Time & Labor for Hourly Employees

Time & Labor WorkCenter

Manager Training

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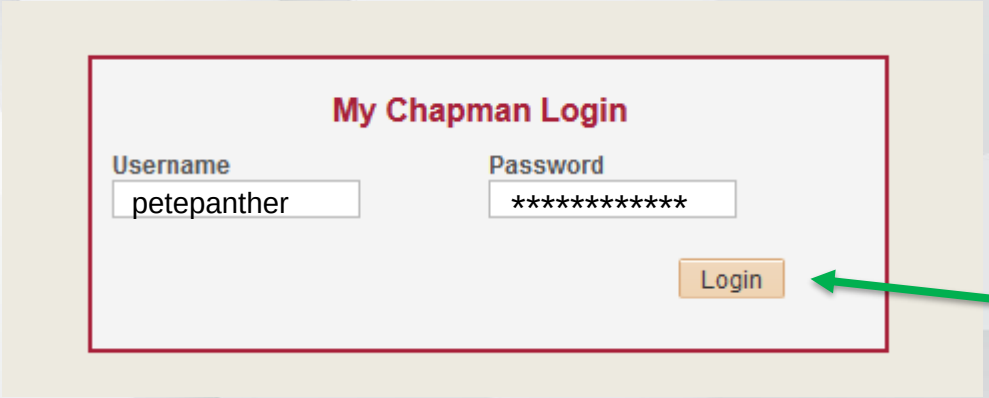
Time & Labor for Hourly Employees

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

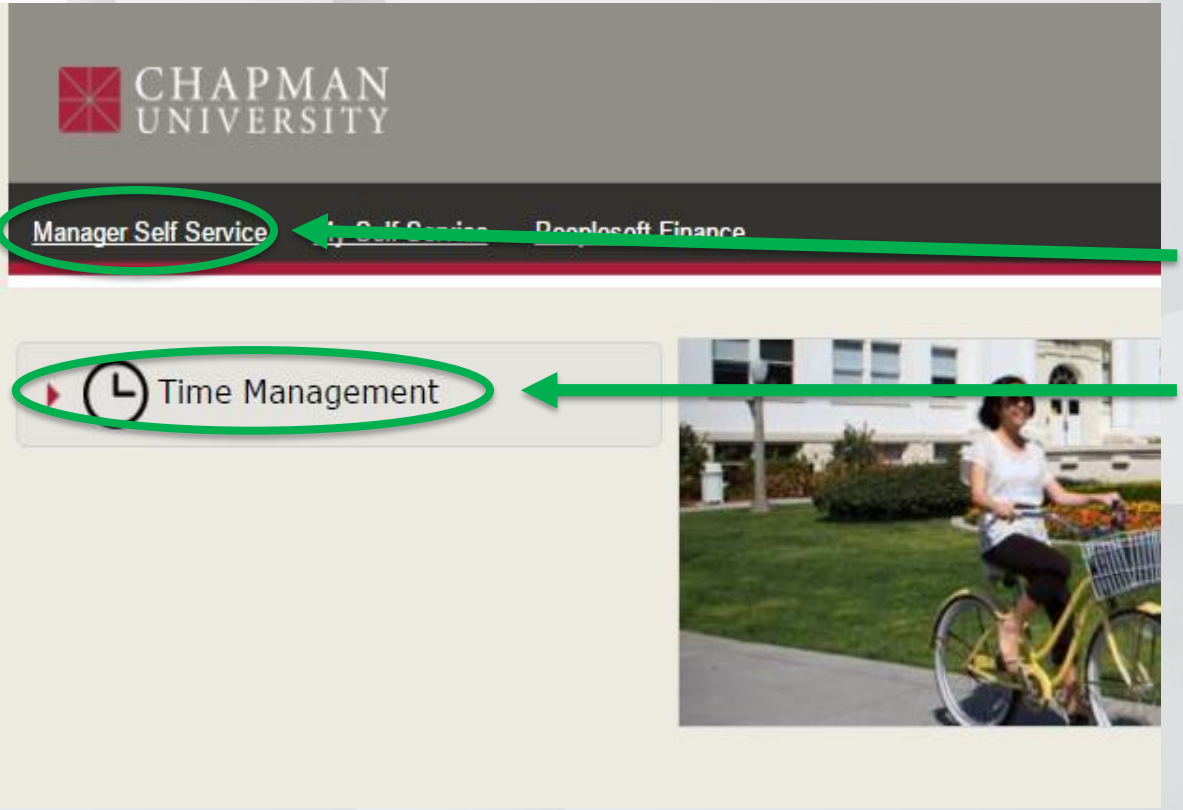
Accessing Your Time Sheet



1) Go to my.chapman.edu

2) Enter your **username** & **password** and click **Login**

Time & Labor for Hourly Employees

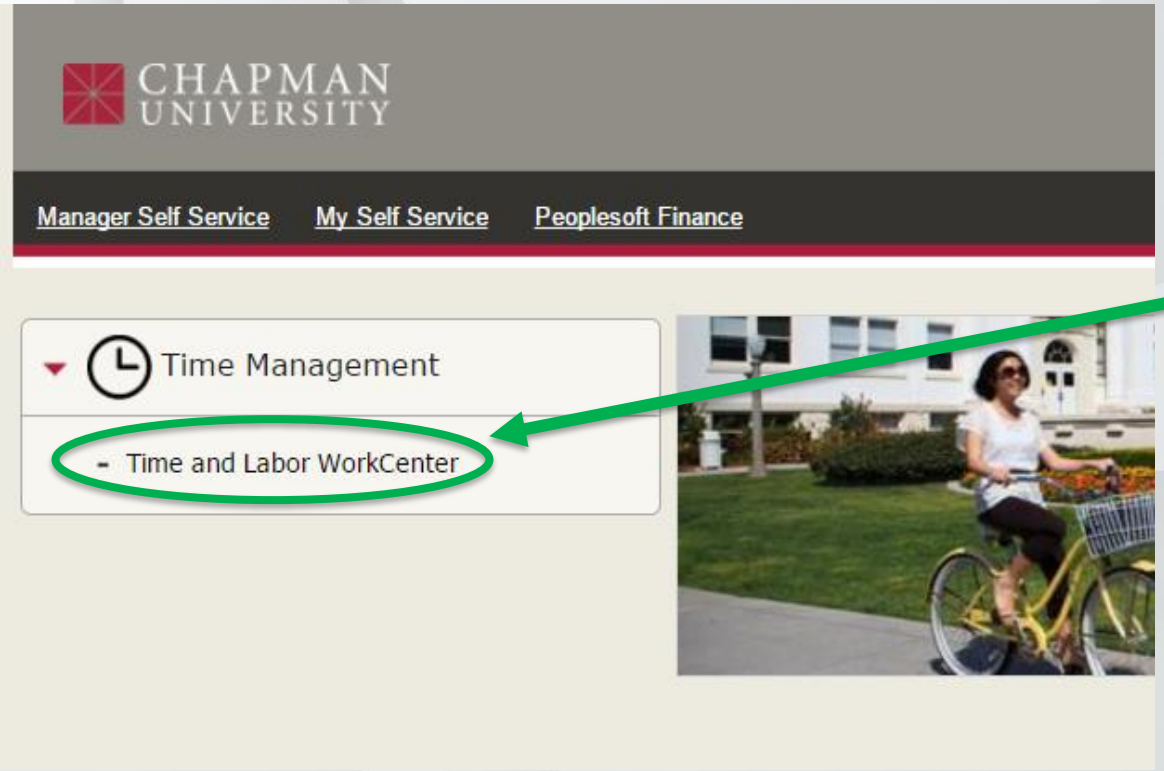


Accessing Manager WorkCenter

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

4) Select **Time Management**

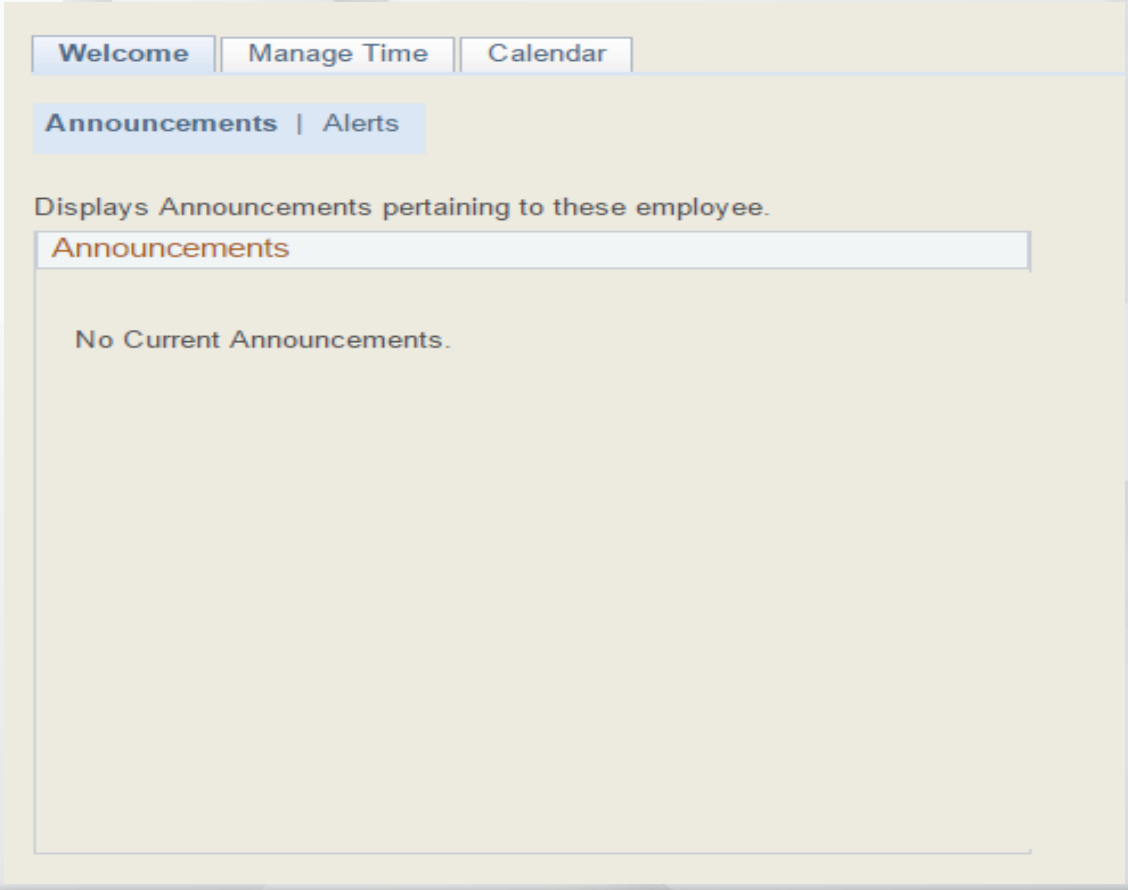
Time & Labor for Hourly Employees



Accessing Your Time Sheet

5) Select "**Time and Labor WorkCenter**" to access the manager page.

