ExecuTime Supervisor Actions Manual

ExecuTime-Supervisor Actions

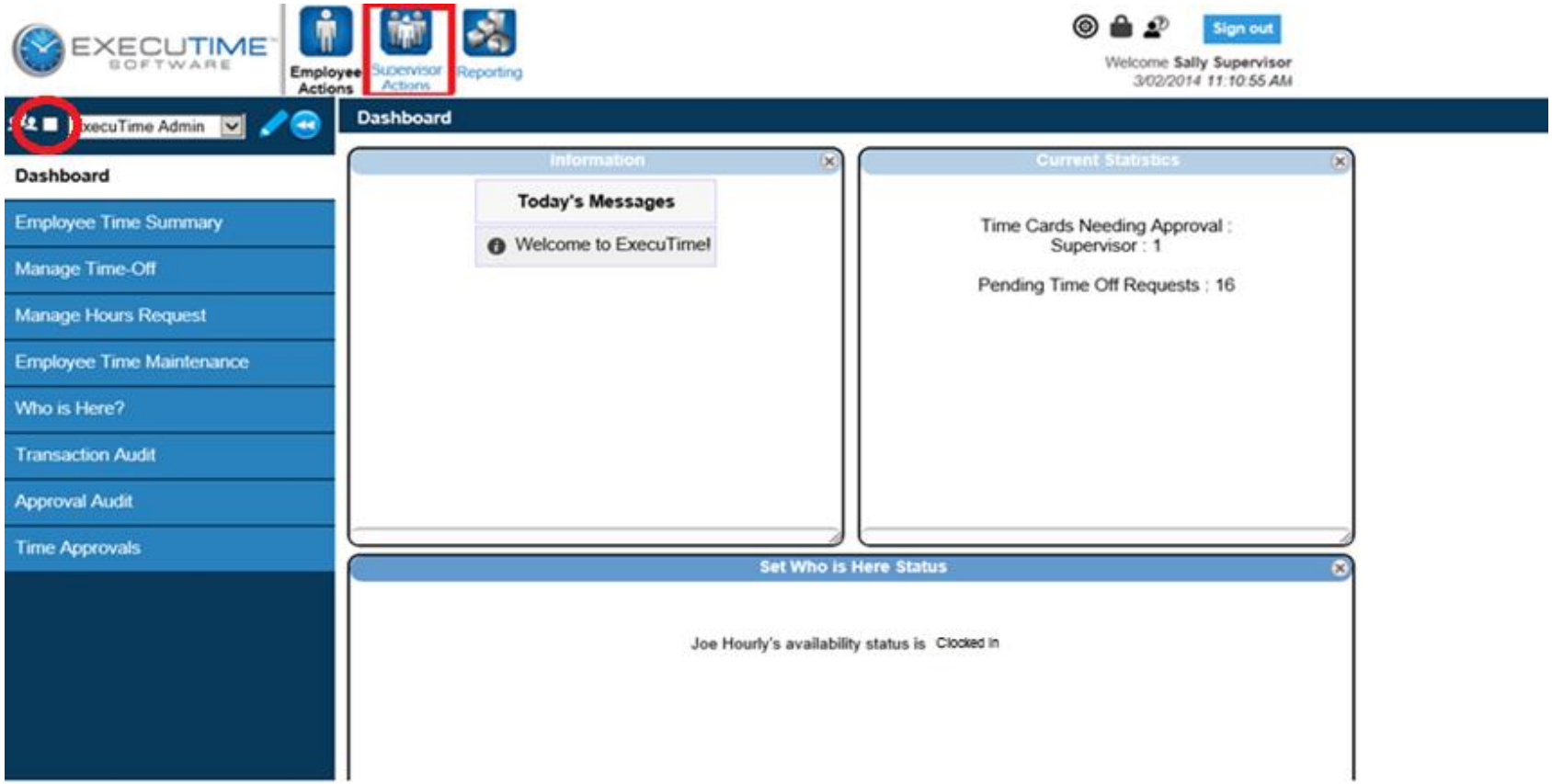
To access Supervisor Actions menu, please click on Supervisor Action tab.

