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.

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

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.
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.

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.

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.
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.

On the next page hit Add at the bottom.
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.

Contact HR if you have additional questions on assigning supervisors.