Time & Labor for Hourly Employees



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

Time & Labor for Hourly Employees

Navigating the Manager WorkCenter Tabs

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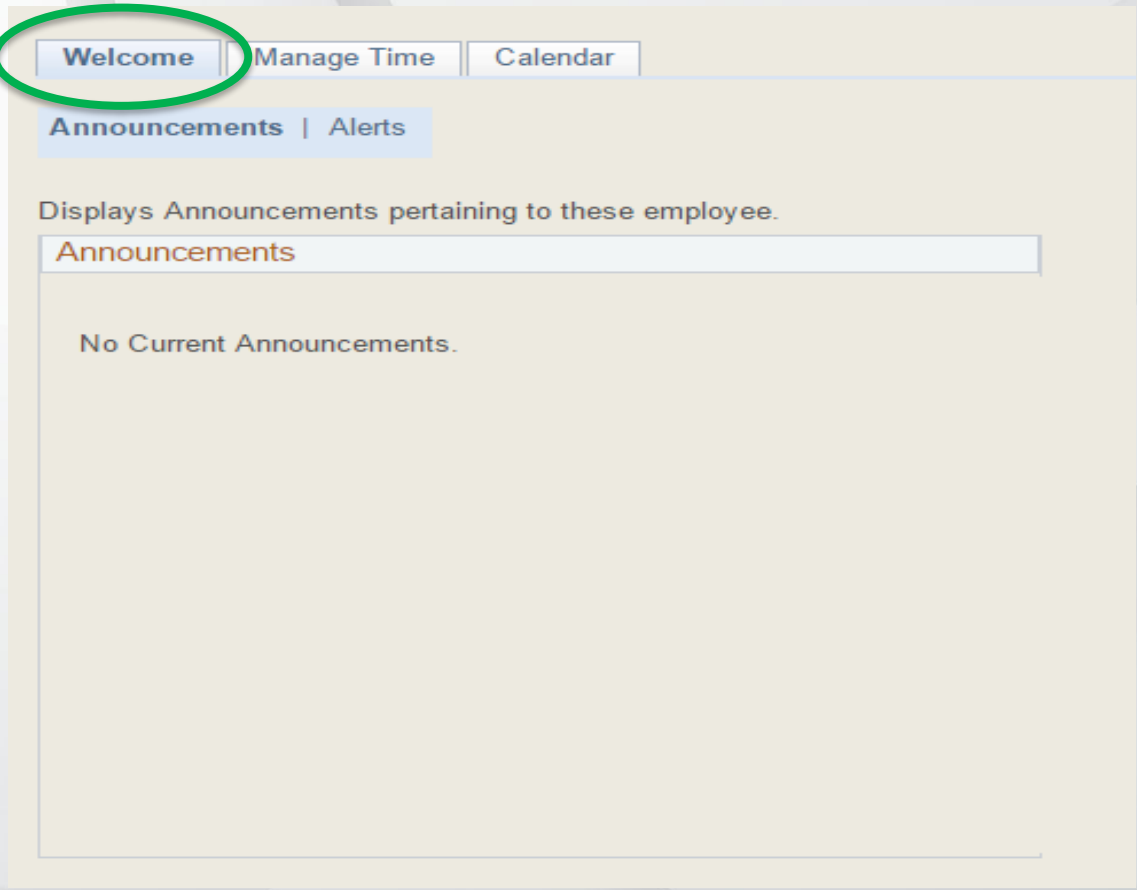
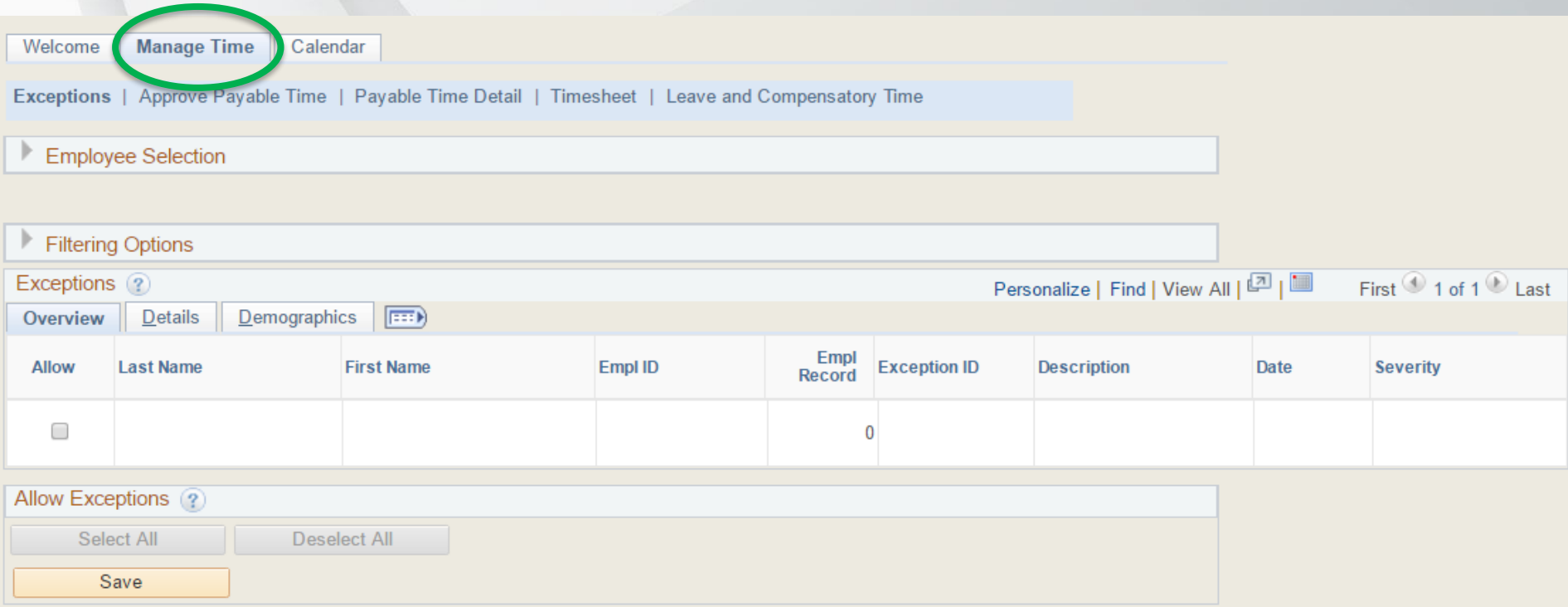
Time & Labor for Hourly Employees



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.



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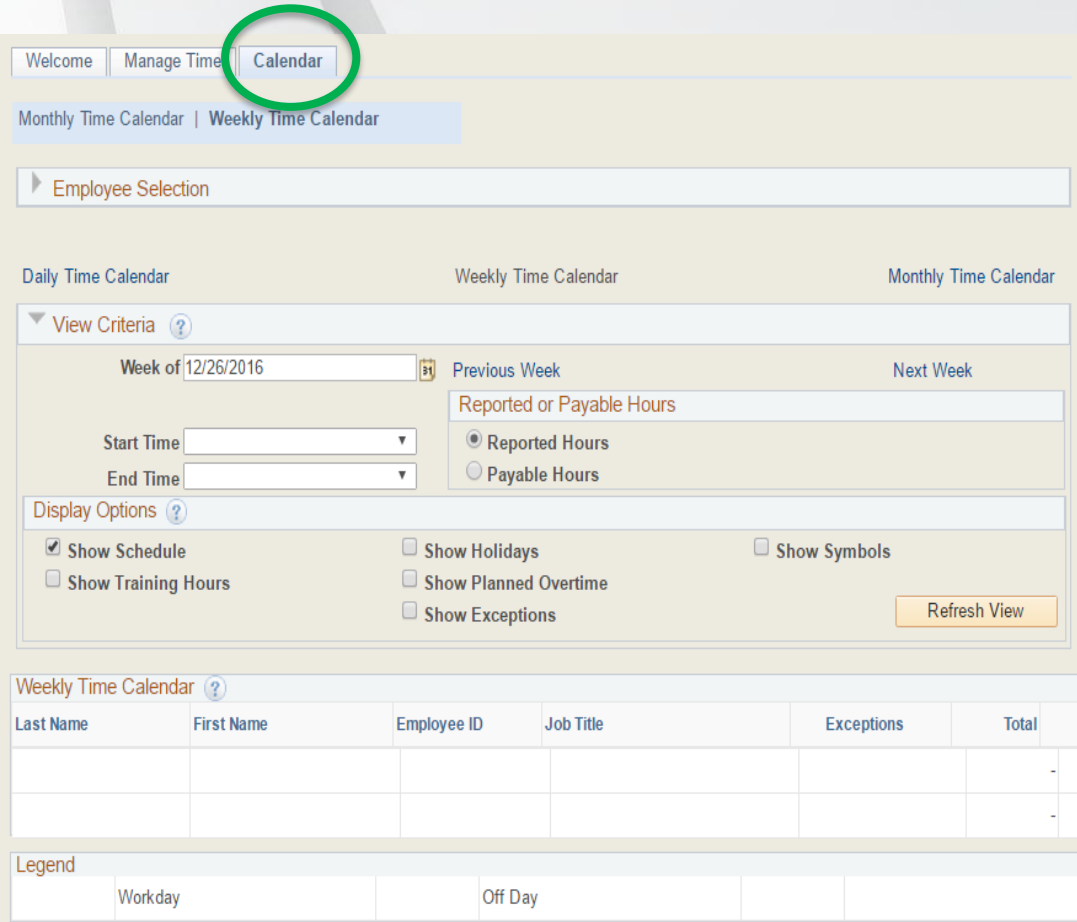
Time & Labor for Hourly Employees



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.

