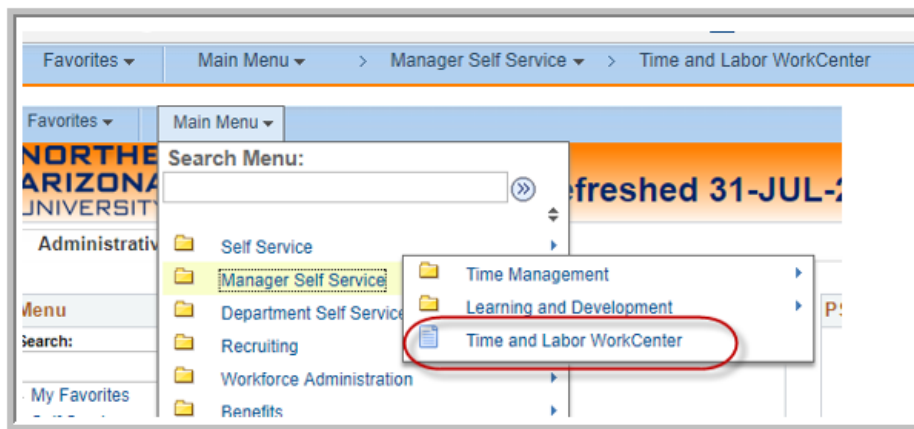


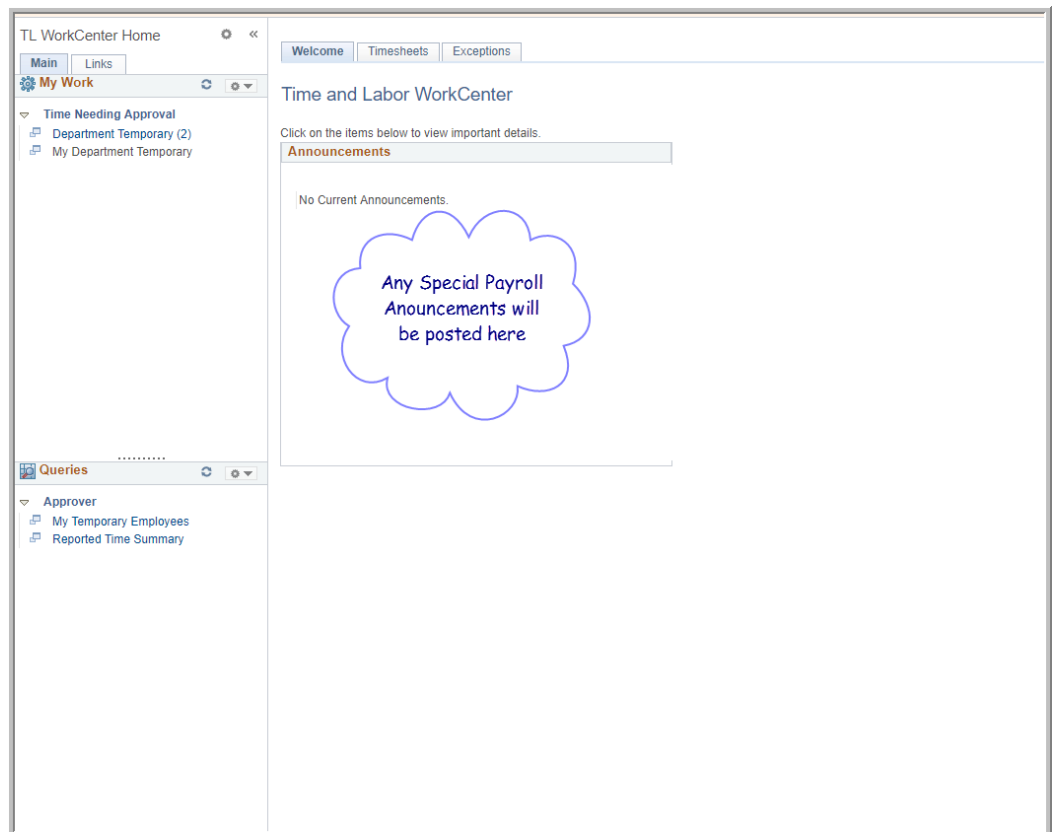
## Student and Temporary Hourly Employee Supervisors Approving/Updating Time Instructions

