Supervisor Paperless Timesheet Handbook
Table of Contents

Pg 2. Introduction
Pg 3. Main Page Overview
Pg 4. Supervisor Activity
- Pg 4. Today's Entries
- Pg 5. Approving Submitted, Resubmitted, and Amended Timesheets
- Pg 6. Timesheet Approval Page Example
- Pg 7. Unlocking or Rejecting a Timesheet
- Pg 8. Filling Out an Employee's Timesheet
- Pg 9. Approving or Rejecting Time Off Requests
- Pg 10. Using the Leave Calendar
- Pg 11. Requesting a Supervisor Alternate
- Pg 12. Accepting and Serving as a Supervisor Alternate

Introduction

The Cuyahoga County Department of Human Resources is committed to providing employees with access to secure and timely information, as well as reducing costs and increasing sustainability. To this end, HR has expanded the MyHR Employee Self Service portal to include functionality for Time Management. Employees will now have a secure, centralized mechanism by which they can manage their personnel data, time entry (time in / time out), time balances (sick, vacation, etc), leave requests, direct deposit information, and more. Supervisors will be able to approve or deny employee leave requests and time entry data online, anywhere, at any time, eliminating the need to print paper timesheets and leave request forms. These cost saving efforts will result in increased efficiencies and more effective and accessible reporting.

Purpose of this Document

This document is designed to provide supervisors with the information they need in order to navigate through the screens they will see and the functionality available to them within the Time Management pages of the MyHR Employee Self Service portal. For day to day time entry of your own information, refer to the document titled “Employee User Guide for Time Management”.

How this Guide is Organized

This document provides instructions and an overview of all the screens you will encounter while performing typical supervisor functions such as approving timesheets, time off requests, and assigning an alternate supervisor to handle your duties during an extended absence.

Icons used in this document

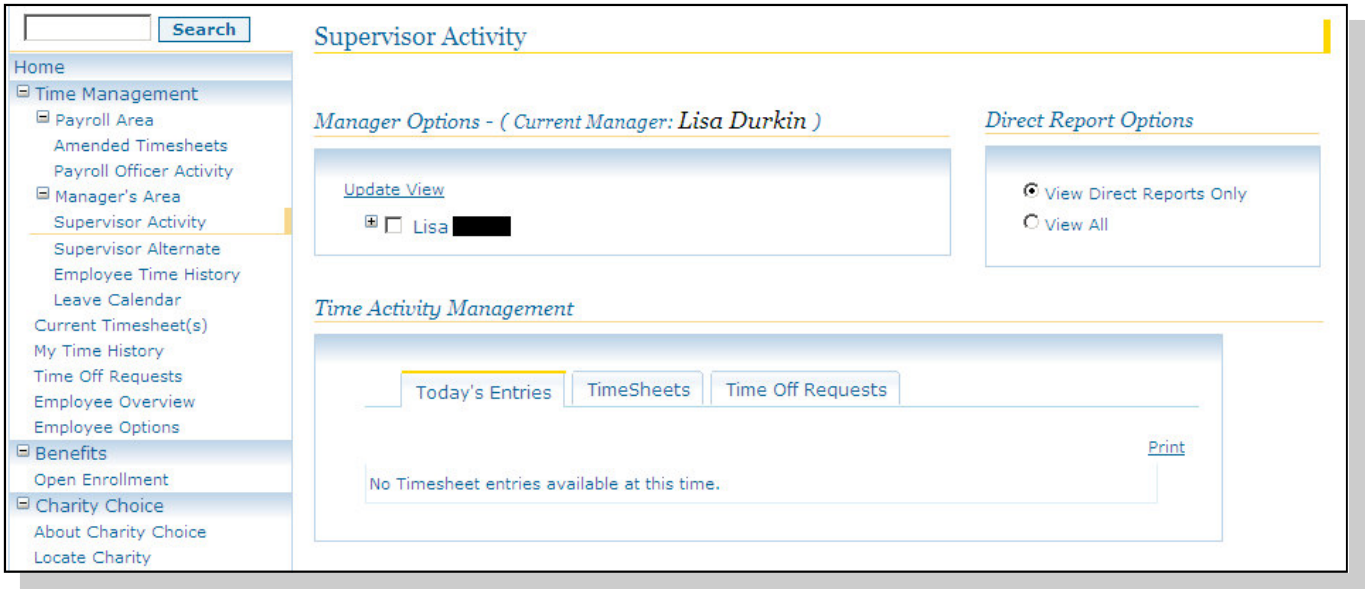
Important information follows. Please read carefully!

Helpful information and tips

Overview

1. **Welcome Message** - Name of the employee who is currently logged in. Please ensure this is you before anything.
2. **Payroll Area** - You will only see this area if you work in Payroll. It contains all necessary functions for processing payroll on the portal.
3. **Manager's Area** - You will only see this area if you are a manager. Contains necessary functions for manager to approve timesheets, time off requests, request a supervisor alternate, view employees time history, etc.
4. **Employee Time Management Area** - Every employee using the Paperless Timesheet portal will have this area. You can access current timesheets, old timesheets, submit and view time off requests, and employee overview.
5. **Manage My Emails** - Set up an email address for system notifications. Your work e-mail is the default. If you do not have a Groupwise email, you can enter a home email address.
6. **Manage My Messages** - View and delete Paperless Timesheet portal messages.
7. **Logout** - Be sure to log out when you are finished with your activity on the Paperless Timesheet portal.
8. **Quick Time Entry** - Enter time in and access the current day's timesheet from this box.
9. **My Messages** - Displays any new unread system messages and notifications.