Following Selections are available under this tab:

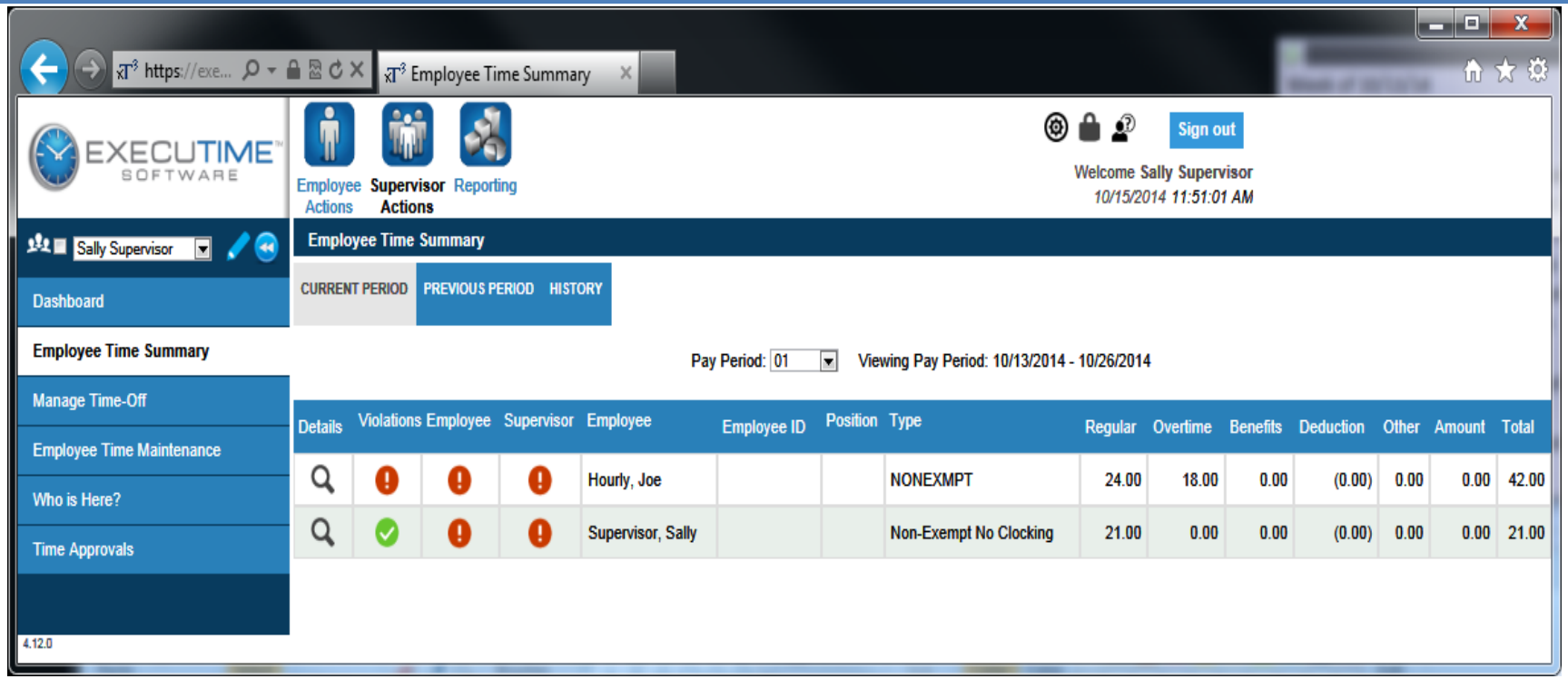
a. Dashboard
b. Employee Time Summary
c. Manage Time-Off
d. Employee Time Maintenance
e. Who is here?
f. Time Approvals

a. Dashboard

Information – Will show you any messages that have been posted within ExecuTime.
Current Statistics – Will show you the number of Time Cards needing approval as well as any Pending Time Off requests.
Set Who is Here Status – This will let you see the status of the employee who are here. Please make sure you uncheck the box next to your name on the top left hand corner of this screen.



b. Employee Time Summary



1. The **Employee Time Summary** screen allows the supervisor the ability to view all their employees in one location. You can see the total hours worked, who has signed off of their timecard and if there are any rules violations.
2. **Violations**– A **green checkmark** in the Violations column indicates there is no Rule violation. A **red exclamation mark** indicates there is a Rule violation and if you hover over it the details of the violation will be displayed.
3. **Approvals** – A **green checkmark** indicates the timecard has been approved and a **red exclamation mark** indicates the timecard has not been approved.

c. Manage Time-Off

Sally Supervisor

- Dashboard
- Employee Time Summary
- Manage Time-Off
- Employee Time Maintenance
- Who is Here?
- Time Approvals

Time-Off Request

1. 2. 5.

