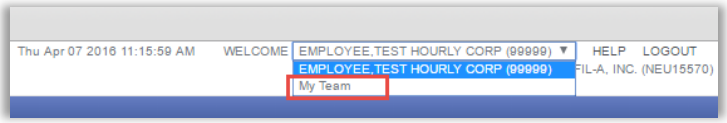
Supervisor – Reviewing and Approving an Employee Timecard			
Date Created:	2-26-2016	Date Revised:	5/11/16
Created by:	NTI Professional Services	Approval:	

SUMMARY

The purpose of this document is to provide supervisors an overview of the process review and approve timesheets.

Note: If enabled in your system, a supervisor who has logged in as an Employee may be able toggle to the Supervisory account by going to the dropdown box in the upper right corner and selecting “My Team.” The same dropdown box can be used to select “Myself” to return to the Employee access.



DETAIL

Navigating to an employee’s timesheet:

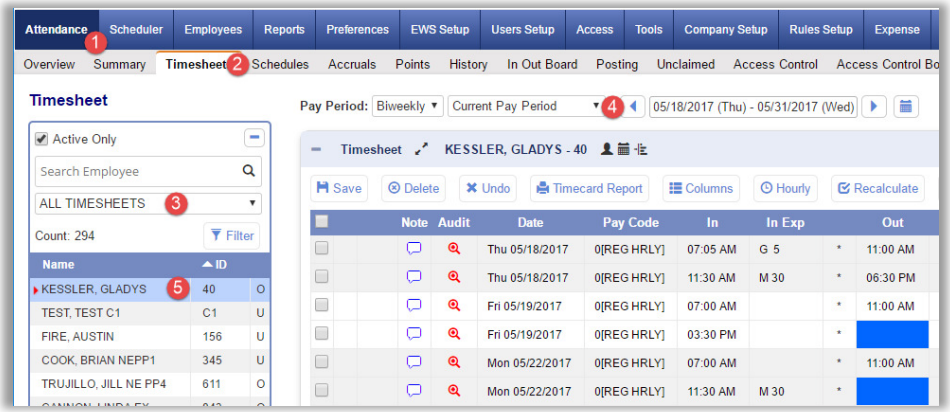
1. Navigate to Attendance

2. Timesheets

3. Employee List (left sidebar) - use filters to select the employees you supervise

4. Select desired pay period.

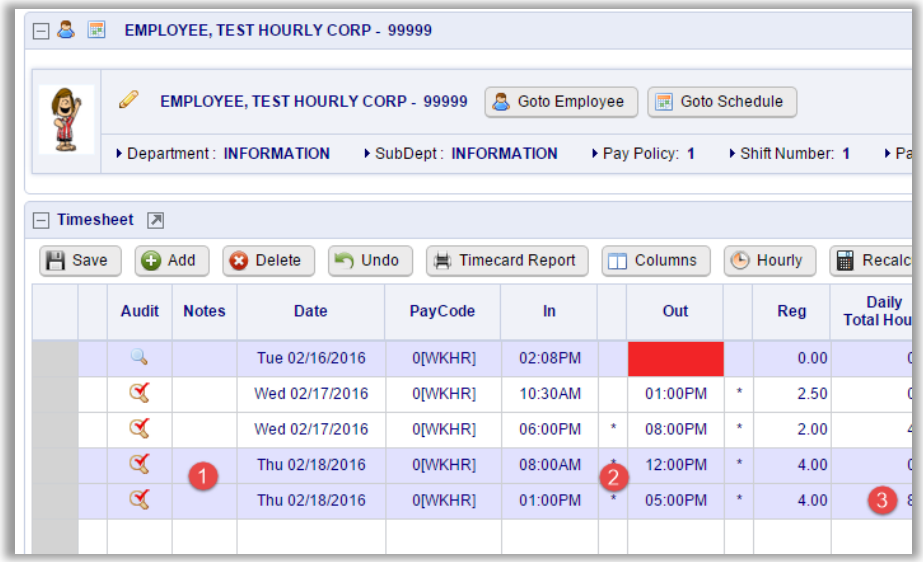
5. Click on the employee name in left sidebar



