

Basic Supervisor Processes Excluding Scheduling

Supervisors access Time Management to perform supervisory functions with employee schedules and timesheets. Supervisory tasks may include reviewing and approving timesheets, and approving time off requests.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.
The Time Management categories appear on a new page.

Accessing Employees

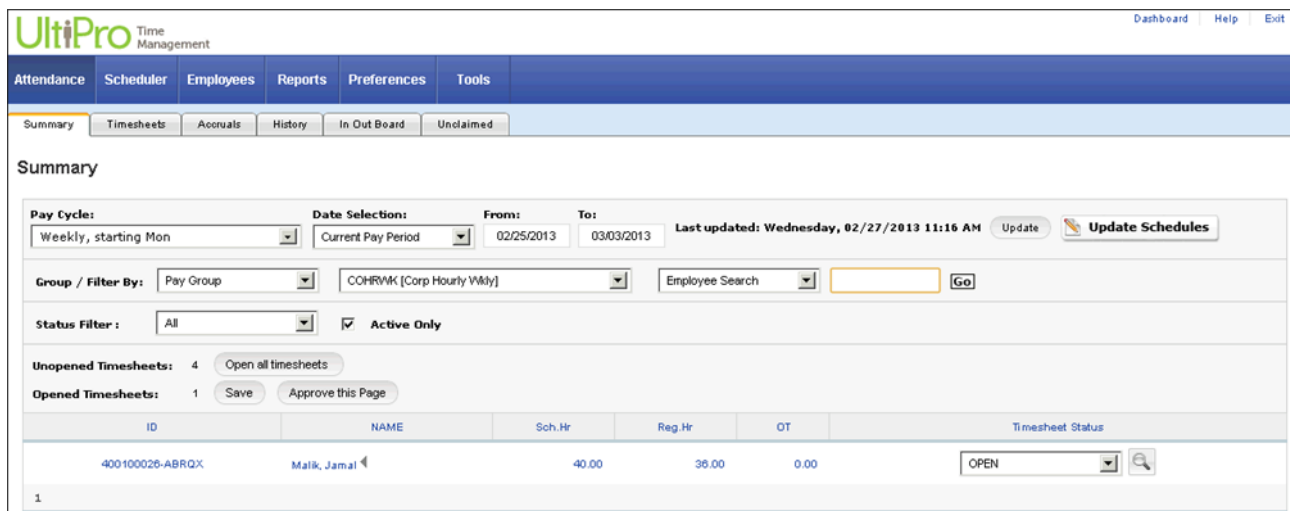
Supervisors can access their employees in Time Management.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.
The Time Management categories appear on a new page.

To access employees:

1. Select the Attendance category. The Summary page appears.



The screenshot shows the UltiPro Time Management interface. The top navigation bar includes 'Attendance', 'Scheduler', 'Employees', 'Reports', 'Preferences', and 'Tools'. The 'Attendance' sub-menu is expanded, showing 'Summary', 'Timesheets', 'Accruals', 'History', 'In Out Board', and 'Unclaimed'. The 'Summary' page is displayed, featuring a 'Pay Cycles' dropdown set to 'Weekly, starting Mon', a 'Date Selection' dropdown set to 'Current Pay Period', and date fields for 'From: 02/25/2013' and 'To: 03/03/2013'. A 'Last updated: Wednesday, 02/27/2013 11:16 AM' timestamp is shown. Below these are filters for 'Group / Filter By' (set to 'COHRVMK [Corp Hourly Wkly]') and 'Employee Search'. A 'Status Filter' is set to 'All' with a checked 'Active Only' option. Summary statistics show 'Unopened Timesheets: 4' and 'Opened Timesheets: 1'. A table lists employee data:

ID	NAME	Sch. Hr	Reg. Hr	OT	Timesheet Status
400100026-ABRQX	Malik, Jamal	40.00	36.00	0.00	OPEN

- Select the Timesheet tab. The Timesheet page appears. The Employee List defaults to collapsed.

