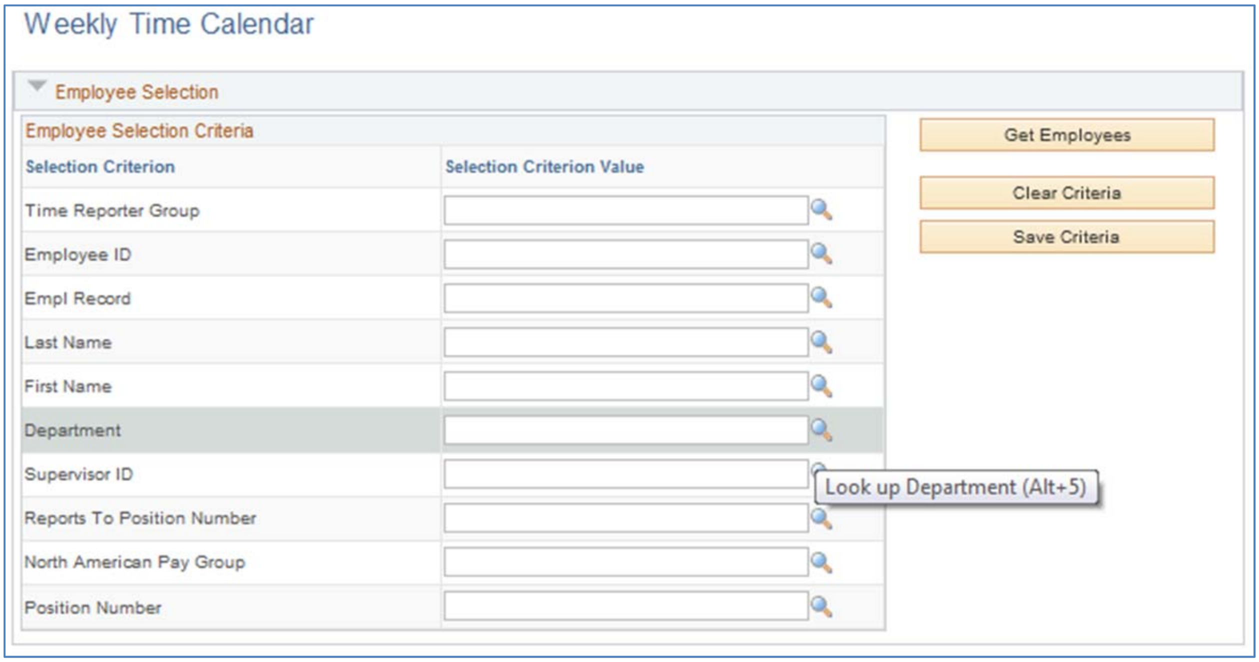
Time and Labor WorkCenter: Managers

Budget Managers with full-time staff are responsible for reviewing departmental Paid Time Off Reports at least once every month. The Time and Labor WorkCenter also offers several resources to review reported and paid time in the Links Section. Under the View Time & Exceptions Heading there are links to review not only employee timesheets, but also, timesheet exceptions, monthly, weekly, and daily time calendars.

