Chapter 4

Supervisor Instructions

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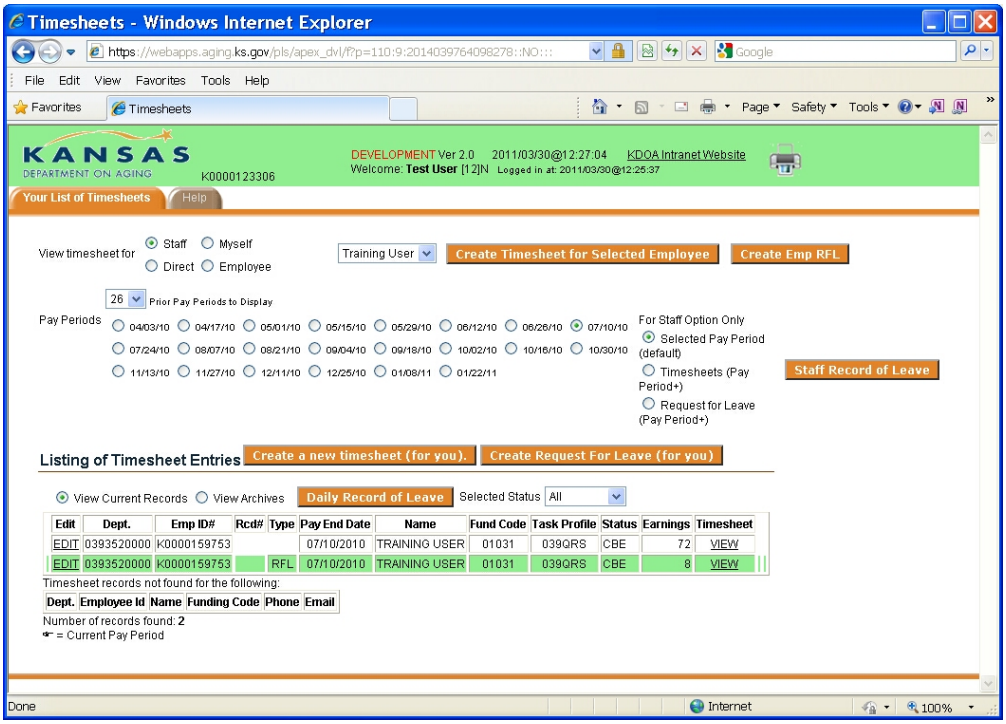
The Supervisor List of Timesheet Page

Introduction

As a Supervisor, you are able to view the timesheet and Request for Leave for all the employees you supervise. Different views are available to view



Action Buttons

On the Home Page of the Timesheet program there are several action buttons. In the table below a listing of those buttons and a description of the actions.

Action Button	Description
View timesheet for	Options of viewing timesheets for yourself or for staff. Views are described on page 3.
Pay Periods	Available only if the view is for Staff, Direct or Employee
Create Timesheet for Selected Employee	View is Employee and Employee is selected from drop down. This will create a timesheet for that individual.
Create Emp RFL	View is Employee and Employee is selected from drop down. This will create a Request for Leave for that individual.
Staff Record of Leave	View is Employee and Employee is selected from drop down. This will display a year calendar of all leave taken by that individual.

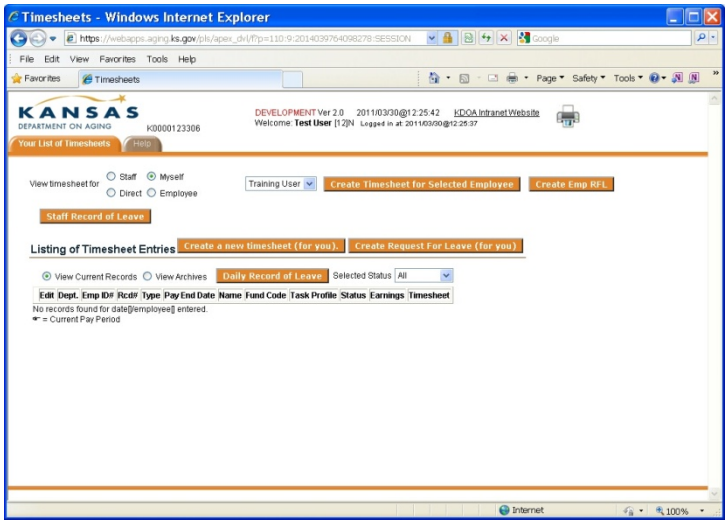
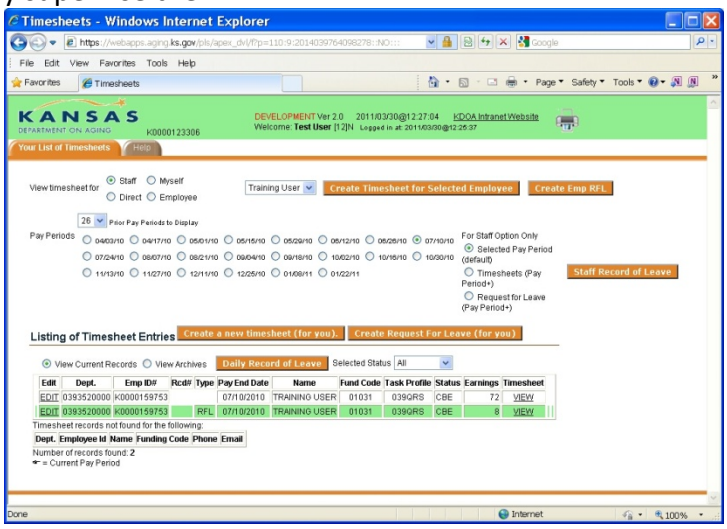
Action Buttons, *continued*

