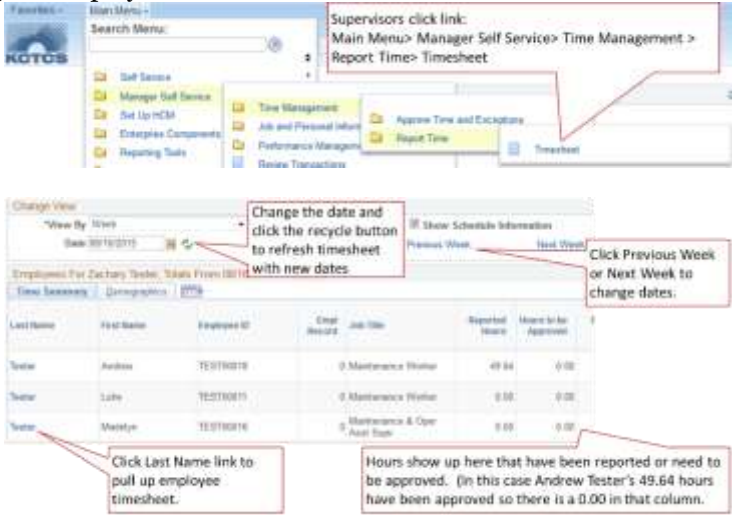
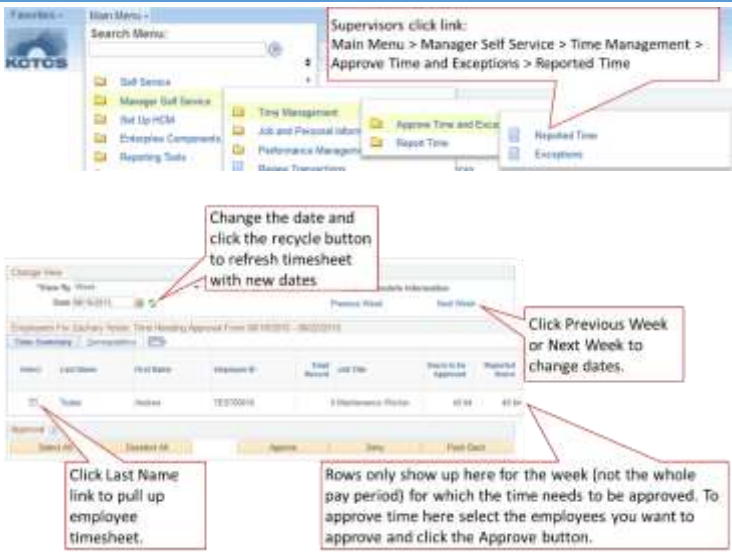


Supervisor Approval and Correction of Timesheets – Getting Started using PeopleSoft

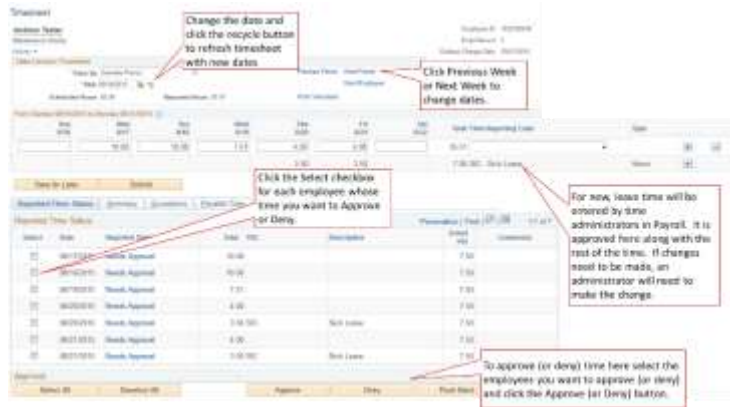
Step		
1	Go to PeopleSoft URL – Production	https://kctcshr.kct.mycmsc.com/psp/kcthrprd/?cmd=login
2	<p>Menu #1 for Supervisors: <i>Main Menu > Manager Self Service > Time Management > Report Time > Time and Absence (changed from Timesheet)</i></p> <p>Supervisors will see a list of their employees' two levels down when going to manager timesheets.</p> <p>Click the last name of the employee being reviewed.</p> <p>Supervisors have the responsibility to approve employee hours worked and employee leave time for each semi-monthly pay period (e.g. 8/16/2015 – 8/31/2015).</p>	<p>Supervisors can approve time from two menus, both of which go to employee timesheets.</p>  <p>Supervisors click link: Main Menu> Manager Self Service> Time Management > Report Time> Timesheet</p> <p>Change the date and click the recycle button to refresh timesheet with new dates</p> <p>Click Previous Week or Next Week to change dates.</p> <p>Click Last Name link to pull up employee timesheet.</p> <p>Hours show up here that have been reported or need to be approved. (In this case Andrew Tester's 49.64 hours have been approved so there is a 0.00 in that column.)</p>
2	<p>Menu #2 for Supervisors: <i>Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time</i></p>	 <p>Supervisors click link: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time</p> <p>Change the date and click the recycle button to refresh timesheet with new dates</p> <p>Click Previous Week or Next Week to change dates.</p> <p>Click Last Name link to pull up employee timesheet.</p> <p>Rows only show up here for the week (not the whole pay period) for which the time needs to be approved. To approve time here select the employees you want to approve and click the Approve button.</p>

Supervisor Approval and Correction of Timesheets – Getting Started using PeopleSoft

- 3 On timesheets supervisors will:
1. Approve Time and submit
 2. Deny
 3. Correct Time (Hours Worked Only) (Employee will be notified by email)
 4. Approve Exceptions

Employees will enter hours worked into the electronic timesheet. But (for now) they will enter leave time on paper and supervisors will need to approve that leave on paper (for now).

