



How to Approve Time Sheets

EmpCenter Training

February 8,9,10 & 12, 2016



Summary

- Approve all pending leave requests first
- Clear RED Exceptions to prevent underpayments
- On Approve Time Sheets Screen
 - Sort on “Total Hrs” to find “short” time sheets
 - Biweekly always look for 80
 - Monthly always multiply 8 x number of days in the month less Saturdays and Sundays
 - “Short” time may need a leave request to be submitted.
 - Verify no red exceptions still exist
 - “Click” to place a check mark in the Approve box
 - Save Approvals



Review / Approve Time Off prior to Approving Time Sheets

See separate instructional power point on Approving Time Off Requests



A screenshot of the EmpCenter web application interface. The header shows "EmpCenter" with a version number "9.7.0.4" and a "Home" button with a house icon. Below the header is a "Favorites" section, indicated by a yellow star icon. This section contains three links: "Review Time Off Requests" with a palm tree icon, "Edit Employee Time" with a person icon, and "Approve Time Sheets" with a checkmark icon.



Supervisor's Dashboard - Exceptions

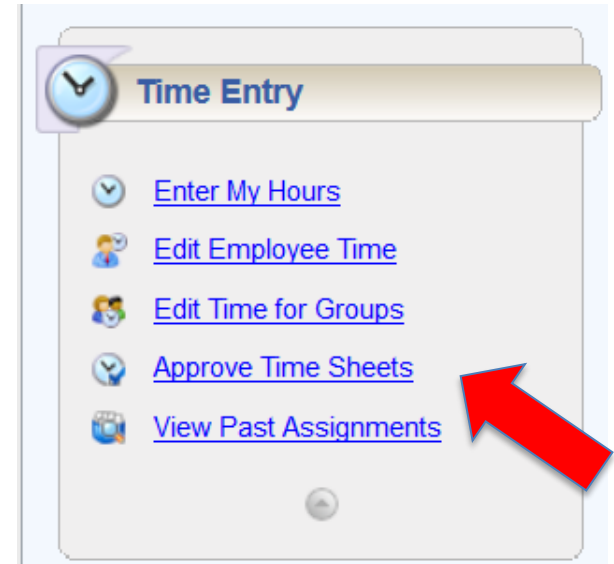
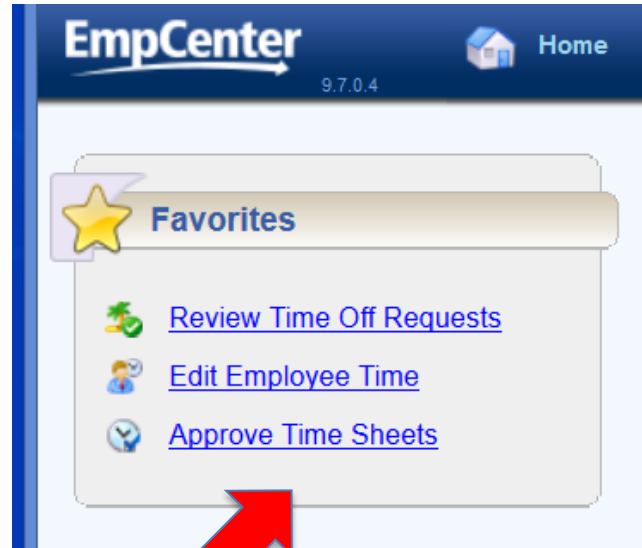
Clear Red
Exceptions – see
separate power
point presentation
on this topic

A screenshot of a web application window titled "Exceptions". The window displays a list of exceptions for three employees: Andrew Jackson, Thomas Jefferson, and James Madison. Andrew Jackson has two "Missing In or Out time" exceptions on Tue 12/01 and Thu 12/03. Thomas Jefferson has one "Missing Extra Duty GL LD." exception on Mon 12/07. James Madison has one "Requested time off exceeds time available in State Personal ..." exception on Mon 12/07. The window also shows the start of an entry for James Monroe on Wed 12/16. The interface includes a title bar with a close button, a search icon, and a refresh icon. The list is scrollable, with up and down arrows visible on the right side.



