

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

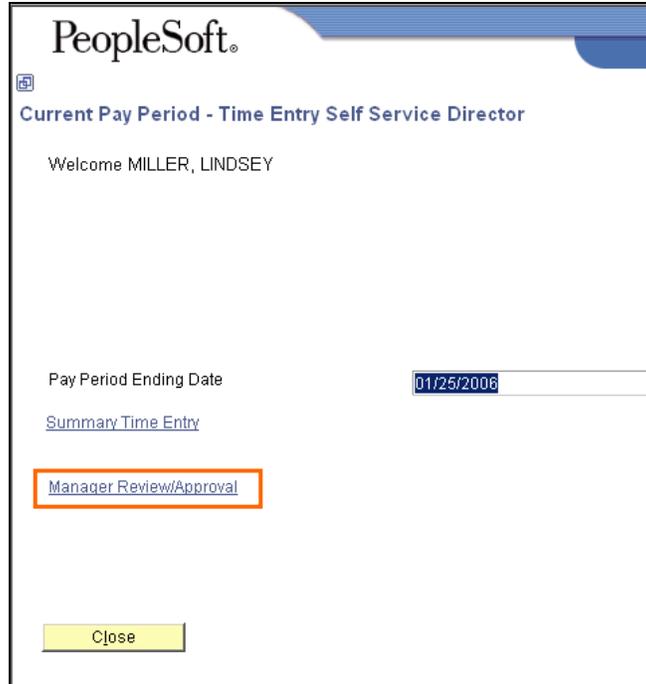
Select your Employee Self Service Role.

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

Steps

Review and Approve/Reject Employee Time Cards

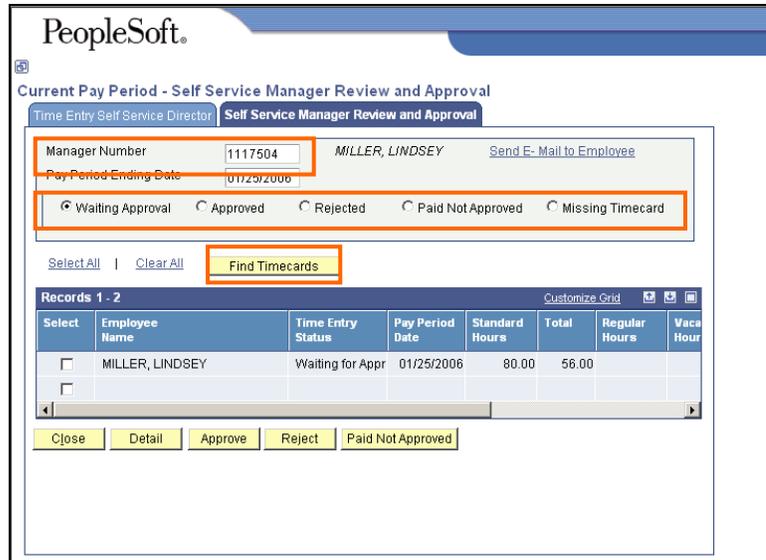
Start this instruction from the Current Pay Period – Time Entry Self Service Director window.



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.



- 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.

ORACLE
Current Pay Period - Self Service Manager Review and Approval

Time Entry Self Service Director | Self Service Manager Review and Approval

Manager Number: 100546 LORTZ, STEVE A [Send E-Mail to Employee](#)

Pay Period Ending Date: 04/02/2008

Waiting Approval Approved Rejected Paid Not Approved Missing Timecard

Select All | Clear All | Find Timecards

Records 1 - 2

Select	Employee Name	Time Entry Status	Pay Period Date	Standard Hours	Total	Regular Hours	Vacation Hours	Sick Hours	Holiday Hours	Overtime Hours	All Other Hours
<input checked="" type="checkbox"/>	SVIK, BRIAN	WAITING FOR A	04/02/2008	80.00	72.00	68.00		4.00			

Close | **Detail** | Approve | Reject | Paid Not Approved

- 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.

ORACLE
Current Pay Period - Employee Daily Time Entry

Time Entry Self Service Director | Self Service Manager Review and Approval

Business Unit: 00020009

Pay Period Date: Pay Period Start 03/20/2008, Pay Period End 04/02/2008

Pay Type (Totals Only): Reg 68.00, Sick 4.00, Vac, Holiday

Hours: Expected 80.00, Total 72.00

Totals	Thu 3/20	Fri 3/21	Sat 3/22	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2
Regular Hours	8.00	8.00			8.00	8.00	8.00	8.00	4.00			8.00	8.00	
All Other Hours									4.00					
Total Hours	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	

