

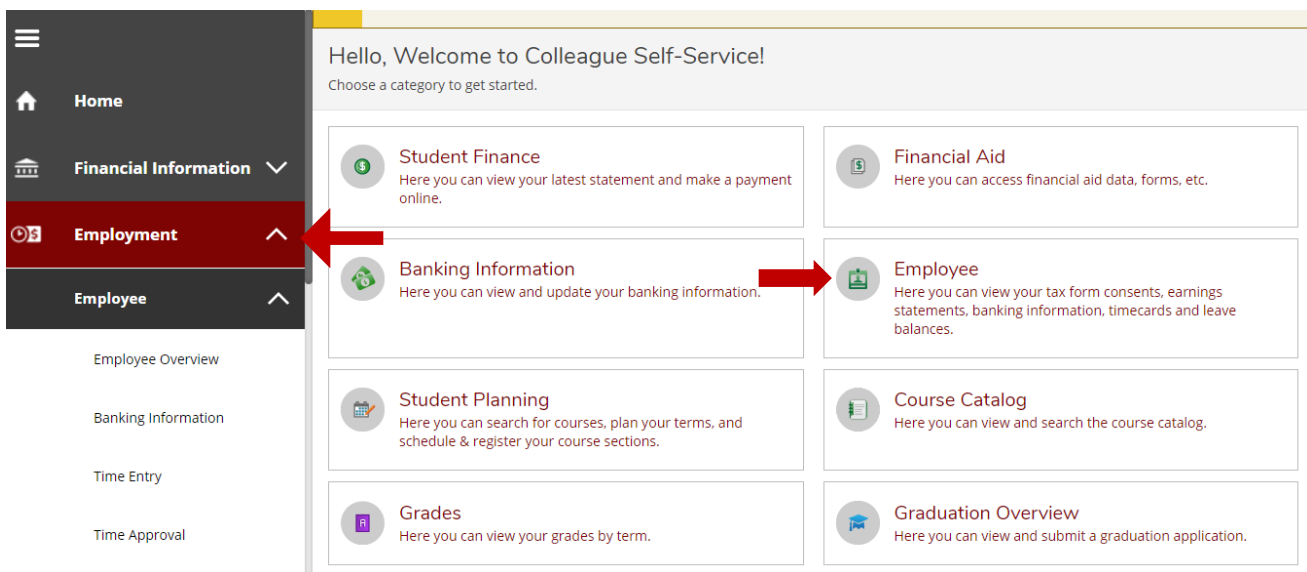
Self Service Time Entry - Supervisor Time Approval Instructions

Purpose: This document outlines a step-by-step guide for reviewing and processing Web Advisor Self Service Timecards for hourly employees.

Overview: All Brookdale employees who are in an hourly position, hourly adjunct, and student workers will enter their work time in Web Advisor Self Service. Supervisors will approve hours in Web Advisor Self Service. Supervisors will view pay periods, approve and reject timecards, view historical time, and position summary information for hourly direct reports. Time Entry is **NOT** Time Entry is not used for regular/salaried position.