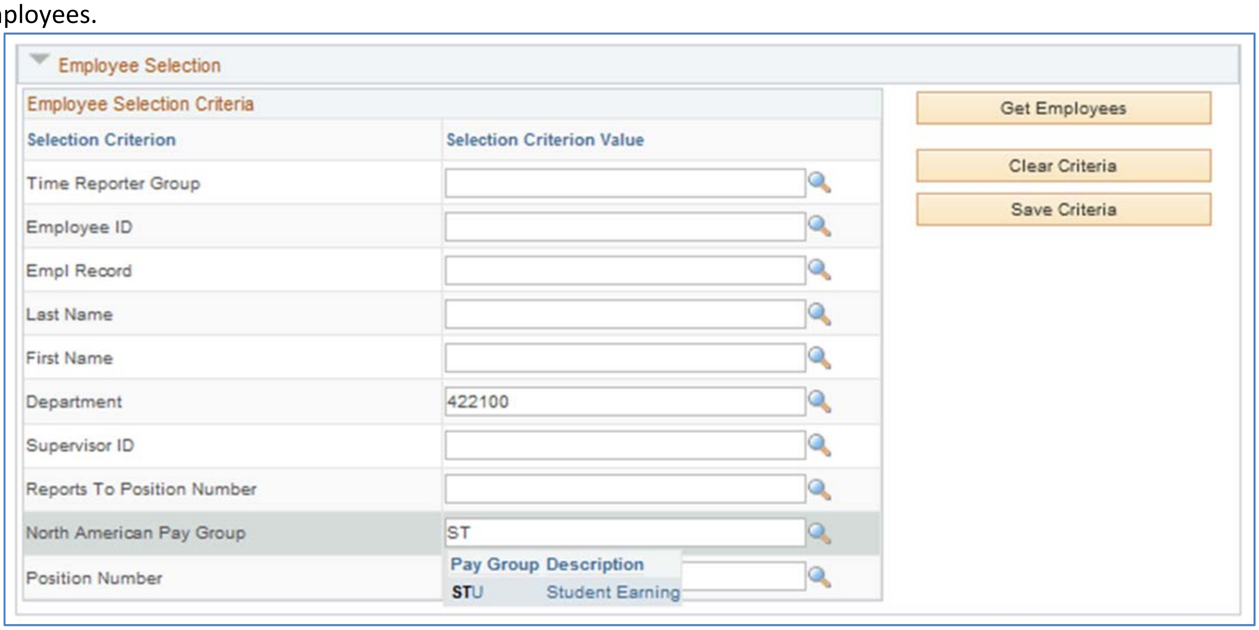
<u>Reviewing Monthly, Weekly, or Daily calendars</u>

With each calendar type, a reviewer can enter search criteria applicable to the review method. A reviewer can enter as much or as little criteria as is appropriate for his or her review.

For example, to view employee hours reported only within one department, search for the applicable department ID and click Get Employees. Select Save Criteria to have this department included in the default search criteria.

