



# Time and Leave Reporting

## User Guide for Supervisors

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# Introduction

Within Time and Leave Reporting (TLR), Supervisors have unique views and abilities. These include viewing employees' leave balances and approving and rejecting timesheets. Alternate supervisors can take the same actions as the primary supervisor and should only do so when the primary supervisor is absent.

## Approving Timesheets

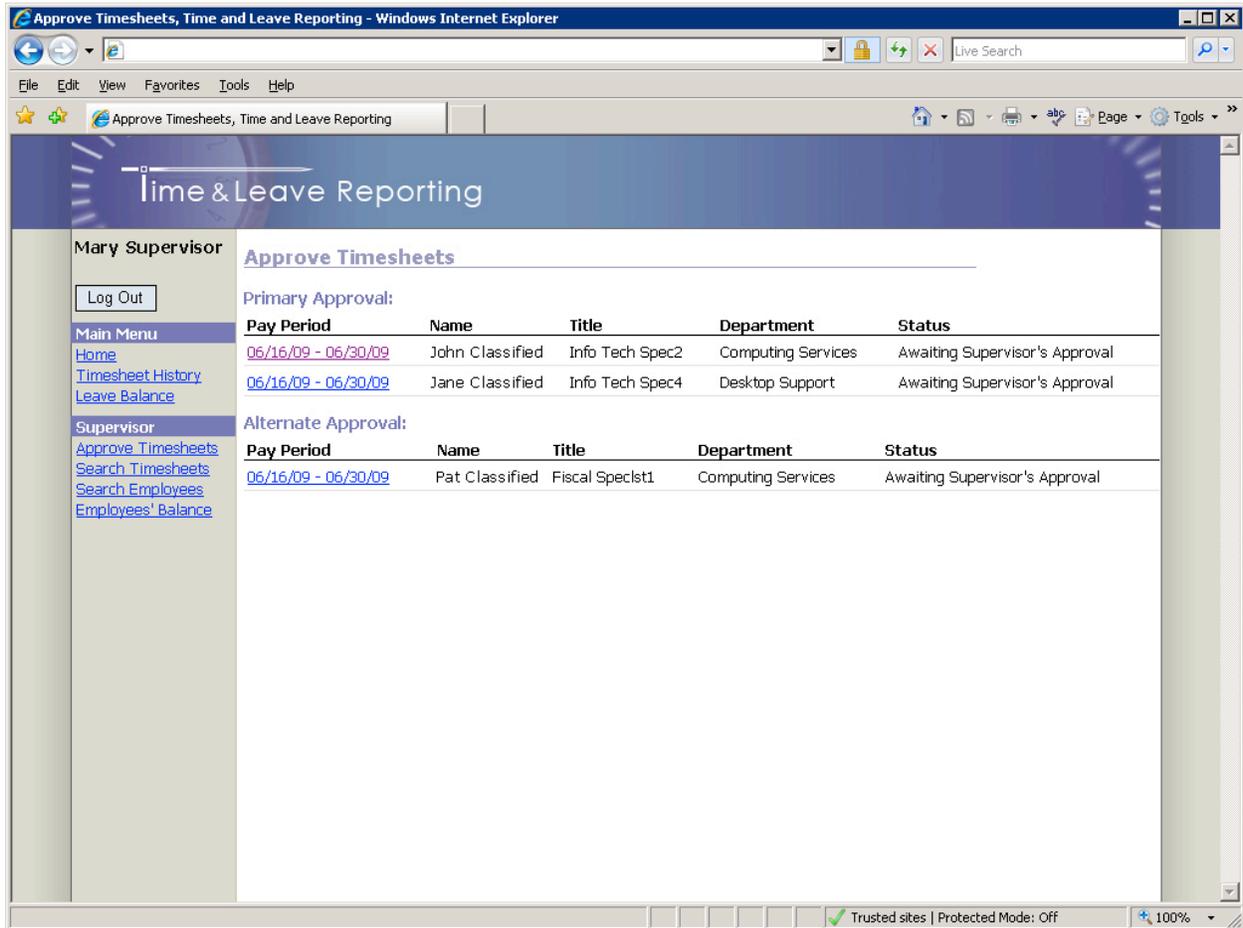
To access the list of all timesheets that need to be approved click on “Approve Timesheets” in the navigation pane on the left. If timesheets are awaiting approval, they will be listed under either Primary Approval or Alternate Approval (**Figure 1**).