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Time & Labor for Hourly Employees

Navigating the Manage Time Tabs

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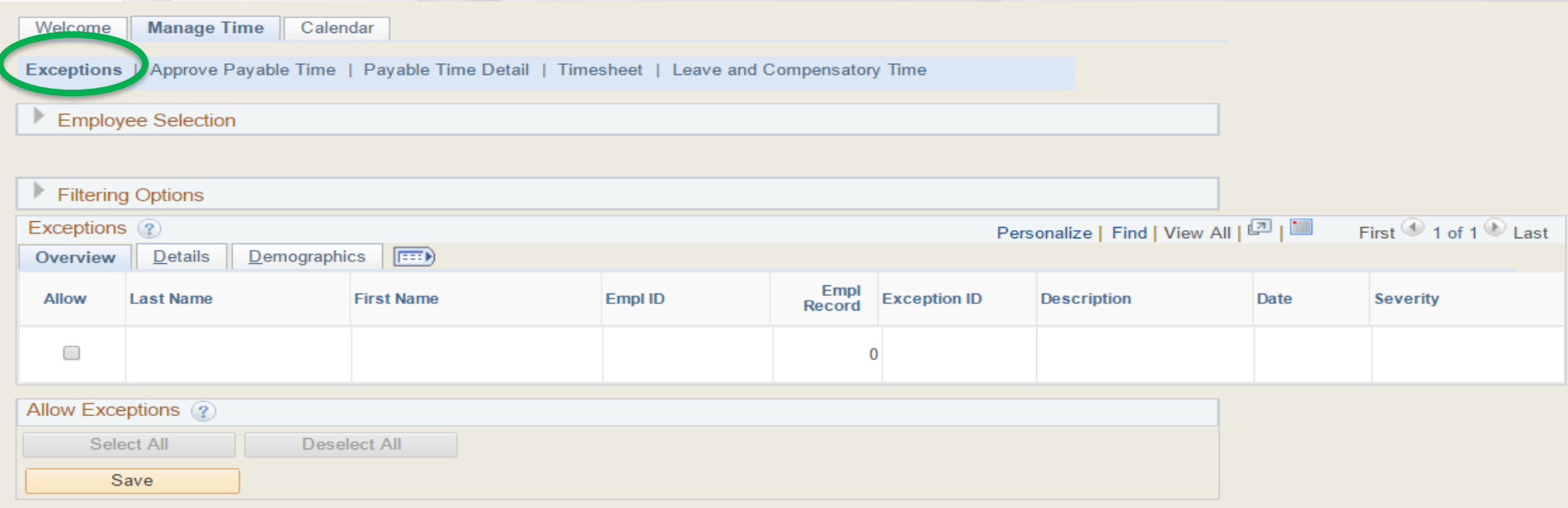
Time & Labor for Hourly Employees

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



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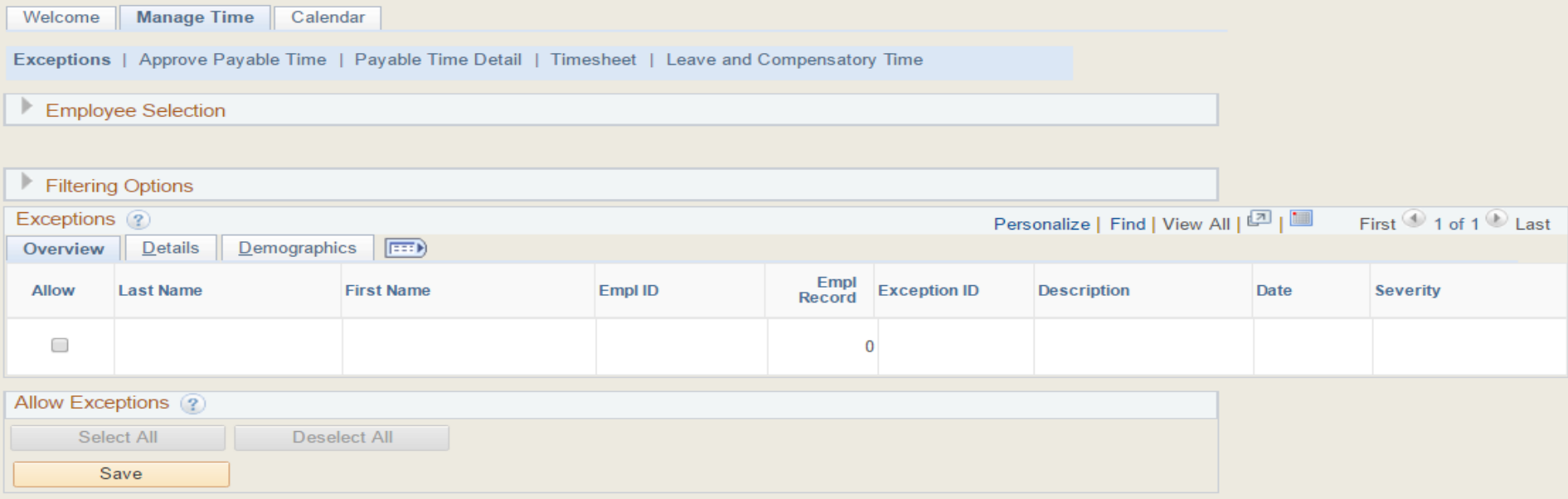
Time & Labor for Hourly Employees

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)**



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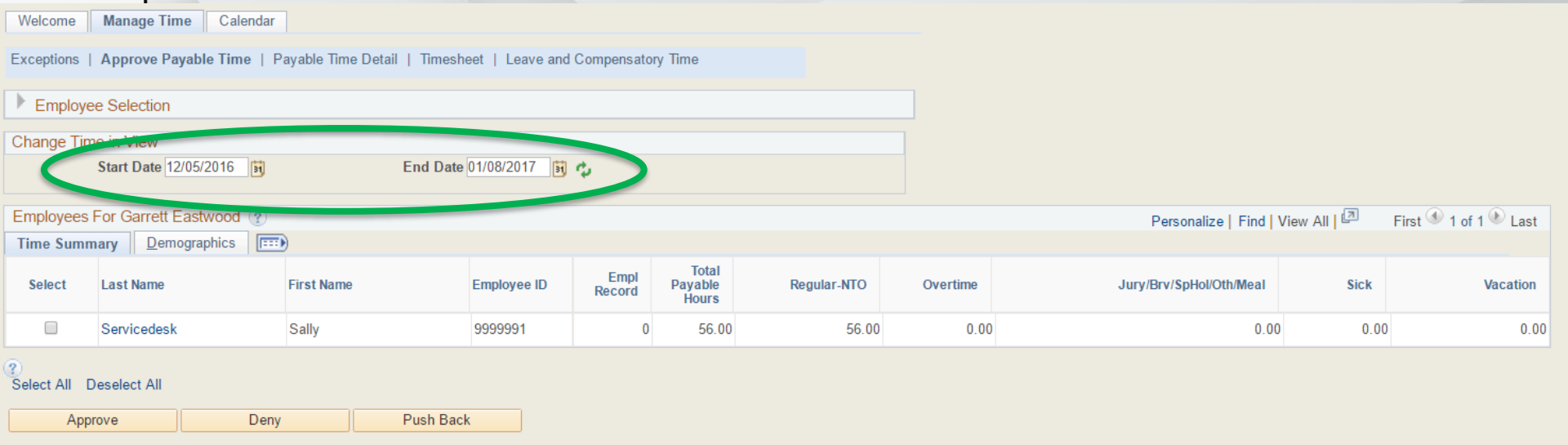
Time & Labor for Hourly Employees

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.



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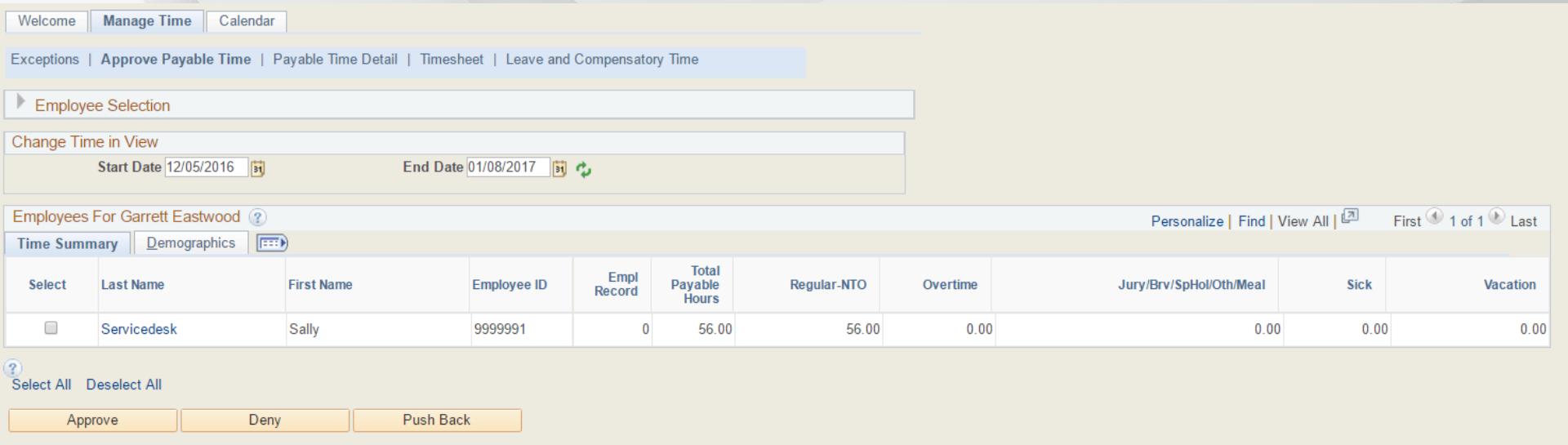
Time & Labor for Hourly Employees

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.



