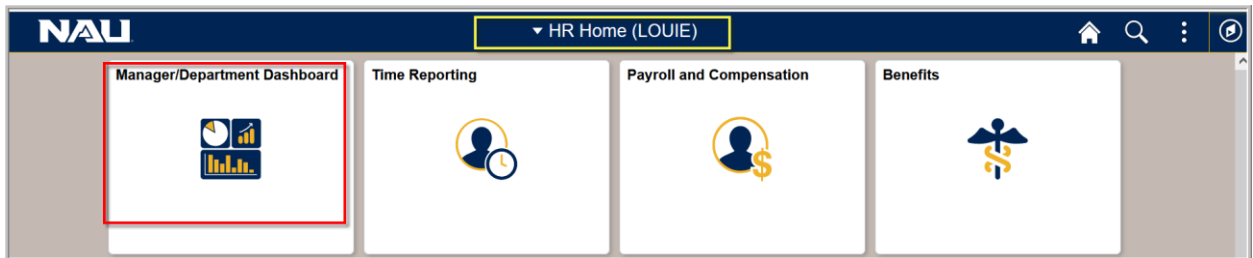


## Approving Benefit Eligible Employees Positive Pay and Exception Employee Types

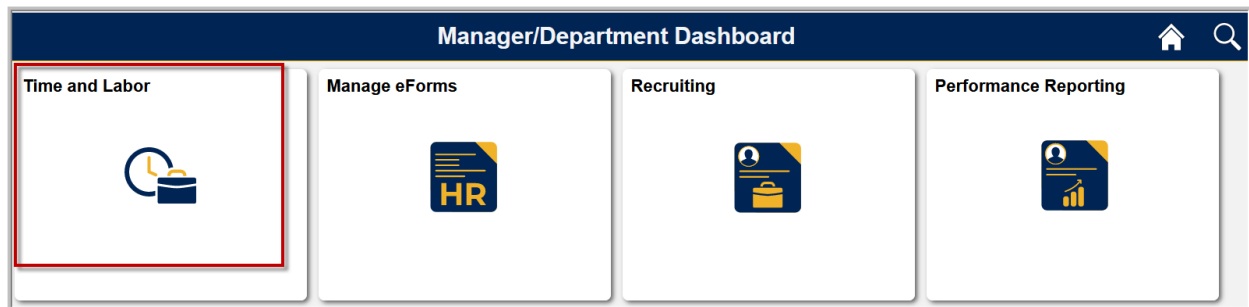
### WorkCenter Overview

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

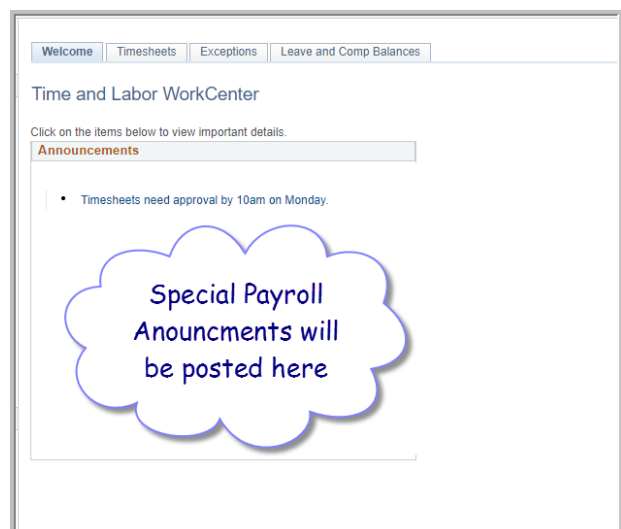


Select Time and Labor – This will open up the TL WorkCenter Home page.