Action Button	Description
Create a new timesheet (for you)	Creates a Timesheet for you personally.
Create Request for Leave (for you)	Creates a Request for Leave for you personally.
View Current / Archived Records	Current Records radio button displays the current record of any timesheet or request for leave. Archived Records radio button displays the current record as well as any timesheet or request for leave that had been returned back to the employee.
Daily Record of Leave	Display a year calendar of all leave taken by you personally.
Selected Status	Defaults to “All”. Can view just a particular status of timesheet or request for leave, such as “Work in Progress”, “Completed by Employee”, etc.

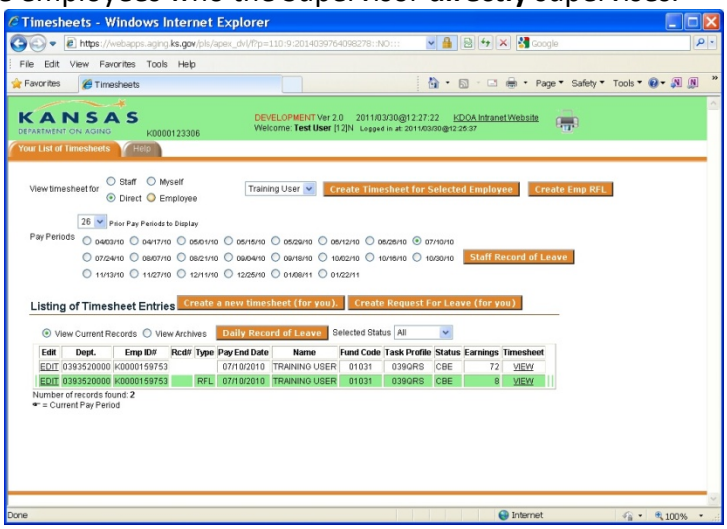
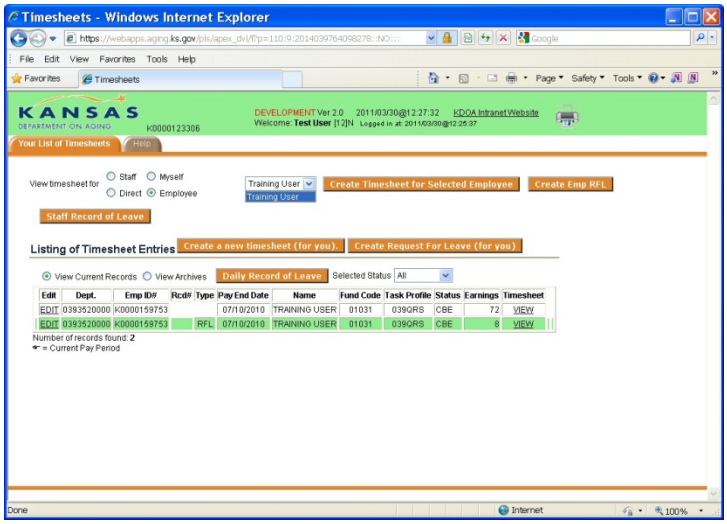
The Supervisor Timesheet Views

