ENGINEERING IT
SHARED SERVICES

Supervisor User Guide

Table of Contents

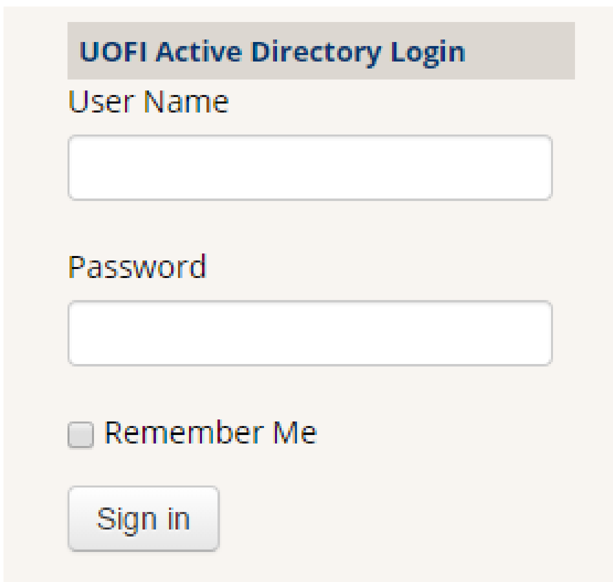
Introduction

TimeTracker is an application that allows employees to document working hours, and supervisors to approve and process these hours submitted by employees. Supervisors can conveniently add projects and tasks, and see descriptions of work done by employees.

Logging In to TimeTracker

To log in, go to https://my.education.illinois.edu/timetracker and log in with your NetID and AD Password.

**You can also access this system by logging in directly through your departmental my.dot portal.*

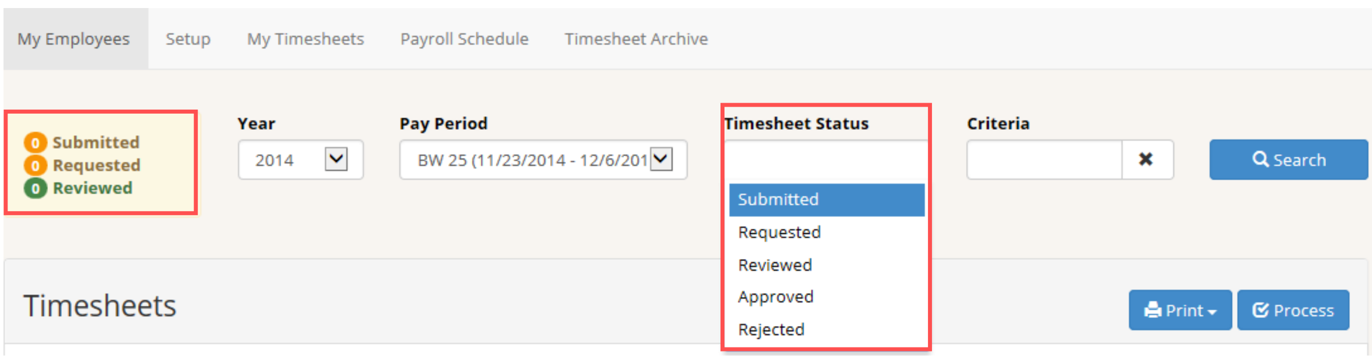


After logging in, Supervisors are redirected to the “My Employees” page; which is the default view, and “submitted” timesheets for all bi-weekly pay period are displayed.

For instructions on how to log hours, please see the TimeTracker Employee User Guide.

Viewing Timesheets

Under the “My Employees” page, a summary of employee timesheets will appear and update as timesheets are submitted, requested, and reviewed. You may click on the different statuses within the yellow box at the top of the page to quickly navigate to those specific timesheets. There are also several filter options that allow you to filter by year, pay period, timesheet status, and criteria in searching for timesheets.



- Under “Timesheet Status”, you can search by the 5 status options: Submitted, Requested, Reviewed, Approved, and Rejected. You may choose one status, multiple statuses, or remove all filters to view where a timesheet is within the payroll approval process.
- The “criteria” field may be used to view specific positions or employees. You may search by employee name, NetID, UIN, or position name:

Timesheet Status Key

Status	Description
Submitted	Displays employee timesheets that have been submitted for approval to the supervisor.
Requested	Displays timesheets that an employee has requested to be returned to them for editing.
Reviewed	Displays employee timesheets that you have either approved or declined, but you still need to confirm, using the process button.
Approved	Timesheets that have been approved by supervisor.
Rejected	Timesheets that have been rejected by supervisor and will be returned to the employee.

Timesheet Processing Queues and Definitions

Under the "My Employees" page you can view a timesheet's progress as it makes its way throughout the different queues; when timesheets are submitted, approved & processed (by you), and then finally processed by HR. A brief status of each queue can be found below (see figure 5).

