

Supervisory User Guide

For Supervisors of:

**Full Time Employees
Hourly & Student Employees**

<https://tlr.spscc.ctc.edu>

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Introduction

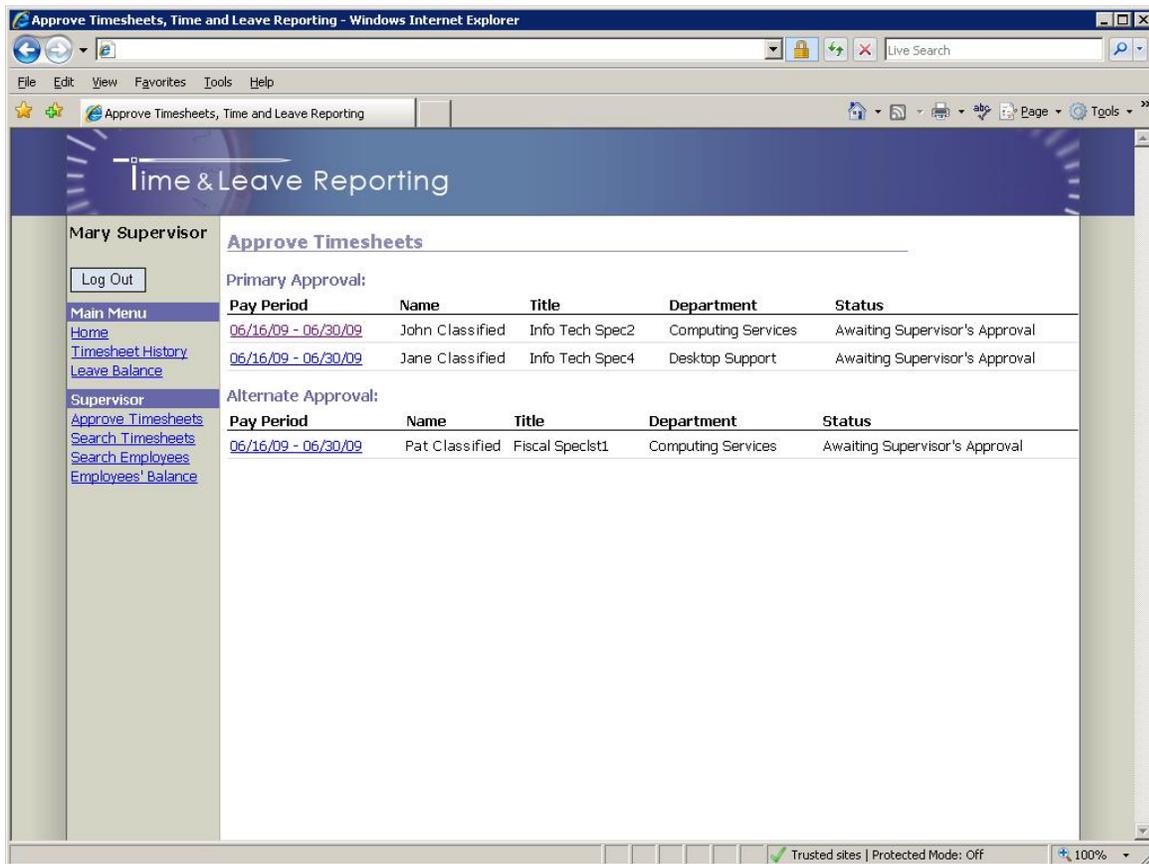
Within Time and Leave Reporting (TLR), Supervisors have unique views and abilities. These include viewing employees' leave balances and approving and rejecting timesheets. Alternate supervisors can take the same actions as the primary supervisor and should only do so when the primary supervisor is absent.

Approving Timesheets

To access the list of all timesheets that need to be approved click on "Approve Timesheets" in the navigation pane on the left. If timesheets are awaiting approval, they will be listed under either Primary Approval or Alternate Approval (**Figure 1**).

- 1. Primary Approval.** These are the timesheets for which you are listed as a primary supervisor. You are expected to approve those timesheets.
- 2. Alternate Approval.** This list contains timesheets for which you are listed as the alternate approver. You do not have to approve these timesheets unless the primary supervisor is unavailable. (Note: The Primary Supervisor and the Alternate Supervisor(s) should discuss how they how they will handle approval.)

