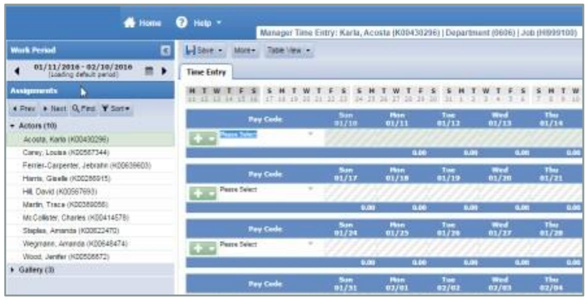
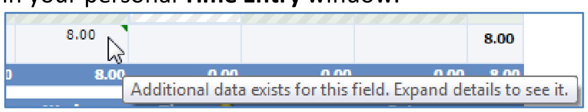
Working with Employee Time Sheets

1. Select **Time Entry > Edit Employee Time** in the Home Screen.
2. The **Manager Time Entry** window appears.
3. Select an assignment group or supervisor's name if you have been delegated more than one group of employees.
4. Select an employee from that assignment group. The employee's time sheet appears.



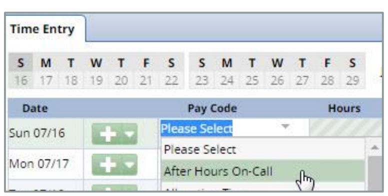
Editing the time sheet for an employee in the **Manager Time Entry** window is the same as working in your personal **Time Entry** window.



Editing Employee Time

1. Open an employee's timesheet.
2. Enter the hours worked or the in/out times.

Managers may have access to certain pay codes which are unavailable to employees and can modify employee time sheets by selecting one of those pay codes.



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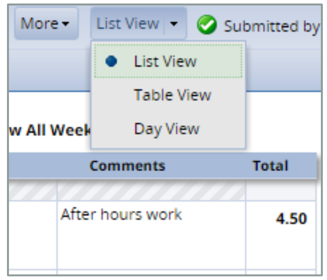
Entering Timesheet Details

The **Comments** field can be used to enter additional information related to a time sheet entry. Note the view below is **List View**.



Exception Handling

An exception is a conflict noted between time and attendance information and the rules under which the time sheet is processed. Exceptions generate messages which appear in the **Messages** tab on the **Time Entry** window for each employee. Some messages are informational and require no action; others require a satisfactory resolution before the time sheet can be successfully submitted.

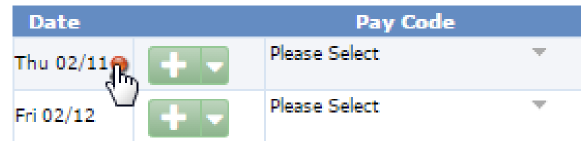
The **Messages** tab presents exceptions. Each exception shows the:

- ☐ Date of the exception
- ☐ Exception message describing the problem
- ☐ Severity of the exception (Informational, Error, or Warning)
- ☐ Any action which may be required

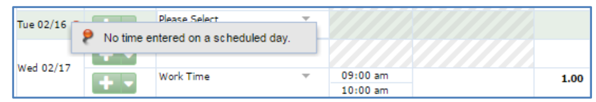
If a time entry has a related exception, a color-coded exception pin appears which, when clicked, displays the **Messages** tab. The exception messages are also color-coded to identify the level of severity.

- ☐ **White**: No exceptions or only informational messages present
- ☐ **Yellow**: Warnings present
- ☐ **Red**: Errors present. Employee will not be paid if not corrected.

3. Time entries associated with exceptions appear on the timesheet marked with a colored pin.



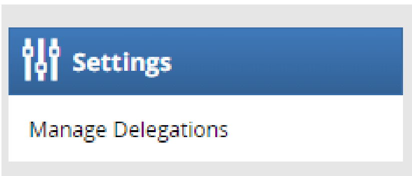
4. Click the pin to display the exception message.



Delegation

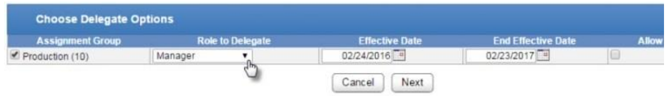
Delegation is the act of granting another manager authority over a group of employees when the typically assigned person is not available. For example, a manager going on vacation for a week can delegate authority over his or her employees to another manager to ensure timesheets are reviewed and approved in his or her absence.