- 1. Primary Approval.** These are the timesheets for which you are listed as a primary supervisor. You are expected to approve those timesheets.
- 2. Alternate Approval.** This list contains timesheets for which you are listed as the alternate approver. You do not have to approve these timesheets unless the primary supervisor is unavailable. (Note: The Primary Supervisor and the Alternate Supervisor(s) should discuss how they will handle approval.)

### NOTE:

*If you are NOT set up as a supervisor you will not see any 'Approve Timesheets' button. However, if you are a supervisor of other employees and do not have access to this feature, please contact the EdCC HR department.*

Figure 1 - Approve Timesheets



Click on the timesheet you wish to approve. You will be redirected to the Timesheet page.

# Approving Timesheets for Full Time Employees

Figure 2 - Timesheet Page

**Mary Supervisor**

Log Out

Main Menu  
[Home](#)  
[Timesheet History](#)  
[Leave Balance](#)

Supervisor  
[Approve Timesheets](#)  
[Search Timesheets](#)  
[Search Employees](#)  
[Employees' Balance](#)

### Timesheet for 6/16/2009 - 6/30/2009

Status: Awaiting Supervisor's Approval  
 Name (SID): John Classified (950XXXXXX)  
 Supervisor(s): Mary Supervisor (Bob AlternateSigner)  
 Job Title: Information Tech Spec 2  
 Due Date: 6/28/2009

Type	Avail Bal	Reported	Est New Bal
V	88.00	8.00	80.00
S	50.00	8.00	42.00
W	0.00	72.00	0.00
P	8.00		
X	0.00		

**Timesheet**  
 Supervisors: Click on those vacation (V) entries that were not approved at least 24 hours prior to being taken to mark as Not Pre-Approved (NP).

Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
		S - 8	<a href="#">V - 8</a>	W - 8	W - 8	
Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27
	W - 8	W - 8	W - 8	W - 8	W - 8	
Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4
	W - 8	W - 8				

**Remarks**

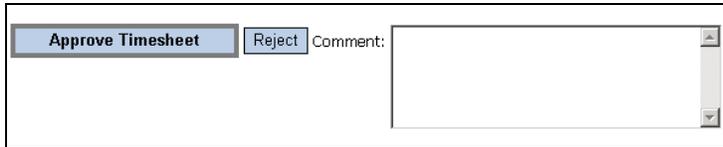
*I had a doctor appointment the morning of 6/16 and then went home sick for the rest of that day.* John Classified  
 6/26/2009 3:14 PM

Add Remark

Approve Timesheet    Reject    Comment:

On the Timesheet page (Figure 2) you can review all the information on the timesheet and add remarks if necessary. *Note: Message above timesheet in Figure 2 no longer applies.*

Finally, to approve a timesheet click the “Approve Timesheet” button at the bottom of the page or, if you wish to reject that timesheet, click the “Reject” button (Note: comment is required when rejecting timesheets).

A screenshot of a web interface for approving or rejecting a timesheet. It features two buttons: a blue 'Approve Timesheet' button and a grey 'Reject' button. To the right of the 'Reject' button is a text input field labeled 'Comment:' with a vertical scrollbar on its right side.

## Approving Timesheets for Hourly and Student Employees

There are three different cases for approving timesheets for hourly employees which are distinguished by the number of budgets on each individual timesheet:

1. Timesheets with one budget.
2. Timesheets with multiple budgets but without grants.
3. Timesheets with multiple budgets, one or more of those budgets being a grant budget.

### Approving timesheets with one budget

There are no special steps required prior to approving such timesheets as all hours will be assigned to the budget listed for that job. See below for further approval instructions.

