

## Web Time Approval

**Check boxes by entries that are ready to approve**

Approve	Review Entry	Day 1 Start	Day 1 End	Employee Name	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	08/21/03	08/21/03	12:00 PM Hendrick, Jr	Registrar Clerk	Registrar	Main Campus	39.25
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/21/03	08/21/03	08:15 AM Dennis D	Event Staff	Alumni Development	Main Campus	31.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/21/03	08/21/03	08:28 AM Richard	Assistant Registrar	Registrar	Main Campus	62.50
<input type="checkbox"/>	<input type="checkbox"/>	08/21/03	08/21/03	12:00 PM Van T	Associate Director of Admissions	Admissions Office	Main Campus	70.00

Figure 2-3: Employee Time Entries Form

To approve employee time:

- Entries that have been submitted by employee are checked for review
- Do not check approve at this point unless you have already verified the accuracy of the hours
- Be aware that multiple pay periods will exist during the approval window
- Approvals are due on the Thursday following the end of the pay cycle by 11 PM

- The supervisor must select approve or reject to complete the process
- If an employee is unable to complete hours during a pay cycle, the supervisor can complete the process on their behalf
- If an employee is out on an extended leave (more than one pay cycle), HR will enter the employees time

**Hours can be adjusted by supervisor**

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
1 08/04/03	Sunday									<input type="checkbox"/>
2 08/05/03	Monday	2.88								<input type="checkbox"/>
3 08/06/03	Tuesday	2.88								<input type="checkbox"/>
4 08/07/03	Wednesday	1.58								<input type="checkbox"/>
5 08/08/03	Thursday	1.75								<input type="checkbox"/>
6 08/09/03	Friday	2.54								<input type="checkbox"/>
7 08/10/03	Saturday	2.88								<input type="checkbox"/>
8 08/11/03	Sunday	1.75								<input type="checkbox"/>
9 08/11/03	Monday	2.51								<input type="checkbox"/>
10 08/12/03	Tuesday	1.75								<input type="checkbox"/>
11 08/13/03	Wednesday	2.88								<input type="checkbox"/>
12 08/14/03	Thursday	2.58								<input type="checkbox"/>
13 08/15/03	Friday	1.75								<input type="checkbox"/>
14 08/16/03	Saturday	2.88								<input type="checkbox"/>

**To review in/out time for hourly employee**

**To approve/reject employee's time**

Figure 2-4: Time Entry Form for Approving an Employee's Time

View of in/out employee time for approval

**WebAdvisor**

Menu  
FAQ  
Log Out

Time In/Out

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Calvin R. Hendock, Jr.	Work Study - Registrar Clerk	08/08/03	Bi-Weekly	Registrar	Main Campus	08/15/03 12:00PM

Leave Type: Leave Balance  
Not Applicable

Date	Day	Time In	Time Out	Insert Line
1 08/24/03	Friday			<input type="checkbox"/>
2 08/25/03	Monday	01:00AM	10:01AM	<input type="checkbox"/>
3 08/26/03	Tuesday	01:00AM	10:01AM	<input type="checkbox"/>
4 08/27/03	Wednesday	01:30PM	03:01PM	<input type="checkbox"/>
5 08/28/03	Thursday	01:15PM	05:01PM	<input type="checkbox"/>
6 08/29/03	Friday	01:30PM	03:01PM	<input type="checkbox"/>
7 08/30/03	Saturday	01:00AM	10:01AM	<input type="checkbox"/>
8 08/31/03	Sunday	01:15AM	12:01PM	<input type="checkbox"/>
9 09/01/03	Monday	01:30PM	03:01PM	<input type="checkbox"/>
10 09/02/03	Tuesday	01:15PM	05:01PM	<input type="checkbox"/>
11 09/03/03	Wednesday	01:00AM	10:01AM	<input type="checkbox"/>
12 09/04/03	Thursday	01:30PM	03:01PM	<input type="checkbox"/>
13 09/05/03	Friday	01:15PM	05:01PM	<input type="checkbox"/>
14 09/06/03	Saturday	01:00AM	10:01AM	<input type="checkbox"/>