1. Supervisor Activity

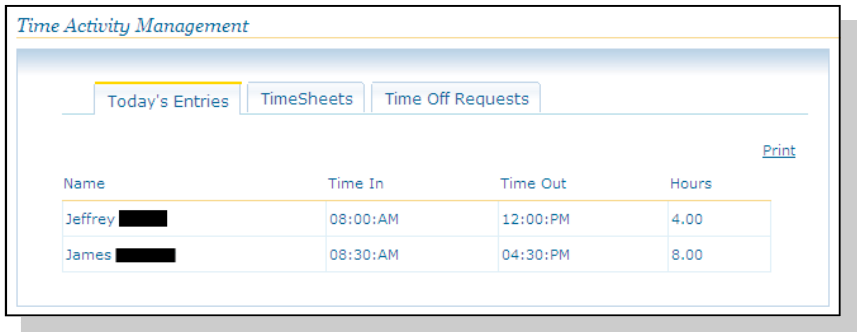


The **Supervisor Activity** screen is where you will do your employee time management on the MyHr Employee Self Service portal. All administration can be done from the three tabs in the **Time Activity Management** box. If you happen to have an employee that is a supervisor also, it's possible to do time management for their employees as well by selecting them in the tree in the **Managers Options Box** and clicking **Update View** or by selecting **View All** in the **Direct Report Options Box**.

As stated above, the **Manager Options Box** is an important tool for any supervisor that has other supervisors in their charge. The little box with the plus sign in it indicates that person supervises other employees. The **Manager's Options Box** is present in numerous supervisor pages on the MyHr Employee Self Service portal so keep an eye out for it!

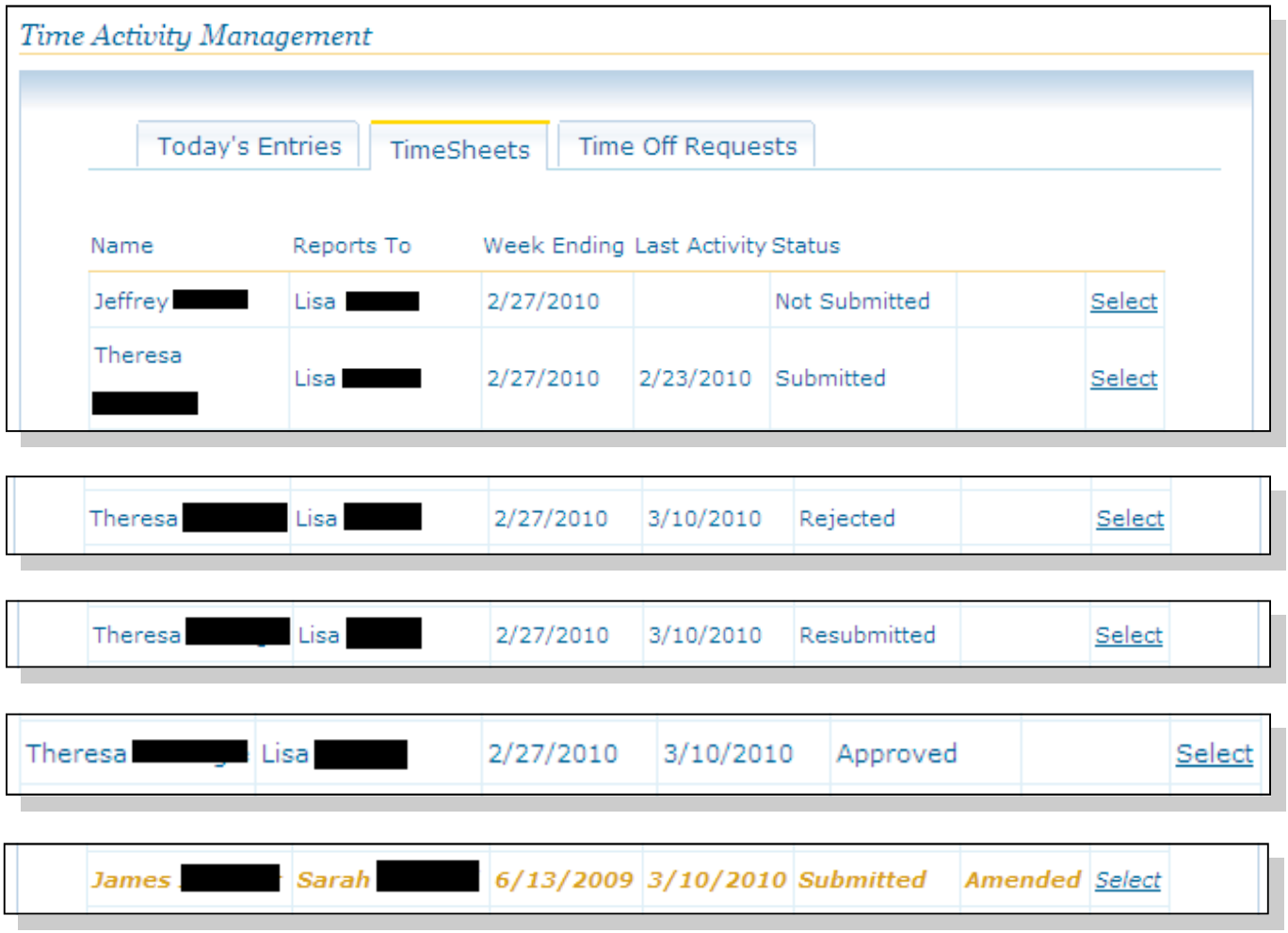
It cannot be stressed enough how incredibly important your role on the paperless timesheet portal is. Failure to approve submitted employee timesheets in a timely manner could result in an inaccurate payroll for said employee. Be sure to adhere to the payroll deadlines!

