

Chapter 4

Supervisor Instructions

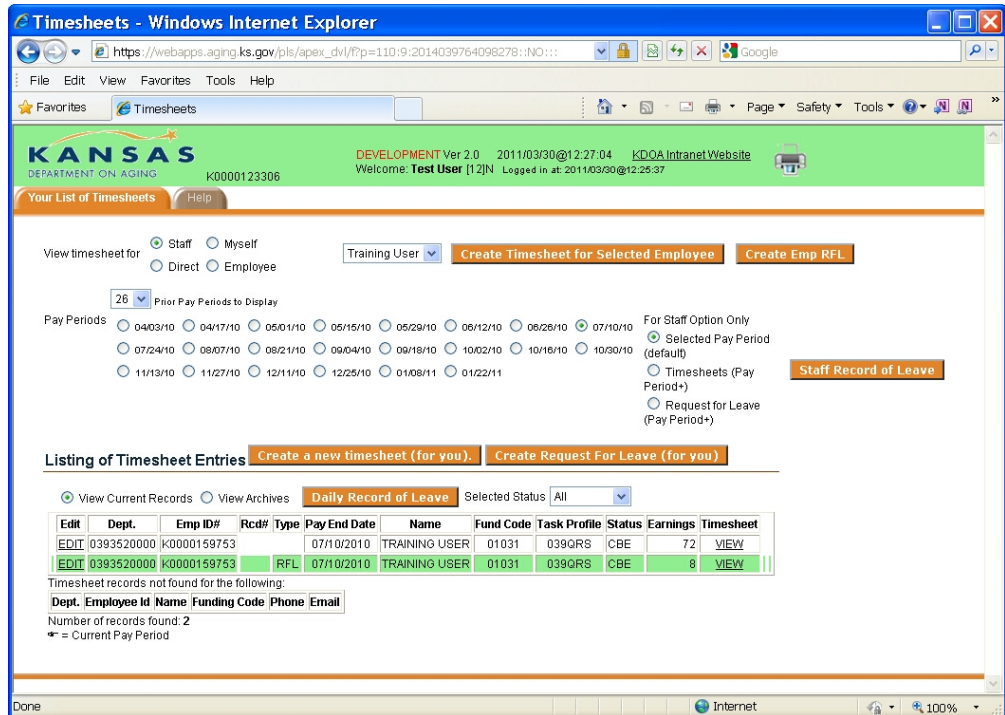
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The Supervisor List of Timesheet Page

Introduction

As a Supervisor, you are able to view the timesheet and Request for Leave for all the employees you supervise. Different views are available to view



Action Buttons

On the Home Page of the Timesheet program there are several action buttons. In the table below a listing of those buttons and a description of the actions.

| Action Button | Description |
|--|--|
| View timesheet for | Options of viewing timesheets for yourself or for staff. Views are described on page 3. |
| Pay Periods | Available only if the view is for Staff, Direct or Employee |
| Create Timesheet for Selected Employee | View is Employee and Employee is selected from drop down. This will create a timesheet for that individual. |
| Create Emp RFL | View is Employee and Employee is selected from drop down. This will create a Request for Leave for that individual. |
| Staff Record of Leave | View is Employee and Employee is selected from drop down. This will display a year calendar of all leave taken by that individual. |

The Supervisor List of Timesheet Page, Continued

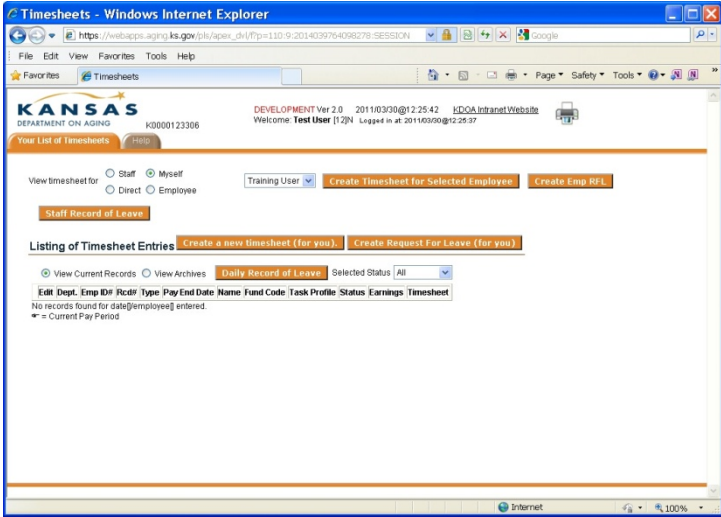
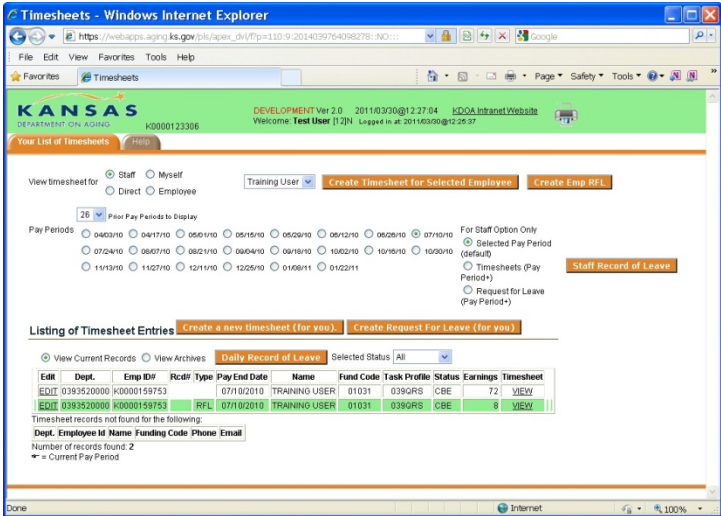
Action Buttons, *continued*