Timesheet Views

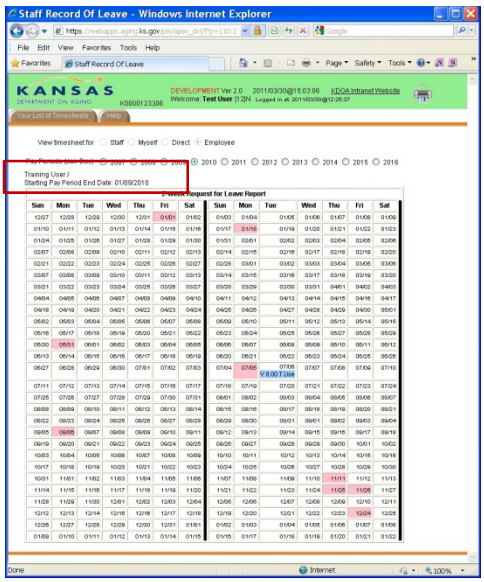
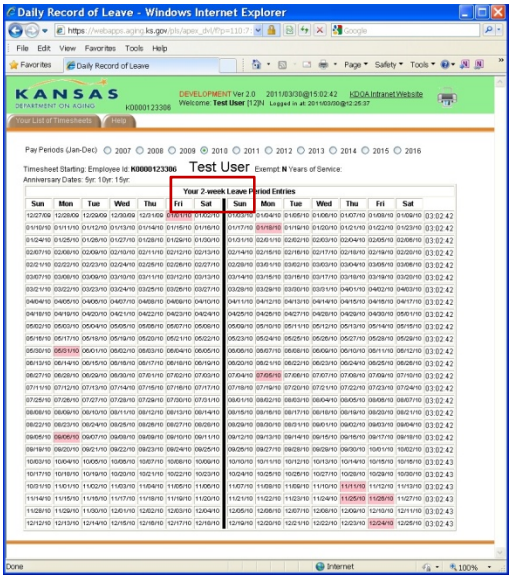
To assist the supervisor in working with a limit set of information, different views have been created on the List of Timesheet page.

Views	Displays
Myself	The Default display. Displays the Timesheets and Request for Leave for the user. 
Staff	This option would be valid for the Commissioners or Division Directors who will see all staff within their Commission or Division even though they do not directly supervise them.  Additional view options are available for this view to limit the listing to just timesheets or just Request for Leave.

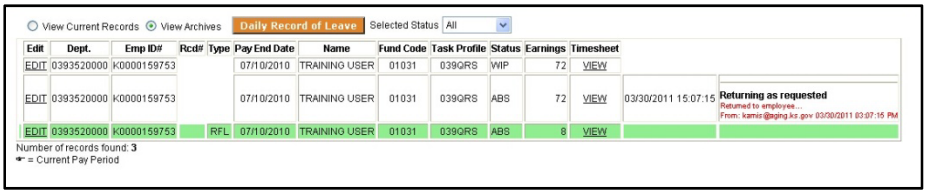
Timesheet Views, *continued*

Views	Displays
Direct	Lists all the employees who the Supervisor **directly** supervises. 
Employee	Allows the supervisor to select a specific employee to view from the drop down list. 

Timesheet Views, *continued*

Views	Displays
Staff Record of Leave	Display a year calendar of all leave taken by the select employee. 
Daily Record of Leave	Display a year calendar of all leave taken by you personally. 

Timesheet Views, *continued*

Views	Displays
View Current / Archived Records	Current Records radio button displays the current record of any timesheet or request for leave. Archived Records radio button displays the current record as well as any timesheet or request for leave that had been returned back to the employee. 
Selected Status	Defaults to "All". Can view just a particular status of timesheet or request for leave, such as "Work in Progress", "Completed by Employee", etc.

How to

The following are the steps to creating a personal Request for Leave or Timesheet.

Step	Action	Result
1.	Click on the **action button** as appropriate.	
	<table><tr><th>Action Button</th><th>Action</th></tr><tr><td>Create a new timesheet (for you)</td><td>Creates a new timesheet for you personally.</td></tr><tr><td>Create a Request for Leave (for you)</td><td>Creates a new Request for Leave for you personally.</td></tr></table>	
2.	Pay Period Information page is displayed.	Continue with entry as instructed in Chapter 2 or 3 as appropriate.

Creating an Employees Request for Leave and Timesheet

Introduction

At times it may be necessary for a Supervisor to create a Request for Leave and/or Timesheet for one of their employees. Both document can be signed and approved by the supervisor.

How to

The following are the steps to creating an employees' Request for Leave and/or Timesheet.

Step	Action	Result
1.	Access the Timesheet System as previously instructed.	Your List of Timesheet page is displayed. Several View options are available.
2.	Select the Employee View Radio button.	
3.	Select the Employee from the drop down box.	
4.	Select the appropriate action button. • Create Timesheet for Selected Employee • Create Emp RFL	Pay Period Information page is displayed.
5.	Continue with entry as instructed in Chapter 2 or 3 as appropriate.	

Approving the Request for Leave

Introduction

Once the employee processes their Request for Leave the document will be in the CBE (Completed by Employee) status and ready for the Supervisor to approve. The Supervisor will be able to view any document of the employees' regardless of status.

An e-mail is automatically sent to the Supervisor when an employee completes and processes a Request for Leave.