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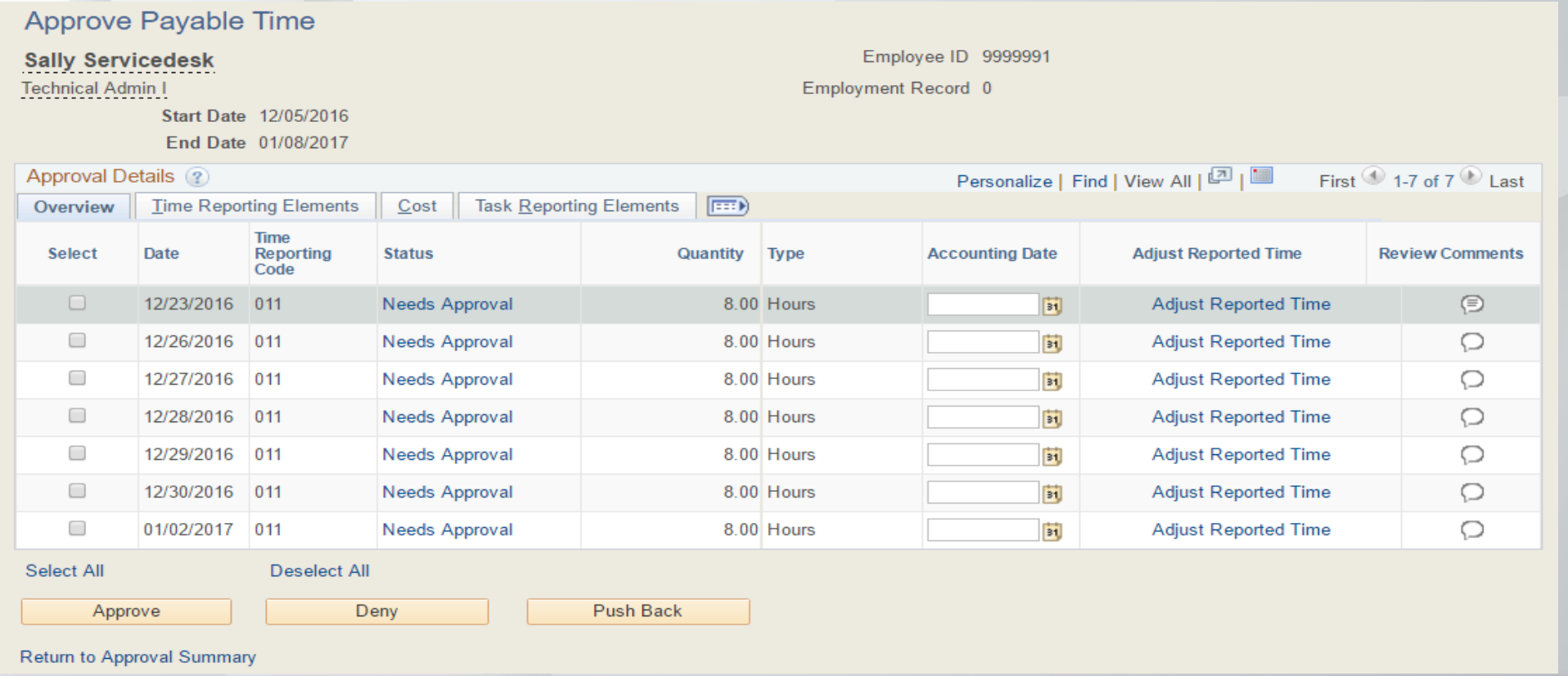
Time & Labor for Hourly Employees

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
☐	12/23/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/26/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/27/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/28/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/29/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/30/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	01/02/2017	011	Needs Approval	8.00	Hours		Adjust Reported Time	

Select All Deselect All

Approve | Deny | Push Back

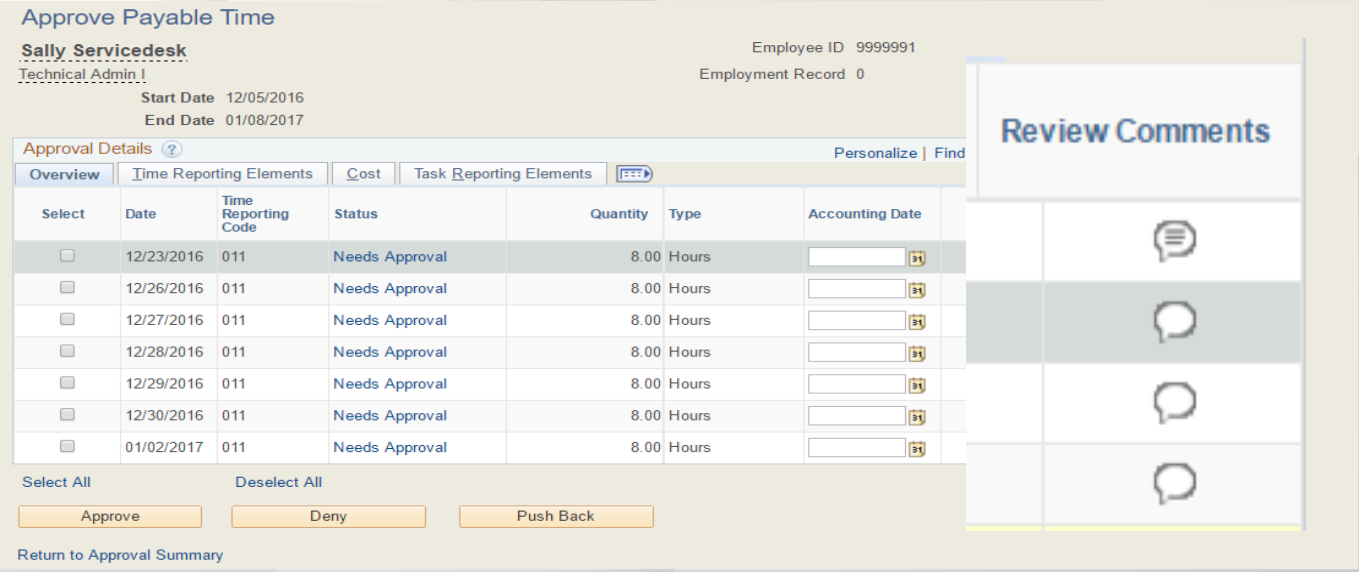
Return to Approval Summary

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



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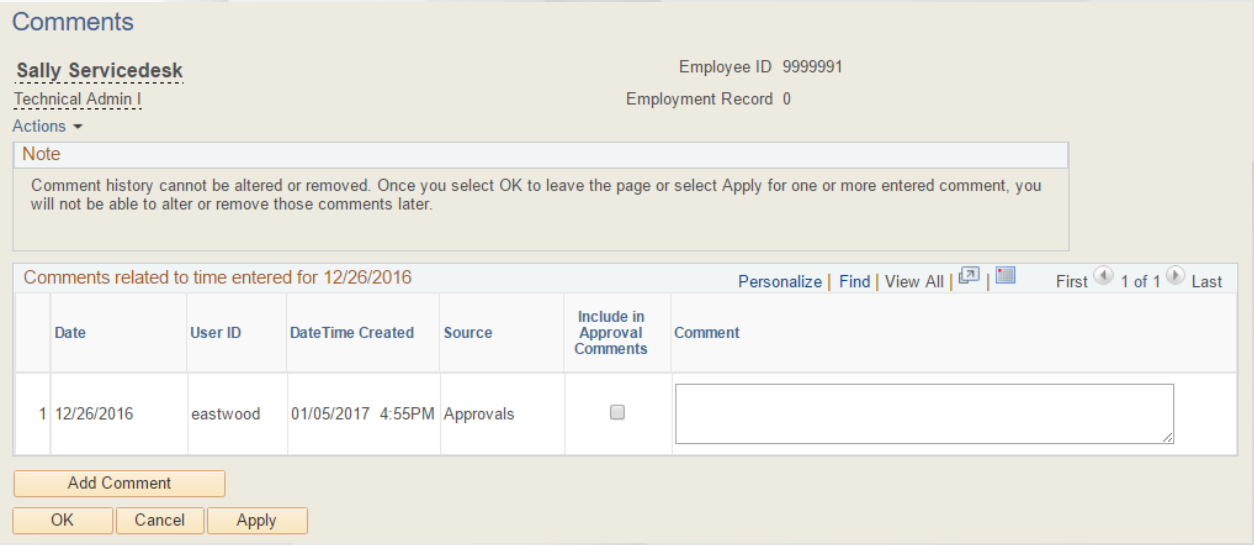
Time & Labor for Hourly Employees

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



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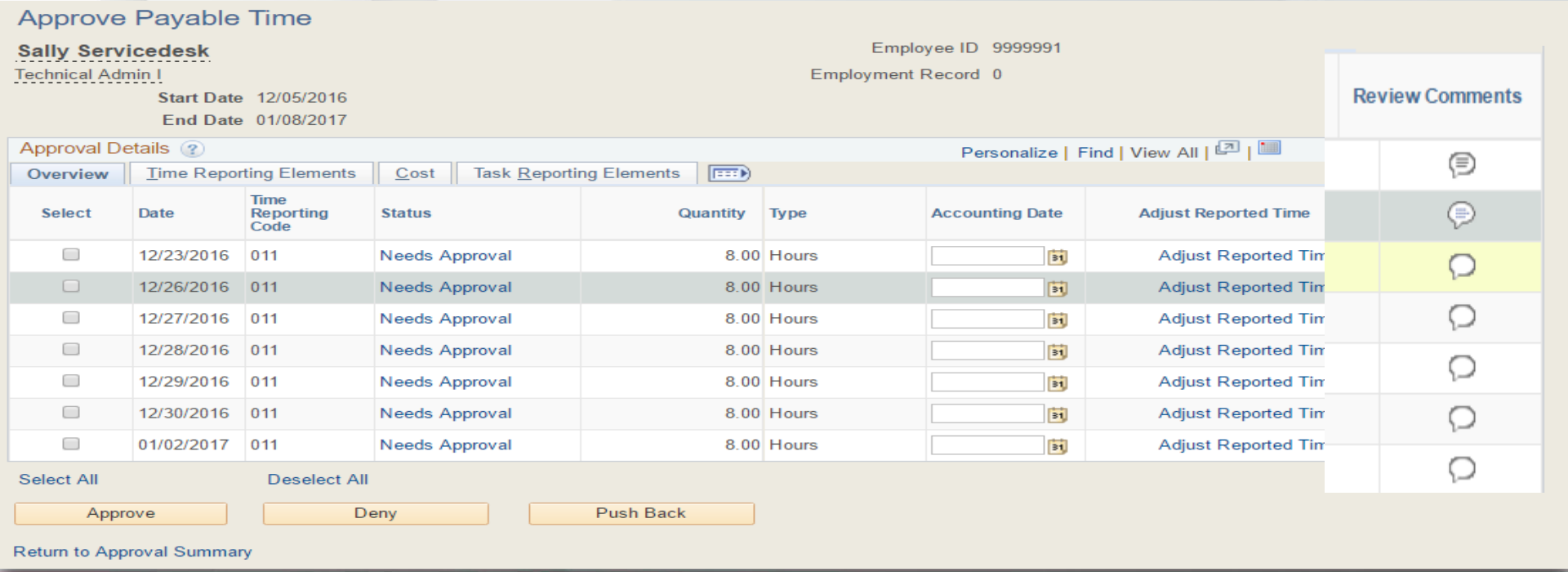
Time & Labor for Hourly Employees