| Action Button | Description |
|------------------------------------|---|
| Create a new timesheet (for you) | Creates a Timesheet for you personally. |
| Create Request for Leave (for you) | Creates a Request for Leave for you personally. |
| View Current / Archived Records | Current Records radio button displays the current record of any timesheet or request for leave. Archived Records radio button displays the current record as well as any timesheet or request for leave that had been returned back to the employee. |
| Daily Record of Leave | Display a year calendar of all leave taken by you personally. |
| Selected Status | Defaults to "All". Can view just a particular status of timesheet or request for leave, such as "Work in Progress", "Completed by Employee", etc. |

The Supervisor Timesheet Views

Timesheet Views

To assist the supervisor in working with a limit set of information, different views have been created on the List of Timesheet page.

| Views | Displays |
|---------------|--|
| <p>Myself</p> | <p>The Default display. Displays the Timesheets and Request for Leave for the user.</p>  |
| <p>Staff</p> | <p>This option would be valid for the Commissioners or Division Directors who will see all staff within their Commission or Division even though they do not directly supervise them.</p>  <p>Additional view options are available for this view to limit the listing to just timesheets or just Request for Leave.</p> |

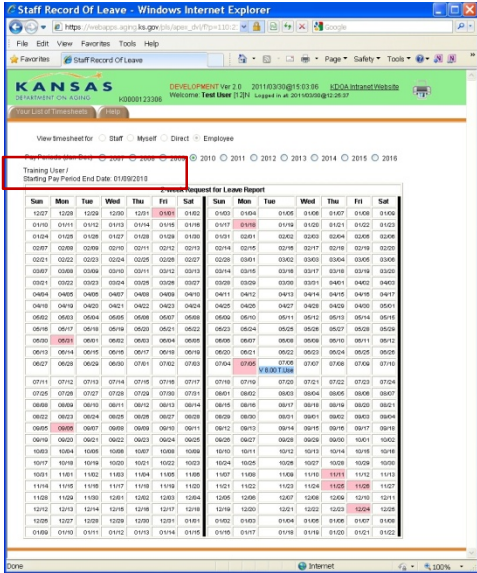
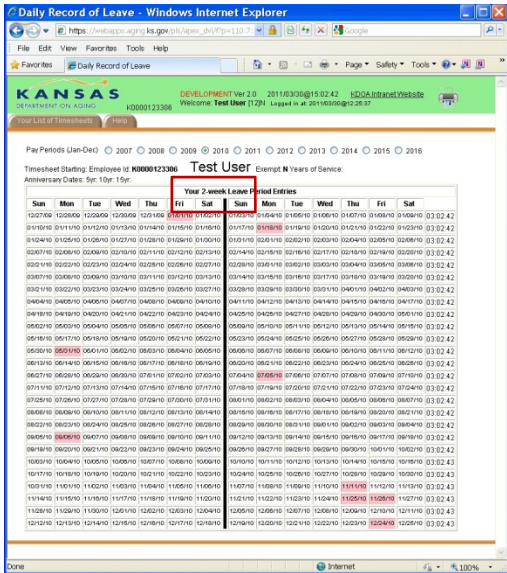
The Supervisor Timesheet Views, Continued

Timesheet Views, continued

| Views | Displays |
|----------|--|
| Direct | <p>Lists all the employees who the Supervisor directly supervises.</p>  |
| Employee | <p>Allows the supervisor to select a specific employee to view from the drop down list.</p>  |



The Supervisor Timesheet Views, Continued

Timesheet Views, continued

| Views | Displays |
|------------------------------|---|
| <p>Staff Record of Leave</p> | <p>Display a year calendar of all leave taken by the select employee.</p>  |
| <p>Daily Record of Leave</p> | <p>Display a year calendar of all leave taken by you personally.</p>  |

The Supervisor Timesheet Views, Continued

Timesheet Views, continued

| Views | Displays |
|---------------------------------|---|
| View Current / Archived Records | <p>Current Records radio button displays the current record of any timesheet or request for leave.</p> <p>Archived Records radio button displays the current record as well as any timesheet or request for leave that had been returned back to the employee.</p>  |
| Selected Status | <p>Defaults to "All". Can view just a particular status of timesheet or request for leave, such as "Work in Progress", "Completed by Employee", etc.</p>  |

The Supervisor Timesheet Views, Continued, Continued

How to

The following are the steps to creating a personal Request for Leave or Timesheet.