Submitted – Will display a checkmark if the timesheet has been submitted by the employee.

Approval – After a supervisor has approved and processed, the timesheet will display a checkmark. If a supervisor approves, but has not yet processed a "thumbs up" will display, adversely, if a timesheet has been declined, it will display a "thumbs down".

Processed – Will display a checkmark after HR has processed the timesheet.

Campus – Will display an arrow for a timesheet that has been manually processed. If the timesheet is fed to campus using a feeder, it will display a checkmark. Please note that if you use a feeder process, but make a manual pay adjustment, the campus queue will display both a checkmark, and an arrow. If a timesheet fails on any checks during the feeder processing you will see displayed under campus. You can hover over this icon to view the error that prevented the timesheet from being picked up by the feeder.

Requested – Will display a checkmark if employee has requested that you return a timesheet for edits.

Figure 5

	Employee				Pay Period			Status					
	Name	NetID	UIN	Position	Year	No.	Hours	Submitted	Approval	Processed	Campus	Requested	Queue
1	Doe, Jane	1janedoe		ENGRIT	2015	BW 1	12.00	✓	✓	✓	↗		Campus
2	Doe, John	1johndoe		Associate Help Desk Consultant	2015	BW 1	7.00	✓	✓	✓	↗		Campus
3	Doe, Jane	1janedoe		ENGRIT	2015	BW 2	12.00						Employee
4	Doe, John	1johndoe		Associate Help Desk Consultant	2015	BW 2	28.00						Employee
5	Doe, John	1johndoe		Associate Help Desk Consultant	2015	BW 3	16.00	✓	✓	✓			Feeder
6	Doe, Jane	1janedoe		ENGRIT	2015	BW 3	15.00	✓	✓	✓			Feeder
7	Doe, Jane	1janedoe		ENGRIT	2015	BW 4	36.00						Employee
8	Doe, John	1johndoe		Associate Help Desk Consultant	2015	BW 4	6.00	✓	👍				Supervisor

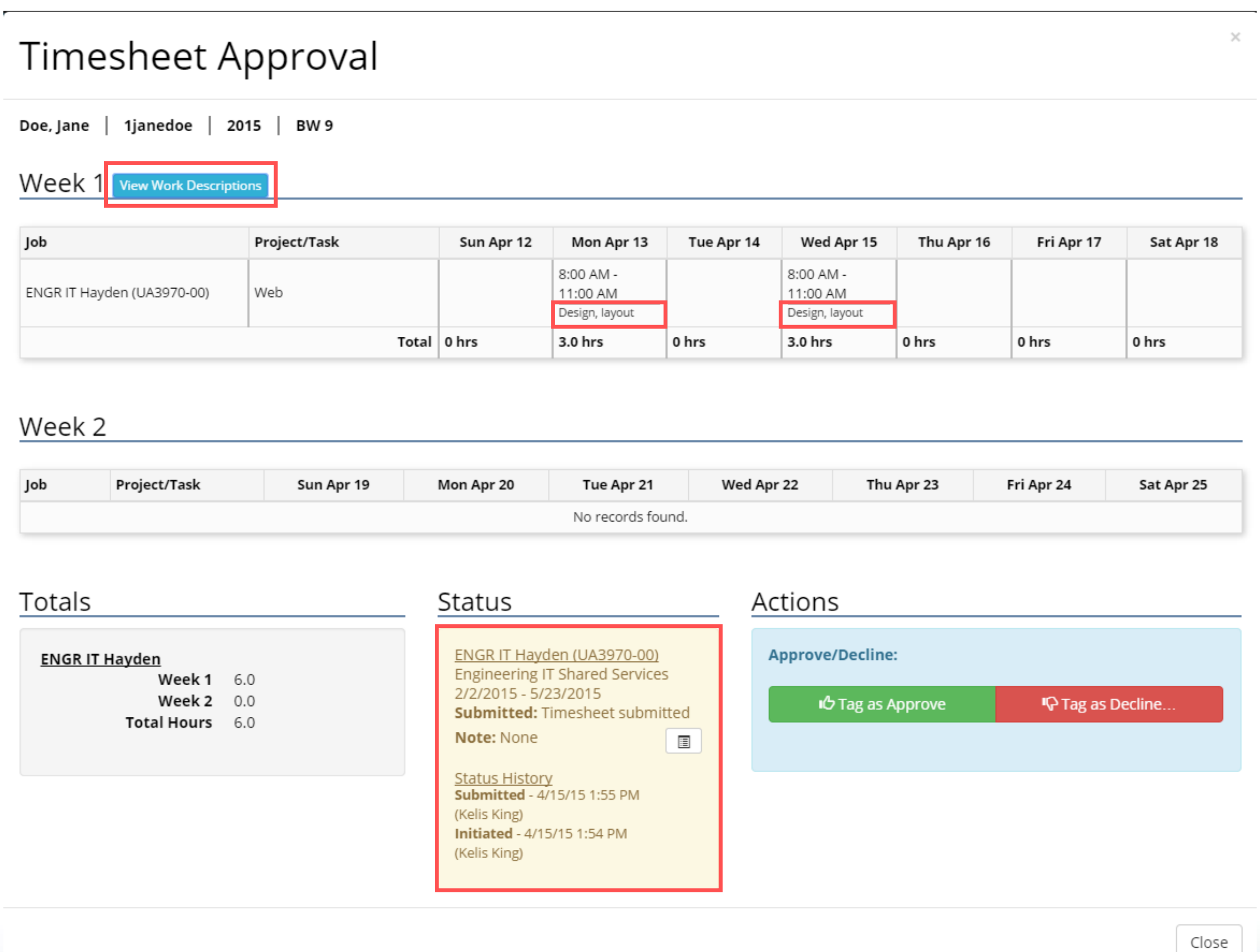
Employee Work Descriptions (on Timesheets)