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



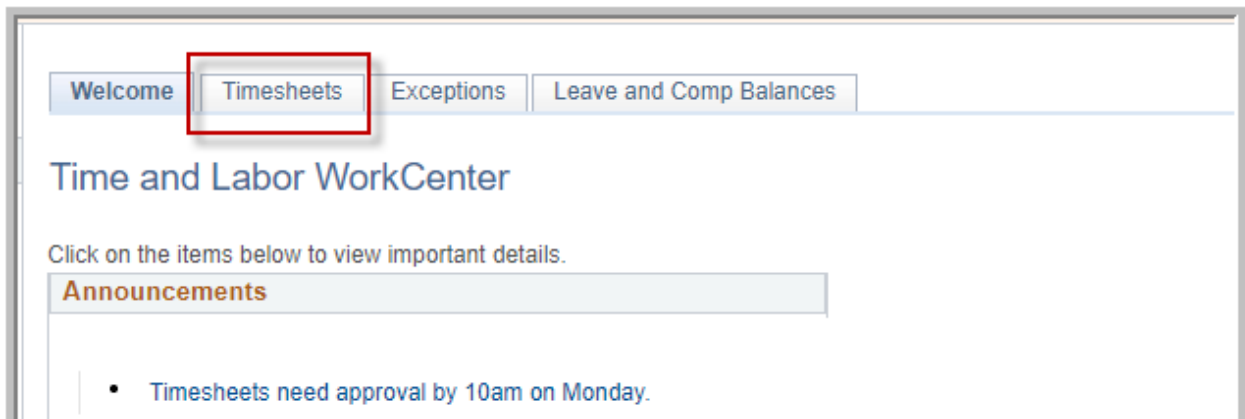
This is a screen shot of the Time and Labor WorkCenter Home page – Note the Announcements on the home page – This is where Payroll will post any special announcements such as a modified payroll schedule.



## 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.



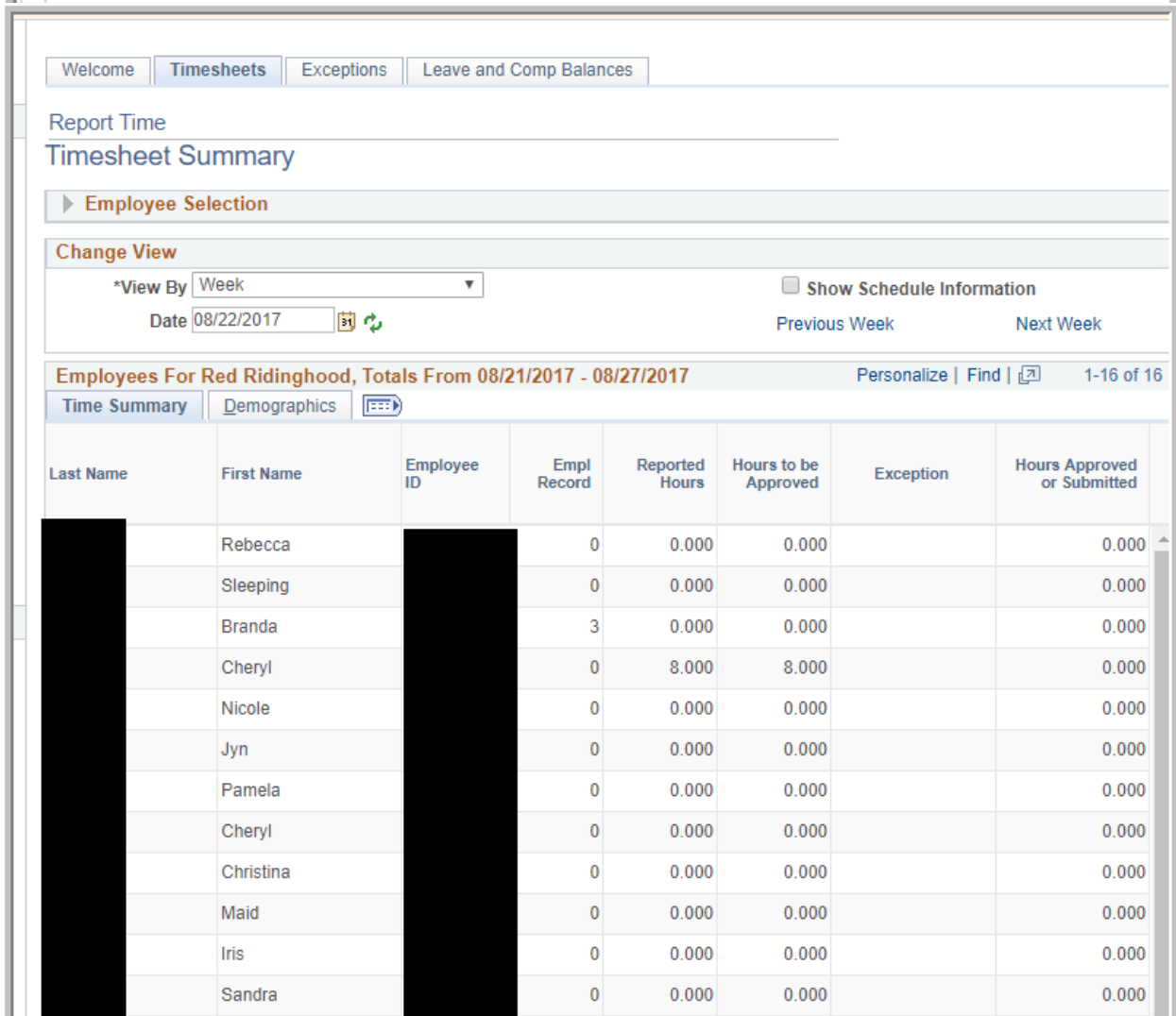
Welcome **Timesheets** Exceptions Leave and Comp Balances