| Step | Action | Result | | | | | | |
|--------------------------------------|---|---|--------|----------------------------------|---|--------------------------------------|---|--|
| 1. | Click on the action button as appropriate. | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Action Button</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Create a new timesheet (for you)</td> <td>Creates a new timesheet for you personally.</td> </tr> <tr> <td>Create a Request for Leave (for you)</td> <td>Creates a new Request for Leave for you personally.</td> </tr> </tbody> </table> | Action Button | Action | Create a new timesheet (for you) | Creates a new timesheet for you personally. | Create a Request for Leave (for you) | Creates a new Request for Leave for you personally. | |
| Action Button | Action | | | | | | | |
| Create a new timesheet (for you) | Creates a new timesheet for you personally. | | | | | | | |
| Create a Request for Leave (for you) | Creates a new Request for Leave for you personally. | | | | | | | |
| 2. | Pay Period Information page is displayed. | Continue with entry as instructed in Chapter 2 or 3 as appropriate. | | | | | | |

Creating an Employees Request for Leave and Timesheet

Introduction

At times it may be necessary for a Supervisor to create a Request for Leave and/or Timesheet for one of their employees. Both document can be signed and approved by the supervisor.

How to

The following are the steps to creating an employees' Request for Leave and/or Timesheet.

| Step | Action | Result |
|------|---|---|
| 1. | Access the Timesheet System as previously instructed. | Your List of Timesheet page is displayed. Several View options are available. |
| 2. | Select the Employee View Radio button. | |
| 3. | Select the Employee from the drop down box. | |
| 4. | Select the appropriate action button. <ul style="list-style-type: none">• Create Timesheet for Selected Employee• Create Emp RFL | Pay Period Information page is displayed. |
| 5. | Continue with entry as instructed in Chapter 2 or 3 as appropriate. | |

Approving the Request for Leave

Introduction

Once the employee processes their Request for Leave the document will be in the CBE (Completed by Employee) status and ready for the Supervisor to approve. The Supervisor will be able to view any document of the employees' regardless of status.

An e-mail is automatically sent to the Supervisor when an employee completes and processes a Request for Leave.

How to

The following are the steps to approving a Request for Leave.

| Step | Action | Result |
|------|---|---|
| 1. | Access the Timesheet System as previously instructed. | Your List of Timesheet page is displayed. |

Example is by Staff:

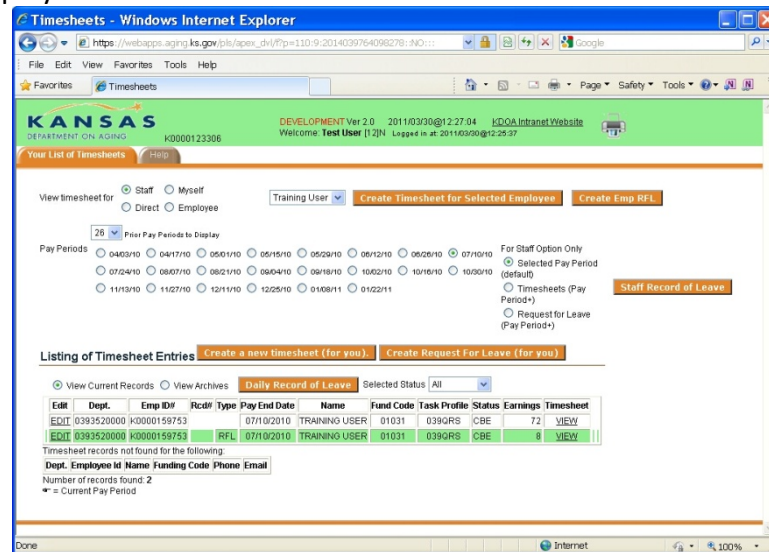
Select the Staff Radio button.

Select the pay end date of the pay period.

The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year.

Select the additional view option of the Selected Pay Period, only the Timesheets or only the Request for Leave.

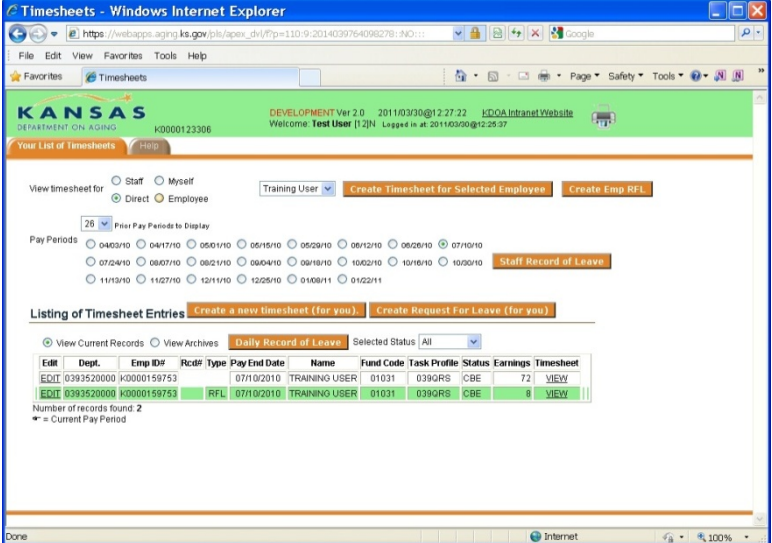
Will display all staff within Commission or Division