- Employees have the option to add work descriptions when they log hours in TimeTracker.
- Work descriptions are optional.
- Work descriptions are available for you to view in the interface, while approving, as well as on printed timesheets. See Figure 6 below.
- Note that employees can log hours against projects and/or tasks. Supervisors can setup these projects or tasks at the job level. See pages 9-10 for instructions on how to setup projects & tasks.

Timesheet Status Notes

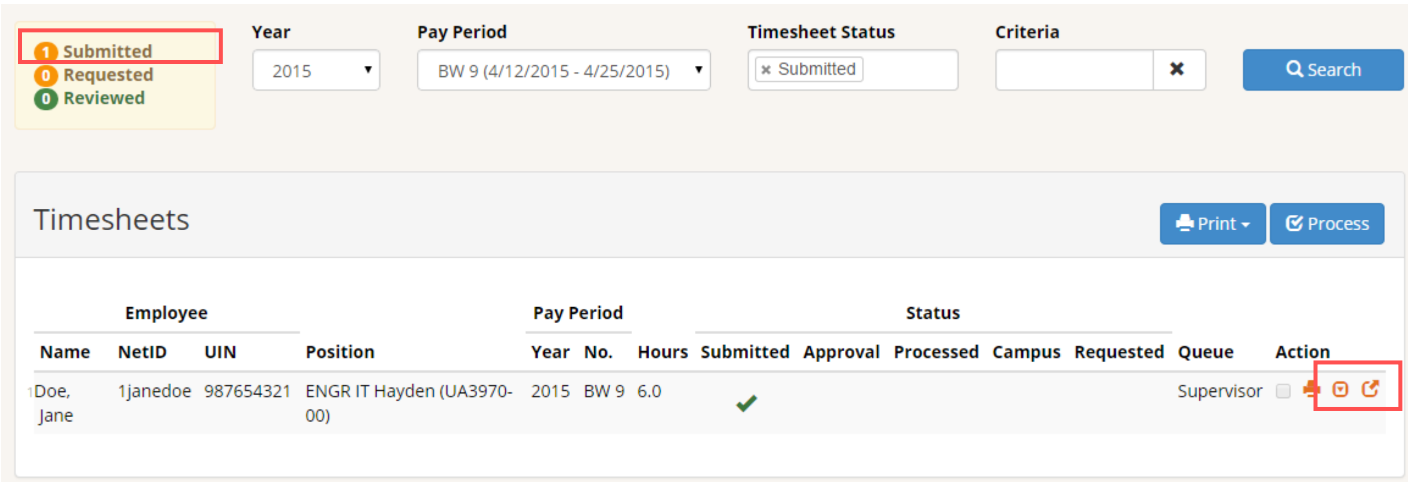
- Status notes will appear as the timesheet moves from initiated, to submitted, and then processed. Each of these statuses can be viewed on the timesheet, as shown in figure 6 below.

