

Supervisor Role – Job Aid

Supervisor Main Menu Overview

Supervisor Main Menu

Employees	Schedule
Certify All	Employee Schedules List View
Select Timesheets	Employee Schedules Grid View
Employee Leave Requests	Schedule Requests
Employee Premium Pay Requests	Shifts

Reports	Delegates/Reassignment
Reports	My Delegates
My Saved and Scheduled Reports	
Adhoc Report Management	

Telework
Employee Telework Requests
Employee Telework Agreements

Continuation of Pay (COP)
COP Events

Emergency Contacts
Employee Contacts

Reports

View available Reports

My Saved and Scheduled Reports

View Reports that have been executed in the background

Adhoc Report Management

Create, save, modify, share and schedule custom reports

Employee Telework Requests

Add and submit, modify, print, or delete employee telework requests

Employee Telework Agreements

Add and submit, modify, delete, approve, deny, terminate, print, or revert telework agreements

COP Events

View employee Continuation of Pay Events

Employee Schedules List View

View a list of schedules of employees assigned to you, and view, submit, approve and edit employee schedules

Employee Schedules Grid View

View a grid of schedules of employees assigned to you, and view, submit, approve and edit employee schedules

Schedule Requests

View, approve, deny and edit employee schedule requests

Shifts

View a list of shifts available for use in employee schedules

My Delegates

View, add or remove delegates

Emergency Contacts

View available Emergency Contact information for employees

Certify All

Display Validated Timesheets ready for Certification

Select Timesheets

View list of assigned employee timesheets & perform tasks on their behalf

Employee Leave Requests

View, approve and deny leave requests

Employee Premium Pay Requests

View, approve and deny premium pay requests

Select Timesheets

- 1 From the Supervisor Main Menu, click on the **Select Timesheets** link.

A list of employees assigned to the supervisor should display.

The default number of employees listed is 25. To display more than the default, select "50" or "100" links at the bottom right of the table.

View

Click on the page numbers or arrows to display additional pages.

Select the links for each column title to sort the list of employees by that column.

For example, select the **Last Name** link to sort the list of employees by last name.

Use the **Pay Period**, **Timesheet Status**, **Organization**, **Delegates for** and **Timesheet Type** dropdown menus to filter the list of employees by any of these criteria. To search for a specific employee, enter their **User ID**, **Last Name**, **First Name**, **Timekeeper** or **Supervisor** in the corresponding text fields. Then, select the **Search** button.

Select the Clear button to reset the search fields.

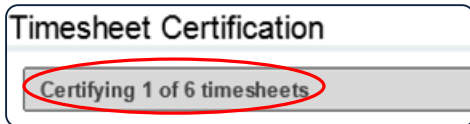
Certify All Timesheets

The Certify All link will automatically gather all of your employee's timesheets that have been Validated, and step you through them, one by one.

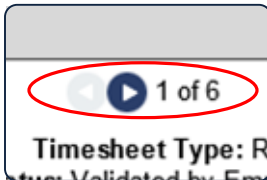
- 1 From the Supervisor Main Menu, click on the **Certify All** link.



The first Validated Timesheet will display. A message will also display indicating that you are Certifying 1 of "X" timesheets, with X being the number of Validated timesheets.



Navigation buttons, allowing you to move from timesheet to timesheet will display in the upper right, and lower right corners of the page.



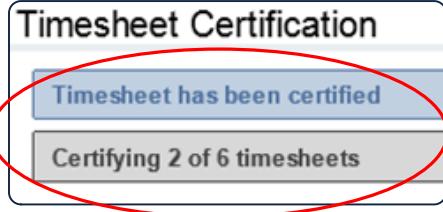
- 2 Review the information on the employee's timesheet, and then scroll to the bottom, and select the **Certify** button.



If, for any reason, you notice an issue with the timesheet, enter a comment in the **Action Comments** field, and select the **Reject/Decertify** button.

Note: A comment/reason is required when you Reject/Decertify a timesheet.

Upon certification, a message will display indicating such, and you will be taken to the next validated timesheet.



- 3 Scroll to the bottom, and select the **Certify** button to Certify the next timesheet.

Timesheets that have been Certified can be Decertified as long as they have the Certified status. Once they have been processed, any edits to a timesheet must be done by the employee's timekeeper through a timesheet correction.

Certify Individual Timesheets

- 1 From the Supervisor Main Menu, click on the **Select Employees** link.

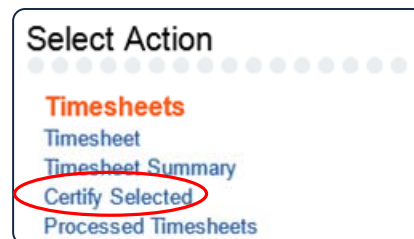
Note: Only timesheets with the status of Validated by Employee or Validated by Timekeeper can be certified.

