

ELECTRONIC TIME SHEETS

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.

UPDATE: 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 **first day of the pay period**.

Submission: An employee should submit his/her time sheet to the supervisor by the **Monday after the pay period has ended**.

Approval: Time sheet approvers should approve time sheets by the **Thursday after the pay period has ended**.

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** approve his/her own time sheet.

ELECTRONIC TIME SHEET SUPERVISORY APPROVAL PROCESS

Time Sheet Alerts for Supervisors:

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:

- The first section lists the pending time sheet approvals for the supervisor's **primary** direct reports.
- The second section lists the pending time sheet approvals for the supervisor's **alternate** 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

Approve Time Sheets - Primary

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

Find an Existing Value

Search Criteria

Department:	begins with	<input type="text"/>
Position Number:	begins with	<input type="text"/>
Pay Period End Date:	=	<input type="text"/>
Department:	begins with	<input type="text"/>
Pay Group:	begins with	<input type="text"/>
Empl ID:	begins with	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Time Sheet Status:	=	<input type="text"/>

Search

Clear

Basic Search

Save Search Criteria

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 and 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 Value

Search Criteria

Department:	begins with	<input type="text"/>
Position Number:	begins with	<input type="text"/>
Pay Period End Date:	=	<input type="text"/>
Department:	begins with	<input type="text"/>
Pay Group:	begins with	<input type="text"/>
Empl ID:	begins with	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Time Sheet Status:	=	<input type="text"/>

[Basic Search](#) [Save Search Criteria](#)

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;
- b. 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

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

Find an Existing Value

▼ 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: =

Time Sheet Status: =

[Basic Search](#)

Search Results

View All First 1-28 of 28 Last

Department	Name	Position Number	Description	Pay Period Begin Date	Pay Period End Date	Time Sheet Status
Human Resources	McNamara, Sherrell J	10001553	MANAGER	03/09/2014	03/22/2014	New
Human Resources	McNamara, Sherrell J	10001553	MANAGER	03/23/2014	04/05/2014	New
Human Resources	McNamara, Sherrell J	10001553	MANAGER	04/06/2014	04/19/2014	New
Human Resources	McNamara, Sherrell J	10001553	MANAGER	04/20/2014	05/03/2014	New
Human Resources	Rollins, Denise Nadine	10001435	HUMAN RES SPEC I	03/09/2014	03/22/2014	Submitted
Human Resources	Rollins, Denise Nadine	10001435	HUMAN RES SPEC I	03/23/2014	04/05/2014	New
Human Resources	Rollins, Denise Nadine	10001435	HUMAN RES SPEC I	04/06/2014	04/19/2014	New
Human Resources	Rollins, Denise Nadine	10001435	HUMAN RES SPEC I	04/20/2014	05/03/2014	New
OIT Business Systems	Finneran, Anthony L	10011175	SPECIALIST	03/09/2014	03/22/2014	Submitted
OIT Business Systems	Finneran, Anthony L	10011175	SPECIALIST	03/23/2014	04/05/2014	New
OIT Business Systems	Finneran, Anthony L	10011175	SPECIALIST	04/06/2014	04/19/2014	New
OIT Business Systems	Finneran, Anthony L	10011175	SPECIALIST	04/20/2014	05/03/2014	New
OIT Business Systems	Freeman, David	10003060	SPECIALIST	03/09/2014	03/22/2014	New
OIT Business Systems	Freeman, David	10003060	SPECIALIST	03/23/2014	04/05/2014	New
OIT Business Systems	Freeman, David	10003060	SPECIALIST	04/06/2014	04/19/2014	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.

- 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.
- '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.).
- 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.