Pay Period: All Time Frame: 12/02/2013 to 03/31/2014 Apply Calendar

Showing 50 per page

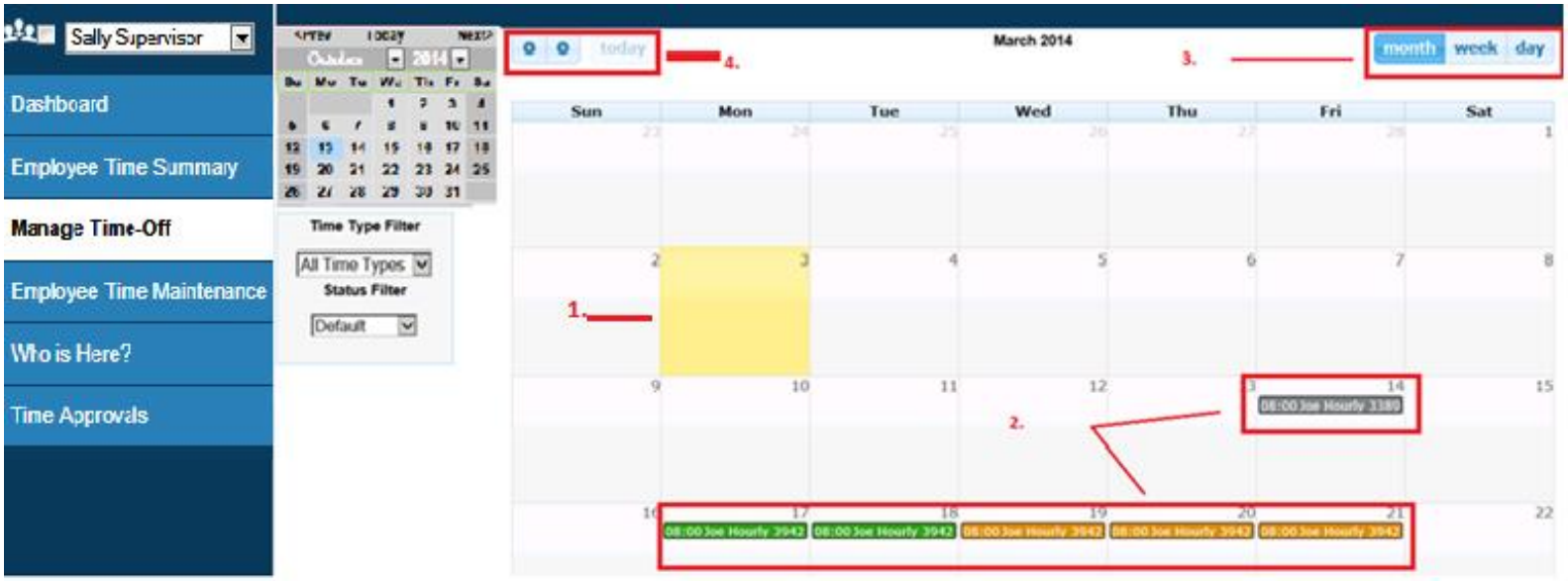
Actions	Balance	Employee Id	Name	Date	Duration	Type	Comment	Status	Creation Date
			Hourly, Joe	12/16/2013	8.00	3942 (VACATION REQUEST)		Approved	12/06/2013 10:35 AM
			Hourly, Joe	03/14/2014	8.00	3389 (SEMI EXCUSED)	Dr. Appt	Declined	03/03/2014 05:29 AM
			Hourly, Joe	03/17/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Approved	03/03/2014 05:28 AM
			Hourly, Joe	03/18/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Approved	03/03/2014 05:28 AM
			Hourly, Joe	03/19/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Pending	03/03/2014 05:28 AM
			Hourly, Joe	03/20/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Pending	03/03/2014 05:28 AM
			Hourly, Joe	03/21/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Pending	03/03/2014 05:28 AM
			Hourly, Joe	03/28/2014	8.00	3372 (SEMI WORKER'S COMP)		Approved	03/03/2014 05:28 AM

Showing 50 per page 4. Comment: Approve Decline Reset To 'PENDING'

3.