  Figure 6



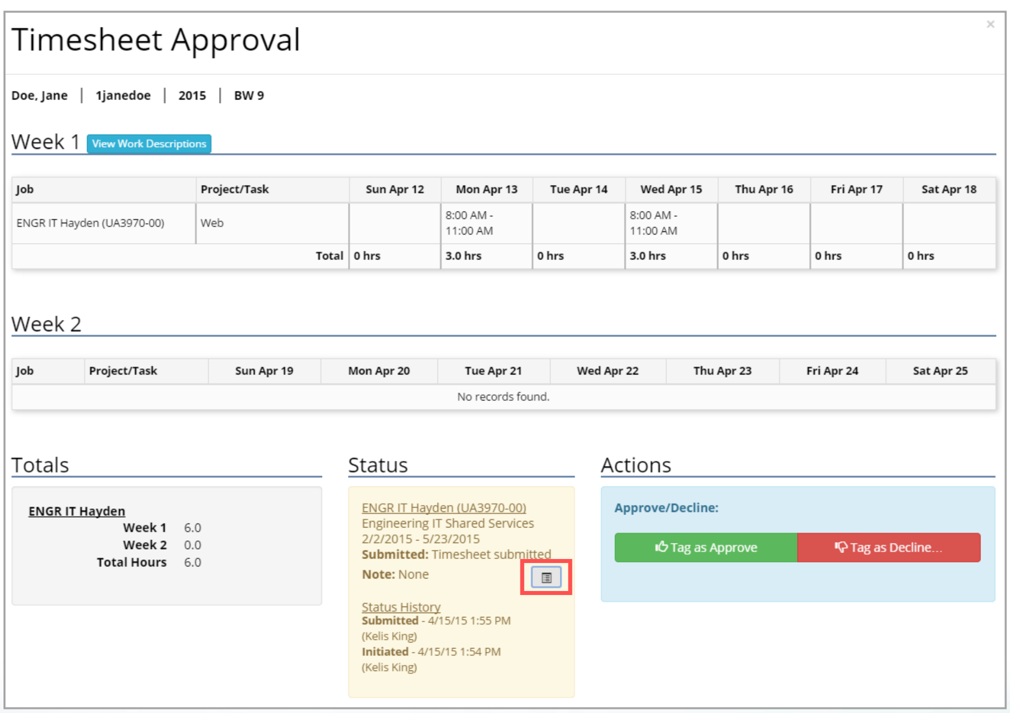
Approving Timesheets

To review and approve timesheets, click “submitted” (default supervisor view), then select one of the two orange arrows under “Action” below.



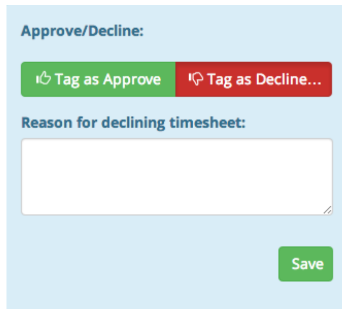
There are two viewing options available: in table view & pop-up window.

- The first arrow will display the timesheet within the in table view, and the second arrow allows you to view the timesheet in a new pop-up window.
- Either view under “Action” will expand to show timesheet details:



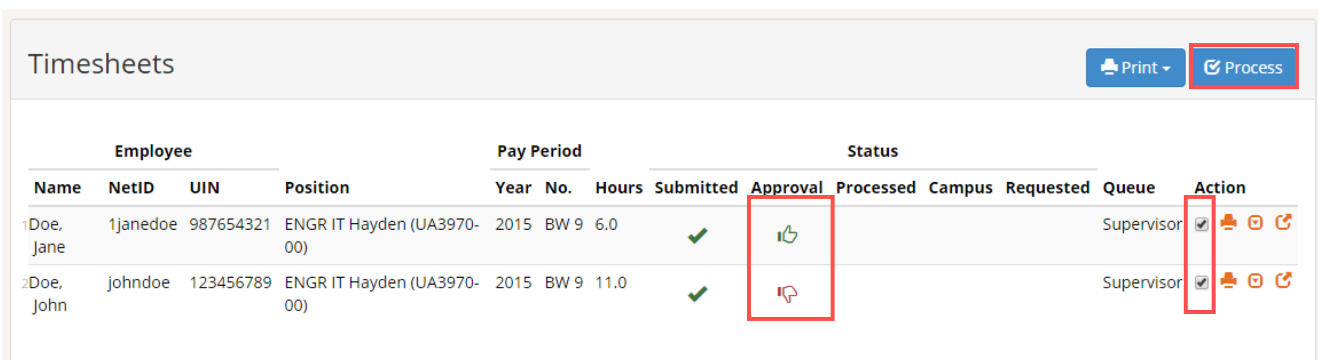
After reviewing each timesheet, you must follow the steps below to process:

1. Tag as approve or decline.
    a. Tag as Approve: If you approve the timesheet, the "Approval" section will display a thumbs-up icon. A checkmark automatically appears in the checkbox under "Action".
    b. Tag as Decline:
        - If you choose to decline the timesheet, you must provide a reason.
        - The employee will be able to view the declined timesheet in TimeTracker, along with the reason you declined.
        - TimeTracker also generates an email to notify the employee that their timesheet was declined, along with the reason you declined.
        - If you declined, the "Approval" section will display a thumbs-down icon.
        - A checkmark automatically appears in the checkbox under "Action".