Prior Pay Period Date: 08/23/03 Overtime Hours: 2.00

Non-Exempt Other Position Hours: 39.25 Exempt Other Position Hours: 0.00

Employee has electronically signed the time entry as complete: Yes

Supervisor Decision: APP-Approve

Enter E-mail Subject:

Supervisor Comments:

01001463 C:\MSI\A03655

Submit

WebAdvisor 7.17

Figure 2-5: Time In/Out Form for Approving an Employee's Time Entry

**WebAdvisor**

Menu  
FAQ  
Log Out

Time History

Name	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
Dr. Deborah Yarn	Asst. Prof. - Biology	08/02/03	Bi-Weekly Payroll Cycle		Main Campus	Drift Point

Employee has completed the electronic signature: Employee Complete Date: Employee Complete Time

No

Supervisor Decision: Supervisor Decision Date: Supervisor Decision Time

APP-Approve 08/07/03 10:24AM

Supervisor Comments:

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
1 07/21/03	Monday	8.00							
2 07/22/03	Tuesday	8.00							
3 07/23/03	Wednesday	8.00							
4 07/24/03	Thursday	8.00							
5 07/25/03	Friday	8.00							
6 07/26/03	Monday	8.00							
7 07/28/03	Tuesday	8.00							
8 07/30/03	Wednesday	8.00							
9 07/31/03	Thursday	8.00							
10 08/01/03	Friday	8.00							

Date: Day: Time In: Time Out

N/A

Action to take: NEXT - Next record

Submit

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View of employee history for supervisors

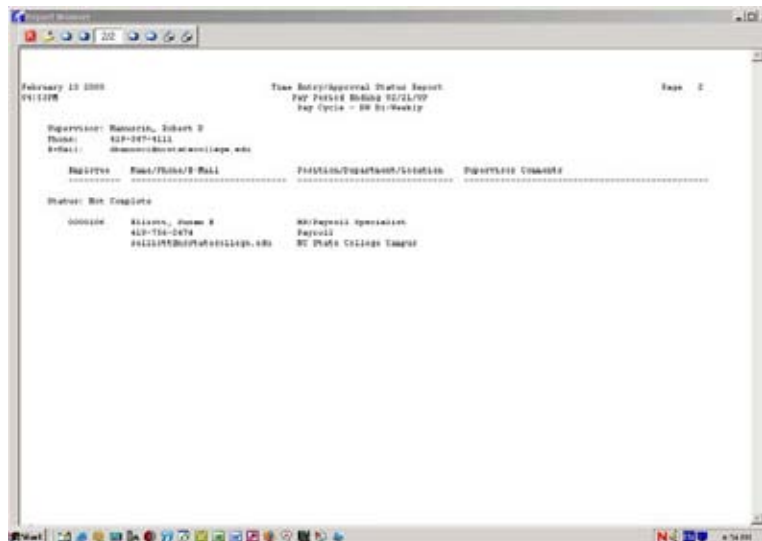
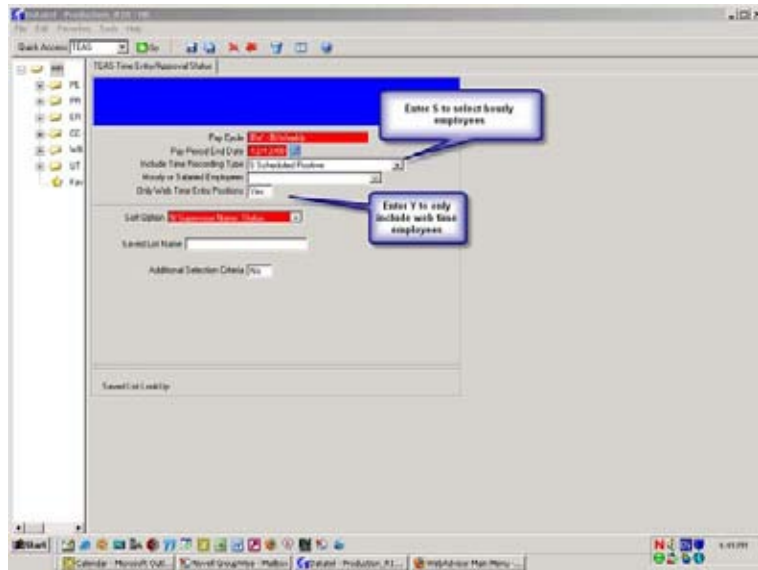
Figure 2-8: Employee's Time History Form for Supervisors

## Web Time Approval Reports

Two reports are available in the HR module of Encore (not Web Advisor) to assist supervisors with the approval process.

