



Manager & Supervisor

Approving Employee Timecards in uTIME

Contents

Quick Links Window
Approving Employees' Timecards

Procedure Overview

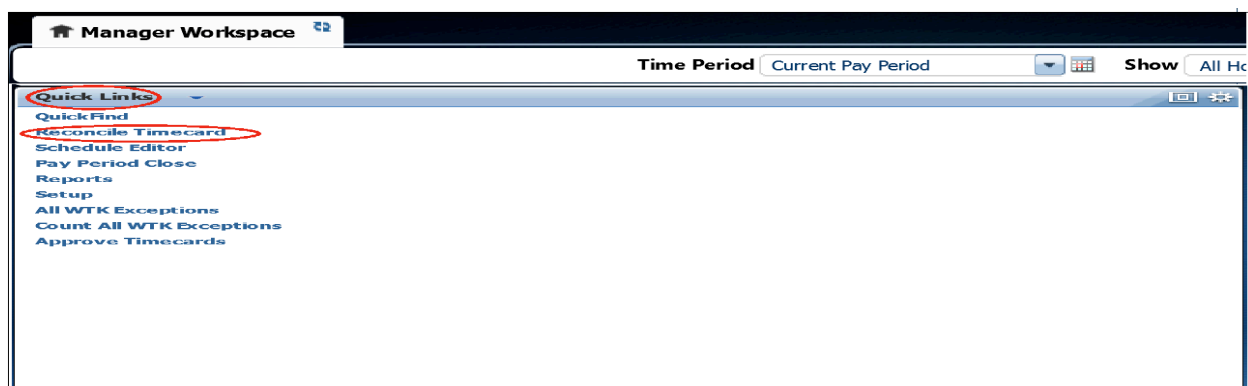
Overview & Objective Below outlines the steps taken by the Supervisor and Manager to approve the timecards for the hours that an employee worked on a particular shift.

To gain understanding of the steps required by the Supervisor and Manager to approve the timecards for shifts worked.

Quick Links Window

The **Quick Links** Window is an optional view that allows the user to navigate the system quickly to complete tasks. When employees have worked, their hours have to be approved in order to be ready for payroll processing.

Once the Quick Link Window is selected, it will propose the various genies including the Reconcile Timecard as listed below. The link to approve the hours are in the Reconcile Timecard genie. A **genie** is used to obtain detailed information about an employee in a summarized easy-to-read format.



Approving Employee Timecards

Reviewing the Timecard

The Reconcile Timecard genie gives the manager/supervisor access to perform several functions including approving the employee's timecard. Once Reconcile Timecard is selected, the following screen will be proposed.

Manager Workspace

Time Period: Current Pay Period Show All

Quick Links Back to Quick Links

Timecard | Schedule | People | Reports

RECONCILE TIMECARD

Last Refreshed: 12:23PM

Show: All Home Edit Time Period: Current Pay Period Refresh

Name	Unexcused Absence	Missed In-Punch	Early In	Late In	Early Out	Late Out	Unshed Hours	Totals Up To Date
								✓
								✓
							✓	✓
								✓
								✓

Note: This Genie also gives access to other ones such as the Schedule, People and Reports

In the example below, Timecards with missed punches, overtime, early in etc. should be reviewed and any required edits must be done **before** approving the employee timecards.

Timecard | Schedule | People | Reports

RECONCILE TIMECARD

Last Refreshed: 12:56PM

Show: All Home Edit Time Period: Previous Schedule Period Refresh

Name	Unexcused Absence	Missed In-Punch	Early In	Late In	Early Out	Late Out	Unshed Hours	Totals Up To Date
								✓
								✓
								✓
	✓							✓
								✓
								✓
	✓	✓					✓	✓
								✓

Approving Employee Timecards

Marking the Timecard as Reviewed

In the example below, select the timecard with the red rectangle and right click.