2. Select "Process", at which time:
    a. Approved timesheets will move to the HR queue to complete the payroll process
    b. Declined timesheets will be returned to the employee for revisions

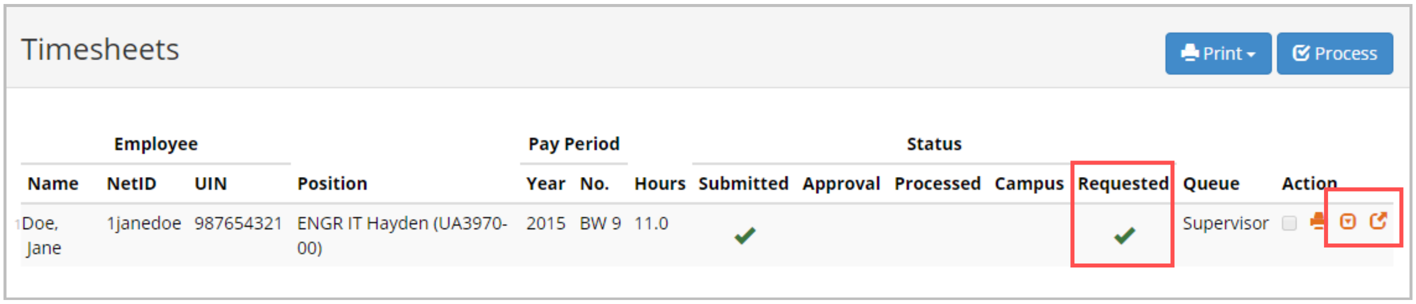
Timesheets may be approved (or declined) and processed all at once, or individually. Only timesheets with checked boxes will be processed once you select "process". If you do not want to fully process all timesheets, uncheck the box under Action".



Note: the processed and campus queues are only for your reference. You will be able to view the progress of a timesheet as it moves from your queue to the HR queue.

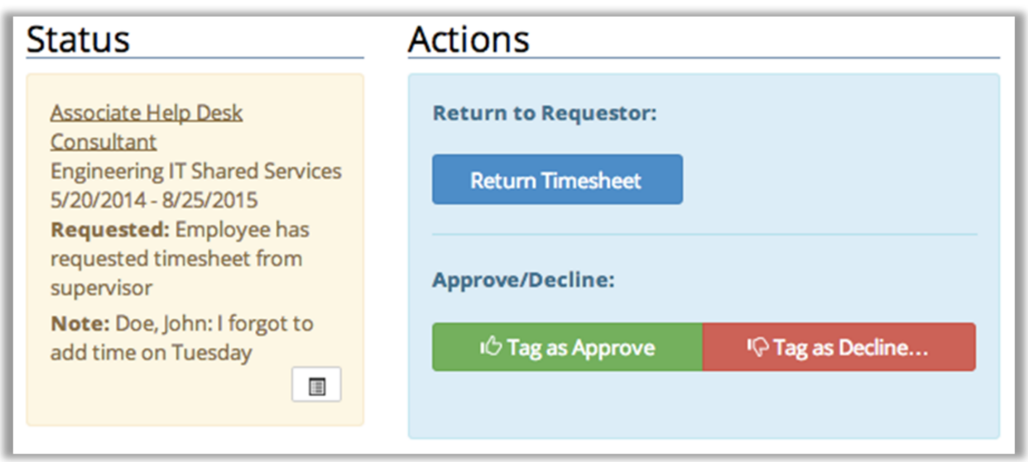
Requested Timesheets

On occasion an employee may submit their timesheet to you for approval, and then request it back to make changes. When an employee requests a timesheet, a green checkmark will display in the “Requested” queue. To view all requested timesheets, select “Requested” in the top left box of the screen that shows Submitted, Requested, and Reviewed timesheets.



To return the timesheet, expand the timesheet by choosing one of the orange arrows under “Action” (to view the timesheet in table view or pop-up view).

- At the bottom of the page, there will be a note from the employee under “Status” to indicate the reason they requested the timesheet back from you.
- You can choose to return the timesheet to the requestor under the “Actions” section. Click “Return Timesheet” and then confirm, the timesheet will then be returned to the employee.



Setup – Projects

“Projects” are associated at the job level, to help track employees who work in multiple areas or on multiple assignments. Once you create a project for a job, that project will be available for the employee to log hours against. Projects can be a general category of what type of work the employee is expected to complete, but can also be used to refer to locations. Some examples are “analysis” and “helpdesk”.

- From the top menu bar, select “Setup”, the page will default to the “Projects” tab (see figure 1).
- Current projects will display, and allow you to add new projects or edit current projects (see figure 2).