Favorites | Main Menu > UMBC Time and Leave Processing > Employee Time Sheets > Approve Time Sheets - Primary

a →

Employee: Rollins,Denise Nadine	Status: Submitted	Review and Approve Time Sheets
EmplID_Rcd: _0	Pay Dates: 3/9/14 - 3/22/14	Save
Department: Human Resources (10345)	Pay Period: 2014-19	
Position: HUMAN RES SPEC I (10001435)	Emp. Class: Nonexempt Regular	

b →

Message to Employees

c →

Time Entry Area								
Work Date	Day	Time In	Time Out	Break Duration	Hours Worked	Optional Code	Leave Type	Leave Hours
03/17/2014	Monday						HOL	8.00
03/18/2014	Tuesday						HOL	8.00
03/19/2014	Wednesday	8:00AM	4:30PM	0.50	8.00			
03/20/2014	Thursday	8:00AM	4:30PM	0.50	8.00			
03/21/2014	Friday						PER	4.00
03/21/2014	Friday						VAC	4.00

[Expand All](#) [Collapse All](#)

▼ Leave Balances

As of Pay Period: 2/22/14 (2014-17)	Annual Earn: 4.62	Sick Earn: 4.62
--	--------------------------	------------------------

Leave Type	Balance
Vacation	355.60
Sick	536.04
Holiday	8.00
Compensatory (Earned)	0.00
Personal	20.00

▶ Employee Comments

▶ Approver Comments

DBE Information

HR Account Code	HR Account Description	Account	Dept	Dept. Description	Fund Code	Program Code	Project/Grant	Percent
000117878	Regular NonExempt	6010103	10345	Human Resources	1111			100.000

[Save](#) [Return to Search](#) [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 **required** 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.

Employee: Rollins,Denise Nadine Status: Submitted [Review and Approve Time Sheets](#)

EmplID_Rcd: i_0 Pay Dates: 3/9/14 - 3/22/14 [Save](#)

Department: Human Resources (10345) Pay Period: 2014-19

Position: HUMAN RES SPEC I (10001435) Emp. Class: Nonexempt Regular

Message to Employees

Time Entry Area

Work Date	Day	Time In	Time Out	Break Duration	Hours Worked	Optional Code	Leave Type	Leave Hours
03/17/2014	Monday						HOL	8.00
03/18/2014	Tuesday						HOL	8.00
03/19/2014	Wednesday	8:00AM	4:30PM	0.50	8.00			
03/20/2014	Thursday	8:00AM	4:30PM	0.50	8.00			
03/21/2014	Friday						PER	4.00
03/21/2014	Friday						VAC	4.00

[Expand All](#) [Collapse All](#)

Leave Balances

As of Pay Period: 2/22/14 (2014-17) Annual Earn: 4.62 Sick Earn: 4.62

Leave Type	Balance
Vacation	355.60
Sick	536.04
Holiday	8.00
Compensatory (Earned)	0.00
Personal	20.00

Employee Comments

Approver Comments

DBE Information

HR Account Code	HR Account Description	Account	Dept	Dept. Description	Fund Code	Program Code	Project/Grant	Percent
000117878	Regular NonExempt	6010103	10345	Human Resources	1111			100.000

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

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

Employee: Rollins,Denise Nadine Status: Approved  

EmplID_Rcd: _0 Pay Dates: 3/9/14 - 3/22/14

Department: Human Resources (10345) Pay Period: 2014-19

Position: HUMAN RES SPEC I (10001435) Emp. Class: Nonexempt Regular

Week 1 Summary of Hours and Leave			
Work Date	Hours Type	Hours	Optional Code

Hours Worked 0.00 Leave Hours 0.00 Total 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	Regular	8.00	
03/20/2014	Regular	8.00	
03/21/2014	Vacation	4.00	
03/21/2014	Personal Leave	4.00	

Hours Worked 16.00 Leave Hours 24.00 Total Hours 40.00

[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 is being rejected for correction and resubmission by the employee or others.

