Dec. 29, 2010

WEBER STATE UNIVERSITY

Supervisor/Approver Manual

for

Using

Time Entry Approval

Table of Contents

Introduction.....3

Part I: Accessing the System
Logging into eWeber.....4
Logging into Time Entry Approval.....5

Part II: Instructions for the Supervisor/Approver
Welcome Screen and Messages.....6
Selecting a Function.....7
Verifying the Work Week.....8
Compensatory Time and Overtime Conversion.....15
Overtime Approval.....18
Viewing Weeks.....23
Email Reminders.....25

Part III: Access Form
Supervisor Approval Access Form.....27

Part VI: FAQs
Who should I call with questions or concerns.....29
How do I print from Time Entry Approval.....29

Introduction

Welcome to Weber State University's new automated approval system for employee time worked called Time Entry Approval.

This manual explains how to use Time Entry Approval. The new program is designed to run in a web-based environment and is accessible at work or at home through eWeber.

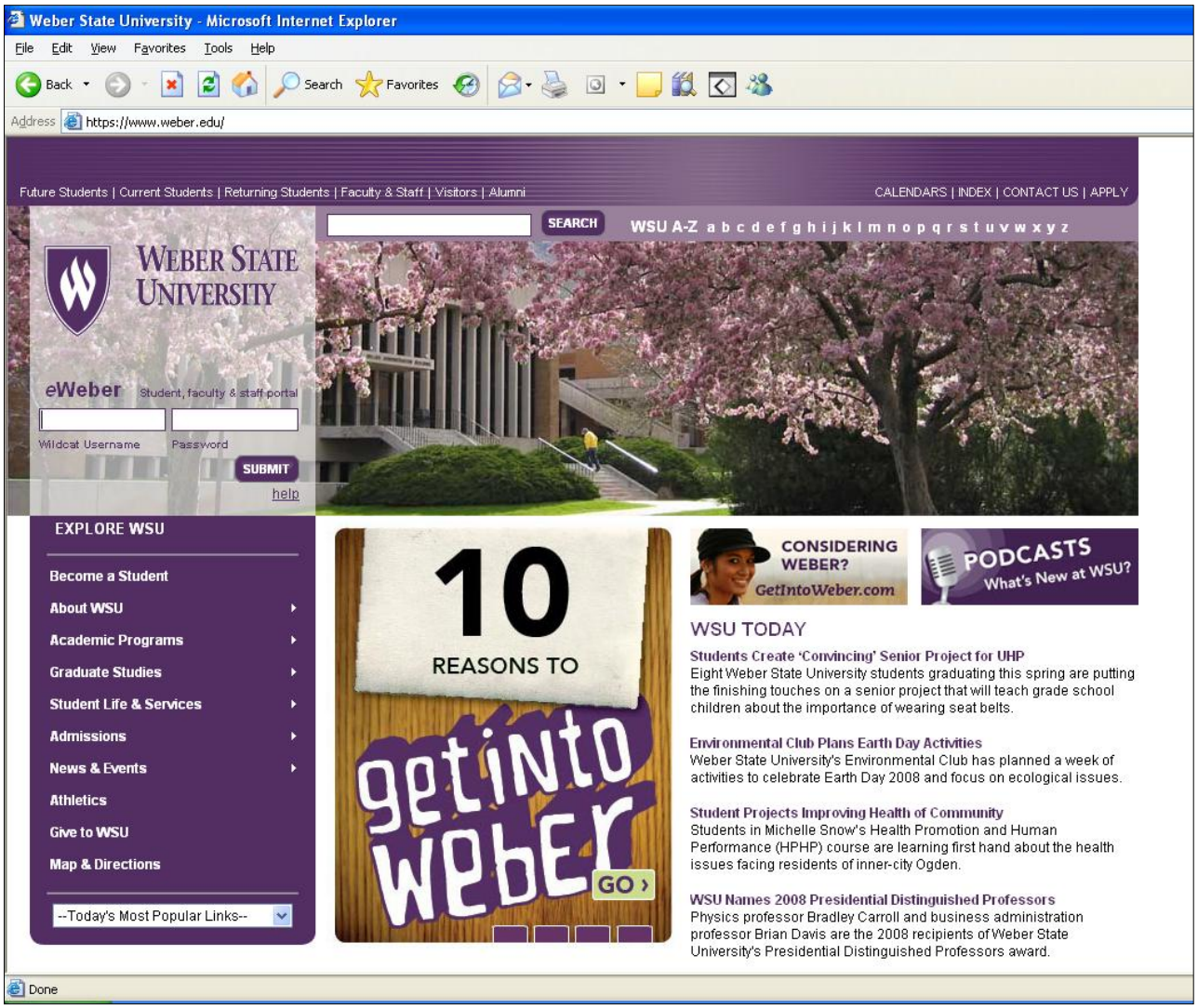
This manual is intended to provide user instructions for all supervisors who weekly are required to approve the 'time worked this week' record created in Leave Tracker by their non-exempt Classified staff.

Also included at the back of this manual is a list of individuals and their contact information. If after reading and following this manual you still have questions or need assistance, please refer to this contact list.

Part I: Accessing the System

Logging into eWeber

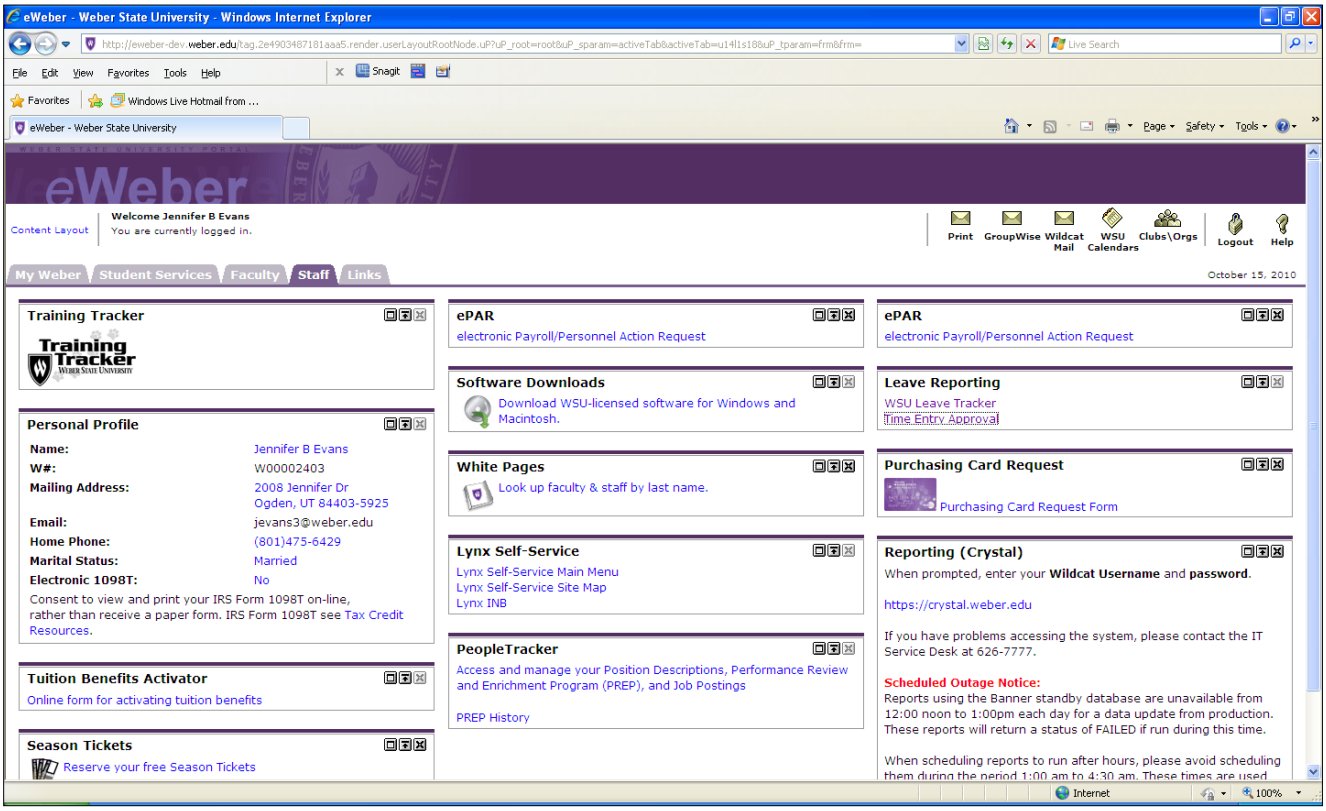
To access 'Time Entry Approval' you will need to log into eWeber at www.weber.edu by entering your Wildcat username and password on the University's home page shown in the graphic below.



Logging into Time Entry Approval

The Time Entry Approval link appears under the WSU Leave Tracker link in the Leave Reporting channel on the eWeber portal. The Leave Reporting channel is found under either the 'Faculty' tab or the 'Staff' tab. You will not need to add the channel.

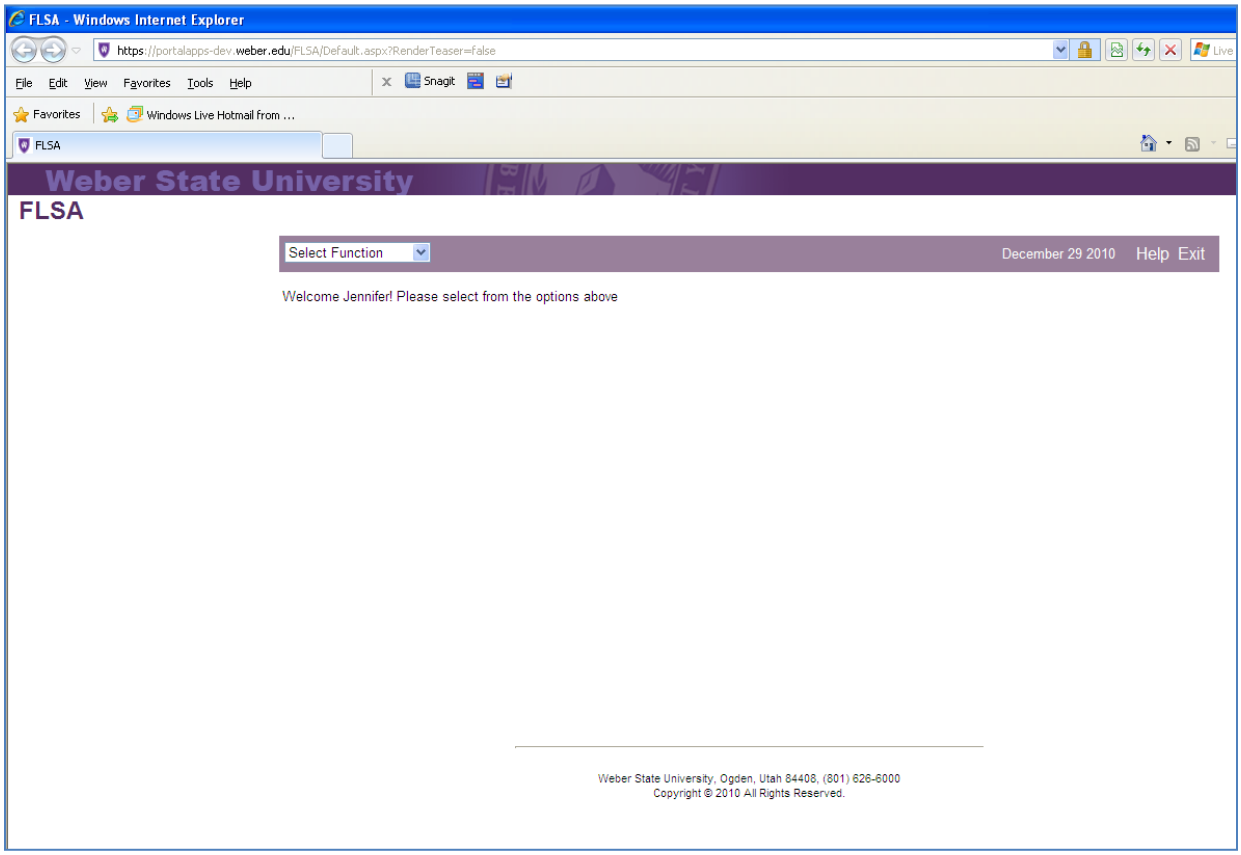
Just click on the 'Time Entry Approval' link which is highlighted in blue. Once accessed, the link will appear light purple.



Part II: Instructions for the Supervisor/Approver

Time Entry Approval Welcome Screen

Once in the Time Entry Approval system you will be presented with the 'Welcome' screen as shown below.



The 'Welcome' screen will display the current day's date in the top right hand corner as well as a 'Help' link which brings up this user's guide and an 'Exit' link which takes you out of the system and closes the window.