Figure 1

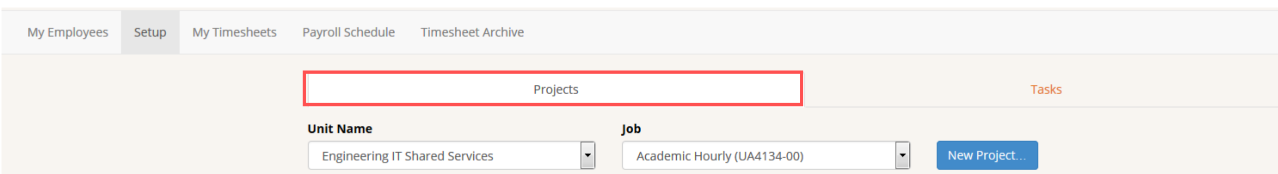
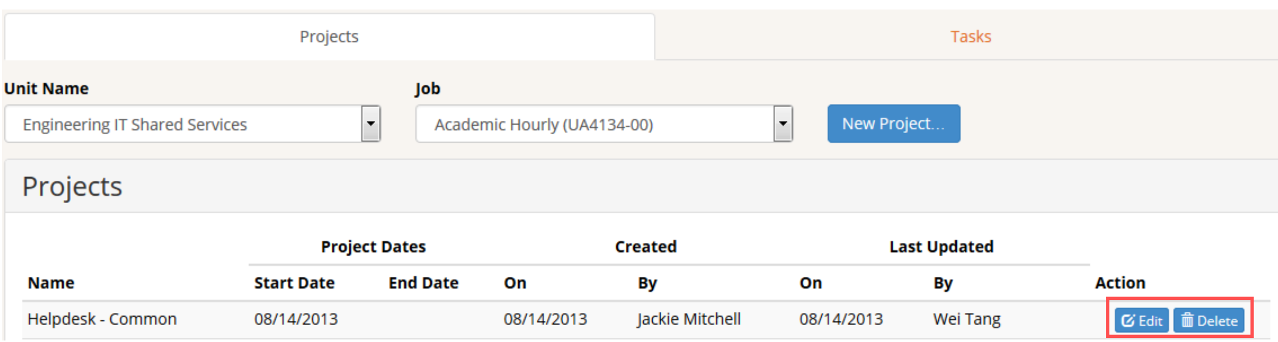
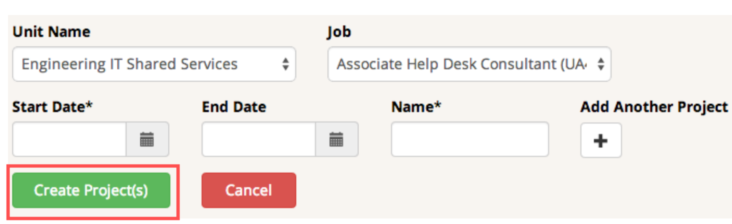


Figure 2



To add a new project, choose “New Project(s)”:

- Select the Unit Name and Job.
- Input the start date and name of the project (this can be edited later).
- An end date is optional, and may be added at any point.
- Once completed, choose “create project(s)”.
- You may add multiple projects at once by choosing “Add Another Project”.



Setup – Tasks

“Tasks” can be more specific, and potentially more detailed descriptions of assignments the employee is expected to complete. A supervisor can choose to add tasks, which are associated at the job level. Once you create a task for a job, that task will be available for the employee to log hours against. Adding and editing tasks functions similarly as adding and editing Projects. Some examples are “lab cleanup”, “grading assignments” and “performances”.

- Select “Setup” from the top menu bar, then select “Tasks” (see figure 3).
- Any available tasks will display, and allow you to add new tasks or edit current tasks (see figure 4).

Figure 3

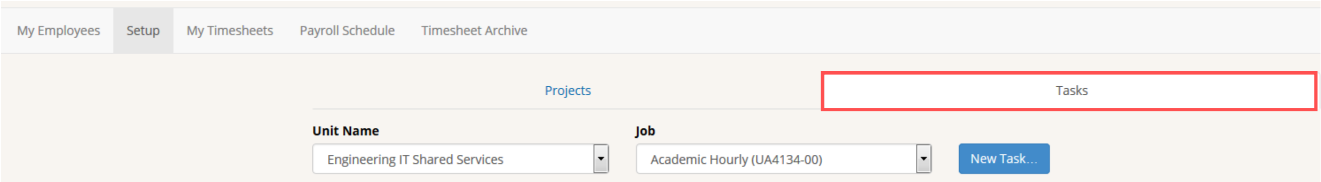
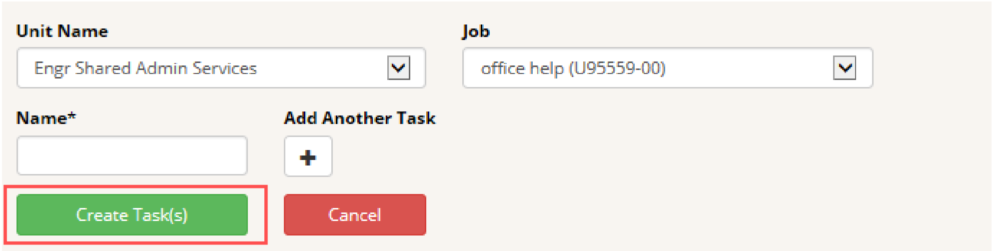