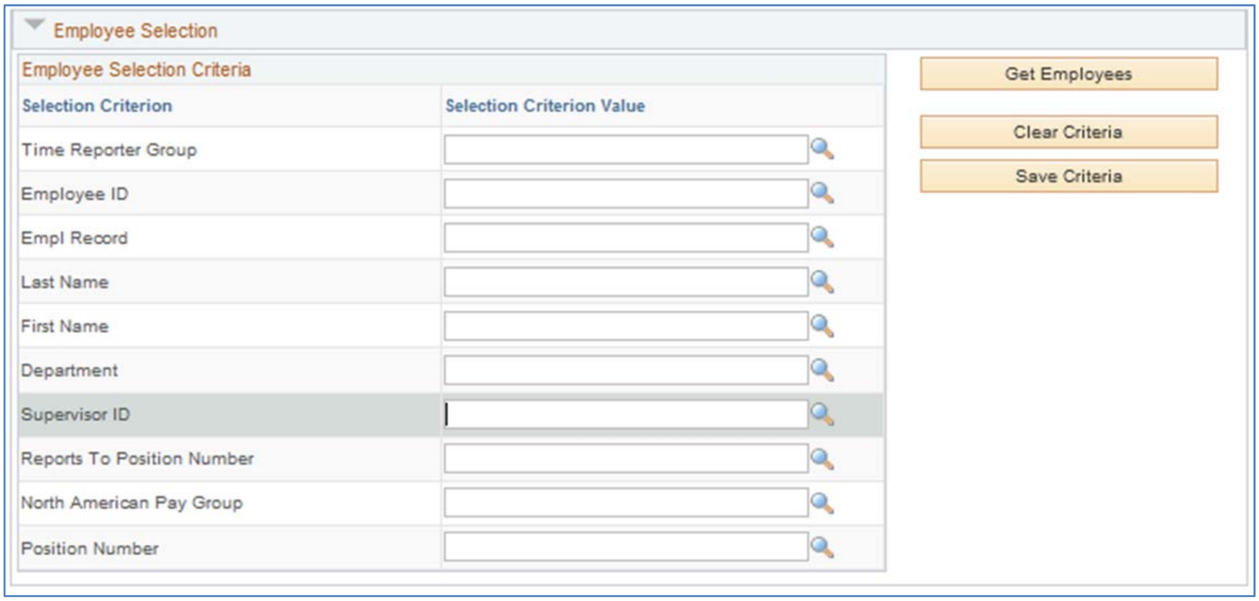


To refine that search even further, keep the department criteria and another. For example, if you wish to only review and time reported by student employees, update the North American Pay Group field and click Get Employees.

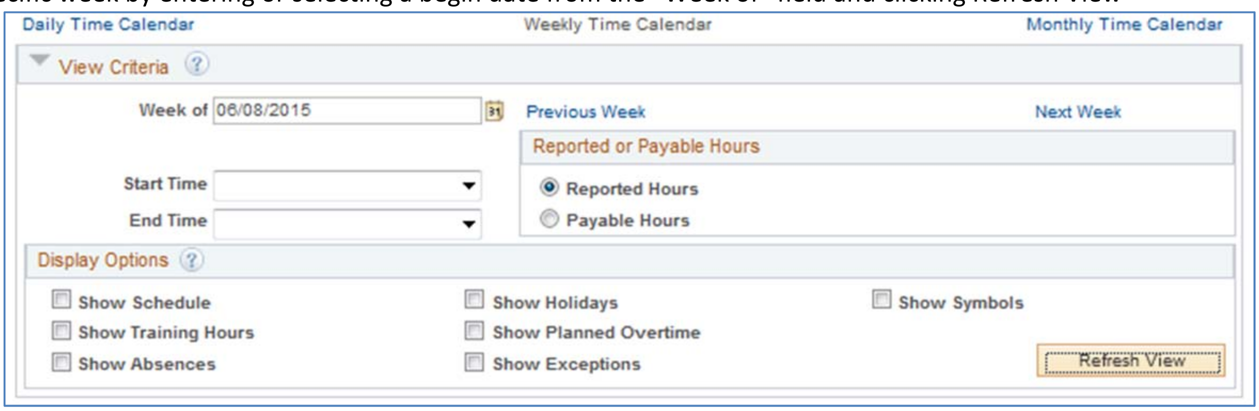


Time and Labor WorkCenter: Managers

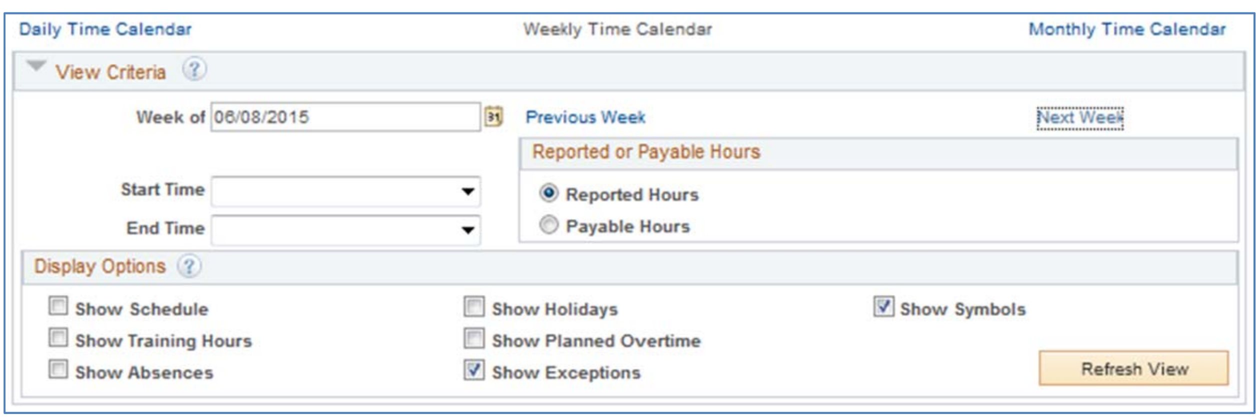
To view hours of student or part-time staff that you directly supervise, enter your employee ID in the Supervisor ID field or click the magnifying glass to search by name and click Get Employees. Use Reports To Position Number to filter the search results by manager for full-time staff.



