



Quick guide to ExecuTime Supervisor Actions

Log In:

To login you must have a valid User ID and Password.

<https://executime.camdencc.sungardpsasp.com:7021/ExecuTime/Index.do>

Time-Off Request for yourself:

The *Time-Off Request* menu provides the ability to request benefit time. All available benefit options will be presented in a drop down list; this box will only show you types that you have available.

- To complete a request for time off select *Time-Off Request* from the *Employee Actions* menu.
- Press the green plus sign.
- Select the desired time type from the “**Benefit Type**” drop down box.
- Either key in the “**Start Date**” and “**End Date**” or click on the **CALENDAR** icon to choose the desired dates.
- If no end date is specified it will be recorded as a single day transaction for the date specified in the “**Start Date**” field.
 - **Note:** All days between the start and end date will be included. **This does include weekends.**
- Identify the number of benefits hours to be used **PER DAY**.
- The “**Comment**” field is optional unless otherwise specified by your Supervisor.
- Click on the “**Save**” option with the left mouse button.
- If a mistake was made you can simply click on the “**Edit**” or “**Delete**” option from the employee “**Time-Off Request**” screen and select the add request option to step through the process again.

Please note: you can only edit or delete entries that are in a status of *pending*. A Supervisor can edit a request that is Approved or Declined through the *Manage Time Off* menu.

Manage Time-Off for an employee:

The *Manage Time Off* page allows the ability to easily approve and view time off requests put in by employees. From this screen you can approve, decline, or reset a request to a pending status. Additionally, the ‘**Pending Only**’ checkbox will result in viewing only requests in a status of pending.

- To approve or decline time off requests select *Manage Time Off* from the *Supervisor Actions* menu.
- Ensure that the box on the left-hand side of your name is unchecked
- Select the “**Time Frame**” that you want displayed; Click “**Apply**”
- Place a check mark in the box to the left of the request you want to process.
- Select your desired option: **Approve**, **Decline**, or **Reset to “PENDING”**

Jury Duty/Military service/Bereavement Leave: Employees will request time-off through ExecuTime. Supporting documents will need to be submitted to the Office of Human Resources for verification.

Please note: a GREEN CHECK MARK in the Balance column indicates that the amount of time requested is available to the employee. If you see the RED STOP icon, this indicates that the employee exceeds the balance available.

Cancel/modify an approved time-off request:

- To cancel or modify an approved time off requests select *Manage Time Off* from the *Supervisor Actions menu*.
- Ensure that the box on the left-hand side of your name and the “**Pending Only**” box is unchecked
- Select the “**Time Frame**” that you want displayed; Click “**Apply**”
- Place a check mark in the box to the left of the request you want to cancel/modify and click on “**Reset to PENDING**”
- The **pencil** (edit button) and **red stop sign** (delete button) will re-appear next to the request.
- At this point you can edit or delete the request or have the employee edit or delete the request.

Time Approvals for yourself:

The *Time Approval* menu provides employees with the ability to review and approve their time prior to submitting to payroll. The initials entered in this screen are considered a digital signature for record purposes. Approvals can be completed on a line-by-line basis or all at once. Employees can also utilize this screen to see when/if the supervisor has approved the transactions or made any comments.

- To review and approve time transactions select *Time Approval* from the *Employee Actions* menu.
- Press either the “**CURRENT PERIOD**” if approving before a pay period has ended or the “**PREVIOUS PERIOD**” tab if approving after a pay period has ended.
- Review your timecard to ensure all information is accurate. If any of the entries appear inaccurate you will need to complete an **EXECUTIME CORRECTION FORM** and submit it to your supervisor to make required adjustments. The form can be found at S:\Dept. - Human Resources\ExecuTime.
- Check the box next to each entry you would like to approve or select the “**All**” box
- Key in your initials, and click the “**Approve**” option.

Please note: when you approve your timecard, your initials will be populated in the Employee column. The Supervisor column will not be populated until a supervisor approves your time card. If any of these entries appear inaccurate they can be changed by a supervisor. **DO NOT APPROVE YOUR TIME CARD UNLESS IT IS CORRECT.**

Time Approvals for an employee:

The *Time Approvals* menu is provided to review and approve an employee's time records prior to submitting to payroll. Approvals can be completed on a line-by-line basis or all at once.

- To review and approve time transactions select *Time Approvals* from the *Supervisor Actions menu*.

