



EMPLOYEE TIME ENTRY

TIME APPROVAL FOR SUPERVISORS

OVERVIEW

- ▶ Supervisors can review their employees' time entries at any time, and approve or reject them as appropriate.
- ▶ The contact for "Supervisory Approval" is the Payroll Office (783-2145)

LOGIN

- ▶ Login to WebAdvisor

Please refer to Section 404 for information about logging into the Colleague database system.

TIME APPROVAL (FOR SUPERVISORS)

MENU SELECTION

- ▶ From the **Employees WebAdvisor for Employees menu**, select **Time Approval (for Supervisors)**

Time Entry and Approval

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[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)

- ▶ You will now see pay periods available for approval and an "Approve By Date", which marks the time when a supervisor will no longer have access to approve hours for this pay period.

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	07/01/06	07/15/06	10/22/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	07/01/06	07/15/06	10/22/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	07/16/06	07/31/06	11/07/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	07/16/06	07/31/06	11/07/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/06	08/15/06	11/22/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/06	08/15/06	11/22/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/16/06	08/31/06	12/06/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/16/06	08/31/06	12/06/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	09/01/06	09/15/06	12/23/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	09/01/06	09/15/06	12/23/06	Mr. Robert	Police	Police	Morehead	0.00

TIME APPROVAL FOR SUPERVISORS

APPROVING

Regular

The Office of Human Resources will oversee the hiring of all regular employees.

College Workstudy

The Office of Financial Aid will oversee the hiring of all federal, institutional, and Undergraduate Fellowship student employees.

Hours worked for both regular and college workstudy employees will be approved at the departmental level.

- ▶ Approving an Employee's Time. A supervisor can approve an employee's time entry on any of the following forms:
 - Employee Time Entries. Clicking the Approve box for one or more time entries and then clicking the Submit button automatically approves those time entries. If the Review Entry box is also clicked for a time entry, then the Time Entry form is displayed for the supervisor to review. "Approve" is already displayed in the Supervisor Decision box; however, the supervisor can change that decision if necessary.
 - Time Entry and Time In/Out. In the Supervisor Decision box, supervisors choose "Approve" and click the Submit button to approve the time entry.
- ▶ Regardless of the form that supervisors use to approve an employee's time entry, an email automatically notifies the employee that the time entry is approved.
- ▶ A checkmark in the Review Entry column alerts supervisors to a time entry that should be reviewed. Select the appropriate pay period, employees to review and SUBMIT. (Employees must be working in a position that has been assigned a Time Entry form to be listed.) Review the time entered by the employee. You may modify, approve or reject the time entry. If an employee has entered time in/out, you may select the review box.

The employee has time in/out data. To review it, click the box

SPECIAL NOTE REGARDING WORKSTUDY STUDENTS: YOU MUST MAINTAIN A RECORD OF SPECIFIC HOURS WORKED AS YOU HAVE IN THE PAST FOR AUDIT PURPOSES. THIS MUST BE MAINTAINED ON A PAPER TIME CARD OR ON A DETAILED WEB TIME ENTRY TIME CARD. TIME CARDS MUST BE SIGNED IN INK OR ELECTRONICALLY.

- ▶ You will then see the employee's time in/out form. This form shows specific hours worked during the day.

Date	Day	Time In	Time Out	Insert Line
05/28/06	Sunday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
05/29/06	Monday	08:00AM	10:30AM	<input type="checkbox"/>
05/30/06	Tuesday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
05/31/06	Wednesday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/01/06	Thursday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/02/06	Friday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/03/06	Saturday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/04/06	Sunday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/05/06	Monday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/06/06	Tuesday	08:00AM	11:00AM	<input type="checkbox"/>
06/07/06	Wednesday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/08/06	Thursday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/09/06	Friday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
06/10/06	Saturday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- ▶ This form is only available for those employees who enter time in and time out data. The supervisor may modify the employees' time entry; however, you should be very cautious. You should have documentation to support your change and you must make sure that the employee resubmits their time card as approved or they sign the paper copy as proof that they agree with the adjustment.

REJECTING

- ▶ Rejecting an Employee's Time. To reject an employee's time entry on either the time entry or time in/out, the supervisor chooses "Reject" in the Supervisor Decision Box. In addition, the supervisor **must do** the following: 1) Enter comments in the Supervisor Comments box, which becomes the email text to the employee. 2) If the employee's e-mail address box is blank, enter the e-mail address for the employee who time is being rejected.
- ▶ When the employee receives the rejection notice, they can change the time that they entered and re-sign the time entry as long as the deadline for completing the time entry has not passed.

