



ExecuTime Supervisor Actions Manual

ExecuTime-Supervisor Actions

To access Supervisor Actions menu, please click on Supervisor Action tab.



Following Selections are available under this tab:

- a. Dashboard
- b. Employee Time Summary
- c. Manage Time-Off
- d. Employee Time Maintenance
- e. Who is here?
- f. Time Approvals

a. Dashboard

Information – Will show you any messages that have been posted within ExecuTime.

Current Statistics – Will show you the number of Time Cards needing approval as well as any Pending Time Off requests.

Set Who is Here Status – This will let you see the status of the employee who are here. Please make sure you uncheck the box next to your name on the top left hand corner of this screen.

The screenshot displays the ExecuTime Software Dashboard. At the top, the ExecuTime logo is on the left, and navigation icons for Employee Actions, Supervisor Actions (highlighted with a red box), and Reporting are in the center. On the right, there are icons for settings, a lock, and a user profile, along with a 'Sign out' button and a welcome message: 'Welcome Sally Supervisor 3/02/2014 11:10:55 AM'.

The dashboard is divided into three main sections:

- Information:** Contains a 'Today's Messages' section with a message: 'Welcome to ExecuTime!'.
- Current Statistics:** Displays two statistics:
 - Time Cards Needing Approval : Supervisor : 1
 - Pending Time Off Requests : 16
- Set Who is Here Status:** Shows a status for 'Joe Hourly's availability status is : Clockd in'.

On the left side, there is a sidebar menu with the following options: Employee Time Summary, Manage Time-Off, Manage Hours Request, Employee Time Maintenance, Who is Here?, Transaction Audit, Approval Audit, and Time Approvals. The 'Who is Here?' option is highlighted with a red circle.

b. Employee Time Summary

EXECUTIME SOFTWARE

Employee Actions Supervisor Actions Reporting

Welcome Sally Supervisor
10/15/2014 11:51:01 AM

Sign out

Employee Time Summary

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 01 Viewing Pay Period: 10/13/2014 - 10/26/2014

Details	Violations	Employee	Supervisor	Employee	Employee ID	Position	Type	Regular	Overtime	Benefits	Deduction	Other	Amount	Total
Q	!	!	!	Hourly, Joe			NONEXMPT	24.00	18.00	0.00	(0.00)	0.00	0.00	42.00
Q	✓	!	!	Supervisor, Sally			Non-Exempt No Clocking	21.00	0.00	0.00	(0.00)	0.00	0.00	21.00

1. The **Employee Time Summary** screen allows the supervisor the ability to view all their employees in one location. You can see the total hours worked, who has signed off of their timecard and if there are any rules violations.
2. **Violations**— A **green checkmark** in the Violations column indicates there is no Rule violation. A **red exclamation mark** indicates there is a Rule violation and if you hover over it the details of the violation will be displayed.
3. **Approvals** – A **green checkmark** indicates the timecard has been approved and a **red exclamation mark** indicates the timecard has not been approved.

