

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
2. Select the **Self Service - Time Approval (for Supervisors)**.



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 shows the Time Approval Summary Page. On the left, there are filter areas for "Pay Cycles" and "Status". The "Pay Cycles" section has a search bar and a "Filter" button. The "Status" section has checkboxes for "Submitted", "Not Complete", "No Time Entered", "Approved", and "Rejected". At the bottom of the filters are "Reset Filters" and "Apply Filters" buttons. The main area is a table with columns: Pay Cycle, Pay Period, Due By, Status, Total Hours, Regular Hours, Overtime Hours, and Additional Hours. The table is filtered to show two employees: "Employee A" and "Employee B".

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	5/15/2021 12:00 AM	No Time Entered	0.00	0.00	0.00	0.00
				✓ Approve	ⓘ Reject	💬 Comments	⋮ View
Hourly Employees Using SS Time Entry	04/16/2021 - 04/30/2021	5/8/2021 12:00 AM	Not Complete	18.75	18.75	0.00	0.00
				✓ Approve	ⓘ Reject	💬 Comments	⋮ View
Koehler							
Hourly Employees Using SS Time Entry	04/01/2021 - 04/15/2021	5/15/2021 12:00 AM	No Time Entered	21.50	21.50	0.00	0.00
				✓ Approve	ⓘ Reject	💬 Comments	⋮ View

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.

Detail into a Timecard

To view the details of the hours for a particular Timecard, click the **View** link from the **Time Approval** landing page.

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	5/15/2021 12:00 AM	✔ Submitted	4.00	4.00	0.00	0.00
				✔ Approve	⚠ Reject	💬 Comments	⋮ View
Hourly Employees Using SS Time Entry	04/16/2021-04/30/2021	5/8/2021 12:00 AM	⊘ Not Complete	18.75	18.75	0.00	0.00
				✔ Approve	⚠ Reject	💬 Comments	⋮ View

The detail page displays the timecards for the date range you selected on the **Time History Summary** page. You can navigate to any week in the same pay period from the details page.

Note: Positions assigned to your employees that other supervisors manage are included on the detail page so that you can view all the employees' hours worked. You can only **Approve** or **Reject** timecards for the employee's position that you supervise.

Click **Comments** to view the timecard's comments history. For example, if you rejected a timecard and entered a comment explaining why that comment and any comments in response to the rejection are listed.

Approve/Reject Submitted Timecards - Details Page

1. Click the **View** link from the “Submitted” timecard to detail into the hours an employee submitted.

Timecard Detail Summary page - "Unreject"

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

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

Other Actions dropdown menu:
 Approve
 Unreject (highlighted)
 Comments

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.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

My Tasks

[Time Approval](#) 1

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Banking Information
Here you can view and update your banking information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

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.