2. Today's Entries



After clicking **Supervisor Activity** on the sidebar, **Today's Entries** will be displayed by default in the **Time Activity Management Box**. The **Today's Entries** tab will display all time entries for the current day. There is also an option to print these entries should you need them for

3. Approving Submitted, Resubmitted, and Amended Timesheets

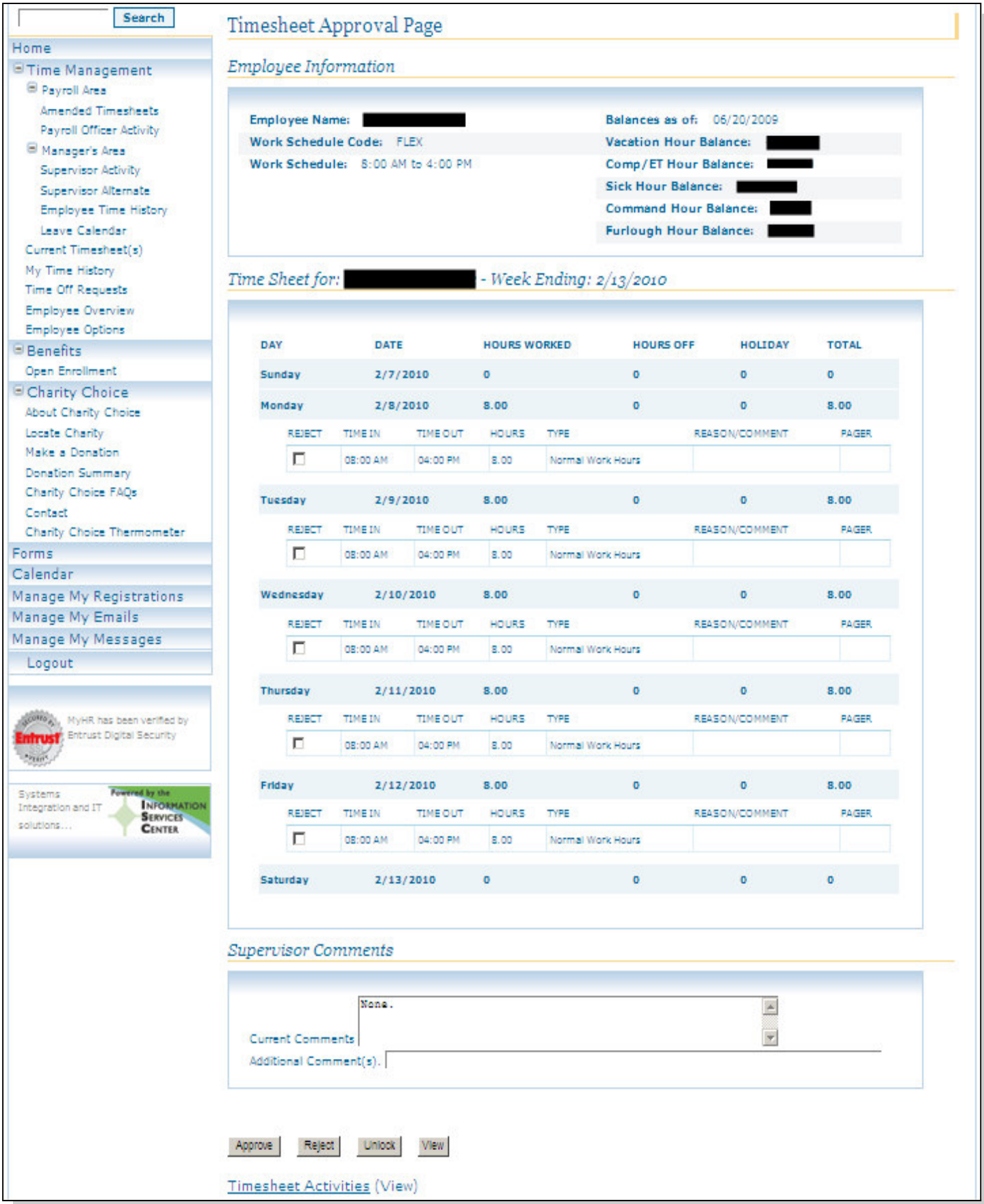


Time Activity Management

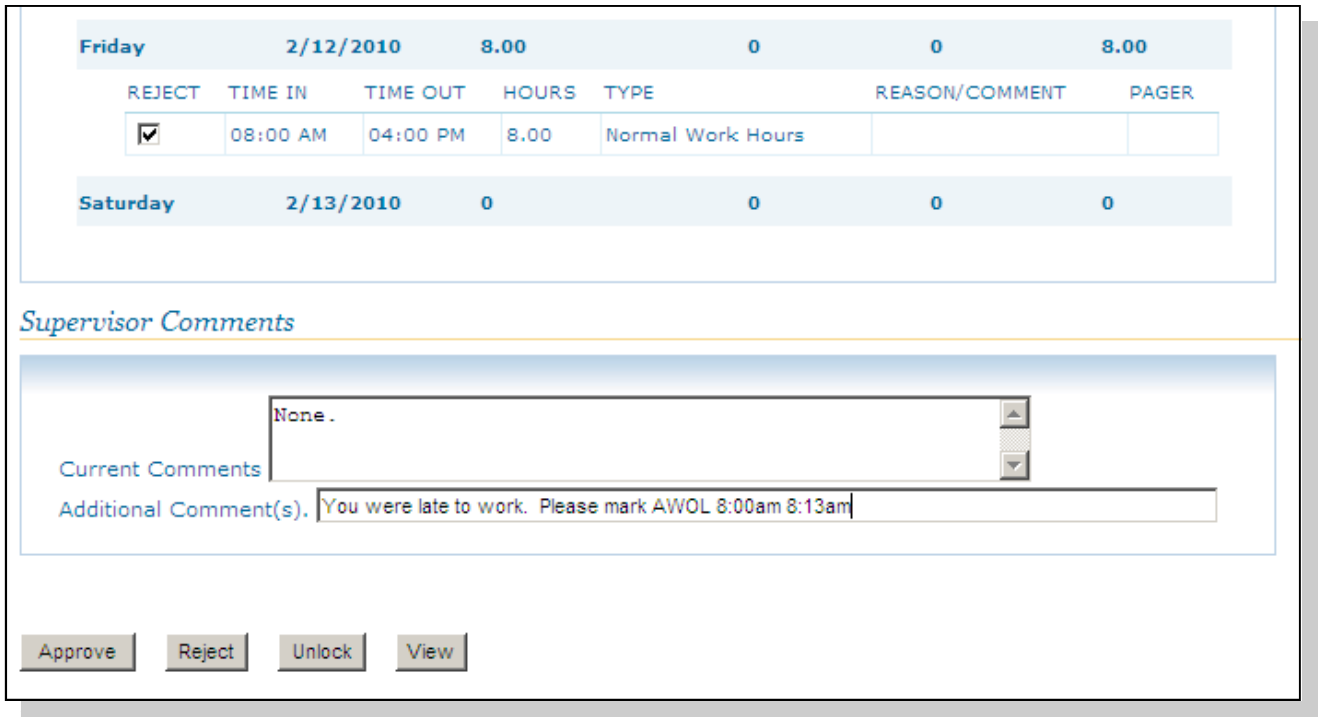
Today's Entries | TimeSheets | Time Off Requests