1. The ***Manage Time Off*** page allows you to easily approve and view time off requests put in by the employees you have access to. From this screen you can approve, decline, or reset a request to a pending status. You can select multiple records by checking the box next to the transactions you want to approve, decline or reset to pending.
2. If there are too many records displayed, you can set a filter to view specific information by changing the dates and selecting Apply.
3. To modify a time off request select the "Edit" option next to the request to be changed. Once you've made the necessary changes to the time off request select "Save".
4. To Delete a time off request select the "Delete" option next to the request.
5. Another method to Manage time-Off by using the Calendar.

Using Calendar to Manage Time-Off

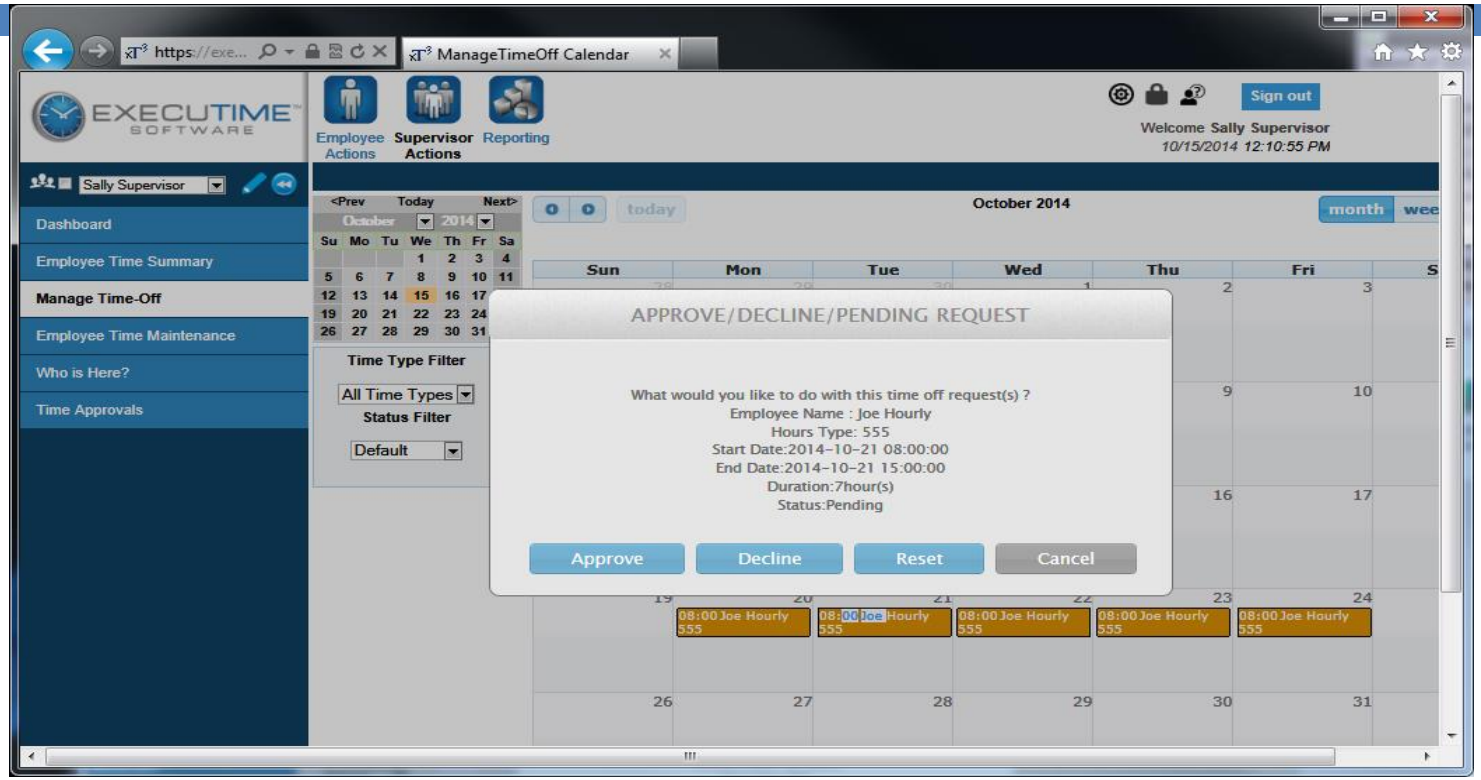


Clicking on ***Calendar*** will display this screen.
The Calendar Menu provides the ability to approve, decline, or reset time off requests to a pending status. Hovering over any entry on the calendar will show you specific information pertaining to that entry, including when it was submitted, what dates it is for, how much time was requested, and what type of entry it is.

1. Current day is always highlighted in **yellow**.