Continued on next page

Approving the Request for Leave, Continued

How to (continued)

| Step | Action | Result | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|---|--|------|-------|--------------|---------------|-----------|--------------|--------|-----------|--------------|--------|----------|-----------|------|------------|-------------|--|--|------------|---------------|-------|--------|-----|----|------|------|------------|-------------|--|-----|------------|---------------|-------|--------|-----|---|------|
| | <p>Example is by Direct:</p> <p>Select the Direct Radio button.</p> <p>Select the pay end date of the pay period.</p> <p style="padding-left: 40px;">The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year.</p> <p>Will display all staff that is directly supervised.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | |  <p>The screenshot shows the 'Timesheets' web application. The 'View timesheet for' section has the 'Direct' radio button selected. The 'Pay Periods' section shows a list of dates with the 07/10/10 date selected. The 'Listing of Timesheet Entries' table is visible below.</p> <table border="1" data-bbox="570 1003 1122 1056"> <thead> <tr> <th>Edit</th> <th>Dept.</th> <th>Emp ID#</th> <th>Rcd#</th> <th>Type</th> <th>Pay End Date</th> <th>Name</th> <th>Fund Code</th> <th>Task Profile</th> <th>Status</th> <th>Earnings</th> <th>Timesheet</th> </tr> </thead> <tbody> <tr> <td>EDIT</td> <td>0393520000</td> <td>K0000159753</td> <td></td> <td></td> <td>07/10/2010</td> <td>TRAINING USER</td> <td>01031</td> <td>0390RS</td> <td>CBE</td> <td>72</td> <td>VIEW</td> </tr> <tr> <td>EDIT</td> <td>0393520000</td> <td>K0000159753</td> <td></td> <td>RFL</td> <td>07/10/2010</td> <td>TRAINING USER</td> <td>01031</td> <td>0390RS</td> <td>CBE</td> <td>8</td> <td>VIEW</td> </tr> </tbody> </table> | Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Task Profile | Status | Earnings | Timesheet | EDIT | 0393520000 | K0000159753 | | | 07/10/2010 | TRAINING USER | 01031 | 0390RS | CBE | 72 | VIEW | EDIT | 0393520000 | K0000159753 | | RFL | 07/10/2010 | TRAINING USER | 01031 | 0390RS | CBE | 8 | VIEW |
| Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Task Profile | Status | Earnings | Timesheet | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 0393520000 | K0000159753 | | | 07/10/2010 | TRAINING USER | 01031 | 0390RS | CBE | 72 | VIEW | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 0393520000 | K0000159753 | | RFL | 07/10/2010 | TRAINING USER | 01031 | 0390RS | CBE | 8 | VIEW | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Approving the Request for Leave, Continued

How to (continued)

| Step | Action | Result | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|---|-------------|-------|---------|--------------|---------------|--------------|--------|-----------|----------|-----------|--------------------------------|----------------------------|--------------------------------|----------------------------|------|-----|-------------|--|-----|------------|---------------|------|-----|----|----|------|-----------------|---------------|------|-----|-------------|--|-----|------------|---------------|------|-----|----|---|------|-----------------|---------------|--|
| | <p>Example is by employee: Select the Employee Radio button. Select the Employee from the drop down list. Will display all pay period records for the employee selected.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The screenshot shows the 'Listing of Timesheet Entries' section of the application. It includes a table with the following data:</p> <table border="1"> <thead> <tr> <th>Edit</th> <th>Dept.</th> <th>Emp ID#</th> <th>Rcd#</th> <th>Type</th> <th>Pay End Date</th> <th>Name</th> <th>Fund Code</th> <th>Status</th> <th>Earnings</th> <th>Programs</th> <th>Timesheet</th> <th>vacation (Begin/Earned/Ending)</th> <th>sick (Begin/Earned/Ending)</th> </tr> </thead> <tbody> <tr> <td>EDIT</td> <td>039</td> <td>K0000000123</td> <td></td> <td>RFL</td> <td>12/29/2007</td> <td>Training User</td> <td>1056</td> <td>CBE</td> <td>64</td> <td>48</td> <td>VIEW</td> <td>145.5 4.7 146.2</td> <td>256 3.7 255.7</td> </tr> <tr> <td>EDIT</td> <td>039</td> <td>K0000000123</td> <td></td> <td>RFL</td> <td>12/29/2007</td> <td>Training User</td> <td>1056</td> <td>CBE</td> <td>16</td> <td>0</td> <td>VIEW</td> <td>145.5 4.7 146.2</td> <td>256 3.7 255.7</td> </tr> </tbody> </table> <p>Number of records found: 2 * = Current Pay Period</p> | Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Status | Earnings | Programs | Timesheet | vacation (Begin/Earned/Ending) | sick (Begin/Earned/Ending) | EDIT | 039 | K0000000123 | | RFL | 12/29/2007 | Training User | 1056 | CBE | 64 | 48 | VIEW | 145.5 4.7 146.2 | 256 3.7 255.7 | EDIT | 039 | K0000000123 | | RFL | 12/29/2007 | Training User | 1056 | CBE | 16 | 0 | VIEW | 145.5 4.7 146.2 | 256 3.7 255.7 | |
| Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Status | Earnings | Programs | Timesheet | vacation (Begin/Earned/Ending) | sick (Begin/Earned/Ending) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 039 | K0000000123 | | RFL | 12/29/2007 | Training User | 1056 | CBE | 64 | 48 | VIEW | 145.5 4.7 146.2 | 256 3.7 255.7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 039 | K0000000123 | | RFL | 12/29/2007 | Training User | 1056 | CBE | 16 | 0 | VIEW | 145.5 4.7 146.2 | 256 3.7 255.7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Approving the Request for Leave, Continued