Approve Payable Time:

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



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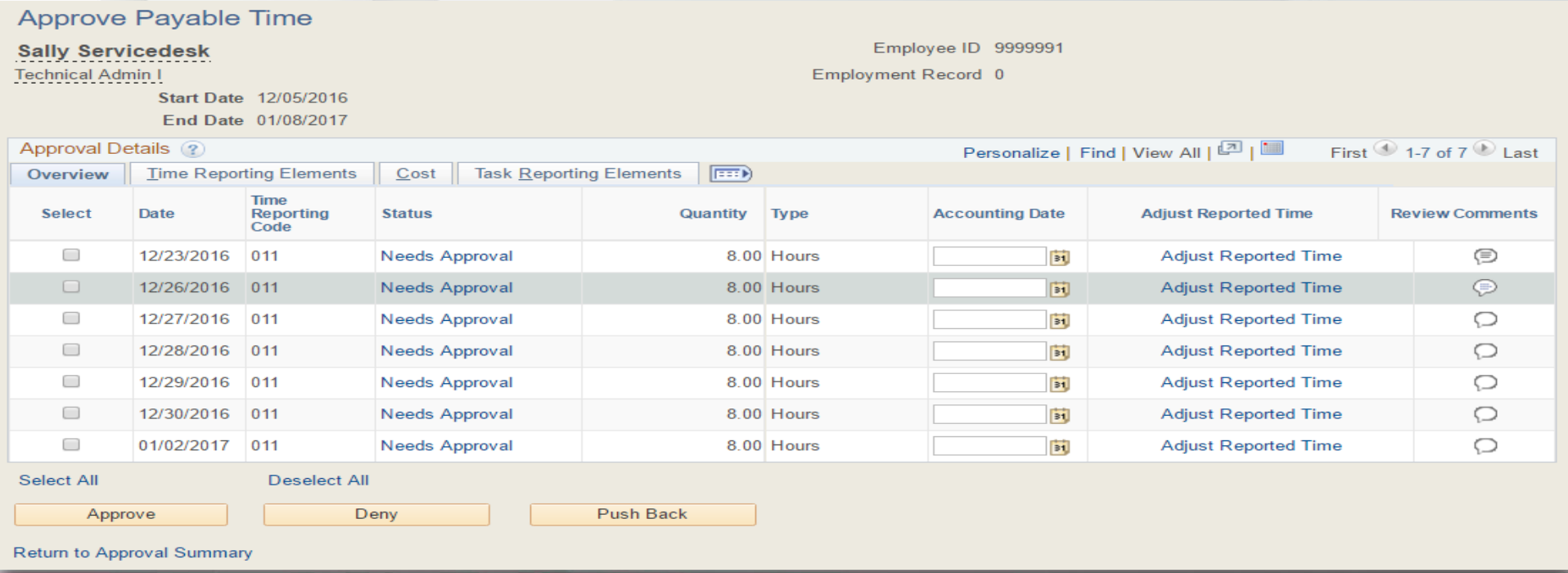
Time & Labor for Hourly Employees

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.



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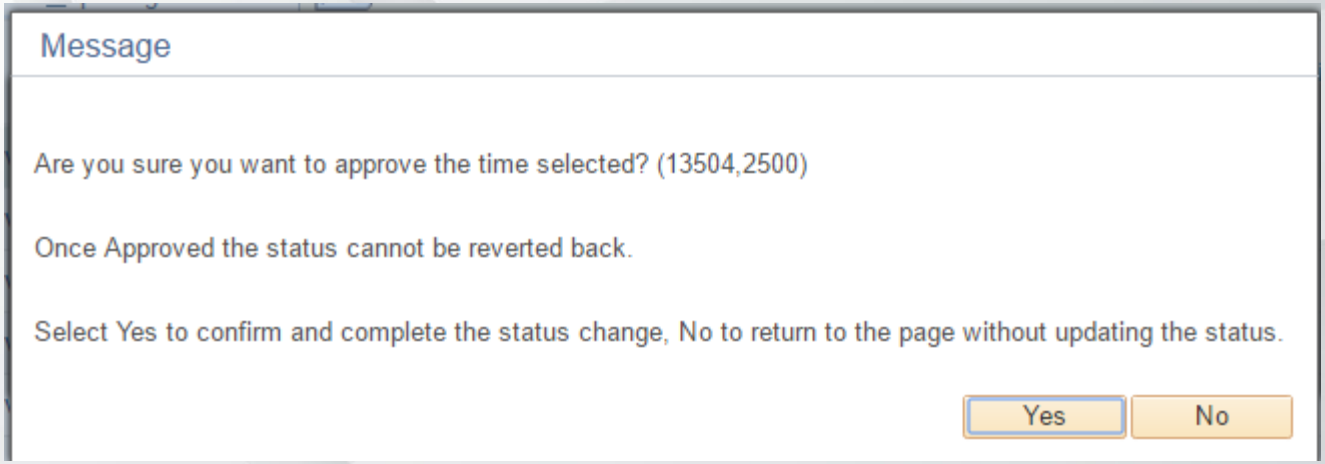
Time & Labor for Hourly Employees

Approve Payable Time:

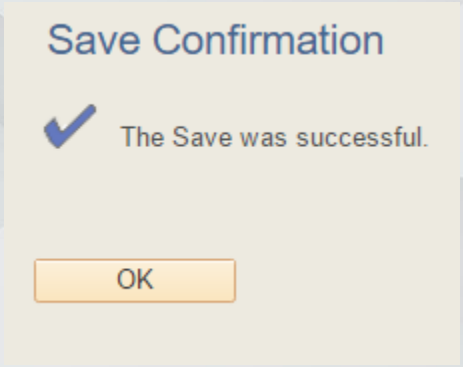
You will get the following message confirming that you are about to approve a submission.



Time & Labor for Hourly Employees

Approve Payable Time:

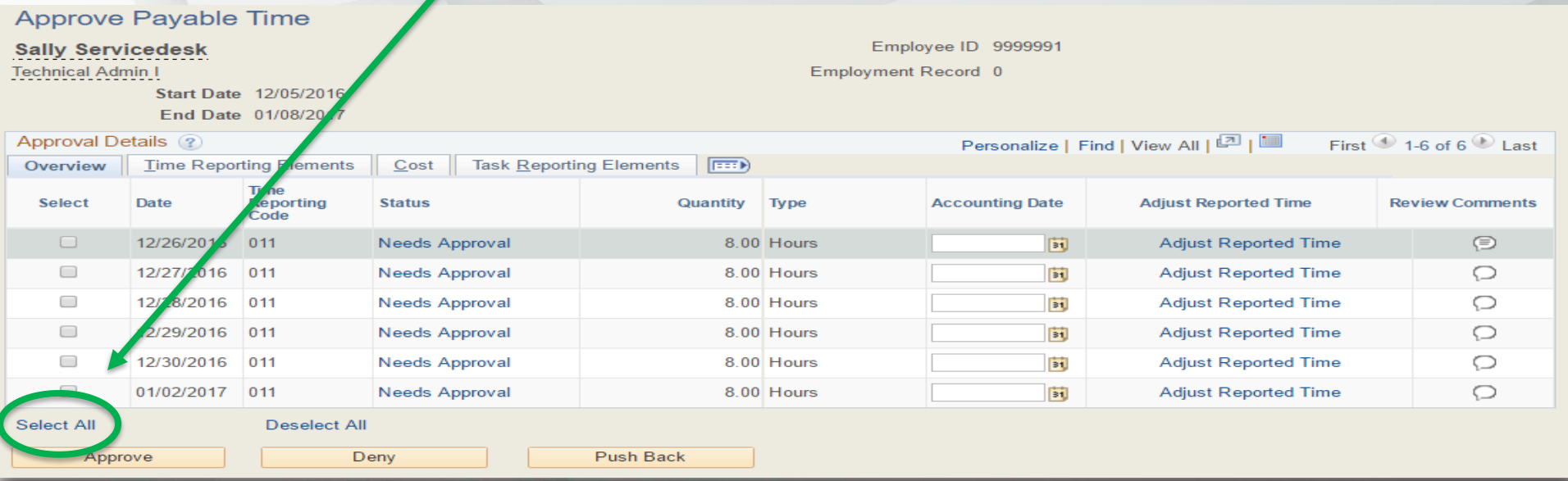
If you click Yes on the previous message, you will receive a confirmation that the approval was successful.



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.