How to

The following are the steps to approving a Request for Leave.

Step	Action	Result
1.	Access the Timesheet System as previously instructed.	Your List of Timesheet page is displayed.

Example is by Staff:

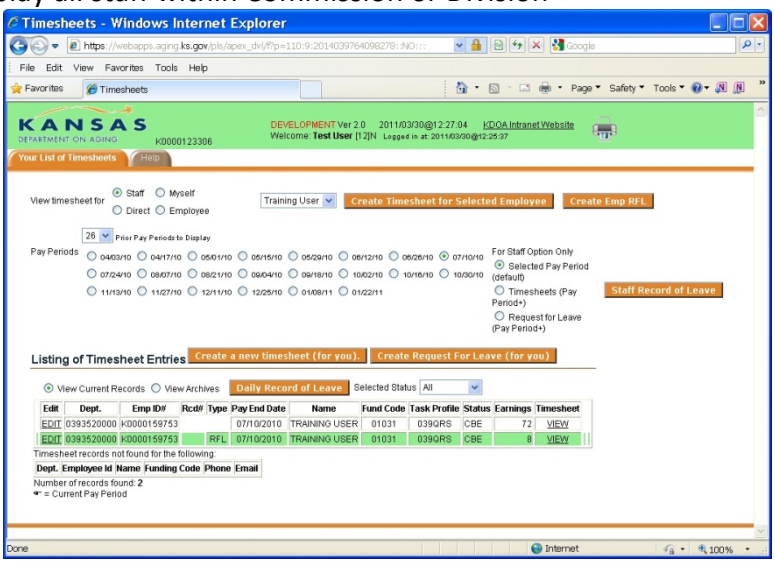
Select the Staff Radio button.

Select the pay end date of the pay period.

The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year.

Select the additional view option of the Selected Pay Period, only the Timesheets or only the Request for Leave.

Will display all staff within Commission or Division



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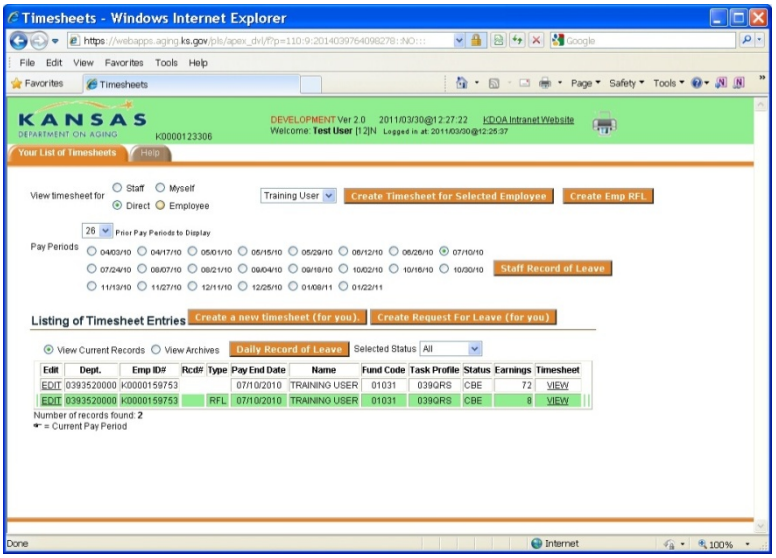
How to (continued)

Step	Action	Result
Example is by Direct: Select the Direct Radio button. Select the pay end date of the pay period. The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year. Will display all staff that is directly supervised.  		

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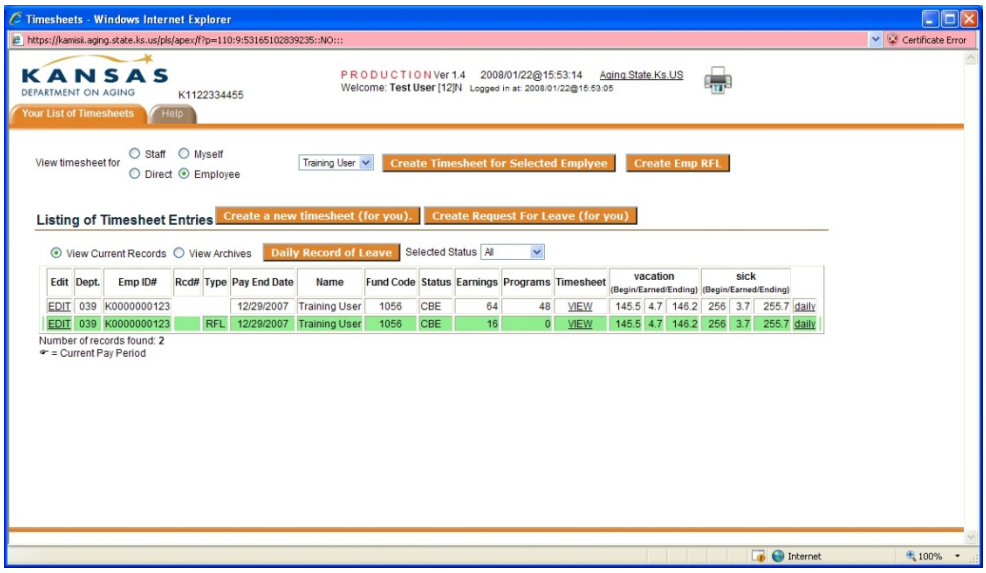
How to (continued)