[Return to the Time Sheet entry page](#)

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

Message to Employees

Time Entry Area						
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 Balances

As of Pay Period: 2/22/14 (2014-17)	Annual Earn: 6.77	Sick Earn: 4.62	
Leave Type	Balance		
Vacation	419.20		
Sick	1149.91		
Holiday	8.00		
Personal	24.00		

▶ Employee Comments

▶ Approver Comments

DBE Information

HR Account Code	HR Account Description	Account	Dept	Dept. Description	Fund Code	Program Code	Project/Grant	Percent
000107556	Regular Exempt	6010102	10315	OIT Business Systems	1111			100.000

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)

(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	Hours	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 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 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
- Previous in List
- Next in List

MASS TIME SHEET APPROVAL

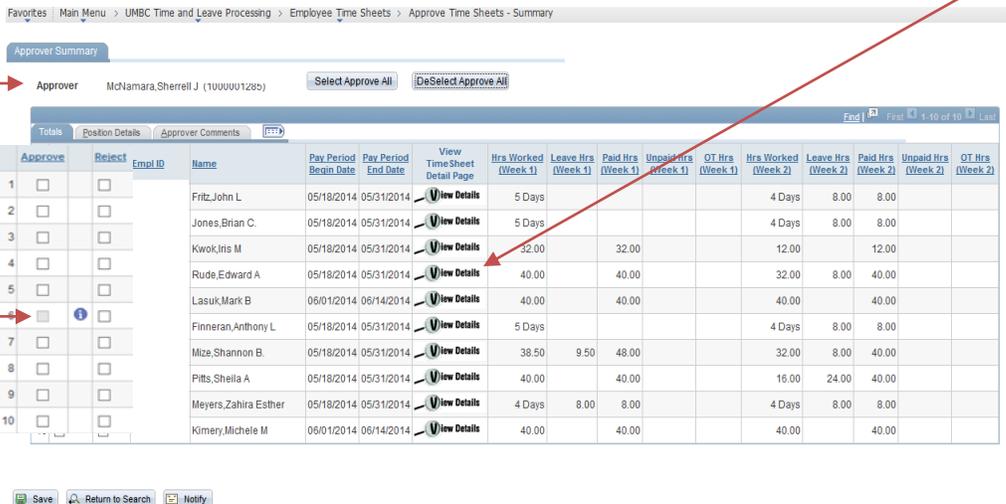
The number of employees that a supervisor may oversee or manage may vary. Occasionally, it may not be feasible for a supervisor to individually approve a massive number of time sheets in a short time period. The electronic timesheet component has a summary approval feature where a supervisor may approve 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  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  is displayed, the checkbox under the Approve field will be grayed out, preventing the Approver from approving the corresponding time sheet.

3. The top of the page will have the supervisor's name and empl id. 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.



Approver Summary

Approver: McNamara, Sherrell J (1000001285) [Select Approve All](#) [DeSelect Approve All](#)

Approve	Reject	Empl ID	Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Detail Page	Hrs Worked (Week 1)	Leave Hrs (Week 1)	Paid Hrs (Week 1)	Unpaid Hrs (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)
<input type="checkbox"/>	<input type="checkbox"/>		Fritz, John L.	05/18/2014	05/31/2014	View Details	5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Jones, Brian C.	05/18/2014	05/31/2014	View Details	5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Kwok, Iris M.	05/18/2014	05/31/2014	View Details	32.00		32.00			12.00		12.00		
<input type="checkbox"/>	<input type="checkbox"/>		Rude, Edward A.	05/18/2014	05/31/2014	View Details	40.00		40.00			32.00	8.00	40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Lasuk, Mark B.	06/01/2014	06/14/2014	View Details	40.00		40.00			40.00		40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Finneran, Anthony L.	05/18/2014	05/31/2014	View Details	5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Mize, Shannon B.	05/18/2014	05/31/2014	View Details	38.50	9.50	48.00			32.00	8.00	40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Pitts, Sheila A.	05/18/2014	05/31/2014	View Details	40.00		40.00			16.00	24.00	40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Meyers, Zahira Esther	05/18/2014	05/31/2014	View Details	4 Days	8.00	8.00			4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Kimery, Michele M.	06/01/2014	06/14/2014	View Details	40.00		40.00			40.00		40.00		

[Save](#) [Return to Search](#) [Notify](#)

