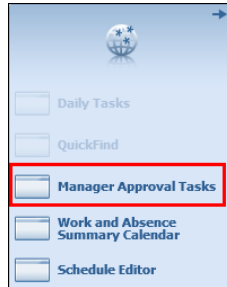


# Reviewing and Approving Timecards for Supervisors

For instructions on managing time as an employee, visit the Clemson University Kronos Information page:  
<http://www.clemson.edu/employment/payroll/kronos/index.html>

## Access the Manager Approval Tasks Wizard

- 1 Click **Manager Approval Tasks** from the Related Items pane.



**Note:** Use the Manager Approval Tasks wizard to manage time off requests, review and correct employee exceptions, review pay period totals and approve employee timecards for the previous pay period.

## Step 1: Manage Time-off Requests

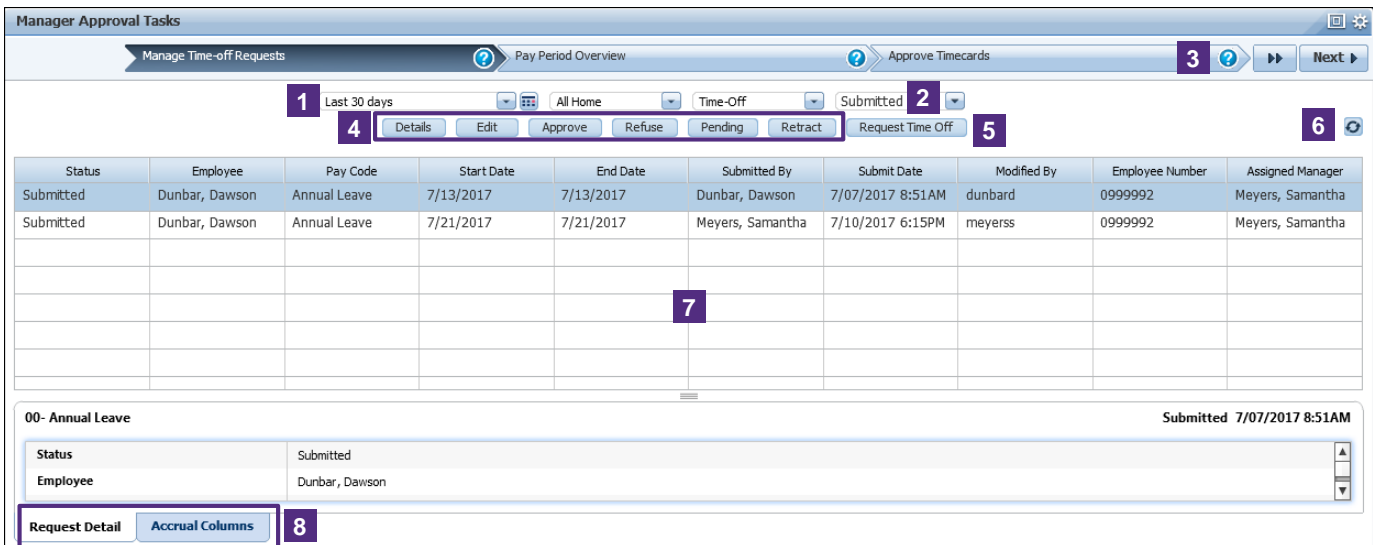
**1** **Time Period & Employee Group**  
Determines the time period and employee group to review.

**2** **Request Status**  
Filters the requests that display by their status.

**3** **Help**  
Displays instructions for the process step selected.

**4** **Request Actions**  
Enables you to perform actions related to processing requests.

**5** **Request Time Off**  
Request time off on behalf of an employee.



Status	Employee	Pay Code	Start Date	End Date	Submitted By	Submit Date	Modified By	Employee Number	Assigned Manager
Submitted	Dunbar, Dawson	Annual Leave	7/13/2017	7/13/2017	Dunbar, Dawson	7/07/2017 8:51AM	dunbard	0999992	Meyers, Samantha
Submitted	Dunbar, Dawson	Annual Leave	7/21/2017	7/21/2017	Meyers, Samantha	7/10/2017 6:15PM	meyerss	0999992	Meyers, Samantha

**6** **Refresh**  
Updates the information in the workspace with the most current data.

**7** **Workspace**  
Displays the details of the request submitted by the employee including status of the request, employee name, pay code and start and end date for the request.

