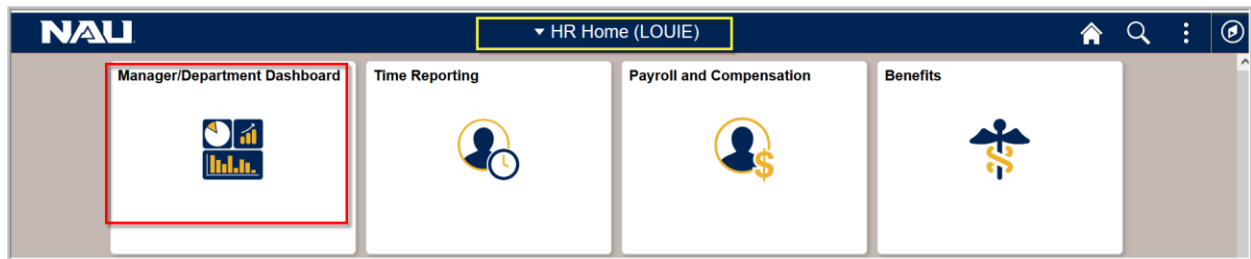


Department Administrator  
Student and Temporary Hourly Employee  
Approving/Updating Time Instructions  
Assigning Supervisors

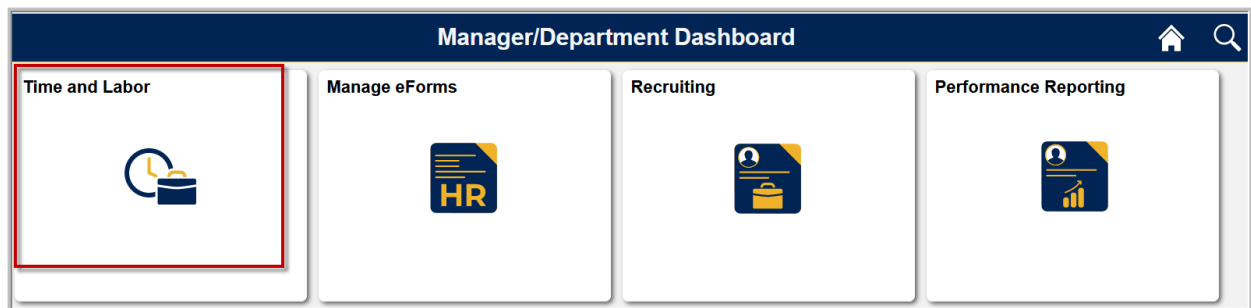
**Approving Time**

Log into LOUIE – HR Home (LOUIE) – Manager/Departmental Dashboard

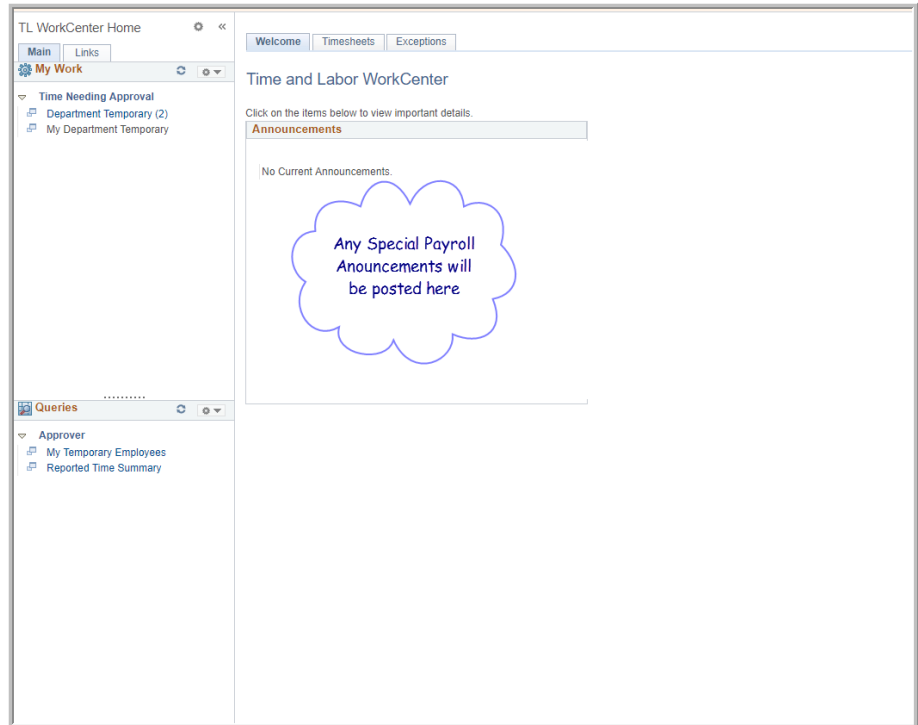


Select Time & Labor – This will open up the TL WorkCenter Home page

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.