1. On the home screen, select **Settings** > **Manage Delegations**. The Manage Delegations window appears.



2. Click **Delegate Authority**. The **Enter Search Criteria** window appears which lets you search for one or more assignment groups.

3. Click **Search**. A window lists the assignment groups matching your search, along with the roles you are granted for each group.



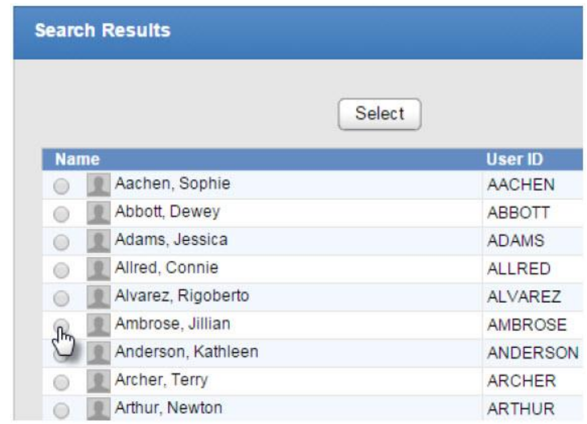
4. For each assignment group being delegated, choose your delegation options.
   - In the **Assignment Group** column, select the checkbox next to the assignment group name.
   - In the **Role to Delegate** column, use the drop-down menu to select the roles to be delegated for the assignment group.
   - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
     - **Effective Date** defaults to today.
     - **End Effective Date** defaults to one week from today. To make a delegation permanent, enter an **End Effective Date** of 12/31/3000.
   - If you are delegating many groups and entering many dates, you can omit the slashes. The system will insert them for you as you exit the date fields.
   - In the **Allow Re-delegation** column, place a checkmark in the checkbox to allow the delegation recipient to delegate the assignment group to another user.

6. Click **Next** to display a search window for selecting the user who will be delegated that assignment group.

7. In the search window, enter your search criteria. You can also use a character string, the wildcard character (*), or a combination to retrieve a list of users matching the characters you enter. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.

8. Click **Search**. A window appears with the results of the search.

9. Select a delegate.



10. Click **Select**. A confirmation message appears that indicates a successful delegation.

11. Click **Continue** to return to the **Manage Delegations** window.

Approving Time Sheets

Managers can approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee's time sheet contains any exception messages.

Time sheets with errors need attention before approval. You can choose to open and edit time sheets to correct any condition causing an exception, to reject time sheets and direct employees to correct them, or approve them despite exceptions. If there is a mixture of error-free time sheets and time sheets with exceptions, you have the option of approving the error-free time sheets immediately. The primary focus of approving or rejecting hours is to correct time sheets to eliminate exceptions.

1. To approve or reject employee time, select **Time Entry** > **Approve Time Sheets**. The **Approve Time Sheets** window appears.

2. From the assignment tree, select the group for which you want to approve or reject hours. The names of the employees in the group populate the main window.

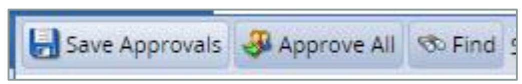
3. You can view an employee's time sheet by clicking anywhere on the row for the employee.

4. To approve employee time sheets, do the following:
   a. Approve the employee hours. To approve an individual employee's hours, select the **Approve** checkbox. The Approve button for an accepted time sheet includes a green check mark. This is a toggle; you can click it again to undo the approval.

   b. If the time sheet data indicates that all time sheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button. *Please note that using the Approval All button will approve all timesheets including those with errors or exceptions.*

   c. If the time sheet data indicates a mixture of error-free time sheets and time sheets with exceptions, you can approve the error-free time sheets immediately by checking the box for **Approval**. You may choose to correct all time sheet errors first, and then approve all employees at once.

5. Click **Save Approvals**. The hours for the applicable employees are saved for the specified work period. When employees access their time sheet for that work period, a note appears informing them that the hours have been approved. They will not be able to enter changes to their time sheet for that work period.

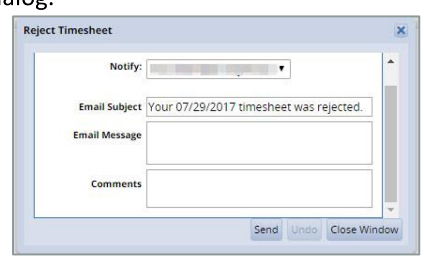


Rejecting Time Sheets

To reject an employee time sheet, do the following:

1. Click the **Reject Time Sheet** button. The **Reject Time Sheet** window appears.

2. Complete the fields in the **Reject Time Sheet** dialog.



Do one of the following:

- Click **Send** to reject the time sheet and send the email message.
- Click **Close Window** to quit the **Reject Time Sheet** window without rejecting the time sheet.
- Click **Undo** to rescind the previous rejection of a time sheet.

