

Time & Labor for Hourly Employees

Time & Labor WorkCenter
Manager Training

Time & Labor for Hourly Employees

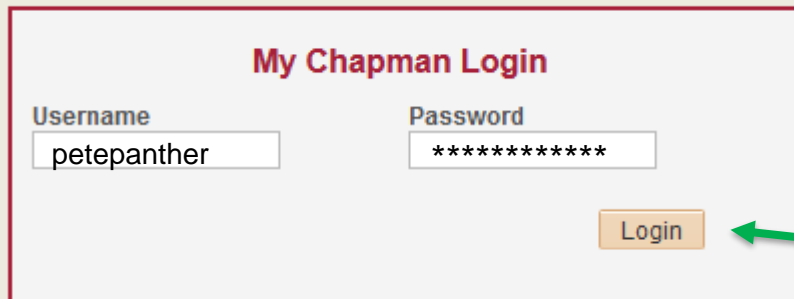
What's new?

- Edits and Changes can be made at anytime
- No more paper timesheets
- Managers have the ability and responsibility of approving or denying a submitted timesheet before it is sent to payroll.
- New system will go live starting on January 16th, 2017.

Time & Labor for Hourly Employees

Accessing Your Time Sheet

- 1) Go to my.chapman.edu
- 2) Enter your **username** & **password** and click **Login**



The screenshot shows a login interface titled "My Chapman Login" in red text. Below the title are two input fields: "Username" and "Password". The "Username" field contains the text "petepanther". The "Password" field contains a series of asterisks "*****". To the right of these fields is an orange "Login" button. A green arrow points from the "Login" button in the list to the "Login" button in the form.

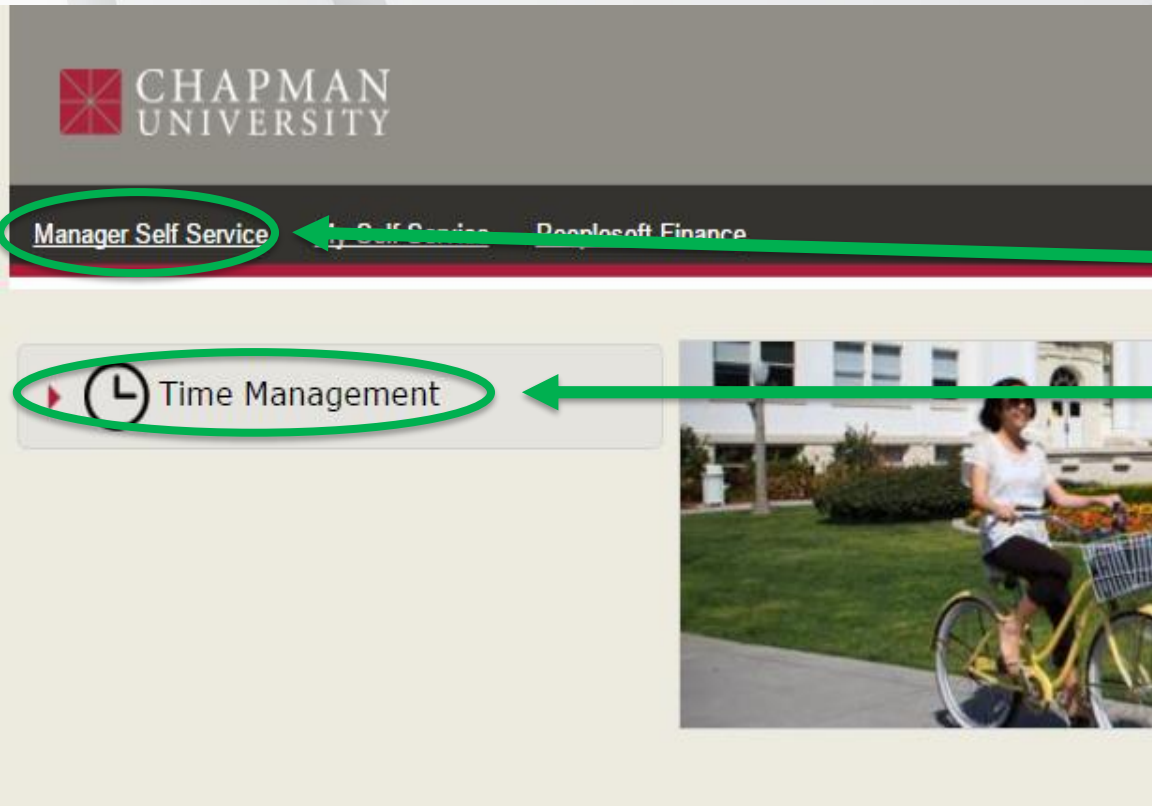
My Chapman Login

Username: petepanther

Password: *****

Login

Time & Labor for Hourly Employees



Accessing Manager WorkCenter

3) Go to **Manager Self-Service**

4) Select **Time Management**

Time & Labor for Hourly Employees

Accessing Your Time Sheet

- 5) Select “**Time and Labor WorkCenter**” to access the manager page.