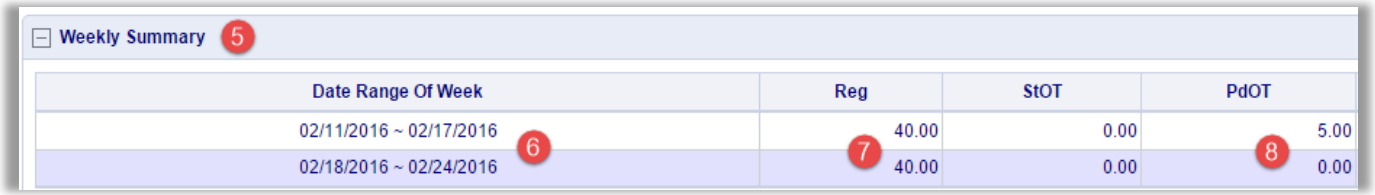
Reviewing a timesheet:

When reviewing an employee's timesheet verify

1. All work days for pay period are accounted for
2. All required punches have been entered. For employees who are required to document their meal periods, there should be four punches per day as illustrated below.
3. Verify daily total hours are correct
4. Verify weekly hours are correct. Note: for non-exempt employees this column shows a sum of hours worked in the 7-day pay week, not the entire pay period.



5. Another way to view total hours worked by week is to open the Weekly Summary section.
6. Each week of the pay period is displayed
7. A total of non-overtime hours are displayed in the Reg column
8. A total of overtime hours are displayed in the PdOT (paid Overtime) column



Editing a timesheet: Timesheet changes – Work hours:

- Add punches: INSERT/REPOST use this function whenever possible. This function will bring in the default pay code. If you need to add regular hours, click the INSERT/REPOST button and enter the day and times, click ok and it will realign the time sheet. Also, if your employee has missed a punch add it using Insert/Repost and the system will place the punch where in needed to be. For example, if the employee forgot to punch out for lunch, just enter the punch with INSERT/REPOST, and the punch is where it belongs in the day. See below on how to use INSERT/REPOST

- Adjust a punch: Click in the cell with the time you need to adjust – override the time, then hit the save button on the top of the time sheet. E.g., employee forgot to punch in at 7:00 and so he punched at 9:00 when he remembered. The he tells you and you have to adjust/change the punch in time.

- After making adjustments: Click the recalculate button, to have the timesheet recalculate to adjust the hours for the changes

- Changing pay codes: warning – when you change a pay code on an existing line of data, depending on the pay code entered, the system may zero out the hours; therefore, the hours will need to be added after the new pay code is entered.

Add day for paid time off (Sick, Vacation, Jury Duty, etc.)

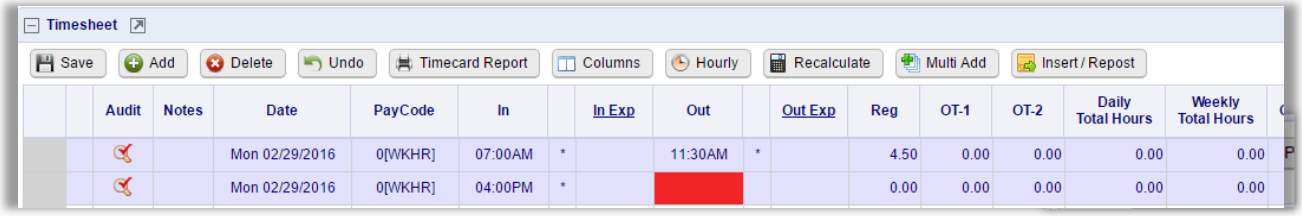
- Click on empty row in the date column, a drop down of the days for that payroll will appear and pick the day you need to add,
- Click in, or tab to, the pay code column and pick the proper pay code
- Click in, or tab to, the regular hours next column and enter number of hours.
- **Changing leave pay codes: warning** – when you change a pay code on an existing line of data, the system will zero out the hours; therefore, the number hours will need to be added after the new pay code is entered.

Identifying Missed Punches:

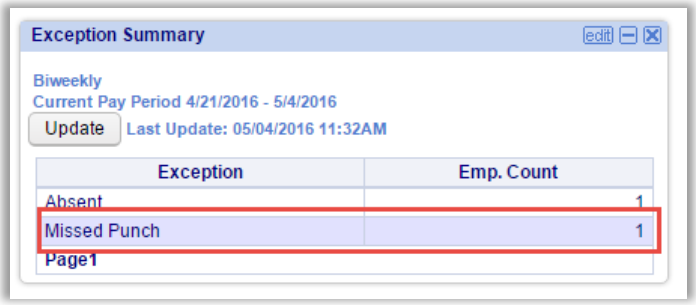
When an employee forgets to punch in for the day, the out punch will be displayed in the 'in' column. The missing punch must be inserted before the timesheet can be approved.

