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.

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.

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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.

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

6. 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.

7. Click Search. A window appears with the results of the search.

8. Select a delegate.

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

10. 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.

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


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.

d. 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.

   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 you selected.
      iii. To withdraw a time sheet approval, tap the circle for time sheets that have already been approved and then tap Withdraw.
      iv. Tap Reject if you choose to reject the timesheet. Enter comments in the space provided then tap Reject.