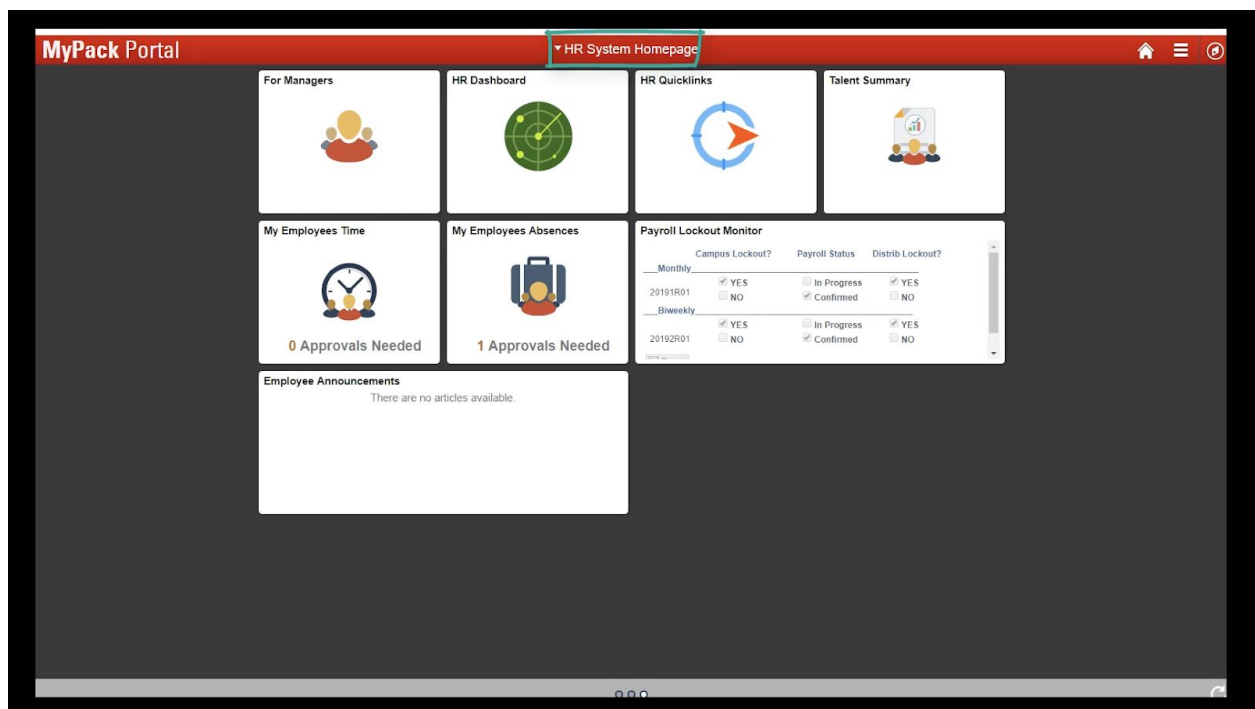


WolfTime Training Video Read Along:

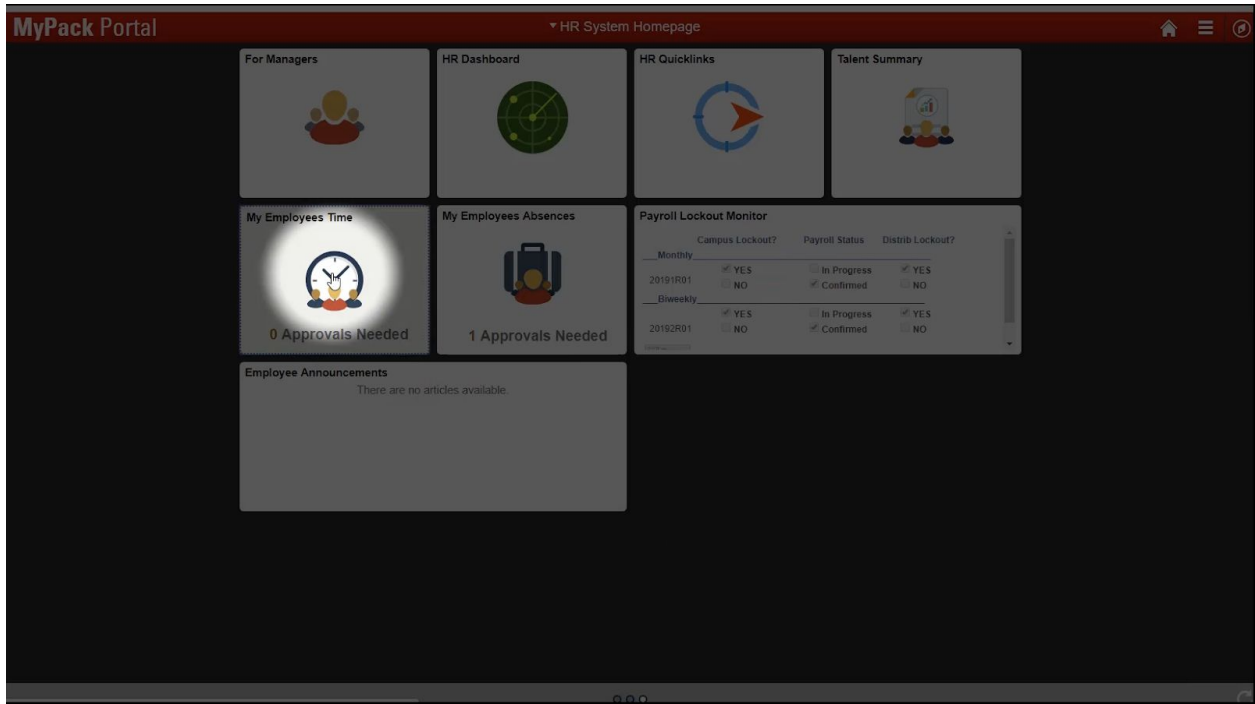
Supervisor WolfTime Tutorial: How to Approve Reported Time

This video will explain how supervisors can approve reported time for their direct reports in WolfTime. This is Lyla. She's a supervisor at NC State. Lyla is a model supervisor, because she always approves her direct reports reported time in WolfTime correctly. Let's see how Lyla does it so that she can be an efficient and organized supervisor.

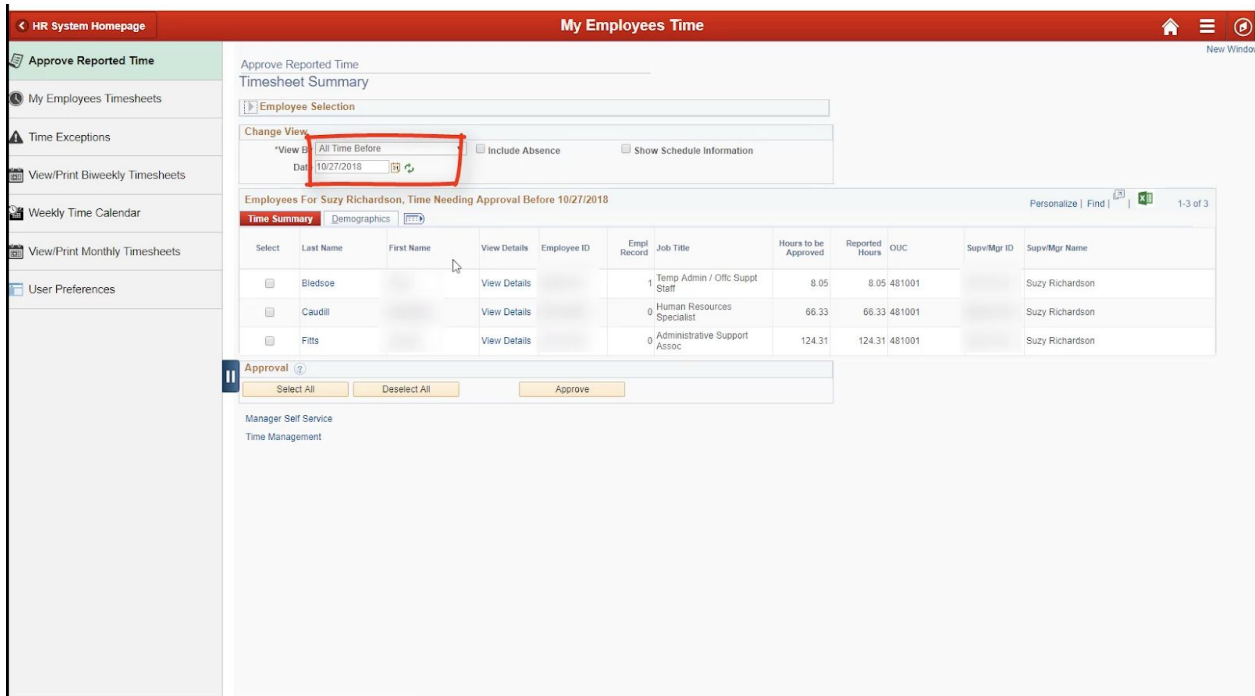
Once you log into the My Pack portal, make sure you are on the HR System homepage, highlighted at the top.