Timesheet

EMPLOYEE LIST

Summary Timesheets Accruals History In Out Board Unclaimed

Save Add Delete Undo Recalculate Multi Add Insert/Repost Approve

Pay Cycle: Weekly, starting Mon Date Selection: Current Pay Period From: 02/25/2013 To: 03/03/2013

Malik, Jamal - 400100026-ABRQX Go to Schedule

Location: LA Job: HELPD5K2 Pay Policy: 2 Shift Number: 3 Pay Category: 1 Holiday Rule: 1

Date	PayCode	In	Out	Reg	OT	Notes	Audit	Schedule
Mon 02/25/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00			09:00-17:30
Tue 02/26/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00			09:00-17:30
Wed 02/27/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Thu 02/28/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00			09:00-17:30
Fri 03/01/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30

- Hover over the Employee List area to expand the employee list. The employees you have access to are listed.

Summary Timesheets Accruals History

Active

Search: [Search Icon]

Pay Group [Dropdown]

COHRWK [Corp Hc] [Dropdown]

All Timesheets [Dropdown] Count: 1

NAME	ID
Malik, Jamal	400100026-ABRQX

1

Unopened Timesheets: 4

NAME	ID
Stover, Bevan	400100027-ABRQX
Chulray, Connie	400100028-ABRQX
Jiggins, Andy	400100029-ABRQX
Brown, Molly	400100039-ABRQX

1

4. Select the Pin icon to keep the employee list open. Deselect it to collapse the list again.



Responding to Requests for Time Off

When an employee submits a time off request, a message is sent to the supervisor. As a result, when the supervisor initially logs in to Time Management, a message appears, notifying the supervisor of the request.

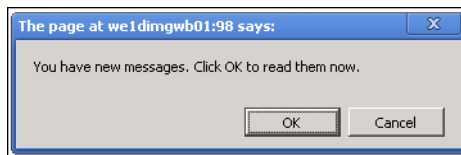
You have the option of responding to the request immediately, or waiting until a later time. The message can be accessed later by selecting the Messages link or the request can be accessed directly from the Scheduler Request tab.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.

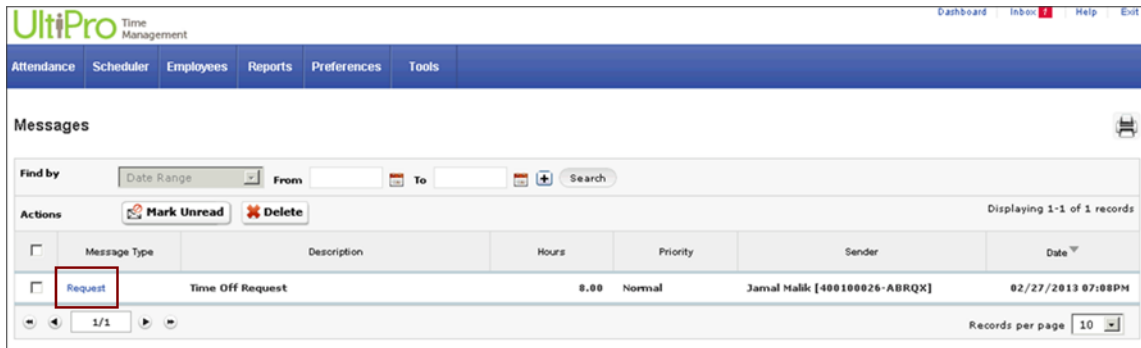
The Time Management categories appear on a new page.

When you first access Time Management, you are alerted to any new messages in your Inbox.