Name	Reports To	Week Ending	Last Activity	Status		
Jeffrey [redacted]	Lisa [redacted]	2/27/2010		Not Submitted		Select
Theresa [redacted]	Lisa [redacted]	2/27/2010	2/23/2010	Submitted		Select
Theresa [redacted]	Lisa [redacted]	2/27/2010	3/10/2010	Rejected		Select
Theresa [redacted]	Lisa [redacted]	2/27/2010	3/10/2010	Resubmitted		Select
Theresa [redacted]	Lisa [redacted]	2/27/2010	3/10/2010	Approved		Select
James [redacted]	Sarah [redacted]	6/13/2009	3/10/2010	Submitted	Amended	Select

Your employee's timesheets can be found after clicking **Supervisor Activity** in the sidebar. They are located in the **Time Activity Management Box** under the **Timesheets** tab. Above are examples of the different status types for timesheets. The process for approving a timesheet is the same no matter what status it is in. It's as simple as clicking **Select** next to the submitted timesheet you would like to approve, looking over the time entries, and clicking approve. An example of a submitted timesheet can be seen on the following page. As you can see, the page shows the employees time balances, a break down of time worked and off each day, and then buttons to approve, reject, unlock, and view.

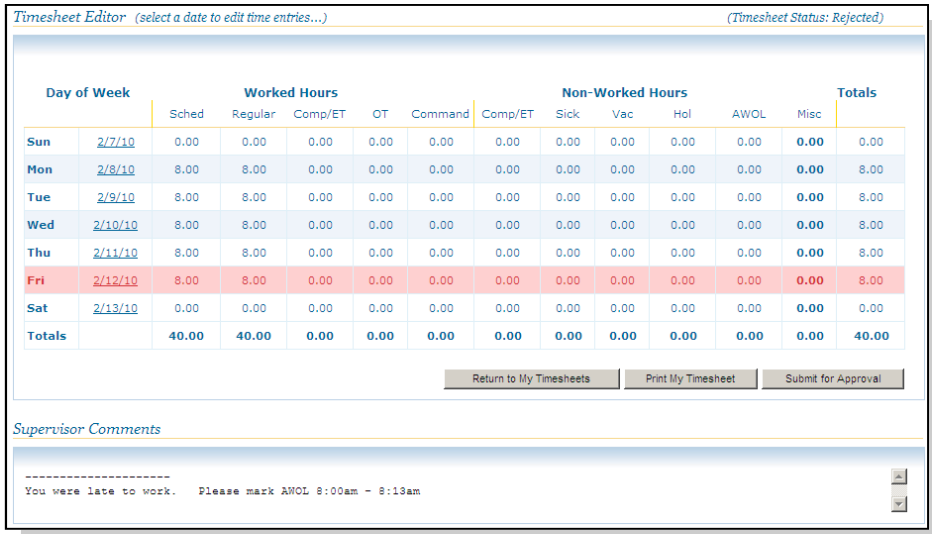

Search
Home
Time Management
Payroll Area
Amended Timesheets
Payroll Officer Activity
Manager's Area
Supervisor Activity
Supervisor Alternate
Employee Time History
Leave Calendar
Current Timesheet(s)
My Time History
Time Off Requests
Employee Overview
Employee Options
Benefits
Open Enrollment
Charity Choice
About Charity Choice
Locate Charity
Make a Donation
Donation Summary
Charity Choice FAQs
Contact
Charity Choice Thermometer
Forms
Calendar
Manage My Registrations
Manage My Emails
Manage My Messages
Logout
MyHR has been verified by Entrust Digital Security
Systems Integration and IT solutions...
Powered by the Information Services Center
Timesheet Approval Page
Employee Information
Employee Name: [redacted]
Work Schedule Code: FLEX
Work Schedule: 8:00 AM to 4:00 PM
Balances as of: 06/20/2009
Vacation Hour Balance: [redacted]
Comp/ET Hour Balance: [redacted]
Sick Hour Balance: [redacted]
Command Hour Balance: [redacted]
Furlough Hour Balance: [redacted]
Time Sheet for: [redacted] - Week Ending: 2/13/2010
DAY DATE HOURS WORKED HOURS OFF HOLIDAY TOTAL
Sunday 2/7/2010 0 0 0 0
Monday 2/8/2010 8.00 0 0 8.00
REJECT TIME IN TIME OUT HOURS TYPE REASON/COMMENT PAGER
08:00 AM 04:00 PM 8.00 Normal Work Hours
Tuesday 2/9/2010 8.00 0 0 8.00
REJECT TIME IN TIME OUT HOURS TYPE REASON/COMMENT PAGER
08:00 AM 04:00 PM 8.00 Normal Work Hours
Wednesday 2/10/2010 8.00 0 0 8.00
REJECT TIME IN TIME OUT HOURS TYPE REASON/COMMENT PAGER
08:00 AM 04:00 PM 8.00 Normal Work Hours
Thursday 2/11/2010 8.00 0 0 8.00
REJECT TIME IN TIME OUT HOURS TYPE REASON/COMMENT PAGER
08:00 AM 04:00 PM 8.00 Normal Work Hours
Friday 2/12/2010 8.00 0 0 8.00
REJECT TIME IN TIME OUT HOURS TYPE REASON/COMMENT PAGER
08:00 AM 04:00 PM 8.00 Normal Work Hours
Saturday 2/13/2010 0 0 0 0
Supervisor Comments
None.
Current Comments
Additional Comment(s).
Approve
Reject
Unlock
View
Timesheet Activities (View)