There are two ways to identify timesheets with missing punches

1. **View one timesheet at a time**. The missing punch is displayed as a blank red cell (see timesheet below). In the example below the employee punched in at 7:00 a.m., punched out for lunch at 11:30, and then punched again at 4:00p.m, creating a missed punch.



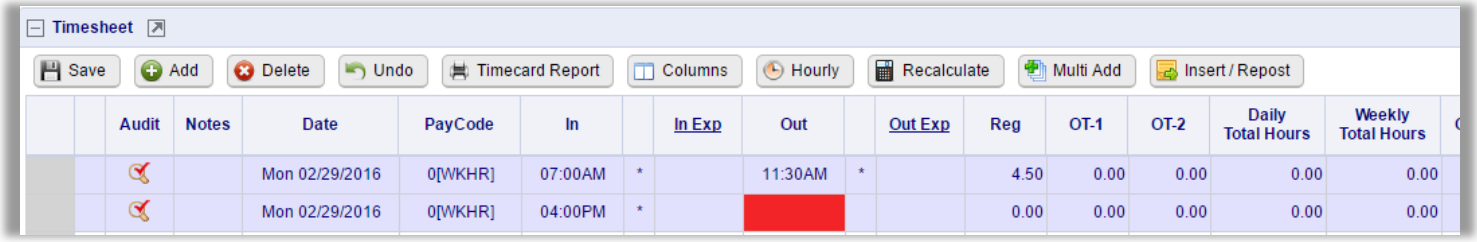
2. **Use the dashboard Exception Summary**. Click on Missed punches. This will take you to a list of all employees with missing punches.



After you're done fixing punches be sure to uncheck the "Non-Zero Exception only" in the Employee Tree on the left sidebar to see all employees again.

Correcting Missed Punches.

* Enter directly on the timesheet if the missing punch is at the end of the day
* **Insert** / **Repost** – If the missing punch is at the beginning or mid-day, using Insert/Repost is the preferred method. Using Insert/Repost allows you to insert the punch in the correct chronological order and avoid manually moving employee's punches

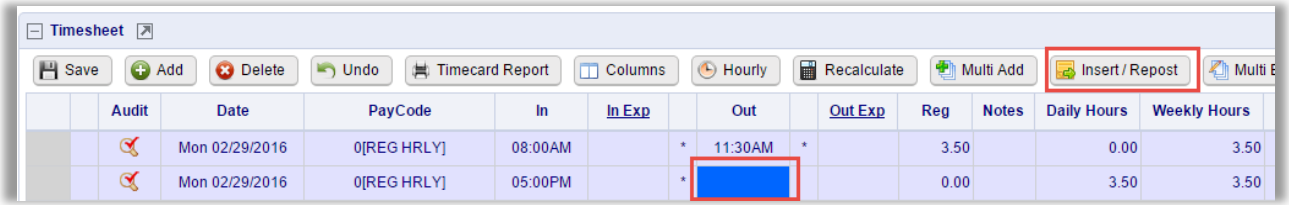


Audit	Notes	Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT-1	OT-2	Daily Total Hours	Weekly Total Hours
		Mon 02/29/2016	0[WKHR]	07:00AM	*	11:30AM	*	4.50	0.00	0.00	0.00	0.00
		Mon 02/29/2016	0[WKHR]	04:00PM	*			0.00	0.00	0.00	0.00	0.00

A close look at this timesheet indicates that the employee likely forgot to punch back into work at the end of the meal period. After checking with the employee to find out what time the employee returned from meal break, use the Insert/Repost function to enter a punch at 12:30p.m. By using the Insert/Repost function the 4:00 p.m. punch will be moved to the "out" cell.

Using Insert/Repost:

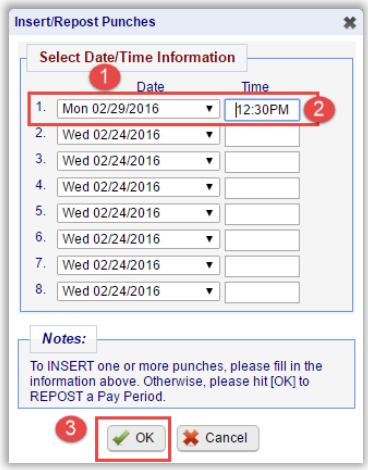
1. Determine what punches need to be added: Date and time
In the example below, the employee is missing the 'in' punch on Feburary 29. A conversation with the employee reveals that you need to insert a punch at 12:00 p.m.