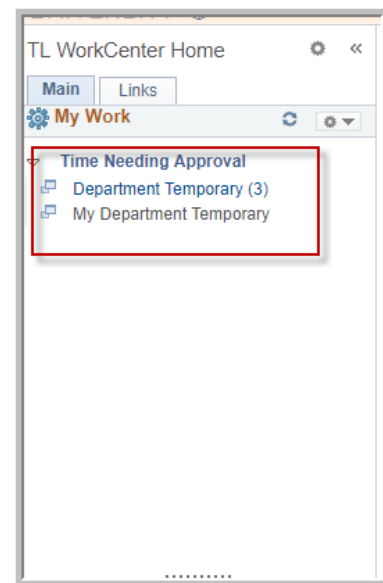
### **My Work –**

Provides you with information regarding employees that need time approved as noted in this screen shot below. There are 3 employee needing approvals and the hyperlink is active. Click on the hyperlink and you will be taken to the page of employees needing approvals.

**NOTE** –As a Department Time Administrator you see both “Department Temporary” and “My Department Temporary” in time needing approval if you have students/temps assigned specifically to you.

**Department Temporary** – As the Department Time Administrator you have access to view and approve ALL students and temporary employees time.

**My Department Temporary** – Though you see that you have an active hyperlink to the 3 employees needing approval the “My Department Temporary” is not active – this is because you do not



have employees specifically assigned to you with time needing to be approved.

**My Queries** – Provides you with tools to assist you in managing your employees.

**“My Temporary Employees”** – Unless you have employees specifically assigned to you in the “supervisor role” this query will not return a list of students that report to you as you have access to them all.

**“Reported Time Summary”** – Allows you to enter a range of dates to see the hours reported by all the hourly students/temps for all the departments you have access to.

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: 08/01/2017

Thru Date: 08/20/2017

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

View All First 1-3 of 3 Last

ID	Empl Record	LN, FN	Rpt Dt	TRC	Quantity	Task Profile ID	Task Profile	Taskgroup	Dept ID	Department	Reported Status
1		Michael	08/14/2017		4.500000			FNONTRC	30412		Needs Approval
2		Michael	08/15/2017		3.166670			FNONTRC	30412		Needs Approval
3		Michael	08/17/2017		2.333330			FNONTRC	30412		Needs Approval

You may also view employees by clicking on the “Timesheet” tab at the top of the page.

Welcome **Timesheets** Exceptions

### Time and Labor WorkCenter

Click on the items below to view important details.

**Announcements**

No Current Announcements.

The information is returned in the current week, you can move between weeks by using the “Previous Week” or “Next Week” to move between weeks.

Defaults to current week

View By: Week

Date: 08/16/2017

Previous Week Next Week

Employees For Donald Duck, Totals From 08/14/2017 - 08/20/2017

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Exception	Hours Approved or Submitted
[Redacted]	Michael	[Redacted]	0	10.000	10.000		0.000
[Redacted]	David	[Redacted]	0	0.000	0.000		0.000
[Redacted]	Joshua	[Redacted]	0	0.000	0.000		0.000
[Redacted]	Konner	[Redacted]	0	0.000	0.000		0.000
[Redacted]	Blake	[Redacted]	0	0.000	0.000		0.000
[Redacted]	Keegan	[Redacted]	0	0.000	0.000		0.000
[Redacted]	Jacob	[Redacted]	0	0.000	0.000		0.000
[Redacted]	Nathen	[Redacted]	0	0.000	0.000		0.000
[Redacted]	Samuel	[Redacted]	0	0.000	0.000		0.000

Select the employee that you wish to approve their time; you will need to review and approve each individual separately.

**Special Note:** You can approve time daily, you do not need to wait until the end of the pay period. In the example below only one day is selected to be approved. The following shows what is approved and what is still needing approval.