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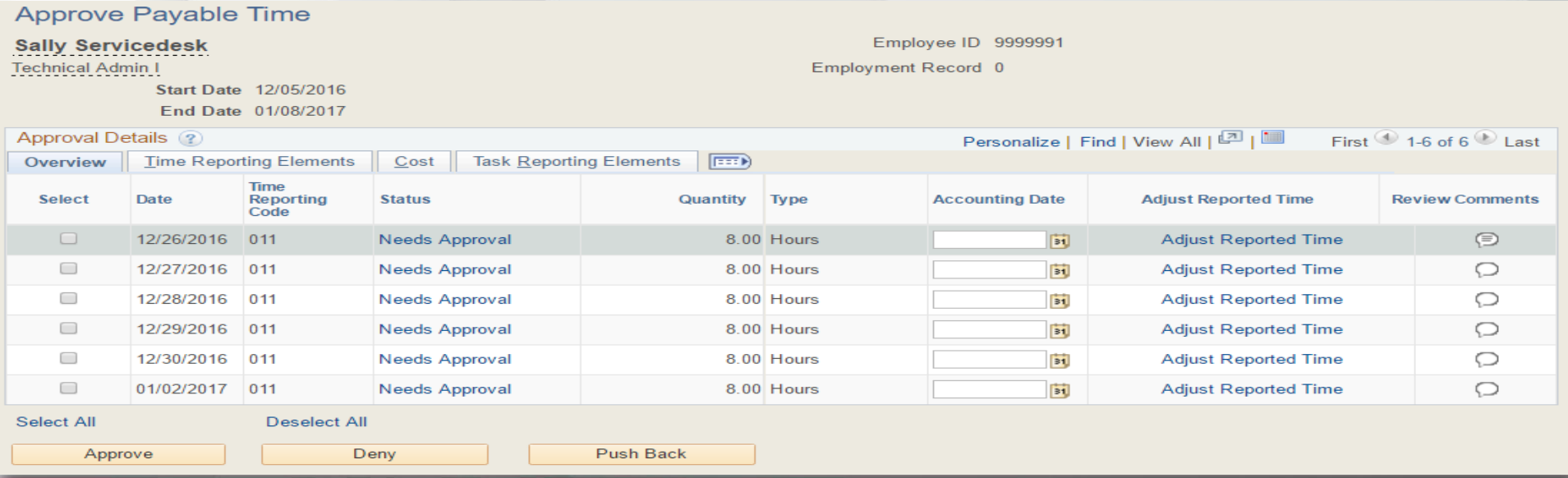
Time & Labor for Hourly Employees

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 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
☐	12/26/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/27/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/28/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/29/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/30/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	01/02/2017	011	Needs Approval	8.00	Hours		Adjust Reported Time	

Select All Deselect All

Approve Deny Push Back

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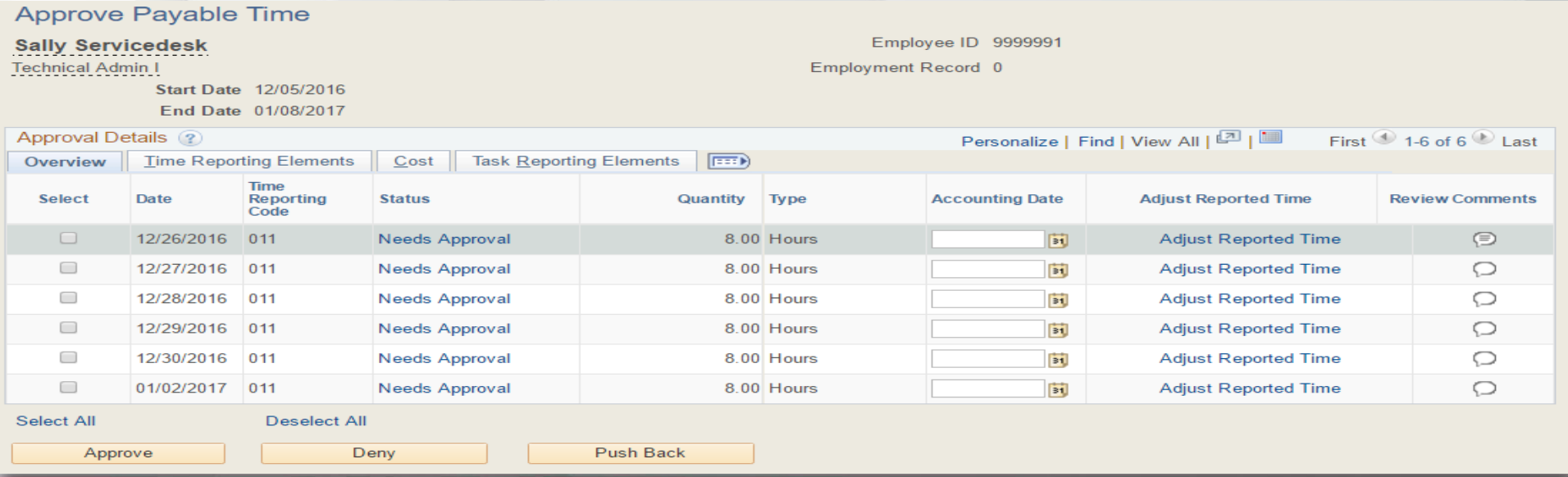
Time & Labor for Hourly Employees

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
☐	12/26/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/27/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/28/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/29/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	12/30/2016	011	Needs Approval	8.00	Hours		Adjust Reported Time	
☐	01/02/2017	011	Needs Approval	8.00	Hours		Adjust Reported Time	

Select All Deselect All

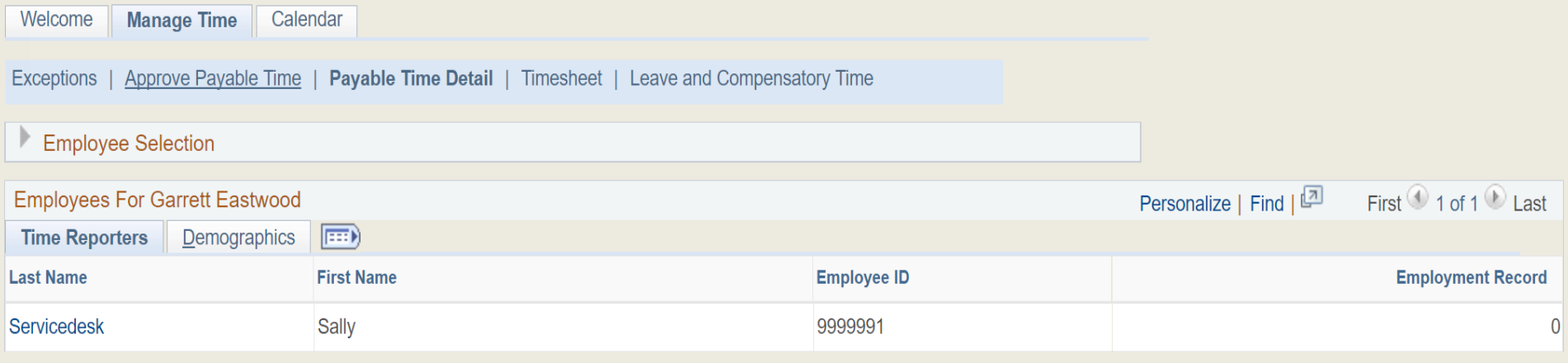
Approve Deny Push Back

Time & Labor for Hourly Employees

Payable Time Details:

Provides more reporting information regarding the time submitted.

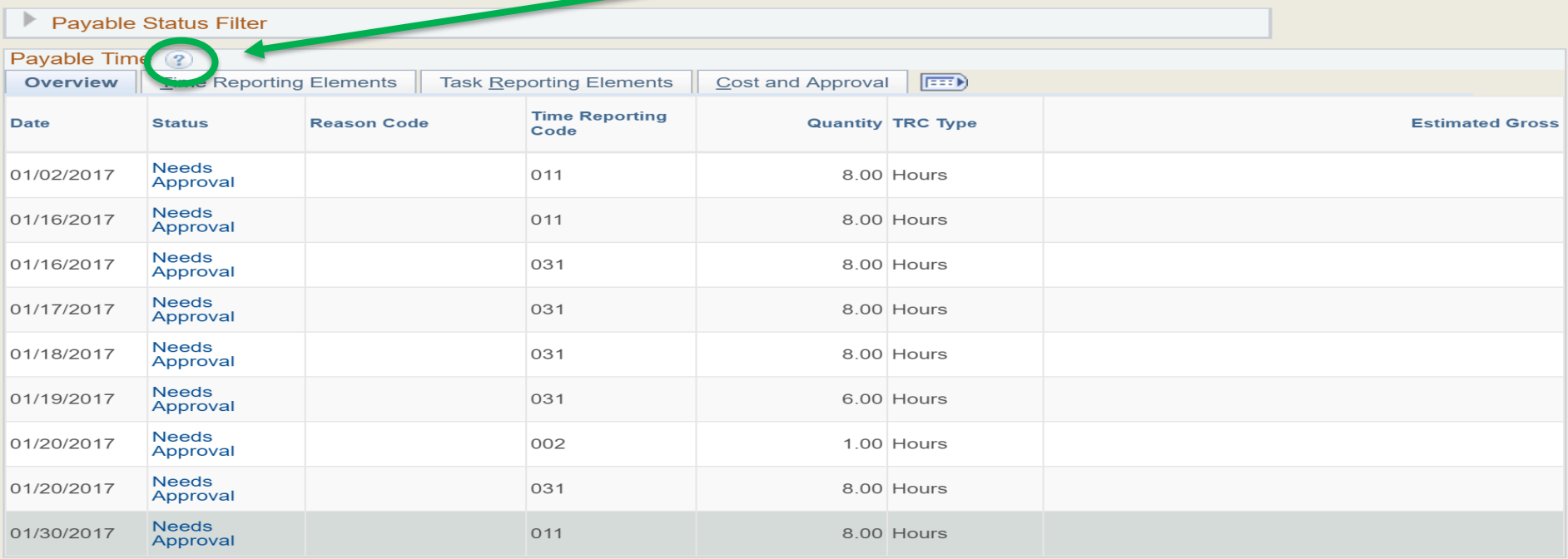
1) Search an employee using the **Employee Selection** menu.
2) Select the Last Name of the employee to view a snapshot of the employee's payable time submissions and their current status.



