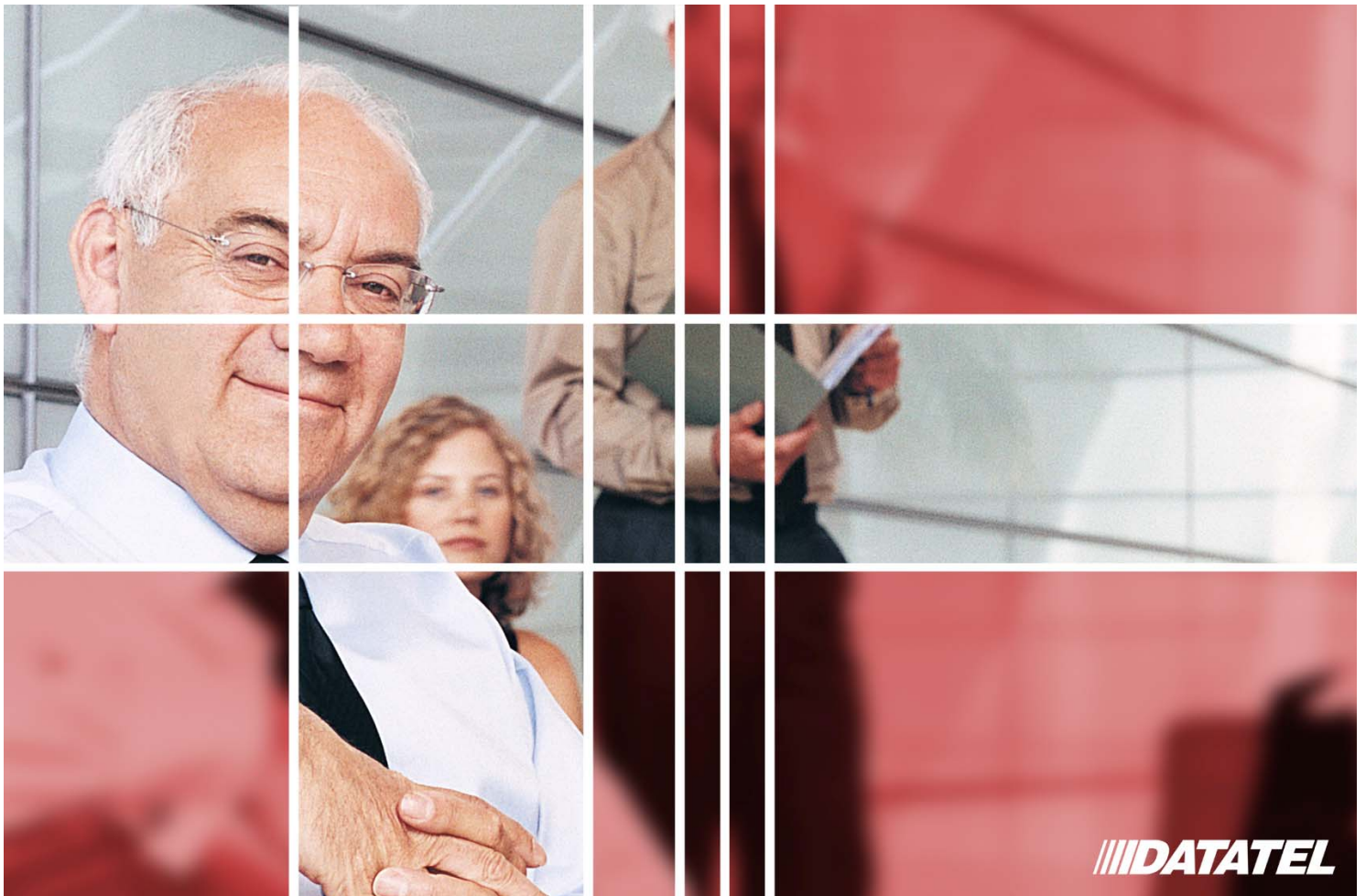


# WTE Supervisor Time Card Approval Process End User Documentation

*Prepared for:*

Del Mar College

May 2009



**/// DATATEL**

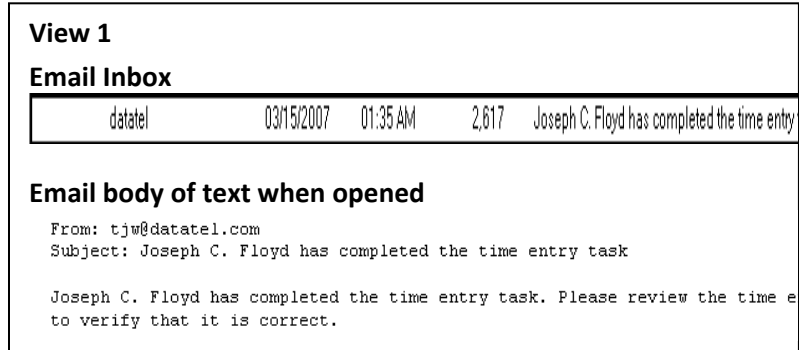
# WTE Supervisor Time Card Approval Process

## Overview

This Process Documentation is to assist with supervisor and alternate supervisor time card approval.

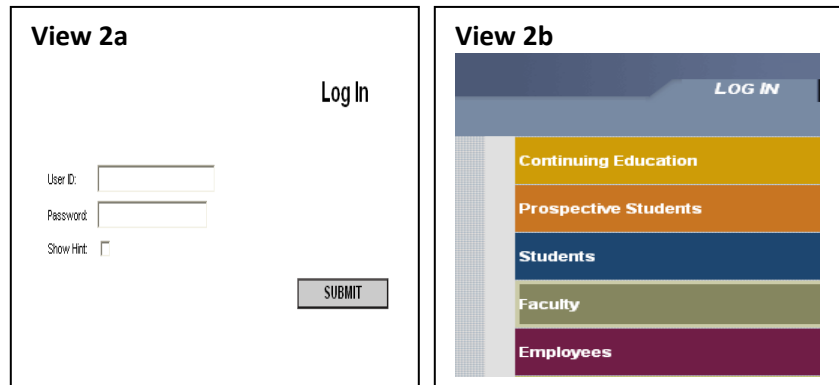
### Step 1

1. Watch email for an indication that your employee(s) have submitted their time card.



### Step 2

- 2a. Log into WebAdvisor
- 2b. Detail to Employees area

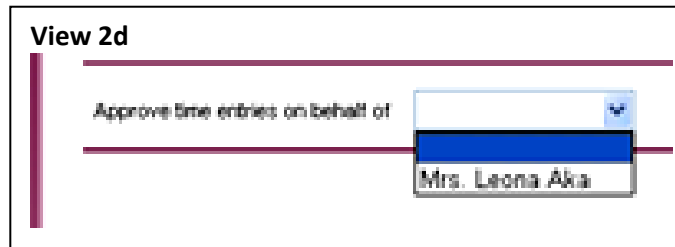


- 2c. Detail to Time approval for supervisors link



- 2d. Alternate Supervisors Only

Select the supervisor's name for whom you are approving time. When you have selected the name of the supervisor, you'll see the employees for that supervisor.



# WTE Supervisor Time Card Approval Process

## Step 3

3a. The following in View 3a. will be displayed.

**View 3a**

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/01/07	02/28/07	03/24/07 12:00PM	Mr. Timothy J. Wert
<input type="checkbox"/>	<input type="checkbox"/>	03/01/07	03/31/07	04/03/07 12:00PM	Mr. Timothw

3b. Click on "Review Entry" for the position you are approving time for.

**View 3b**

Approve      Review Entry

3c. Click on "Submit" to access employee's time card.

**View 3c**

**SUBMIT**

## Step 4

4a. The following in View 3 will be displayed.

As the supervisor or alternate supervisor you may have edit privileges to change the employee's time. If you feel you need edit privileges, contact the Human Resources or Payroll Office.

**View 4a**

**Time Entry**

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve
Joseph C. Floyd	Student Worker, HR/Payroll	03/31/07	Monthly - Student	Human Resources/Payroll	Main Campus	04/02/07

Leave Type	Leave Balance
Not Applicable	

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shi
03/01/07	Thursday	5.00							
03/02/07	Friday								
03/03/07	Saturday								

4b. (OPTIONAL) Click in the box to review Time In and Time Out that the employee. This applies to employees with Detail time entry forms.

**View 4b**

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The employee has time in/out data. To review it, check the box

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## WTE Supervisor Time Card Approval Process

4c. The following displays if you select to view the time in and time out detail for the employee.

As the supervisor or alternate supervisor you may have edit privileges to change the employee's time.