3. If you have rejected the timesheet, the **Approve** button is "grayed out." Click **Save Approvals**. Once saved, the **Approve** button for a rejected timesheet is no longer "grayed out".

View History

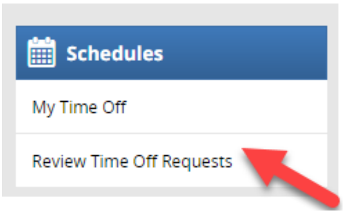
1. Click the **History** button to view the approval or rejection history for an employee timesheet.

2. Review the rejection entry in **the Approval History for Employee** window. The **Approval History for Employee** window displays the action taken, who took action, the date and time of the action, any email messages sent, and comments made.

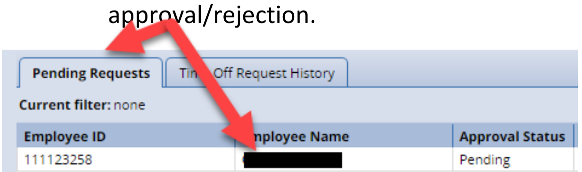
3. Click **Close Window**.

Approving Time Off Requests

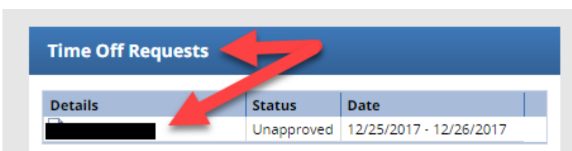
1. Select **Schedules** > **Review Time Off Requests**.



2. Do one of the following:
    a. Select the employee in **the Pending Request** tab you want to review for approval/rejection.



    b. **Select the Employee in Time Off Requests** on the Home Screen.



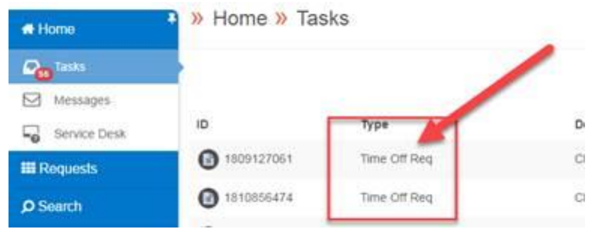
3. The **Request Summary** window appears.
4. Select to **Approve Request** or **Reject Request**.

5. A pop up menu appears for you to enter optional comments viewable to the employee.
6. A status message appears the selection was successfully submitted.

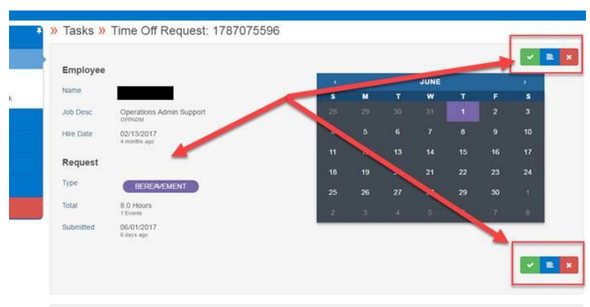
Approving through the Zone

To approve or reject a time off request through the Zone, do the following:

1. Login into **The Zone**.
2. Review **Tasks for Time Off Req**.
3. Click the task you want to review.



4. Review TOR, and click the blue box for comments to enter comments prior to clicking green check box for approval.
5. Otherwise, click green check box to approve.



6. To reject, click the red box to reject, and a pop up menu opens for required comments, then click **Submit**.

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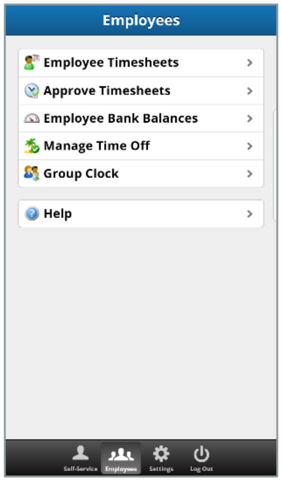
Working with Employee Time Sheets-MOBILE

a. Tap **Employee Timesheets** from the **Employees** menu.