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

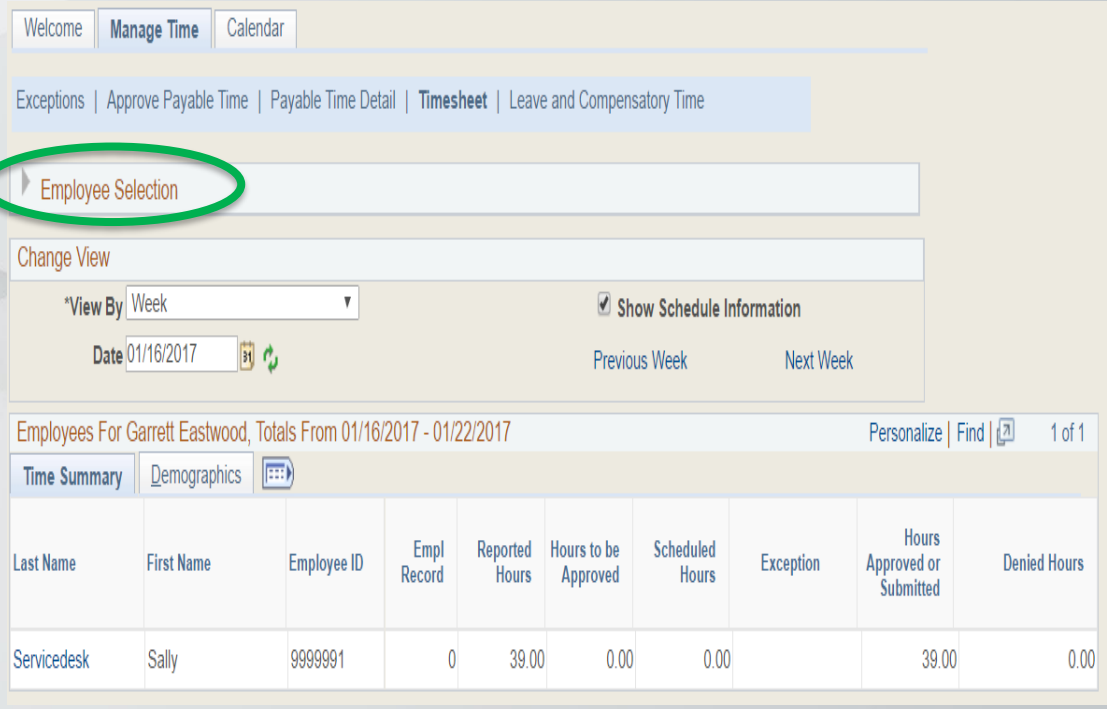
Timesheet:

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.



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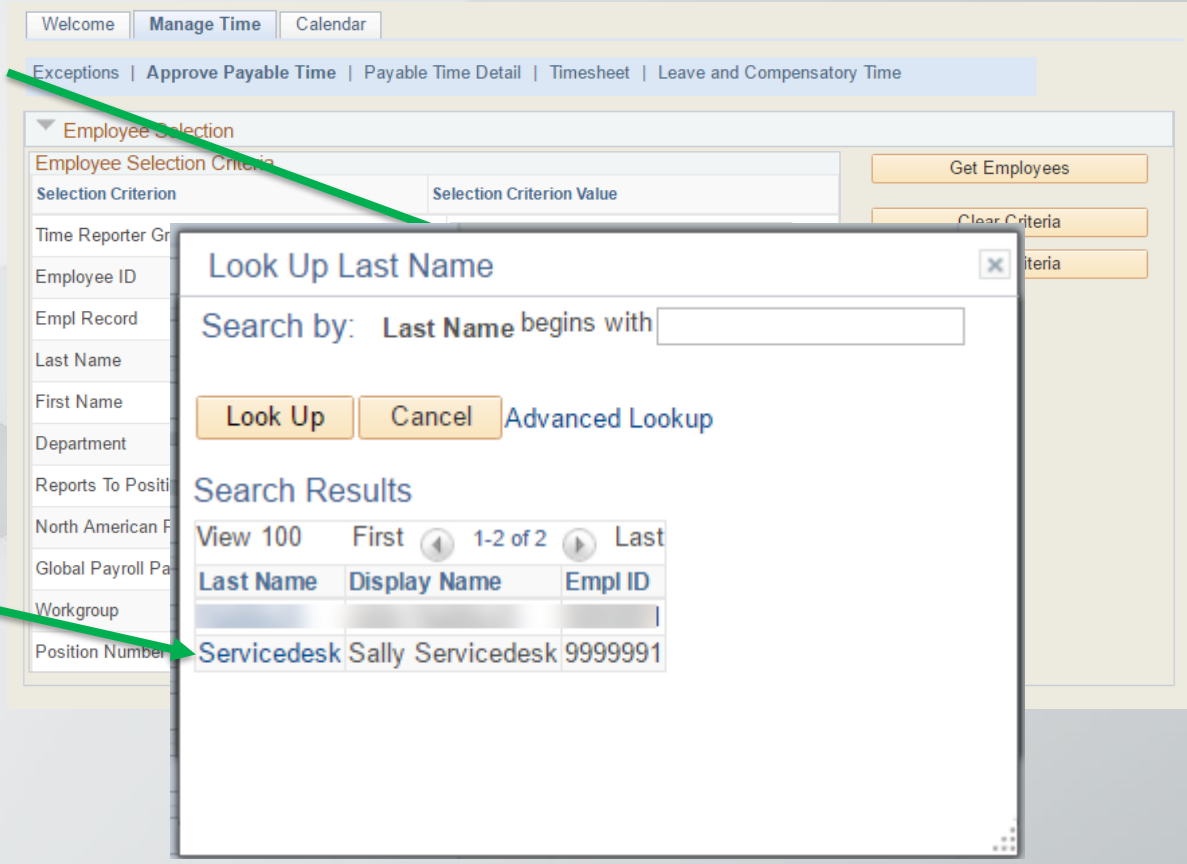
Time & Labor for Hourly Employees

2) Click on the icon for the **"last name"** field to search and select employee

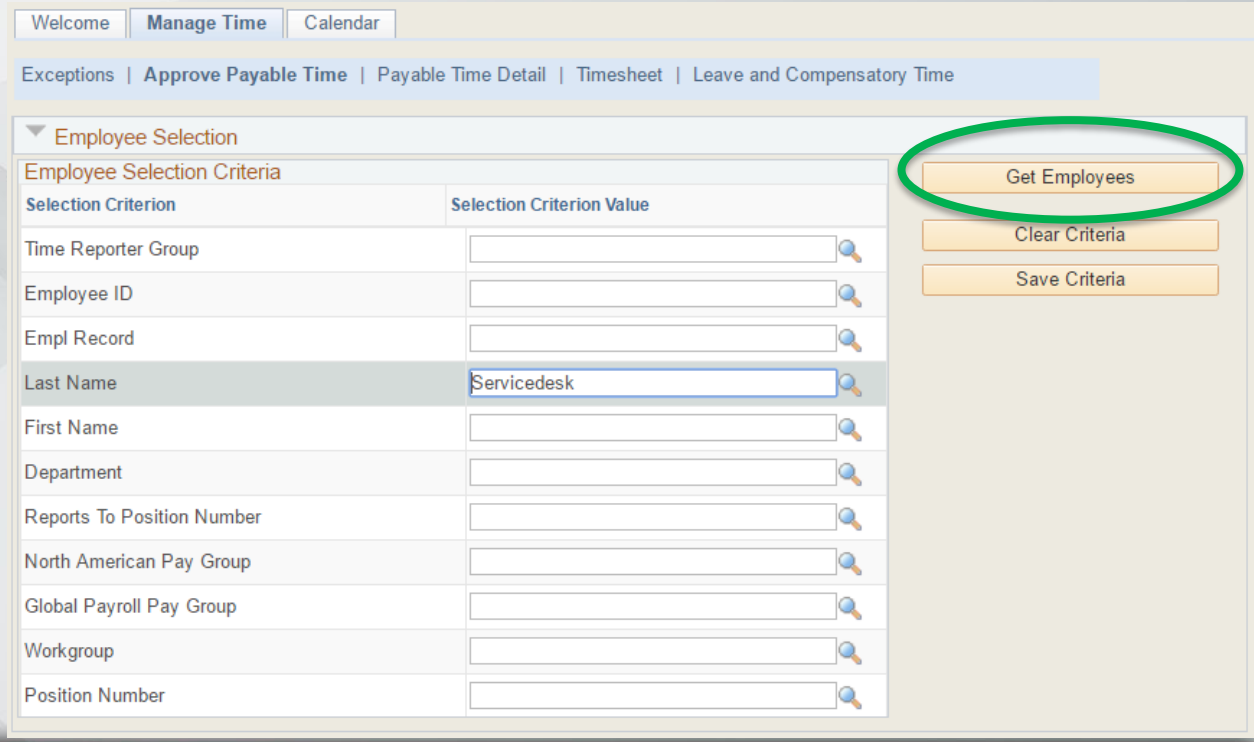
3) Select the employee's **Last Name** from the list of available employees.