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

Approver: McNamara, Sherrell J

Find First 1-10 of 10 Last										
Totals Position Details Approver Comments										
Approve	Reject	Empl ID	Name	Pay Period Begin Date	Pay Period End Date	Dept. ID	Department	Position Number	Position	
<input type="checkbox"/>	<input type="checkbox"/>		Fritz, John L	05/18/2014	05/31/2014	10118	New Media	10005659	ASST VP	
<input type="checkbox"/>	<input type="checkbox"/>		Jones, Brian C.	05/18/2014	05/31/2014	10118	New Media	10005506	COORDINATOR	
<input type="checkbox"/>	<input type="checkbox"/>		Kwok, Iris M	05/18/2014	05/31/2014	10118	New Media	10013423	GENERAL ASSISTANT	
<input type="checkbox"/>	<input type="checkbox"/>		Rude, Edward A	05/18/2014	05/31/2014	10119	OIT Infrastructure & Support	10013712	IT SUPPORT ASST	
<input type="checkbox"/>	<input type="checkbox"/>		Lasuk, Mark B	06/01/2014	06/14/2014	10119	OIT Infrastructure & Support	10003978	IT SUPPORT ASSOC	
<input type="checkbox"/>	<input type="checkbox"/>		Finneran, Anthony L	05/18/2014	05/31/2014	10315	OIT Business Systems	10011175	SPECIALIST	
<input type="checkbox"/>	<input type="checkbox"/>		Mize, Shannon B.	05/18/2014	05/31/2014	10345	Human Resources	10003278	PAY PROC ASSOC	
<input type="checkbox"/>	<input type="checkbox"/>		Pitts, Sheila A	05/18/2014	05/31/2014	10345	Human Resources	10003368	PAY PROC ASSOC	
<input type="checkbox"/>	<input type="checkbox"/>		Meyers, Zahira Esther	05/18/2014	05/31/2014	10345	Human Resources	10011967	MANAGER	
<input type="checkbox"/>	<input type="checkbox"/>		Kimery, Michele M	06/01/2014	06/14/2014	10345	Human Resources	10000094	EXEC ADM ASST I	

- 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.

Approver: McNamara, Sherrell J

Find First 1-10 of 10 Last										
Totals Position Details Approver Comments										
Approve	Reject	Empl ID	Name	Pay Period Begin Date	Pay Period End Date	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Fritz, John L	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Jones, Brian C.	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Kwok, Iris M	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Rude, Edward A	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Lasuk, Mark B	06/01/2014	06/14/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Finneran, Anthony L	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Mize, Shannon B.	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Pitts, Sheila A	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Meyers, Zahira Esther	05/18/2014	05/31/2014	Approver Comments				
<input type="checkbox"/>	<input type="checkbox"/>		Kimery, Michele M	06/01/2014	06/14/2014	Approver Comments				

- Once comments have been entered, click Ok to save the entry.

Approver Comments

Empl ID: Name: Pitts,Sheila A

Vacation was approved via email in January, 2014.

OK Cancel

- After clicking 'OK' to save approver comments, the supervisor will be forwarded back to the summary page.
- Approving time sheets may be done in one of two ways: (1) The supervisor may manually click on the checkbox for each employee record to insert the check mark for approval; OR (2) The supervisor may click on the 'Select Approve All' button to have the check boxes marked all at once. For either approach, once the checkboxes have been marked, click on the 'Save' button to save the transaction.

The 'DeSelect Approve All' will remove the check marks from the approve checkboxes. Upon clicking on the 'DeSelect Approve All' button, the supervisor will need to click on the Save button at the bottom of the page to save the transaction.

