Supervisor Main Menu Overview

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

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, 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

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.

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.

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.

   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.

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

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.

   *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.*