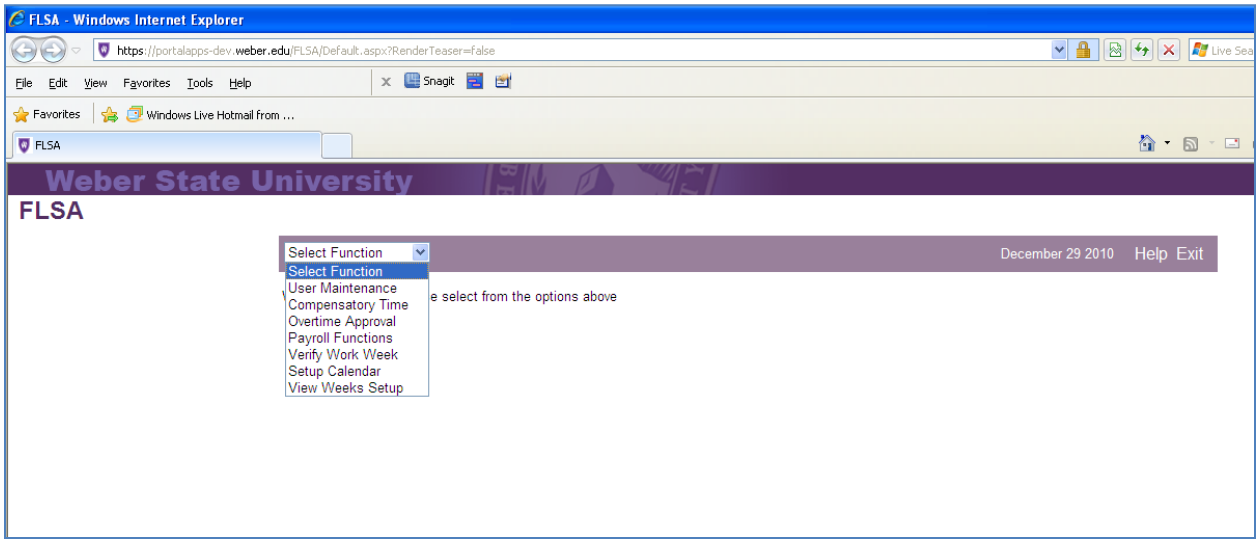
Selecting a Function

You may access the screens within the Time Entry Approval system by making a selection from the 'Select Function' drop down box on the top left hand of the screen, as shown below.

Depending on your security access, you will be presented with a variety of selections. As a Supervisor/Approver your selections will include:

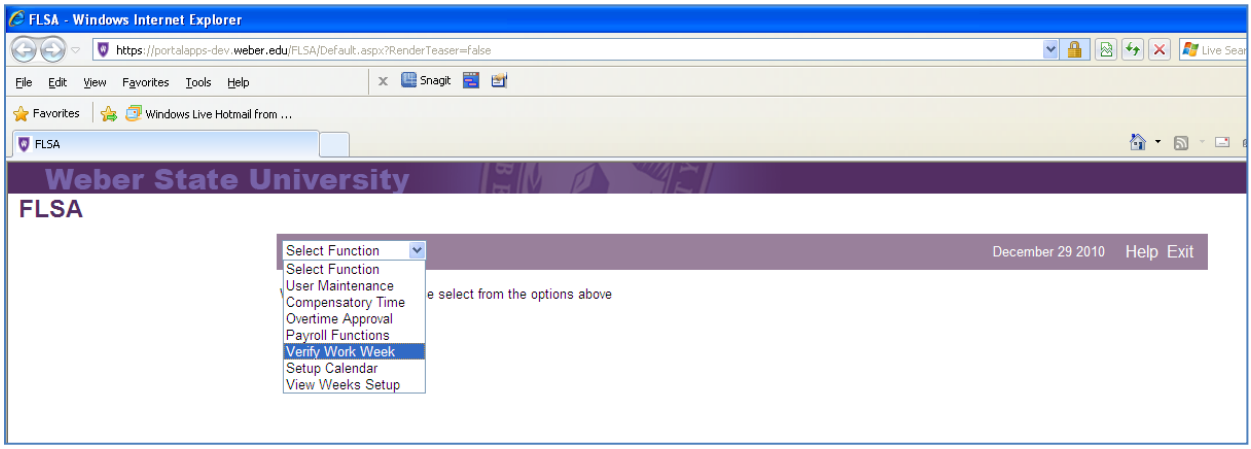
- **Compensatory Time** – Allows you to view employee comp time and convert it to overtime as needed.
- **Overtime Approval** – After moving compensatory time to be paid out at Over Time (OT), supervisors must come here to approve the payout of that OT.
- **Verify Work Week** – This is where you will view all time worked as entered by employees. You will approve time worked here and also be able to edit entries employees have made, move compensatory time to overtime, and more.
- **View Weeks Setup** – Shows the work weeks for the year.

All other functions (user maintenance, setup calendar, etc.) are only visible and accessible by payroll and those with administrator access.

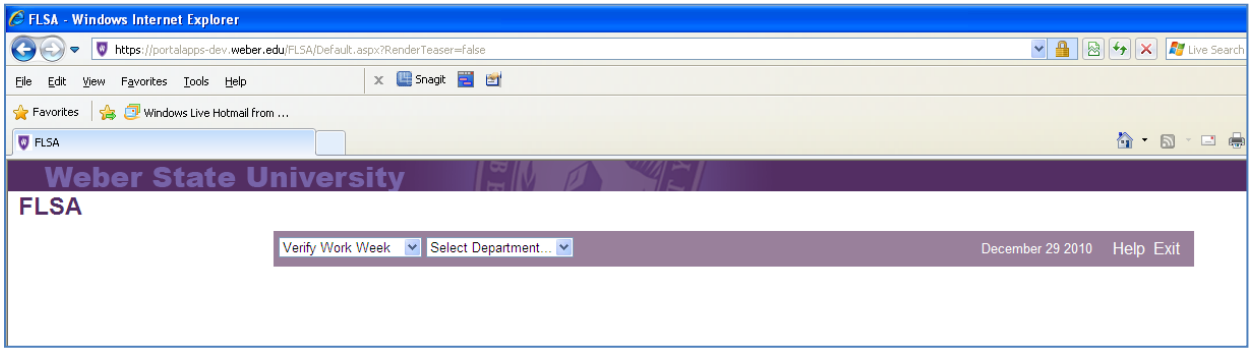


Verifying the Work Week

The most used function (weekly) is called 'Verify Work Week.' Select the 'Verify Work Week' function to approve the 'time worked' entries of employees. To begin, select the 'Verify Work Week' function from the drop-down menu, as shown below.

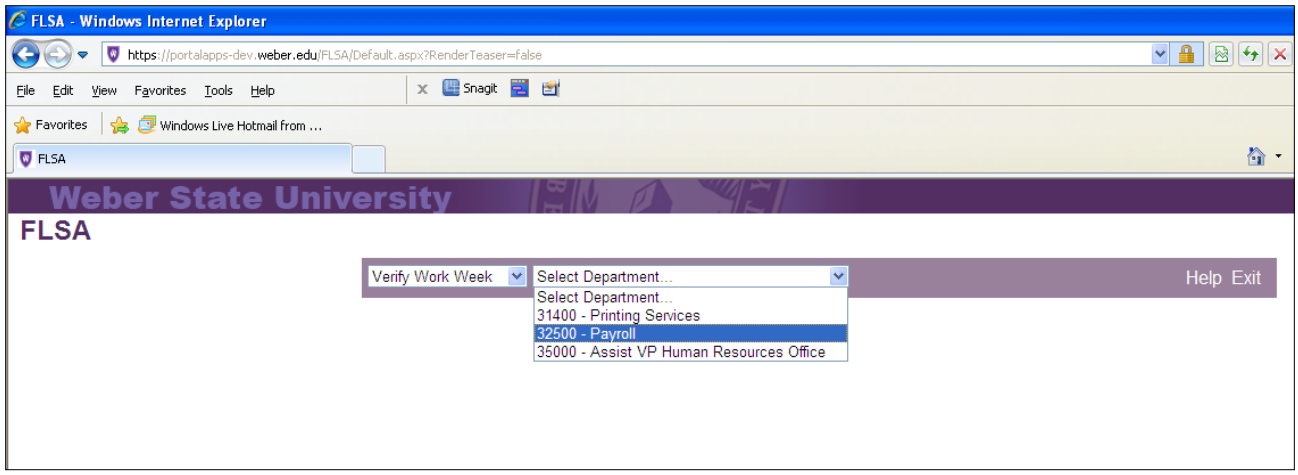


You will then be presented with another drop down box of departments.

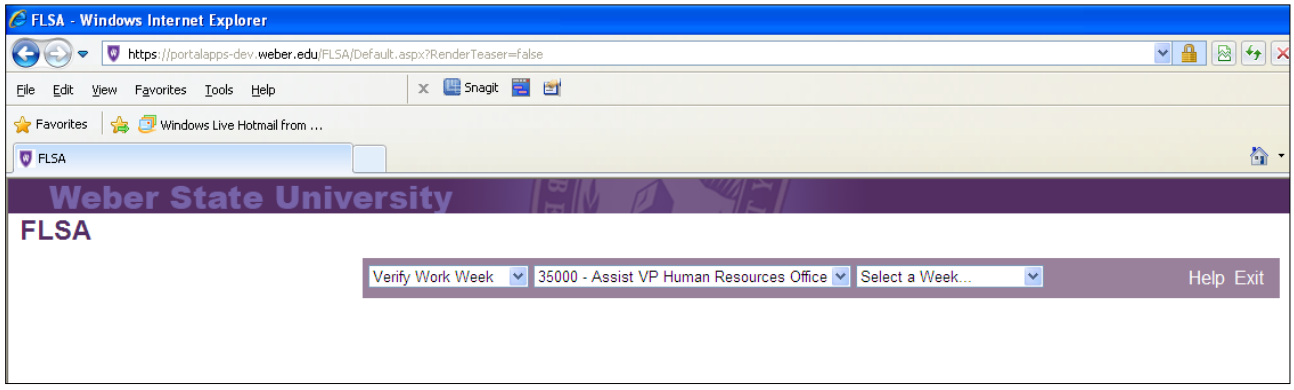


You will only be presented with the departments for which you've been given access to as primary or back-up approver. If you need additional access please see the Supervisor Approval Access Form included at the end of this manual.

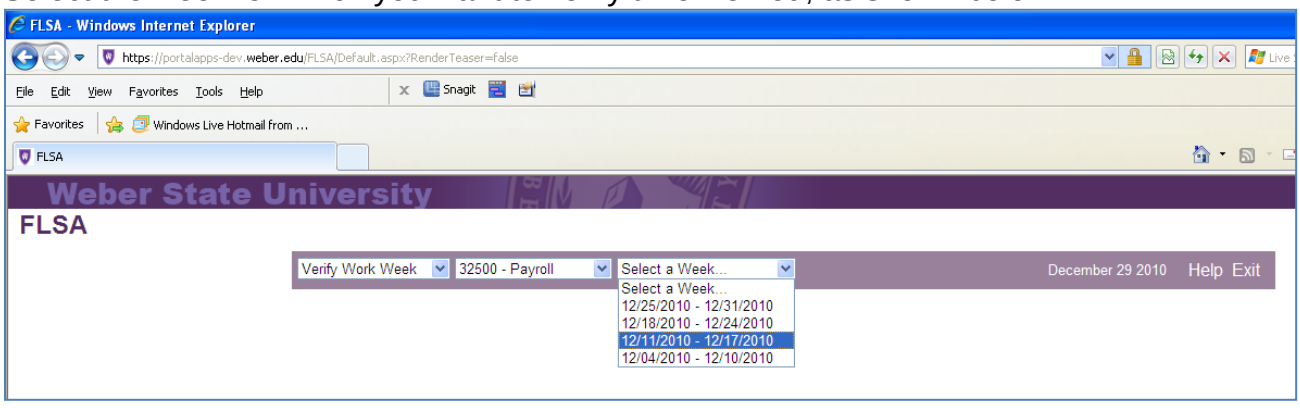
Select the department for which you want to verify time worked, as shown below.



You will now see a third drop down box for selecting the work week you want to approve.