How to (continued)

| Step | Action | Result |
|------|---|--|
| 2. | Request for Leave must be approved first. The green line item indicates a Request for Leave, click on the View link under the Timesheet column to open the request. | Request for Leave completed by the employee will be displayed. |

Request for Leave

Department: 0393520000 Emp ID #: K0000159753 Record Number: [redacted]
 Pay End Date: 07/10/2010 Name: TRAINING USER Fund Code: 01031 Task Profile: 039QRS PCO Required
 Position Number: P123456a FLSA: [redacted] FTE: [redacted] Exempt: N

Task Profile: 039QRS05:039QRS04:039QRS06:039QRS02

| EARNINGS CODE AND DESCRIPTION | Sun 06/27 | Mon 06/28 | Tue 06/29 | Wed 06/30 | Thu 07/01 | Fri 07/02 | Sat 07/03 | total | Sun 07/04 | Mon 07/05 | Tue 07/06 | Wed 07/07 | Thu 07/08 | Fri 07/09 | Sat 07/10 | total | Totals | Task Profile Id |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|--------|--------------------------------------|
| VAC / Vacation (Annual) Leave | | | | | | | 0 | | | 8 | | | | | | 8 | 8 | 039QRS02 = GENERAL SVS (LCE) |
| REG / Regular Earned | | 8 | 8 | 8 | | | 24 | | | | | | | | | 0 | 24 | 039QRS04 = Older Americans Act (OAA) |
| REG / Regular Earned | | | | | 8 | 8 | 16 | | | | | | | | | 0 | 16 | 039QRS05 = State General Fund (SGF) |
| REG / Regular Earned | | | | | | | 0 | | | | 8 | 8 | 8 | | | 24 | 24 | 039QRS06 = MEDICAID |
| HDC / Holiday Credit | | | | | | | 0 | | 8 | | | | | | | 8 | 8 | 039QRS02 = GENERAL SVS (LCE) |
| Totals | 0 | 8 | 8 | 8 | 8 | 8 | 40 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 40 | 80 | |

View Pay Period

Status: CBE - Completed by Employee [Process Request for Leave](#) Timesheet Status: CBE

All times listed on this report reflect (1) actual time charged, including leave time, (2) all time worked is accurately reported and (3) is true and correct to the best of my knowledge.

[Return to Employee](#) [redacted]

If a request for leave is posted with a pay period in the future, and the supervisor wishes to document their pre-approval (or disapproval or partial approval...), they can enter a comment in the above field then press the 'Return to Employee' button. This will create an archive record of this request, and create new Work in Progress (WIP) Request for Leave record which can be completed by the employee when the actual (or correct) leave times are recorded. This provides an audit trail of the request and approval, then allows for any changes at a later time (if needed). The archived records can be displayed by selecting the 'View Archives' radio selection on the main listing page ('Your Timesheets').

Signed By Employee: Training User 03/30/2011 12:25:06 PM
 Signed By Supervisor: [redacted]
 Signed By HR: [redacted] Processed By Sharp

Continued on next page

Approving the Request for Leave, Continued

How to (continued)

| Step | Action | Result | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--|-------|---|---------------|--|--------------|--------|-----------|--------------|--------|----------|-----------|------|------------|-------------|--|--|------------|---------------|-------|--------|-----|----|------|------|------------|-------------|--|-----|------------|---------------|-------|--------|-----|---|------|
| 3. | Click on the Process Request for Leave button. | The following will automatically occur. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tbody> <tr> <td>a.</td> <td>The User Name, Date and Time is displayed in the Signed By Supervisor.</td> </tr> <tr> <td>b.</td> <td>Status is changed to ABS – Approved by Supervisor</td> </tr> <tr> <td>c.</td> <td>Once the Request for Leave is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System.</td> </tr> </tbody> </table> <p><u>Note:</u> If the Request for Leave is for a pay period in the future (advance request) the information will not be transferred into SHaRP until the appropriate pay period is reached.</p> | a. | The User Name, Date and Time is displayed in the Signed By Supervisor. | b. | Status is changed to ABS – Approved by Supervisor | c. | Once the Request for Leave is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. | The User Name, Date and Time is displayed in the Signed By Supervisor. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. | Status is changed to ABS – Approved by Supervisor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. | Once the Request for Leave is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Edit</th> <th>Dept.</th> <th>Emp ID#</th> <th>Rcd#</th> <th>Type</th> <th>Pay End Date</th> <th>Name</th> <th>Fund Code</th> <th>Task Profile</th> <th>Status</th> <th>Earnings</th> <th>Timesheet</th> </tr> </thead> <tbody> <tr> <td>EDIT</td> <td>0393520000</td> <td>K0000159753</td> <td></td> <td></td> <td>07/10/2010</td> <td>TRAINING USER</td> <td>01031</td> <td>039QRS</td> <td>ABS</td> <td>72</td> <td>VIEW</td> </tr> <tr style="background-color: #e0ffe0;"> <td>EDIT</td> <td>0393520000</td> <td>K0000159753</td> <td></td> <td>RFL</td> <td>07/10/2010</td> <td>TRAINING USER</td> <td>01031</td> <td>039QRS</td> <td>ABS</td> <td>8</td> <td>VIEW</td> </tr> </tbody> </table> <p>Number of records found: 2 ← = Current Pay Period</p> | | | Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Task Profile | Status | Earnings | Timesheet | EDIT | 0393520000 | K0000159753 | | | 07/10/2010 | TRAINING USER | 01031 | 039QRS | ABS | 72 | VIEW | EDIT | 0393520000 | K0000159753 | | RFL | 07/10/2010 | TRAINING USER | 01031 | 039QRS | ABS | 8 | VIEW |
| Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Task Profile | Status | Earnings | Timesheet | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 0393520000 | K0000159753 | | | 07/10/2010 | TRAINING USER | 01031 | 039QRS | ABS | 72 | VIEW | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 0393520000 | K0000159753 | | RFL | 07/10/2010 | TRAINING USER | 01031 | 039QRS | ABS | 8 | VIEW | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Approving the Timesheet