**8** **Tabs**  
**Request Detail** - Displays all the information contained in the workspace plus employee demographic information such as the employee's home department, primary labor account, badge number, etc.  
**Accrual Columns** - Displays the employee's leave accrual balances and activity by leave type. Use this tab to verify the employee has enough leave to accommodate his or her time-off request.

**Note:** Once all time off requests have been managed, click **Next** to advance to the next step in the wizard.

# Reviewing and Approving Timecards for Supervisors

## Step 2: Pay Period Overview

- 1** **Time Period & Employee Group**  
 Determines the time period and employees that display in the workspace.
- 2** **Help**  
 Displays instructions for completing the specific step within the wizard.
- 3** **Action Buttons**  
 Perform actions on employees selected in the workspace.
- 4** **Refresh**  
 Updates the information in the workspace with the most current data.
- 5** **Share**  
 Print or Export the information within the genie.

**Manager Approval Tasks**

← Prev
Manage Time-off Requests
Pay Period Overview
Approve Timecards
Next ▶

Loaded 4: **1** Previous Pay Period All Home and Transferred Edit

Select All Rows
Column Selection
Filter
Timekeeping
Approval
Schedule
**3**

**4** Refresh
**5** Share
**6** Go To

Person Name	Employ...	Missing Punch	Unexcused Absence	Early In	Late In	Early Out	Late Out	Total Wo... Paid Hours	Total Ear... Comp Hours	Total Le... Paid Hours	Total Le... Non-Paid H	Total Ap... Overtime	Total Ap... OT Annual	Gran...
Brown, Jordan	071190		✓					7:00						
Dunbar, Dawson	0999992		✓		✓			38:00		30:00				
Gomez, Vivienne	099993													
Jackson, Kimberly	099994													
Meyers, Samantha	0999991									7:30				
Morris, Nate	0999910									7:30				
Pek, Jee Su	099996		✓		✓			22:20		15:00				
Race, Evan	099997							15:00		7:30				
Walker, Jinger	099999													
Zappo, Clarence	099998	✓	✓					28:00		22:30				
10								110:20	0	90:00	0	0	0	

- 6** **GoTo**  
 Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).
- 7** **Exceptions**  
 Displays any outstanding exceptions within the employee's timecard for the time period selected.
- 8** **Totals**  
 Displays each employee's total hours for the time period selected.

### Review and Correct Exceptions

- 1** Review the **Missing Punch**, **Unapproved Overtime** and **Unexcused Absence** columns for checkmarks. Make any necessary corrections to the employee's timecard to resolve the exceptions.

Person Name	Employ...	Missing Punch	Unexcused Absence	Early In	Late In	Early Out	Late Out
Brown, Jordan	071190		✓				
Dunbar, Dawson	0999992		✓		✓		
Gomez, Vivienne	099993						
Jackson, Kimberly	099994						
Meyers, Samantha	0999991						
Morris, Nate	0999910						
Pek, Jee Su	099996		✓		✓		

**Note:** For more information on managing employee exceptions, review the Daily Tasks Wizard online training [here](#) or the Daily Tasks for Supervisors job aid [here](#).

### Review Timecard Totals

- 2** Review the **Totals** columns to identify any irregularities in the amount of hours.