[Manager Self Service](#) [My Self Service](#) [Peoplesoft Finance](#)

▼  Time Management

– Time and Labor WorkCenter



Time & Labor for Hourly Employees

You have now arrived to the Time & Labor WorkCenter for managers / approvers.

[Welcome](#) | [Manage Time](#) | [Calendar](#)

[Announcements](#) | [Alerts](#)

Displays Announcements pertaining to these employee.

[Announcements](#)

No Current Announcements.

Time & Labor for Hourly Employees

Navigating the Manager WorkCenter Tabs

Time & Labor for Hourly Employees

Welcome | Manage Time | Calendar

Announcements | Alerts

Displays Announcements pertaining to these employee.

Announcements

No Current Announcements.

Welcome – Allows you to view any announcements or alerts sent out by Payroll.

Time & Labor for Hourly Employees

Manage Time – This is where you will be approving timesheet submissions and access other reporting tools.



[Welcome](#) [Manage Time](#) [Calendar](#)


[Exceptions](#) | [Approve Payable Time](#) | [Payable Time Detail](#) | [Timesheet](#) | [Leave and Compensatory Time](#)

Employee Selection

Filtering Options

Exceptions ?

Personalize | Find | View All |   First 1 of 1 Last

[Overview](#) | [Details](#) | [Demographics](#) | 

Allow	Last Name	First Name	Empl ID	Empl Record	Exception ID	Description	Date	Severity
<input type="checkbox"/>				0				

Allow Exceptions ?

[Select All](#) [Deselect All](#)

[Save](#)

Time & Labor for Hourly Employees

Welcome | Manage Time | **Calendar**

Monthly Time Calendar | Weekly Time Calendar

Employee Selection

Daily Time Calendar | Weekly Time Calendar | Monthly Time Calendar

View Criteria ?

Week of 12/26/2016 Previous Week Next Week

Start Time End Time

Reported or Payable Hours

Reported Hours Payable Hours

Display Options ?

Show Schedule Show Training Hours Show Holidays Show Planned Overtime Show Exceptions Show Symbols

Refresh View

Weekly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	Mon. 12/26/2016	Tue. 12/27/2016	Wed. 12/28/2016	Thu. 12/29/2016
					-	-	-	-	-
					-				

Legend

Workday	Off Day
---------	---------

Calendar – Lets you view your team's submitted timesheets on a calendar layout.

(Day, Week, Calendar Period)

All TRCs are color coded and will be visible in this view.

If time for an employee is missing, then it has not been submitted yet.

Time & Labor for Hourly Employees

Navigating the Manage Time Tabs

Time & Labor for Hourly Employees

Exceptions Tab – Lets you see any alerts caused by a team member's timesheet submission.

Welcome | **Manage Time** | Calendar

Exceptions | Approve Payable Time | Payable Time Detail | Timesheet | Leave and Compensatory Time

Employee Selection

Filtering Options

Exceptions ? Personalize | Find | View All | First 1 of 1 Last

Overview | Details | Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Exception ID	Description	Date	Severity
<input type="checkbox"/>				0				

Allow Exceptions ?

Select All Deselect All

Save

Time & Labor for Hourly Employees

3 Exceptions that will trigger an alert:

- Attempting to use benefit hours during the first 90 days of employment (**Not Eligible**)
- Attempting to use “Sick” time directly before or after a holiday. (**Requires Manager Approval**)
- Attempting to submit benefit hours totaling more than 8 hours in a single day. (**Must Correct**)



Welcome | **Manage Time** | Calendar


Exceptions | Approve Payable Time | Payable Time Detail | Timesheet | Leave and Compensatory Time

Employee Selection

Filtering Options

Exceptions ?

Personalize | Find | View All |   First 1 of 1 Last

Overview | Details | Demographics | 

Allow	Last Name	First Name	Empl ID	Empl Record	Exception ID	Description	Date	Severity
<input type="checkbox"/>				0				

Allow Exceptions ?

Select All | Deselect All


Save

Time & Labor for Hourly Employees

Approve Payable Time:

This is where you will physically go in to approve your team's timesheet submissions. You can approve, deny, or push back the entire submission from this screen

Important:




Make sure you select the correct **Date Range** and refresh  the search before moving on to the next steps.