Once you have applied the desired Employee Selection Criteria, update the View Criteria. Quickly navigate to a specific week by entering or selecting a begin date from the "Week of" field and clicking Refresh View



Easily navigate forward and backward while keeping the same Employee Selection Criteria by selecting Previous Week or Next Week. Select Show Exceptions and Show Symbols and click Refresh View to view additional information.



Time and Labor WorkCenter: Managers

For ease of viewing, you can temporarily collapse the Time and Labor WorkCenter by clicking the double arrow 

The WorkCenter can be expanded by clicking the arrows again 

The calendar information can be downloaded into Microsoft Excel to be by clicking the Download link at top right corner of the Calendar

Weekly Time Calendar

Find

Last Name	First Name	Employee ID	Job Title	Total	Mon. 06/08/2015	Tue. 06/09/2015	Wed. 06/10/2015	Thu. 06/11/2015	Fri. 06/12/2015	Sat. 06/13/2015	Sun. 06/14/2015
				36.38	REG 07.00	REG 07.00	REG 08.00	SCK 05.38	REG 09.00	-	-
				14.00	-	-	-	VAC 07.00	VAC 07.00	-	-
				11.48	-	-	02.56	04.98	03.94	-	-
				36.50	REG 08.50	REG 07.00	REG 07.00	REG 07.00	REG 07.00	-	-
				40.00	REG 07.00	REG 09.00	REG 08.00	REG 08.00	REG 08.00	-	-
				39.00	REG 09.00	REG 07.75	REG 08.25	REG 07.00	REG 07.00	-	-

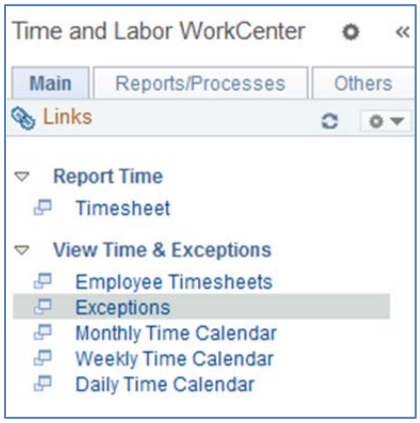
Last Updated: 6/30/15

Time and Labor WorkCenter: Managers

Manage Exceptions

Timesheet exceptions are generated when there is a processing issue with reported time that needs to be investigated and updated by the manager or reviewer. Each exception generated has an associated severity level. The High Severity exceptions result in an employee not receiving pay for the reported hours and need to be addressed by the manager or reviewer immediately.

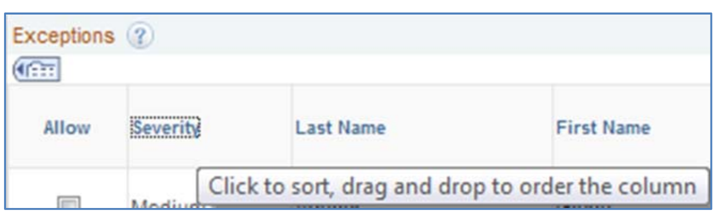
Use the Exceptions link and select Get Employees to review timesheet exceptions that need to be resolved.