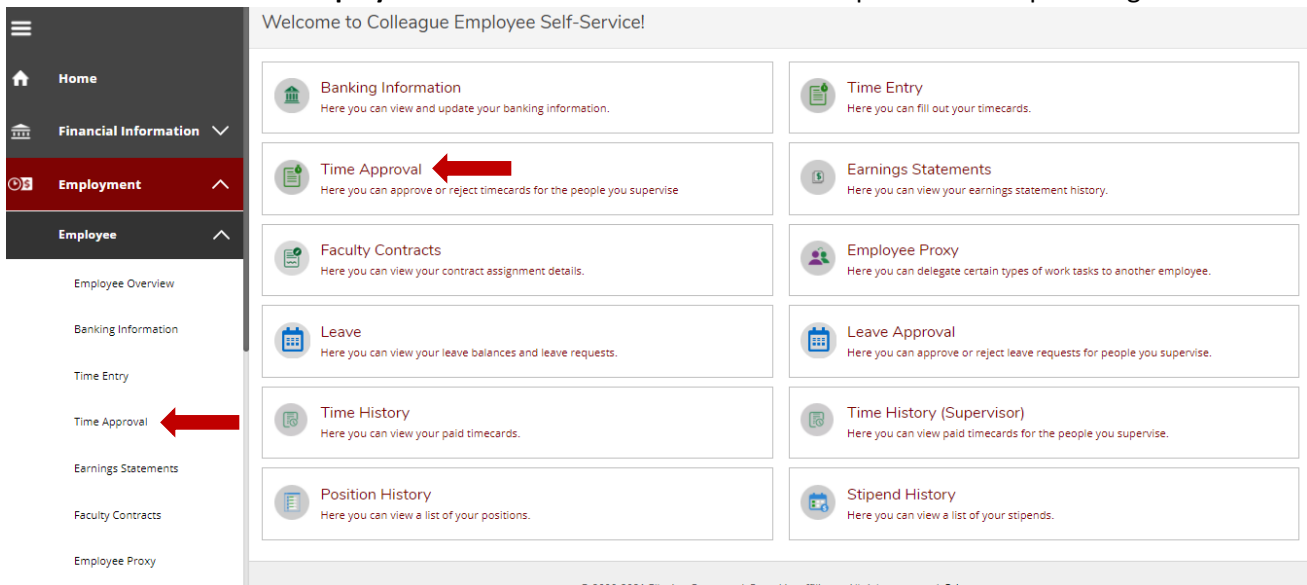
Supervisor Dashboard Overview

1. Log in to Web Advisor Self Service (the link is going to be available under the Employee Menu in WebAdvisor Self Service when the Time Entry goes live in August)
2. Select the **Employee** link from the main screen or **Employment** icon from the left navigation menu.



3. Self Service Employee Options

NOTE: All links from the **Employee** menu are available under the left expand and collapse navigation menu.



Time Approval Summary Page Overview

When you access **Time Approval**, the **Time Approval Summary Page** appears. The **Time Approval Summary Page** allows you to:

- Access all the accessible timecards for the employees you supervise.
- View the current status of your employee's timecards by pay period, week, and position.
- View regular hours by pay period and week.
- Approve and reject time by pay period and week.
- Unapprove and Unreject time by pay period and timecard/week.
- Leave comments for your employee.

Filter Areas: Allows you filter by Employee Name or ID, Pay Periods, and Timecard Status

Employee(s) Areas: Allows view of the Pay Periods and corresponding Pay Periods for each direct report. It also provides a high-level overview of the Timecard status and submitted hours.

The screenshot displays the Time Approval Summary Page interface. On the left is the **Filter Area**, which includes a search bar for Employee Name or ID, a 'Clear Search' button, and sections for 'Pay Cycles' and 'Status'. The 'Pay Cycles' section has checkboxes for 'Hourly Employees Using SS Time Entry' and several date ranges. The 'Status' section has checkboxes for Submitted, Not Complete, No Time Entered, Approved, and Rejected. At the bottom of the filter area are 'Reset Filters' and 'Apply Filters' buttons. The main area on the right is the **Employee(s) Area**, which shows a table of timecards. The table has columns for Pay Cycle, Pay Period, Due By, Status, Total Hours, Regular Hours, Overtime Hours, and Additional Hours. It is divided into sections for Employee A and Employee B. Employee A has two timecards: one for 04/01/2021-04/15/2021 with status 'No Time Entered' and one for 04/16/2021-04/30/2021 with status 'Not Complete'. Employee B has one timecard for 04/01/2021-04/15/2021 with status 'No Time Entered'. Each timecard row includes 'Approve', 'Reject', 'Comments', and 'View' actions.

Filter Area

Use the filters to search by *Employee Name or ID*, *Pay Periods*, and *Status*. Once the filter criteria are selected, click the **Apply Filters** to search. **Remember to click the Reset Filters for each new search.**

Employee(s) Area

The Employee Area of the Time Approval landing page displays a summary overview of the *Employee Pay Period*, *Timecards*, *Status*, and *Total Hours*. If you have multiple direct reports, you will see a list of the employees in the Employee area, each separated by a gray header.