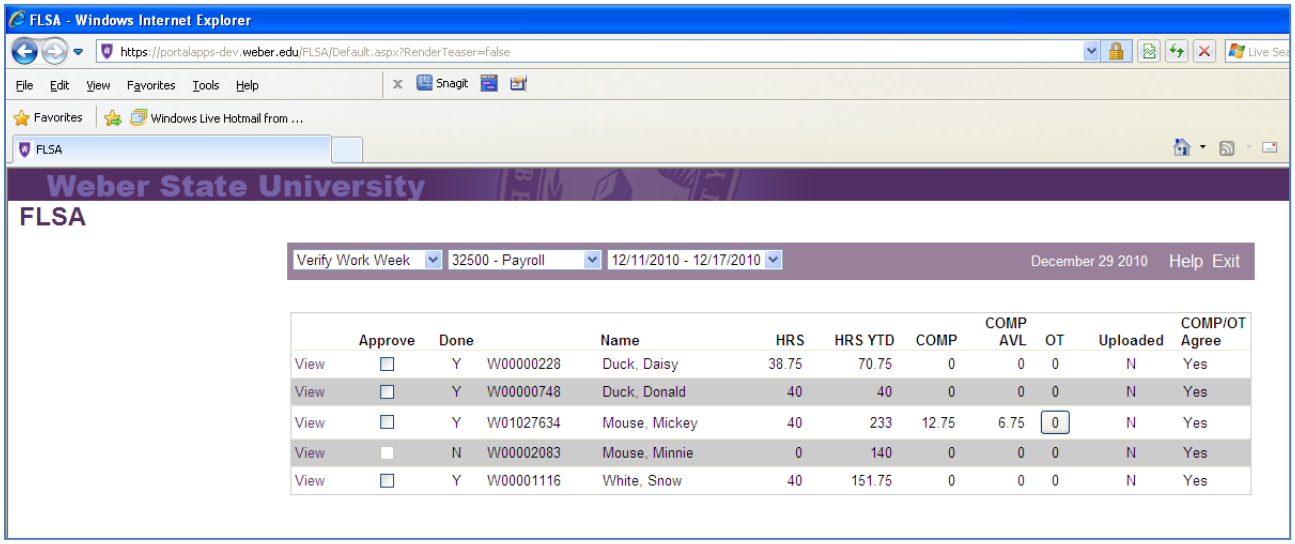


Select the week for which you want to verify time worked, as shown below.



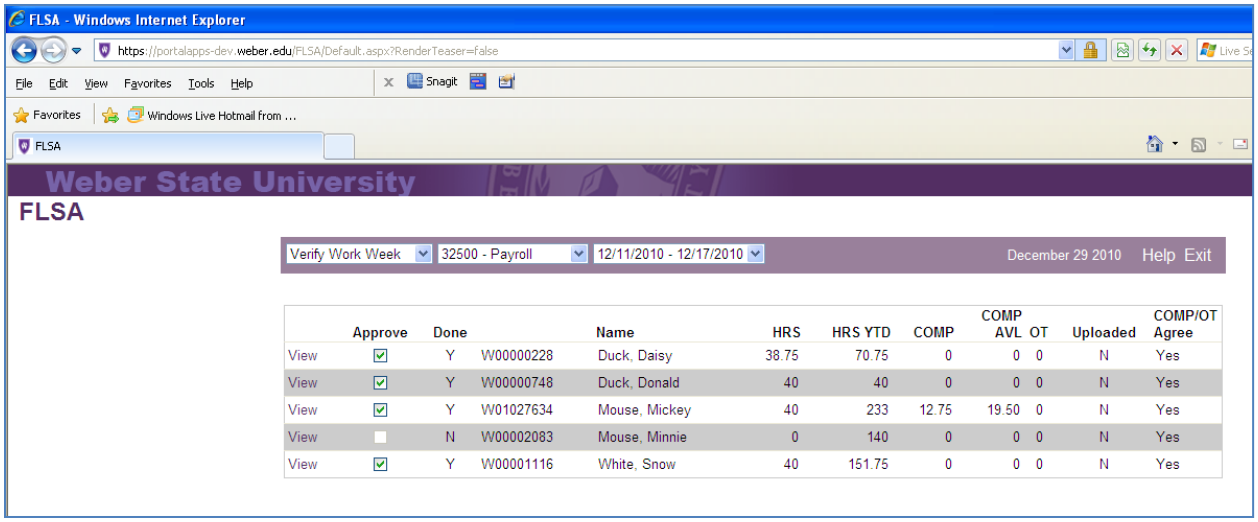
As the Supervisor/Approver, you will now see a table showing all classified employees in the department. Each employee is listed in a row of the table with their individual information for the week shown in columns, which include:

- Approve – where you click to 'approve' time worked
- Done – tells you whether or not the employee is done entering time for the week
- W# - employees' W number
- Name – employees' name
- HRS – number of hours worked in the chosen week
- HRS YTD – number of hours worked year-to-date
- COMP – hours of compensatory time earned/worked in the current week
- COMP AVL – total hours of compensatory time available for employee to use
- OT – hours scheduled to be paid out as overtime from the compensatory total
- Uploaded – tells you whether or not the data for the week has been uploaded into the system (after approval)
- COMP/OT Agree – lets you know if the OT hours and COMP hours for the week match-up to the total HRS worked by the employee



	Approve	Done		Name	HRS	HRS YTD	COMP	COMP AVL	OT	Uploaded	COMP/OT Agree
View	☐	Y	W00000228	Duck, Daisy	38.75	70.75	0	0	0	N	Yes
View	☐	Y	W00000748	Duck, Donald	40	40	0	0	0	N	Yes
View	☐	Y	W01027634	Mouse, Mickey	40	233	12.75	6.75	0	N	Yes
View		N	W00002083	Mouse, Minnie	0	140	0	0	0	N	Yes
View	☐	Y	W00001116	White, Snow	40	151.75	0	0	0	N	Yes

Click the approve box for each employee whose work time for the week is correct and a green check mark will be placed in the box. (Note – you may only approve an employee's record if there is a 'Y' in the Done column. If there is an 'N,' the employee has not completed their hours worked entries and submitted them for approval.) See graphic below.

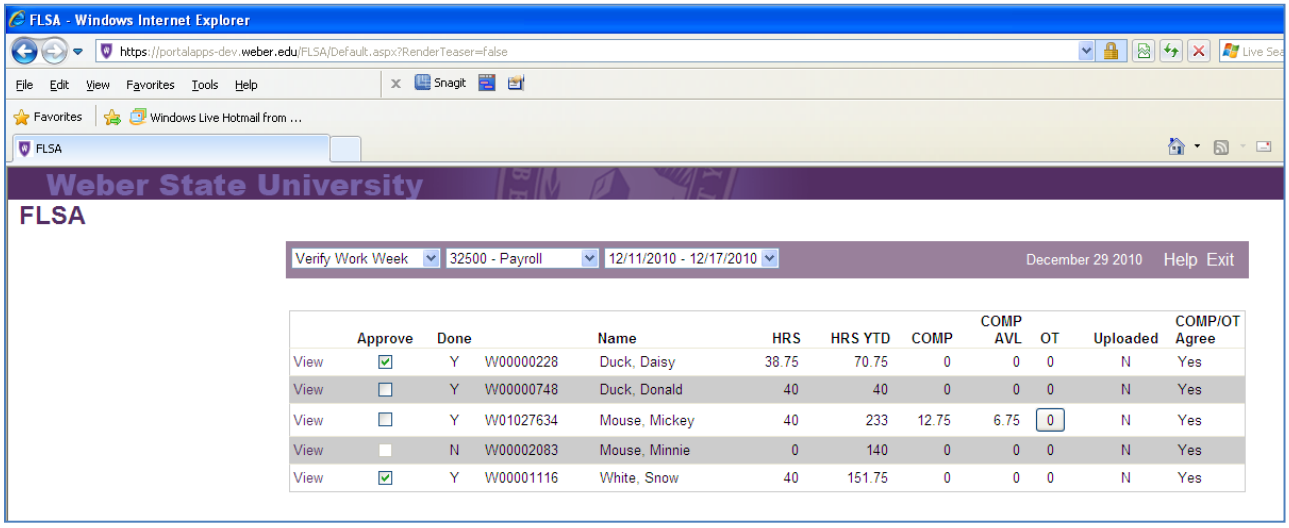


	Approve	Done		Name	HRS	HRS YTD	COMP	COMP AVL	OT	Uploaded	COMP/OT Agree
View	☑	Y	W00000228	Duck, Daisy	38.75	70.75	0	0	0	N	Yes
View	☑	Y	W00000748	Duck, Donald	40	40	0	0	0	N	Yes
View	☑	Y	W01027634	Mouse, Mickey	40	233	12.75	19.50	0	N	Yes
View	☐	N	W00002083	Mouse, Minnie	0	140	0	0	0	N	Yes
View	☑	Y	W00001116	White, Snow	40	151.75	0	0	0	N	Yes

Time is now approved for those with a checkmark in the box in the Approve column.

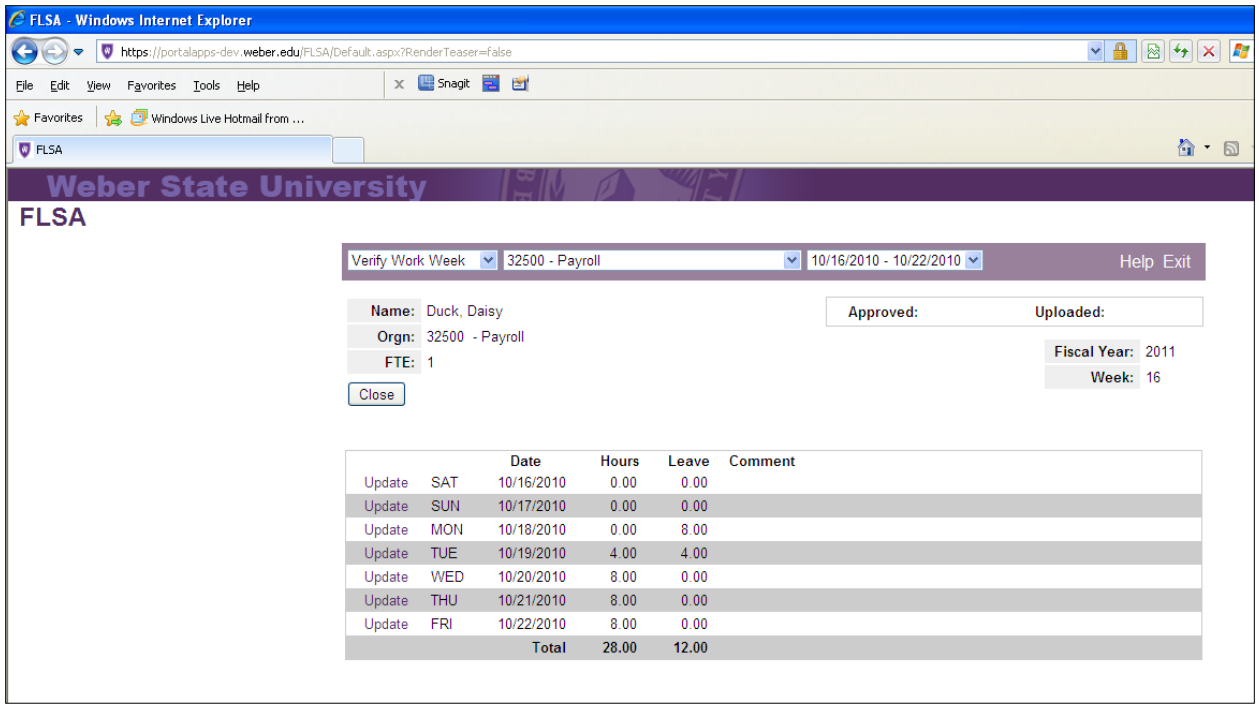
Note: There is no submit button and you will not receive a confirmation message. A check mark in the box means the leave is approved and you are finished. When boxes in the 'Approve' column have a check mark for ALL employees, then approval for the week is completed.

To remove approval, click on the appropriate approve box and the check mark is then removed, as shown below.