4. Unlocking or Rejecting a Timesheet

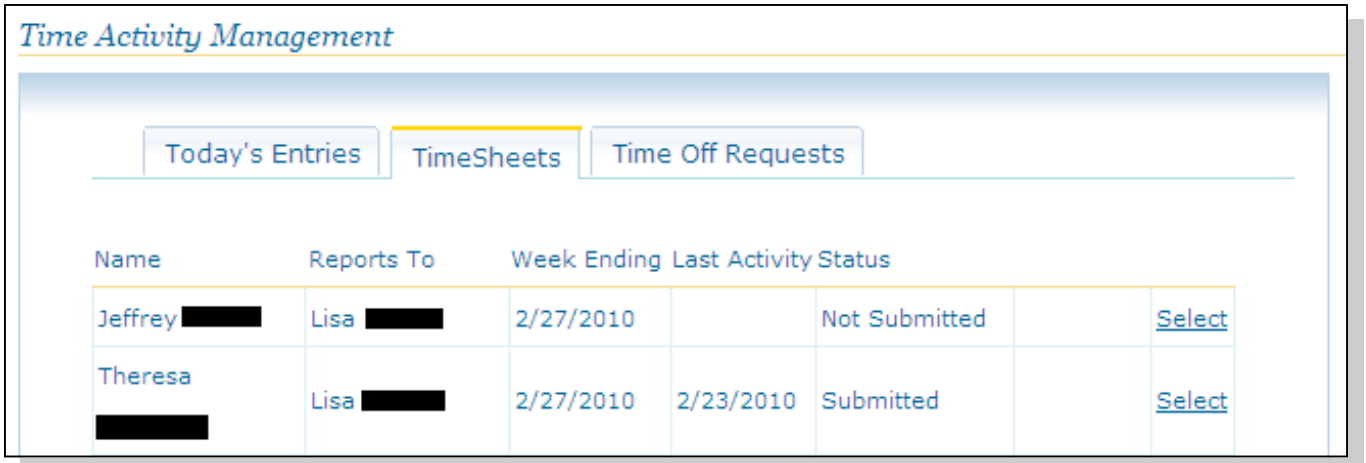


There are two ways to send a submitted timesheet back to an employee for corrections, rejecting or unlocking the timesheet. If an employee knows they made an error on their timesheet after submittal, they can request you unlock it for editing. This will allow the employee to make the necessary adjustments and resubmit for approval. Typically a timesheet is only rejected when you find an inaccurate time entry when looking over an employees timesheet for approval. You would need to check the box under reject next to the entry that is incorrect, fill out the reason for rejection in the **Additional Comments** field, and click **Reject**. The employee will get a system message and e-mail concerning the rejection. An example of how the entry is displayed to the employee is shown below.

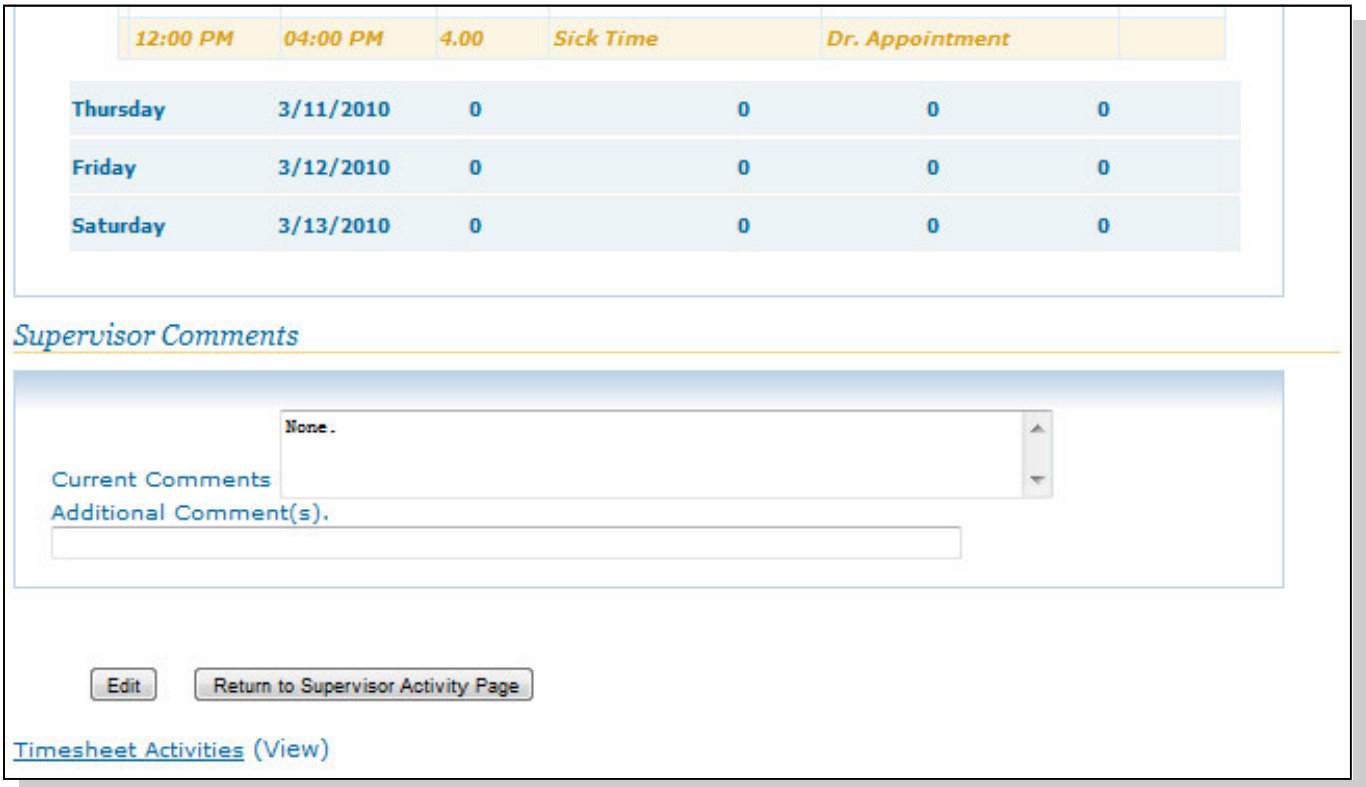
> ⚠ You must select and provide a reason for rejecting an entry or the MyHr Employee Self Service portal will not allow you to reject the timesheet



