 1</u> <u>Total</u> <u>Leave</u> <u>Hours</u>	<u>Week 1</u> <u>Total</u> <u>Paid</u> <u>Hours</u>	<u>Week 1</u> <u>Total</u> <u>Unpaid</u> <u>Hours</u>	Week 1 Total Unpaid or OT Hrs	<u>Worked Hrs</u> (Week 2)	<u>Week 2</u> <u>Total</u> <u>Leave</u> <u>Hours</u>	<u>Week 2</u> <u>Total</u> <u>Paid</u> <u>Hours</u>	<u>Week 2</u> <u>Total</u> <u>Unpaid</u> <u>Hours</u>	<u>Week 2</u> <u>Total</u> <u>Overtime</u> <u>Hours</u>
	4. To view the time shee Details' column.	et for a	n emp	loyee, click	on <sup>-</sup>	the 🛹	View	Details	icor	ו in th	e 'View	Time	Sheet	t	

5. The Approver tab specifies the approval information for the time sheet in review.

Emp	Employee Time Sheet Summery Totals Position Details Approval Info												
	Empl ID	Employee Name	Pay PeriodPay PeriodSuBegin DateEnd DateApp	pervisor roval Date Approver Employee ID	Approver Name								
	1	Rollins,Denise Nadine	04/20/2014 05/03/2014 05/0	5/2014 MCNAMARA	Sherrell McNamara								
	2	Rollins,Denise Nadine	05/04/2014 05/17/2014 05/2	0/2014 MCNAMARA	Sherrell McNamara								
	3	Rollins,Denise Nadine	05/18/2014 05/31/2014 06/0	3/2014 MCNAMARA	Sherrell McNamara								
	4	Allen,Courtney W	06/01/2014 06/14/2014 06/2	6/2014 MCNAMARA	Sherrell McNamara								
	5	Hutchins, Jessica D	06/01/2014 06/14/2014 06/2	6/2014 MCNAMARA	Sherrell McNamara								
	6	Wardell, Jill Weinknecht	06/01/2014 06/14/2014 06/2	6/2014 MCNAMARA	Sherrell McNamara								
	7	Harris,Kimberly A	06/15/2014 06/28/2014 06/2	6/2014 MCNAMARA	Sherrell McNamara								
	8	Arora,Shobhna	06/15/2014 06/28/2014 06/2	6/2014 MCNAMARA	Sherrell McNamara								
	9	Jenkins, Christine Rebecca	06/15/2014 06/28/2014 06/2	6/2014 MCNAMARA	Sherrell McNamara								
	10	Nemirovsky,Kathryn R.	06/15/2014 06/28/2014 06/2	6/2014 MCNAMARA	Sherrell McNamara								

- 📄 Save
  - 6. All other pages and data are identical to those reflected on the 'Approver Time Sheet Summary' page. Refer to the Mass Approval section of this instruction guide for additional information.