### Approving Timesheets with multiple budgets but without grants

Prior to approving this type of timesheet the supervisor is required to specify the distribution of hours worked between the available budgets associated with the timesheet (Note: if the budget information on a timesheet is incorrect, please contact your Payroll department to make necessary adjustments).

To specify the distribution of hours, use the “Budget Allocation” interface located just below the “Remarks” section of the timesheet:

**Budget Allocation (17 hours)**

Allocate budgets by:

Budget #	Earning Type	Allocation
1480831R00XXXX	(SWS) St W/s	<input type="text" value="0.00"/>
1470831R00XXXX	(STU) Stu Pay	<input type="text" value="0.00"/>

Comment:

1. Select either “percent” or “hours” as a means of allocating the total from the “Allocate budgets by:” dropdown list.
2. Enter the values for the distribution (Note: values must add up to the total number of hours worked or 100%, depending on your allocation choice.)
3. Click the “Approve Timesheet” button.

An error message will appear if any mathematical or other errors occur.

### Approving Timesheets with multiple budgets, one or more of those budgets being a grant budget

Per federal mandate, prior to approving such timesheets the supervisor is required to specify the distribution of hours worked between the available budgets on a timesheet, **FOR EACH TIMESHEET ENTRY** (Note: if the budget information on a timesheet is incorrect, please contact your payroll department to make necessary adjustments).

To specify the distribution of hours, enter the appropriate values for each budget entry, similar to the example shown below:

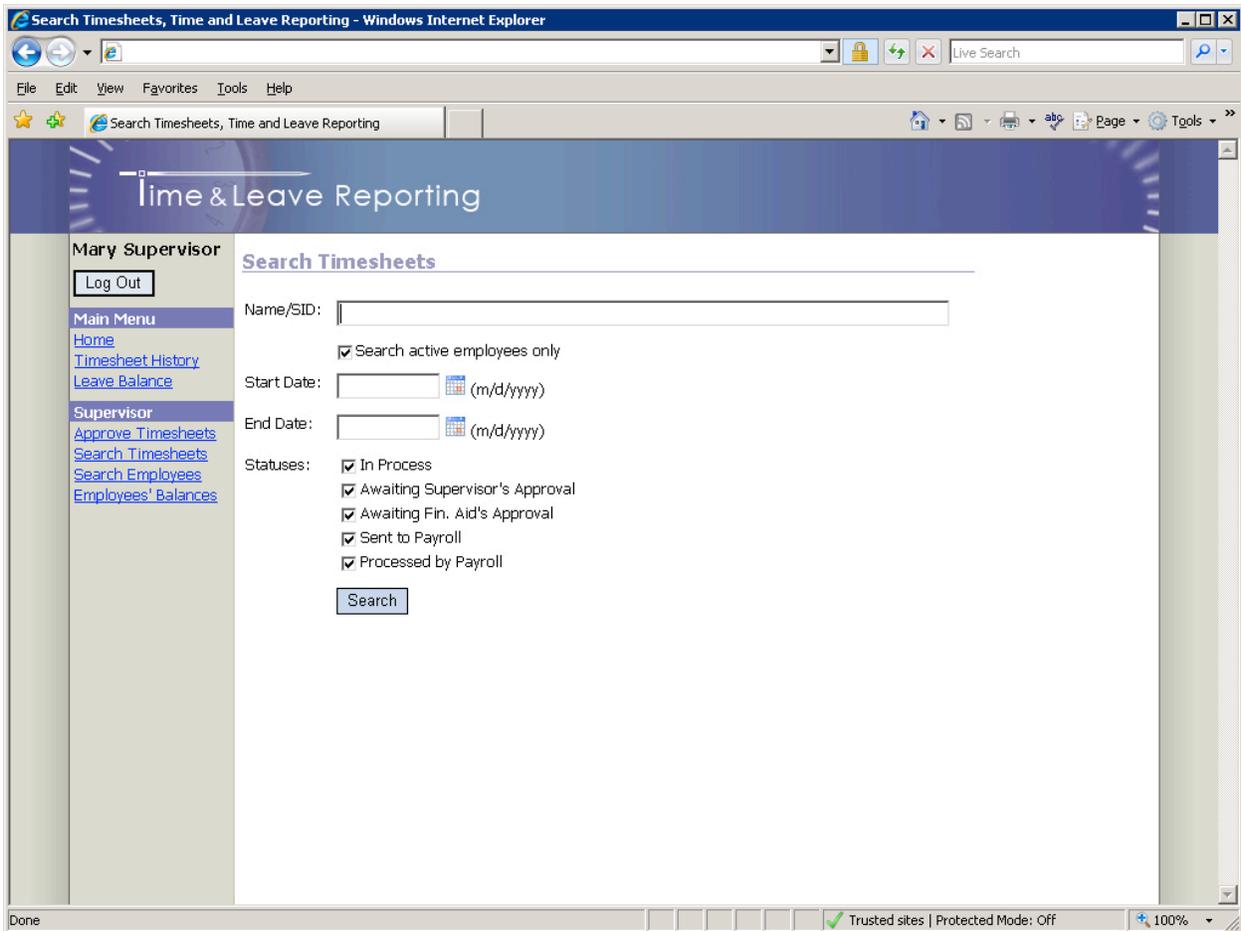
Date	Start Time	End Time	Meal Time	Total Hours	Budgets	
Sun 6/14						
Mon 6/15						
Tue 6/16	7:00 AM	8:00 AM		1 hrs	Budget # 1470831R00XXXX <input type="text" value="1"/> 1490831R00XXXX <input type="text"/>	
Wed 6/17	7:00 AM	9:00 AM		2 hrs	Budget # 1470831R00XXXX <input type="text" value="1"/> 1490831R00XXXX <input type="text" value="1"/>	
Thu 6/18	7:00 AM	9:00 AM		2 hrs	Budget # 1470831R00XXXX <input type="text"/> 1490831R00XXXX <input type="text" value="2"/>	
Fri 6/19	7:00 AM	9:00 AM		2 hrs	Budget # 1470831R00XXXX <input type="text" value="1"/> 1490831R00XXXX <input type="text" value="1"/>	
Sat 6/20						
<b>Regular Hrs:</b>				<b>7 hrs 0 mins</b>		
<b>This week:</b>				<b>7 hrs 0 mins</b>		
<b>Overtime:</b>				<b>0 hrs 0 mins</b>		