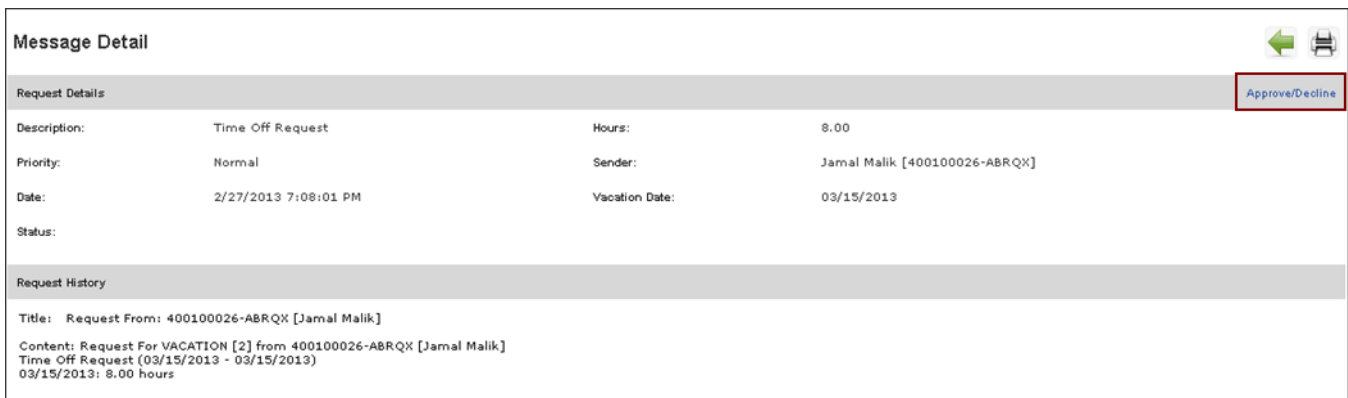
To respond to requests for time off:

1. From the Messages page, select the Request link for the request to review.



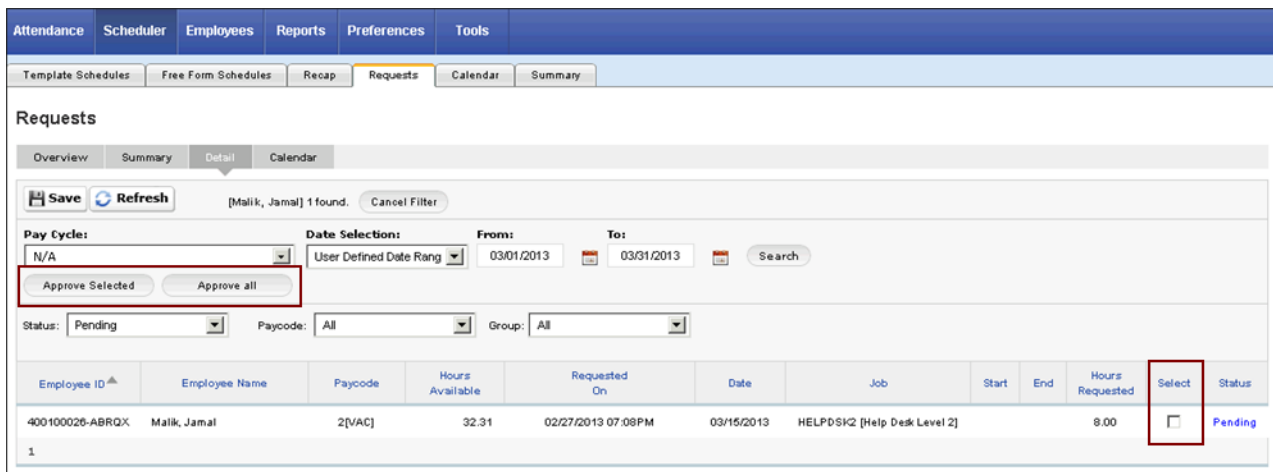
The Message Detail page opens.

2. From the Message Detail page, select the Approve/Decline link.

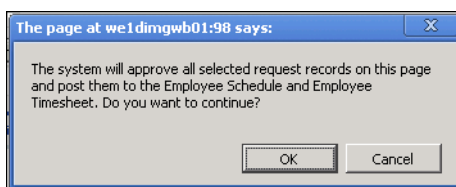


The Scheduler Requests Detail page opens.