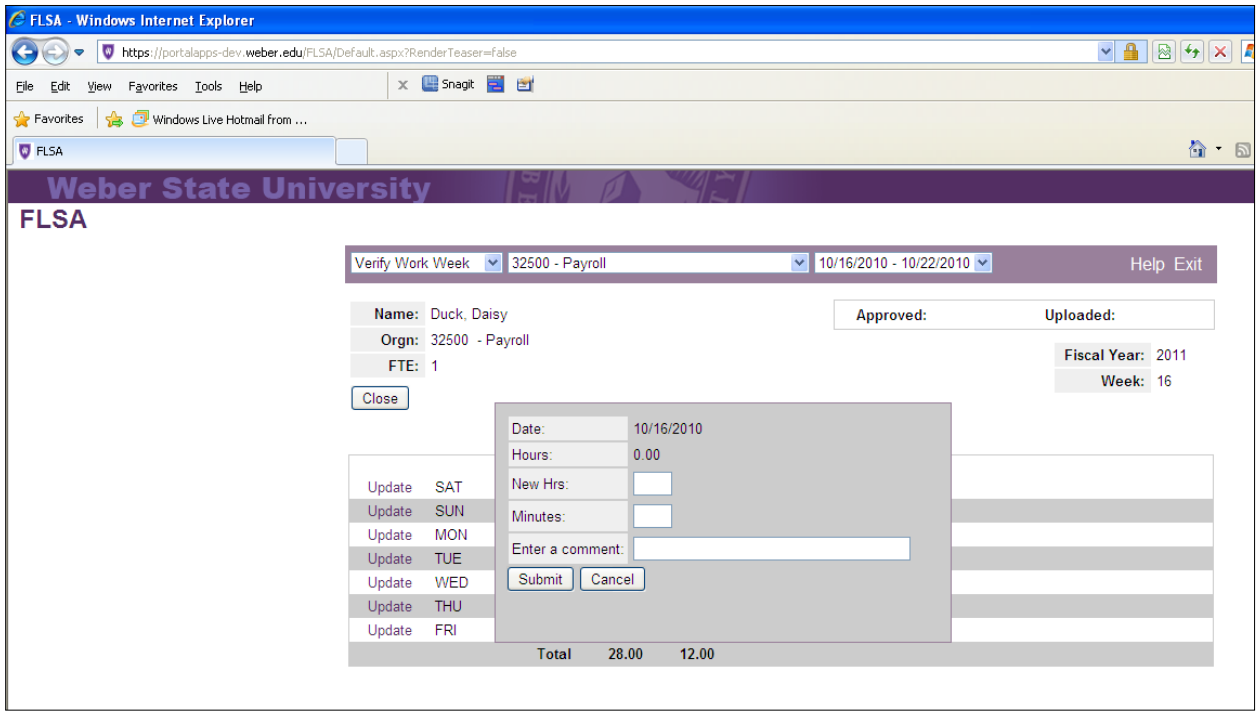


	Approve	Done		Name	HRS	HRS YTD	COMP	COMP AVL	OT	Uploaded	COMP/OT Agree
View	☑	Y	W00000228	Duck, Daisy	38.75	70.75	0	0	0	N	Yes
View	☐	Y	W00000748	Duck, Donald	40	40	0	0	0	N	Yes
View	☐	Y	W01027634	Mouse, Mickey	40	233	12.75	6.75	0	N	Yes
View	☐	N	W00002083	Mouse, Minnie	0	140	0	0	0	N	Yes
View	☑	Y	W00001116	White, Snow	40	151.75	0	0	0	N	Yes

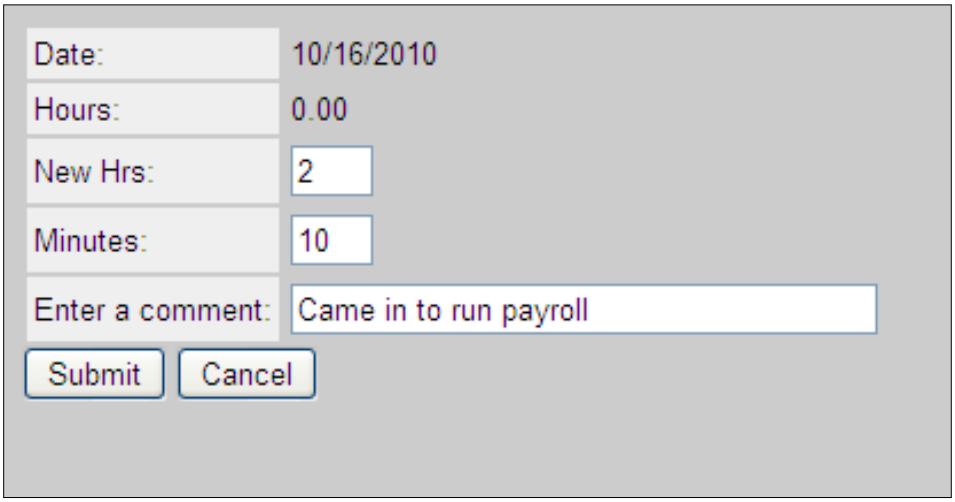
Supervisors/Approvers may fix/edit 'time worked' entries for employees. Just click the purple 'View' hyperlink to the left of the employee for which you'd like to access the time-worked. For example, the graphic below shows clicking on the 'View' button for Daisy Duck.



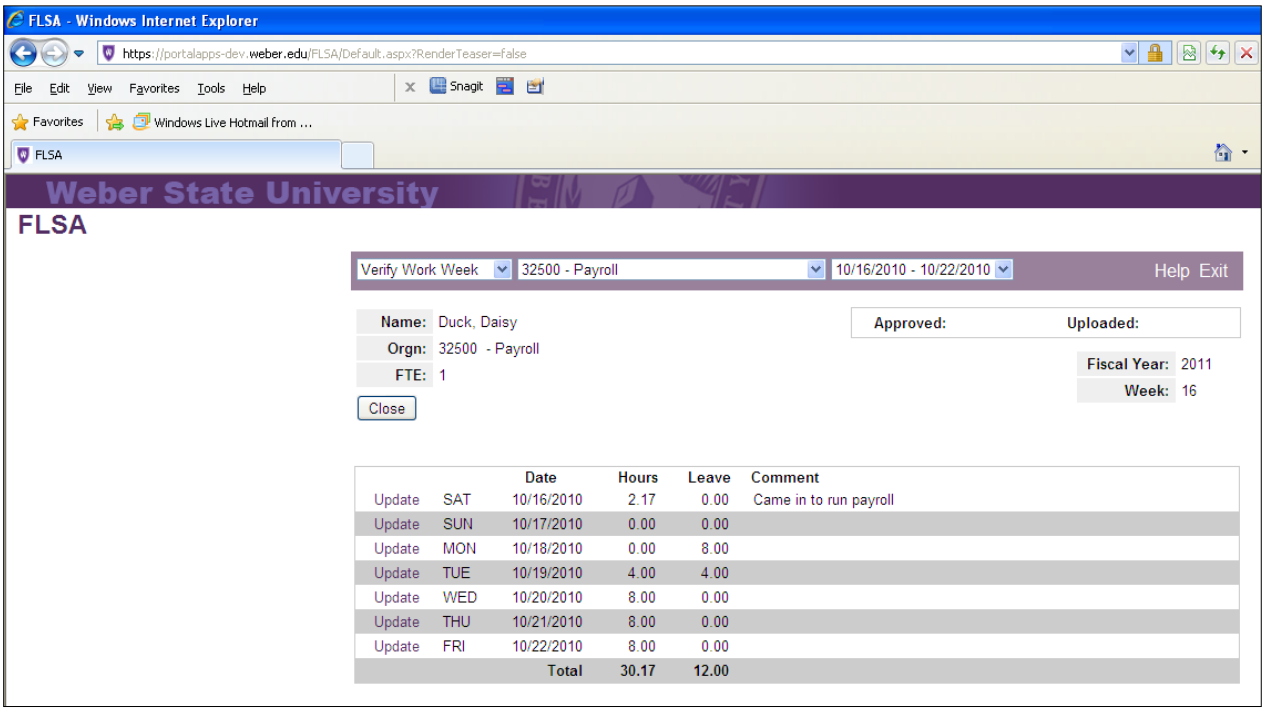
You are now viewing the 'Enter Your Time Worked' screen as Daisy Duck sees it in Leave Tracker when she enters her time worked. To update or correct an entry just click on the 'Update' link next to the date you'd like to modify. A 'pop-up' box will open with that date and original hours entered. (see below)



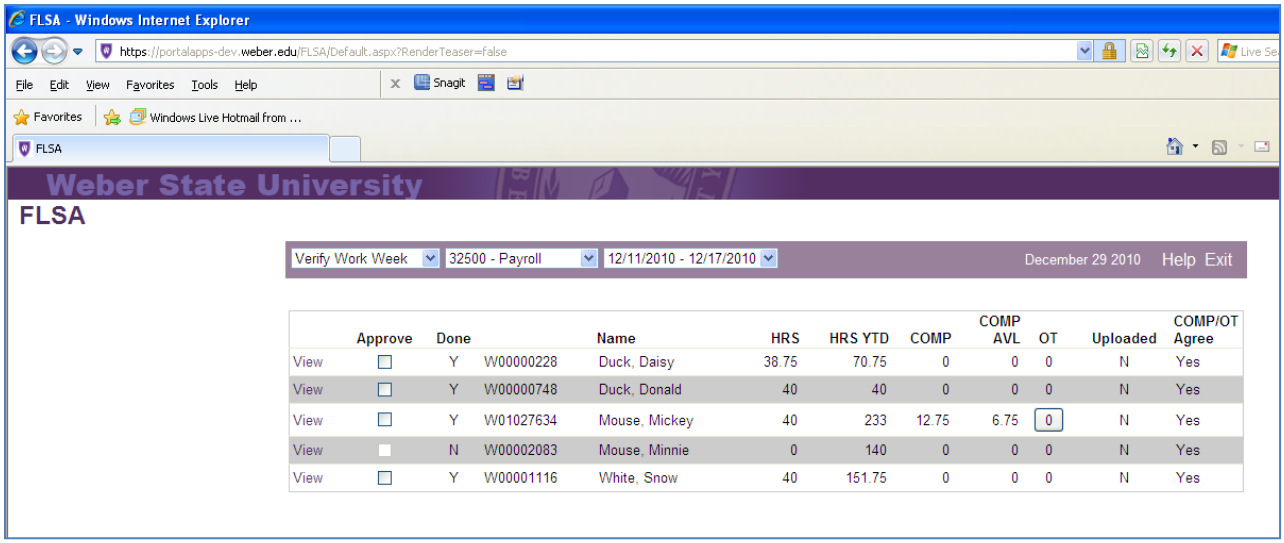
You may now modify the original ‘time worked’ entry by entering in the correct hours and minutes worked. (Note: Enter both hours and minutes) Since you are modifying a record, you must leave a comment. (see below)



Hit submit and the pop-up box closes, bringing you back to the original view of the ‘time worked’ for the employee. You will see the time worked for the day you selected now shows the corrected time entered.



When you are finished modifying entries, just click on the ‘Close’ button to be taken back to the ‘Verify Work Week’ screen as shown below



	Approve	Done		Name	HRS	HRS YTD	COMP	COMP AVL	OT	Uploaded	COMP/OT Agree
View	☐	Y	W00000228	Duck, Daisy	38.75	70.75	0	0	0	N	Yes
View	☐	Y	W00000748	Duck, Donald	40	40	0	0	0	N	Yes
View	☐	Y	W01027634	Mouse, Mickey	40	233	12.75	6.75	0	N	Yes
View	☐	N	W00002083	Mouse, Minnie	0	140	0	0	0	N	Yes
View	☐	Y	W00001116	White, Snow	40	151.75	0	0	0	N	Yes

.

<u>Reminder</u>: The supervisor/approver can only approve the records of those employees who have a 'Y' in the Done column. All employees must complete and submit their time before it can be approved. If the Supervisor modifies a record, the employee must re-submit the record for approval.

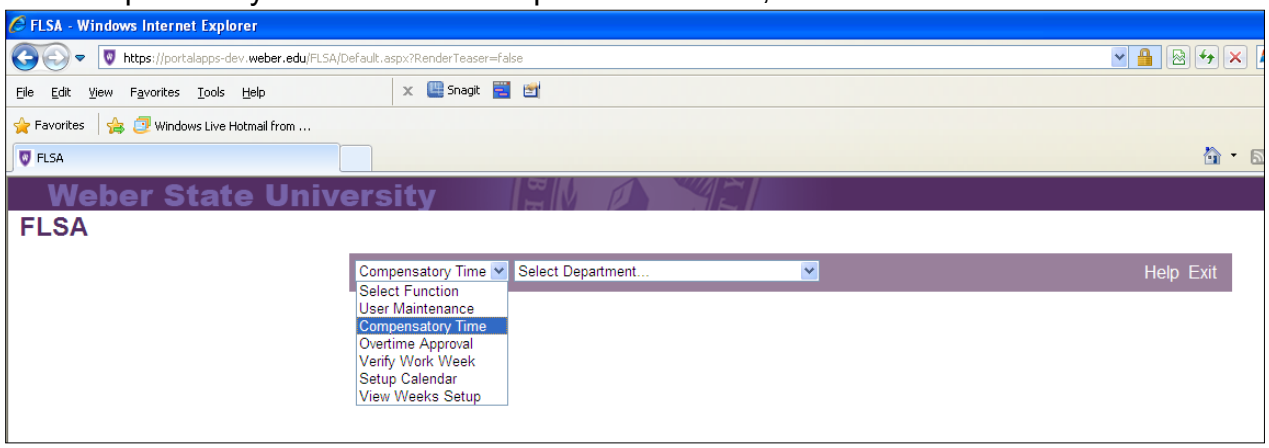
In the above graphic the supervisor/approver would only be able to approve the time of four out of five employees.