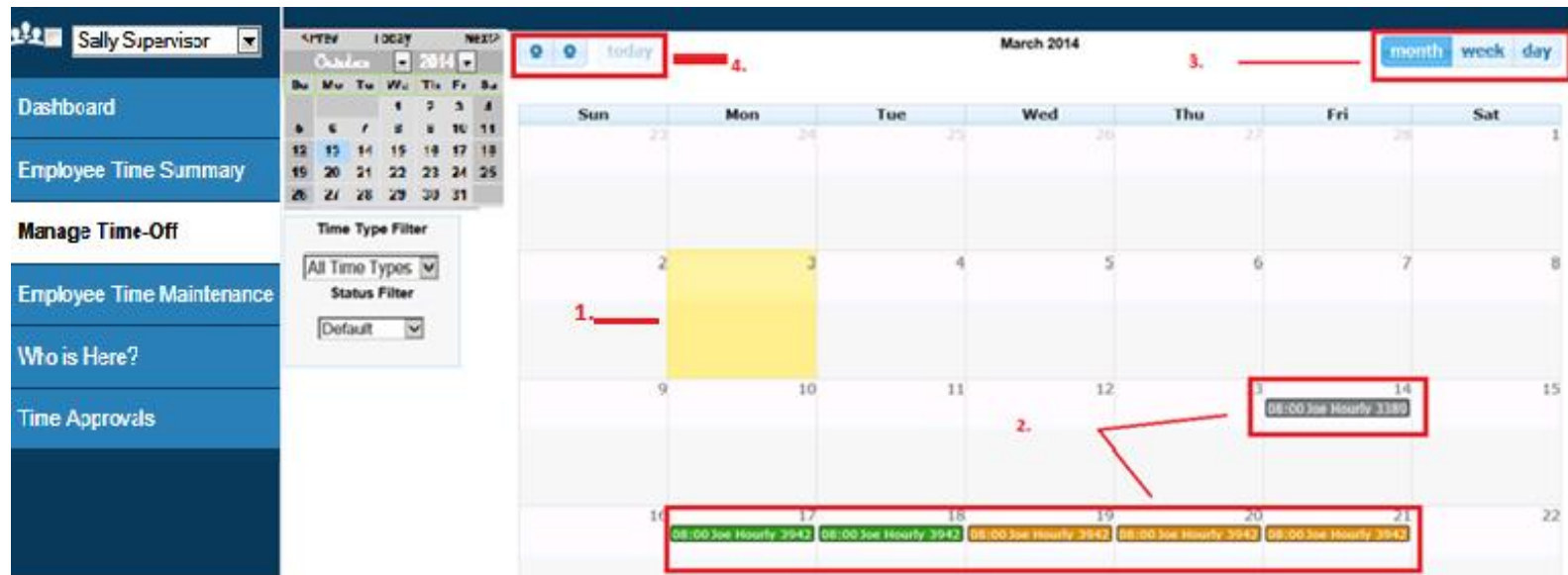
c. Manage Time-Off

The screenshot displays the 'Manage Time-Off' interface. On the left is a sidebar with navigation links: Dashboard, Employee Time Summary, Manage Time-Off (highlighted), Employee Time Maintenance, Who is Here?, and Time Approvals. The main area is titled 'Time-Off Request' and includes a user dropdown set to 'Sally Supervisor'. Below this, there are filters for 'Pay Period' (All) and 'Time Frame' (12/02/2013 to 03/31/2014), with 'Apply' and 'Calendar' buttons. A table lists time-off requests with columns for Actions, Balance, Employee Id, Name, Date, Duration, Type, Comment, Status, and Creation Date. The table contains seven rows of requests for 'Hourly, Joe'. Red annotations with numbers 1 through 5 point to specific features: 1 points to the 'Manage Time-Off' link; 2 points to the 'Time Frame' date range; 3 points to the 'Showing 50 per page' dropdown; 4 points to the 'Edit' (pencil icon) and 'Delete' (minus icon) buttons in the 'Actions' column; and 5 points to the 'Calendar' button. At the bottom, there is a 'Comment' field and three buttons: 'Approve', 'Decline', and 'Reset To PENDING'.

Actions	Balance	Employee Id	Name	Date	Duration	Type	Comment	Status	Creation Date
<input type="checkbox"/>	✓		Hourly, Joe	12/16/2013	8.00	3942 (VACATION REQUEST)		Approved	12/06/2013 10:35 AM
<input type="checkbox"/>	✓		Hourly, Joe	03/14/2014	8.00	3389 (SEMI EXCUSED)	Dr. Appt	Declined	03/03/2014 05:29 AM
<input type="checkbox"/>	✓		Hourly, Joe	03/17/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Approved	03/03/2014 05:28 AM
<input type="checkbox"/>	✓		Hourly, Joe	03/18/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Approved	03/03/2014 05:28 AM
<input type="checkbox"/>	✓		Hourly, Joe	03/19/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Pending	03/03/2014 05:28 AM
<input type="checkbox"/>	✓		Hourly, Joe	03/20/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Pending	03/03/2014 05:28 AM
<input type="checkbox"/>	✓		Hourly, Joe	03/21/2014	8.00	3942 (VACATION REQUEST)	Fishing Trip	Pending	03/03/2014 05:28 AM
<input type="checkbox"/>	✓		Hourly, Joe	03/28/2014	8.00	3372 (SEMI WORKER'S COMP)		Approved	03/03/2014 05:28 AM

1. The **Manage Time Off** page allows you to easily approve and view time off requests put in by the employees you have access to. From this screen you can approve, decline, or reset a request to a pending status. You can select multiple records by checking the box next to the transactions you want to approve, decline or reset to pending.
2. If there are too many records displayed, you can set a filter to view specific information by changing the dates and selecting Apply.
3. To modify a time off request select the "Edit" option next to the request to be changed. Once you've made the necessary changes to the time off request select "Save".
4. To Delete a time off request select the "Delete" option next to the request.
5. Another method to Manage time-Off by using the Calendar.

