

WTE Supervisor Approval

Overview

This Process Documentation is to assist with supervisor and alternate supervisor time card approval.

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 completed the time entry task
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Email body of text when opened

From: tjw@datatel.com
Subject: Joseph C. Floyd has completed the time entry task

Joseph C. Floyd has completed the time entry task. Please review the time entry to verify that it is correct.

Step 2

2a. In a Browser go to
<http://wa.risd.edu>

2b. Log into WebAdvisor

2c. Click on Employees

View 2a

View 2b

Log In

User ID:

Password:

Show Hint:

View 2c

LOG IN

- Continuing Education
- Prospective Students
- Students
- Faculty
- Employees

2d. Click on Time approval
(for supervisors)

View 2d

Time Entry and Approval

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

2e. 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 2e

Approve time entries on behalf of

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Step 3

3a. The following in View 3a. will be displayed.

View 3a

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

3b. Click on “Review Entry” for the position you are Approving/entering time for.

View 3b

Approve	Review Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>

3c. Click on “Submit” to access employee’s time card.

View 3c

SUBMIT

Step 4

4a. The following in View 4a will be displayed.

As the supervisor or alternate supervisor you have edit privileges to change the employee’s time.

View 4a

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							

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4b. Click in the box to review Time In and Time Out for the employee.

View 4b

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

4c. The following in view 4c displays if you select to view the time in and time out detail for the employee.

As the supervisor or alternate supervisor you have edit privileges to change the employee's time.

View 4c

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"/>

4c. (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 your employee worked in the same job three times in one day. Example1: The employee worked in the morning, went to lunch, worked in 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.

View 4c

Types	Insert Line
<input type="button" value="v"/>	<input type="checkbox"/>
<input type="button" value="v"/>	<input type="checkbox"/>

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Step 5

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

View 5

Employee has electronically signed the time entry as complete Yes

Step 6

6. 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 6

Supervisor Decision

Enter Email Subject

Reject Approve

Step 7

7 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 7

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 8

8a. Submit.

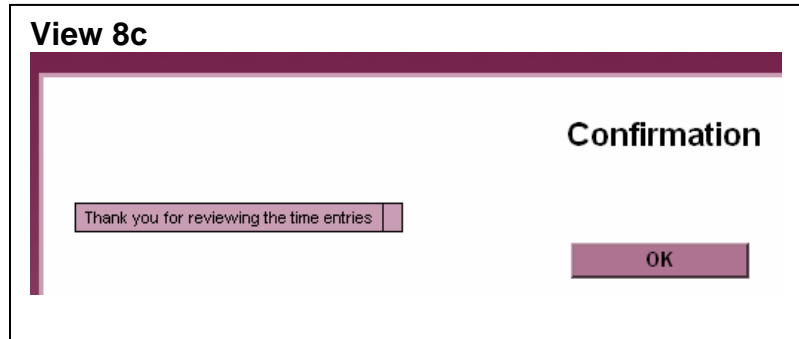
View 8a

8b. Logout.

View 8b

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8c. Confirmation appears.



Step 9

9. An email is sent to the employee

If the time was rejected, watch for another email as in 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.

