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

<table>
<thead>
<tr>
<th>Time Period &amp; Employee Group</th>
<th>Request Status</th>
<th>Help</th>
<th>Request Actions</th>
<th>Request Time Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determines the time period and employee group to review.</td>
<td>Filters the requests that display by their status.</td>
<td>Displays instructions for the process step selected.</td>
<td>Enables you to perform actions related to processing requests.</td>
<td>Request time off on behalf of an employee.</td>
</tr>
</tbody>
</table>

Manager Approval Tasks

- **List 30 days**
- **Pay Period Overview**
- **Time-Off**
- **Submit/Approve**
- **Request Time Off**
- **Workspace**

<table>
<thead>
<tr>
<th>Status</th>
<th>Employee</th>
<th>Pay Code</th>
<th>Start Date</th>
<th>Submit Date</th>
<th>Submitted By</th>
<th>Submit Date</th>
<th>Modified By</th>
<th>Employee Number</th>
<th>Assigned Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Dunbar, Dawson</td>
<td>Annual Leave</td>
<td>7/13/2017</td>
<td>7/13/2017</td>
<td>Dunbar, Dawson</td>
<td>7/13/2017 8:51:04</td>
<td>Meyers, Samantha</td>
<td>0999002</td>
<td>Meyers, Samantha</td>
</tr>
<tr>
<td>Submitted</td>
<td>Dunbar, Dawson</td>
<td>Annual Leave</td>
<td>7/21/2017</td>
<td>7/21/2017</td>
<td>Meyers, Samantha</td>
<td>7/10/2017 6:15PM</td>
<td>Meyers</td>
<td>0999002</td>
<td>Meyers, Samantha</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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**Manager Approval Tasks**

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

**Exceptions**
Displays any outstanding exceptions within the employee’s timecard for the time period selected.

**Totals**
Displays each employee’s total hours for the time period selected.

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**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.

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

3. **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](#).

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**Review Timecard Totals**

<table>
<thead>
<tr>
<th>Person Name</th>
<th>Total Wk. Paid Hours</th>
<th>Total Ex. Comp Hours</th>
<th>Total Le. Paid Hours</th>
<th>Total Le. Non-Paid H</th>
<th>Total Ap. Overtime</th>
<th>Total Ap. OT Annual</th>
<th>Grade H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Jordan</td>
<td>7.60</td>
<td></td>
<td>30.00</td>
<td></td>
<td></td>
<td></td>
<td>7.60</td>
</tr>
<tr>
<td>Dunbar, Dawson</td>
<td>99999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gomez, Vivienne</td>
<td>999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackson, Kimberly</td>
<td>999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meyers, Samantha</td>
<td>999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morris, Nate</td>
<td>99999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park, Ji Su</td>
<td>99999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Scroll right to review totals.**
Step 3: Approve Timecards

<table>
<thead>
<tr>
<th>Time Period &amp; Employee Group</th>
<th>1</th>
<th>Help</th>
<th>2</th>
<th>Action Buttons</th>
<th>3</th>
<th>Refresh</th>
<th>4</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determines the time period and employees that display in the workspace.</td>
<td></td>
<td>Displays instructions for completing the specific step within the wizard.</td>
<td></td>
<td>Perform actions on employees selected in the workspace.</td>
<td></td>
<td>Updates the information in the workspace with the most current data.</td>
<td></td>
<td>Print or Export the information within the genie.</td>
</tr>
</tbody>
</table>

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

Exceptions
Displays Unreviewed Exceptions and Unexcused Absences for each employee.

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.
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.

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Review Approval Failures

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

2. Review the Error Description.

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.

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Step 5: Run Reports

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

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.

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


5. Click Refresh Status.

6. When the Status column displays Complete, click View Report to open the selected report.
Step 5: Run Reports

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

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

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

Available Reports
Lists the reports available to generate.

REPORTS

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

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