Audit	Date	PayCode	In	In Exp	Out	Out Exp	Reg	Notes	Daily Hours	Weekly Hours
	Mon 02/29/2016	0[REG HRLY]	08:00AM		* 11:30AM *		3.50		0.00	3.50
	Mon 02/29/2016	0[REG HRLY]	05:00PM		*		0.00		3.50	3.50

2. Click **Insert/Repost** button along top of timesheet to open the Insert / Repost data entry box.

1. Select the date from the dropdown box
2. Enter the correct time for the punch:
   e.g., 8:00a; 8a;
   if after 12:00 be sure to designate pm
   e.g., 2:00p; 2p; 1400
3. Click "Okay"



You will get a message stating that punches will be inserted into the timesheet. This process cannot be undone. Click Okay to continue. (Although you cannot click 'undo' but you can make corrections as needed)

The system will put the new punch in its correct chronological order and move the other punches accordingly.

You can add /correct up to eight (8) punches for multiple days at once using Insert/Repost.

Multi-add

Use this feature when you want to add identical punches to more than one employee.
Select your employees, date, pay code and number of hours (or the in/out punch times).
Click "Process".

SAVE button - Remember that "SAVE" is your friend. Anytime you make a change or add something to any page, Attendance, Schedules, Recap, etc., be SURE to click the SAVE button.

Audit trail - anytime you see a magnifying class icon on a page, you can click to see an audit trail for that page or function. For example, there is an audit icon on every line of the timesheet. Click on this icon to view when an employee punched, what device s/he used (clock, web, phone), and who made any changes to that punch.

Approving the timesheet

1. If the timesheet Status is "Submit" the employee has reviewed the timesheet and submitted it for the supervisor's review.
2. If all of the hours on the timesheet have been recorded correctly and no further edits are necessary, approve the timesheet by clicking on the "Approve" button.

Summary - Steps to Approve Timesheet:

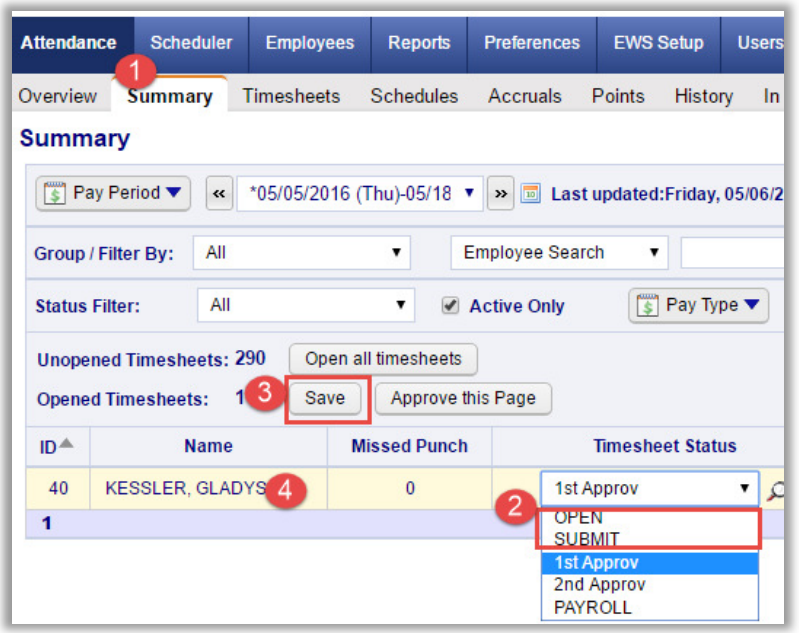
Fix all missed punches
Ensure all hours are accounted for including leave, points, etc.
Check for minimum number of hours
Click "Approve" button at top center of timesheet

Reopening the timesheet

Timesheets that are in "Approval" status are locked and cannot be edited. To enable ability to edit the Timesheet must be put back in "Open" status. To reopen a timesheet

1. Click on the Attendance / Summary tab

2. Locate the desired employee and use the dropdown box under Timesheet Status to "Open" status

3. Click Save.

4. Click on the Employee's name to go back to the timesheet.