Approve Time Sheets

After all Time Off Requests for the pay period have been reviewed and approved or denied, and all red exceptions have been cleared, the next step is to Approve Time Sheets.



This menu option is under the Time Entry group OR Favorites if placed there by the supervisor.



Approving Time Sheets – we will review from right to left

Approve Time Sheets for GEORGE WASHINGTON's Employees

Save Approvals Approve All Find Show: All Time Sheets

Approve Current Time Sheet for Period Ending 12/31/2015

Employee	Assignment	Name	Total Hrs	Reg Hrs	Absence Hrs	Other Hrs	Holiday Unpaid Hrs	Exceptions	Manager's Approval
9935002	ASSISTANT PRINCIPAL ELEM	ADAMS, JOHN	72.0	0.0	0.0	0.0	72.0	No	<input type="checkbox"/> Approve
9935003	TEACHER KINDERGARTEN	JEFFERSON, THOMAS	72.0	0.0	0.0	0.0	72.0	Yes	<input type="checkbox"/> Approve
9935004	TEACHER SIXTH	MADISON, JAMES	76.0	0.0	4.0	0.0	72.0	Yes	<input type="checkbox"/> Approve
9935005	TEACHER FIFTH	MONROE, JAMES	72.0	0.0	0.0	0.0	72.0	Yes	<input type="checkbox"/> Approve

Approve Current Time Sheet for Period Ending 12/31/2015

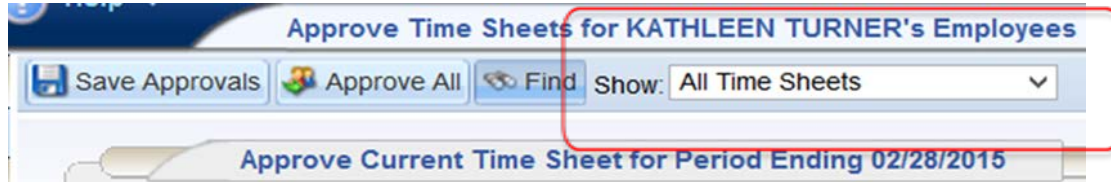
Employee	Assignment	Name	Total Hrs	Reg Hrs	Absence Hrs	OT Hrs	Other Hrs	Holiday Unpaid Hrs	Exceptions	Manager's Approval
9935006	CLERK II	QUINCY, JOHN	104.0	32.0	0.0	0.0	0.0	72.0	Yes	<input type="checkbox"/> Approve
9935007	SECRETARY ELEMMS	JACKSON, ANDREW	155.5	83.5	0.0	0.0	0.0	72.0	Yes	<input type="checkbox"/> Approve

Save Approvals Approve All Find Show: All Time Sheets

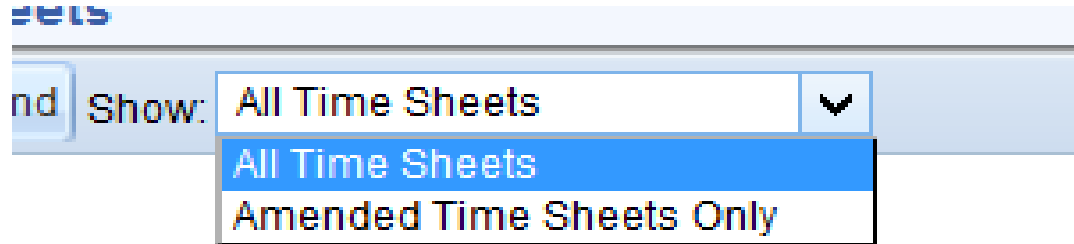
Approve Current Time Sheet for Period Ending 02/28/2015



Approving Time Sheets SHOW



This option is useful if you have a lot of amendments each pay period. Show Amended time sheets only as these should always be approved BEFORE regular cycle time sheets.