Approver McNamara,Sherrell J (

Select Approve All DeSelect Approve All

Approve		Empl ID	Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Detail Page	Hrs Worked (Week 1)	Leave Hrs (Week 1)	Paid Hrs (Week 1)	Unpaid Hrs (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	<input checked="" type="checkbox"/>		Fritz,John L	05/18/2014	05/31/2014		5 Days					4 Days	8.00	8.00		
2	<input checked="" type="checkbox"/>		Jones,Brian C.	05/18/2014	05/31/2014		5 Days					4 Days	8.00	8.00		
3	<input checked="" type="checkbox"/>		Kwok,Iris M	05/18/2014	05/31/2014		32.00		32.00			12.00		12.00		
4	<input checked="" type="checkbox"/>		Rude,Edward A	05/18/2014	05/31/2014		40.00		40.00			32.00	8.00	40.00		
5	<input checked="" type="checkbox"/>		Lasuk,Mark B	06/01/2014	06/14/2014		40.00		40.00			40.00		40.00		
6	<input checked="" type="checkbox"/>		Finneran,Anthony L	05/18/2014	05/31/2014		5 Days					4 Days	8.00	8.00		
7	<input checked="" type="checkbox"/>		Mize,Shannon B.	05/18/2014	05/31/2014		38.50	9.50	48.00			32.00	8.00	40.00		
8	<input checked="" type="checkbox"/>		Pitts,Sheila A	05/18/2014	05/31/2014		40.00		40.00			16.00	24.00	40.00		
9	<input checked="" type="checkbox"/>		Meyers,Zahira Esther	05/18/2014	05/31/2014		4 Days	8.00	8.00			4 Days	8.00	8.00		
10	<input checked="" type="checkbox"/>		Kimery,Michele M	06/01/2014	06/14/2014		40.00		40.00			40.00		40.00		

Save Return to Search Notify

- 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 Summary

Approver McNamara, Sherrell J (1000001285)

Approver Action Complete

- Rejecting a time sheet REQUIRES two actions: (1) The supervisor MUST manually click the reject checkbox for each time sheet being rejected—there is no mass rejection functionality; AND (2) The supervisor MUST enter a comment in the 'Approver Rejection Comment' box and click OK for each record being rejected.

When a time sheet has been checked as a reject, the system will forward the supervisor to the 'Approver Rejection Comments' box to enter feedback. The system will not allow a supervisor to reject a time sheet without enter feedback in the comments box.

Approver McNamara, Sherrell J

Approve	Reject	Empl ID	Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Detail Page	Hrs Worked (Week 1)	Leave Hrs (Week 1)	Paid Hrs (Week 1)	Unpaid Hrs (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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Fritz, John L	05/18/2014	05/31/2014		5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Jones, Brian C.	05/18/2014	05/31/2014		5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Kwok, Iris M	05/18/2014	05/31/2014		32.00		32.00			12.00		12.00		
<input type="checkbox"/>	<input type="checkbox"/>		Rude, Edward A	05/18/2014	05/31/2014		40.00		40.00			32.00	8.00	40.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Lasuk, Mark B	06/01/2014	06/14/2014		40.00		40.00			40.00		40.00		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Finneran, Anthony L	05/18/2014	05/31/2014		5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Mize, Shannon B.	05/18/2014	05/31/2014		38.50	9.50	48.00			32.00	8.00	40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Pitts, Sheila A	05/18/2014	05/31/2014		40.00		40.00			16.00	24.00	40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Meyers, Zahira Esther	05/18/2014	05/31/2014		4 Days	8.00	8.00			4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Kimery, Michele M	06/01/2014	06/14/2014		40.00		40.00			40.00		40.00		

Approver Rejection Comments

Empl ID: Name: Fritz, John L

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

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:

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

Approver: McNamara, Sherrell J (1000001285) [Select Approve All](#) [DeSelect Approve All](#)

Approve	Reject	Empl ID	Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Detail Page	Hrs Worked (Week 1)	Leave Hrs (Week 1)	Paid Hrs (Week 1)	Unpaid Hrs (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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Fritz, John L	05/18/2014	05/31/2014	View Details	5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Jones, Brian C.	05/18/2014	05/31/2014	View Details	5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Kwok, Iris M	05/18/2014	05/31/2014	View Details	32.00		32.00			12.00		12.00		
<input type="checkbox"/>	<input type="checkbox"/>		Rude, Edward A	05/18/2014	05/31/2014	View Details	40.00		40.00			32.00	8.00	40.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Lasuk, Mark B	06/01/2014	06/14/2014	View Details	40.00		40.00			40.00		40.00		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Finneran, Anthony L	05/18/2014	05/31/2014	View Details	5 Days					4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Mize, Shannon B.	05/18/2014	05/31/2014	View Details	38.50	9.50	48.00			32.00	8.00	40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Pitts, Sheila A	05/18/2014	05/31/2014	View Details	40.00		40.00			16.00	24.00	40.00		
<input type="checkbox"/>	<input type="checkbox"/>		Meyers, Zahira Esther	05/18/2014	05/31/2014	View Details	4 Days	8.00	8.00			4 Days	8.00	8.00		
<input type="checkbox"/>	<input type="checkbox"/>		Kimery, Michele M	06/01/2014	06/14/2014	View Details	40.00		40.00			40.00		40.00		