Figure 4



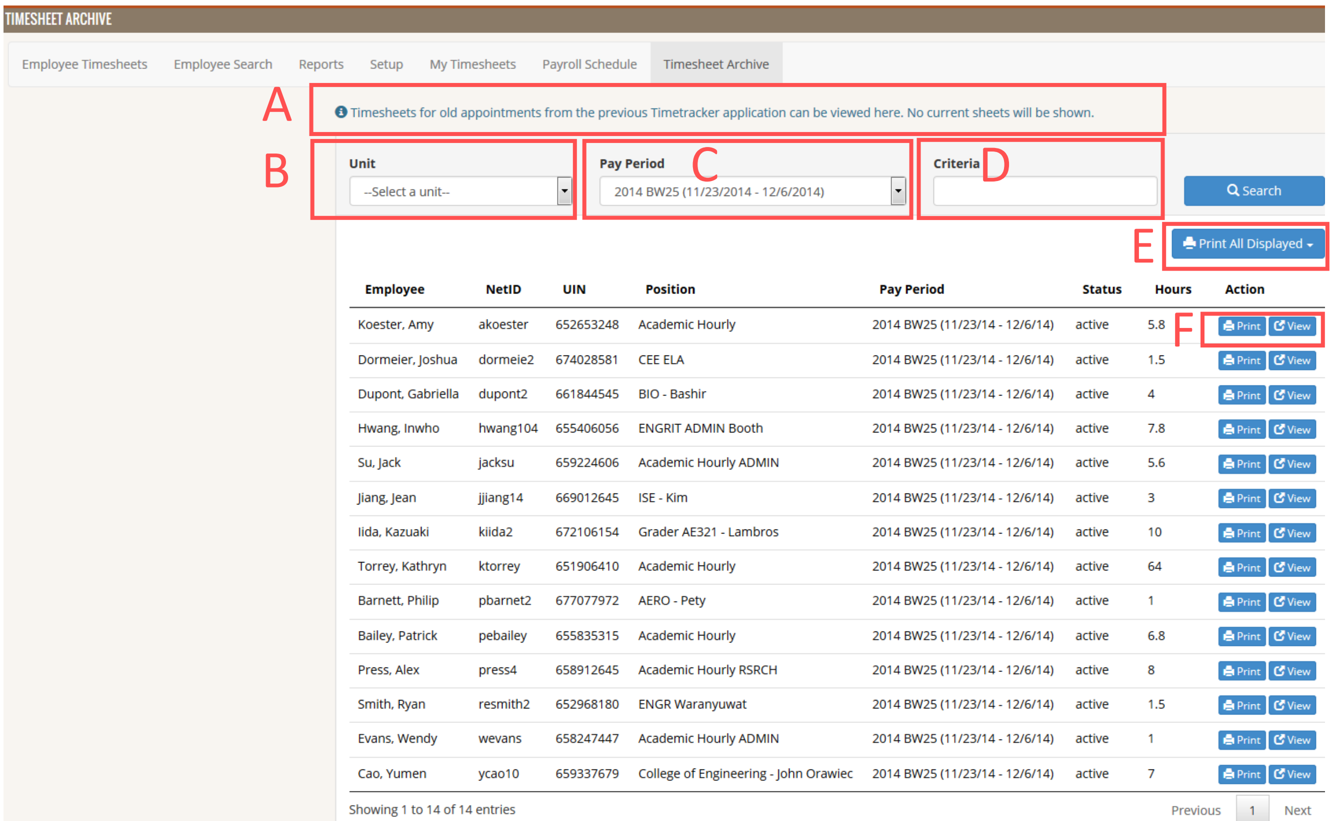
To add a new task, choose “New Task(s)”:

- Select the Unit Name and Job.
- Input the name of the Task.
- Once completed, choose “create task(s)”.
- You may add multiple tasks at once by choosing “Add Another Task”.