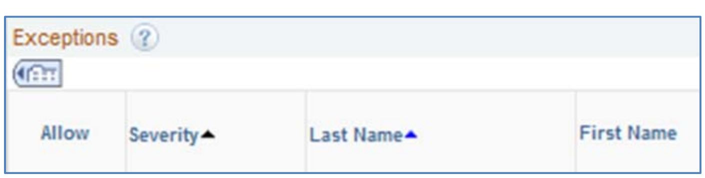
Filtering Options allow you to filter the results by date, employee, and severity levels. There are tabs for Overview, Details, and Demographics, or you can expand to show all columns.

For example, you may find it beneficial to Search for all Exceptions, filter by High severity exceptions and then sort by employee, type of exception, or date reported. In this manner, you can prioritize the view to address and resolve the exceptions efficiently.

Exceptions can easily be sorted by one or more columns in ascending or descending order. Column order can also be changed by dragging and dropping the column header to the new desired order. The default order for viewing Exceptions is alphabetical by Last Name. To sort the results by date (oldest to newest) and then by employee ID and then by exception description,

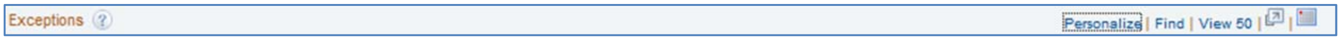


The results will now be ordered by Severity in ascending order (High, Medium, Low) and then sorted further by Last Name within each Severity level.