Welcome | **Manage Time** | Calendar


Exceptions | **Approve Payable Time** | Payable Time Detail | Timesheet | Leave and Compensatory Time

Employee Selection


Change Time in View

Start Date 12/05/2016  End Date 01/08/2017  

Employees For Garrett Eastwood  [Personalize](#) | [Find](#) | [View All](#)  First  1 of 1  Last

Time Summary | Demographics 

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Regular-NTD	Overtime	Jury/Brv/SpHol/Oth/Meal	Sick	Vacation
<input type="checkbox"/>	Servicedesk	Sally	9999991	0	56.00	56.00	0.00	0.00	0.00	0.00

 Select All Deselect All

[Approve](#) [Deny](#) [Push Back](#)

Time & Labor for Hourly Employees

Approve Payable Time:

1) Select the check box and click either Approve, Deny, or Push Back the entire time sheet submission at one time.

Or

2) Click on the **Last Name** of the employee for a detailed view of their timesheet submission.

Welcome | **Manage Time** | Calendar

Exceptions | **Approve Payable Time** | Payable Time Detail | Timesheet | Leave and Compensatory Time

Employee Selection

Change Time in View

Start Date 12/05/2016 End Date 01/08/2017

Employees For Garrett Eastwood

Personalize | Find | View All | First 1 of 1 Last

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Regular-NTD	Overtime	Jury/Brv/SpHol/Oth/Meal	Sick	Vacation
<input type="checkbox"/>	Servicedesk	Sally	9999991	0	56.00	56.00	0.00	0.00	0.00	0.00

Select All Deselect All

Approve Deny Push Back

Time & Labor for Hourly Employees

Approve Payable Time: View if you click on the employee's name based on the **Date Range**.

Approve Payable Time


Sally Servicedesk
Technical Admin I





Employee ID 9999991
















Employment Record 0

Start Date 12/05/2016

End Date 01/08/2017

Approval Details 

Personalize | Find | View All |   First  1-7 of 7  Last

Overview	Time Reporting Elements	Cost	Task Reporting Elements					
Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Review Comments
<input type="checkbox"/>	12/23/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/26/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/27/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/28/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/29/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/30/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	01/02/2017	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	

Select All Deselect All


[Approve](#) [Deny](#) [Push Back](#)

[Return to Approval Summary](#)

Time & Labor for Hourly Employees

Approve Payable Time:

You have ability to leave and review comments from this screen

The  icon on the right side of the page will let you access the comments window

Approve Payable Time

Sally Servicedesk
Technical Admin I

Employee ID 9999991
Employment Record 0

Start Date 12/05/2016
End Date 01/08/2017

Approval Details ?

Personalize | Find

Overview	Time Reporting Elements	Cost	Task Reporting Elements	
Select	Date	Time Reporting Code	Status	Quantity Type Accounting Date
<input type="checkbox"/>	12/23/2016	011	Needs Approval	8.00 Hours <input type="text"/> 31
<input type="checkbox"/>	12/26/2016	011	Needs Approval	8.00 Hours <input type="text"/> 31
<input type="checkbox"/>	12/27/2016	011	Needs Approval	8.00 Hours <input type="text"/> 31
<input type="checkbox"/>	12/28/2016	011	Needs Approval	8.00 Hours <input type="text"/> 31
<input type="checkbox"/>	12/29/2016	011	Needs Approval	8.00 Hours <input type="text"/> 31
<input type="checkbox"/>	12/30/2016	011	Needs Approval	8.00 Hours <input type="text"/> 31
<input type="checkbox"/>	01/02/2017	011	Needs Approval	8.00 Hours <input type="text"/> 31

Select All

Deselect All





Approve

Deny

Push Back

Return to Approval Summary

Review Comments

Time & Labor for Hourly Employees

Approve Payable Time:

Here is how to leave a comment for time submission.



- 2) Enter your comment in the open text field on the right.
- 3) Click **Apply** to save the comment.
- 4) Click **OK** to return to the list of timesheet submissions

Comments

Sally Servicedesk Employee ID 9999991
Technical Admin I Employment Record 0
Actions ▾

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 12/26/2016 Personalize | Find | View All |   First 1 of 1 Last


Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1 12/26/2016	eastwood	01/05/2017 4:55PM	Approvals	<input type="checkbox"/>	<div></div>

Add Comment

OK Cancel Apply

Time & Labor for Hourly Employees

Approve Payable Time:


When you see the icon showing as  , this means that there are comments available to be viewed.