Introduction

Once the employee electronically signs their Timesheet the document will be ready for the Supervisor to approve. The Supervisor will be able to view any document of the employees' regardless of status.

How to

The following are the steps to approving a Timesheet.

| Step | Action | Result |
|------|---|---|
| 1. | Access the Timesheet System as previously instructed. | Your List of Timesheet page is displayed. |

Example is by Staff:

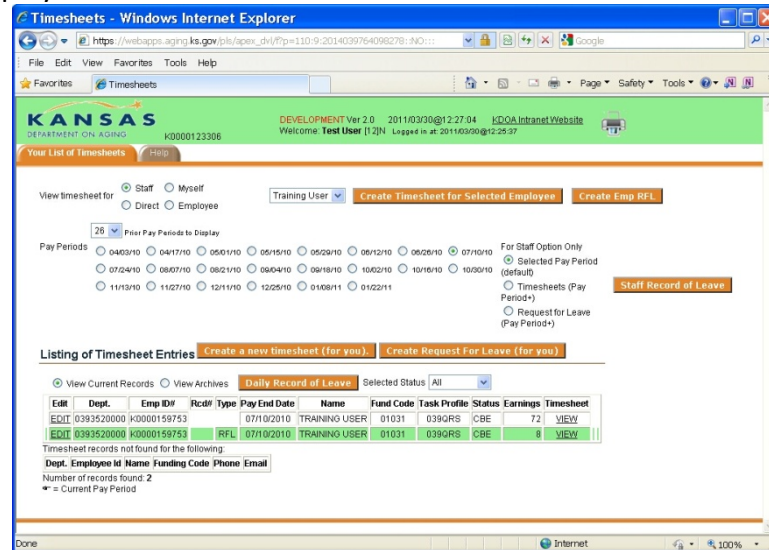
Select the Staff Radio button.

Select the pay end date of the pay period.

The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year.

Select the additional view option of the Selected Pay Period, only the Timesheets or only the Request for Leave.

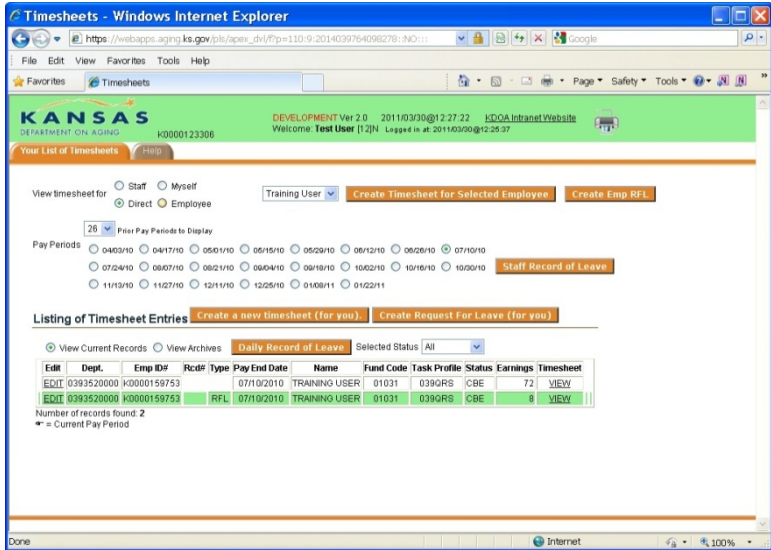
Will display all staff within Commission or Division



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Approving the Timesheet, Continued