2. The calendar has three specific colors for entries. **Green** for approved, **grey** for declined and **orange** for pending.
3. The calendar can be changed from a daily, weekly, or monthly view. This can be done by clicking the corresponding buttons.
4. To change the month, select the single arrows at the top of the calendar.

Note: Calendar only reflects current and future time. Once processed, it is removed from the calendar.

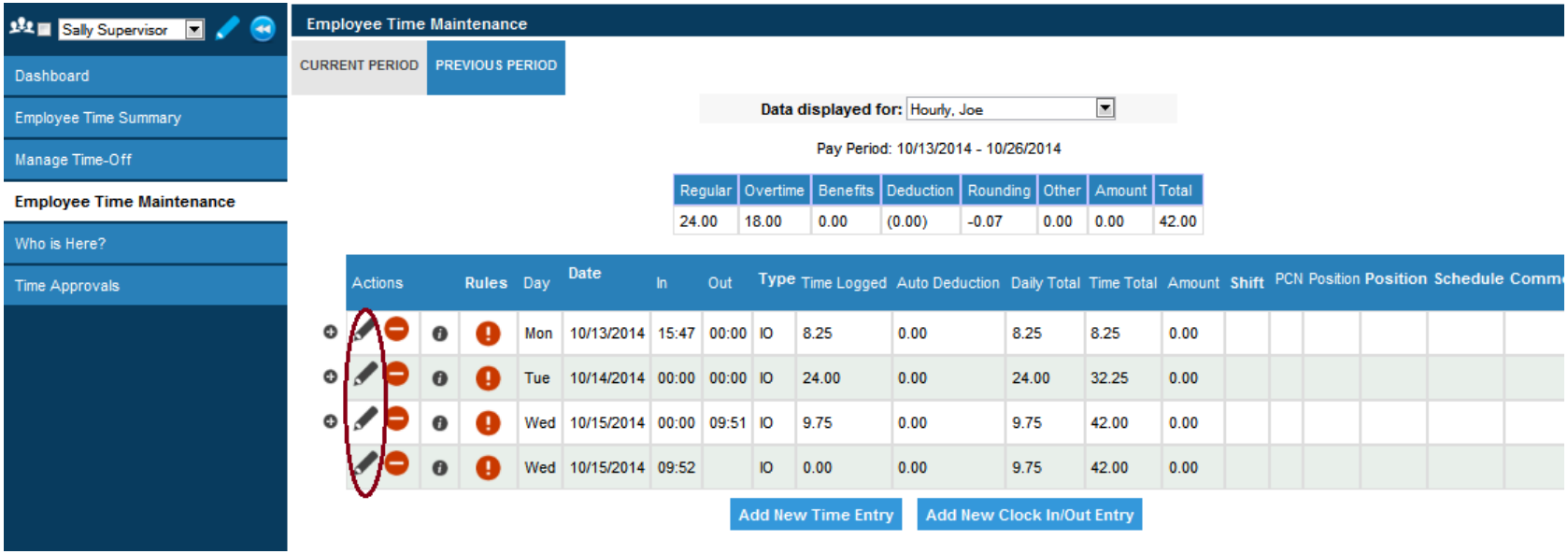
Using Calendar to Manage Time-Off (Cont'd…)



Approving and Declining Requests

1. You can review, approve, decline, or reset a time off request to pending status using the Calendar.
2. Select the entry by clicking on the employee's name in the calendar view. All entries associated with that time off request will be automatically selected, and highlighted. So if an employee requests four days of vacation time, you only have to select one to approve all of them. If you would like to approve two of those days, and decline the other two, it cannot be done using Calendar and must be done via Manage Time-Off screen. You can access this screen by simply clicking on the "Manage Time Off"
3. Select Approve, Decline or Reset to perform the desired operation. The color of the entries will update to reflect the new status automatically (green for approved, grey for declined and orange for pending).