Compensatory Time

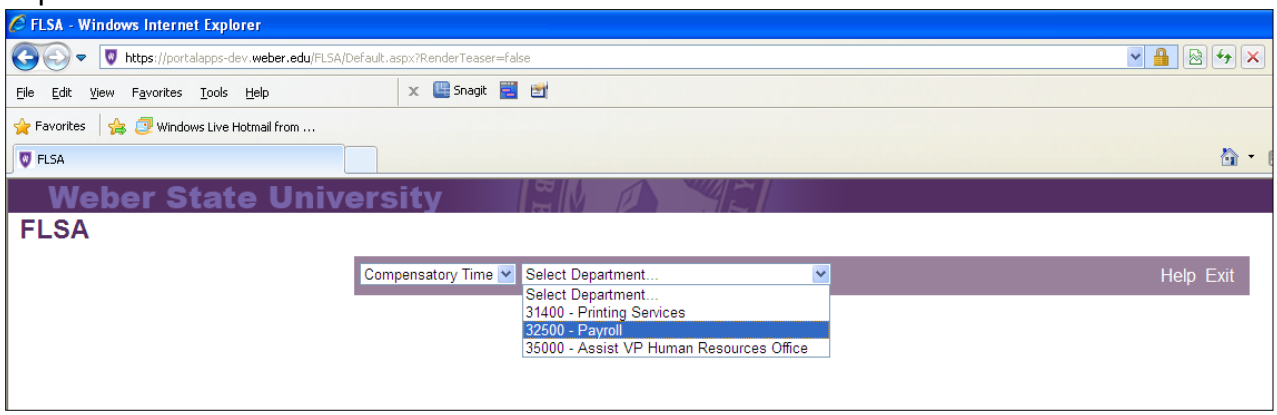
All compensatory time is now contingent on the 'time worked' hours entered weekly by the employee. If the employee works over 40 hours a week, the system will convert the extra hours above 40 into compensatory time at time and a half. Supervisors no longer have the ability to enter compensatory time in Leave Tracker.

The new 'Compensatory Time' screen in this system allows the supervisor/approver the ability to total comp hours for each employee and convert to overtime pay, if needed.

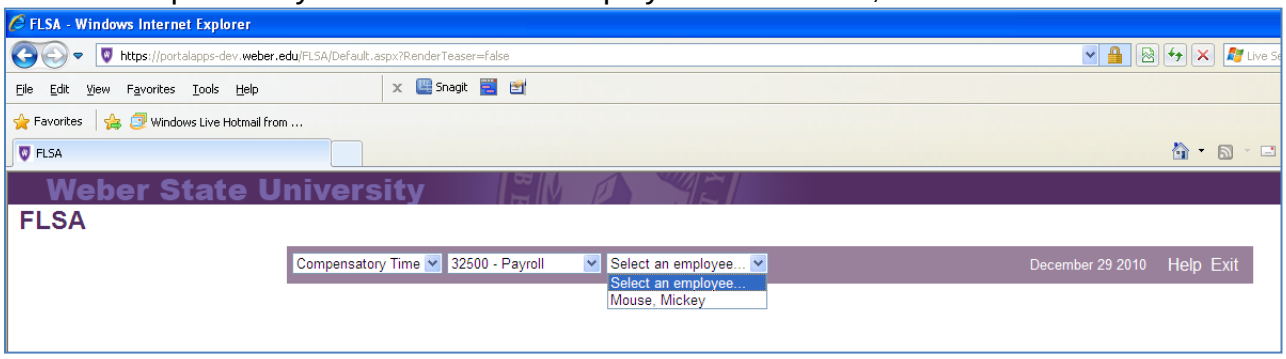
To view compensatory time of employees the supervisor/approver selects 'Compensatory Time' from the drop down of menu, as shown below.



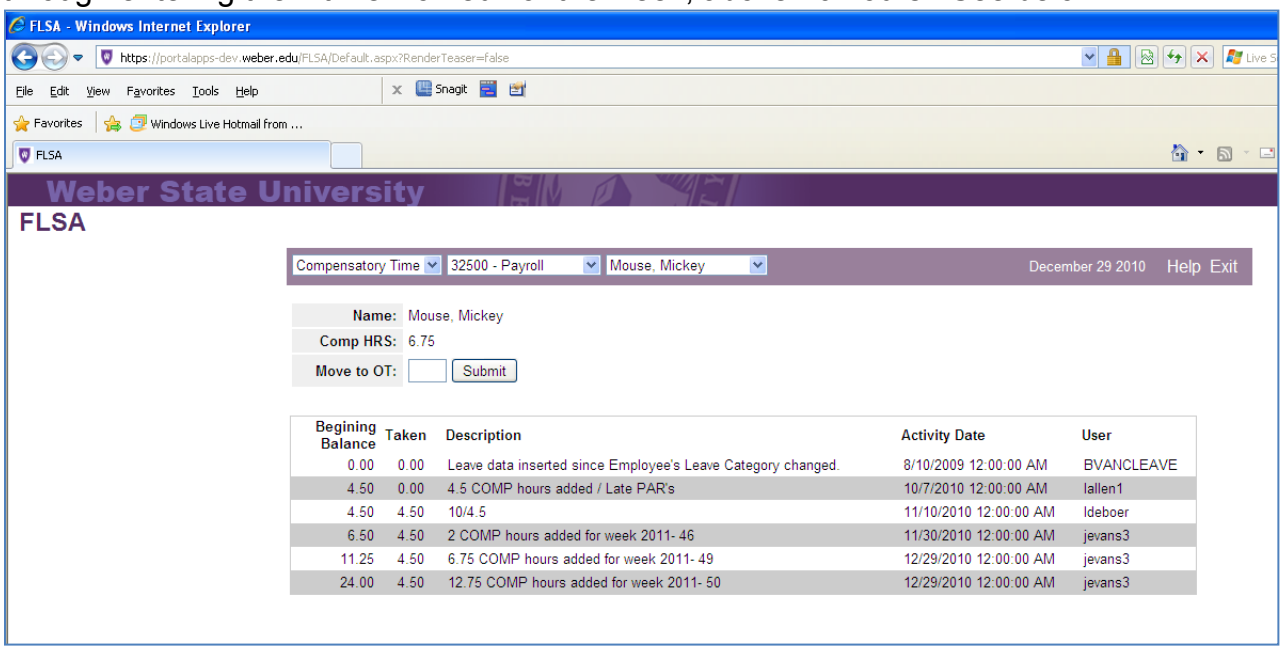
Another drop-down menu will appear, again asking for a department. Select the department from the list.



A third drop-down box will appear asking you to select the employee for which you'd like to view compensatory time. Select the employee from the list, as shown below.

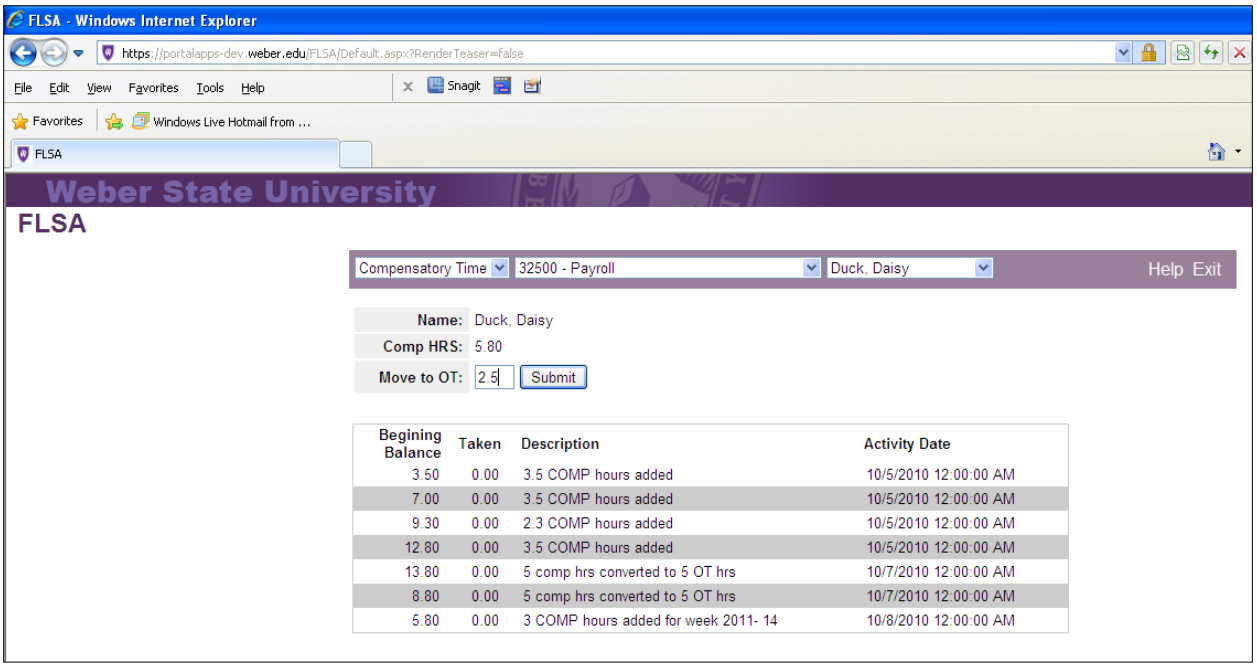


Once an employee is selected you will be able to view all compensatory time entries for the employee. Any comp time previously entered through the comp screen in Leave Tracker will be shown in this new system, plus any comp time earned by the employee through entering their 'time worked' for the week, above 40 hours. See below.

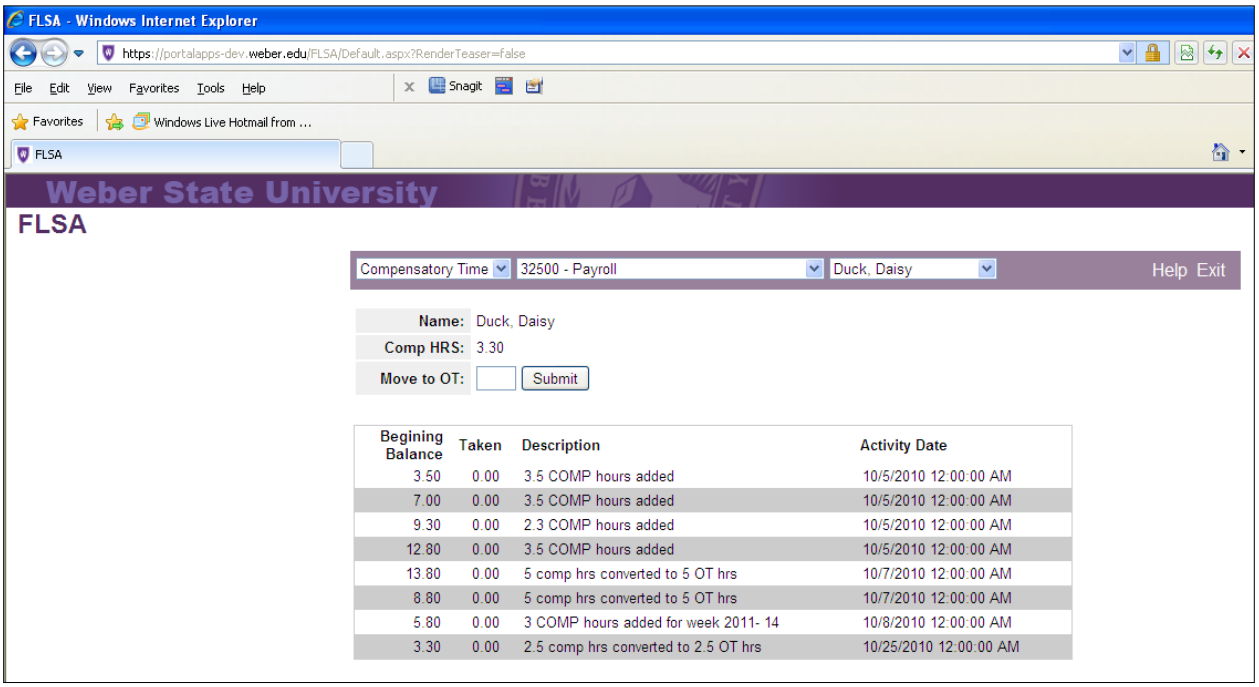


The description column gives an explanation for hours received and any that were converted to overtime pay. All hours show the date when they were earned/added to the system.

The supervisor may use this screen to convert any earned comp time to overtime to be paid at time and a half. Total comp hours available is shown at the top of the screen under the employee's name next to 'Comp HRS.' The supervisor/approver can enter hours, up to the total Comp HRS in the 'Move to OT' box in order to convert them to overtime and be paid out. In the example below, the supervisor is going to convert 2.5 of the available 5.8 comp hours into overtime.



Hitting the submit button finalizes the entry and adds it as a line item on the record. You can now see a record at the bottom of the screen showing that 2.5 hours of comp were converted to OT.