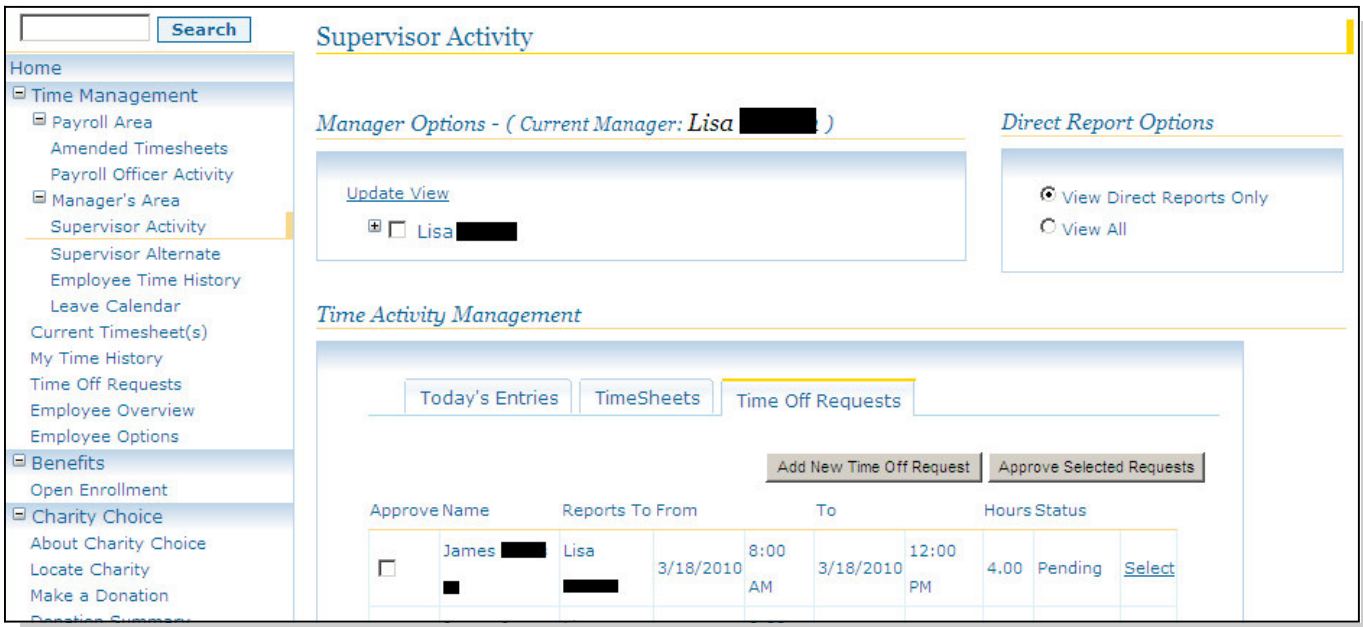
5. Filling Out An Employee's Timesheet



A supervisor can fill out an employee's timesheet in the event that the employee cannot. Going under **Supervisor Activity** on the sidebar, clicking the **Timesheets** tab, and clicking **Select** next to the desired timesheet will bring up a summary view of that weeks timesheet (seen below). Clicking the **Edit** button will take you to the timesheet view for regular time entry for the selected employee and week. The procedure for regular time entry can then be done for the days necessary. If you're finishing the employee's timesheet, it can then be submitted for the regular approval process.