How to (continued)

| Step | Action | Result | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|---|---|------|-------|--------------|---------------|-----------|--------------|--------|-----------|--------------|--------|----------|-----------|------|------------|-------------|--|--|------------|---------------|-------|--------|-----|----|------|------|------------|-------------|--|-----|------------|---------------|-------|--------|-----|---|------|
| | <p>Example is by Direct:</p> <p>Select the Direct Radio button.</p> <p>Select the pay end date of the pay period.</p> <p style="padding-left: 40px;">The dates displayed are from one pay period previous to the current pay period and all future pay periods to the end of the fiscal year.</p> <p>Will display all staff that is directly supervised.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | |  <p>The screenshot shows the 'Listing of Timesheet Entries' table with the following data:</p> <table border="1"> <thead> <tr> <th>Edit</th> <th>Dept.</th> <th>Emp ID#</th> <th>Rcd#</th> <th>Type</th> <th>Pay End Date</th> <th>Name</th> <th>Fund Code</th> <th>Task Profile</th> <th>Status</th> <th>Earnings</th> <th>Timesheet</th> </tr> </thead> <tbody> <tr> <td>EDIT</td> <td>0393520000</td> <td>K0000159753</td> <td></td> <td></td> <td>07/10/2010</td> <td>TRAINING USER</td> <td>01031</td> <td>0390RS</td> <td>CBE</td> <td>72</td> <td>VIEW</td> </tr> <tr> <td>EDIT</td> <td>0393520000</td> <td>K0000159753</td> <td></td> <td>RFL</td> <td>07/19/2010</td> <td>TRAINING USER</td> <td>01031</td> <td>0390RS</td> <td>CBE</td> <td>8</td> <td>VIEW</td> </tr> </tbody> </table> <p>Number of records found: 2 * = Current Pay Period</p> | Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Task Profile | Status | Earnings | Timesheet | EDIT | 0393520000 | K0000159753 | | | 07/10/2010 | TRAINING USER | 01031 | 0390RS | CBE | 72 | VIEW | EDIT | 0393520000 | K0000159753 | | RFL | 07/19/2010 | TRAINING USER | 01031 | 0390RS | CBE | 8 | VIEW |
| Edit | Dept. | Emp ID# | Rcd# | Type | Pay End Date | Name | Fund Code | Task Profile | Status | Earnings | Timesheet | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 0393520000 | K0000159753 | | | 07/10/2010 | TRAINING USER | 01031 | 0390RS | CBE | 72 | VIEW | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDIT | 0393520000 | K0000159753 | | RFL | 07/19/2010 | TRAINING USER | 01031 | 0390RS | CBE | 8 | VIEW | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Approving the Timesheet, Continued

How to (continued)

| Step | Action | Result |
|------|--|--------|
| | <p>Example is by employee: Select the Employee Radio button. Select the Employee from the drop down list. Will display all pay period records for the employee selected.</p> | |
| | | |

Continued on next page

Approving the Timesheet, Continued

How to (continued)

| Step | Action | Result |
|------|---|--|
| 2. | The white line item is the timesheet. Click on the View link under the Timesheet column to open the timesheet. <u>Note:</u> Request for Leave must be approved first. | Timesheet completed by the employee will be displayed. |

Department 0393520000 Emp ID # K0000159753 Record Number Print View
 Pay End Date 07/10/2010 Name TRAINING USER Fund Code 01031 Task Profile 039QRS PCO Required
 Position Number P123456a FLSA FTE Exempt N
 Task Profile 039QRS05:039QRS04:039QRS06:039QRS02

| EARNINGS CODE AND DESCRIPTION | Sat 06/27 | Sun 06/28 | Mon 06/29 | Tue 06/30 | Wed 07/01 | Thu 07/02 | Fri 07/03 | Sat 07/04 | Sun 07/05 | Mon 07/06 | Tue 07/07 | Wed 07/08 | Thu 07/09 | Fri 07/10 | Sat 07/11 | total | Totals | Task Profile Id |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|--------|--------------------------------------|
| VAC / Vacation (Annual) Leave | | | | | | | | | | | 8 | | | | | 8 | 8 | 039QRS02 = GENERAL SVS (LCE) |
| REG / Regular Earned | | 8 | 8 | 8 | | | | | | | | | | | | 24 | 24 | 039QRS04 = Older Americans Act (OAA) |
| REG / Regular Earned | | | | | 8 | 8 | | | | | | | | | | 16 | 16 | 039QRS05 = State General Fund (SOF) |
| REG / Regular Earned | | | | | | | | | | 8 | 8 | 8 | | | | 24 | 24 | 039QRS06 = MEDICAID |
| HDC / Holiday Credit | | | | | | | | | | 8 | | | | | | 8 | 8 | 039QRS02 = GENERAL SVS (LCE) |
| Totals | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 0 | 40 | 0 | 8 | 8 | 8 | 0 | 40 | 80 | | |

View Request for Leave

Status CBE - Completed by Employee RFL Status: ABS

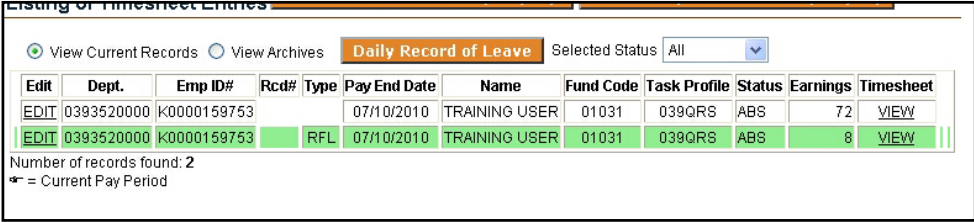
All times listed on this report reflect (1) actual time charged, including leave time, (2) all time worked is accurately reported and (3) is true and correct to the best of my knowledge.