Records 1 - 3

Select	Time Card Status	Pay Type	Pay Type Description	Thu 3/20	Fri 3/21	Sat 3/22	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Charge To
<input type="checkbox"/>	WAITING FOR APPL	1	REGULAR PAY	8.00	8.00				8.00	8.00	8.00	4.00	8.00			8.00	8.00	6502
<input type="checkbox"/>	WAITING FOR AP...	40	SICK PAID										4.00					6502

Close | Delete | Save | Refresh | Approve | Reject | Paid Not Approved

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

ORACLE
Current Pay Period - Self Service Manager Review and Approval

Time Entry Self Service Director | Self Service Manager Review and Approval

Manager Number: 100546 LORTZ, STEVE A [Send E- Mail to Employee](#)

Pay Period Ending Date: 04/02/2008

Waiting Approval Approved Rejected Paid Not Approved Missing Timecard

Select All | Clear All Find Timecards

Records 1 - 2 Customize Grid

Select	Employee Name	Time Entry Status	Pay Period Date	Standard Hours	Total	Regular Hours	Vacation Hours	Sick Hours	Holiday Hours	Overtime Hours	All Other Hours
<input checked="" type="checkbox"/>	SVIK, BRIAN	WAITING FOR A	04/02/2008	80.00	72.00	68.00		4.00			

Close Detail **Approve** **Reject** **Paid Not Approved**

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.

ORACLE
Current Pay Period - Self Service Manager Review and Approval

Time Entry Self Service Director | Self Service Manager Review and Approval

Manager Number: 100546 LORTZ, STEVE A [Send E- Mail to Employee](#)

Pay Period Ending Date: 04/02/2008

Waiting Approval **Approved** Rejected Paid Not Approved Missing Timecard

Select All | Clear All Find Timecards

Records 1 - 2 Customize Grid

Select	Employee Name	Time Entry Status	Pay Period Date	Standard Hours	Total	Regular Hours	Vacation Hours	Sick Hours	Holiday Hours	Overtime Hours	All Other Hours
<input type="checkbox"/>	SVIK, BRIAN	APPROVED	04/02/2008	80.00	72.00	68.00		4.00			

Close Detail **Approve** **Reject** **Paid Not Approved**

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

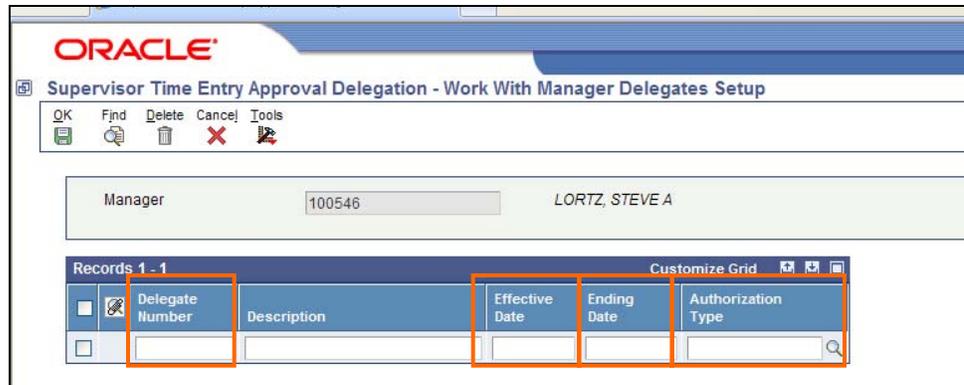
Delegate Supervisor Time Entry Approval

Select your Employee Self Service Role.

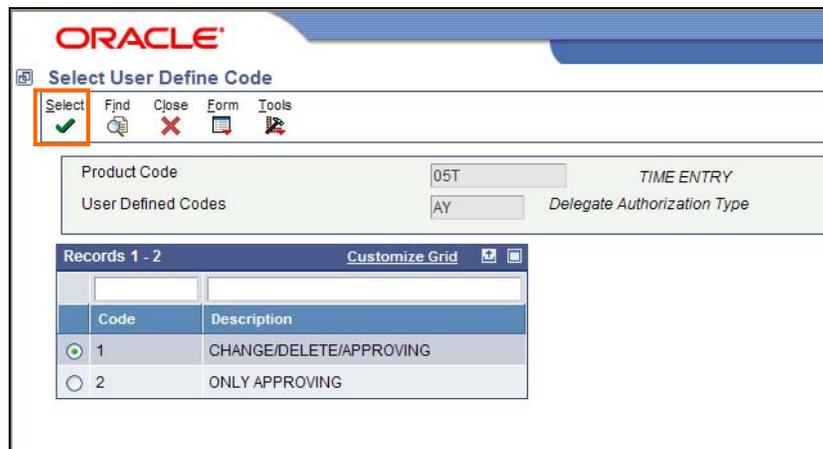
Navigation: Human Resources/Payroll - Agencies > Manager Self Service > Supervisor Time Entry Approval Delegation

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

- 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**.