TEAS: Time Entry/Approval Status

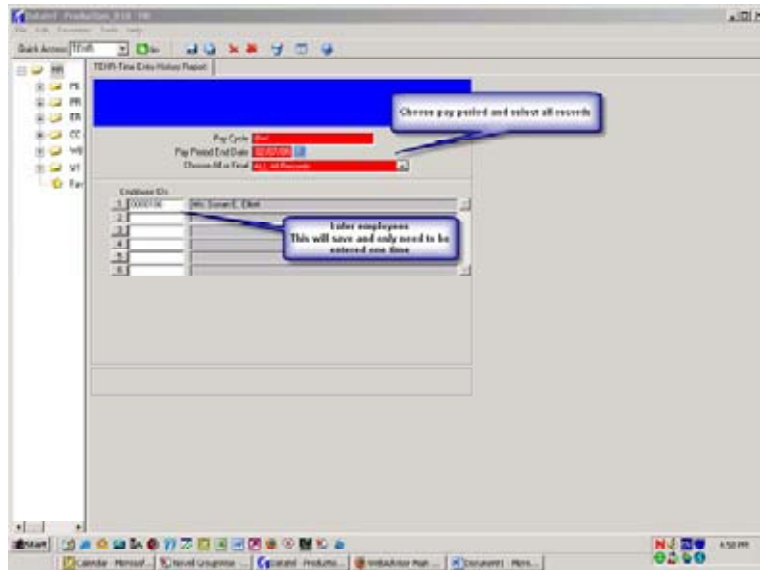
This report will show all missing time entry records for employees by supervisor.



TEHR: Time Entry History Report

This report will employees hours for a pay period for easy verification before going to the web for approval.

The hours are available once the employee has submitted their time for approval.



Report Browser

3/3

Tab: 02/09/09 02:10PM Approve: 02/13/09 12:01PM

DATE	TIME IN	TIME OUT
Mon 01/26/09	08:00AM	01:15PM
Mon 01/26/09	01:45PM	05:00PM
Tue 01/27/09	08:00AM	12:15PM
Tue 01/27/09	01:00PM	05:00PM
Wed 01/28/09	08:00AM	04:00PM
Thu 01/29/09	08:00AM	12:15PM
Thu 01/29/09	12:45PM	05:00PM
Fri 01/30/09	08:00AM	12:00PM
Fri 01/30/09	01:00PM	05:00PM
Mon 02/02/09	08:00AM	12:20PM
Mon 02/02/09	12:50PM	05:00PM
Tue 02/03/09	08:00AM	12:00PM
Tue 02/03/09	01:00PM	05:00PM
Wed 02/04/09	08:00AM	12:00PM
Thu 02/05/09	08:00AM	12:00PM
Thu 02/05/09	12:45PM	05:00PM
Fri 02/06/09	08:00AM	12:00PM

DATE	NUMBER OF HOURS	EARNING TYPE	--- EARNING DIFFERENTIAL --- HOURS CODE DESCRIPTION
Mon 01/26/09	8.50	REG Regular	
Tue 01/27/09	8.25	REG Regular	
Wed 01/28/09	8.00	REG Regular	
Thu 01/29/09	8.50	REG Regular	
Fri 01/30/09	1.25	OVT Overtime	
Fri 01/30/09	6.75	REG Regular	
Mon 02/02/09	8.50	REG Regular	
Tue 02/03/09	8.00	REG Regular	
Wed 02/04/09	4.00	REG Regular	
Wed 02/04/09	4.00	VAC Vacation	
Thu 02/05/09	8.25	REG Regular	
Fri 02/06/09	4.00	REG Regular	
Fri 02/06/09	3.25	VAC Vacation	
Total Hours Worked:		74.00	
Total Leave Hours...:		7.25	
Total Overtime...:		1.25	