d. Employee Time Maintenance



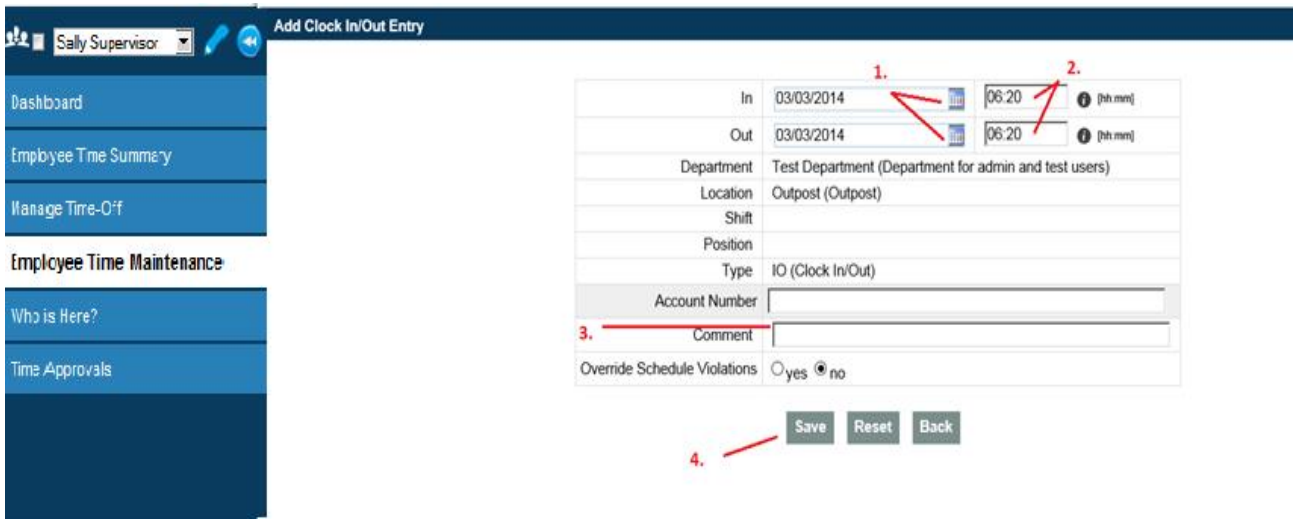
Employee Time Maintenance - This screen displays the same information as the Time Card Inquiry screen under Employee Actions. They are both Time Cards for each pay period however this is where you will edit, delete or add transactions on an employee's timecard. You will be able to make changes to the timecard in the previous period until the time is exported to payroll. To modify a transaction you will select the "Edit" option next to the transaction that needs to be modified. You also have the option to "Add a new clock in/out entry" & "Add a new time entry".

Note: "**Add New Time Entry**" is for leave request only. **"Add New Clock In/Out entry"** is for clock adjustments.

No adjustments should be made to a time card without the receipt of a signed ExecuTime correction form from the employee.

Note: Please be sure to add a comment on any adjustment.