Person Name	Total Wo... Paid Hours	Total Ear... Comp Hours	Total Le... Paid Hours	Total Le... Non-Paid H	Total Ap... Overtime	Total Ap... OT Annual	Grand Total Hours
Brown, Jordan	7:00						7:00
Dunbar, Dawson	38:00		30:00				68:00
Gomez, Vivienne							
Jackson, Kimberly							
Meyers, Samantha			7:30				7:30
Morris, Nate			7:30				7:30
Pek, Jee Su	22:20		15:00				37:20
10	110:20	0	90:00	0	0	0	200:20

- 3** Scroll right to review totals.

# Reviewing and Approving Timecards for Supervisors

## Step 3: Approve Timecards

**1** **Time Period & Employee Group**  
Determines the time period and employees that display in the workspace.

**2** **Help**  
Displays instructions for completing the specific step within the wizard.

**3** **Action Buttons**  
Perform actions on employees selected in the workspace.

**4** **Refresh**  
Updates the information in the workspace with the most current data.

**5** **Share**  
Print or Export the information within the genie.

**1** Loaded

**2** Previous Pay Period

**3** Select All Rows, Column Selection, Filter, Timekeeping, Approval, Schedule

**4** Refresh

**5** Share

**6** Go To

Person Name	Employee Number	Missing Punch	Unexcused Absence	Total Paid Hours	Totals Up To Date	Employee Approval	Manager Approval	Managers Who Approved Timecard	Pay Rule	Home Department	Unreviewed Exceptions
Brown, Jordan	071190		✓	7:00	✓				Hourly	7106	0
Meyers, Samantha	0999991	<b>7</b>		7:30	✓			<b>8</b>	Salary Non...	0314	0
Dunbar, Dawson	0999992		✓	68:00	✓		1 (Partial)	Meyers, Samant...	Hourly	0739	0
Gomez, Vivienne	0999993				✓		1 (Partial)	Meyers, Samant...	Hourly	0739	0
Jackson, Kimberly	0999994				✓		1 (Partial)	Meyers, Samant...	Hourly	0739	0
Pak, Jee Su	0999996		✓	37:20	✓		1 (Partial)	Meyers, Samant...	Hourly	0739	1
Race, Evan	0999997			22:30	✓		1 (Partial)	Meyers, Samant...	Hourly	0739	0

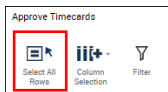
**6** **GoTo**  
Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).

**7** **Exceptions**  
Displays Unreviewed Exceptions and Unexcused Absences for each employee.

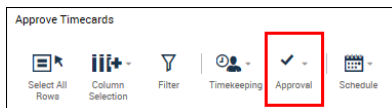
**8** **Approval Status**  
Displays the approval status for each employee's timecard including the Supervisor who approved the timecard.

## Approve Employee Timecards

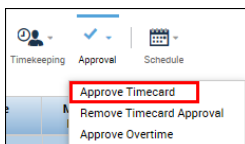
**1** Click **Select All Rows**.



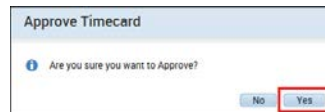
**2** Click **Approval**.



**3** Click **Approve Timecard**.



**4** Click **Yes** to confirm the approval.



**5** Click **Next** to advance to the next step in the wizard.

# Reviewing and Approving Timecards for Supervisors

## Step 4: Group Edit Results for Approval

**1** **Help**  
Displays instructions for completing the specific step within the wizard.

**2** **Refresh**  
Updates the results with the most recent data, including updating the status of the group edit.

**3** **Status**  
Displays the status of the group edit process.

**4** **Results**  
Displays the results of the signoff including any failures.

**5** **Details**  
Accesses detailed information regarding any failures.

The screenshot shows the 'Manager Approval Tasks' wizard. The current step is 'Group Edit Results for Approvals', indicated by a purple '1' in a circle. The wizard has a progress bar with steps: 'Approve Timecards', 'Group Edit Results for Approvals', and 'Run Reports'. Below the progress bar, the title 'GROUP EDIT RESULTS' is displayed with a 'Last Refreshed: 7/20/2017 8:09PM' timestamp. A 'Refresh' button (2) is visible. Below this is a table with columns: Group Edit, Date, Time, User Name, Status, and Results. The table contains one row: 'Approved Time Period: Previous Pay Period', '7/20/2017', '8:09PM', 'meyers', 'COMPLETED', and 'Success: 9, Failure: 1, Total: 10'. A 'Details' link (5) is next to the failure count. A 'Next' button is at the top right.