Payroll will enter and save the time from the paper absence forms into the electronic timesheet. Supervisors will approve both.

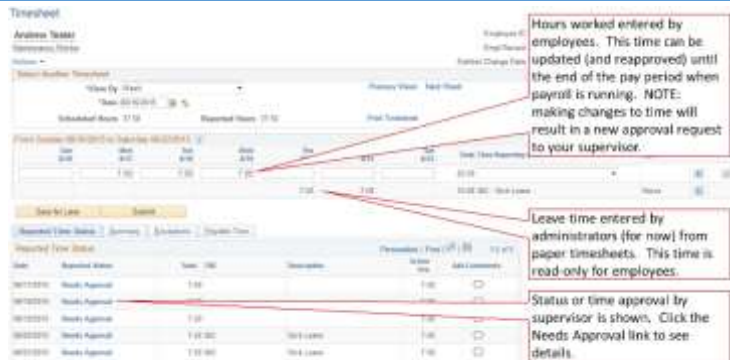


Note: In the example above, the employee took two days of sick leave. This time was entered by a time administrator in Payroll from a paper absence form. (This a temporary solution for now.)

Certification of Timesheet:

Should a supervisor need to correct a timesheet for an employee it needs to be submitted and approved as usual. This is NOT a standard practice however. What should be done normally is to deny the time, and have an employee re-enter their time.

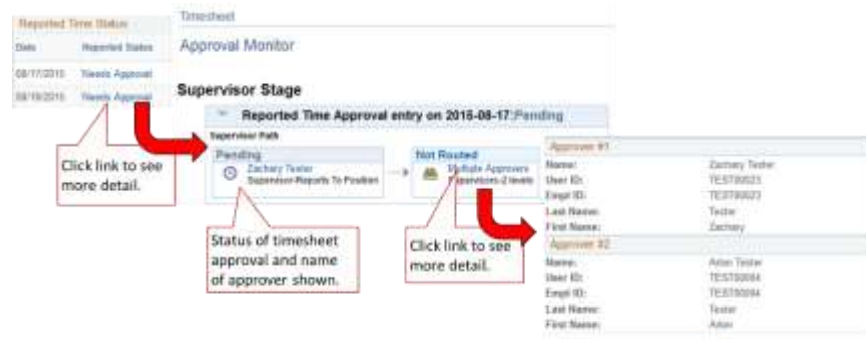
However, should time need to be entered by a supervisor, there will be a certification message to certifying that the time you entered is accurate.



Time can be entered 1 period in the past and 90 days into the future

5 Timesheet Approval Workflow

Standard practice is for the first level supervisor to approve timesheets. Should it be necessary for the second level supervisor to approve instead, the time administrator will manually advance the approval



In the example shown, Zachary Tester is the first level supervisor. Should Zachary not be able to approve the time, an administrator will advance the approval so that Arlon Tester can approve the employee time.

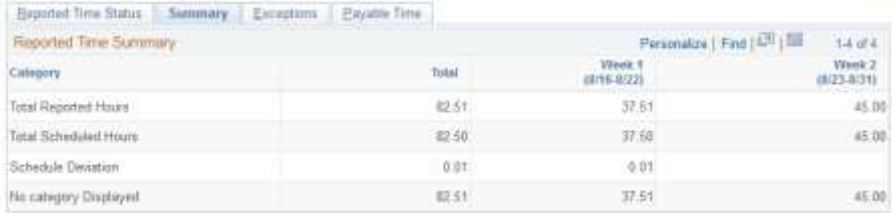
Supervisor Approval and Correction of Timesheets – Getting Started using PeopleSoft

6 Payable Time:

Time that has been entered and approved is called “Reported Time”. IT is picked up by Payroll’s time administration process and processed to create “Payable Time”.

“Reported Time” = Time entered and/or approved
 “Payable Time” = Time that has been run through a number of rules and prepared for Payroll to use to create paychecks.

Time is rounded to the nearest 0.25 hours. (Note that in the example 7.51 has been rounded to 7.50.)




Category	Total	Week 1 (8/16-8/22)	Week 2 (8/23-8/31)
Total Reported Hours	82.51	37.51	45.00
Total Scheduled Hours	82.50	37.50	45.00
Schedule Deviation	0.01	0.01	
No category Displayed	82.51	37.51	45.00

7 Exceptions

When time administration runs sometimes rules are broken and exceptions occur. For example, an employee who enters more than 47.5 hours per week would generate a “low” exception. After checking that time entry is correct, supervisors can approve “low” exceptions. However, “high” exceptions require a change to time entered and re-approval.

You can quickly tell if there are exceptions by reviewing the list on the menu: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions



Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
8/21/2015	11,31047	Time Administration	Allowed	Low	Reported hours reached nearly average hours during a specified period.
8/11/2015	11,301542	Time Administration	Unapproved	High	A total of 20 hours are reported for this day.