Using Calendar to Manage Time-Off



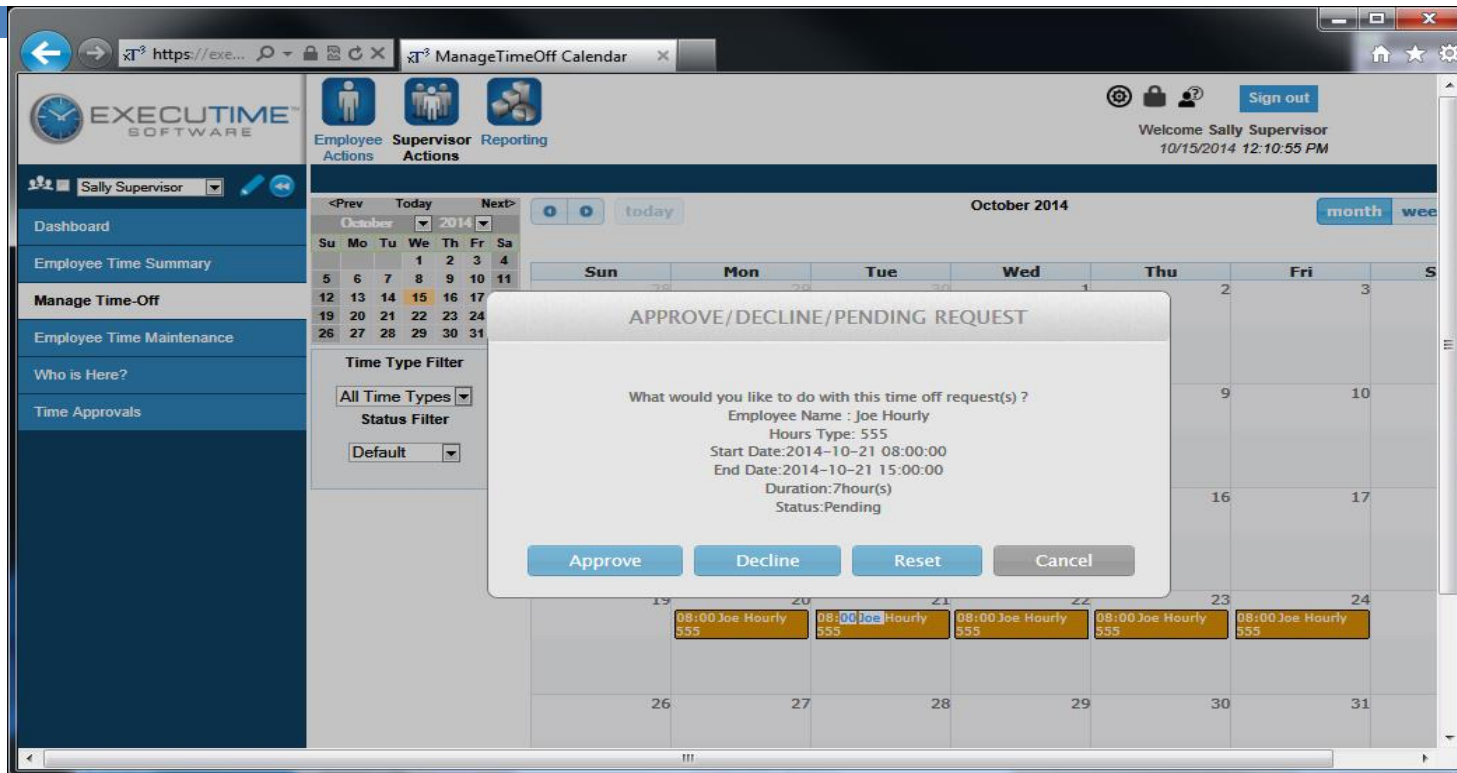
Clicking on **Calendar** will display this screen.

The Calendar Menu provides the ability to approve, decline, or reset time off requests to a pending status. Hovering over any entry on the calendar will show you specific information pertaining to that entry, including when it was submitted, what dates it is for, how much time was requested, and what type of entry it is.

