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
   Date: 09/30/2017 01:35 AM
   2017 Joseph C. Floyd has completed the time entry task

   Email body of text when opened
   From: tji621001.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
   
   View 2c
   
   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)

   View 2e
   
   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.
Step 3
3a. The following in View 3a will be displayed.

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

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

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.
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

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.
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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.

View 6

Drop down the Supervisor Decision box and select Approve to approve the time card. Select Reject to reject the time card.

Step 7

7. OPTIONAL Complete an email Subject Line and enter comments.

View 7

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.

Step 8

8a. Submit.

View 8a

SUBMIT

8b. Logout.

View 8b

LOG OUT
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8c. Confirmation appears.

View 8c

Confirmation

Thank you for reviewing the time entries

OK

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.

View 9 – The Email Received by the Employee

Email Inbox

date: 03/15/2007  01:05 AM  2:720  Please redo your time for Monday

Email text when opened

From: time@datatel.com
Subject: Please redo your time for Monday

Your supervisor has rejected your times card for Student Worker, SE/Payroll
with periodic 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.