NOTE: Regardless of whether the supervisor approves or rejects the employee's time entry, or takes no action at all, employees are always paid. You must notify the Payroll Office when changes are required and you are unable to adjust on WebAdvisor.

MODIFYING

- ▶ Modifying an Employee's Time Entry. Supervisors can modify an employee's time entry either in Time Entry or Time In/Out. If you modify Time In/Out, you must change the hours on the Time In/Out form **FIRST** and the Time Entry form will automatically be adjusted according to the sum total of the time listed.
- ▶ When a supervisor modifies an employee's time entry, an automatic e-mail notifies the employee of the change.
- ▶ The Employee Time Entry form provides a list of the supervisor's employees who use WebAdvisor to enter hours worked for the pay period that is open for processing. Therefore, if more than one pay period is open, the same employee might be listed multiple times.

TIME APPROVAL FOR SUPERVISORS

- ▶ **Entry Level/Alternate Supervisor.** Alternate supervisors, who need to approve the time entries for another supervisor's employees, choose the appropriate supervisor from a list provided in the "Approve time entries on behalf of" box. That supervisor's employees are then displayed on the form.

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	07/01/06	07/15/06	10/22/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	07/01/06	07/15/06	10/22/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/16/06	07/31/06	11/07/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	82.50
<input type="checkbox"/>	<input type="checkbox"/>	07/16/06	07/31/06	11/07/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/06	08/15/06	11/22/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/06	08/15/06	11/22/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/16/06	08/31/06	12/08/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/16/06	08/31/06	12/08/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	09/01/06	09/15/06	12/23/06 04:30PM	Ms. Demi Moore	Payroll Assistant	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	09/01/06	09/15/06	12/23/06 04:30PM	Mr. Robert Redford	Police Supervisor	Police Department	Morehead Campus	0.00

Approve time entries on behalf of

SUBMIT

- ▶ You will select the individual that you want to approve on behalf of. You will then see the employees that have that individual as their supervisor. See as follows:

Employee Time Entries

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Department	Location	Total Hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/28/06	06/10/06	09/17/06 04:30PM	Mr. Harrison Ford	Workstudy (Federal)	Payroll	Morehead Campus	5.50
<input type="checkbox"/>	<input type="checkbox"/>	07/01/06	07/15/06	10/22/06 04:30PM	Mr. Harrison Ford	Workstudy (Federal)	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	07/16/06	07/31/06	11/07/06 04:30PM	Mr. Harrison Ford	Workstudy (Federal)	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/06	08/15/06	11/22/06 04:30PM	Mr. Harrison Ford	Workstudy (Federal)	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	08/16/06	08/31/06	12/08/06 04:30PM	Mr. Harrison Ford	Workstudy (Federal)	Payroll	Morehead Campus	0.00
<input type="checkbox"/>	<input type="checkbox"/>	09/01/06	09/15/06	12/23/06 04:30PM	Mr. Harrison Ford	Workstudy (Federal)	Payroll	Morehead Campus	0.00

SUBMIT

Supervisors must pay close attention to employees with EQ hours or overtime for the semi-monthly period. EQ time should be reduced on the time card and submitted when due for payment. Overtime should be reduced from the time card also. You should email all overtime hours to the Payroll Office so these hours can be added during the payroll process. These adjustments should be done immediately before approving the time card.

EMPLOYEE HISTORY (FOR SUPERVISORS)

- ▶ You will proceed as needed on this form. **REMEMBER:** If you are serving as an entry level/alternate supervisor and **DO NOT** have the authority to actually approve the time, you will simply enter the hours for the employee and submit. **DO NOT APPROVE.**

- ▶ This section allows the supervisor to review historical data.

Time Entry and Approval

[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)

- ▶ Supervisors can choose whose time history they want to review and the available years are displayed in a drop-down list.
- ▶ The list includes the past pay periods for which time history is available and the current pay period only if the employee has electronically signed the time entry form or a supervisor approved or rejected it.
- ▶ You may review time that was entered and, if necessary, approve the final record.
- ▶ If the time entry was used in payroll calculation without the supervisor's signature, the supervisor can enter an approval for auditing purposes on the final record of a time entry.



- ▶ To approve the time entry, select “Approve” from the drop-down list in the Supervisor Decision box.
- ▶ **NOTE: Because the payrolls have been processed, supervisors cannot change any data that is displayed nor can they choose to reject an unapproved time entry.**



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