- Ensure that the box on the left-hand side of your name is unchecked
- Press either the “**CURRENT PERIOD**” if approving before a pay period has ended or the “**PREVIOUS PERIOD**” tab if approving after a pay period has ended.
- Select the employee from the Employee drop down
- Review the employee’s timecard to ensure all information is accurate. If any of the entries appear inaccurate have the employee complete an **EXECUTIME CORRECTION FORM** and submit it to you so that you can make the required adjustments.
- Check the box next to each entry you would like to approve or select the “**All**” box and key in your initials.
- Click the “**Approve and Next**” button. The next time card needing approval will appear.
- To skip a timecard, click on the left arrow (<) or right arrow (>) located next to the “**Employee**” name.

Editing Your Employee’ Timecard:

As a supervisor of non-exempt employees you may on occasion need to assist your employee by making adjustments on their timecard since they are not authorized to make adjustments to their own time. Before any adjustments are made the employee will need to complete an **EXECUTIME CORRECTION FORM**. DO NOT MAKE ANY ADJUSTMENTS TO AN EMPLOYEE’S TIMECARD WITHOUT FIRST RECEIVING THIS FORM. The form can be found at S:\Dept. - Human Resources\ExecuTime.

- Select *Time Approvals* from the *Supervisor Actions menu*
- Press either the “**CURRENT PERIOD**” if making an adjustment before a pay period has ended or the “**PREVIOUS PERIOD**” tab if making an adjustment after a pay period has ended.
- Select the employee from the Employee drop down
- Click on the **pencil** (edit button) next to the line item you need to make an adjustment to
- The “**Edit Clock In/Out Entry**” page will appear
- Make the required adjustments to the employee’s time (**Please note:** time must be entered in “military” time. For example, 1:45 p.m. is 13:45)
- Enter an explanation for the adjustment to the employee’s time in the “**Comment**” field
- Click on the “**Save**” option when completed.

Important Information:

Employees requesting a Floating and/or Birthday holiday during the summer schedule:

If an employee requests a Floating and/or Birthday holiday during the summer schedule, they must submit 2 separate requests for the same day:

- If they are an 7 hour employee who works 8.5 hour days during the summer schedule, they would:
 - Request 7 hours “**Birthday/Request Time Off**” or “**Floating Holiday/Request Time Off**” from the “**Benefit Type**” drop down.
- And-
- Request 1.5 hours of “**Hour Adjustment**” from the “**Benefit Type**” drop down.

- If they are an **8** hour employee who works **10** hours days during the summer schedule, they would:
 - Request 8 hours “**BirthDay/Request Time Off**” or “**Floating Holiday/Request Time Off**” from the “**Benefit Type**” drop down.

-And-

- Request 2 hours of “**Hour Adjustment**” from the “**Benefit Type**” drop down.

Please note: The Benefit Type “Hour adjustment” will not affect any leave time balances.

Permanent Part-Time Employees - Cancellations/holidays:

If a college holiday or class cancellation **falls on a day that a permanent part-time employee is regularly scheduled to work**; they will need to submit a time-off request in ExecuTime in order to get paid for those hours. As information, here are the steps that the employee will take to complete the time-off request:

- To complete a request for a holiday, select *Time-Off Request* from the *Employee Actions* menu.
- Press the green plus sign.
- Select “**Holiday pay ccc**” from the “**Benefit Type**” drop down box.
- Either key in the “**Start Date**” and “**End Date**” or click on the **CALENDAR** icon to choose the desired date(s). If no end date is specified it will be recorded as a single day transaction for the date specified in the “**Start Date**” field.
- Identify the number of benefits hours to be used **PER DAY**.
- In the “**Comment**” field, they should type in the name of the holiday that is being requested, i.e., “Memorial Day”
- Click on the “**Save**” option with the left mouse button.

- To complete a request for a day that the College canceled classes, select *Time-Off Request* from the *Employee Actions* menu.
- Press the green plus sign.
- Select “**Hour Adjustment**” from the “**Benefit Type**” drop down box.
- Either key in the “**Start Date**” and “**End Date**” or click on the **CALENDAR** icon to choose the desired date(s).
- If no end date is specified it will be recorded as a single day transaction for the date specified in the “**Start Date**” field.
- Identify the number of benefits hours to be used **PER DAY**.
- In the “**Comment**” field, type in “Classes Cancelled”
- Click on the “**Save**” option with the left mouse button.

Note: If a College holiday or class cancellation falls on a day that a permanent part-time employee is regularly scheduled off; they are not entitled to be paid.