The tile My Employees' Time will provide the easiest path to manage and review timesheet information for direct reports. Click on the tile.



A Time Sheet Summary page will open automatically on the approved Reported Time page.



By default, the view by field will indicate you are reviewing all time before the date listed. This date will always default to the last Saturday. In this example, there are three

employees with unapproved hours. You can open the timesheet of an employee by clicking on the View Details or the employee's last name.

The screenshot shows the 'My Employees Time' interface. On the left is a navigation menu with options like 'Approve Reported Time', 'My Employees Timesheets', 'Time Exceptions', and 'View/Print Btweekly Timesheets'. The main area is titled 'Approve Reported Time Timesheet Summary'. It includes a search bar for 'Employee Selection' and a 'Change View' section with options for 'View By' (All Time Before), 'Include Absence', and 'Show Schedule Information'. A date filter is set to 10/27/2018. Below this is a table titled 'Employees For Suzy Richardson, Time Needing Approval Before 10/27/2018'. The table has columns for Select, Last Name, First Name, View Details, Employee ID, Emp't Record, Job Title, Hours to be Approved, Reported Hours, OUC, Supv/Mgr ID, and Supv/Mgr Name. Three employees are listed: Bledsoe (Temp Admin / Offc Suppt Staff), Caudill (Human Resources Specialist), and Fitts (Administrative Support Assoc). Below the table is an 'Approval' section with 'Select All', 'Deselect All', and 'Approve' buttons. At the bottom, there are links for 'Manager Self Service' and 'Time Management'.

Select	Last Name	First Name	View Details	Employee ID	Emp't Record	Job Title	Hours to be Approved	Reported Hours	OUC	Supv/Mgr ID	Supv/Mgr Name
<input type="checkbox"/>	Bledsoe		View Details			Temp Admin / Offc Suppt Staff	8.05	8.05	481001		Suzy Richardson
<input type="checkbox"/>	Caudill		View Details			Human Resources Specialist	66.33	66.33	481001		Suzy Richardson
<input type="checkbox"/>	Fitts		View Details			Administrative Support Assoc	124.31	124.31	481001		Suzy Richardson

Once the Employee Time Sheet opens, it will land on the oldest point in time, where the hours have not been approved. The supervisor can review the hours that need approval. If there are no time sheet concerns or exceptions, the supervisor can either select all or individually select the dates they want to approve.