## Review Approval Failures

**1** If any failures exist, a Details link displays. Click **Details**.

Results
Success: 9 Failure: 1 <a href="#">Details</a> Total: 10

**2** Review the **Error Description**.

Employee Name	Error Description
Meyers, Samantha Row Number 1 of 1	You cannot apply this action to yourself.

**3** Clear any major errors before closing the pay period. For assistance, contact your Kronos liaison.

**4** Click **Next** to advance to the next step in the wizard.

## Step 5: Run Reports

**1** Click the **Plus** symbol to expand a **Report Category** and select a report from the list.

The screenshot shows a list of report categories under 'Timecard'. The 'Time Detail' option is highlighted with a red box. Other options include 'Accrual Debit Activity Summary', 'Accrual Debit Activity with Graph', 'Accrual Detail', 'Accrual Detail (Data)', 'Timecard Audit Trail', 'Timecard Sign-off, Request and Approval', and 'Time Detail (Excel)'.

**2** Click the drop-down arrow in the **People** and **Time Period** fields to select the employees and time period to display on the report.

People:

Time Period:

**3** Set the remaining options for the selected report using the designated fields.

Sort by:

Page Break between Employees:

Actual/Adjusted:

Output Format:

**4** Click **Run Report**. The Check Report Status page opens.

The screenshot shows the 'CHECK REPORT STATUS' page. The 'Run Report' button is highlighted with a red box. Other buttons include 'Refresh', 'Email', 'Print', and 'Schedule Report'.

**5** Click **Refresh Status**.

The screenshot shows the 'CHECK REPORT STATUS' page. The 'Refresh Status' button is highlighted with a red box. Other buttons include 'View Report' and 'Delete'.

**6** When the **Status** column displays **Complete**, click **View Report** to open the selected report.

The screenshot shows the 'CHECK REPORT STATUS' page. The 'View Report' button is highlighted with a red box. Other buttons include 'Refresh Status' and 'Delete'.

# Reviewing and Approving Timecards for Supervisors

## Step 5: Run Reports

**1**  
**Help**  
Displays instructions for completing the specific step within the wizard.

**2**  
**Clear**  
Resets the wizard and returns to step 1: Manage Exceptions.

**3**  
**Action Buttons**  
Allows you to run reports, email, print or schedule a report; or, create a report favorite.

**4**  
**Available Reports**  
Lists the reports available to generate.

The screenshot shows the 'Run Reports' wizard interface. At the top, a navigation bar includes 'Daily Tasks', 'Prev', 'Manage Exceptions' (1), 'Manage Time-off Requests', 'Pay Period Overview', 'Run Reports' (2), and 'Clear'. Below this is the 'REPORTS' section with two tabs: 'SELECT REPORTS' and 'CHECK REPORT STATUS' (3). The 'SELECT REPORTS' tab contains buttons for 'Run Report', 'Refresh', 'Email', 'Print', 'Schedule Report', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A list of reports is shown on the left, with 'Detail Genie' (4) selected. The 'TIME DETAIL' section on the right includes: 'Description' (5) with a text box explaining the report; 'People' with a dropdown menu; 'Time Period' with a dropdown menu; 'Sort by' with a dropdown menu; 'Page Break between Employees' with a dropdown menu; 'Actual/Adjusted' with a dropdown menu; and 'Output Format' (6) with a dropdown menu set to 'Adobe Acrobat Document(.pdf)'.

**5**  
**Report Options**  
Allows you to determine what information displays on the report. Options vary by report.

**6**  
**Output Format**  
Determines the output format of the report. PDF is the default unless running an Excel report.