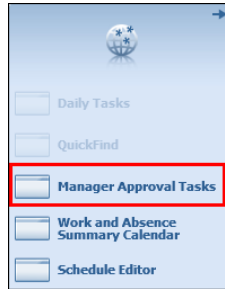


Reviewing and Approving Timecards for Supervisors

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

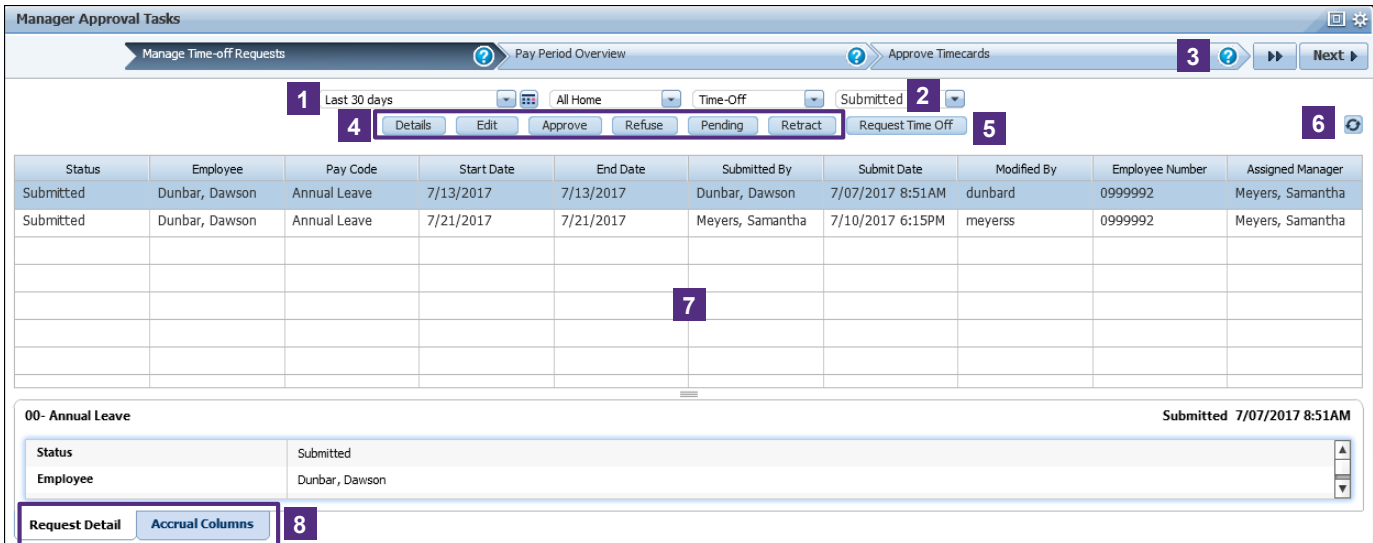
1 Time Period & Employee Group
Determines the time period and employee group to review.

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

Manage Time-off Requests | Pay Period Overview | Approve Timecards

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

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

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

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 H
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	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

- 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

- 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	200:20

- 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.

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	7		7:30	✓				Salary Non...	0314	0
Dunbar, Dawson	0999992		✓	68:00	✓	✓	1 (Partial)	Meyers, Samant...	Hourly	0739	0
Gomez, Vivienne	099993				✓		1 (Partial)	Meyers, Samant...	Hourly	0739	0
Jackson, Kimberly	099994				✓		1 (Partial)	Meyers, Samant...	Hourly	0739	0
Pak, Jee Su	099996		✓	37:20	✓	✓	1 (Partial)	Meyers, Samant...	Hourly	0739	1
Race, Evan	099997			22:30	✓	✓	1 (Partial)	Meyers, Samant...	Hourly	0739	0

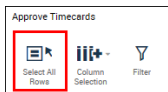
6 Go To
Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).

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

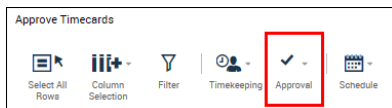
8 Approval Status
Displays the approval status for each employee's timecard including if the employee approved and the Supervisor who approved the timecard.

Approve Employee Timecards

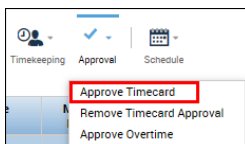
1 Click **Select All Rows**.



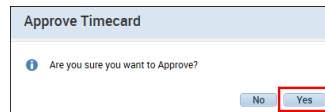
2 Click **Approval**.



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.

Review Approval Failures

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

Results
Success: 9 Failure: 1 Details 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.

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: All Home and Transferred-in*

Time Period: Current Pay Period

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

Sort by: Default

Page Break between Employees: No

Actual/Adjusted: Show hours worked in this period only.

Output Format: Adobe Acrobat Document(.pdf)

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

SELECT REPORTS | CHECK REPORT STATUS

Run Report | Refresh | Email | Print | Schedule Report

5 Click **Refresh Status**.

SELECT REPORTS | CHECK REPORT STATUS

View Report | Refresh Status | Delete

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

SELECT REPORTS | CHECK REPORT STATUS

View Report | Refresh Status | Delete

Reviewing and Approving Timecards for Supervisors

Step 5: Run Reports

Help 1

Displays instructions for completing the specific step within the wizard.

Clear 2

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

Action Buttons 3

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

Available Reports 4

Lists the reports available to generate.

The screenshot shows the 'Run Reports' wizard interface. At the top, a breadcrumb trail includes 'Manage Exceptions' (1), 'Manage Time-off Requests', 'Pay Period Overview', and 'Run Reports' (2). Below this is a 'REPORTS' section with two tabs: 'SELECT REPORTS' (3) and 'CHECK REPORT STATUS'. Under 'SELECT REPORTS', there are 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 right pane, titled 'TIME DETAIL', contains the following options: '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)'.

Report Options 5

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

Output Format 6

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