NOTE: You can also use the Employee summary overview area to **Approve** or **Reject** multiple timecards for multiple employees. You may also make comments.

Status Definitions:

- **Submitted:** All timecards for the pay period are submitted, but not all are approved.
- **Not Complete:** Some time for a pay period has been entered, but not all timecards have been submitted.

- **No time Entered:** No time has been entered for the pay period.
 - **Approved:** All timecards for the pay period have been approved.
 - **Rejected:** Any timecard for the pay period has been rejected.
- NOTE:** Rejecting ANY Timecard for a Pay Period, will reject the ALL of the Timecards for the Pay Period.

Available Actions

From the **Time Approval Summary Page**, you can do the following using the available buttons for a pay period or a week.

Option	Description/Results
Approve time	<p>Approve</p> <ul style="list-style-type: none"> • Click Approve. No further action is required from your employee(s). • Status of all timecards in the pay period or week for positions you manage changes to “Approved”. • Self-Service sends an automated email to the employee informing them of the approval. <p>Unapprove</p> <ul style="list-style-type: none"> • Click Unapprove to reset the status of timecards you did not mean to approve. • Status changes to “Submitted” for timecards submitted before approval. • Status changes to “Unsubmitted” for timecards that were not submitted. • The pay period summary status resets accordingly. • Self-Service notifies the employee of this change.
Reject time	<p>Reject</p> <ul style="list-style-type: none"> • Click Reject. The Reject Time Sheet window appears. You must provide a reason when you reject a timecard. • The employee must respond based on the reason you provided for the rejection. • Status of all timecards in the pay period or week for positions you manage changes to “Rejected”. • Self-Service sends an automated email to the employee informing them of the rejection. • Self-Service also notifies you when your employee responds and resubmits the rejected timecard. <p>Unreject</p> <ul style="list-style-type: none"> • You can click Unreject until the time the employee resubmits the rejected timecard to reset the status of timecards you did not mean to reject. • Status of timecards that were submitted before rejection changes to “Submitted”. • Status of timecards that were not submitted changes to “Unsubmitted”. • The pay period and week summary status resets accordingly. • Comment history retains the information about the previous rejection. • Self-Service notifies the employee of this change
Comment	If you want to add a comment for the employee, click Comments . The Comments window appears.

One of the following must be true for a pay period to be accessible in Time Approval Self-Service:

- The pay period must be open.
- There is unapproved time that was not paid when the pay period completed payroll processing and that time has not been paid.

Timecards for that pay period. You will need to act on all of the Timecards for the pay period.

4. Use the **Time Approval** breadcrumb trail to return to the Time Approval Summary page.

Modifying Time Cards - Unapprove

Unapprove a timecard option if you inadvertently **Approved** a timecard for an employee. You can Unapprove a timecard from either the **Time Approval Summary** page or from the **Timecard Detail** view page.

Time Approval Summary page - Unapprove

Filter

Search for Employee

Employee Name or ID Page 1 of 1 Total: 2

Pay Cycles

Hourly Employees Using SS Time Entry

Status

Submitted Not Complete No Time Entered Approved Rejected

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Church							
Hourly Employees Using SS Time Entry	04/01/2021-04/15/2021	4/30/2021 6:00 PM	Submitted	4.00	4.00	0.00	0.00
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Comments <input type="checkbox"/> View							
Hourly Employees Using SS Time Entry	04/16/2021-04/30/2021	5/8/2021 12:00 AM	Approved	18.75	18.75	0.00	0.00
<input checked="" type="checkbox"/> Unapprove <input type="checkbox"/> Reject <input type="checkbox"/> Comments <input type="checkbox"/> View							