- 2 Click on the link in the **Pay Period** column for the timesheet to be certified.

	Pay Period	
<input type="checkbox"/>	16 - 2015	Save
<input type="checkbox"/>	16 - 2015	Valid

or

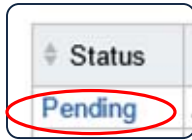
Select the checkbox to the left of the employee name for the desired pay period, and select **Certify Selected** link in the **Select Action** section below the list of employees.



- 3 Review the information on the employee's timesheet, and then scroll to the bottom, and select the **Certify** button.

Approve/Deny Leave Requests

- 1 From the **Supervisor Main Menu**, select the **Employee Leave Requests** link.
- 2 From the **Leave Requests** page, select the Status link of the Leave Request you wish to view



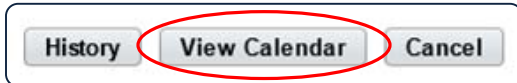
- 3 Review the request and click the **Approve** button to approve or click the **Deny** button to deny the request.

*Note: If denying the request, provide a reason for the denial in the **Approver Comments** field.*

View Employee Leave Calendar and History

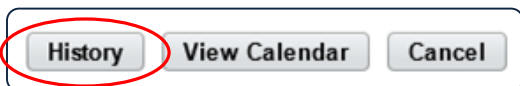
The Employee Leave Calendar allows supervisors to see all submitted, approved and denied leave requests for the employees assigned to them. Supervisors can also view individual days to more effectively manage employee leave requests.

- 1 From the **Supervisor Main Menu**, select the **Employee Leave Requests** link.
- 2 Click the **View Calendar** button.



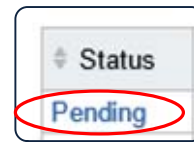
Leave Requests can be viewed from the Calendar View by selecting their links.

- 3 Select the **Cancel** button to return to the Leave Requests page.
- 4 Select the **History** button to view Approved and Denied leave requests from earlier pay periods.



Approve/Deny Premium Pay Requests

- 1 From the **Supervisor Main Menu**, select the **Employee Premium Pay Requests** link.
- 2 From the **Premium Pay Requests** page, select the Status link of the Leave Request you wish to view.



- 3 Review the request and click the **Approve** button to approve or click the **Deny** button to deny the request.

*Note: If denying the request, provide a reason for the denial in the **Approver Comments** field.*

View, and Approve Employee Schedule Requests

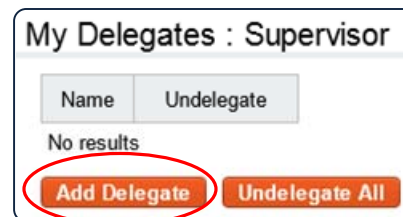
- 1 From the **Supervisor Main Menu**, select either the **Employee Schedules List** or **Grid View** link.
- 2 Select the link for the Employee whose schedule you wish to view or modify.

To view an existing schedule, select the schedule name link from the **Schedule Assignment** page.

- 3 Select the **Approve** or **Reject** button to act on the Request.

Delegate Supervisor Role

- 1 From the **Supervisor Main Menu**, select the **My Delegates** link.
- 2 Select the **Add Delegates** button.



- 3 Select the checkbox next to the supervisor(s) to whom you wish to assign as a delegate.
- 4 Select the **Select Checked Users** button.



Note: Use the user name search field to narrow the list of supervisors displayed. Type the user name and click Search.

To remove your delegates, select "X" next to their name. To remove all delegates, select the **Undelegate All** button.

Manage Employee Telework Agreements

- 1 From the **Supervisor Main Menu**, select the **Telework Agreements** link.
- 2 From the **Telework Agreements** page, select the Status link of the Agreement you wish to view.



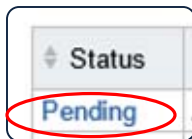
- 3 Review the Agreement and click the **Approve** button to approve or click the **Deny** button to deny the request.

Supervisors can make changes to the Agreement, and then Submit, and Approve the Agreement.

Supervisors can also Add a New Agreement by selecting the button and completing the form on their employee's behalf.

Approve/Deny Telework Requests

- 1 From the **Supervisor Main Menu**, select the **Telework Requests** link.
- 2 From the **Telework Request** page, select the Status link of the Leave Request you wish to view.



- 3 Review the request and click the **Approve** button to approve or click the **Deny** button to deny the request.

*Note: If denying the request, provide a reason for the denial in the **Approver Comments** field.*