Approve Payable Time
















Sally Servicedesk
Technical Admin I

Employee ID 9999991
Employment Record 0

Start Date 12/05/2016
End Date 01/08/2017

Approval Details 

Personalize | Find | View All |  | 

Overview	Time Reporting Elements	Cost	Task Reporting Elements					
Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	
<input type="checkbox"/>	12/23/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/26/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/27/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/28/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/29/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/30/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	01/02/2017	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	

Select All Deselect All

Approve Deny Push Back

[Return to Approval Summary](#)

Review Comments

Time & Labor for Hourly Employees

Approve Payable Time:

Once you are ready to approve the time submission, click the box on the left and click Approve. Or if you wish to approve everything, click Select All.

Approve Payable Time

Sally Servicedesk
Technical Admin I

Employee ID 9999991
Employment Record 0

Start Date 12/05/2016
End Date 01/08/2017

Approval Details ?

Personalize | Find | View All | First 1-7 of 7 Last

Overview	Time Reporting Elements	Cost	Task Reporting Elements					
Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Review Comments
<input type="checkbox"/>	12/23/2016	011	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	12/26/2016	011	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	12/27/2016	011	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	12/28/2016	011	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	12/29/2016	011	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	12/30/2016	011	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	01/02/2017	011	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	

Select All Deselect All

Approve Deny Push Back

[Return to Approval Summary](#)

Time & Labor for Hourly Employees

Approve Payable Time:

You will get the following message confirming that you are about to approve a submission.

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Time & Labor for Hourly Employees

Approve Payable Time:

If you click Yes on the previous message, you will receive a confirmation that the approval was successful.

Save Confirmation



The Save was successful.

OK

Time & Labor for Hourly Employees

Approve Payable Time:

At this point the request will be removed from the list below. If you want to approve all at one time, click **“Select All”** at the bottom.

Approve Payable Time

Sally Servicedesk
Technical Admin

Employee ID 9999991
Employment Record 0

Start Date 12/05/2016
End Date 01/08/2017

Approval Details ?

Personalize | Find | View All | First 1-6 of 6 Last

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Review Comments
<input type="checkbox"/>	12/26/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/27/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/28/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/29/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/30/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	01/02/2017	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	

Select All Deselect All

Approve Deny Push Back

Time & Labor for Hourly Employees

Approve Payable Time:

Each time you make a decision on this page and confirm it, an email notification will be sent to the user.

Approve Payable Time

Sally Servicedesk

Technical Admin!





Start Date 12/05/2016













End Date 01/08/2017

Employee ID 9999991

Employment Record 0

Approval Details ?

Personalize | Find | View All |   First  1-6 of 6  Last

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Review Comments
<input type="checkbox"/>	12/26/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/27/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/28/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/29/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	12/30/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	01/02/2017	011	Needs Approval	8.00	Hours	<input type="text"/> 	Adjust Reported Time	

Select All Deselect All

Time & Labor for Hourly Employees

Approve Payable Time:

Approve – Approve payable time submission; user will be notified via an automated email

Deny – Not approving the timesheet; user will be notified via an automated email.

Push Back – Not approving the timesheet; user will be notified via an automated email.
(Recommended over using “Deny”)

Approve Payable Time

Sally Servicedesk

Technical Admin. I

Employee ID 9999991

Employment Record 0

Start Date 12/05/2016

End Date 01/08/2017

Approval Details ?

Personalize | Find | View All | First 1-6 of 6 Last

Overview	Time Reporting Elements	Cost	Task Reporting Elements					
Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Review Comments
<input type="checkbox"/>	12/26/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/27/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/28/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/29/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	12/30/2016	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	
<input type="checkbox"/>	01/02/2017	011	Needs Approval	8.00	Hours	<input type="text"/> 31	Adjust Reported Time	

Select All Deselect All

Approve Deny Push Back

Time & Labor for Hourly Employees

Payable Time Details:

Provides more reporting information regarding the time submitted.




- 1) Search an employee using the **Employee Selection** menu.
- 2) Select the Last Name of the employee to view a snapshot of the employee's payable time submissions and their current status.


[Welcome](#) | [Manage Time](#) | [Calendar](#)

[Exceptions](#) | [Approve Payable Time](#) | [Payable Time Detail](#) | [Timesheet](#) | [Leave and Compensatory Time](#)

Employee Selection

Employees For Garrett Eastwood


[Personalize](#) | [Find](#) |  First  1 of 1  Last

[Time Reporters](#) | [Demographics](#) | 


Last Name	First Name	Employee ID	Employment Record
Servicedesk	Sally	9999991	0

Time & Labor for Hourly Employees

Payable Time Details:

For more information regarding Time Reporting Code translation, click on the  icon.