Signed By Employee Training User 03/30/2011 12:24:29 PM
 Signed By Supervisor
 Signed By HR | Processed By Sharp

Continued on next page

Approving the Timesheet, Continued

How to (continued)

| Step | Action | Result | | | | | | |
|--|--|---|--|----|---|----|--|--|
| 3. | Click on the Process Timesheet button. | The following will automatically occur. | | | | | | |
| | <table border="1"> <tr> <td>d.</td> <td>The User Name, Date and Time is displayed in the Signed By Supervisor.</td> </tr> <tr> <td>e.</td> <td>Status is changed to ABS – Approved by Supervisor</td> </tr> <tr> <td>f.</td> <td>Once the Timesheet is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System.</td> </tr> </table> <p><u>Note:</u> If the Timesheet is for a pay period in the future the information will not be transferred into SHaRP until the appropriate pay period is reached.</p> | d. | The User Name, Date and Time is displayed in the Signed By Supervisor. | e. | Status is changed to ABS – Approved by Supervisor | f. | Once the Timesheet is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System. | |
| d. | The User Name, Date and Time is displayed in the Signed By Supervisor. | | | | | | | |
| e. | Status is changed to ABS – Approved by Supervisor | | | | | | | |
| f. | Once the Timesheet is approved by the Supervisor it is available for Human Resources approve. At the time of Human Resources approval, the status changes to ABHR - Approved by Human Resources. Once the status is ABHR, it will be available for transfer into the SHaRP System. | | | | | | | |
|  | | | | | | | | |

Returning Request for Leave or Timesheet to Employee

Introduction

At times it may be necessary for a Supervisor to return a Request for Leave and/or Timesheet back to the employee. This can be done at any time prior to the document being approved by Human Resources.

Human Resources can also return a Request for Leave and/or Timesheet back to the employee.

How to

The following are the steps to return an employees' Request for Leave and/or Timesheet.

| Step | Action | Result |
|------|---|---|
| 1. | Access the Timesheet System as previously instructed. | Your List of Timesheet page is displayed. |
| 2. | Select the employee and the document to be returned as previously instructed. | Item is displayed. Example is the timesheet. |

The screenshot shows the 'Entry And Update' web application interface. At the top, there is a header with the Kansas logo and 'DEPARTMENT ON GOING'. Below this, there is a navigation bar with 'Your List of Timesheets', 'Pay Period Entry/Update 07/10/2010', and 'Help'. The main content area displays employee information: Department 0393520000, Emp ID # K000169763, Record Number, and Print View. Below this, there is a table of earnings codes and a 'Process Timesheet' button. The table has columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a 'Total' column. The rows represent different earnings codes: VAC / Vacation (Annual Leave), REG / Regular (Earned), REG / Regular (Earned), REG / Regular (Earned), and HIC / Holiday Credit. The 'Process Timesheet' button is highlighted in orange. Below the table, there is a 'View Request for Leave' link and a 'Return to Employee' button. The bottom of the page shows the user's name 'Training User' and the date '03/30/2011 12:24:29 PM'.

Continued on next page

Returning Request for Leave or Timesheet to Employee, Continued

How to (continued)

| Step | Action | Result | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|----------------------|---|---|---|---|---|----|---|---|----|---|---|---|----|----|---|----|----|--------|---|---|---|---|---|---|---|---|----|---|---|---|---|---|---|----|----|
| 3. | <p><u>Optional</u>: Type in a comment next to the Return to Employee button.</p> | <p>This will document why the item is being returned. The reason will also be included in the archived document and also in an email to the employee notifying them that an item has been returned.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">HDC / Holiday Credit</td> <td style="text-align: center;">0</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">40</td> <td style="text-align: center;">0</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">40</td> <td style="text-align: center;">80</td> </tr> <tr> <td style="font-size: small;">Totals</td> <td style="text-align: center;">0</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">40</td> <td style="text-align: center;">0</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">40</td> <td style="text-align: center;">80</td> </tr> </table> <p style="text-align: right; font-size: small;">View Request for Leave</p> <p>Status: CBE - Completed by Employee Process Timesheet RFL Status: ABS</p> <p style="font-size: x-small;"><i>All times listed on this report reflect (1) actual time charged, including leave time, (2) all time worked is accurately reported and (3) is true and correct to the best of my knowledge.</i></p> <p>Return to Employee <input style="width: 150px;" type="text" value="Returning as requested"/></p> <p style="font-size: x-small;">Signed By Employee Training User 03/30/2011 12:24:29 PM Signed By Supervisor Signed By HR Processed By Sharp</p> </div> | | | HDC / Holiday Credit | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 0 | 40 | 0 | 8 | 8 | 8 | 8 | 0 | 40 | 80 | Totals | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 0 | 40 | 0 | 8 | 8 | 8 | 8 | 0 | 40 | 80 |
| HDC / Holiday Credit | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 0 | 40 | 0 | 8 | 8 | 8 | 8 | 0 | 40 | 80 | | | | | | | | | | | | | | | | | | | | | |
| Totals | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 0 | 40 | 0 | 8 | 8 | 8 | 8 | 0 | 40 | 80 | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>Click on the Return to Employee button.</p> | <p>Several actions occur:</p> <ol style="list-style-type: none"> 1. Original document is archived for history. 2. A copy is created in a Work in Progress status for action or correction by the employee. 3. An email is sent to the employee stating that the document has been returned. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |