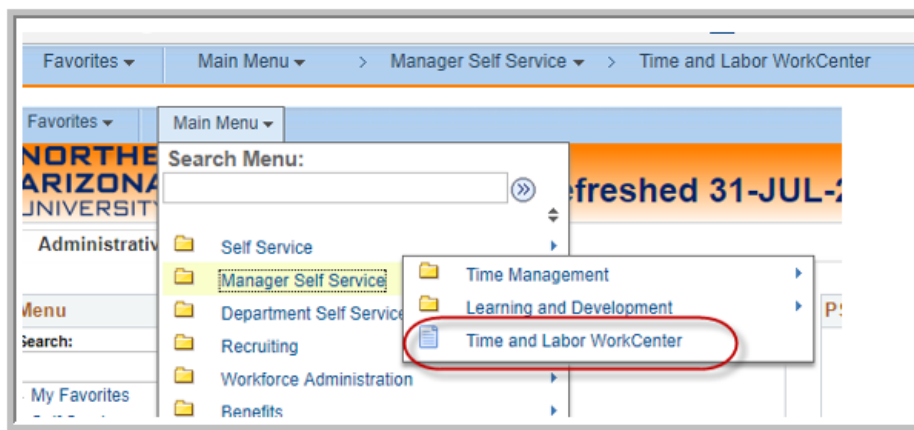


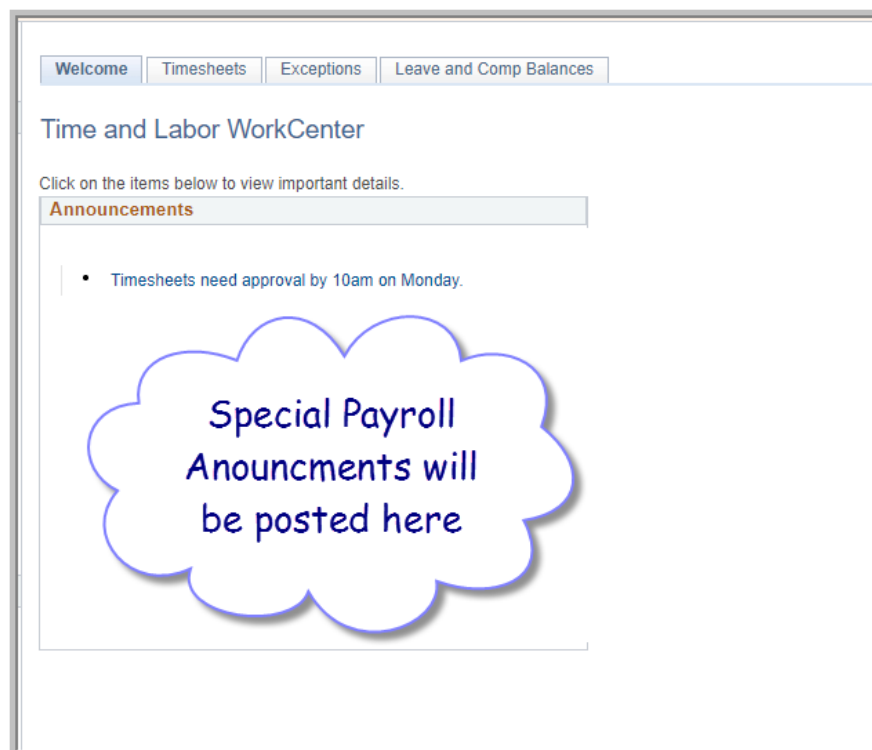
Approving Benefit Eligible Employees Positive Pay and Exception Employee Types

WorkCenter Overview

Log into LOUIE – Main Menu – Manager Self-Service – Time and Labor WorkCenter



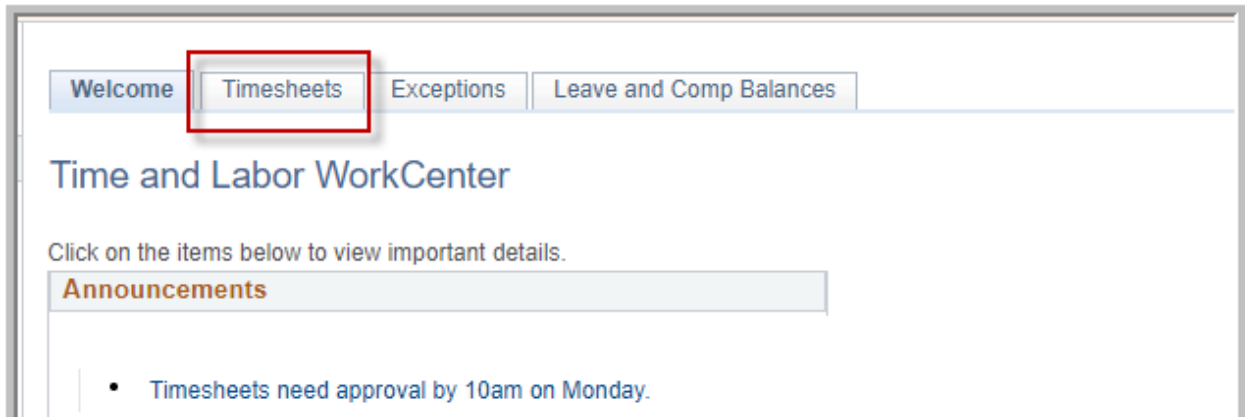
This is a screen shot of the Time and Labor WorkCenter Home page – Note the Announcements on the home page – This is where Payroll will post any special announcements such as a modified payroll schedule.



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.



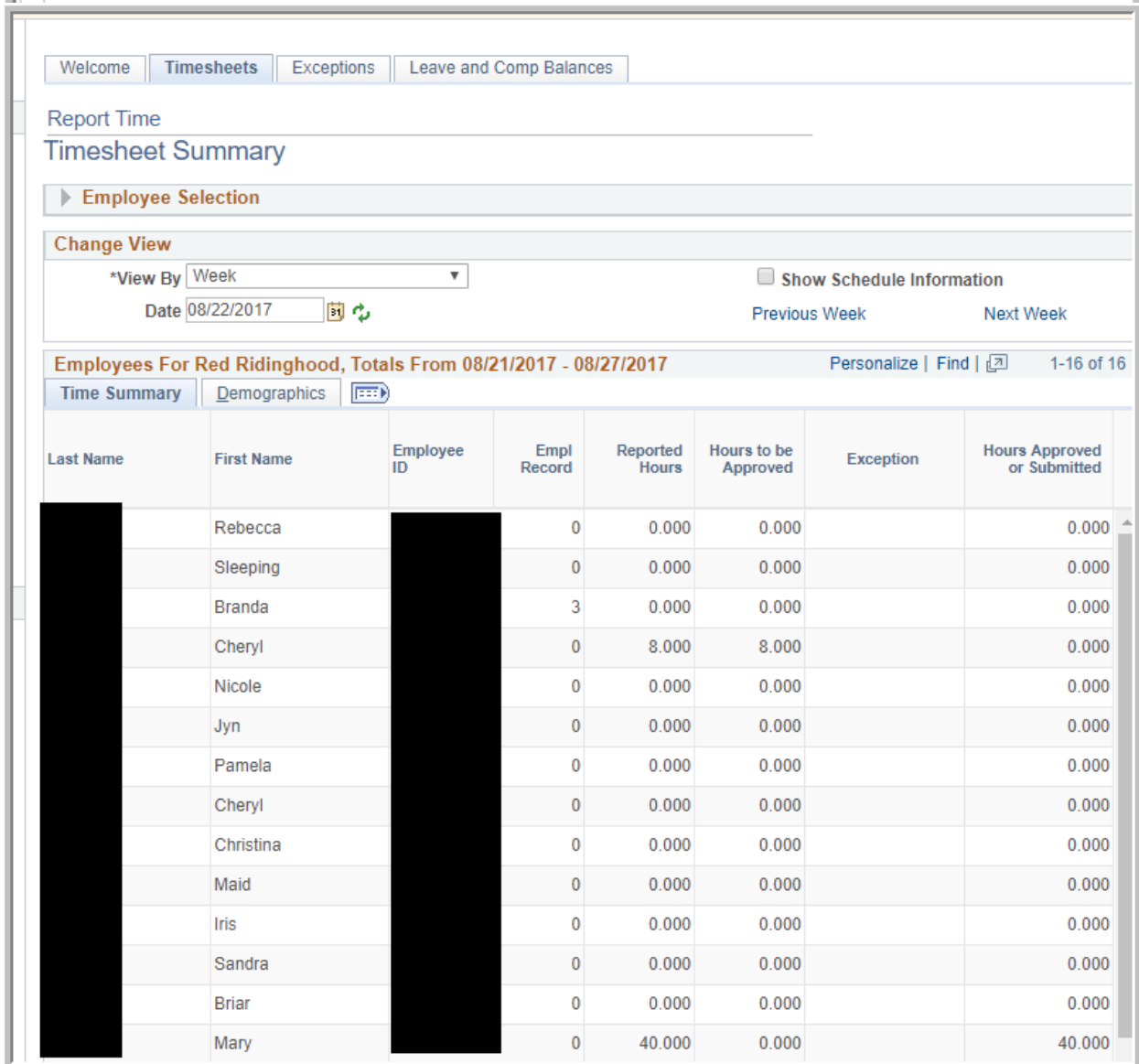
Welcome **Timesheets** Exceptions Leave and Comp Balances

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 |
|------------|------------|-------------|-------------|----------------|----------------------|-----------|-----------------------------|
| [REDACTED] | Rebecca | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Sleeping | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Branda | [REDACTED] | 3 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Cheryl | [REDACTED] | 0 | 8.000 | 8.000 | | 0.000 |
| [REDACTED] | Nicole | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Jyn | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Pamela | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Cheryl | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Christina | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Maid | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Iris | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Sandra | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Briar | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 |
| [REDACTED] | Mary | [REDACTED] | 0 | 40.000 | 0.000 | | 40.000 |

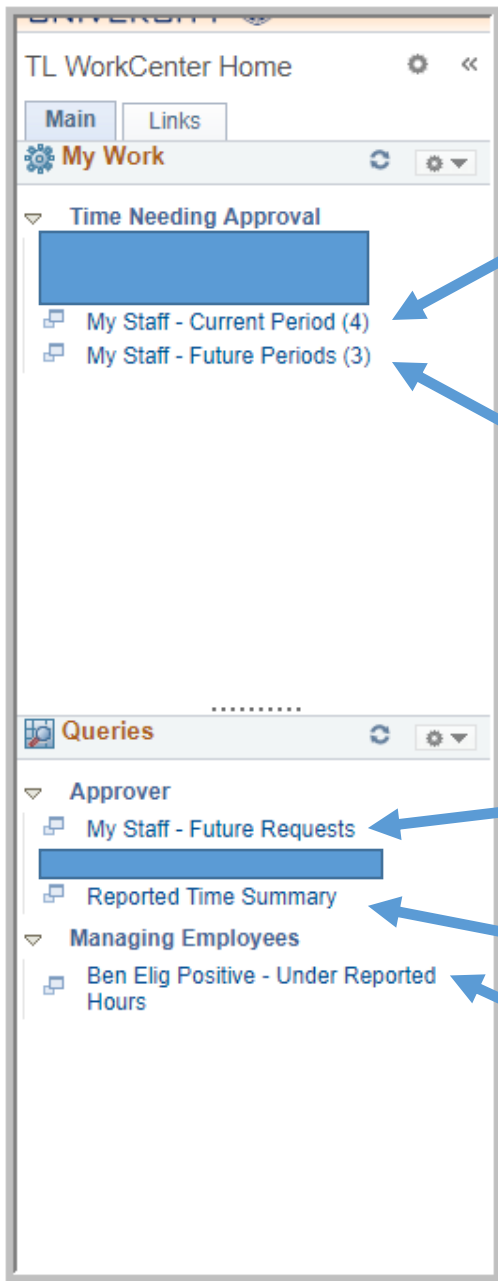
To determine what types of employees you have select  this icon to expand the view and look at the Workgroup.

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 | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Leave Employee Vac |
| [REDACTED] | [REDACTED] | [REDACTED] | 3 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Classified |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 8.000 | 8.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Appointed |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Appointed |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Appointed |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Leave Employee Vac |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Appointed |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Appointed |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Positive Pay Classified |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Positive Pay Classified |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Positive Pay Classified |
| Rose | Briar | [REDACTED] | 0 | 0.000 | 0.000 | | 0.000 | 07/31/2017 | [REDACTED] | Exception Appointed |
| [REDACTED] | [REDACTED] | [REDACTED] | 0 | 40.000 | 0.000 | | 40.000 | 08/18/2017 | [REDACTED] | 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 |
|----|-------------|--------|--------|-----|----------|-----------------|--------------|-----------|---------|------------|-----------------|
|----|-------------|--------|--------|-----|----------|-----------------|--------------|-----------|---------|------------|-----------------|

N_HRTL_MSS_RPTD_TIME - Reported Time Summary

From: 08/14/2017

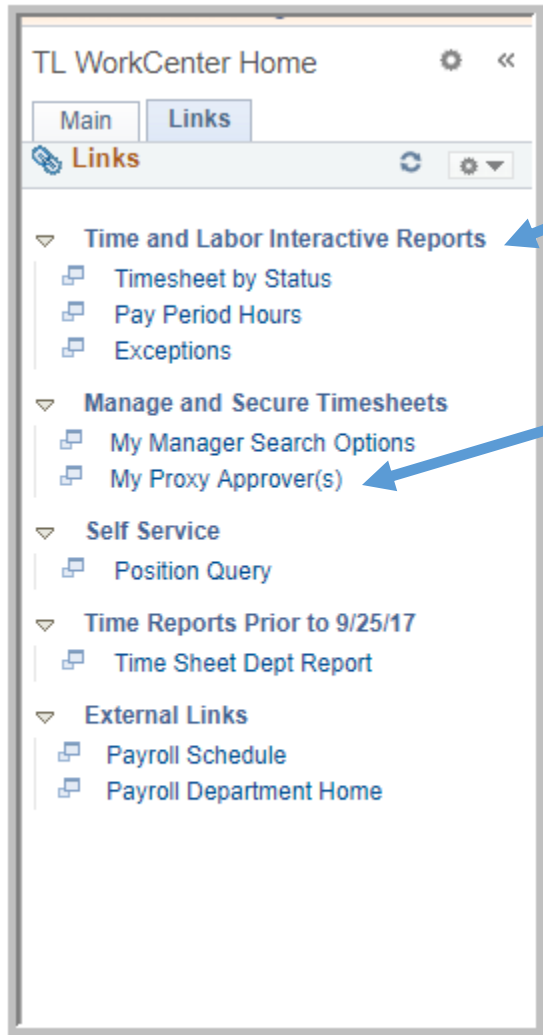
Thru Date: 08/27/2017

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

Reported Time Status

| 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

Earliest Change Date 08/18/2017

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 08/14/2017 Previous Employee Next Employee

Reported Hours 42.000 Print Timesheet

From Monday 08/14/2017 to Sunday 08/20/2017

| 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 |

Submit

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

Reported Time Status

| 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 | | |

Return to Select Employee

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.

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

Exceptions

| 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.