Payable Status Filter

Payable Time 

Overview Time Reporting Elements Task Reporting Elements Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
01/02/2017	Needs Approval		011	8.00	Hours	
01/16/2017	Needs Approval		011	8.00	Hours	
01/16/2017	Needs Approval		031	8.00	Hours	
01/17/2017	Needs Approval		031	8.00	Hours	
01/18/2017	Needs Approval		031	8.00	Hours	
01/19/2017	Needs Approval		031	6.00	Hours	
01/20/2017	Needs Approval		002	1.00	Hours	
01/20/2017	Needs Approval		031	8.00	Hours	
01/30/2017	Needs Approval		011	8.00	Hours	

Time & Labor for Hourly Employees

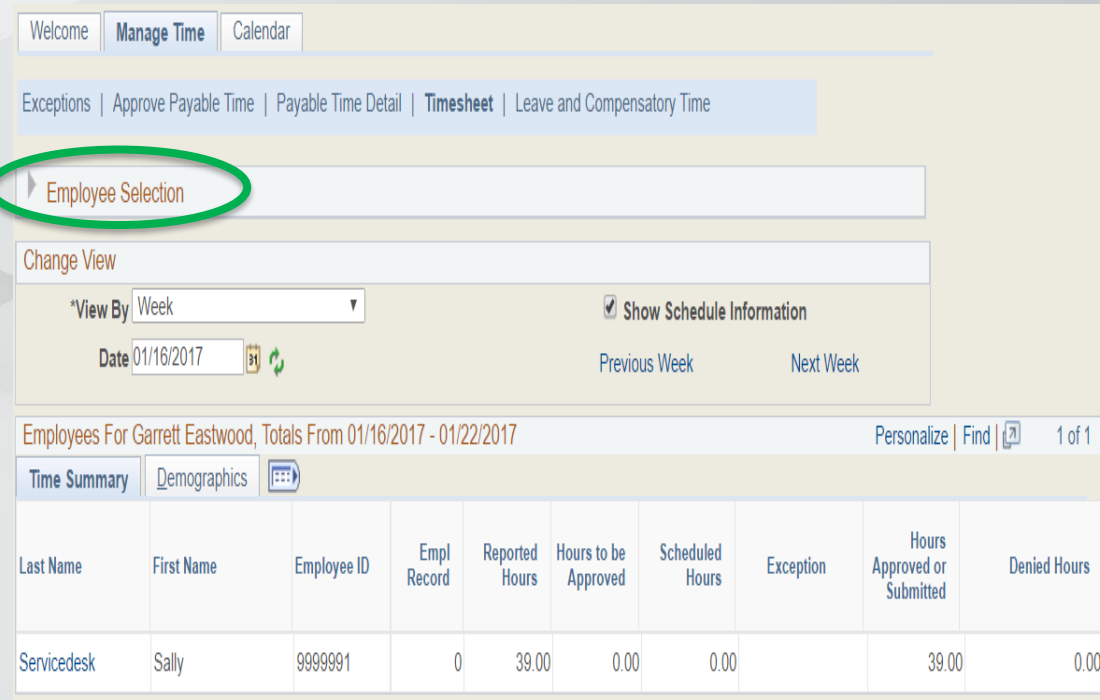
Timesheet:

Provides the manager a view and more details on an employee's submitted timesheet.

All Employees will be listed on this view.

To use the Employee Selection Tool:


- 1) Select the **Employee Selection** menu.