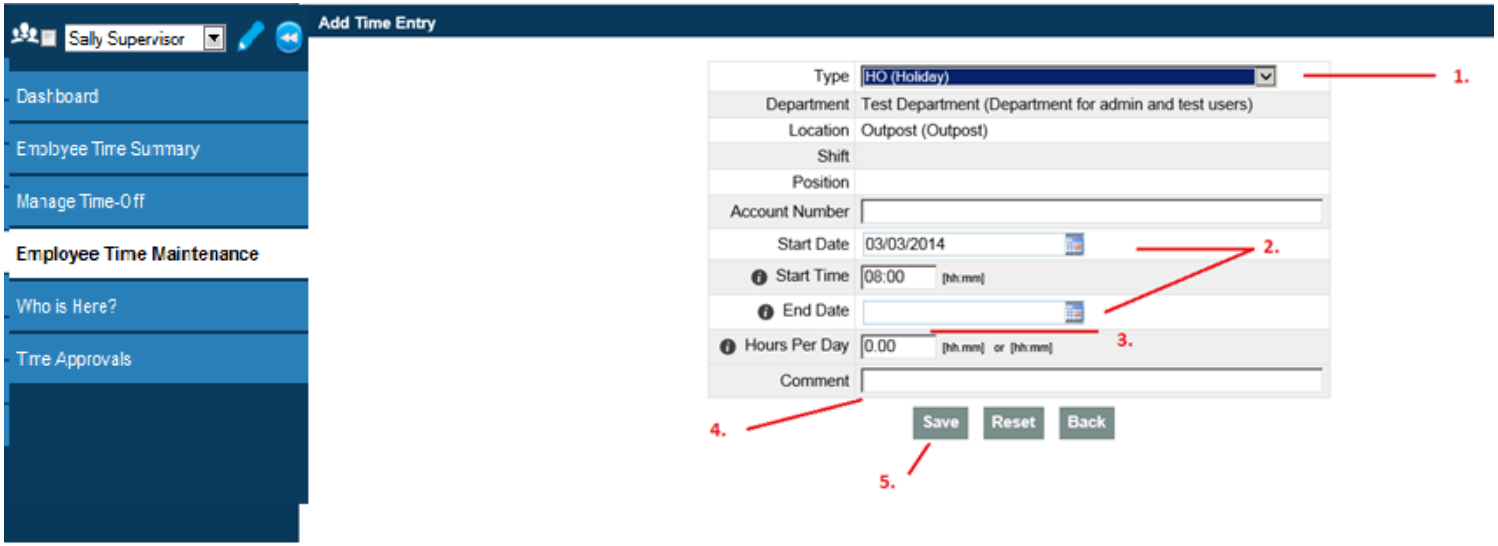
Employee Time Maintenance (Cont'd…)



"Edit" or "Add a new clock in/out entry"

1. Select the date for the transaction from the calendar.
2. Enter or edit the Clock in/out time.
3. Add a comment if applicable. The comment field is not mandatory.
4. Select Save

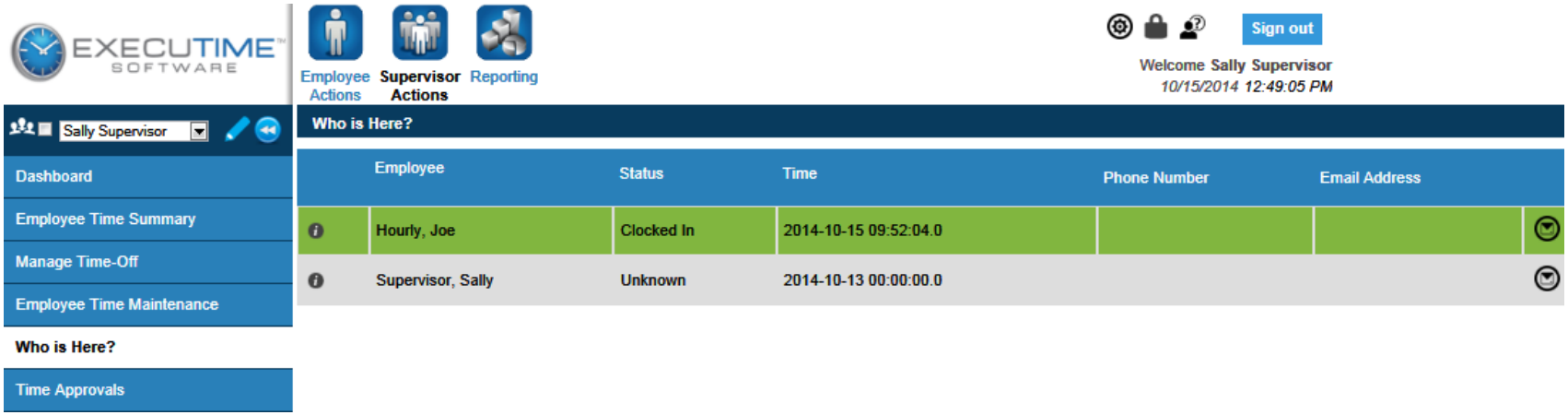
Employee Time Maintenance (Cont'd…)



Add a new time entry (for leave time requests only)