1. Current day is always highlighted in **yellow**.
2. The calendar has three specific colors for entries. **Green** for approved, **grey** for declined and **orange** for pending.
3. The calendar can be changed from a daily, weekly, or monthly view. This can be done by clicking the corresponding buttons.
4. To change the month, select the single arrows at the top of the calendar.

Note: Calendar only reflects current and future time. Once processed, it is removed from the calendar.

Using Calendar to Manage Time-Off (Cont'd...)



Approving and Declining Requests

1. You can review, approve, decline, or reset a time off request to pending status using the Calendar.
2. Select the entry by clicking on the employee's name in the calendar view. All entries associated with that time off request will be automatically selected, and highlighted. So if an employee requests four days of vacation time, you only have to select one to approve all of them. If you would like to approve two of those days, and decline the other two, it cannot be done using Calendar and must be done via Manage Time-Off screen. You can access this screen by simply clicking on the "Manage Time Off"
3. Select Approve, Decline or Reset to perform the desired operation. The color of the entries will update to reflect the new status automatically (green for approved, grey for declined and orange for pending).

d. Employee Time Maintenance

















Employee Time Maintenance

CURRENT PERIOD PREVIOUS PERIOD


Data displayed for: Hourly, Joe

Pay Period: 10/13/2014 - 10/26/2014

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
24.00	18.00	0.00	(0.00)	-0.07	0.00	0.00	42.00

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift	PCN	Position	Position Schedule	Comments
 	 	Mon	10/13/2014	15:47	00:00	IO	8.25	0.00	8.25	8.25	0.00					
 	 	Tue	10/14/2014	00:00	00:00	IO	24.00	0.00	24.00	32.25	0.00					
 	 	Wed	10/15/2014	00:00	09:51	IO	9.75	0.00	9.75	42.00	0.00					
 	 	Wed	10/15/2014	09:52		IO	0.00	0.00	9.75	42.00	0.00					

Add New Time Entry Add New Clock In/Out Entry

Employee Time Maintenance - This screen displays the same information as the Time Card Inquiry screen under Employee Actions. They are both Time Cards for each pay period however this is where you will edit, delete or add transactions on an employee's timecard. You will be able to make changes to the timecard in the previous period until the time is exported to payroll. To modify a transaction you will select the "Edit"  option next to the transaction that needs to be modified. You also have the option to "Add a new clock in/out entry" & "Add a new time entry".

Note: "Add New Time Entry" is for leave request only. "Add New Clock In/Out entry" is for clock adjustments.

No adjustments should be made to a time card without the receipt of a signed ExecuTime correction form from the employee.

Note: Please be sure to add a comment on any adjustment.

Employee Time Maintenance (Cont'd...)

Add Clock In/Out Entry

Sally Supervisor

Dashboard

Employee Time Summary

Manage Time-Off

Employee Time Maintenance

Who is Here?

Time Approvals

In	03/03/2014	06:20	(hh:mm)
Out	03/03/2014	06:20	(hh:mm)
Department	Test Department (Department for admin and test users)		
Location	Outpost (Outpost)		
Shift			
Position			
Type	IO (Clock In/Out)		
Account Number			
3. Comment			
Override Schedule Violations	<input type="radio"/> yes <input checked="" type="radio"/> no		

4. Save Reset Back

“Edit” or “Add a new clock in/out entry”

1. Select the date for the transaction from the calendar.
2. Enter or edit the Clock in/out time.
3. Add a comment if applicable. The comment field is not mandatory.
4. Select Save