### WorkCenter Overview

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

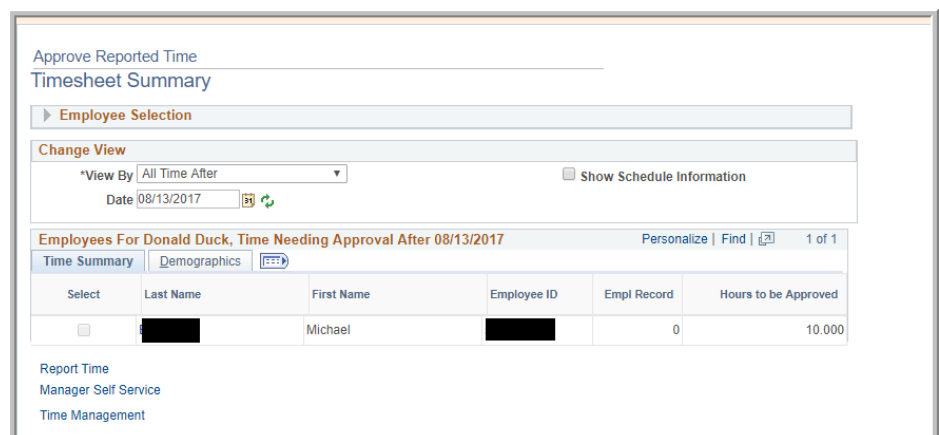
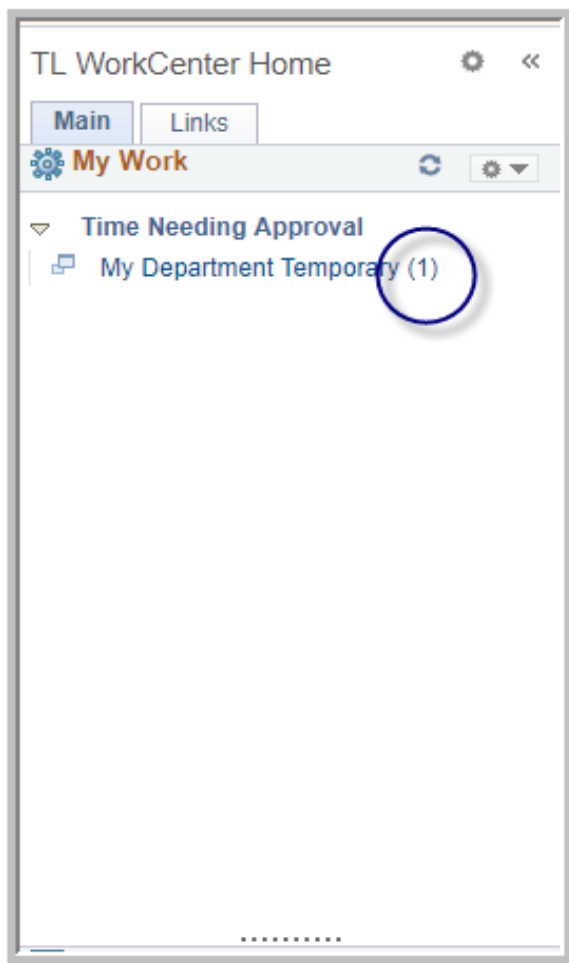


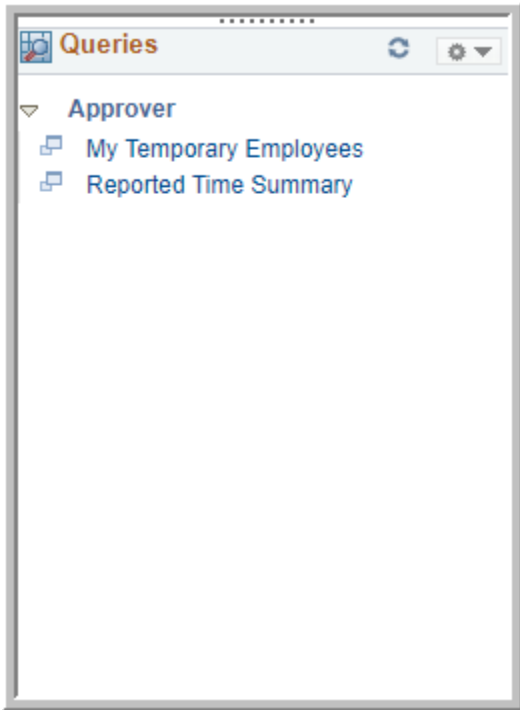
This is a screen shot of the Time and Labor WorkCenter Home page – Note the Announcements on the home page – This is where Payroll will post any special announcements such as a modified payroll schedule.