3. From the Scheduler Requests Detail page, there are two ways to approve or decline requests. Each day of the requested time off is listed separately.
 - o Approve Selected: Select the day(s) to approve and select the Approve Selected button.
 - o Approve All: Approve all requests at one time by selecting the Approve All button.



A message appears indicating that the approved time-off request will be automatically posted to the employee's timesheet.



4. Select OK. The changes are saved and the request no longer appears on the Scheduler Request Detail page.

A message is sent to the employee, advising of the approval; the approved time-off is posted to the employee's timesheet.

5. From the Scheduler Request Detail page, change the Status drop-down list from Pending to Approved. You can now view the list of Approved requests.

Employee ID	Employee Name	Paycode	Hours Available	Requested On	Date	Job	Start	End	Hours Requested	Select	Status
400100026-ABRQX	Malik, Jamal	2[VAC]	24.31	02/27/2013 07:08PM	03/15/2013	HELPDSK2 [Help Desk Level 2]			8.00	<input type="checkbox"/>	Approved

Adding or Correcting a Timesheet Punch

As a supervisor, you can enter time directly to an employee's timesheet to add or correct a punch.

Note:

When an employee has forgotten to punch out, you can add the missing punch by entering it in the OUT column of the timesheet. However, when a missed punch is the IN punch or a meal punch, and the following punches are misaligned, you cannot simply enter the missed punch. Instead, you can use the Insert/Repost feature to enter the missed punch and realign the punches for the day.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.

The Time Management categories appear on a new page.

To add or correct a timesheet punch:

1. Select the Attendance category. The Attendance category appears with the Summary page selected.
2. From the Attendance category, select the Timesheet tab. The Timesheet page appears.
3. From the Employee Name list, select the employee whose timesheet you want to modify.
4. From the area above the timesheet, select the Pay Cycle from the drop-down list.

Note:

Pay cycles are defined by your company's pay policies.

5. Select the Date Selection from the drop-down list.

Options include: Current Pay Period, Last Pay Period, Next Pay Period, and User Defined Pay Period.

Note:

If User Defined Pay Period is selected, select the Calendar icon and select a date. Select the Refresh icon. The pay period that includes the selected date appears in the From and To date fields.

- At the applicable In or Out field, enter the time to add a new punch or correct an inaccurate punch.

Timesheet

Pay Cycle: Weekly, starting Mon | Date Selection: Current Pay Period | From: 02/25/2013 | To: 03/03/2013

Malik, Jamal - 400100026-ABRQX | |

Location: LA | Job: HELPD5K2 | Pay Policy: 2 | Shift Number: 3 | Pay Category: 1 | Holiday Rule: 1

Date	PayCode	In	Out	Reg	OT	Notes	Audit	Schedule
Mon 02/25/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00			09:00-17:30
Tue 02/26/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00			09:00-17:30
Wed 02/27/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Thu 02/28/2013	0[WORK HOURS]		04:30AM	0.00	0.00			
Fri 03/01/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30

- Select Save to apply the changes. The new/updated punch time information is saved and you receive a confirmation message.

Timesheet

Your entries were saved successfully

Timesheet

Pay Cycle: Weekly, starting Mon | Date Selection: Current Pay Period | From: 02/25/2013 | To: 03/03/2013

Malik, Jamal - 400100026-ABRQX | |

Location: LA | Job: HELPD5K2 | Pay Policy: 2 | Shift Number: 3 | Pay Category: 1 | Holiday Rule: 1

Date	PayCode	In	Out	Reg	OT	Notes	Audit	Schedule
Mon 02/25/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00			09:00-17:30
Tue 02/26/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00			09:00-17:30
Wed 02/27/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Thu 02/28/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Fri 03/01/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30

Approving Employee Timesheets

As a supervisor, you can use the Attendance Summary page (My Team > Time Management > Attendance > Summary) to review regular hours and overtime hours for the employees listed. You can also drill down on an employee's name to view the details of his/her timesheet. In addition, you can approve timesheets individually from the timesheet as well as approve timesheets individually or as a group from the Summary page.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.