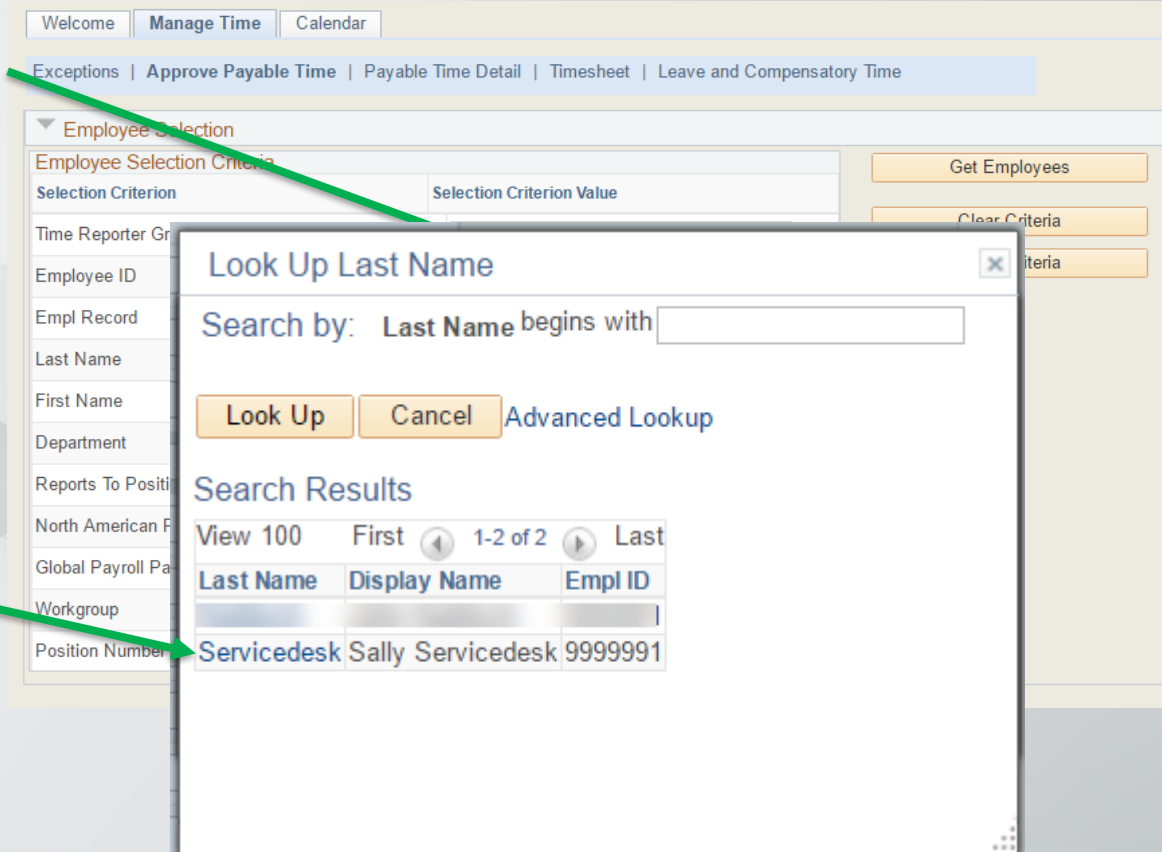


The screenshot shows the 'Manage Time' interface. At the top, there are tabs for 'Welcome', 'Manage Time', and 'Calendar'. Below these are links for 'Exceptions', 'Approve Payable Time', 'Payable Time Detail', 'Timesheet', and 'Leave and Compensatory Time'. The 'Employee Selection' menu is highlighted with a green circle and an arrow. Below this is a 'Change View' section with a '*View By' dropdown set to 'Week', a 'Date' field set to '01/16/2017', and a 'Show Schedule Information' checkbox. There are also links for 'Previous Week' and 'Next Week'. The main section is titled 'Employees For Garrett Eastwood, Totals From 01/16/2017 - 01/22/2017'. It includes a 'Personalize' link, a 'Find' icon, and a '1 of 1' indicator. Below this is a table with columns for 'Last Name', 'First Name', 'Employee ID', 'Empl Record', 'Reported Hours', 'Hours to be Approved', 'Scheduled Hours', 'Exception', 'Hours Approved or Submitted', and 'Denied Hours'. The table contains one row for 'Servicedesk' with first name 'Sally' and employee ID '9999991'.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Servicedesk	Sally	9999991	0	39.00	0.00	0.00		39.00	0.00

Time & Labor for Hourly Employees

- 2) Click on the  icon for the “**last name**” field to search and select employee
- 3) Select the employee’s **Last Name** from the list of available employees.



Welcome | **Manage Time** | Calendar

Exceptions | **Approve Payable Time** | Payable Time Detail | Timesheet | Leave and Compensatory Time

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Department	
Reports To Position	
North American Region	
Global Payroll Package	
Workgroup	
Position Number	

Get Employees

Clear Criteria

Criteria

Look Up Last Name

Search by: Last Name begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Last Name	Display Name	Empl ID
Servicedesk	Sally Servicedesk	9999991

Time & Labor for Hourly Employees

Approve Payable Time:

4) Select “Get Employee”

The screenshot shows a web application interface for 'Approve Payable Time'. The top navigation bar includes 'Welcome', 'Manage Time', and 'Calendar'. Below this, a secondary navigation bar contains 'Exceptions', 'Approve Payable Time' (highlighted), 'Payable Time Detail', 'Timesheet', and 'Leave and Compensatory Time'. The main content area is titled 'Employee Selection' and contains a table for 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Last Name' row is highlighted, and its value is 'Servicedesk'. To the right of the table, there are three buttons: 'Get Employees' (circled in green), 'Clear Criteria', and 'Save Criteria'.