Timecard Detail View page - Unapprove

Time Approval

Week 04/16/2021 - 04/17/2021 4.50 Total hours

99CLWDHW001 • Work Study
Bernabeu, Linda • Common College • Do Not Use
4.50 |

Other Actions

Earn Type	Sun 4/11	Mon 4/12	Tue 4/13	Wed 4/14	Thu 4/15	Fri 4/16	Sat 4/17	Total
Regular Earnings	00:00 AM	00:00 AM	00:00 AM	11:30 AM	00:00 AM	9:00 AM	00:00 AM	4.50
	00:00 AM	00:00 AM	00:00 AM	1:00 PM	00:00 AM	11:00 AM	00:00 AM	
						1:00 PM		
						2:00 PM		
Position Total Hours:	0.00	0.00	0.00	1.50	0.00	3.00	0.00	4.50

Weekly Totals

Resulting Actions for Unapprove:

- Status changes to “Submitted” for timecards submitted before approval.

- Status changes to “Unsubmitted” for timecards that were not submitted.
- Email notification sent to employee
- The pay period summary status resets accordingly.

Modifying Time Cards - Unreject

Unreject a timecard option if you inadvertently “Rejected” for an employee. You can use either the **Time Approval Summary** page or from the **Timecard Detail** view page.

Time Approval Summary page - “Unreject”

Filter

Search for Employee

Employee Name or ID Page 1 of 1 Total: 2

Clear Search

Pay Cycles

Hourly Employees Using SS Time Entry

Status

Submitted ⓘ
 Not Complete ⓘ
 No Time Entered ⓘ
 Approved ⓘ
 Rejected ⓘ

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Church, [Redacted]							
Hourly Employees Using SS Time Entry	04/01/2021-04/15/2021	4/30/2021 6:00 PM	Submitted	4.00	4.00	0.00	0.00
				<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Comments ... View			
Hourly Employees Using SS Time Entry	04/16/2021-04/30/2021	5/8/2021 12:00 AM	Rejected	18.75	18.75	0.00	0.00
				<input type="checkbox"/> Approve <input type="checkbox"/> Unreject <input type="checkbox"/> Comments ... View			

Timecard Detail Summary page - “Unreject”

Time Approval

Week 04/16/2021 - 04/17/2021
 4.50 Total hours
 Rejected

99CLWDHW001 • Work Study
 Bernabeu, Linda • Common College • Do Not Use
 4.50 | Rejected

Other Actions

Approve
Unreject
 Comments

Earn Type	Sun 4/11	Mon 4/12	Tue 4/13	Wed 4/14	Thu 4/15	Fri 4/16	Sat 4/17	Total
Regular Earnings	00:00 AM	00:00 AM	00:00 AM	11:30 AM	00:00 AM	9:00 AM	00:00 AM	4.50
	00:00 AM	00:00 AM	00:00 AM	1:00 PM	00:00 AM	11:00 AM	00:00 AM	
						1:00 PM		
						2:00 PM		
Position Total Hours:	0.00	0.00	0.00	1.50	0.00	3.00	0.00	4.50

Resulting Actions from Unreject:

- Status of timecards that were submitted before rejection changes to “Submitted”.
- Status of timecards that were not submitted changes to “Unsubmitted”.
- Email notification sent to employee
- The pay period and week summary status resets accordingly.
- Comment history retains the information about the previous rejection.

Task Notification

When an employee(s) has submitted all Timecards for a Pay Period, you will see a link to **Time Approval** under the **My Tasks** when you log into WebAdvisor Self Service. Click the **Time Approval** link to review the submitted Timecards.

The screenshot shows the 'Colleague Self-Service' dashboard. At the top, it says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' Below this is a 'My Tasks' section with a link to 'Time Approval' highlighted by a red arrow. To the right of the link is a notification badge with the number '1'. Below the 'My Tasks' section are six category tiles: 'Student Finance', 'Financial Aid', 'Banking Information', 'Employee', 'Student Planning', and 'Course Catalog', each with a brief description of the services available.

Additional Information - Email Notifications

If a timecard is approved/rejected, a single email is triggered and sent to the employee. If an entire pay cycle is approved/rejected, an email notification is sent for each timecard. For example, if a pay cycle has two timecards/weeks, then a change in status for any of the following Approve, Reject, UnReject, Unapprove will generate 2 emails to the employee.