The Time Management categories appear on a new page.

To approve employee timesheets:

1. Select the Attendance category. The Attendance category appears with the Summary page selected.
2. From the Summary page, verify the regular (Reg. Hr) and overtime (OT) hours for the pay period.

You can approve timesheets directly from the Attendance Summary page:

- By changing the Timesheet Status for each employee
- By selecting Approve this Page. The Timesheet Status field changes to Approved for all timesheets on the page.

Note:

Approval is only granted to timesheets displayed on the current page when using the Approve this Page feature.

ID	NAME	Sch.Hr	Reg.Hr	OT	Timesheet Status
400100026-ABRQX	Malik, Jamal	32.00	37.50	0.00	APPROVED

3. In the Name column, select an employee's name.

Attendance Scheduler Employees Reports Preferences Tools

Summary Timesheets Schedules Accruals History Unclaimed

Summary

Pay Cycle: Weekly, starting Mon Date Selection: Current Pay Period From: 02/25/2013 To: 03/03/2013 Last updated: Wednesday, 02/27/2013 3:20 PM Update Update Schedules

Group / Filter By: Pay Group COHRWVK [Corp Hourly Wkly] Employee Search Go

Status Filter: All Active Only

Unopened Timesheets: 4 Open all timesheets

Opened Timesheets: 1 Save Approve this Page

ID	NAME	Sch.Hr	Reg.Hr	OT	Timesheet Status
400100026-ABRQX	Malik, Jamal	32.00	37.50	0.00	SUBMIT

The detailed view of the employee's timesheet appears. You can review the timesheet details, make corrections, and approve the timesheet from the detailed view of the timesheet.

The screenshot shows the 'Timesheet' application interface. At the top, there are tabs for 'Summary', 'Timesheets', 'Schedules', 'Accruals', 'History', and 'Unclaimed'. The 'Timesheet' tab is active. On the left, there is a vertical sidebar with the text 'EMPLOYEE LIST'. The main content area is titled 'Timesheet' and contains several action buttons: 'Save', 'Add', 'Delete', 'Undo', 'Recalculate', 'Multi Add', 'Insert/Repost', and 'Approve'. The 'Approve' button is highlighted with a red box. Below the buttons, there are fields for 'Pay Cycle' (Weekly, starting Mon), 'Date Selection' (Current Pay Period), 'From' (02/25/2013), and 'To' (03/03/2013). A search bar contains the text 'Malik, Jamal - 400100026-ABRQX' and a 'Go to Schedule' button. Below this, there are fields for 'Location: LA', 'Job: HELPDSK2', 'Pay Policy: 2', 'Shift Number: 3', 'Pay Category: 1', and 'Holiday Rule: 1'. A table displays the timesheet data with columns: Date, PayCode, In, Out, Reg, OT, Notes, Audit, and Schedule. The table contains five rows of data for dates from 02/25/2013 to 03/01/2013.

Date	PayCode	In	Out	Reg	OT	Notes	Audit	Schedule
Mon 02/25/2013	0[WORK HOURS]	08:30AM	04:30PM	7.50	0.00			09:00-17:30
Tue 02/26/2013	0[WORK HOURS]	08:30AM	04:30PM	7.50	0.00			09:00-17:30
Wed 02/27/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Thu 02/28/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Fri 03/01/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30

4. Select Approve. The Timesheet Status changes from Submit to Approved.

The screenshot shows the 'Timesheet' application interface after the 'Approve' action. The 'Timesheet Status: APPROVED' message is displayed in the top right corner, highlighted with a red box. The rest of the interface, including the action buttons, search bar, and table, remains the same as in the previous screenshot.

UltiPro® is a registered trademark of The Ultimate Software Group, Inc.

All other company and product names referenced herein are the trademarks or registered trademarks of their respective holders. No part of this document may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of The Ultimate Software Group, Inc. Information in this document is subject to change without notice.