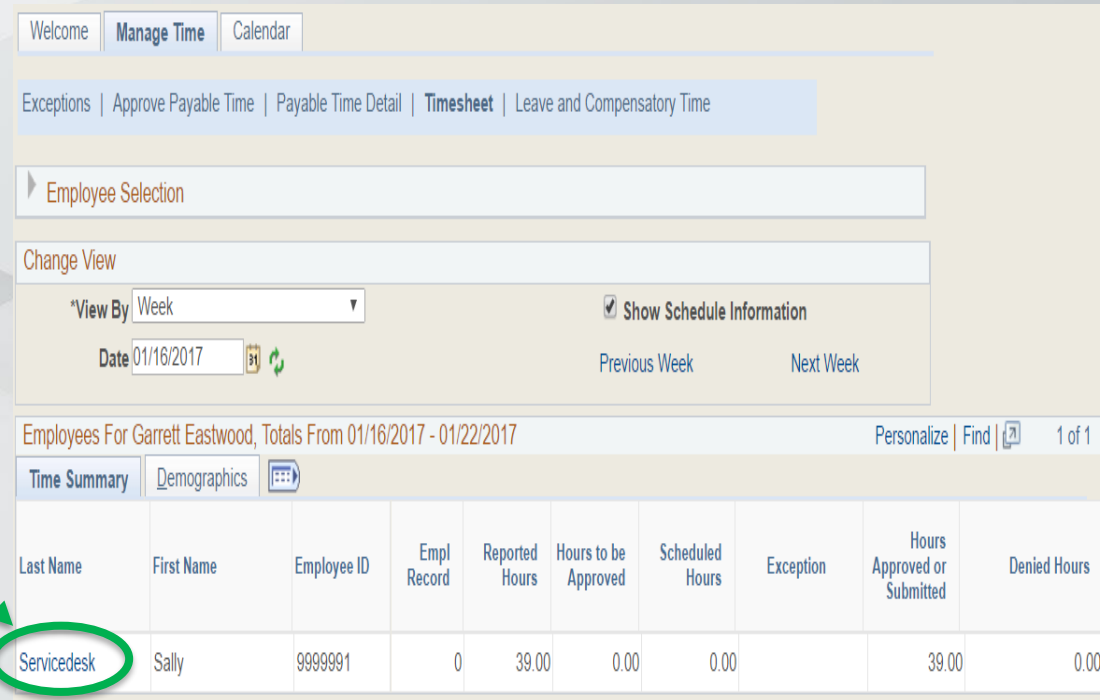
Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	Servicedesk
First Name	
Department	
Reports To Position Number	
North American Pay Group	
Global Payroll Pay Group	
Workgroup	
Position Number	

Time & Labor for Hourly Employees

Timesheet:

Provides the manager a view and more details on an employee's submitted timesheet.

- 5) Once you have selected the employee, click on the **Last Name** for a detailed view of the submitted timesheet.



Welcome | **Manage Time** | Calendar

Exceptions | Approve Payable Time | Payable Time Detail | **Timesheet** | Leave and Compensatory Time

Employee Selection

Change View

*View By Week ☐ Show Schedule Information

Date 01/16/2017

Previous Week Next Week

Employees For Garrett Eastwood, Totals From 01/16/2017 - 01/22/2017 [Personalize](#) | [Find](#) | 1 of 1

Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Servicedesk	Sally	9999991	0	39.00	0.00	0.00		39.00	0.00

Time & Labor for Hourly Employees

Timesheet:

Here is an example of what a manager can view on a submitted timesheet.

Timesheet

Sally Servicedesk
Technical Admin I

Employee ID 9999991
Empl Record 0
Earliest Change Date 02/06/2017

Select Another Timesheet

View By Week

Previous Week Next Week

Date 01/16/2017

Print Timesheet

Reported Hours 39.00

From 01/16/2017 to 01/22/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period.

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Override Reason	2nd Meal Waiver	Date		
	Mon	1/16	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	031 - Hours Worked			WAIVE	1/16	+	-
	Tue	1/17	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	031 - Hours Worked			WAIVE	1/17	+	-
	Wed	1/18	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	031 - Hours Worked			WAIVE	1/18	+	-
	Thu	1/19	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00	031 - Hours Worked			WAIVE	1/19	+	-
	Fri	1/20	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	6:00:00PM	9.00	031 - Hours Worked			WAIVE	1/20	+	-
	Sat	1/21	New									WAIVE	1/21	+	-
	Sun	1/22	New									WAIVE	1/22	+	-

Submit

Clear

Summary

Exceptions

Payable Time

Reported Time Summary

Personalize | Find | 1-3 of 3


Category	Total	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Sun 1/22
Regular-NTD	39.00	8.00	8.00	8.00	6.00	9.00		
Total Reported Hours	39.00	8.00	8.00	8.00	6.00	9.00		
Time with no Category								