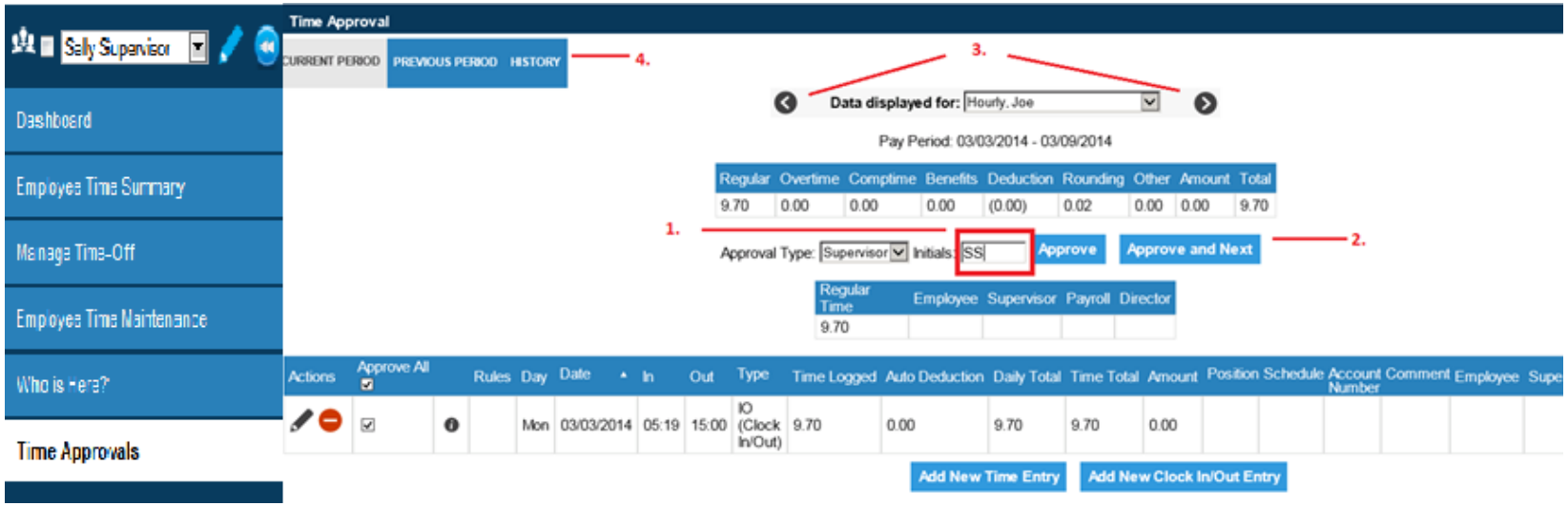
1. Select the correct Time Entry Type from the drop down menu.
2. Enter the start and end date. If the transaction is for one day only you can leave the end date blank.
3. Enter Hours Per Day.
4. Enter a comment if needed. This field is not mandatory.
5. Select Save

e. Who Is Here



1. The ***Who is Here*** menu option provides the supervisor the ability to see all their employees and their current status.
2. If you have phone numbers and email addresses stored in Executime you will see them on this screen as well.

f. Time Approvals



Time Approvals– This is where you will approve your employee's timecards.

1. You will navigate to Previous Period. Once you have reviewed the employee's time and everything looks correct you will enter your initials in the approval box and select "Approve".
   Note: If you are on leave, please ensure that your backup approves your employee(s) timecard by Monday after payday.
2. If you have more than 1 employee you can select the "Approve and Next" button. This will approve the current timecard and bring up the next timecard to be approved.
3. If you have a timecard you have a question on and you are not ready to approve you can skip the approval process by using the back or forward arrows on either side of the employees name. Once you have resolved the issue you can come back to the timecard and approve it.
4. You can only edit until time has been exported to payroll.

- You can find most up-to-date manuals on College's S drive at:

S:\Committee - BiTech\ExecuTime\Training\Phase2 Training\ExecuTime Supervisor Training\PDF files

- Handouts are located on College's S drive at:

S:\Committee - BiTech\ExecuTime\Training\ExecuTime Training Handouts

Questions/Concerns

Email: kbarbetta@camdencc.edu

For any overtime/Comp-time related inquiries please email HR at ckillebrew@camdencc.edu