Time & Labor for Hourly Employees

Approve Payable Time:

4) Select "**Get Employee**"

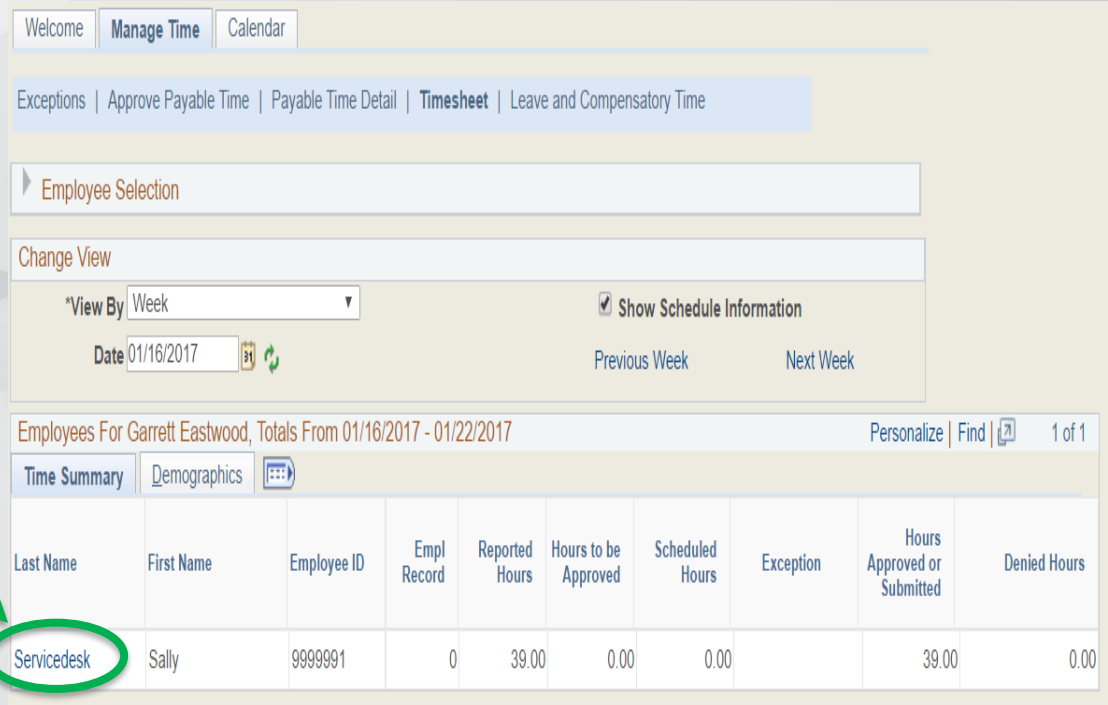


Time & Labor for Hourly Employees

Timesheet:

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

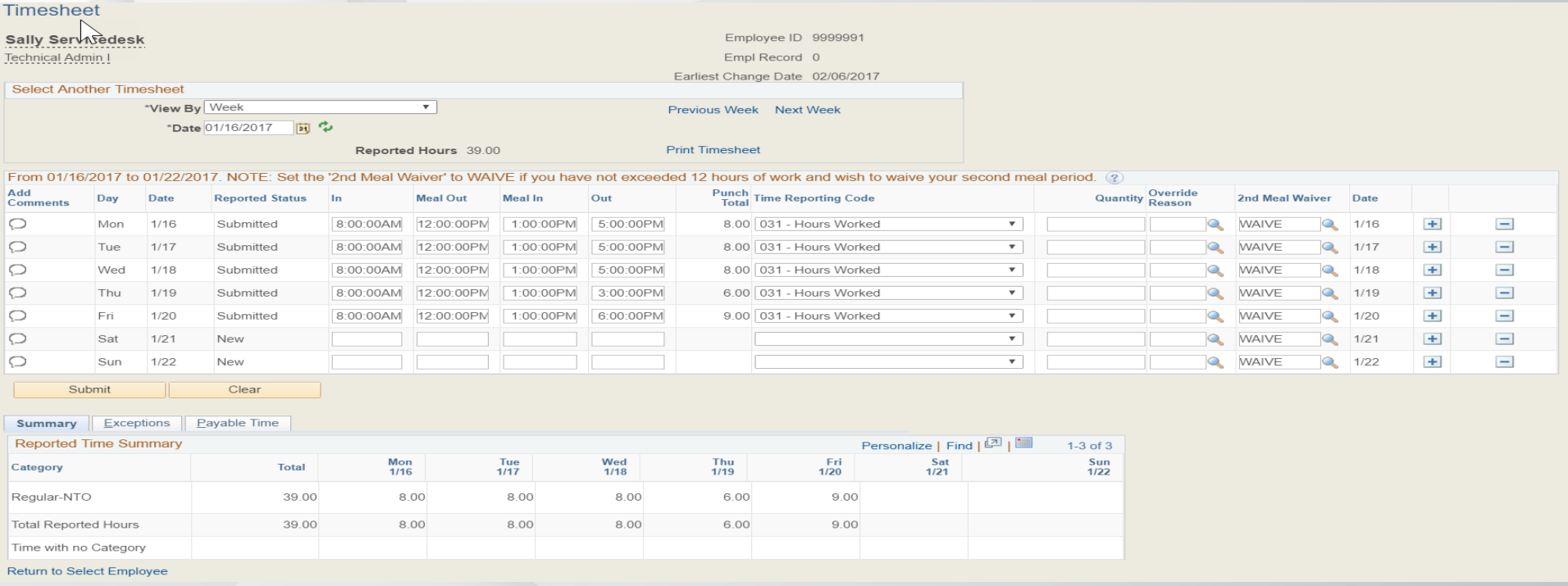
5) Once you have selected the employee, click on the **Last Name** for a detailed view of the submitted timesheet.



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

Reported Hours 39.00 Print Timesheet

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-NTO	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

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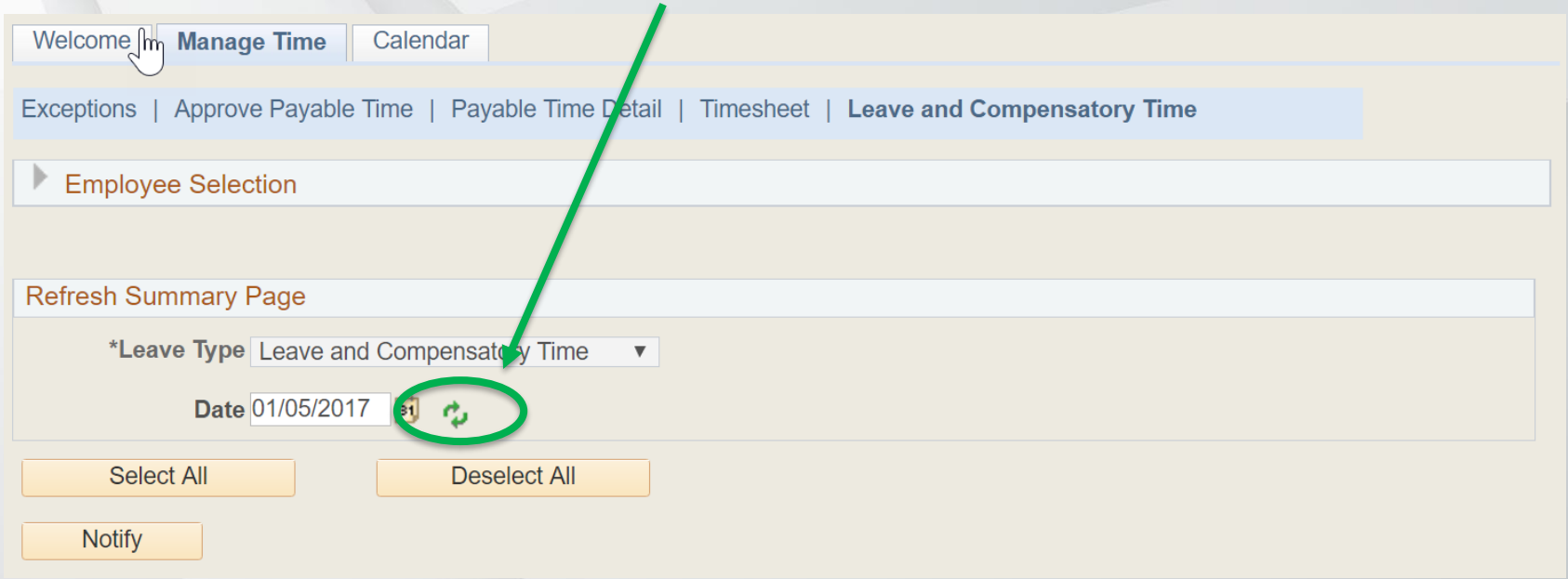
Time & Labor for Hourly Employees

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.

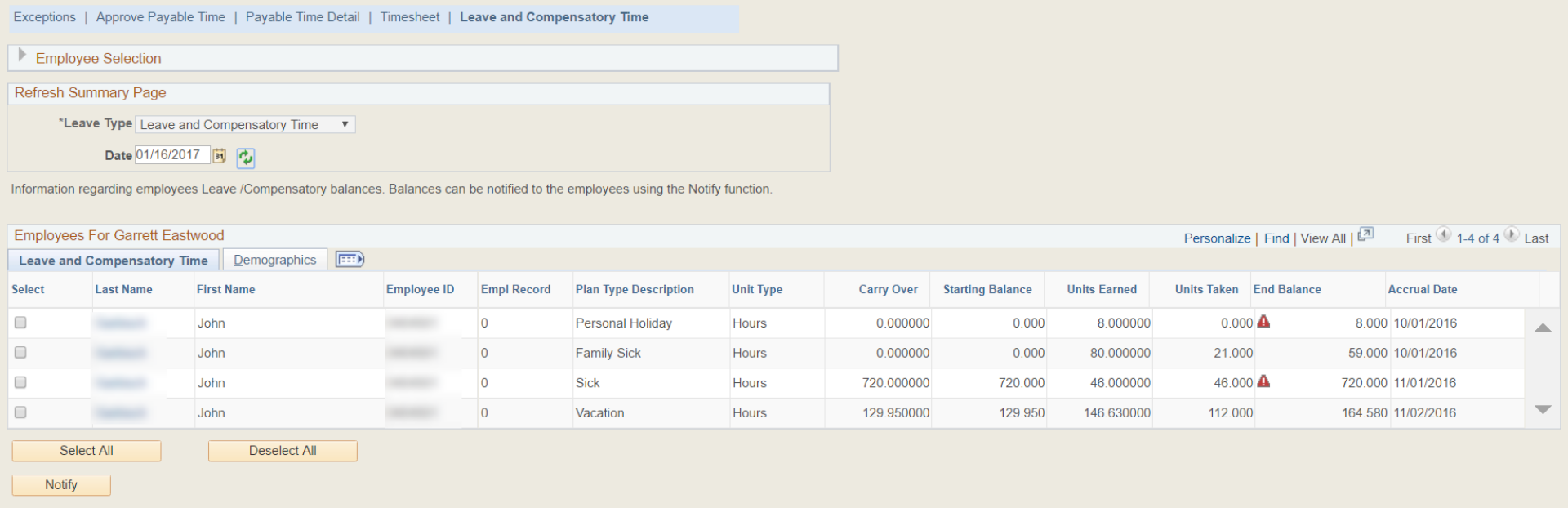


Time & Labor for Hourly Employees

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.



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Time & Labor for Hourly Employees

Questions?