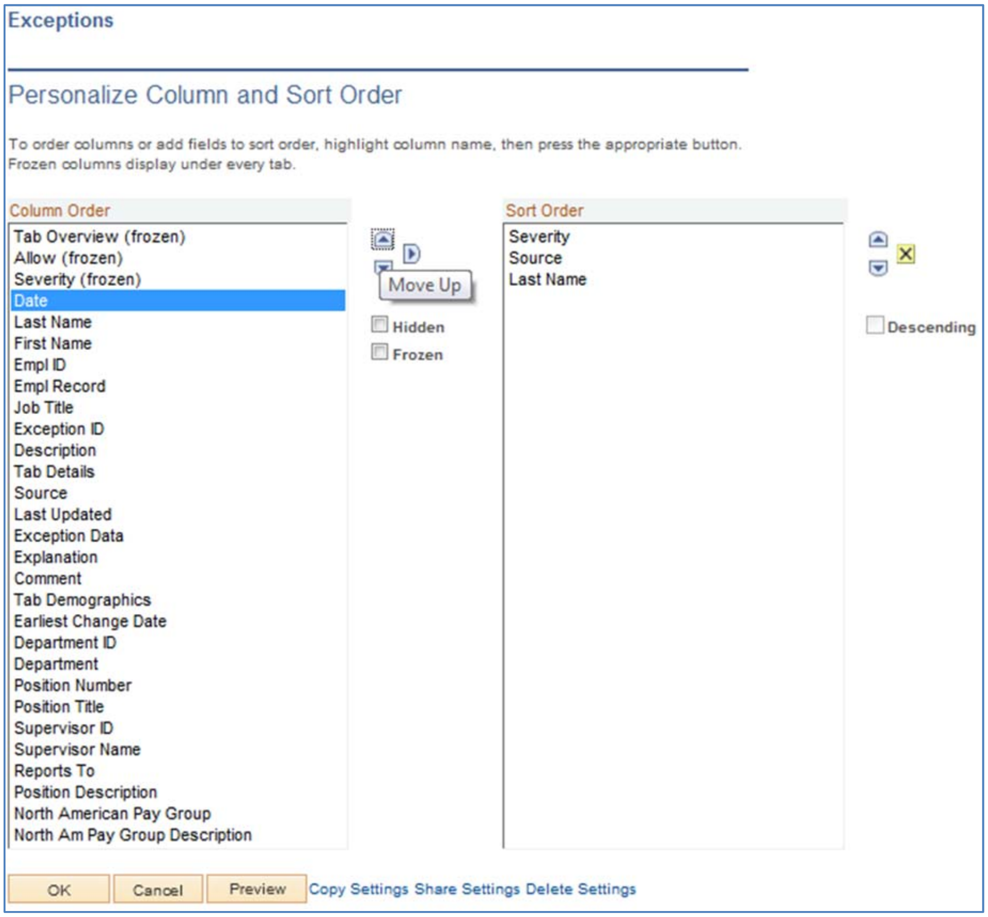


To change the order from ascending to descending, click the column header again and see the change reflected when the arrow switches from pointing up to pointing down.

These settings can also be updated and saved by selecting the Personalize option from the top-right corner of the table, moving the columns up or down, prioritizing the order of rows shown and saving the changes.



For example, in this screenprint, the Date column has been moved up beside the severity level. To preview the proposed changes before saving, select the Preview button. If the changes are as you expect, select OK for changes to be saved.



The Exception resolved can be downloaded into a Microsoft Excel spreadsheet. This can be a helpful tool when reviewing each exception by employee or exception type.

To resolve an exception, determine if an error exists with the reported time or if there is an invalid value. For example, a common error occurs when a WebClock employee forgets to clock in or out. If a High severity exception is not resolved, the hours will not be paid to the employee. It is important to identify and address any exceptions so that the hours worked can be paid to the employee timely. While reviewing timesheet exceptions, you may identify areas or employees that commonly encounter these errors. The timesheet exceptions can be discussed and resolved together to minimize recurrence of the issue in the future.

In addition to the Exceptions link under the View Time & Exceptions heading, you will also see exceptions directly on the employee's timesheet or in the calendar view when the Show Exceptions box is checked from the Display Options. Exceptions are displayed with the following icon and can be clicked to display the exception detail.