Step	Action	Result
Example is by employee: Select the Employee Radio button. Select the Employee from the drop down list. Will display all pay period records for the employee selected.  		

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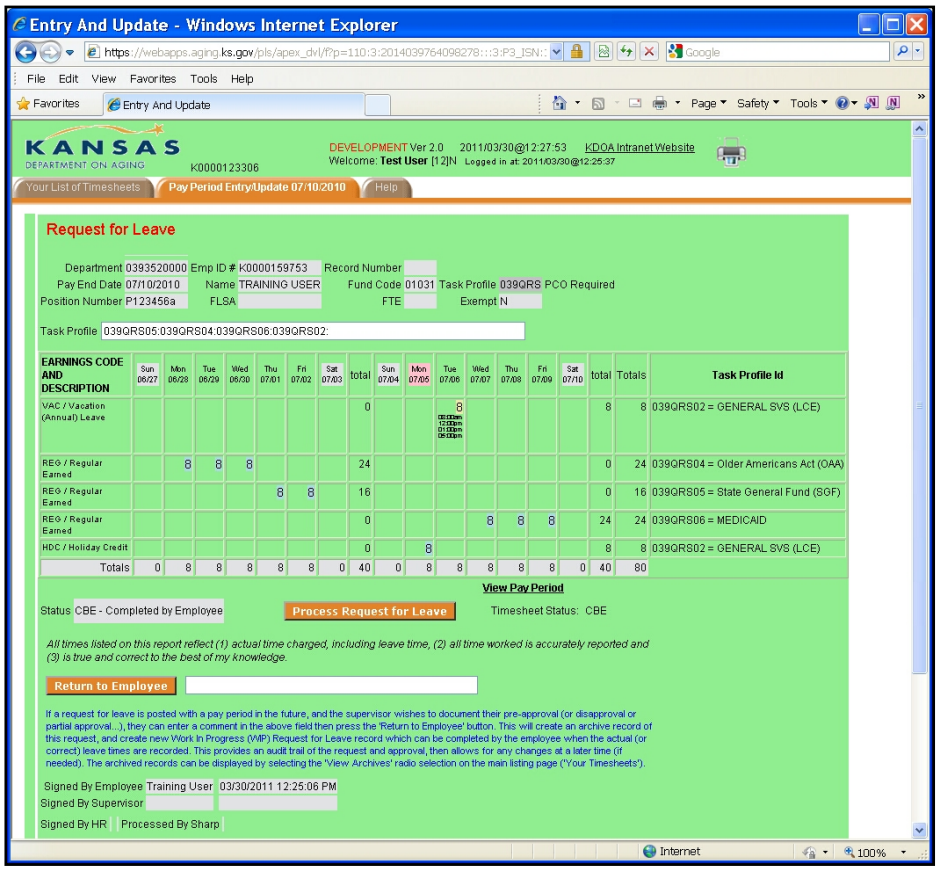
How to (continued)

Step	Action	Result
2.	Request for Leave must be approved first. The green line item indicates a Request for Leave, click on the **View** link under the Timesheet column to open the request.	Request for Leave completed by the employee will be displayed.



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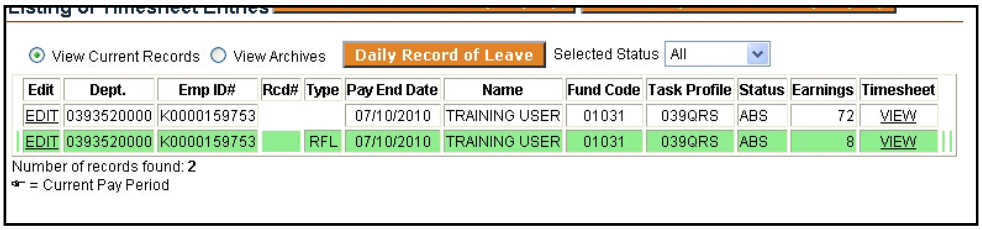
How to (continued)

Step	Action	Result
3.	Click on the **Process Request for Leave** button.	The following will automatically occur.

a.	The User Name, Date and Time is displayed in the Signed By Supervisor.
b.	Status is changed to ABS – Approved by Supervisor
c.	Once the Request for Leave is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System. <u>Note</u>: If the Request for Leave is for a pay period in the future (advance request) the information will not be transferred into SHaRP until the appropriate pay period is reached.