The screenshot shows the 'My Employees Time' interface. At the top, it says 'My Employees Time' and 'Earliest Change Date: 10/20/2018'. Below this is a 'Select Another Timesheet' section with a dropdown menu set to 'Calendar Period' and a date of '10/06/2018'. The 'Reported Hours' are 8.05. There are buttons for 'Previous Period', 'Next Period', 'Print Timesheet', and 'Elapsed Timesheet'. The main table shows a timesheet for the period 'From 10/06/2018 to 10/19/2018'. The table has columns for 'Select', 'Add Comments', 'Day', 'Date', 'Reported Status', 'In', 'Out', 'Punch Total', 'Time Reporting Code', 'Quantity', 'Badge ID', and 'Time Collection Device ID'. The row for Tuesday, 10/9, is highlighted and has a status of 'Needs Approval'. The 'Approve' button is circled in red. Below the table is an 'Approval' section with 'Select All', 'Deselect All', and 'Approve' buttons. At the bottom, there is a 'Summary' section with tabs for 'Summary', 'Exceptions', and 'Payable Time'. The 'Summary' tab is active, showing a 'Reported Time Summary' table with columns for 'Category', 'Total', 'Week 1 (10/6-10/12)', and 'Week 2 (10/13-10/19)'. The 'Total Reported Hours' are 8.05 for both weeks.

Then, click Approve. And you will notice the reported status will change to being approved.

If the oldest unapproved time is several weeks before the current work week, Click Next period to move forward to the next week.

The screenshot shows the 'My Employees Time' interface. At the top, it says 'My Employees Time' and 'Earliest Change Date: 10/09/2018'. Below this is a 'Select Another Timesheet' section with a dropdown menu set to 'Calendar Period' and a date of '10/06/2018'. The 'Reported Hours' are 8.05. There are buttons for 'Previous Period', 'Next Period', 'Print Timesheet', and 'Elapsed Timesheet'. The main table shows a timesheet for the period 'From 10/06/2018 to 10/19/2018'. The table has columns for 'Add Comments', 'Day', 'Date', 'Reported Status', 'In', 'Out', 'Punch Total', 'Time Reporting Code', 'Quantity', 'Badge ID', 'Time Collection Device ID', and 'Off-Cycle Check'. The row for Tuesday, 10/9, is highlighted and has a status of 'Approved'. The 'Next Period' button is highlighted in yellow. Below the table is a 'Summary' section with tabs for 'Summary', 'Exceptions', and 'Payable Time'. The 'Summary' tab is active, showing a 'Reported Time Summary' table with columns for 'Category', 'Total', 'Week 1 (10/6-10/12)', and 'Week 2 (10/13-10/19)'. The 'Total Reported Hours' are 8.05 for both weeks.

When you are ready to review the next employee time sheet, you can click on Next Employee to move on to the next person on the list.

The screenshot displays the 'My Employees Time' application interface. On the left is a sidebar with navigation options: 'Approve Reported Time', 'My Employees Timesheets', 'Time Exceptions', 'View/Print Biweekly Timesheets', 'Weekly Time Calendar', 'View/Print Monthly Timesheets', and 'User Preferences'. The main content area is titled 'Timesheet' and shows details for employee 'Bledsoe', including their title 'Temp Admin / Offc. Suppt Staff', 'Empl Record 1', and 'Earliest Change Date 10/09/2018'. A 'Select Another Timesheet' section allows filtering by 'Calendar Period' and 'Date' (10/20/2018). A 'Reported Hours 0.00' is shown. A 'Next Employee' button is highlighted in yellow. Below this is a table for the period 'From 10/20/2018 to 11/02/2018' with columns for 'Day', 'Date', 'Reported Status', 'In', and 'Out' for each day. At the bottom, a 'Reported Time Summary' table shows 'Total', 'Week 1 (10/20-10/26)', and 'Week 2 (10/27-11/2)' data.