**My Work** – provides you information regarding employees that need time approved as noted in this screen shot below there is 1 employee needing approval and the hyperlink is active. Click on the hyperlink and you will be taken to the page of employees needing approval.

**(NOTE – My Department Temporary** means you are a department supervisor having specific hourly employees (students and/or temps) assigned to you by a Department Administrator).





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

**“My Temporary Employees”** – provides you with a current list of all Students and/or hourly temps assigned to you.

**“Reported Time Summary”** – Allows you to enter a range of dates to see the hours reported by your employees.

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

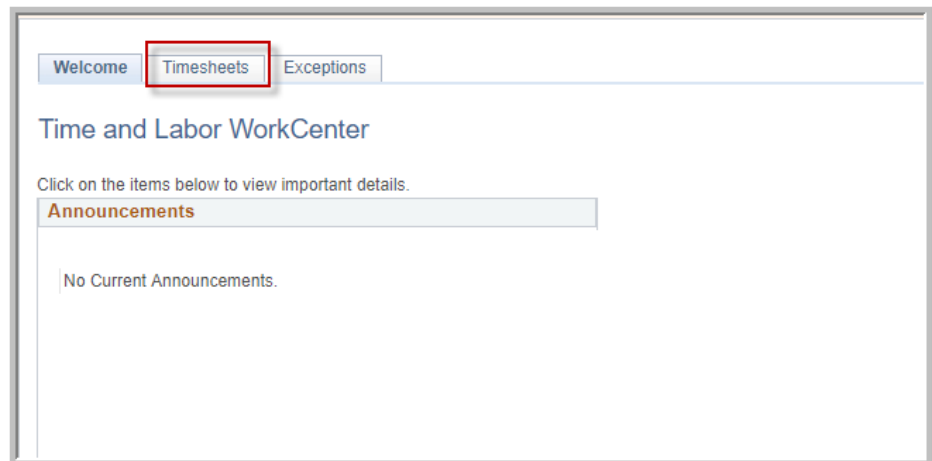
Thru Date: 08/20/2017

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	0	Michael	08/14/2017		4.500000			PNONTRC	30412		Needs Approval
2	0	Michael	08/15/2017		3.166670			PNONTRC	30412		Needs Approval
3	0	Michael	08/17/2017		2.333330			PNONTRC	30412		Needs Approval

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



## Approving Time

Timesheets are 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
	Michael		0	10.000	10.000		0.000
	David		0	0.000	0.000		0.000
	Joshua		0	0.000	0.000		0.000
	Konner		0	0.000	0.000		0.000
	Blake		0	0.000	0.000		0.000
	Keegan		0	0.000	0.000		0.000
	Jacob		0	0.000	0.000		0.000
	Nathen		0	0.000	0.000		0.000
	Samuel		0	0.000	0.000		0.000

Select the employee 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.

Actions

Earliest Change Date 07/31/2017

Select Another Timesheet

View By Week

Previous Week Next Week

Date 08/14/2017

Next Employee

Reported Hours 10.000

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 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 Pivable Time

Actions ▾ Earliest Change Date 07/31/2017

Select Another Timesheet

\*View By Week ▾ Previous Week Next Week

\*Date 08/14/2017 [B] [R] Next Employee

Reported Hours 10.000 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

As the supervisor you can also add time or correct time for your employees if they miss an individual punch or if they just need total hours entered for a particular day. Once entered you would submit then select and approve.

Student Wage - Temporary Empl Record 0 Earliest Change Date 07/31/2017

Select Another Timesheet

\*View By Week ▾ Previous Week Next Week

\*Date 08/14/2017 [B] [R] Next Employee

Reported Hours 10.000 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

Missed punching "in" and "out" - supervisor can add punches or total hours worked here

Missed 8 am "in" punch - supervisor can add it

We will be providing a "Missed Punch" template for departments to use where employees can record their missed punch for supervisors to enter. This missed punch log should be kept available for Auditors.

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

## Exception Processing

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.
- A separate exception will be generated for Federal Work Study (FWS) student employees in the pay period in which they exceed the allotted federal work study dollars. This allows hours to be moved from their FWS Position to their Student Wage position helping to avoid payroll transfers.