Earliest Change Date 07/31/2017

Select Another Timesheet

View By: Week

Date: 08/14/2017

Reported Hours 10.000

From 08/14/2017 to 08/20/2017

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code
<input checked="" type="checkbox"/>		Mon	8/14	Needs Approval	8:00:00AM	12:30:00PM	4.500	
<input type="checkbox"/>		Tue	8/15	Needs Approval	9:15:00AM	12:25:00PM	3.166	
<input type="checkbox"/>		Wed	8/16	New				
<input type="checkbox"/>		Thu	8/17	Needs Approval	1:25:00PM	3:45:00PM	2.333	
<input type="checkbox"/>		Fri	8/18	New				
<input type="checkbox"/>		Sat	8/19	New				
<input type="checkbox"/>		Sun	8/20	New				

Submit Clear

Approval

Select All Deselect All Approve

Summary Exceptions Payable Time

Actions - Select Another Timesheet  
 \*View By Week  
 \*Date 08/14/2017  
 Reported Hours 10.000  
 Previous Week Next Week  
 Next Employee  
 Print Timesheet

From 08/14/2017 to 08/20/2017

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code
<input type="checkbox"/>		Mon	8/14	Approved	8:00:00AM	12:30:00PM	4.500	
<input type="checkbox"/>		Tue	8/15	Needs Approval	9:15:00AM	12:25:00PM	3.166	
<input type="checkbox"/>		Wed	8/16	New				
<input type="checkbox"/>		Thu	8/17	Needs Approval	1:25:00PM	3:45:00PM	2.333	
<input type="checkbox"/>		Fri	8/18	New				
<input type="checkbox"/>		Sat	8/19	New				
<input type="checkbox"/>		Sun	8/20	New				

Submit Clear

Approval  
 Select All Deselect All Approve

Time can be added or corrected for employees if they miss an individual punch or if they just need total hours entered for a particular day. Once entered, you need to submit then select all and approve.

Student Wage - Temporary  
 Empl Record 0  
 Actions - Select Another Timesheet  
 \*View By Week  
 \*Date 08/14/2017  
 Reported Hours 10.000  
 Previous Week Next Week  
 Next Employee  
 Print Timesheet

From 08/14/2017 to 08/20/2017

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>		Mon	8/14	Approved	8:00:00AM	12:30:00PM	4.500			8/14
<input type="checkbox"/>		Tue	8/15	Needs Approval	9:15:00AM	12:25:00PM	3.166			8/15
<input type="checkbox"/>		Wed	8/16	New						8/16
<input type="checkbox"/>		Thu	8/17	Needs Approval	1:25:00PM	3:45:00PM	2.333			8/17
<input type="checkbox"/>		Fri	8/18	New		11:00:00AM				8/18
<input type="checkbox"/>		Sat	8/19	New						8/19
<input type="checkbox"/>		Sun	8/20	New						8/20

Submit

If Department Time Administrators or supervisors are entering missing punches, please maintain a missing punch log in the office. This log should be kept available for Auditors.

If you miss entering a “missed punch” for an employee an exception will be generated prior to the closing of the pay period. All exceptions should be reviewed and fixed before a pay period is closed.

The exception symbol looks a bit like pictured here:



- Only exception we would expect for regular student or hourly temporary employees would be if they missed a punch.

## Assigning Supervisors

While in the TL WorkCenter, as the Department Time Administrator, you can assign hourly students and temps to a specific supervisor within your designated departments. This access is under the “Links” tab, where we have relocated the access to “Manage and Secure Timesheets” process.



Click Supervisor Security, enter the HR department number and employee ID of the supervisor and then click ADD. The “look up” can be used for department and employee ID.

The screenshot shows the 'Supervisor Security' form. It has two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields: 'Related People ID' (with a blacked-out value), 'Company' (set to 'NAU'), 'Set ID' (set to 'NAU00'), 'Department' (with a search icon), and 'Empl ID' (with a search icon). A red box highlights the 'Department' and 'Empl ID' fields. An 'Add' button is located at the bottom of the form.