On this time sheet, you can see there are some exception alarms displayed, which means you will need to go investigate and resolve before you can improve the time. In this scenario, the employee forgot to clock out on 10/2, October 2nd. To resolve the exception alarm in this scenario, you will need to confirm with your employee the missing punch data and enter the out punch by clicking in the missing field.

My Employees Time

Employee ID: [redacted]
Empl Record: 0
Earliest Change Date: 10/02/2018

Reported Hours: 46.76

Select	Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Badge ID
<input type="checkbox"/>	<input type="text"/>	Sat	9/29	New									
<input type="checkbox"/>	<input type="text"/>	Sun	9/30	New									
<input type="checkbox"/>	<input type="text"/>	Mon	10/1	New									
<input type="checkbox"/>	<input type="text"/>	Tue	10/2	Needs Approval		8:58:03AM				3.58			
<input type="checkbox"/>	<input type="text"/>			Needs Approval			12:32:34PM	1:26:40PM		19.08			
<input type="checkbox"/>	<input type="text"/>	Wed	10/3	Approved		8:32:07AM	4:37:23PM			8.08			
<input type="checkbox"/>	<input type="text"/>	Thu	10/4	Approved		7:45:02AM	12:51:17PM	1:24:10PM	4:25:37PM	8.12			
<input type="checkbox"/>	<input type="text"/>	Fri	10/5	Approved		8:03:20AM	3:56:50PM			7.90			

Summary | Absence | Exceptions | Payable Time

Category	Total	Sat 9/29	Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Total Reported Hours	46.76				22.66	8.08	8.12	7.90
No category Displayed	46.76				22.66	8.08	8.12	7.90

Employee's Default Distribution

Project ID	Account	Description	Percent of Distribution
1.221117	51219	HR-BENEFITS SECTION	100.000

Once the missing time is entered in the field, click Submit to update the employee's timesheet.

My Employees Time

Employee ID: [redacted]
Empl Record: 0
Earliest Change Date: 10/02/2018

Reported Hours: 45.76

Select	Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Badge ID	Time Collection Device ID
<input type="checkbox"/>	<input type="text"/>	Sat	9/29	New										
<input type="checkbox"/>	<input type="text"/>	Sun	9/30	New										
<input type="checkbox"/>	<input type="text"/>	Mon	10/1	New										
<input type="checkbox"/>	<input type="text"/>	Tue	10/2	Needs Approval		8:58:03AM				3.58				WEB
<input type="checkbox"/>	<input type="text"/>			Needs Approval			12:32:34PM	1:26:40PM	4:30PM	19.08				MOB
<input type="checkbox"/>	<input type="text"/>	Wed	10/3	Approved		8:32:07AM	4:37:23PM			8.08				MOB
<input type="checkbox"/>	<input type="text"/>	Thu	10/4	Approved		7:45:02AM	12:51:17PM	1:24:10PM	4:25:37PM	8.12				MOB
<input type="checkbox"/>	<input type="text"/>	Fri	10/5	Approved		8:03:20AM	3:56:50PM			7.90				MOB

Submit | Clear

Approval

Select All | Deselect All | Approve

Summary | Absence | Exceptions | Payable Time

Category	Total	Sat 9/29	Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Total Reported Hours	46.76				22.66	8.08	8.12	7.90
No category Displayed	46.76				22.66	8.08	8.12	7.90

Employee's Default Distribution

Project ID	Account	Description	Percent of Distribution
1.221117	51219	HR-BENEFITS SECTION	100.000

Supervisors should add comments when modifying or updating unemployed timesheet by clicking on the comment bubble.