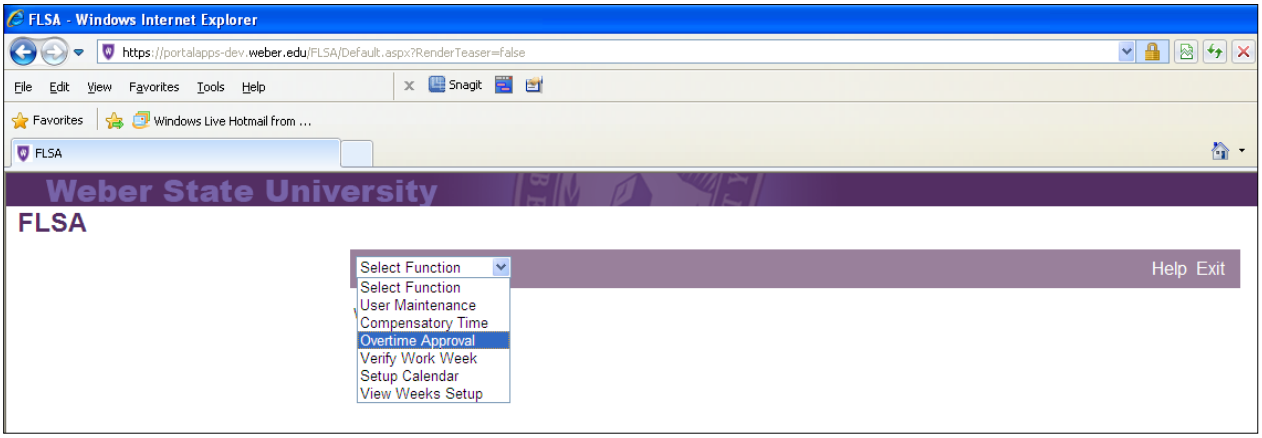


Note: Comp time converted to OT still needs to be approved in the system. Supervisors/approvers must go to the 'Overtime approval' function and approve OT converted from Comp. (see next section)

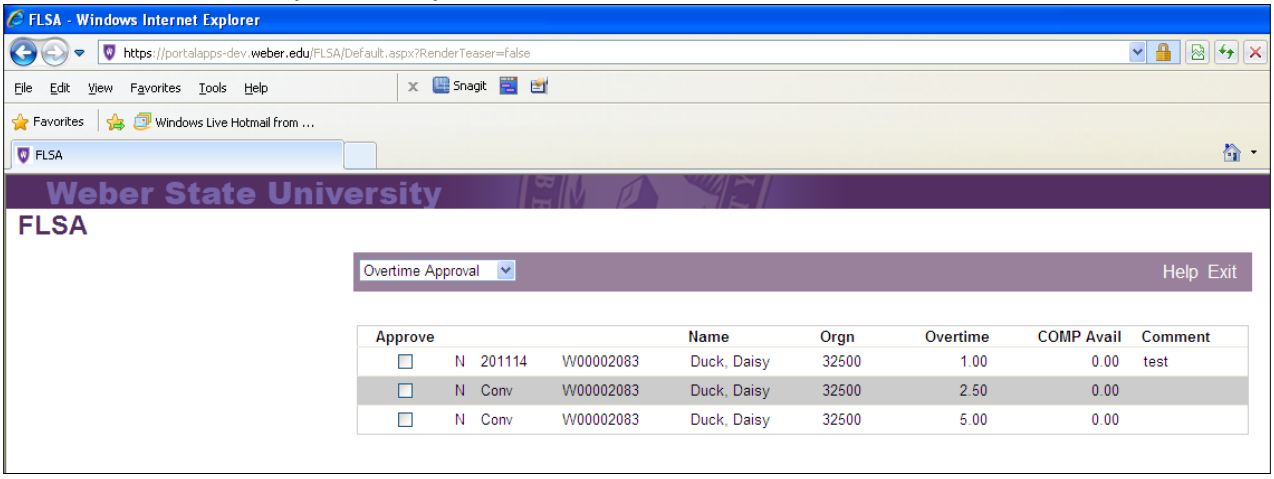
Overtime Approval

This function allows the supervisor/approver to submit OT to be paid. When comp time is converted to OT it needs to be approved through the 'overtime approval' screen.

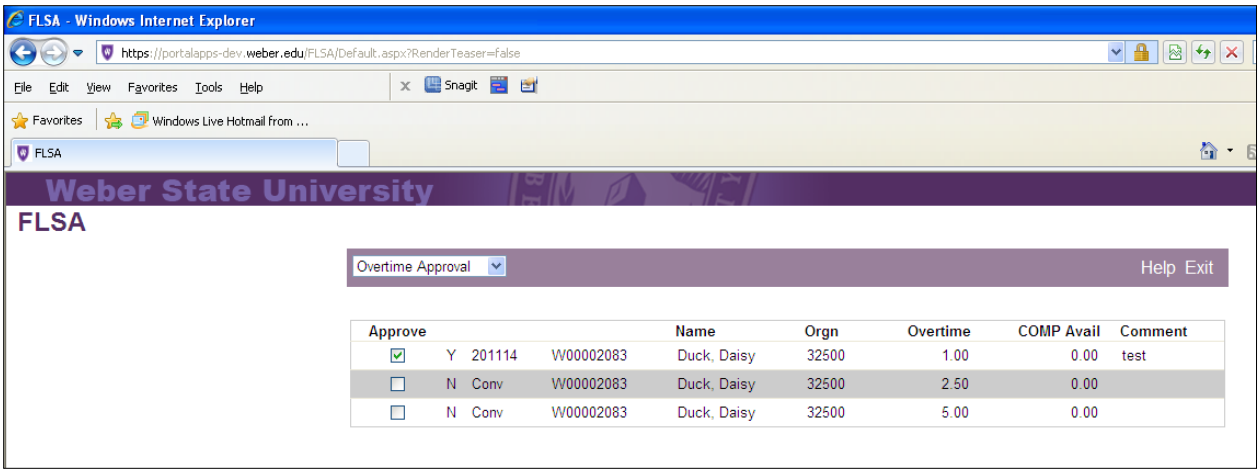
From the function drop-down menu select the 'Overtime Approval' option, as shown below.



Overtime hours for any of the employees in the department will be shown. In this example there is only one employee with overtime hours to be approved. You can see three separate instances where comp time was converted to OT. You can see the 2.5 hours from the example in the previous section, as well as two additional entries.



To approve overtime so it will be paid out at time and a half the supervisor/approver clicks on the box in the 'Approve' column to put a checkmark in the box. (see below)

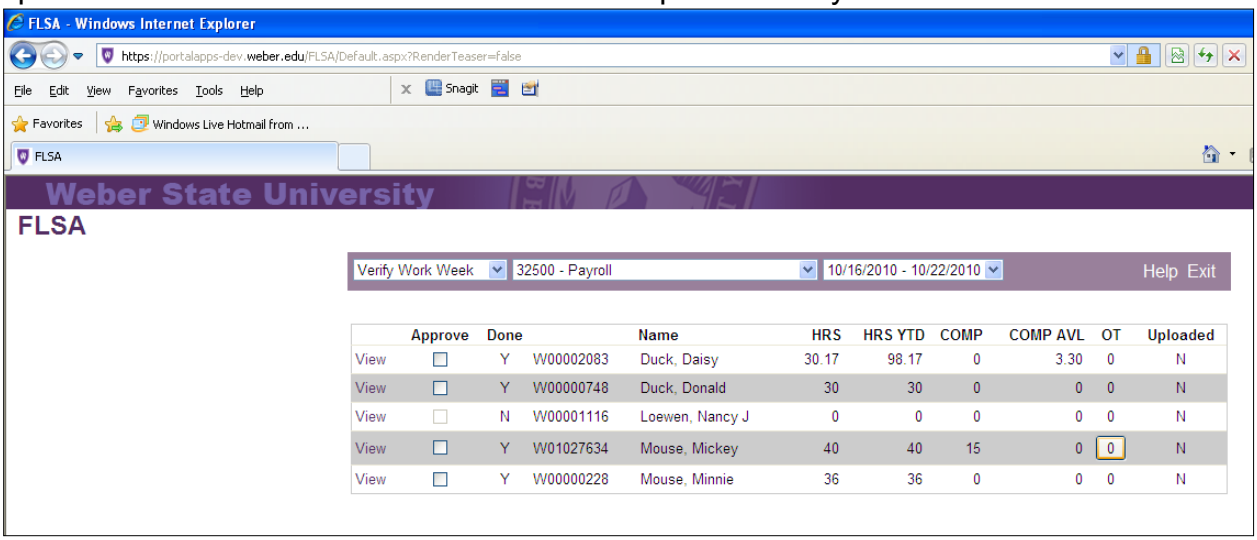


Overtime is now approved for those with a checkmark in the box in the Approve column.

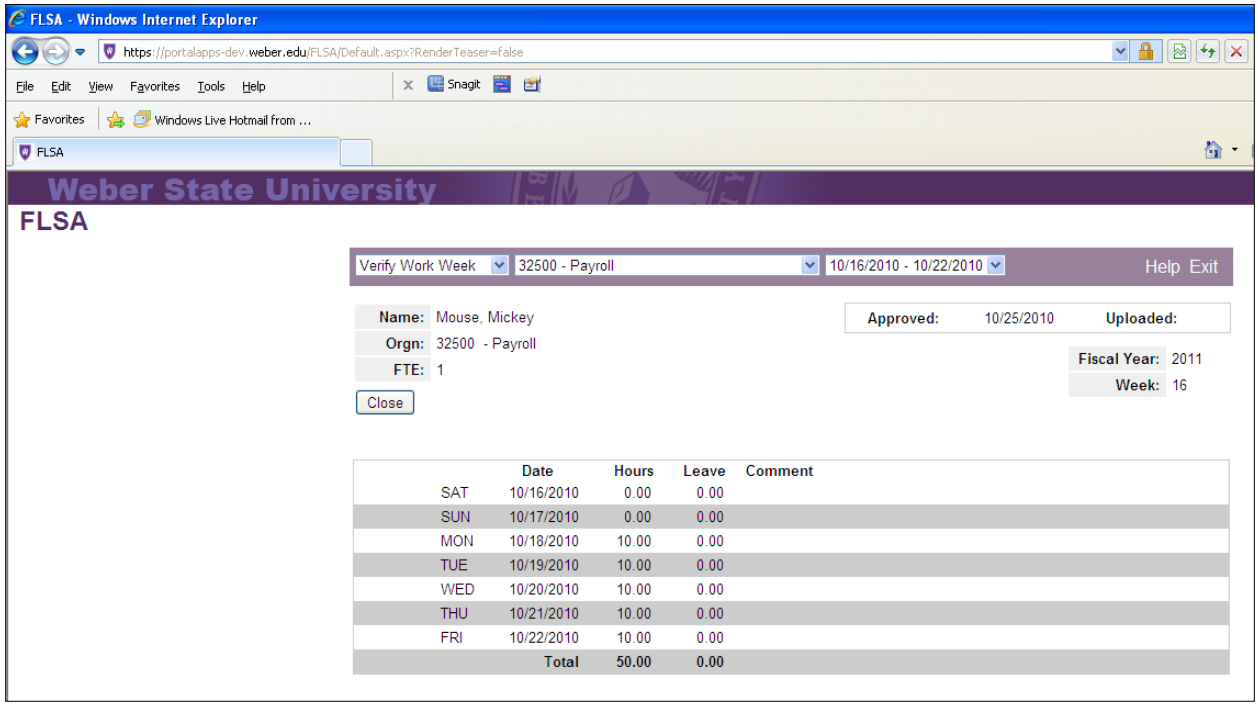
Note: There is no submit button and you will not receive a confirmation message. A check mark in the box means the overtime is approved and you are finished.

There is a second way to convert and approve overtime payout. It is done within the 'Verify Work Week' screen and is only available for those employees who have earned compensatory time in the current week.

To convert compensatory time earned in a previous week the supervisor/approver must go through the 'Compensatory Time' screen as shown above. When the compensatory hours are earned in the current week to be approved the supervisor/approver has the option of an 'OT' box. Look below at the example of Mickey Mouse.