[Save](#) [Return to Search](#) [Notify](#)

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.

Search Criteria

ETS Approver Type: =

Approver Position Number: begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

ETS Approver Type	Approver Employee ID	Name	Approver Position Number	Description
Primary	1000001285	McNamara, Sherrell J	10001553	MANAGER

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'.



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)

Once the parameter(s) have been entered, the results will display below. The page will look almost identical to the 'Approver Time Sheet Summary' page (excluding the 'Approve' and 'Reject' checkboxes).

[Favorites](#) | [Main Menu](#) > [UMBC Time and Leave Processing](#) > [Employee Time Sheets](#) > [Supervisor Reporting Portal](#)

Supervisor Reporting Portal

Search Criteria

Empl ID	Name	Begin Date	End Date	Pay Group	Position Number	Description	Department	Description	Approver Oper. ID	Approver Name
<input type="text"/>	10345	Human Resources	<input type="text"/>	<input type="text"/>						

Employee Time Sheet Summary Find | Download To Excel

Totals | [Position Details](#) | [Approval Info](#) | [PDF](#)

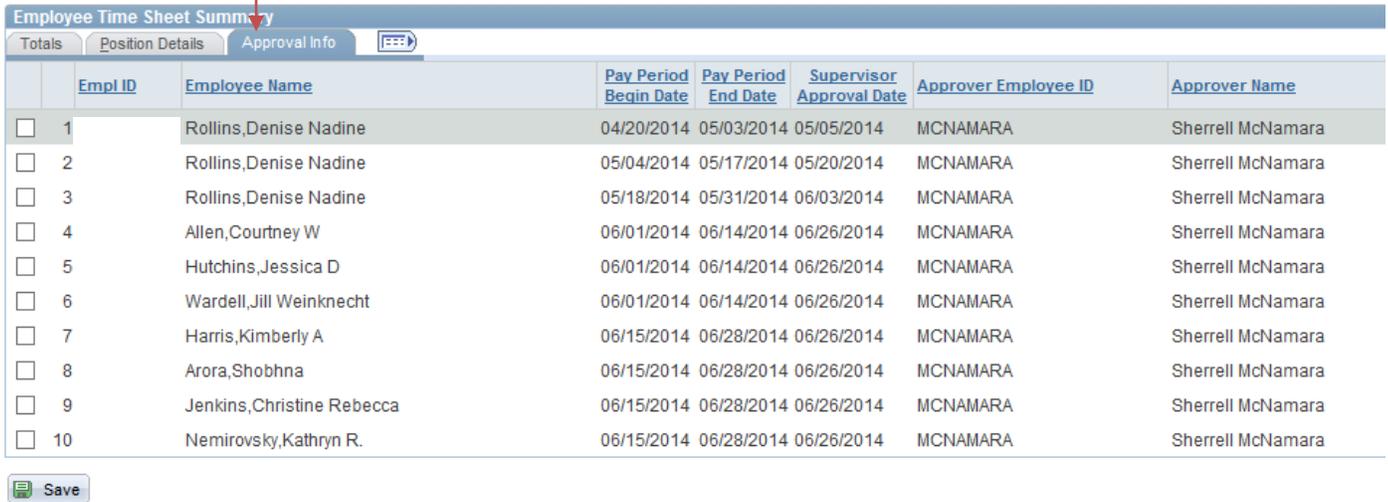
	Empl ID	Employee Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Details	Pay Group	Worked Hrs (Week 1)	Week 1 Total Leave Hours	Week 1 Total Paid Hours	Week 1 Total Unpaid Hours	Week 1 Total Unpaid or OT Hrs	Worked Hrs (Week 2)	Week 2 Total Leave Hours	Week 2 Total Paid Hours	Week 2 Total Unpaid Hours	Week 2 Total Overtime Hours
<input type="checkbox"/>	1	Rollins, Denise Nadine	04/20/2014	05/03/2014		SAL	36.00	4.00	40.00		40.00			40.00		
<input type="checkbox"/>	2	Rollins, Denise Nadine	05/04/2014	05/17/2014		SAL	39.50	0.50	40.00		40.00			40.00		
<input type="checkbox"/>	3	Rollins, Denise Nadine	05/18/2014	05/31/2014		SAL	40.00		40.00		24.00	16.00	40.00			
<input type="checkbox"/>	4	Allen, Courtney W	06/01/2014	06/14/2014		SAL	32.00	8.00	40.00		40.00			40.00		
<input type="checkbox"/>	5	Hutchins, Jessica D	06/01/2014	06/14/2014		SAL	21.00	19.00	40.00		32.00	8.00	40.00			
<input type="checkbox"/>	6	Wardell, Jill Weinknecht	06/01/2014	06/14/2014		SAL	5 Days				5 Days					
<input type="checkbox"/>	7	Harris, Kimberly A	06/15/2014	06/28/2014		SAL	5 Days				5 Days					
<input type="checkbox"/>	8	Arora, Shobhna	06/15/2014	06/28/2014		SAL	5 Days				5 Days					
<input type="checkbox"/>	9	Jenkins, Christine Rebecca	06/15/2014	06/28/2014		SAL	40.00		40.00		40.00			40.00		
<input type="checkbox"/>	10	Nemirovsky, Kathryn R.	06/15/2014	06/28/2014		SAL	16.00	16.00			16.00			16.00		