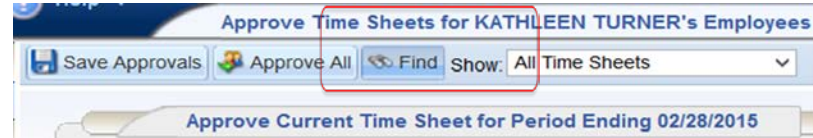




Approving Time Sheets –FIND

To search on a person, select FIND and the box to the right appears. Any of the below can be used to narrow the results:

- The Assignment Description must remain blank.
- Employee number
- Full Name – proper spelling and Capitalization required
- Exclude inactive –check means “don’t show me people who left this month”



Find Employees

Search Criteria

Assignment Description:

Employee Number:

Last Name:

First Name:

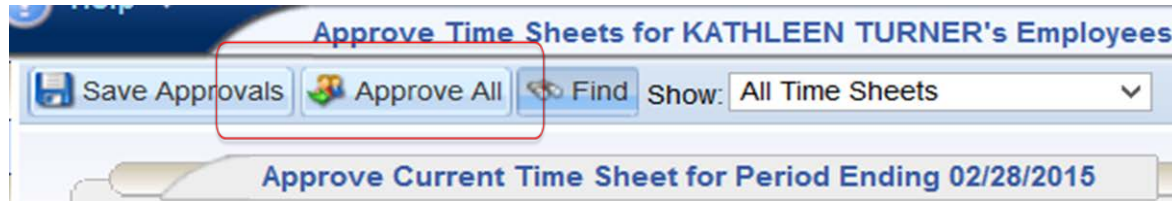
Exclude inactive employees

Search Cancel

Search Results



Approving Time Sheets – Approve ALL



The Approve All button will approve all time sheets on the approval screen even if they are not visible. For example, if you have 80 time sheets, only 20 will display. The Approve all will approve the amendments, the current time sheets for both monthly and biweekly employees and even future time sheets of new hires. If you prematurely approve, the only way to withdraw the approval is one by one – each time sheet individually. Unless you supervise only one type of employee, don't use the Approve All feature.

	Manager's Approval	
ns	<input type="checkbox"/> Approve	
	<input type="checkbox"/> Approve	
	<input type="checkbox"/> Approve	

Use with care



Approving Time Sheets – Sort Functionality - what to look for

Approve Current Time Sheet for Period Ending 12/31/2015

Employee	Assignment	Name	Total Hrs ▲	Reg Hrs	Absence Hrs	OT Hrs	Other
9935006	CLERK II	QUINCY, JOHN	104.0	32.0	0.0	0.0	
9935007	SECRETARY ELEM/MS	JACKSON, ANDREW	155.5	83.5	0.0	0.0	

If you click with your mouse over the top of each column, a triangle will appear. Click to sort in ascending – click again to sort in descending order

Sort on “Total Hrs” to find “short” time sheets

- Biweekly - always look for 80
- Monthly - always multiply 8 x number of days in the month less Saturdays and Sundays
- Employees who are “Short” time may need to submit a leave request.



Approving Time Sheets – Sort Functionality - what to look for

Double check all Red Exceptions are gone.
You can also sort on this column to find
with ease.

Red Exceptions will NOT PAY the employee
properly.

Remember your RED exceptions are on
your DASHBOARD so you can clear them
periodically.

Holiday Unpaid Hrs	Exceptions	Manager's Approval
0.0	No	<input type="checkbox"/> Approve

Holiday Unpaid Hrs	Exceptions	Manager's Approval
0.0	Yes	<input type="checkbox"/> Approve
0.0	Yes	<input type="checkbox"/> Approve
0.0	Yes	<input type="checkbox"/> Approve
0.0	Yes	<input type="checkbox"/> Approve

Other Hrs	Exceptions	Manager's Approval
1.0	0.0 No	<input type="checkbox"/> Approve



Approving Time Sheets

The screenshot shows the EmpCenter software interface. On the left, there is a sidebar with the following sections:

- Employees Active On: Wednesday August 26, 2015
- Assignments:
 - EDITH ZALACE's Employees (2)
 - KATHLEEN TURNER's Employees (6)

The main area displays three 'Approve' panels. The top panel is highlighted with a red arrow pointing to the 'Approve' button. The panels show the following data:


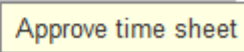
Employee	Assignment	Day Unpaid Hrs	Exceptions	Manager's Approval
80564	PAYR	0.0	No	<input type="checkbox"/> Approve
18148	CLER	0.0	Yes	<input type="checkbox"/> Approve
23013	CLER	0.0	Yes	<input type="checkbox"/> Approve
24258	CLER	0.0	Yes	<input type="checkbox"/> Approve
343295	CLER	0.0	Yes	<input type="checkbox"/> Approve
356341	PAR	0.0	No	<input type="checkbox"/> Approve

Click on the box in front of the word “approve” and a green check mark will appear.