**Projects and tasks can only be deleted before an employee has logged any hours for that project or task.*

Timesheet Archive

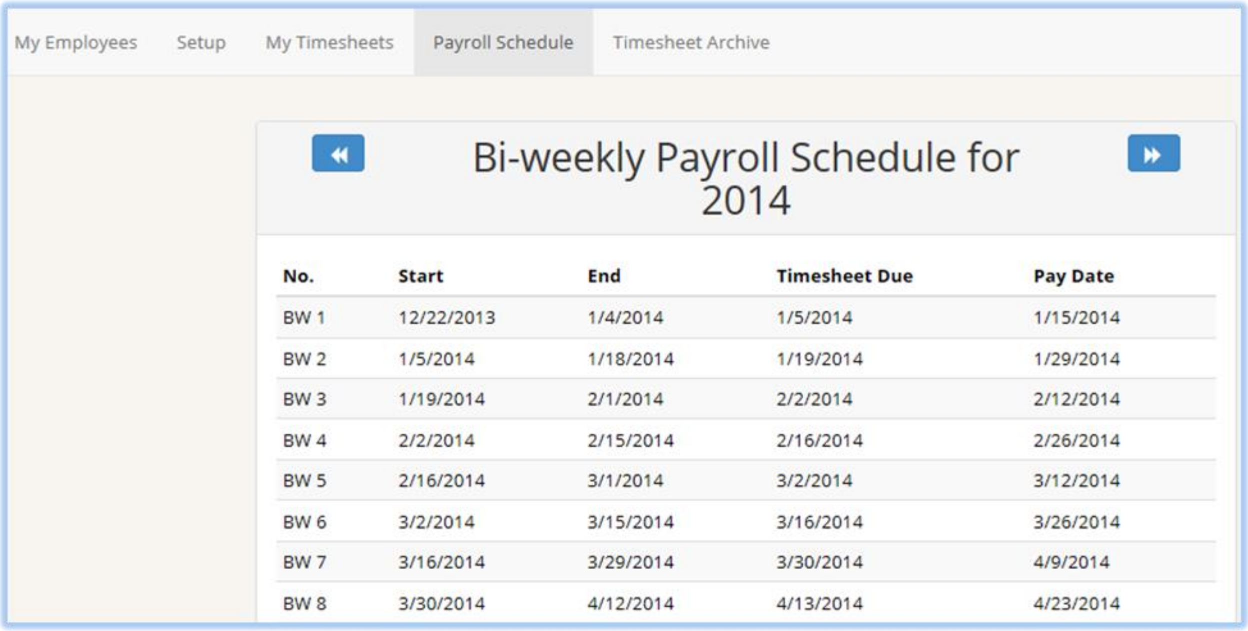
“Timesheet Archive” allows you to view/print timesheets that were migrated from the previous TimeTracker application.



A. Timesheet Archive allows you to view/print timesheets from previous pay periods processed in the previous Timetracker application.
B. Choose the appropriate Unit.
C. Select a Pay Period.
D. Or search with “Criteria” to locate timesheets using a NetID, UIN, employee, or position name.
E. “Print All Displayed” will allow you to print all time sheets displayed on a page.
F. Under “Action” you have the ability to view, print or save individual timesheets.

Payroll Schedule

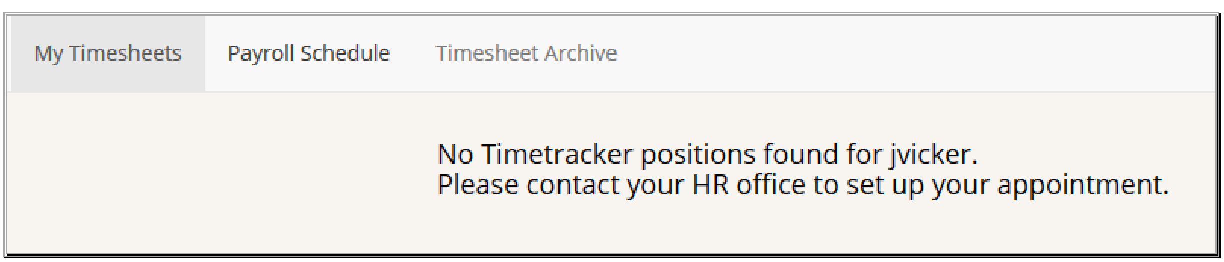
- The Payroll schedule can be viewed by selecting “Payroll Schedule”. It displays start and end dates, when the timesheet is due for that specific bi-weekly schedule, and the pay date for that specific payroll schedule.



No.	Start	End	Timesheet Due	Pay Date
BW 1	12/22/2013	1/4/2014	1/5/2014	1/15/2014
BW 2	1/5/2014	1/18/2014	1/19/2014	1/29/2014
BW 3	1/19/2014	2/1/2014	2/2/2014	2/12/2014
BW 4	2/2/2014	2/15/2014	2/16/2014	2/26/2014
BW 5	2/16/2014	3/1/2014	3/2/2014	3/12/2014
BW 6	3/2/2014	3/15/2014	3/16/2014	3/26/2014
BW 7	3/16/2014	3/29/2014	3/30/2014	4/9/2014
BW 8	3/30/2014	4/12/2014	4/13/2014	4/23/2014

My Timesheets

- The “My Timesheets” page will display a supervisor’s timesheets, if applicable. If you are not an hourly employee you are not required to log time and therefore will not have any timesheets to view.



Update: December 2015