Figure 1 - Approve Timesheets



Click on the timesheet you wish to approve. You will be redirected to the Timesheet page.

Approving Timesheets for Full Time Employees

Figure 2 - Timesheet Page

Mary Supervisor

Log Out

Main Menu
Home
Timesheet History
Leave Balance

Supervisor
Approve Timesheets
Search Timesheets
Search Employees
Employees' Balance

Timesheet for 6/16/2009 - 6/30/2009

Status: Awaiting Supervisor's Approval
Name (SID): John Classified (950XXXXXX)
Supervisor(s): Mary Supervisor (Bob AlternateSigner)
Job Title: Information Tech Spec 2
Due Date: 6/28/2009

Type	Avail Bal	Reported	Est New Bal
V	88.00	8.00	80.00
S	50.00	8.00	42.00
W	0.00	72.00	0.00
P	8.00		
X	0.00		

Timesheet
Supervisors: Click on those vacation (V) entries that were not approved at least 24 hours prior to being taken to mark as Not Pre-Approved (NP).

Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
		S - 8	V - 8	W - 8	W - 8	
Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27
	W - 8	W - 8	W - 8	W - 8	W - 8	
Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4
	W - 8	W - 8				

Remarks

I had a doctor appointment the morning of 6/16 and then went home sick for the rest of that day. John Classified
6/26/2009 3:14 PM

Add Remark

Approve Timesheet Reject Comment:

On the Timesheet page (Figure 2) you can review all the information on the timesheet and add remarks if necessary. For instructions on how to add remarks please refer to the document "TLR User Guide – Full Time Employees".

One other option for supervisors is to mark vacation entries (V-8) as "Not Preapproved". Vacations that have not been requested at least 4 hours prior to when the leave is taken are considered "Not Preapproved". Click on a vacation entry to toggle its status:

Timesheet
Supervisors: Click on those vacation (V) entries that were not approved at least 24 hours prior to being taken to mark as Not Pre-Approved (NP).

Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
		S - 8	V - 8	W - 8	W - 8	

Preapproved

Timesheet
Supervisors: Click on those vacation (V) entries that were not approved at least 24 hours prior to being taken to mark as Not Pre-Approved (NP).

Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
		S - 8	V - 8 (NP)	W - 8	W - 8	
			Vacation: 8, Not Pre-approved			

Not Preapproved

Finally, to approve a timesheet click the “Approve Timesheet” button at the bottom of the page or, if you wish to reject that timesheet, click the “Reject” button (Note: comment is required when rejecting timesheets).

<input type="button" value="Approve Timesheet"/>	<input type="button" value="Reject"/>	Comment: <input type="text"/>
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Approving Timesheets for Hourly & Student Employees

There are three different cases for approving timesheets for hourly and student employees which are distinguished by the number of budgets on each individual timesheet.

1. Timesheets with one budget.
2. Timesheets with multiple budgets, but without grants.
3. Timesheets with multiple budgets, one or more of those budgets being a grant budget.

Approving timesheets with one budget

There are no special steps required prior to approving such timesheets as all hours will be assigned to the budget listed for that job. See below for further approval instructions. (**Note:** if the budget information on a timesheet is incorrect, please contact your Payroll department to make necessary adjustments.)

Approving Timesheets with multiple budgets but without grants

Prior to approving this type of timesheet the supervisor is required to specify the distribution of hours worked between the available budgets associated with the timesheet. (**Note:** if the budget information on a timesheet is incorrect, please contact your Payroll department to make necessary adjustments)

To specify the distribution of hours, use the “Budget Allocation” interface located just below the “Remarks” section of the timesheet:

Budget Allocation (17 hours)

Allocate budgets by:

Budget #	Earning Type	Allocation
1480831R00XXXX	(SWS) St W/s	<input type="text" value="0.00"/>
1470831R00XXXX	(STU) Stu Pay	<input type="text" value="0.00"/>

Comment:

1. Select either “percent” or “hours” as a means of allocating the total from the “Allocate budgets by:” dropdown list.
2. Enter the values for the distribution (Note: values must add up to the total number of hours worked or 100%, depending on your allocation choice.)
3. Click the “Approve Timesheet” button.