- The user may click on the column headers (Empl ID, Employee Name, Pay Period Begin Date, etc.) to sort the results list. Examples: Clicking on the Empl ID header will sort the results in Empl ID order; clicking on the Employee Name header will sort the list by last name; etc.

Empl ID	Employee Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Details	Pay Group	Worked Hrs (Week 1)	Week 1 Total Leave Hours	Week 1 Total Paid Hours	Week 1 Total Unpaid Hours	Week 1 Total Unpaid or OT Hrs	Worked Hrs (Week 2)	Week 2 Total Leave Hours	Week 2 Total Paid Hours	Week 2 Total Unpaid Hours	Week 2 Total Overtime Hours
---------	---------------	-----------------------	---------------------	-------------------------	-----------	---------------------	--------------------------	-------------------------	---------------------------	-------------------------------	---------------------	--------------------------	-------------------------	---------------------------	-----------------------------

- To view the time sheet for an employee, click on the icon in the 'View Time Sheet Details' column.

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



Employee Time Sheet Summary								
Totals		Position Details		Approval Info				
	Empl ID	Employee Name	Pay Period Begin Date	Pay Period End Date	Supervisor Approval Date	Approver Employee ID	Approver Name	
<input type="checkbox"/>	1	Rollins,Denise Nadine	04/20/2014	05/03/2014	05/05/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	2	Rollins,Denise Nadine	05/04/2014	05/17/2014	05/20/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	3	Rollins,Denise Nadine	05/18/2014	05/31/2014	06/03/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	4	Allen,Courtney W	06/01/2014	06/14/2014	06/26/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	5	Hutchins,Jessica D	06/01/2014	06/14/2014	06/26/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	6	Wardell,Jill Weinknecht	06/01/2014	06/14/2014	06/26/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	7	Harris,Kimberly A	06/15/2014	06/28/2014	06/26/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	8	Arora,Shobhna	06/15/2014	06/28/2014	06/26/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	9	Jenkins,Christine Rebecca	06/15/2014	06/28/2014	06/26/2014	MCNAMARA	Sherrell McNamara	
<input type="checkbox"/>	10	Nemirovsky,Kathryn R.	06/15/2014	06/28/2014	06/26/2014	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.