Choose **Mark as Reviewed**. The timecard will automatically change to **green** as seen below:

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾													
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	+	Sun 9/13											
X	+	Mon 9/14			9:00AM		5:00PM				8:00	8:00	8:00
X	+	Tue 9/15			9:00AM		5:00PM				8:00	8:00	16:00
X	+	Wed 9/16			9:00AM		5:00PM				8:00	8:00	24:00
X	+	Thu 9/17			9:00AM		5:00PM				8:00	8:00	32:00
X	+	Fri 9/18			9:00AM		5:00PM				8:00	8:00	40:00
X	+	Sat 9/19					8:00PM				12:00	12:00	52:00
X	+	Sun 9/20											52:00
X	+	Mon 9/21											52:00
X	+	Tue 9/22											52:00
X	+	Wed 9/23											52:00
X	+	Thu 9/24											52:00
X	+	Fri 9/25											52:00
X	+	Sat 9/26											52:00

All the punches with exceptions are highlighted in red rectangles e.g. late in, working over the schedule number of hours for the week.

Approving the Timecards

Quick Links

Back to Quick Links

Timecard | Schedule | People | Reports

TIMECARD

Last Saved: 1:24PM

Name & ID

Time Period 9/13/2015 - 9/26/2015, Range of Dates

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports				
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 9/13											
Mon 9/14			9:00AM		5:00PM				8:00	8:00	8:00
Tue 9/15			9:00AM		5:00PM				8:00	8:00	16:00
Wed 9/16			9:00AM		5:00PM				8:00	8:00	24:00
Thu 9/17			9:00AM		5:00PM				8:00	8:00	32:00
Fri 9/18			9:00AM		5:00PM				8:00	8:00	40:00
Sat 9/19			8:00AM		8:00PM				12:00	12:00	52:00
Sun 9/20											52:00
Mon 9/21											52:00
Tue 9/22											52:00
Wed 9/23											52:00
Thu 9/24											52:00
Fri 9/25											52:00
Sat 9/26											52:00

TOTALS & SCHEDULE	AUDITS		
All			
Account	Pay Code	Amount	Wages
277/31/919/9107/CC15574FC102238/7003/-	Unapproved Time	8:00	
277/31/919/9107/CC15574FC102238/7003/-	Reg-0920	44:00	

Date	Start Time	End Time	Pay Code	Amount
Sun 9/13				
Mon 9/14	9:00AM	5:00PM		
Tue 9/15	9:00AM	5:00PM		
Wed 9/16				
Thu 9/17	9:00AM	5:00PM		
Fri 9/18				
Sat 9/19				

Approving Employee Timecards

Review and make any required changes for the In and Out punches. The employee has a set schedule of 9-5 (circled to on the bottom right above). Since the employee has worked more than the regular time of 44 hours for the week, the reminder 8 hours have gone to Unapproved Time and will need to be approved.

Note: to approve the additional hours, please follow the steps used to **Approve overtime**.

Selecting Approve Overtime

This is one option to approve the exception and overtime.

The last exception listed shows up as overtime.

TIMECARD
Loaded: 1:50PM
Name & ID: Dawkins, Emma TESTDAWKINS
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 9/13											
Mon 9/14		9:00AM			5:00PM				8:00	8:00	8:00
Tue 9/15		9:00AM			5:00PM				8:00	8:00	16:00
Wed 9/16		9:00AM			5:00PM				8:00	8:00	24:00
Thu 9/17		9:00AM			5:00PM				8:00	8:00	32:00
Fri 9/18		9:00AM			5:00PM				8:00	8:00	40:00
Sat 9/19		8:00AM			8:00PM				12:00	12:00	52:00
Sun 9/20											52:00

Go to Approvals> Approve Overtime. The following pop-up box will be proposed

Quick Links Back to Quick Links

Timecard | Schedule | People | Reports

TIMECARD
Loaded: 1:50PM
Name & ID: Dawkins, Emma TESTDAWKINS
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 9/13						
Mon 9/14		9:00AM			5:00PM	
Tue 9/15		9:00AM			5:00PM	
Wed 9/16		9:00AM			5:00PM	
Thu 9/17		9:00AM			5:00PM	
Fri 9/18		9:00AM			5:00PM	
Sat 9/19		8:00AM			8:00PM	
Sun 9/20						
Mon 9/21						
Tue 9/22						
Wed 9/23						
Thu 9/24						
Fri 9/25						
Sat 9/26						

Approve Overtime

Overtime Date * 9/19/2015

Unapproved Overtime Amount (hh:mm) 8:00

Amount *

☒ All

☐ None

☐ Some

Amount (hh:mm)