An error message will appear if any mathematical or other errors occur.

Approving Timesheets with multiple budgets, one or more of those budgets being a grant budget

Per federal mandate, prior to approving such timesheets the supervisor is required to specify the distribution of hours worked between the available budgets on a timesheet, **FOR EACH TIMESHEET ENTRY**. (Note: if the budget information on a timesheet is incorrect, please contact your payroll department to make necessary adjustments.)

To specify the distribution of hours, enter the appropriate values for each budget entry, similar to the example shown below:

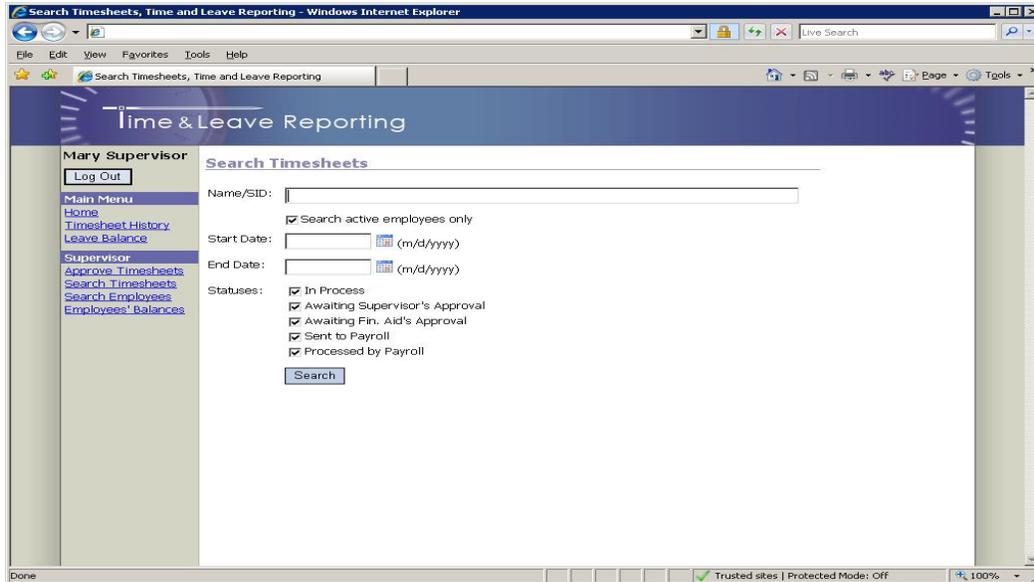
Date	Start Time	End Time	Meal Time	Total Hours	Budgets	
Sun 6/14						
Mon 6/15						
Tue 6/16	7:00 AM	8:00 AM		1 hrs	Budget # 1470831R00XXXX <input type="text" value="1"/> 1490831R00XXXX <input type="text"/>	
Wed 6/17	7:00 AM	9:00 AM		2 hrs	Budget # 1470831R00XXXX <input type="text" value="1"/> 1490831R00XXXX <input type="text" value="1"/>	
Thu 6/18	7:00 AM	9:00 AM		2 hrs	Budget # 1470831R00XXXX <input type="text"/> 1490831R00XXXX <input type="text" value="2"/>	
Fri 6/19	7:00 AM	9:00 AM		2 hrs	Budget # 1470831R00XXXX <input type="text" value="1"/> 1490831R00XXXX <input type="text" value="1"/>	
Sat 6/20						
Regular Hrs:				7 hrs 0 mins		
This week:				7 hrs 0 mins		
Overtime:				0 hrs 0 mins		

After entering values for all timesheet entries click the “Approve Timesheet” button to send the timesheet to Payroll.

Search Timesheets

You may search any of your employee's timesheets using the "Search Timesheets" feature (**Figure 3**), to access that page click on the "Search Timesheets" link in the navigation pane.

Figure 3 - Search Timesheets



You may search by any combination of Name/SID, Start Date, End Date, or Status. (Note: at least one of the following parameters is required; Name/SID, Start Date, or End Date).