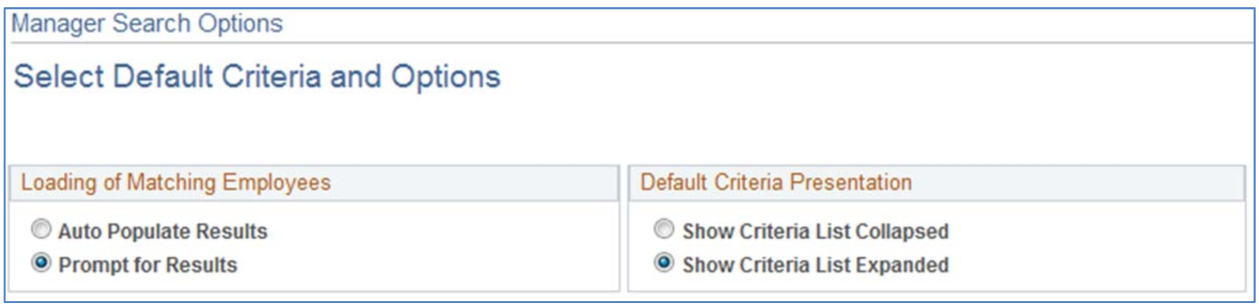
Time and Labor WorkCenter: Managers

<u>Manager Search Options</u>

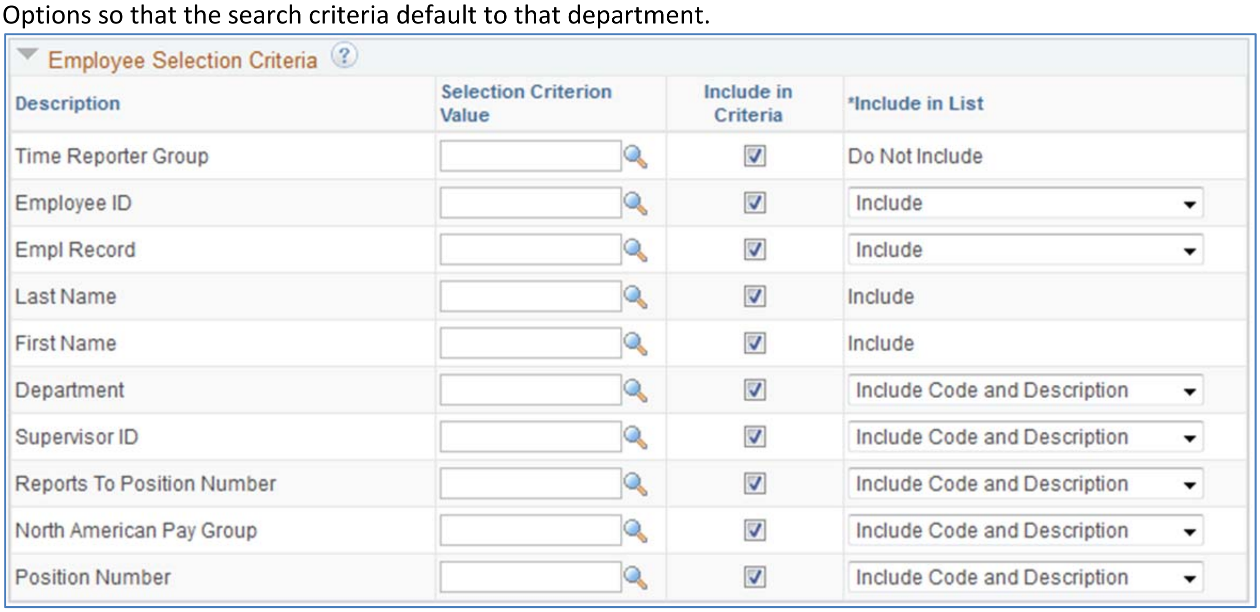
To save search criteria, navigate to the Manager Search Options and save the updates. This is an especially useful feature if you are responsible for reviewing and correcting employee timesheets for certain employee types or groups.

The Manager Search Options page can be accessed within the Time and Labor Work Center Links Section under the Time Approval Settings Heading

The Manager Search Options page allows you to select the default criteria and view options within the Time and Labor WorkCenter.



For example, if most of your paid time off review is for one department, it is possible to update the Manager Search Options so that the search criteria default to that department.


Employee Selection Criteria

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group		☑	Do Not Include
Employee ID		☑	Include
Empl Record		☑	Include
Last Name		☑	Include
First Name		☑	Include
Department		☑	Include Code and Description
Supervisor ID		☑	Include Code and Description
Reports To Position Number		☑	Include Code and Description
North American Pay Group		☑	Include Code and Description
Position Number		☑	Include Code and Description

It can also be helpful to increase the number of rows returned on the daily, weekly, monthly calendars so that you are able to view more employee hours on a single page.

Data Loading in Time Management

Folder	Portal Label	*Chunk Size
Approve Time and Exceptions	Payable Time	300
Approve Time and Exceptions	Reported Time	300
Manage Schedules	Manage Schedules	300
Report Time	Absence Request	10
Report Time	Timesheet	300
View Time	Daily Time Calendar	50
View Time	Monthly Time Calendar	50
View Time	Weekly Time Calendar	50

Save

Once you have made the desired updates to the Manager Search Options, click Save. The default search criteria from your Manger Search Options will apply to all links under the View Time & Exceptions Heading. Navigate back to the Timesheets, Exceptions, and Time Calendars to view the default selection criteria. You can make changes to default search criteria at any time by navigating back to the Manager Search Options page.

Contact Payroll Services if any of the Employee Selection Criteria displayed above are not available to you. Time Managers who saved search criteria prior to the most recent PeopleSoft Payroll Upgrade may need an update to their settings in order to see all options.

For any questions regarding employee timesheets, tools, and exceptions please contact Payroll Services at payroll@depaul.edu or at 312-362-8692.