### 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: 08/22/2017  
Show Schedule Information:   
Previous Week Next Week

Employees For Red Ridinghood, Totals From 08/21/2017 - 08/27/2017 Personalize | Find | 1-16 of 16

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Exception	Hours Approved or Submitted
	Rebecca		0	0.000	0.000		0.000
	Sleeping		0	0.000	0.000		0.000
	Branda		3	0.000	0.000		0.000
	Cheryl		0	8.000	8.000		0.000
	Nicole		0	0.000	0.000		0.000
	Jyn		0	0.000	0.000		0.000
	Pamela		0	0.000	0.000		0.000
	Cheryl		0	0.000	0.000		0.000
	Christina		0	0.000	0.000		0.000
	Maid		0	0.000	0.000		0.000
	Iris		0	0.000	0.000		0.000
	Sandra		0	0.000	0.000		0.000

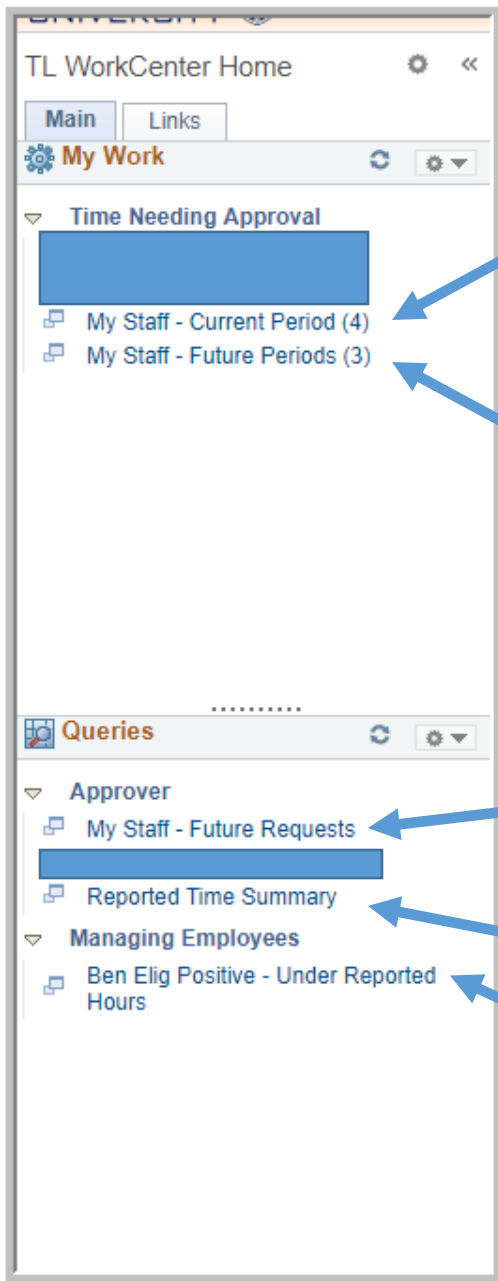
To determine what types of employees you have select  this icon to expand the view and look at the Workgroup.

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).

Employees For Red Ridinghood, Totals From 08/21/2017 - 08/27/2017										
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Exception	Hours Approved or Submitted	Earliest Change Date	Department	Workgroup
Beauty	Sleeping		0	0.000	0.000		0.000	07/31/2017		Exception Leave Employee Vac
			3	0.000	0.000		0.000	07/31/2017		Exception Classified
			0	8.000	8.000		0.000	07/31/2017		Exception Appointed
			0	0.000	0.000		0.000	07/31/2017		Exception Appointed
			0	0.000	0.000		0.000	07/31/2017		Exception Appointed
			0	0.000	0.000		0.000	07/31/2017		Exception Leave Employee Vac
			0	0.000	0.000		0.000	07/31/2017		Exception Appointed
			0	0.000	0.000		0.000	07/31/2017		Exception Appointed
			0	0.000	0.000		0.000	07/31/2017		Positive Pay Classified
			0	0.000	0.000		0.000	07/31/2017		Positive Pay Classified
			0	0.000	0.000		0.000	07/31/2017		Positive Pay Classified
Rose	Briar		0	0.000	0.000		0.000	07/31/2017		Exception Appointed
			0	40.000	0.000		40.000	08/18/2017		Exception Appointed