Edit	Dept.	Emp ID#	Rcd#	Type	Pay End Date	Name	Fund Code	Task Profile	Status	Earnings	Timesheet
EDIT	0393520000	K0000159753			07/10/2010	TRAINING USER	01031	039QRS	ABS	72	VIEW
EDIT	0393520000	K0000159753		RFL	07/10/2010	TRAINING USER	01031	039QRS	ABS	8	VIEW

Approving the Timesheet

Introduction

Once the employee electronically signs their Timesheet the document will be ready for the Supervisor to approve. The Supervisor will be able to view any document of the employees' regardless of status.

How to

The following are the steps to approving a Timesheet.

Step	Action	Result
1.	Access the Timesheet System as previously instructed.	Your List of Timesheet page is displayed.

Example is by Staff:

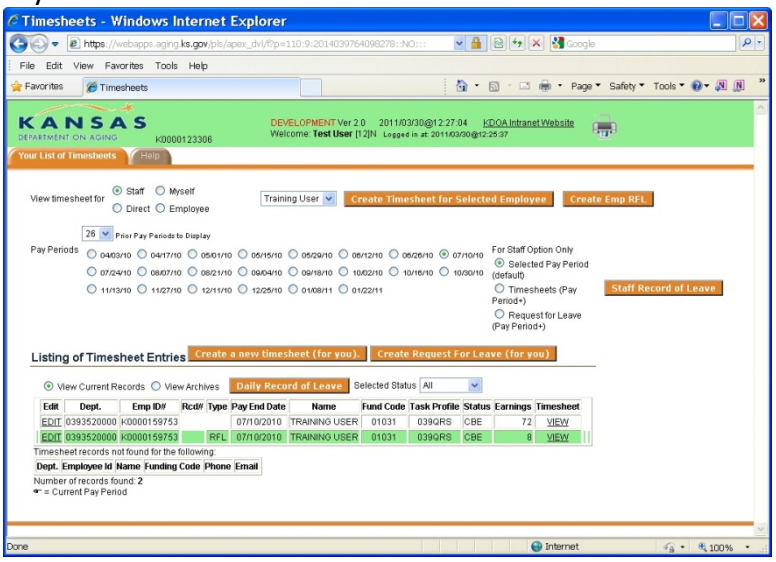
Select the Staff Radio button.

Select the pay end date of the pay period.

The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year.

Select the additional view option of the Selected Pay Period, only the Timesheets or only the Request for Leave.

Will display all staff within Commission or Division



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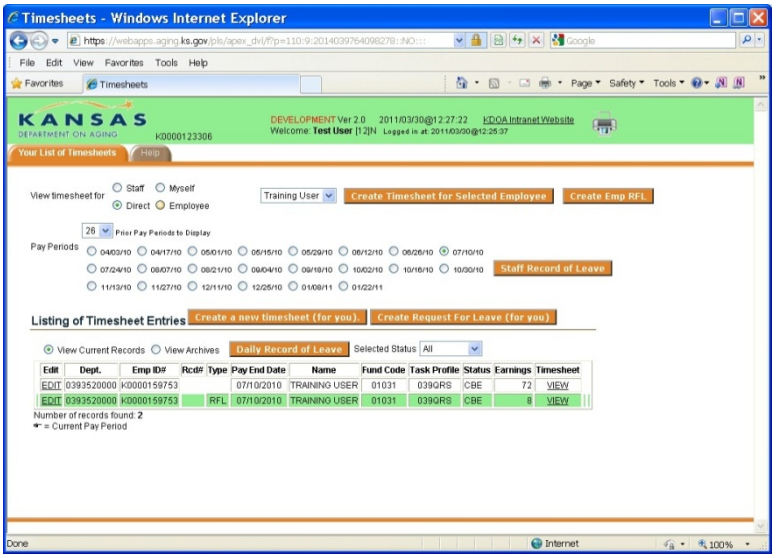
How to (continued)

Step	Action	Result
Example is by Direct: Select the Direct Radio button. Select the pay end date of the pay period. The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year. Will display all staff that is directly supervised.  		