**View 4c**

Employee	Position Title	Pay Period End Date	Pay C
Joseph C. Floyd	Student Worker, HR/Payroll	03/31/07	Monthly Student

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Leave Type	Leave Balance
Not Applicable	

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Date	Day	Time In	Time Out	Insert Line
03/01/07	Thursday	08:00AM	11:30AM	<input type="checkbox"/>
03/01/07	Thursday	01:00PM	02:30PM	<input type="checkbox"/>
03/02/07	Friday			<input type="checkbox"/>

4d. (OPTIONAL) Insert line if needed.

Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by clicking on Insert Line. This may be necessary if the employee works in the same job three times in one day. Example1: The employee worked in the morning, went to lunch, worked in the afternoon, student worker left to go to class, worked again in the afternoon. Example2: The employee worked in the morning, left for lunch, worked in afternoon, left for dinner/supper, but returned in the evening to cover a shift or work on a special project. It will only be necessary to insert lines if you are editing the employee's time and you have edit privileges as the supervisor or alternate supervisor.

**View 4d**

Types	Insert Line
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### Step 5

5a. (OPTIONAL) Enter overtime from the prior pay period.

**View 5a**

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
01/31/07	10	<input type="checkbox"/>	<input type="checkbox"/>

5b. Verify that time has not been submitted by other supervisors for other positions this employee holds.

**View 5b**

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

## WTE Supervisor Time Card Approval Process

**5c. If there are hours from another position.**

It may be necessary to enter time worked in your office as overtime hours.

Calculate the overtime hours earned by the employee when adding the hours from other positions and time worked in your area. All hours over 40 hours in a week are overtime hours. Enter those hours in the Overtime hours column for the appropriate day.

**View 5c**

Date	Day	Regular Hours	Overtime
03/01/07	Thursday	5.00	
03/02/07	Friday		

**Step 6**

6. Verify that the employee has signed their time card.

**View 6**

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Employee has electronically signed the time entry as complete Yes

**Step 7**

7. Approve or Reject the Time Card.

Drop down the Supervisor Decision box and select Approve to approve the Time Card. Select Reject to reject the time card.

**View 7**

Supervisor Decision

Enter E-mail Subject

**Step 8**

8. OPTIONAL Complete an email Subject Line and enter comments.

This is especially important if rejecting the time card. It provides an opportunity to direct the employee how to best make a correction. If you do not enter a subject line or make comments a generic email text will be sent to the employee.

**View 8**

Reject

Please redo your time for Monday

You worked an extra hour that isn't reported. Remember covering the office while we were at a meeting.

**Step 9**

9a. Submit

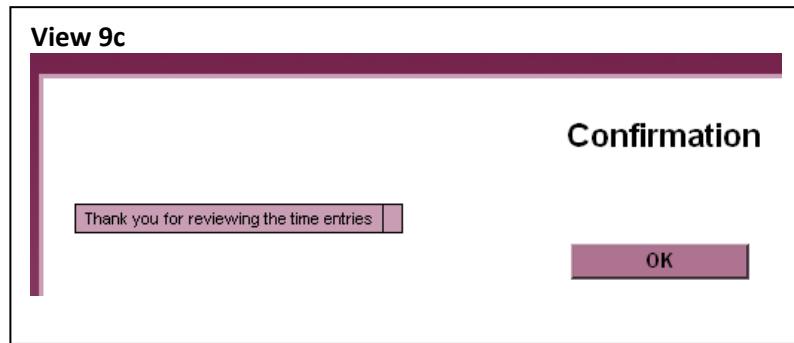
**View 9a**

9b. Logout

**View 9b**

## WTE Supervisor Time Card Approval Process

9c. Confirmation appears.



### Step 10

10. An email is sent to the employee.

If the time was rejected, watch for another email as at Step 1 indicating that the employee completed the time entry process. Repeat the approval process, this time marking the time as approved. After the time is approved an indicator will appear in payroll on a report and on their view of the time card.

**View 10 – The Email Received by the Employee**

**Email Inbox**

datatel	03/15/2007	02:05 AM	2,720	Please redo your time for Monday
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**Email text when opened**

From: tjw@datatel.com  
Subject: Please redo your time for Monday

Your supervisor has rejected your timecard for Student Worker, HR/Payroll with period ending on 03/31/07.

Below are comments entered by your supervisor:

You worked an extra hour that isn't reported. Remember covering the office while we were at a meeting.