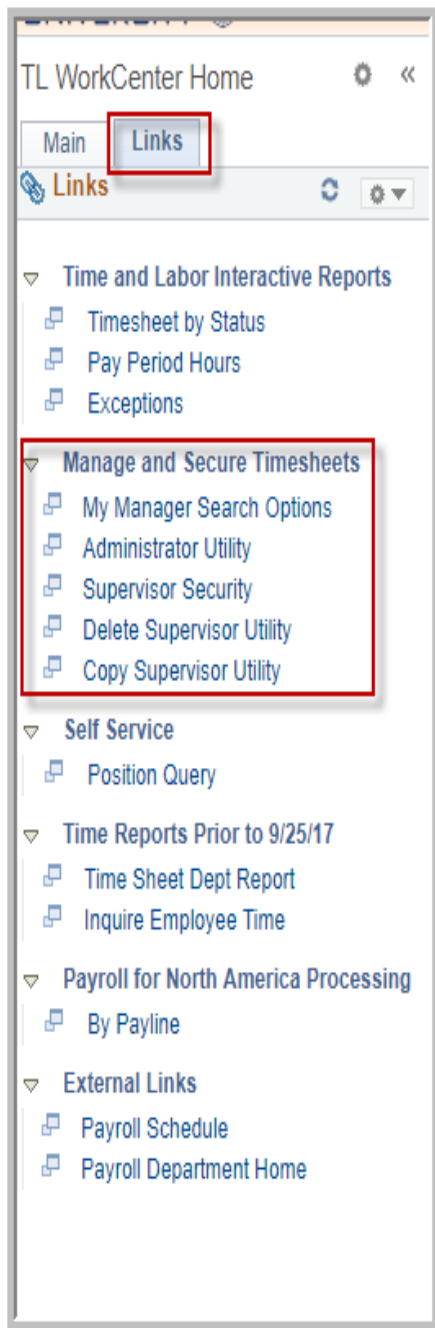
Select “Assign Employees” and enter the employees EMPL ID and EMPL record number to assign them to the supervisor – students may be assigned to more than one supervisor.

The screenshot shows the 'Supervisor Assigned Employees' section. It displays the following information: Company: NAU Northern Arizona University, Empl ID: [blacked out], Name: [blacked out], Set ID: NAU00, and Department: 30600 Human Resources. Below this is a table with the following columns: Payee Empl ID, Empl Record, Name, Position Number, Descr, As Of Date, and Assignee's Operator ID. The table contains one row with the following data: Payee Empl ID: [input field], Empl Record: [input field], Name: [input field], Position Number: [input field], Descr: [input field], As Of Date: 08/22/2017, and Assignee's Operator ID: [input field].

Payee Empl ID	Empl Record	Name	Position Number	Descr	As Of Date	Assignee's Operator ID
[input field]	[input field]	[input field]	[input field]	[input field]	08/22/2017	[input field]

## Assigning Supervisors for students not in the same HR Department

While in the TL WorkCenter, as the Department Time Administrator, you can assign hourly students and temps to a specific supervisor even if they are NOT within your designated departments. This access is under the “Links” tab, where we have relocated the access to “Manage and Secure Timesheets” process.



Select Supervisor security and enter the Department ID for the student and the Employee ID for the supervisor (you cannot use the “look up” button you need to know the HR department number and the employee ID number) – Then select “Add a New Value” at the top of the page.

The screenshot shows the Supervisor Security search form. The 'Add a New Value' button is highlighted with a red box. The search criteria are: Related People ID: begins with 14, Company: NAU, Set ID: NAU00, Department: (blank), Empl ID: (blank), and Description: (blank). The 'Search' button is highlighted with a red box. The 'Add a New Value' button is also highlighted with a red box.

On the next page hit Add at the bottom.

The screenshot shows the Supervisor Security form with the search criteria filled in: Related People ID: (redacted), Company: NAU, Set ID: NAU00, Department: 10227, and Empl ID: (redacted). The 'Add' button is highlighted with a red box. The 'Add a New Value' button is also highlighted with a red box.

Select "Assign Employees" and enter the employees EMPL ID and EMPL record number to assign them to the supervisor – students may be assigned to more than one supervisor.

The screenshot shows a web interface for assigning employees. At the top, there are two tabs: "Supervisor" and "Assigned Employees". Below the tabs, the following information is displayed:

- Company: NAU Northern Arizona University
- Empl ID: [Redacted]
- Name: [Redacted]
- Set ID: NAU00
- Department: 30600 Human Resources
- Buttons: "All Dept EE" (highlighted in orange), "Personalize", "Find" (with a magnifying glass icon), and a table icon.

Below this information is a table with the following columns: "Payee Empl ID", "Empl Record", "Name", "Position Number", "Descr", "As Of Date", and "Assignee's Operator ID". The table contains one row with the following data:

Payee Empl ID	Empl Record	Name	Position Number	Descr	As Of Date	Assignee's Operator ID
1	[Redacted]	[Redacted]			08/22/2017	[Redacted]

Navigation controls include "First", "1 of 1", and "Last". There are also "+" and "-" buttons at the bottom right of the table.

Contact HR if you have additional questions on assigning supervisors.