## Left Side Bar - Main



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

**N\_HRTL\_APP\_FUT\_DETAIL- Future Time**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-6 of 6 Last

	Name	Date	Time Reporting Code	Hours	Reported Status
1	Marian,Maid	10/16/2017	Sick	8.000000	Needs Approval
2	Marian,Maid	10/30/2017	Vacation	8.000000	Needs Approval
3	Marian,Maid	10/31/2017	Vacation	8.000000	Needs Approval
4	Marian,Maid	11/01/2017	Vacation	8.000000	Needs Approval
5	Marian,Maid	11/02/2017	Vacation	8.000000	Needs Approval
6	Marian,Maid	11/03/2017	Vacation	8.000000	Needs Approval

### “Reported Time Summary” – Enter Dates

**N\_HRTL\_MSS\_RPTD\_TIME - Reported Time Summary**

From:

Thru Date:

ID	Empl Record	LN, FN	Rpt Dt	TRC	Quantity	Task Profile ID	Task Profile	Taskgroup	Dept ID	Department	Reported Status
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**N\_HRTL\_MSS\_RPTD\_TIME - Reported Time Summary**

From: 08/14/2017

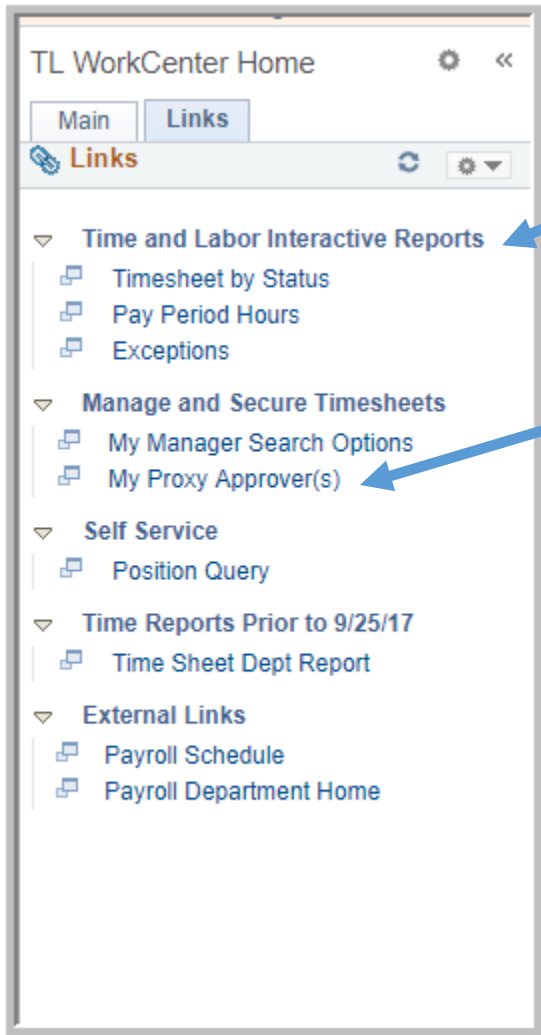
Thru Date: 08/27/2017

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All First 1-11 of 11 Last

ID	Empl Record	LN, FN	Rpt Dt	TRC	Quantity	Task Profile ID	Task Profile	Taskgroup	Dept ID	Department	Reported Status
1	0		08/14/2017	SCK	10.000000			PSNONCATSK			Approved
2	0		08/15/2017	SCK	10.000000			PSNONCATSK			Approved
3	0		08/16/2017	SCK	10.000000			PSNONCATSK			Approved
4	0		08/17/2017	SCK	8.000000			PSNONCATSK			Approved
5	0		08/18/2017	LWP	4.000000			PSNONCATSK			Approved
6	0		08/21/2017	SCK	8.000000			PSNONCATSK			Approved
7	0		08/22/2017	SCK	8.000000			PSNONCATSK			Approved
8	0		08/23/2017	SCK	8.000000			PSNONCATSK			Approved
9	0		08/24/2017	SCK	8.000000			PSNONCATSK			Approved
10	0		08/25/2017	LWP	8.000000			PSNONCATSK			Approved
11	0		08/21/2017	VAC	8.000000			PSNONCATSK			Needs Approval

**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.

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.