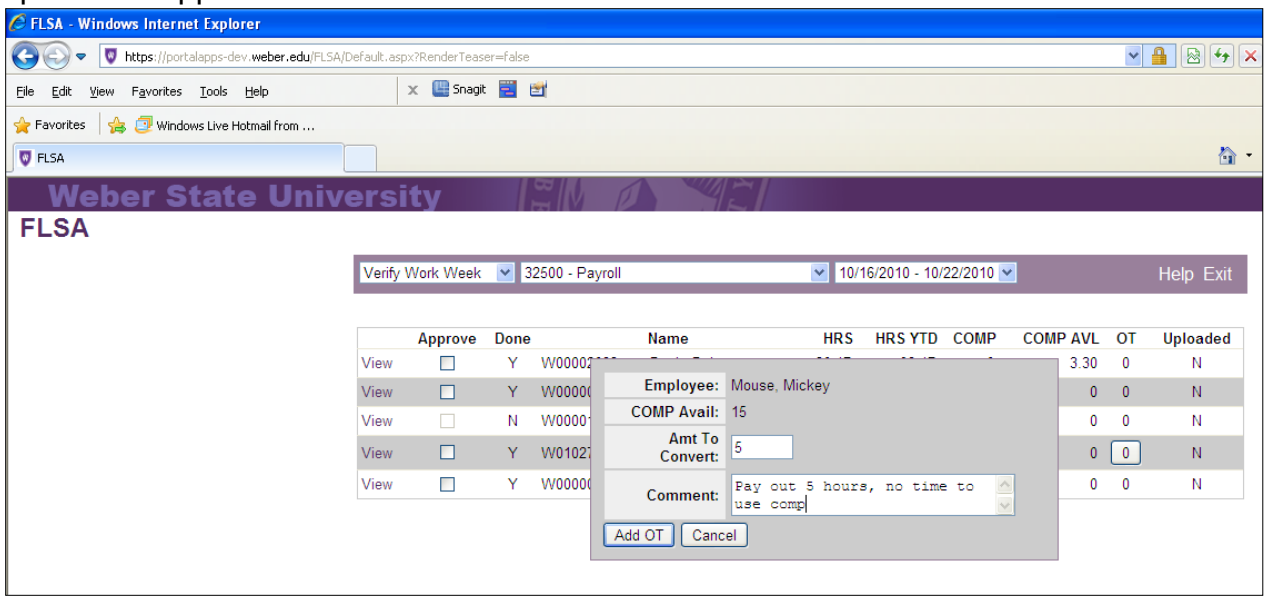


You can tell by Mickey's record that he worked 50 hours this week. There are 40 hours in the HRS column and 15 hours in the COMP column. (10 hours of comp at time and a half = 15). Those 15 hours are available to the supervisor/approver to pay out as overtime, if desired. To confirm the hours you can click on the 'View' button next to Mickey Mouse's record. It will display his 'time worked' by day for the week. (see below).

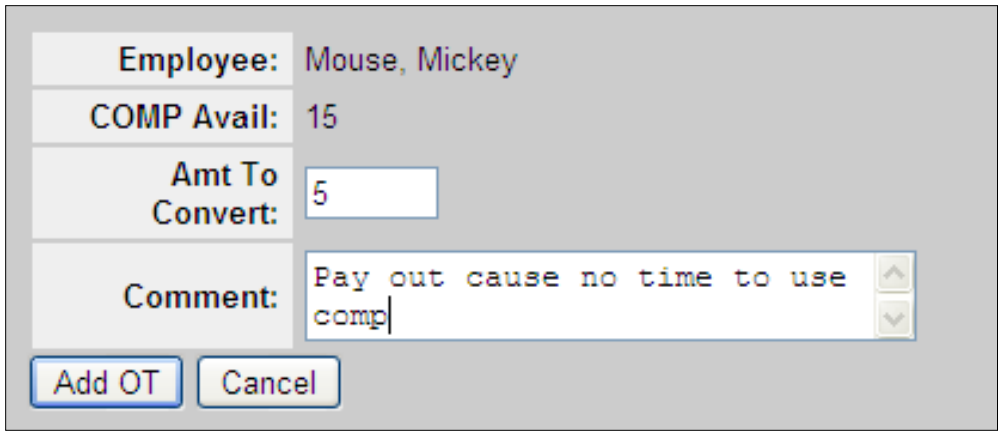


To get back to the 'Verify Work Week' screen to pay out OT, just click the 'Close' button.

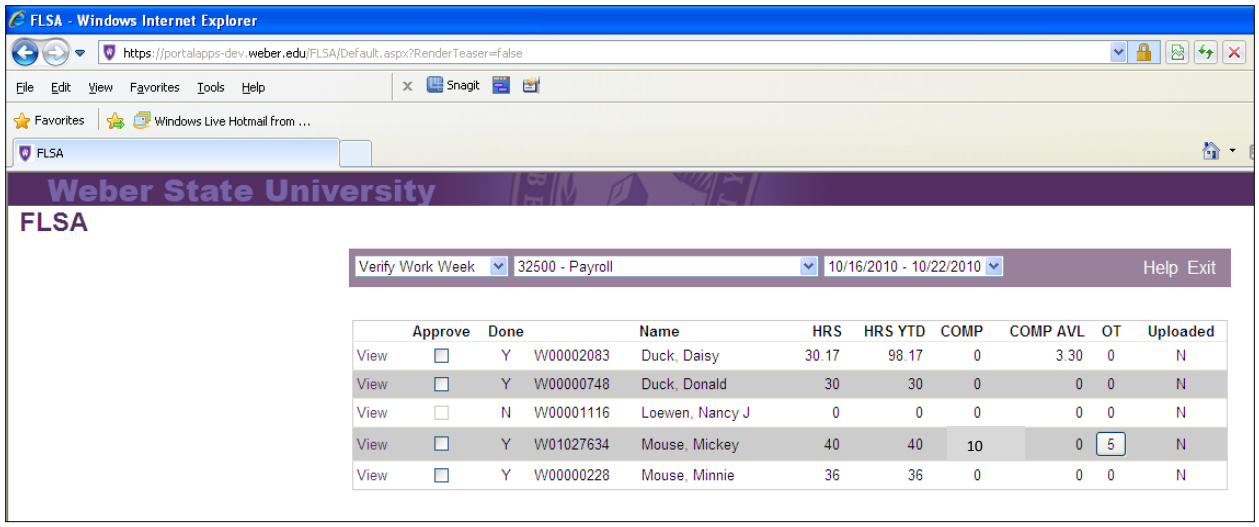
To pay out overtime the supervisor/approver clicks on the box in the OT column. A pop-up box will appear as shown below.



Enter the amount to convert in the box, as shown. Here the supervisor/approver is wanting to pay out 5 hours and leave 10 as comp.

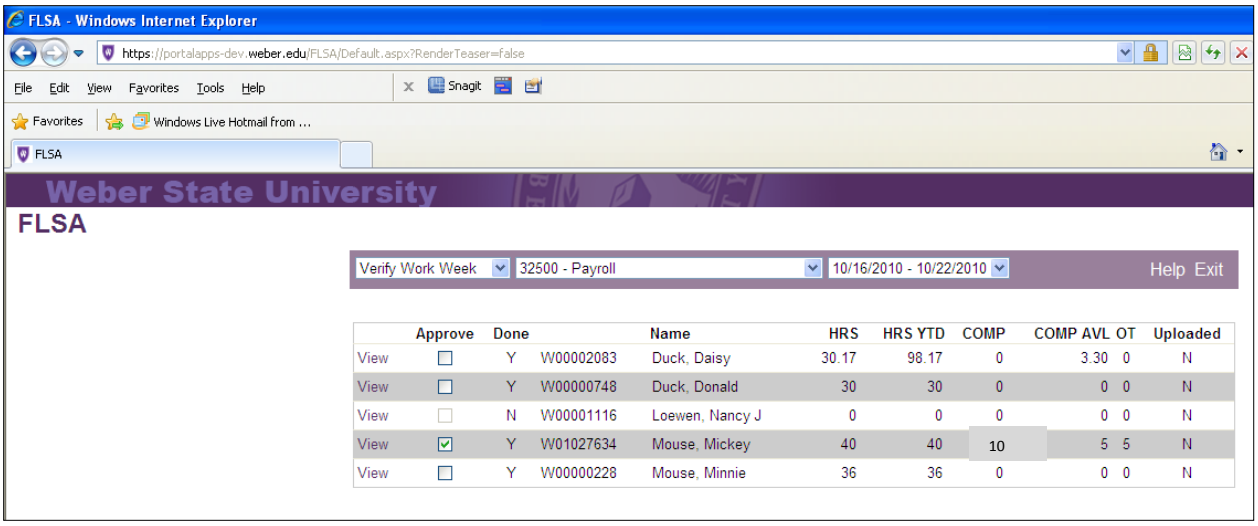


The supervisor/approver must enter a comment. Then click the 'Add OT' button to finish. You can now see in the graphic below that the OT box has 5 hours in it and the Comp has been reduced to 10.



	Approve	Done		Name	HRS	HRS YTD	COMP	COMP AVL	OT	Uploaded
View	☐	Y	W00002083	Duck, Daisy	30.17	98.17	0	3.30	0	N
View	☐	Y	W00000748	Duck, Donald	30	30	0	0	0	N
View		N	W00001116	Loewen, Nancy J	0	0	0	0	0	N
View	☐	Y	W01027634	Mouse, Mickey	40	40	10	0	5	N
View	☐	Y	W00000228	Mouse, Minnie	36	36	0	0	0	N

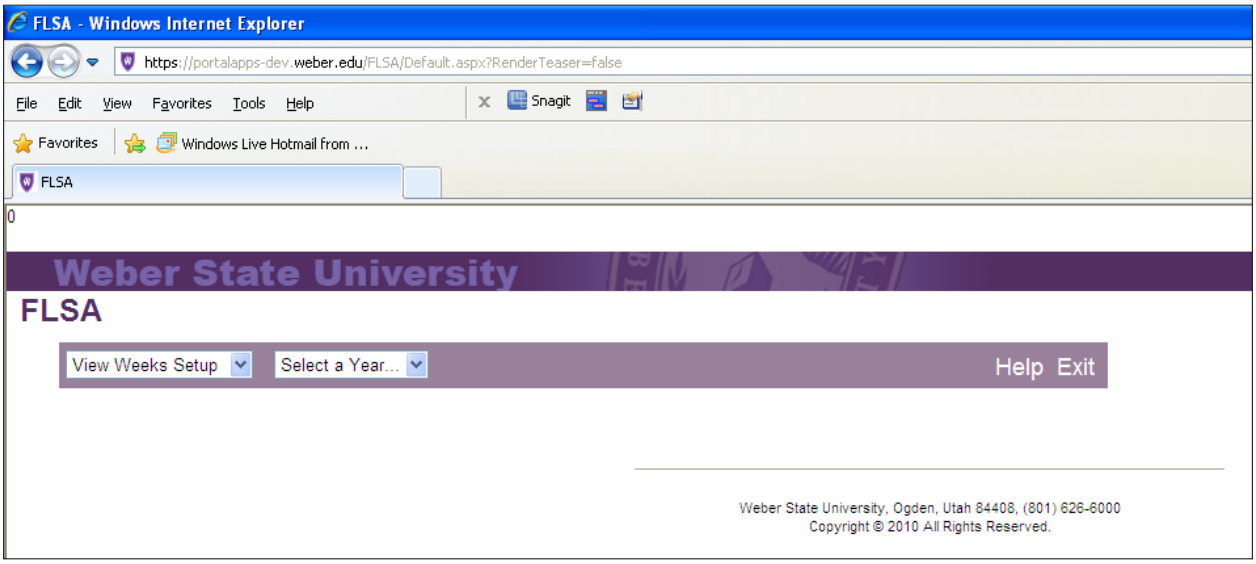
The overtime will now be approved and paid out when the supervisor/approver does the approval of weekly time worked entries by clicking on and making a check in the 'Approve' column, as shown below.