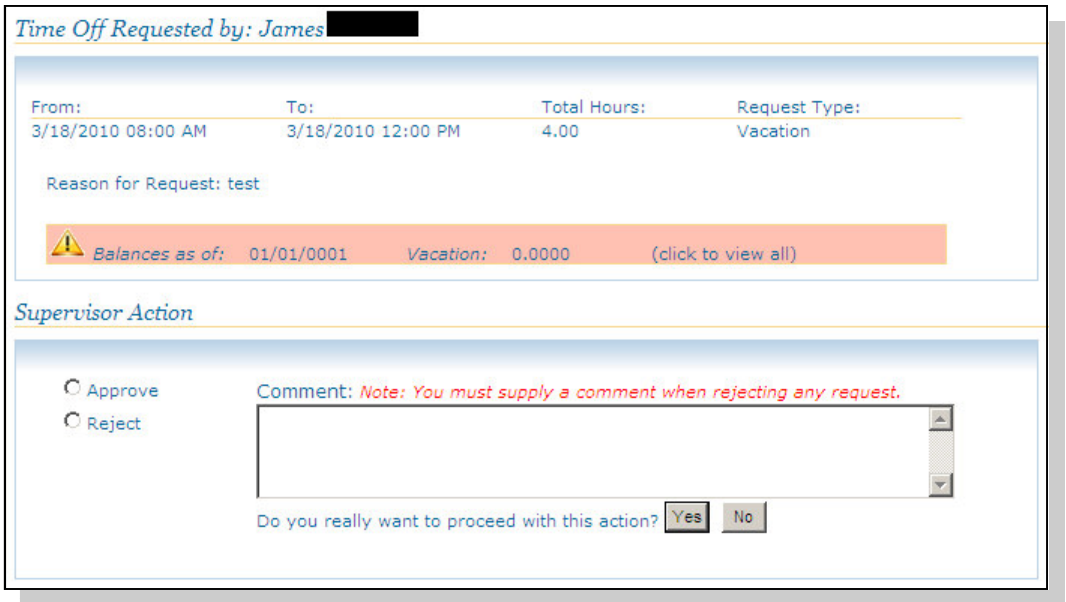


6. Approving or RejectingTime Off Requests

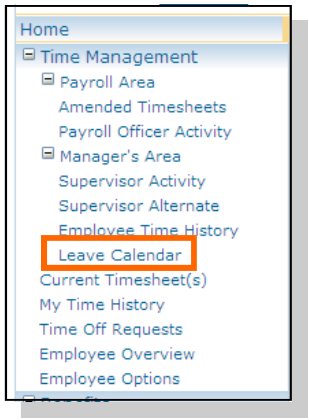


When an employee submits a time off request through the MyHr Employee Self Service portal, it will show up in the **Time Off Requests** tab in **Supervisor Activity**. You can approve a request by clicking the check box next to a pending request and then clicking approve selected requests. Multiple boxes can be checked if you would like to approve more than one request. Clicking **Select** next to the request will bring up detailed information as shown below.

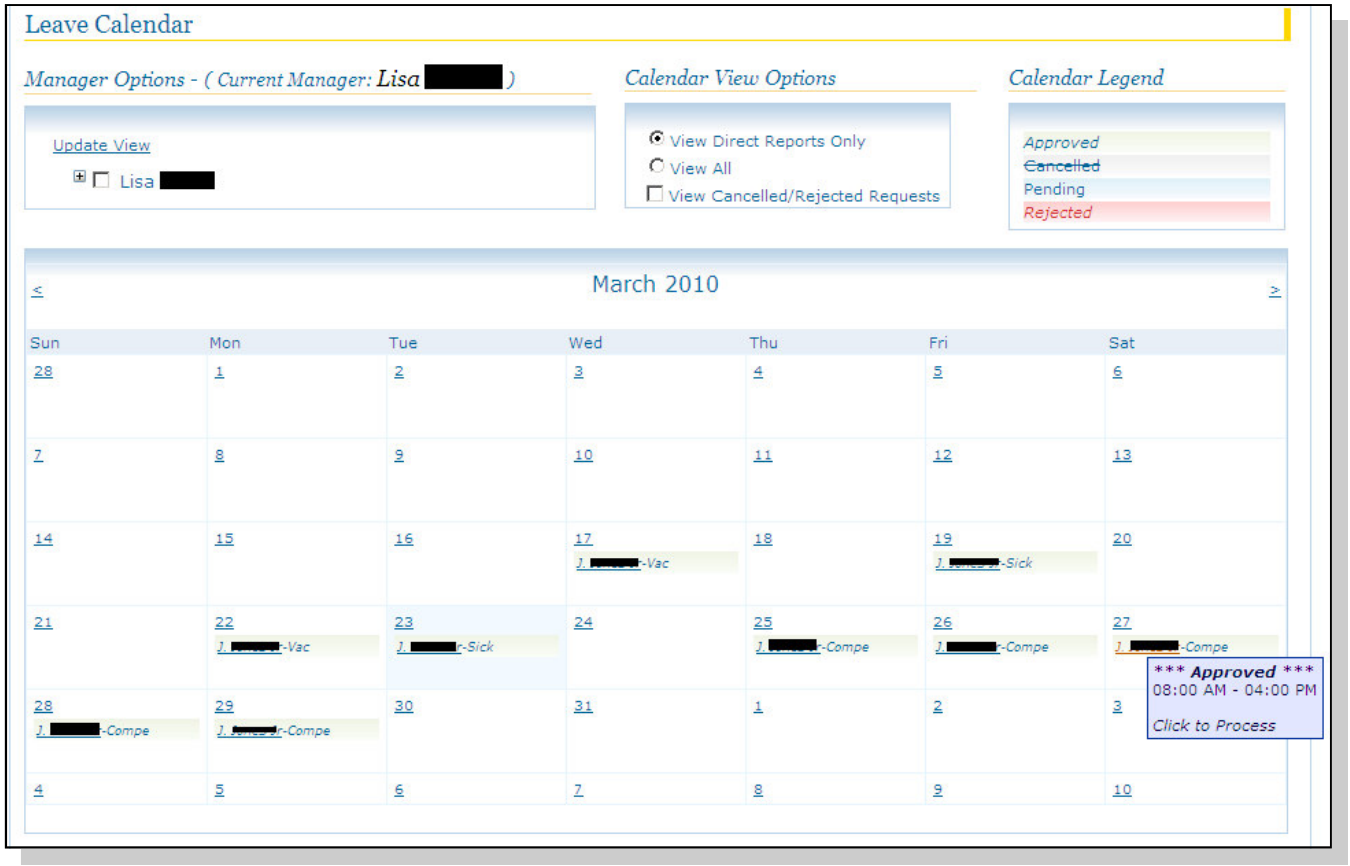
The detailed view of the time off request will show the request off dates and times, the employee's time balances, and the option to approve or reject the request. As noted in the screen, you must supply a comment when rejecting any request.