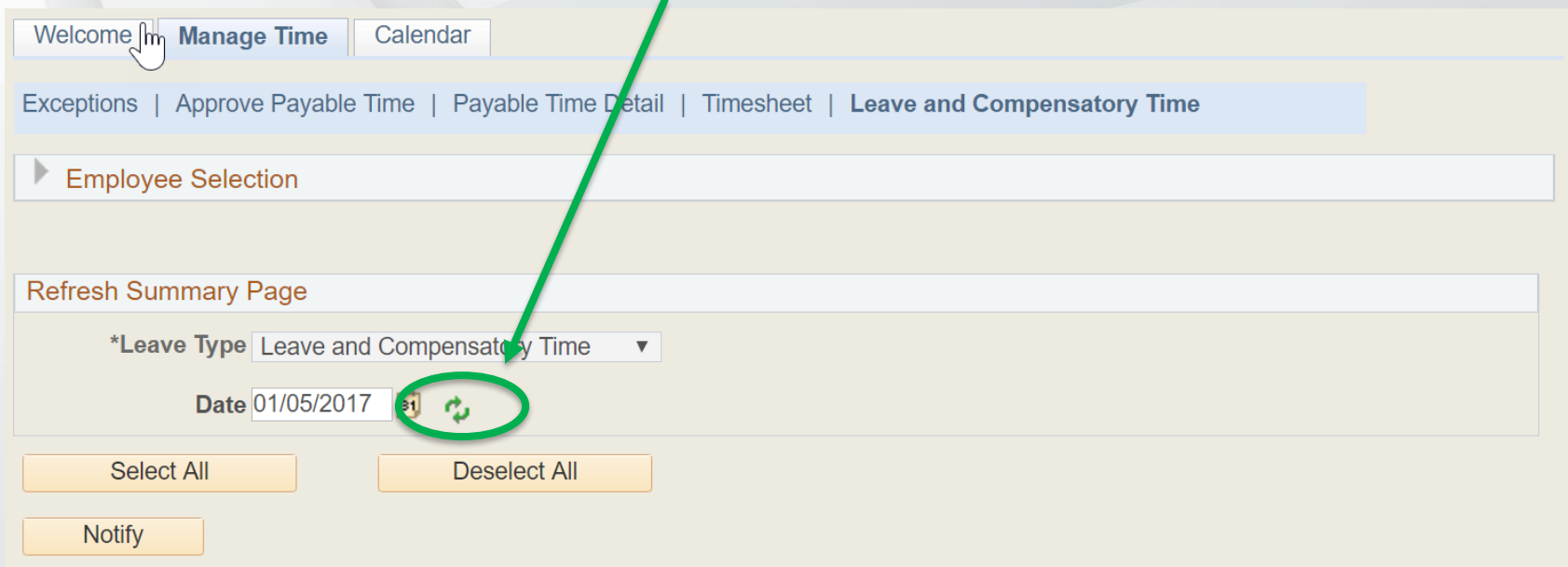
Return to Select Employee

Time & Labor for Hourly Employees

Leave and Compensatory Time:

Provides the manager a snapshot view of the employee's benefit hours accrual and usage.

- 1) The date field will default to the current date. You will need to change it to the desired date.
- 2) After changing the date, click on the  (refresh) icon to update your search.




Welcome | **Manage Time** | Calendar

Exceptions | Approve Payable Time | Payable Time Detail | Timesheet | **Leave and Compensatory Time**

Employee Selection

Refresh Summary Page

*Leave Type: Leave and Compensatory Time ▼

Date: 01/05/2017 

Select All | Deselect All

Notify

Time & Labor for Hourly Employees

Leave and Compensatory Time:

Provides the manager a snapshot view of the employee's benefit hours accrual and usage.

3) From this screen, you can view any accrual or usage for employees on your team.

[Exceptions](#) | [Approve Payable Time](#) | [Payable Time Detail](#) | [Timesheet](#) | **[Leave and Compensatory Time](#)**

[Employee Selection](#)

[Refresh Summary Page](#)

*Leave Type [Leave and Compensatory Time](#) ▼
Date

Information regarding employees Leave /Compensatory balances. Balances can be notified to the employees using the Notify function.

Employees For Garrett Eastwood

[Personalize](#) | [Find](#) | [View All](#)

First 1-4 of 4 Last

Select	Last Name	First Name	Employee ID	Empl Record	Plan Type Description	Unit Type	Carry Over	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
<input type="checkbox"/>		John		0	Personal Holiday	Hours	0.000000	0.000	8.000000	0.000	8.000	10/01/2016
<input type="checkbox"/>		John		0	Family Sick	Hours	0.000000	0.000	80.000000	21.000	59.000	10/01/2016
<input type="checkbox"/>		John		0	Sick	Hours	720.000000	720.000	46.000000	46.000	720.000	11/01/2016
<input type="checkbox"/>		John		0	Vacation	Hours	129.950000	129.950	146.630000	112.000	164.580	11/02/2016

[Select All](#) [Deselect All](#) [Notify](#)

Time & Labor for Hourly Employees

Questions?