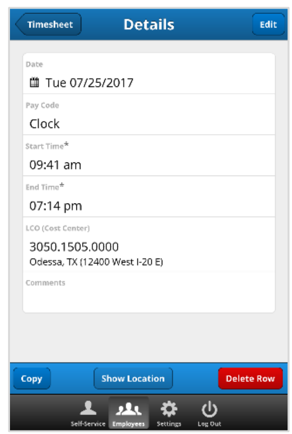


b. Tap on the row of the employee whose timesheet you would like to view.

c. The employee's timesheet appears.

Do one of the following:

- Tap the row you wish to modify. Tap **Edit** and modify the fields as need. You have the ability to copy the entry if necessary.



- Tap the new row icon to add an entry.

  - Complete the fields as requested. Tap **Done**.
  - To discard the row entry, tap **Cancel**.

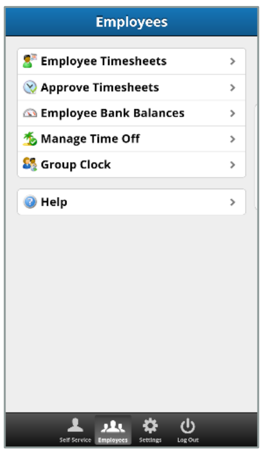
- Tap **Messages** to view and handle any exceptions.
- Tap the ellipses then **Approval History** to review past approvals.

Approving Time Sheets-MOBILE

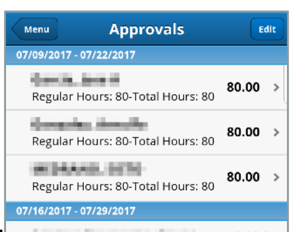
Managers can approve hours for individual employees or for an entire group with WorkForce Time and Attendance Mobile. When you review employee hours, the system allows you to see whether an employee's time sheet contains any exception messages.

Timesheets with errors need attention before approval. You can choose to open and edit time sheets to correct any condition causing an exception, or approve them despite exceptions. The primary focus of approving is to correct time sheets to eliminate exceptions.

a. To approve or reject employee time, tap **Employees**. Next tap **Approve Timesheets** from the Home **Menu** screen. The **Approvals** window appears.

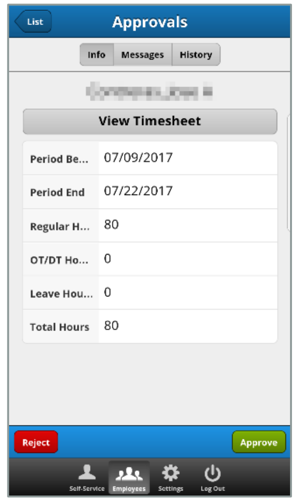


b. You can view an employee's time sheet by tapping on the row for the employee.



Do one of the following:

a. Select an employee. The employee's info screen generates. You can view the employee's exception messages by tapping **Messages**, view their time sheet by tapping **View Time Sheet**, or the approval history by tapping **History**.



b. Tap **Approve.** You are redirected to the **Approvals** screen. The green circle next to the employee indicates that the time sheet has been approved

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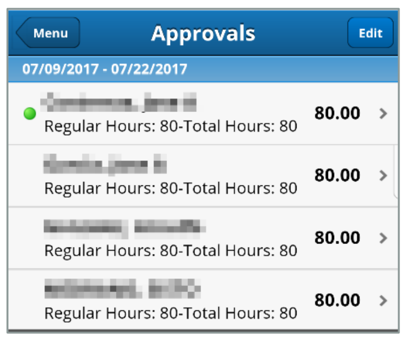
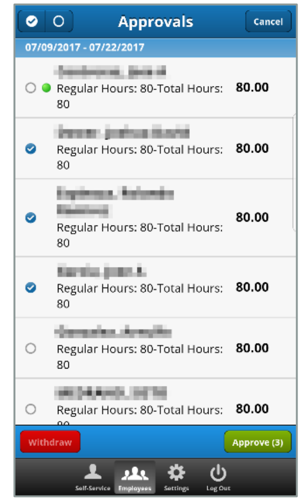


c. To approve multiple time sheets at a time, tap **Edit** from the **Approvals** screen.

i. Tap a circle next to an employee to generate a check mark.

ii. Tap **Approve** to approve all of the time sheets that you selected.



iii. To withdraw a time sheet approval, tap the circle for time sheets that have already been approved and then tap **Withdraw.**

d. Tap **Reject** if you choose to reject the timesheet. Enter comments in the space provided then tap **Reject**.