Supervisor Review and Approve/Reject Employee Time Card

Overview

After employees enter their timecards for approval, their supervisor will go into the Supervisor Time Entry Approval program (P051129) to review their employees' time cards. After reviewing, the supervisor will either approve or reject their time card. Supervisors can choose to designate a delegate to review and approve, reject, or mark "paid, not approved" on the timecards.

This Work Instruction shows how to:

Review and Approve/Reject Employee Time Cards
Delegate Supervisor Time Approval

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Navigation

Select your Employee Self Service Role.

Self Service > Time Entry (your agency) > Time Entry – Biweekly Daily (Agency #) > Current Pay Period

Steps

Review and Approve/Reject Employee Time Cards

Start this instruction from the Current Pay Period – Time Entry Self Service Director window.
1. Click the **Manager Review/Approval** link to select the payroll period in which you would like to review your employees’ time cards. The Current Pay Period – Self Service Manager Review and Approval window appears.

If a delegate is attempting to approve timecards, an error will appear. The delegate will need to enter the supervisor’s address book number in the Manager Number field in the header and click **Find Timecards** to continue.

To narrow the search for timecards, use the radio buttons at the bottom of the header: Waiting Approval, Approved, Rejected, Paid Not Approved, or Missing Timecards.
2. To review the timecard prior to approval, select the time card you would like to view by checking the box next to it and clicking the **Detail** button. This will take you to the Current Pay Period - Employee Daily Time Entry screen.

![Current Pay Period - Self Service Manager Review and Approval](image)

3. On the Current Pay Period - Employee Daily Time Entry screen you can view the following:
   - Pay Period Date
   - Pay Type
   - Hours
   You can also see how the hours break down for each day.

![Current Pay Period - Employee Daily Time Entry](image)

4. After reviewing the details of the time card click the **Close** button.

5. You will be taken back to the Current Pay Period – Self Service Manager Review and Approval window. Choose the time to approve by placing a checkmark to the left of the row and click **Approve, Reject, or Paid Not Approved**.
   - If using Citrix, enter ‘1’ in the Select column, or choose Select All.
   - Delegates can approve time cards by assigning a status of “Paid, Not Approved.” This gives the time cards a unique status so they can be identified.
6. After clicking Approve, Reject, or Paid Not Approved the timecard will disappear from the screen. Click the Approved, Rejected or Paid Not Approved radio button in the header to see the time card.

7. Click Close to return to the Supervisor Time Entry Approval – Supervisor Time Entry Approval window.

8. Click Close.

Delegate Supervisor Time Entry Approval

Select your Employee Self Service Role.

Navigation: Human Resources/Payroll - Agencies > Manager Self Service > Supervisor Time Entry Approval Delegation

Start this instruction from the Supervisor Time Entry Approval Delegation - Work with Manager Delegates Setup window.

1. Complete the following information in the grid:
   - Delegate number – enter the delegate’s address book number
   - Effective Date
   - Ending Date
   - Authorization Type – use Visual Assist, if needed.
If you click on the Visual Assist button in the Authorization Type field you will be taken to the Select User Define Code screen. Here you have two options:

- Change/Delete/Approving - This allows the delegate to change, delete, and approve time cards.
- Only Approving - This only allows the delegate to approve time cards.

After making your selection click the **Select** button.

2. Back on the Supervisor Time Entry Approval Delegation Work With Manager Delegates Setup screen click **OK** after you are finished entering the fields.

You can add additional delegates by arrowing down to the next line.
3. If you need to delete a delegate check the box next to the delegate and click the **Delete** button. When you are finished, click **OK**.