Benefits Specialist, Senior | Empl Record 3 | Earliest Change Date 07/31/2017

Actions ▾

Select Another Timesheet

\*View By Week

\*Date 08/21/2017

Reported Hours 12.000

Previous Week | Next Week

Previous Employee | Next Employee

Print Timesheet

See Reported Time and Hours to be approved –

Select employee to go into the timesheet to approve.

Welcome | **Timesheets** | Exceptions | Leave and Comp Balances

Report Time

### Timesheet Summary

Employee Selection

Change View

\*View By Week

Date 08/21/2017

Show Schedule Information

Previous Week | Next Week

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

Personalize | Find | 1-16 of 16

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Exception	Hours Approved or Submitted
Allender	Rebecca		0	0.000	0.000		0.000
Beauty	Sleeping		0	8.000	8.000		0.000
Brothers	Branda		3	12.000	12.000		0.000
Brothers	Cheryl		0	8.000	8.000		0.000
Christian	Nicole		0	16.000	16.000		0.000
Erso	Jyn		0	0.000	0.000		0.000
Fleece	Pamela		0	0.000	0.000		0.000
Goldberg	Cheryl		0	0.000	0.000		0.000
Kuhl	Christina		0	0.000	0.000		0.000
Marian	Maid		0	0.000	0.000		0.000
Price	Iris		0	0.000	0.000		0.000
Ralph	Sandra		0	32.000	32.000		0.000
Rose	Briar		0	0.000	0.000		0.000
Speirs	Mary		0	40.000	0.000		40.000

Once in the timesheet select what you want to approve and then approve.

Timesheet

Sleeping Beauty  
Business Manager, Senior

Employee ID [REDACTED]  
Empl Record 0  
Earliest Change Date 07/31/2017

Select Another Timesheet

\*View By Week  
\*Date 08/21/2017

Reported Hours 8.000

From Monday 08/21/2017 to Sunday 08/27/2017

Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26	Sun 8/27	Total	Time Reporting Code
	8.000						8.000	01 VAC - Vacation

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input checked="" type="checkbox"/>	08/22/2017	Needs Approval	8.000	VAC	Vacation	

Approval

Select All | Deselect All | Approve

Return to Select Employee

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.

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No

After approval select “ok”

Timesheet

Approve Confirmation

✓ Selected transactions were successfully approved.

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.

Timesheet

**Sleeping Beauty**  
Business Manager, Senior

Employee ID [REDACTED]  
Empl Record 0  
Earliest Change Date 07/31/2017

Actions ▾

Select Another Timesheet

\*View By Week  
Day  
Pay Period  
Week

Previous Week Next Week  
Previous Employee Next Employee  
Print Timesheet

hrs: 8.000

Time will change from “Needs Approval” to Approved

Date	Reported Status	Total	TRC	Description	Add Comments
08/22/2017	Approved	8.000	VAC	Vacation	

# 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

The screenshot shows a timesheet interface for the week of 08/14/2017 to 08/20/2017. The total reported hours are 42.000. Below the timesheet is a table titled "Reported Time Status" with columns for Date, Reported Status, Total, TRC, Description, Add Comments, and Exception. The last row shows an exception icon circled in red.

Mon 8/14	Tue 8/15	Wed 8/16	Thu 8/17	Fri 8/18	Sat 8/19	Sun 8/20	Total	Time Reporting Code
				4.000			4.000	03 LWP - Leave Without Pay
10.000	10.000	10.000	8.000				38.000	02 SCK - Sick

Date	Reported Status	Total	TRC	Description	Add Comments	Exception
08/14/2017	Approved	10.000	SCK	Sick		
08/15/2017	Approved	10.000	SCK	Sick		
08/16/2017	Approved	10.000	SCK	Sick		
08/17/2017	Approved	8.000	SCK	Sick		
08/18/2017	Approved	4.000	LWP	Leave Without Pay		

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.

The screenshot shows the "Exceptions" table with columns for Allow, Date, Exception ID, Exception Source, Status, Exception Severity, Explanation, and Comment. The first row shows an exception with a severity of "High" and the explanation "Greater Than 40 Hours Reported" circled in red.

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	08/18/2017	NEXGTS01	Time Administration	Unresolved	High	Greater Than 40 Hours Reported	

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.