My Employees Time

Timesheet

Employee ID: [redacted]
 Empl Record: 0
 Earliest Change Date: 10/02/2018

Reported Hours: 46.76

Select	Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Badge ID	Time Collection Device ID
<input type="checkbox"/>	<input type="text"/>	Sat	9/29	New										
<input type="checkbox"/>	<input type="text"/>	Sun	9/30	New										
<input type="checkbox"/>	<input type="text"/>	Mon	10/1	New										
<input type="checkbox"/>	<input type="text"/>	Tue	10/2	Needs Approval		8:58 03AM				3.58				WEB
<input type="checkbox"/>	<input type="text"/>			Needs Approval			12:32 34PM	1:26 40PM	4:30PM	19.08				MOB
<input type="checkbox"/>	<input type="text"/>	Wed	10/3	Approved		8:32 07AM	4:37 23PM			8.08				MOB
<input type="checkbox"/>	<input type="text"/>	Thu	10/4	Approved		7:45 02AM	12:51 17PM	1:24 10PM	4:25 37PM	8.12				MOB
<input type="checkbox"/>	<input type="text"/>	Fri	10/5	Approved		8:03 20AM	3:56 50PM			7.90				MOB

Approval:

Summary | Absence | Exceptions | Payable Time

Reported Time Summary

Category	Total	Sat 9/29	Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Total Reported Hours	46.76				22.66	8.08	8.12	7.90
No category Displayed	46.76				22.66	8.08	8.12	7.90

Employee's Default Distribution

Project ID	Account	Description	Percent of Distribution
1 221117	51219	HR-BENEFITS SECTION	100.000

My Employees Time

Comments

Employee ID: [redacted]
 Employment Record: 0

Note: Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 10/02/2018

Date	User ID	Date/Time Created	Source	Include in Approval Comments	Comment
1 10/02/2018	SARICHA2	10/29/2018 3:13PM	Time Reporting	<input type="checkbox"/>	Employee forgot to clock out.
2 10/02/2018	SARICHA2	10/29/2018 3:13PM	Time Reporting	<input type="checkbox"/>	

Add Comment

Add the appropriate comment and click OK to return to the timesheet page. Note that the exception alarm might take up to 24 hours to update even after you fixed the exception.

Now, you can select the dates that need approval and click Approve.

The screenshot shows the 'My Employees Time' interface. The main table displays timesheet data for the period from 09/29/2018 to 10/05/2018. The table has columns for 'Select', 'Add Comments', 'Day', 'Date', 'Reported Status', 'Exception', 'In', and 'Out'. Two entries for Tuesday, 10/2, are highlighted in yellow and have 'Needs Approval' status. Below the table, there is an 'Approval' section with buttons for 'Select All', 'Deselect All', and 'Approve'. The 'Approve' button is circled in red. At the bottom, there is a 'Reported Time Summary' table and an 'Employee's Default Distribution' section.

Select	Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Badge ID	Time Collection Device ID
<input type="checkbox"/>		Sat	9/29	New										
<input type="checkbox"/>		Sun	9/30	New										
<input type="checkbox"/>		Mon	10/1	New										
<input checked="" type="checkbox"/>		Tue	10/2	Needs Approval		8:58 03AM				3.58				WEB
<input checked="" type="checkbox"/>		Tue	10/2	Needs Approval			12:32 34PM							MOB
<input checked="" type="checkbox"/>		Tue	10/2	Needs Approval				1:26 40PM	4:30 00PM	3.05				MOB
<input type="checkbox"/>		Wed	10/3	Approved		8:32 07AM	4:37 23PM			8.08				MOB
<input type="checkbox"/>		Thu	10/4	Approved		7:45 02AM	12:51 17PM	1:24 10PM	4:25 37PM	8.12				MOB
<input type="checkbox"/>		Fri	10/5	Approved		8:03 20AM	3:56 50PM			7.90				MOB

Category	Total	Sat 9/29	Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Total Reported Hours	30.73				6.63	8.08	8.12	7.90
No category Displayed	30.73				6.63	8.08	8.12	7.90

Repeat this process to approve the time for all of your direct reports. If you discover unapproved time, that is outside of the 42-day grace period for a supervisor to approve or modify time, contact your division's timekeeping coordinator to resolve the timesheet.

By using this process, Lyla can be a more proactive and attentive manager. By approving your employees' time the same way, you can too.