Search Employees

Supervisors in charge of full time employees have the ability to search and view employee details, which include work hours (only for overtime eligible employees), current leave balances, and timesheets. To access this information, first click on the "Search Employees" link in the navigation pane. You will be presented with the list of employees under your supervision (**Figure 4**)

Figure 4 - Search Employees



Click on the employee's name to view their employee details. (Figure 5)

Figure 5 - Employee Details

The screenshot shows a web browser window titled "Search Employees, Time and Leave Reporting - Windows Internet Explorer". The page content is as follows:

Time & Leave Reporting

Mary Supervisor
[Log Out](#)

Employee Details
[John Classified](#) << [Select New Employee](#)

Work Schedule (Finalized)

Day	Start	End	Break
Monday	8:00 AM	5:00 PM	60 min.
Tuesday	8:00 AM	5:00 PM	60 min.
Wednesday	8:00 AM	5:00 PM	60 min.
Thursday	8:00 AM	5:00 PM	60 min.
Friday	8:00 AM	5:00 PM	60 min.

Current Leave Balances

Leave Type	Balance	Accrual Rate
(V) Vacation	333.83	10.67
(S) Sick	517.26	8.00
(C) Comp. time	68.50	4.50
(P) Personal holiday	0.00	8.00
(X) Personal Leave	0.00	8.00
(D) Bereavement Leave	0.00	0.00
(L) Leave Without Pay	0.00	0.00

Timesheets

Last 6 Months

Pay Period	Title	Department	Supervisor	Status
07/01/09 - 07/15/09	Info Tech Spec3	Desktop Support	Mary Supervisor	In Process
06/16/09 - 06/30/09	Info Tech Spec3	Desktop Support	Mary Supervisor	In Process
06/01/09 - 06/15/09	Info Tech Spec3	Desktop Support	Mary Supervisor	Processed by Payroll
05/16/09 - 05/31/09	Info Tech Spec3	Desktop Support	Mary Supervisor	Processed by Payroll

Employees' Balances

Supervisors can view their employees' balances by clicking on the "Employees' Balances" link in the navigation pane. This page reflects current balance, accrual rate, employees' anniversary date, and leave expiration month (Figure 6).

Figure 6 - Employees' Balances

The screenshot shows a web browser window titled "Employees' Balance, Time and Leave Reporting - Windows Internet Explorer". The page content is as follows:

Time & Leave Reporting

Mary Supervisor
[Log Out](#)

My Employees' Leave Balance

Name	V (Accrue Rate)	S (Accrue Rate)	C	P	X	N	Expir. Month	Anniv. Date
John Classified	24.00 (+8.00)	24.00 (+8.00)	0.00	0.00	0.00	0.00	April	Apr 21
Jane Classified	75.53 (+9.33)	149.25 (+8.00)	0.00	0.00	0.00	0.00	December	Dec 6

Leave Type Legend:

Employee Type	Leave Types	Description
Classified	C - Compensatory Time Off	To use comp time already on the books.
	V - Vacation	
	S - Sick Leave	Sick Leave
	P - Personal Holiday	
	X - Personal Leave	
	L - Leave Without Pay	
	E - Emergency Leave	Sick Leave
	H - Holiday Pay	Double time pay for working on the Holiday
	B - Standby Pay	Not Used at SPSCC
	Y - Cyclic LWOP Leave	
	O - Overtime	To be paid overtime pay or comp time
	D - Bereavement Leave	Forwarded documentation to HR required.
	M - Military Leave	Forwarded documentation to HR required.
	W - Positive Time	Hours Worked
	G - Life Giving Donation	2 hours of leave (Forwarded documentation to HR required)
	Z - Other Paid Leave	Sick or Vacation
	Q - Professional Leave	Training/Class Time (Forwarded documentation to HR required)
	I - Miscellaneous	Sick, Vacation, Call Back, Misc hours worked. (Detailed remark required)
	R - Release Time	Training/Class Time (Forwarded documentation to HR required)
	J - Civil Duty Leave	Forwarded documentation to HR required.
Exempt	V - Vacation	
	S - Sick Leave	
	P - Personal Holiday	
	L - Leave Without Pay	
	J - Civil Duty Leave	Forwarded documentation to HR required.
	M - Military Leave	Forwarded documentation to HR required.
	D - Bereavement Leave	Forwarded documentation to HR required.
Hourly	No leave capture needs for Hourly Employees	
Student	No leave capture needs for Student Employees	
Volunteer	No leave capture needs for Volunteers	