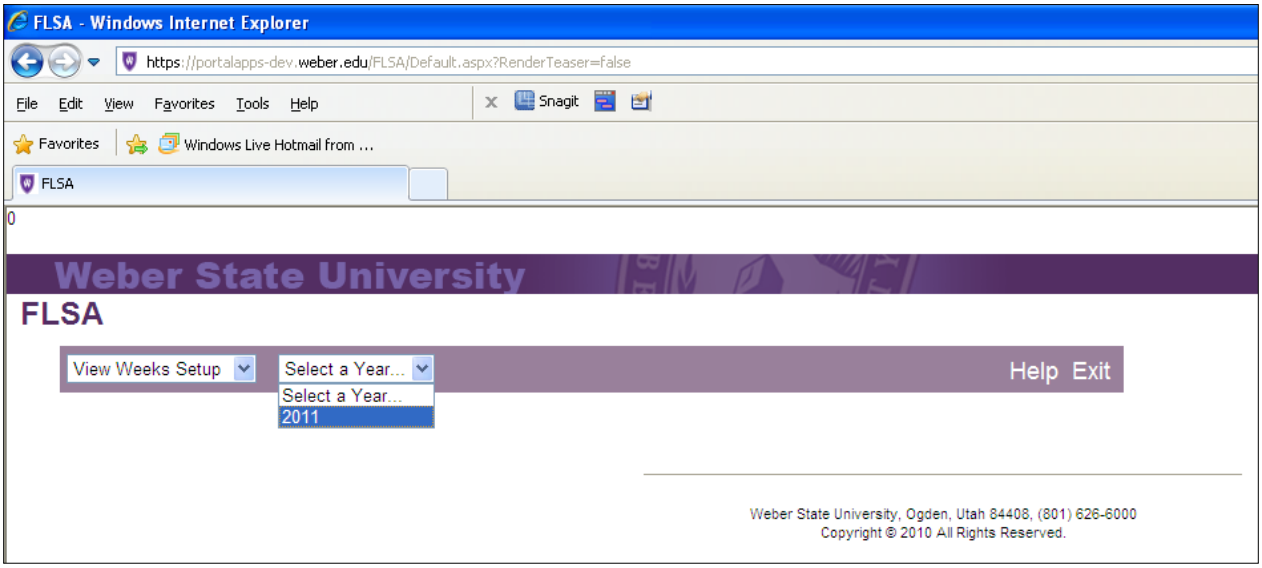
	Approve	Done		Name	HRS	HRS YTD	COMP	COMP AVL	OT	Uploaded
View	☐	Y	W00002083	Duck, Daisy	30.17	98.17	0	3.30	0	N
View	☐	Y	W00000748	Duck, Donald	30	30	0	0	0	N
View	☐	N	W00001116	Loewen, Nancy J	0	0	0	0	0	N
View	☑	Y	W01027634	Mouse, Mickey	40	40	10	5	5	N
View	☐	Y	W00000228	Mouse, Minnie	36	36	0	0	0	N

Viewing Weeks

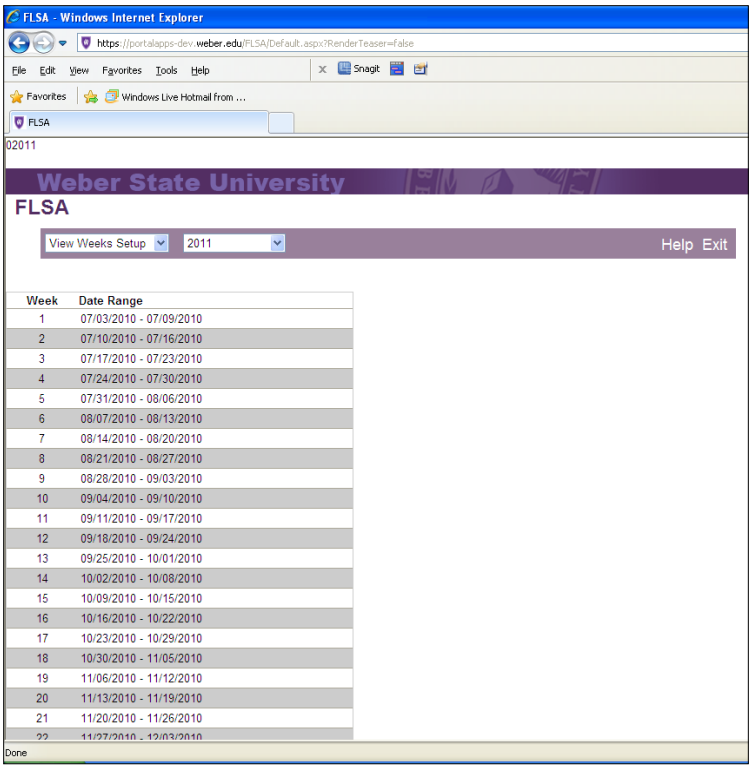
This function allows the supervisor/approver the ability to view the work week schedule for the current year. From the drop-down menu select the 'View Weeks Set-up' function.



You will then be presented with a second drop-down. Select the year from the drop-down menu.



You are now able to view the scheduled week during the year for which 'time worked' will need to be approved. See below.


FLSA - Windows Internet Explorer
https://portalapps-dev.weber.edu/FLSA/Default.aspx?RenderTeaser=False
File Edit View Favorites Tools Help
Snagit
Favorites
Windows Live Hotmail from ...
FLSA
02011
Weber State University
FLSA
View Weeks Setup
2011
Help Exit
Week
Date Range
1 07/03/2010 - 07/09/2010
2 07/10/2010 - 07/16/2010
3 07/17/2010 - 07/23/2010
4 07/24/2010 - 07/30/2010
5 07/31/2010 - 08/06/2010
6 08/07/2010 - 08/13/2010
7 08/14/2010 - 08/20/2010
8 08/21/2010 - 08/27/2010
9 08/28/2010 - 09/03/2010
10 09/04/2010 - 09/10/2010
11 09/11/2010 - 09/17/2010
12 09/18/2010 - 09/24/2010
13 09/25/2010 - 10/01/2010
14 10/02/2010 - 10/08/2010
15 10/09/2010 - 10/15/2010
16 10/16/2010 - 10/22/2010
17 10/23/2010 - 10/29/2010
18 10/30/2010 - 11/05/2010
19 11/06/2010 - 11/12/2010
20 11/13/2010 - 11/19/2010
21 11/20/2010 - 11/26/2010
Done

Email Reminders

The system will generate automatic email reminders which will be sent to your GroupWise email account. For example: the emails may remind you to verify time worked for the current week. Currently there are six different types of emails you may receive from the system.

1. Employee Reminder – sent to employees at the end of each week.

Example: Have you entered your 'Time Worked' for this week yet? Please log into the WSU portal, go to the 'Enter Time Worked' screen in WSU Leave Tracker, and enter your hours worked. Your supervisor needs to verify your time and can't do that until you have entered and submitted your time.

If you have any questions about how to enter your hours worked, please contact Payroll or refer to the user's guide.

2. Supervisor/Approver Reminder – sent to supervisors/approvers at the end of each week.

Example: It's that time again to approve the 'Time Worked' your employees have entered into Leave Tracker. Please log into the portal and go to the Leave Reporting channel, Time Entry Approval option.
If you have any questions about how to approve your employee's hours worked, please contact Payroll or refer to the user's guide.

3. Time Worked Record Change – sent to employees when the supervisor/approver makes an edit to an employee's time worked entry.

Example: Your supervisor has made a change to your "Enter Time Worked" record. You can see the changes that were made by logging into the WSU portal and looking at your record (your supervisor will have commented on the reason for the change). Because the record has been changed, you will need to review it, and resubmit the time. If you feel the entry was made in error, please contact your supervisor for clarification.

4. 32 Hours Reached– sent to the supervisor/approver when an employee reaches 32 hours and has more than one day left in the work week. WSU's work week runs Saturday at 12:01 am to Friday at 11:59 pm. Some employees work weekends. This email will be run on Tuesday, Wednesday and Thursday nights.

Example: This email is being sent to let you know that an employee you supervise has already completed 32 hours of work in this work week. If this pattern continues, s/he may be into overtime before the week ends. You can review the hours worked by logging into the WSU portal, going to the Leave Reporting Channel, Time Entry Approval option. On that screen you will be able to see the entries made for each day worked.

If you have any questions about how to approve your employee's hours worked, please contact Payroll or refer to the user's guide.

5. Nearing 90 Comp Hours – sent to the supervisor/approver when an employee reaches a bank of 70 comp hours. This is to remind the supervisor that the employees is nearing the maximum of 90 hours.

Example: This notice is being sent to let you know that an employee you supervise is nearing the limit for accrued comp time. The policy states that once an employee's comp time balance exceeds 90 hours, the University will pay the excess hours in the following pay period. This notice is generated at 70 hours for two reasons: 1) to make you aware that an employee is nearing the maximum hours of comp time that can accrue before overtime pay will be processed, and 2) to allow you and your employee a chance to schedule some time off so overtime pay won't be necessary.

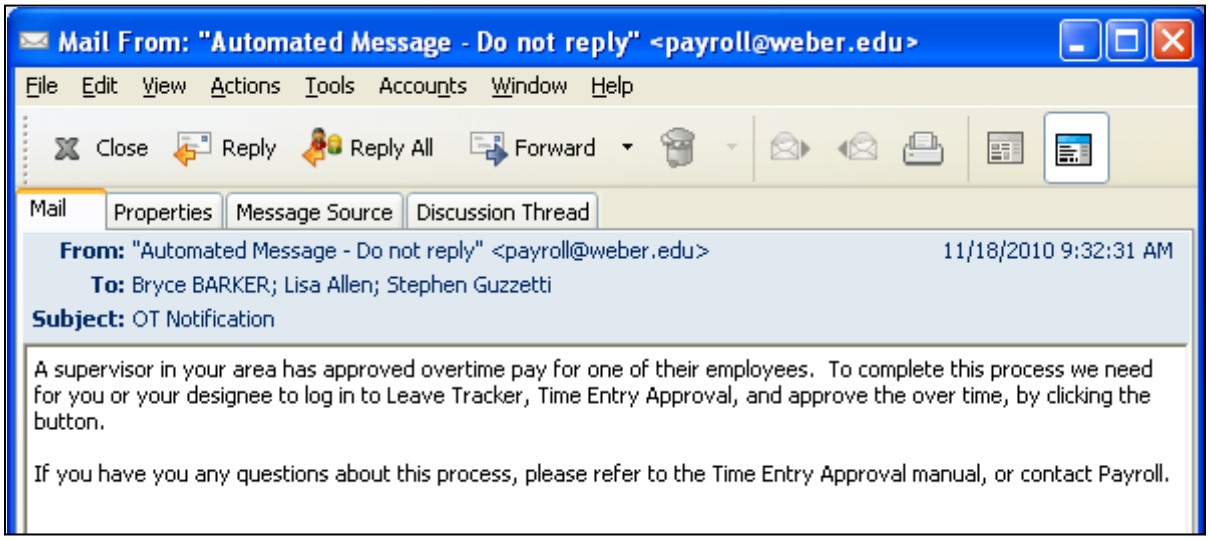
If you have questions about this policy, please refer to PPM 3-2a.

6. Overtime Notification – sent to the next-level supervisor to notify them an employee is over 90 hours of comp time and the excess will be paid out in overtime on the next pay period.

Example: An employee you supervise has accrued comp time hours in excess of 90 hours (60 hours times 1.5). As per PPM 3-2a, any hours in excess of 90 hours are processed for overtime pay in the next pay period. Payroll has been notified and will take the necessary steps to comply with the policy and the employee will receive overtime compensation on their next pay check.

If you have questions about this policy, please refer to PPM 3-2a.

Here is an example of what an email may look like:



Part III: Supervisor Approval Access Form

The following Supervisor Approval Access Request Form must be completed by all parties and submitted to Payroll in order to obtain Supervisor/Approver access to the Time Entry Approval system.

Every organization on campus must have a primary and back-up Approver designated.

WEBER STATE UNIVERSITY

NON-EXEMPT STAFF TIME ENTRY

SUPERVISOR APPROVAL ACCESS REQUEST FORM

Organization Code_____ (5 digit) Organization / Department Name: _____

Note: Both a Primary and Back-up Approver are required.

	W Number	Name (Please Print)	Ext.
Primary Approver			
Back-up Approver			

. Approvers are given access to both edit employee hours worked and/or approve employee hours worked.

Department Heads are given full access to their employees' attendance records.

The Supervisors above request access privileges to the Non-Exempt Staff Time Entry system for the department(s) listed and understand that all information on this system is private. There are significant penalties for inappropriate release of private information to anyone not having a legitimate business reason to know.

Approvers will follow the established Weber State University processes to verify employee hours worked each week no later than 10:00 a.m. the following Monday.

_____ Primary Approver Signature

_____ Back-up Approver Signature

APPROVAL SIGNATURE	Payroll Office Use Only
Department Head _____	Date Access Given: _____
Date _____	By Whom: _____
	Date Employee(s) Notified: _____

RETURN TO PAYROLL, MC 1021 or FAX to ext. 7648

Part IV: FAQs

Who Should I Call with Questions or Concerns?

We have tried to include instructions in this manual for most possible scenarios a supervisor or approver may encounter when using Time Entry Approval. If you have further questions or need assistance, please use the contact list below.

Lorinda DeBoer	626-6736	ldeboer@weber.edu	Payroll / Time Approvers
Lisa Allen	626-6602	bread@weber.edu	Payroll
Jennifer Evans	626-8534	jevans3@weber.edu	Training

How do I Print from Time Entry Approval?

At any point during your use of Time Entry Approval, you may print the screen you are viewing. Printing a screen in Time Entry Approval is the same as printing from any website. However, you will want to make sure you are printing in a 'landscape' orientation so what is displayed on your computer screen will fit on the printed page.

To change your printing orientation to 'landscape,' do the following:

1. From your Internet Explorer toolbar at the top of the screen, select 'File.'
2. Next, select 'Page Setup.'
3. Choose the 'Landscape' orientation by clicking on the appropriate radio button and then hit OK.

To print the screen you are viewing you may either go to 'File' and then 'Print' from the main toolbar, or just click on the printer icon on the standard buttons toolbar.