After entering values for all timesheet entries click the “Approve Timesheet” button to send the timesheet to Payroll.

## Search Timesheets

You may search any of your employee’s timesheets using the “Search Timesheets” feature (**Figure 3**), to access that page click on the “Search Timesheets” link in the navigation pane.

**Figure 3 - Search Timesheets**

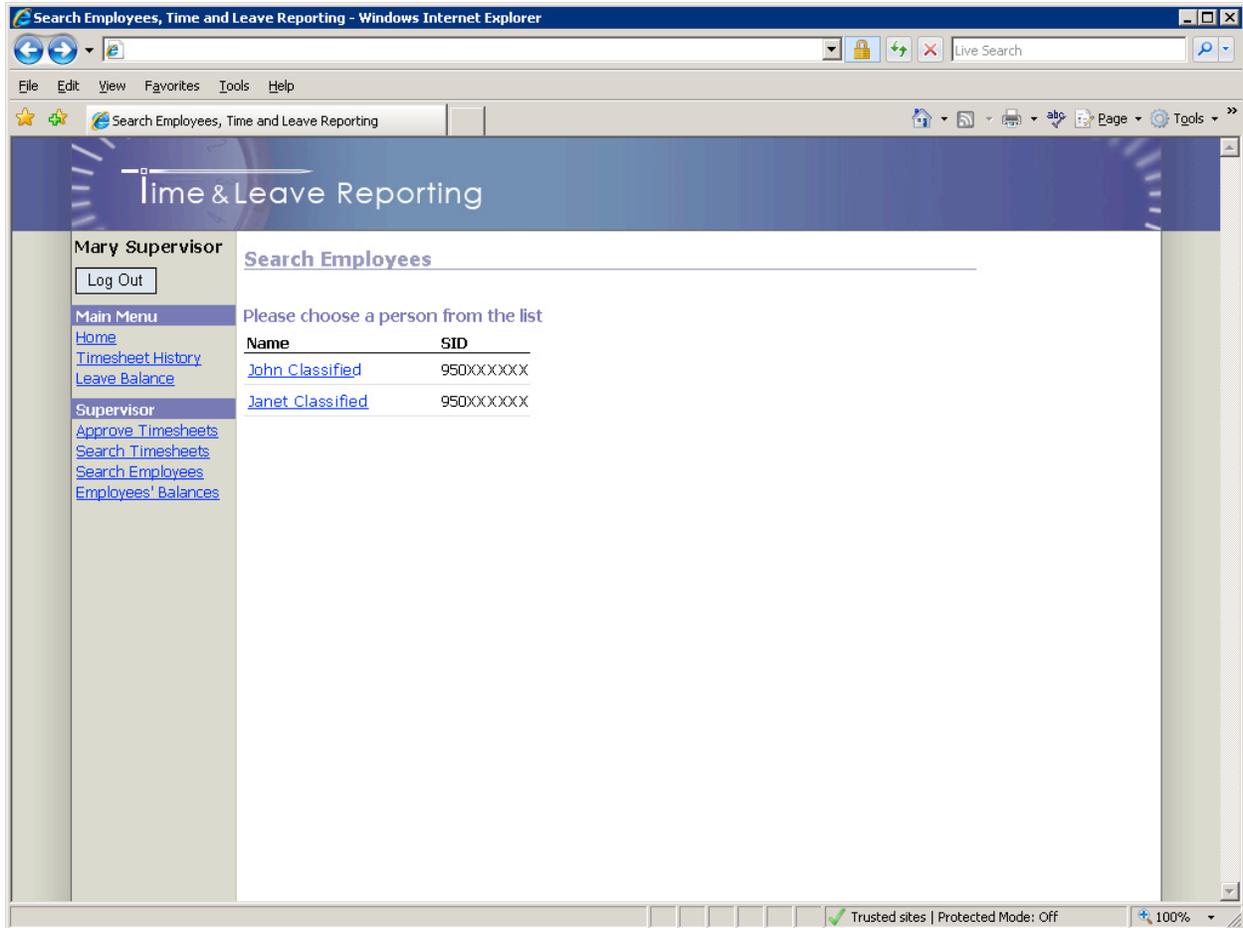


You may search by any combination of Name/SID, Start Date, End Date, or Status. (Note: at least one of the following parameters is required; Name/SID, Start Date, or End Date).