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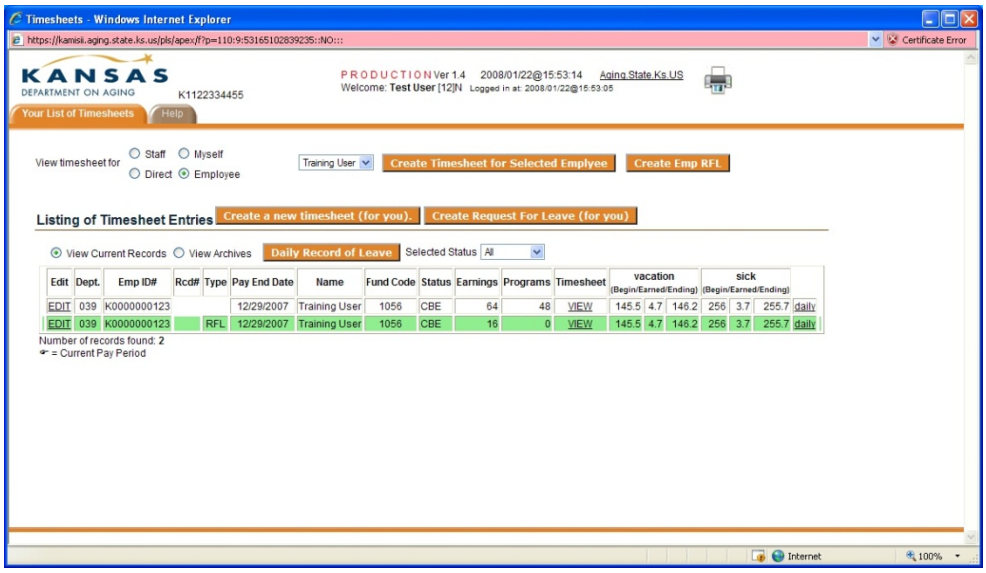
How to (continued)

Step	Action	Result
Example is by employee: Select the Employee Radio button. Select the Employee from the drop down list. Will display all pay period records for the employee selected.  		

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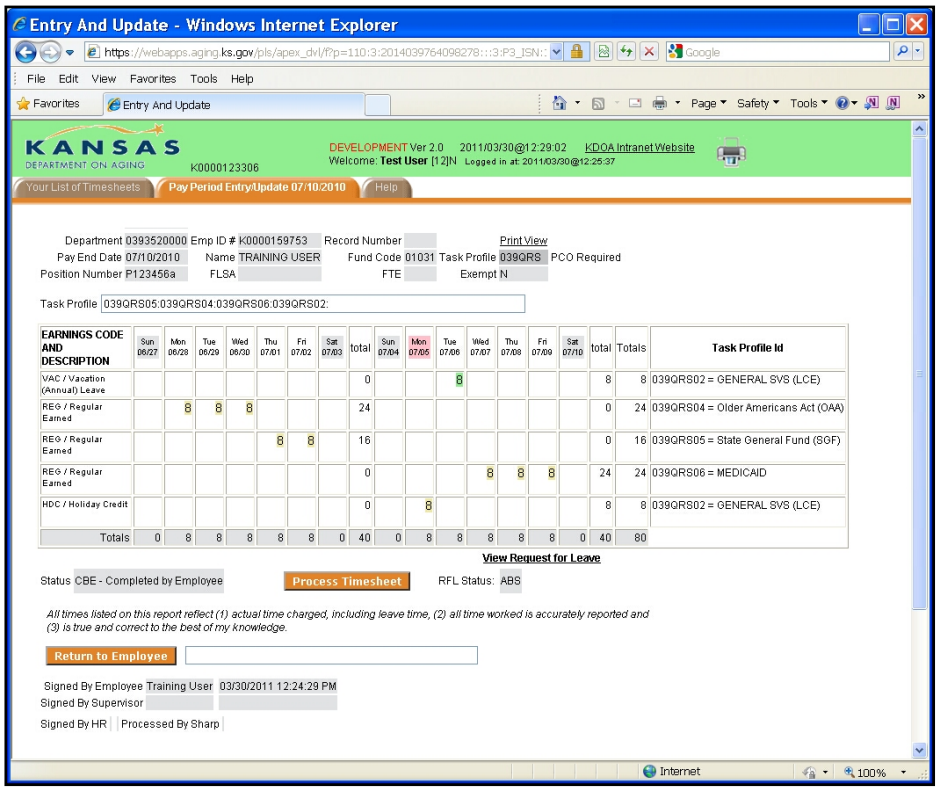
How to (continued)

Step	Action	Result
2.	The white line item is the timesheet. Click on the **View** link under the Timesheet column to open the timesheet. <u>Note</u>: Request for Leave must be approved first.	Timesheet completed by the employee will be displayed.



