Approving Benefit Eligible Employees
Positive Pay and Exception Employee Types

**WorkCenter Overview**
Log into LOUIE – HR Home (LOUIE) – Select Manager/Department Dashboard

Select Time and Labor – This will open up the TL WorkCenter Home page.

Note: Make sure your POP UP Blockers are turned “OFF”

This is a screen shot of the Time and Labor WorkCenter Home page – Note the Announcements on the home page – This is where Payroll will post any special announcements such as a modified payroll schedule.

Special Payroll Announcements will be posted here
View employees/reports

To view all types of employees select the “Timesheet” tab

NOTE: If you also approve students and/or hourly temps please reference that separate documentation.

Welcome Timesheets Exceptions Leave and Comp Balances

Time and Labor WorkCenter

Click on the items below to view important details.

Announcements

• Timesheets need approval by 10am on Monday.

Welcome Timesheets Exceptions Leave and Comp Balances

Report Time

Timesheet Summary

Employee Selection

Change View

*View By Week
Date 02/21/2017

Employees For Red Ridinghood, Totals From 08/21/2017 - 08/27/2017

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Report Time</th>
<th>Hours to be Approved</th>
<th>Exception</th>
<th>Hours Approved or Submitted</th>
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</thead>
<tbody>
<tr>
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<tr>
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</table>
To determine what types of employees you have select this Icon to expand the view and look at the Workgroup.

Employees in a “Positive Pay” Workgroup are FLSA non-exempt employees and must report all time worked and time away from work. Currently fill out and submit paper timesheets. If time is not reported they will not be paid.

Employees in an “Exception” Workgroup are FLSA exempt employees and only report time away from work (ROA).
Staff that have reported time and need approval for the current pay period or have previous pay period hours or ROA’s to process

Staff that future reported time or ROA’s reported

Report showing staff with future time or ROA’s reported

Report of all employee time by date range

This report should be run each non-payroll Friday to ensure your “Positive Pay” employees have reported enough time/Leave for the pay period
Samples of the Queries below – Results can be exported into Excel

“My Staff – Future Pay Period Details

“Reported Time Summary” – Enter Dates
Left Side Bar – Links – Access and availability of reports available on this page are based on your Security Access and will be different based on your own security.

These are interactive graphs and reports for you to review.

Assigning a Proxy is now available on this page.
Approving Time & ROA’s

Select “Timesheets” – The Timesheets open up into the current week, use “Previous Week” or “Next Week” links to change dates.

See Reported Time and Hours to be approved – Select employee to go into the timesheet to approve.
Once in the timesheet select what you want to approve and then approve.

After you approve you will be prompted to confirm your approval by selecting “yes” to finalize or “no” to go back and make any changes.

After approval select “ok”
After “ok” you are returned to the timesheet where you can move to the “Next Employee” without returning to the Main page. You may also chose to view the employee’s timesheet by pay period, week or day.

Time will change from “Needs Approval” to Approved
Exception Processing

Exceptions are categorized as “High” or “Low” Exceptions – All Exceptions should be taken care of before payroll is processed. Exceptions appear as below.

Clicking on the 🕵️ exception icon will let you know what needs to be fixed. In this case the employee reported more leave time than they should have.

You can have the employee adjust their time or you as the supervisor can adjust the time and when payroll runs their process this exception will go away.

Additional information on exceptions will be made available to all supervisors in additional documentation.