# Search Employees

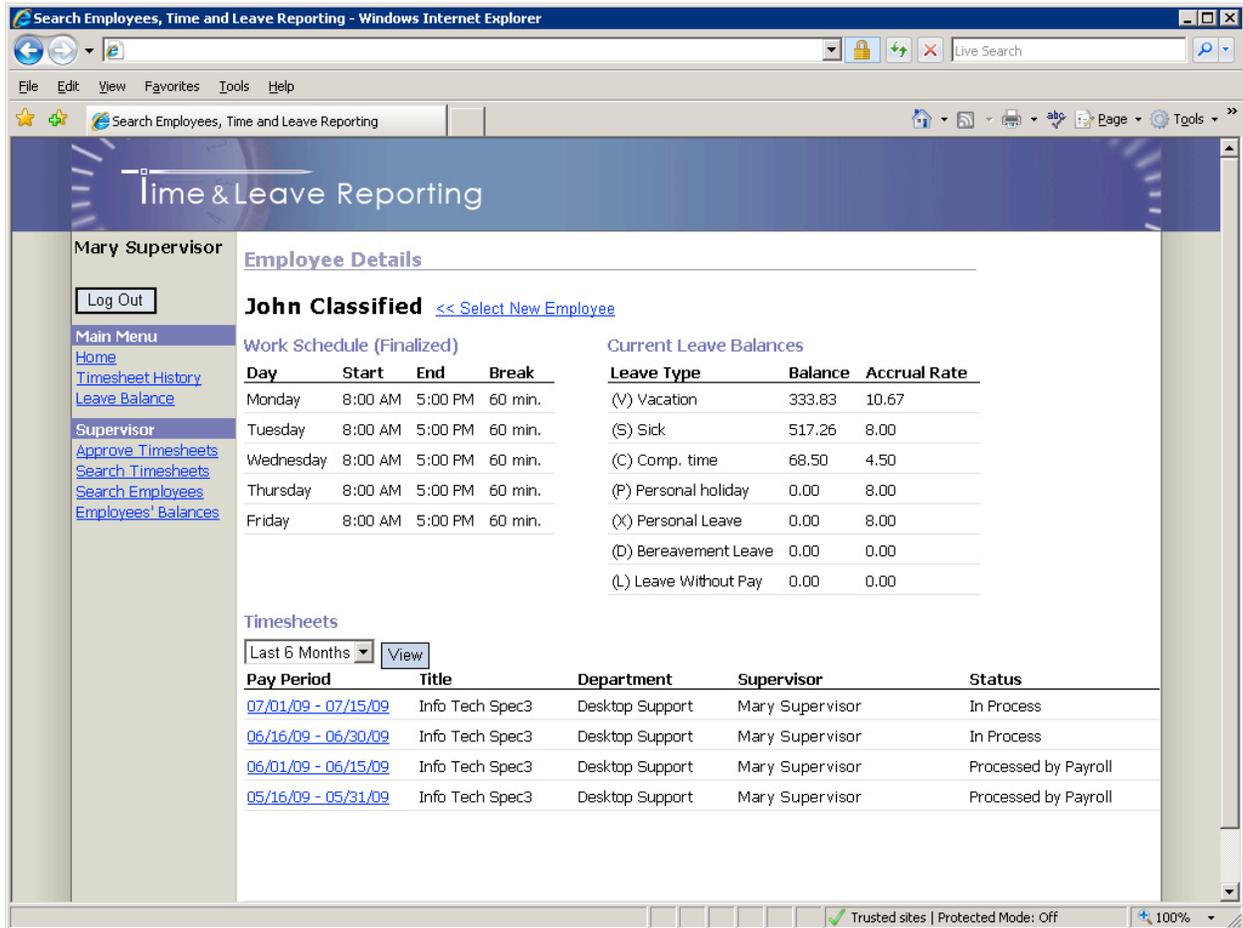
Supervisors in charge of full time employees have the ability to search and view employee details, which include work hours (only for overtime eligible employees), current leave balances, and timesheets. To access this information, first click on the “Search Employees” link in the navigation pane. You will be presented with the list of employees under your supervision (**Figure 4**).

**Figure 4 - Search Employees**



Click on the employee’s name to view their employee details. (**Figure 5**)

Figure 5 - Employee Details



## Employees' Balances

Supervisors can view their employees' balances by clicking on the "Employees' Balances" link in the navigation pane. This page reflects current balance, accrual rate, employees' anniversary date, and leave expiration month (Figure 6).

Figure 6 - Employees' Balances

The screenshot shows a web browser window titled "Employees' Balance, Time and Leave Reporting - Windows Internet Explorer". The page content includes a navigation menu on the left and a main table titled "My Employees' Leave Balance".

Name	V (Accrue Rate)	S (Accrue Rate)	C	P	X	N	Expir. Month	Anniv. Date
John Classified	24.00 (+8.00)	24.00 (+8.00)	0.00	0.00	0.00	0.00	April	Apr 21
Jane Classified	75.53 (+9.33)	149.25 (+8.00)	0.00	0.00	0.00	0.00	December	Dec 6

**LEGEND:**

*Expiration Month is the point after which PPMS takes back all vacation hours accrued in excess of 240 hours.*

*Anniversary Month is the employment date +/- any adjustments for breaks in service, LWOP, or service carried over from other institutions.*