**Time & Labor WorkCenter Guide for a Reports To Approver, Department Administrator and a Department Supervisor**

**Main**

**My Work:**

**Time Needing Approval:**

Department Temporary: Temporary - hourly - timesheets pending approval that you have access to approve. You would have to be a Department Administrator to have this link.

My Department Temporary: Temporary - hourly - timesheets pending approval that you have access to approve. You would have to be a Department Supervisor to have this link.

My Staff – Current Period: This is a list of the current requests from regular employees. You will have this link if you are a Reports To Approver.

My Staff – Future Periods: This is a list of the future requests from regular employees. You will have this link if you are a Reports To Approver.

**Queries:**

**Approver:**

My Staff – Future Requests: This is a list of the future requests from benefit eligible faculty or staff. You will have this link if you are a Reports To Approver.

My Temporary Employees: This is a list of all the temporary employees that have been assigned to you if you are a Department Supervisor. You can enter and approve time for the employees assigned to you.

Temporary Employees: This is a list of all the temporary employees in the departments for which you are a Department Administrator. You can enter and approve time for the employees in the departments that you are the Department Administrator.

Reported Time Summary: This query lists all the time that has been reported for the date range entered. This includes the task profile and task profile ID for departments that need to report by task. It also shows the reported time status. You will see all the employees that have reported time in this period for the employees you have access to as a Department Supervisor, Department Administrator or a Reports To Approver.

Federal WorkStudy Balance: This query is a list of active work study employees that are in the department for which you are a department supervisor or a department administrator. The results include the federal work study aid, the total gross, and the balance remaining of the award based on the prompt of Aid Year. (Aid year and fiscal year for this report are the same.) If your student works in another department in a work study position, the total gross includes all earnings for both departments as the award is for the student. The best time to run this report is on the Wednesday of pay week and this will include the paycheck that will be paid on that Friday.

**Managing Employees:**

Ben Elig Positive – Under Reported Hours: This query returns all the employees in a benefit eligible positive pay workgroup who have submitted hours less than their standard hours. Positive pay employees are only paid for approved reported hours, when all high priority exceptions have been resolved. Reports To Approver have access to this query.

Punch IN – no matching OUT: This query is to help Department Administrators manage the hourly employees that punch in and out on the WebClock. This query returns the employees who have punched in and forgotten to punch out.

**Links**

**Time and Labor Processing:**

Reported Time Audit: This is an online report that allows you to view the time added, changed or deleted to a particular employee’s timesheet. This report also tracks who made the change and the time the date and time the change was made. This report can be run on any employee that you have access to approve time on.

**Time and Labor Interactive Reports: Interactive reports allow the user to run a report and within the report results drill down to a specific employee’s timesheet. All time approvers have access to these reports. The report will only show the employees who you have the ability to approve time for.**

Timesheet by Status: You enter a date range to see the reported time status. You are able to drill down to a reported status and then drill down to the actual timesheets of the employees in that reported status. You are also able to use the employee selection criterion to limit your returned results or the filters in the pivot grids themselves. This will be helpful when monitoring reported time for completion of a payroll process.

Pay Period Hours: You enter a date range, and can use the employee selection criterion before you run the report or you can use the filters on the report. This report documents the hours for the date range.

Exceptions: You enter a date range, and can use the employee selection criterion before you run the report or you can use the filters on the report. This report lists exceptions that can be worked by using the detailed view and accessing the employee's timesheet. You may also like this view to see the number of exceptions that need to be cleared to close T&L for a particular pay period.

**Manage and Secure Timesheets:**

My Manager Search Options: As a Reports To Approver, Department Administrators or Department Supervisor, you can update some of the search options in the WorkCenter. This may be useful if you have a lot of employees reporting to you....or you are a proxy for multiple positions.....or are a department administrators for a lot of departments.

Proxy Setup: Reports To Approver can assign proxies to their regular, benefit eligible employees.

Administrator Utility: As a Department Administrator, you can look up by your departments the temporary employees that have not been assigned to a supervisor.

Supervisor Security: As a Department Administrator, you can add and update supervisors and their assignees (temporary employees assigned to a particular supervisor). An employee can be assigned to multiple supervisors. Detailed in instructions on setting up supervisors can be found here: <https://nau.edu/Human-Resources/_General-Forms/Department-Time-Admin---Assigning-Supervisors-Instructions/>

Delete Supervisor Security: As a Department Administrator, you can view assignees to a particular supervisor and remove that supervisor if appropriate

Copy Supervisor Security: A Department Administrator can copy the setup of one supervisor to another.

**Time Reports Prior to 9/25/17:**

Time Sheet Dept Report: View the hourly timesheets that were generated and paid prior to Time & Labor here by department ID. As a Department Administrator or Department Supervisor, you will have access for the departments that you are an administrator or supervisor for.