

# Supervisor Timecard Approval

## Overview

This Process Documentation is to assist with supervisor and alternate supervisor time card approval. **Electronic timecards must be submitted by employees no later than 11:59pm of the Saturday ending each pay period. Supervisors must review, have employees correct if needed, and approve timecards by 12:00pm Monday following the end of each pay period.**

## Step 1

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

### View 1

#### Email Inbox

datatel	03/15/2007	01:35 AM	2,617	Joseph C. Floyd has com
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Email body of text when opened

From: [tjw@datatel.com](mailto:tjw@datatel.com)  
Subject: Joseph C. Floyd has completed the time entry task

Joseph C. Floyd has completed the time entry task. Please review...

## Step 2

Go to the University home page at [www.troy.edu](http://www.troy.edu) and click on Trojan Web Express



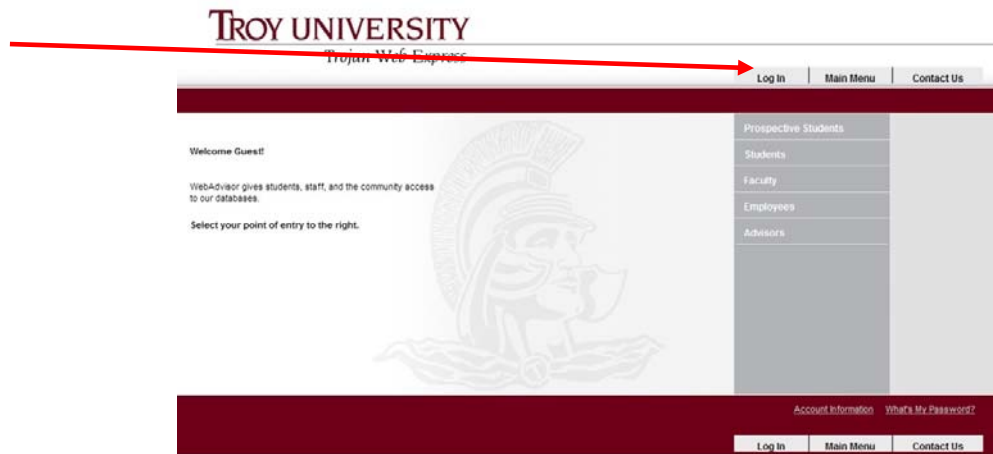
## Step 3

Click on the Continue to Trojan Web Express link.

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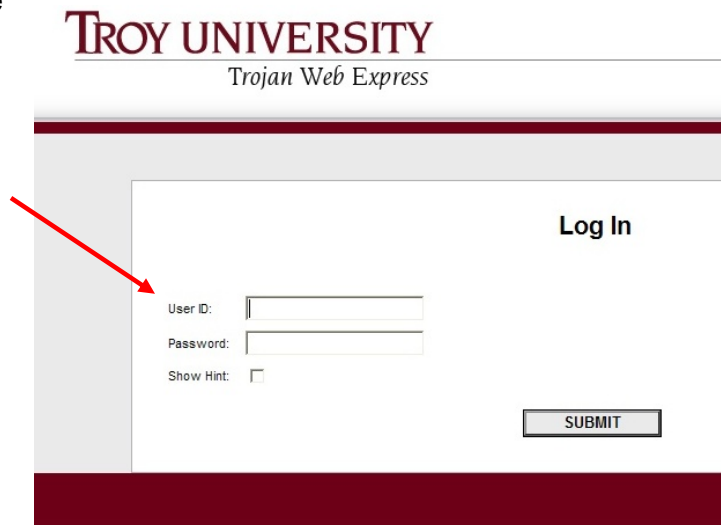
## Step 4

Click on Log In

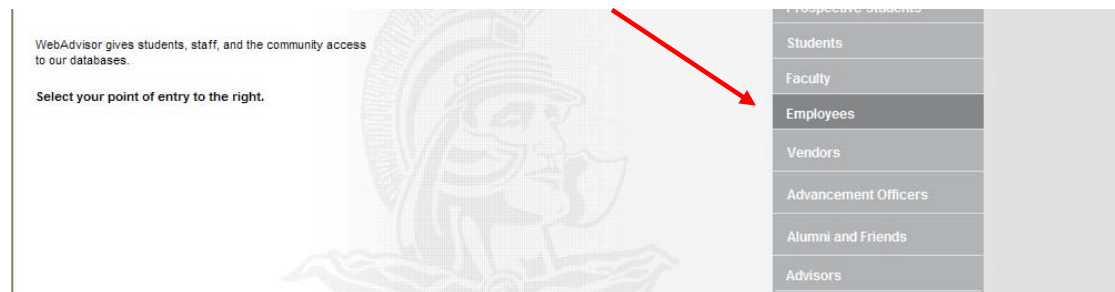


## Step 5

5a. Enter your username and password and then click submit.



5b. Click on Employees



5c. Detail to Time Entry link

### View 5c

[Time approval \(for supervisors\)](#)  
[Employee history \(for supervisors\)](#)

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## 5d. 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.

**View 5d**

Approve time entries on behalf of

Mrs. Leona Aka

## Step 6

6a. The following in View 6a. will be displayed.

**View 6a**

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. Timothy

6b. Click on "Review Entry" for the position you are entering time for.

**View 6b**

Approve    Review Entry

6c. Click on "Submit" to access employee's time card.

**View 6c**

SUBMIT

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## Step 7

7a. The following in View 7 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 7a**

**Time Entry**

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

Leave Type	Leave Balance
Not Applicable	

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

7b. OPTIONAL Click in the box to review Time In and Time Out that the employee

**View 7b**

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

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7c. 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 7c**

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

Leave Type	Leave Balance
Not Applicable	

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"/>

7c. (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 you work in the same job three times in one day.

Example1: The employee worked in the morning, went to lunch, worked in

**View 7c**

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

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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.

## Step 8

8a. OPTIONAL Enter overtime from the prior pay period.

**View 8a.**

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

8b. Verify that time has not been submitted by other supervisors for other positions this employee holds.

**View 8b.**

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

8c. 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 unless special requirements are met (see Human Resources for guidance). Enter those hours in the Overtime hours column for the appropriate day.

**View 8c**

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

## Step 9

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

**View 9**

Employee has electronically signed the time entry as complete Yes

## Step 10

10. 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 10**

Supervisor Decision

Enter E-mail Subject

Reject Approve

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## Step 11

11. 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 11**

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 12

12a. Submit.

**View 12a**

12b. Confirmation appears.

**View 12b**

Confirmation

Thank you for reviewing the time entries

12c. Logout.

**View 12c**

## Step 13

13. 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 13 – 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.