Approving Time Sheets

Day Unpaid Hrs	Exceptions	Manager's Approval
72.0	Yes	<input type="checkbox"/> Approve
72.0	Yes	<input checked="" type="checkbox"/> Approve

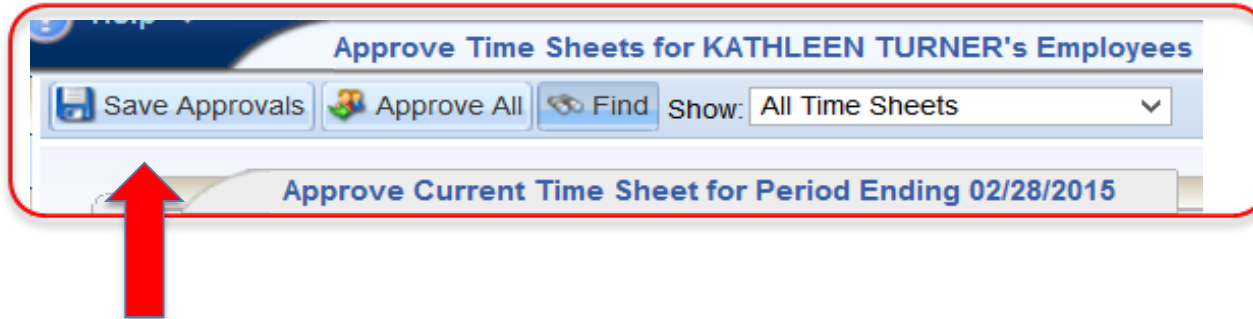
After the check mark appears, the message below will appear on the top of the screen.

ees

 You have made changes that must be saved to be effective.



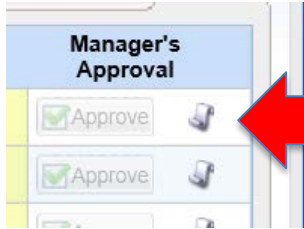
Approving Time Sheets – SAVE



You must click on “save approvals” to save any changes on this page – approvals or withdrawals



Approving Time Sheets – approval history



Click on the “scroll” to see approval history for any employee.

Approval History for Employee ANDREW JACKSON's Assignment (SECRETARY ELEM/MS)

Action	Level	Name	ID	Time	E-Mail	Comment
Approval	5	WASHINGTON, GEORGE	9935001	Apr 4, 2016 09:58 am		



Un-approving – same steps

Day Unpaid Hrs	Exceptions	Manager's Approval
72.0	Yes	<input type="checkbox"/> Approve
72.0	Yes	<input type="checkbox"/> Approve

Should you need to make a correction or addition after approval, simply click on the green check mark to remove it and save approvals again. The sheet will then be Withdrawn and open for editing again.

Approval History for Employee ANDREW JACKSON's Assignment (SECRETARY ELEM/MS)

Action	Level	Name	ID	Time	E-Mail	Comment
Withdrawal	0	WASHINGTON, GEORGE	9935001	Apr 4, 2016 10:13 am		
Approval	5	WASHINGTON, GEORGE	9935001	Apr 4, 2016 09:58 am		



Approving Time Sheets – final notes

- EmpCenter will send automatic e-mail messages to the Supervisor of record to approve time sheets twice at the end of each pay period. If you receive this message but don't have a time sheet to approve for the person named in the e-mail, it means the time sheet is blank. IF blank:
 - The employee doesn't work for us anymore – report to Human Resources to begin termination process
 - The employee is on leave of absence – edit the time sheet and insert time record for leave of absence.
 - The employee has been absent but failed to submit a Time Off Request.
 - The employee is an exempt employee who needs a schedule.