Comments →

OK Cancel Help

TOTALS & SCHEDULE AUDITS SIGN-OFFS, REQUESTS & APPROVALS

Date	Start Time	End Time	Pay Code	Amount
Sun 9/13				
Mon 9/14	9:00AM	5:00PM		
Tue 9/15	9:00AM	5:00PM		
Wed 9/16				
Thu 9/17	9:00AM	5:00PM		
Fri 9/18				
Sat 9/19				

Account	Pay Code	Amount	Wages
277/31/9/19/107/IC15574FC102238/7003/-	Unapproved Time	8:00	
277/31/9/19/107/IC15574FC102238/7003/-	Reg-0920	4:00	

Note: if you need to approve only part of the hours as overtime, select "Some".

Approving Employee Timecards

Approving ALL the timecards for the employee

Go to **Approvals > Approve**


TIMECARD
Loaded: 1:50PM

Name & ID [Redacted]
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports

Approve
Remove Approval
Approve Overtime →

	Date	Pay Code	Amount	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Sun 9/13										
	Mon 9/14		9:00		5:00PM				8:00	8:00	8:00
	Tue 9/15		9:00AM		5:00PM				8:00	8:00	16:00
	Wed 9/16		9:00AM		5:00PM				8:00	8:00	24:00
	Thu 9/17		9:00AM		5:00PM				8:00	8:00	32:00
	Fri 9/18		9:00AM		5:00PM				8:00	8:00	40:00
	Sat 9/19		8:00AM		8:00PM				12:00	12:00	52:00
	Sun 9/20										52:00

Save	Click Save (top left) to save the record.
Exit Screen	Select "Quick Links" or the matching back arrow.  This will return you to the Quick Links Window.

Approving ALL the timecards for ALL your employees

Once you have reviewed all your timecards, you can approve them all at once.
To approve go **QUICKFIND > Actions menu > Select All** (as indicated below).

Quick Links Back to Quick Links

Timecard | Schedule | People | Reports

QUICKFIND
Last Refreshed: 2:34PM
Name or ID: [Redacted] Find
Time Period: Current Pay Period

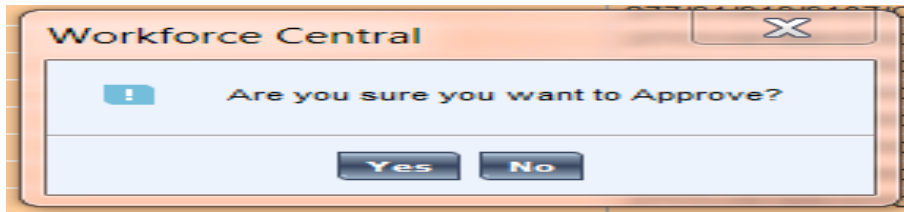
Actions Punch Amount Approvals

Select All
Process Employee Totals
E-mail →
Filter Column
Print →
Export to Excel
Export to CSV

Name	ID	Primary Labor Account
01155015	27731919107/CC10948FC102238/7001-	
01119726	27731919107/CC10948FC102238/7001-	
01142962	27731919107/CC10948FC102238/7001-	
TESTCAMPUS	27731919107/CC10948FC102238/7001-	
01107697	27731919107/CC10948FC102238/7001-	
01138757	27731919107/CC10948FC102238/7001-	
00020597	27731919107/CC10948FC102238/7001-	
TESTDAWKINS	27731919107/CC15574FC102238/7003-	
01068702	27731919107/CC10948FC102238/7001-	
01129470	27731919107/CC10948FC102238/7001-	
01110665	27731919107/CC10948FC102238/7001-	
01079261	27731919107/CC10948FC102238/7001-	
01149193	27731919107/CC10948FC102238/7001-	
01131666	27731919107/CC10948FC102238/7001-	
10149194	27731919107/CC10948FC102238/7001-	
01143706	27731919107/CC10948FC102238/7001-	
01133164	27731919107/CC10948FC102238/7001-	
01081697	27731919107/CC10948FC102238/7001-	
01118673	27731919107/CC10948FC102238/7001-	
01128596	27731919107/CC10948FC102238/7001-	
01155144	27731919107/CC10948FC102238/7001-	

Approving Employee Timecards

Select Approvals menu > Approve



Choosing yes confirms that this approves everyone selected.