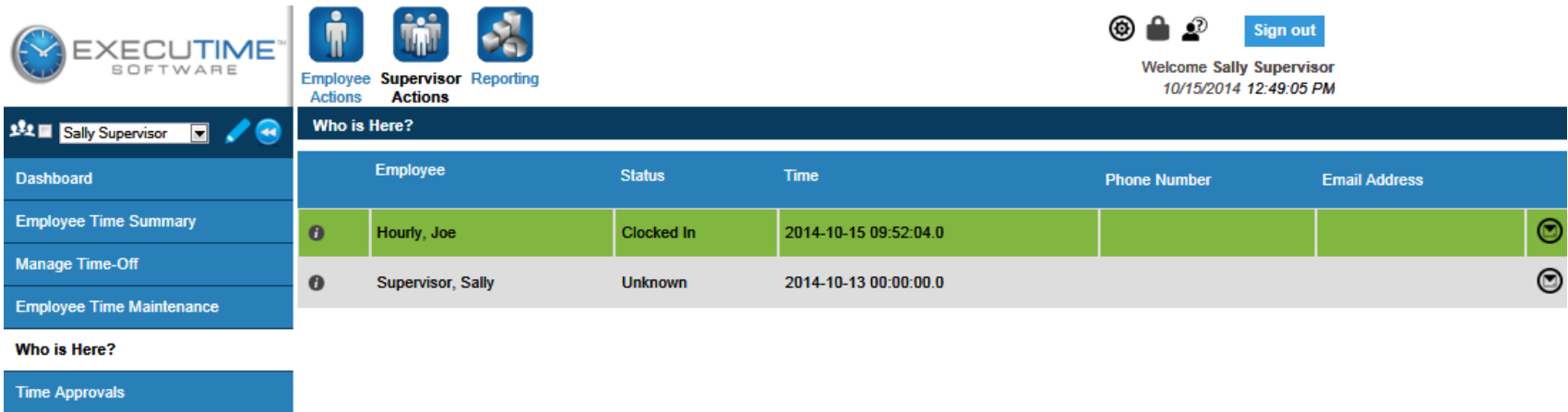
Employee Time Maintenance (Cont'd...)

The screenshot shows the 'Add Time Entry' form. The left sidebar contains the following menu items: Dashboard, Employee Time Summary, Manage Time-Off, Employee Time Maintenance, Who is Here?, and Time Approvals. The main form fields are: Type (dropdown menu), Department (Test Department), Location (Outpost), Shift, Position, Account Number, Start Date (03/03/2014), Start Time (08:00), End Date, Hours Per Day (0.00), and Comment. Red arrows and numbers 1 through 5 indicate the steps for adding a new time entry: 1. Select Type, 2. Enter Start Date and Start Time, 3. Enter End Date and Hours Per Day, 4. Enter Comment, and 5. Click Save.

Add a new time entry (for leave time requests only)

1. Select the correct Time Entry Type from the drop down menu.
2. Enter the start and end date. If the transaction is for one day only you can leave the end date blank.
3. Enter Hours Per Day.
4. Enter a comment if needed. This field is not mandatory.
5. Select Save

e. Who Is Here



EXECUTIME™ SOFTWARE

Employee Actions Supervisor Actions Reporting

Welcome Sally Supervisor
10/15/2014 12:49:05 PM

Sign out

Sally Supervisor

Who is Here?

	Employee	Status	Time	Phone Number	Email Address	
i	Hourly, Joe	Clocked In	2014-10-15 09:52:04.0			🔍
i	Supervisor, Sally	Unknown	2014-10-13 00:00:00.0			🔍

Who is Here?

Time Approvals

1. The **Who is Here** menu option provides the supervisor the ability to see all their employees and their current status.
2. If you have phone numbers and email addresses stored in Executime you will see them on this screen as well.

f. Time Approvals

Time Approval

Data displayed for:

Pay Period: 03/03/2014 - 03/09/2014

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
9.70	0.00	0.00	0.00	(0.00)	0.02	0.00	0.00	9.70

1.
 2.

Regular Time	Employee	Supervisor	Payroll	Director
9.70				

Actions	Approve All	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position	Schedule	Account Number	Comment	Employee	Super
	<input checked="" type="checkbox"/>		Mon	03/03/2014	05:19	15:00	IO (Clock In/Out)	9.70	0.00	9.70	9.70	0.00						

Time Approvals– This is where you will approve your employee’s timecards.

1. You will navigate to Previous Period. Once you have reviewed the employee’s time and everything looks correct you will enter your initials in the approval box and select “Approve”.
Note: If you are on leave, please ensure that your backup approves your employee(s) timecard by Monday after payday.
2. If you have more than 1 employee you can select the “Approve and Next” button. This will approve the current timecard and bring up the next timecard to be approved.
3. If you have a timecard you have a question on and you are not ready to approve you can skip the approval process by using the back or forward arrows on either side of the employees name. Once you have resolved the issue you can come back to the timecard and approve it.
4. You can only edit until time has been exported to payroll.

☞ You can find most up-to-date manuals on College's S drive at:

S:\Committee - BiTech\ExecuTime\Training\Phase2 Training\ExecuTime Supervisor Training\PDF files

☞ Handouts are located on College's S drive at:

S:\Committee - BiTech\ExecuTime\Training\ExecuTime Training Handouts

Questions/Concerns

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For any overtime/Comp-time related inquiries
please email HR at ckillebrew@camdencc.edu