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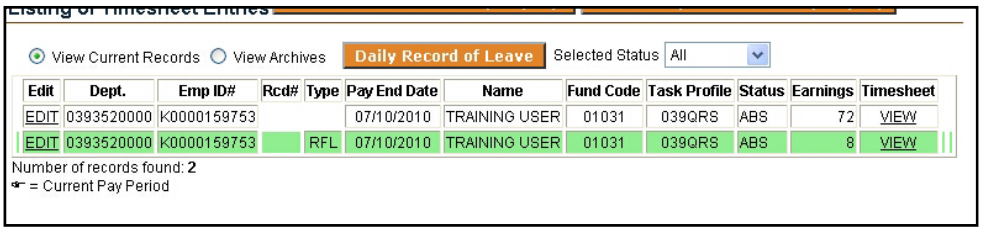
How to (continued)

Step	Action	Result
3.	Click on the **Process Timesheet** button.	The following will automatically occur.

d.	The User Name, Date and Time is displayed in the Signed By Supervisor.
e.	Status is changed to ABS – Approved by Supervisor
f.	Once the Timesheet is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System. <u>Note</u>: If the Timesheet is for a pay period in the future the information will not be transferred into SHaRP until the appropriate pay period is reached.



Returning Request for Leave or Timesheet to Employee

Introduction

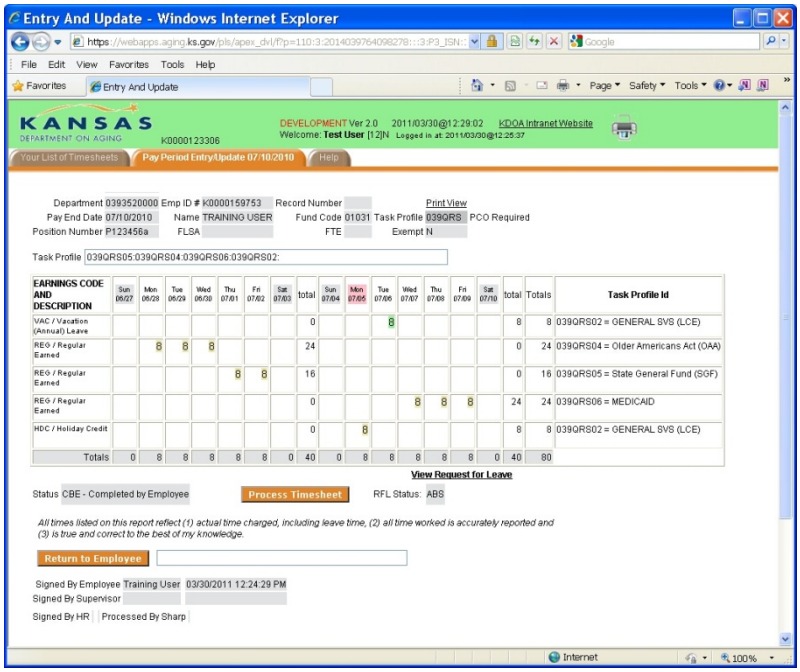
At times it may be necessary for a Supervisor to return a Request for Leave and/or Timesheet back to the employee. This can be done at any time prior to the document being approved by Human Resources.

Human Resources can also return a Request for Leave and/or Timesheet back to the employee.

How to

The following are the steps to return an employees' Request for Leave and/or Timesheet.

Step	Action	Result
1.	Access the Timesheet System as previously instructed.	Your List of Timesheet page is displayed.
2.	Select the employee and the document to be returned as previously instructed.	Item is displayed. Example is the timesheet.



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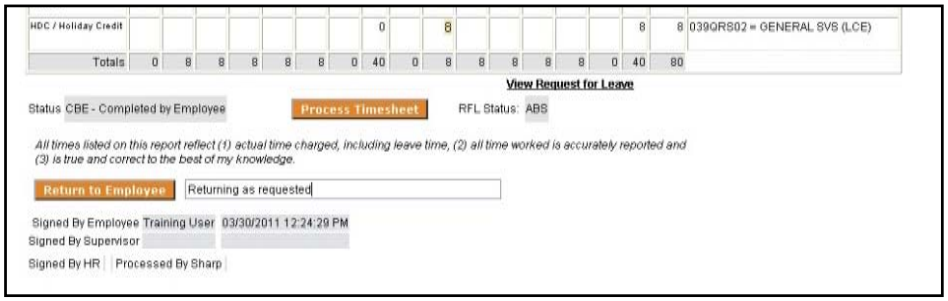
How to (continued)

Step	Action	Result
3.	<u>Optional</u>: Type in a comment next to the Return to Employee button.	This will document why the item is being returned. The reason will also be included in the archived document and also in an email to the employee notifying them that an item has been returned.
		
4.	Click on the **Return to Employee** button.	Several actions occur: 1. Original document is archived for history. 2. A copy is created in a Work in Progress status for action or correction by the employee. 3. An email is sent to the employee stating that the document has been returned.