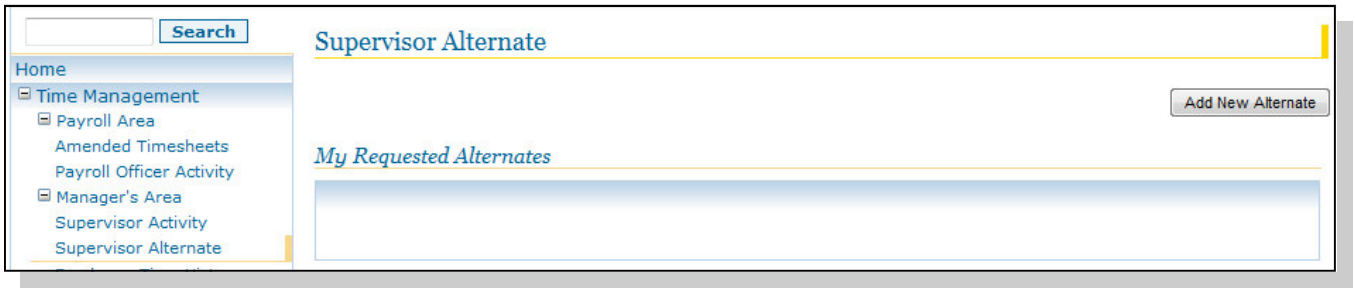
7. Using the Leave Calendar



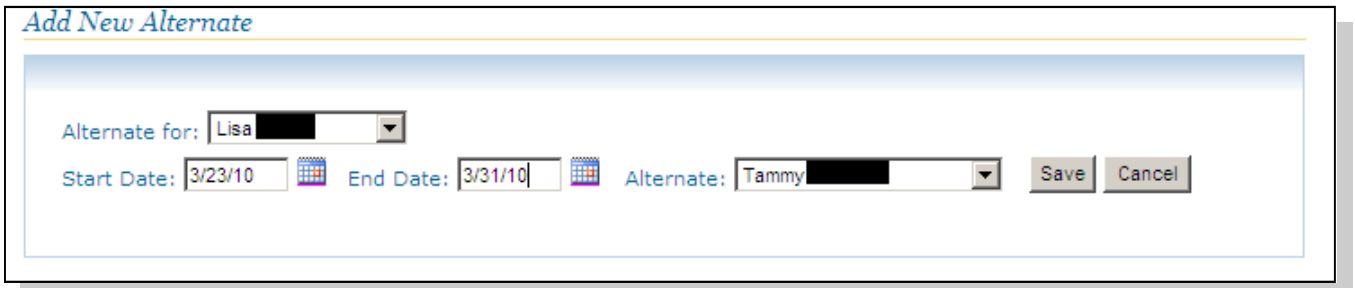
The Employee Leave Calendar, by default, will display all approved and pending time off requests for your employees. If you would like to view cancelled and rejected requests, you will need to click the check box in **Calendar View Options**. Clicking on a request will bring up a detailed view (example on page 9) and allow you to approve or reject it. Hovering your mouse pointer over an entry will also give you a brief detail on the request as shown below. You will also notice that the **Manager Options Box** is present on this page. If you have a supervisor in your charge, you can click the check box next to their name and **Update View** to see their employees time off requests. You can view everybody you have access to by selecting the radio button next to **View All** in the **Calendar View Options**



8. Requesting a Supervisor Alternate

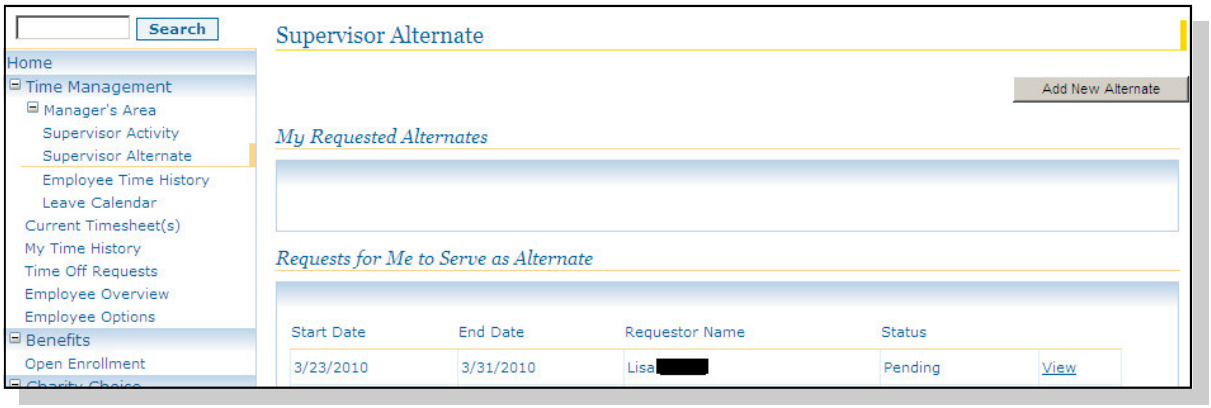


The Supervisor Alternate functionality allows you to request that a fellow supervisor take over your MyHr Employee Self Service duties in the event of a planned absence. Once the request is accepted, the supervisor serving as an alternate can manage the absent supervisor's timesheets and time off request for their employees for the date range specified. To request an alternate, click **Supervisor Alternate** on the sidebar and then **Add New Alternate**. The image below will appear for you to enter a date range and the desired alternate.

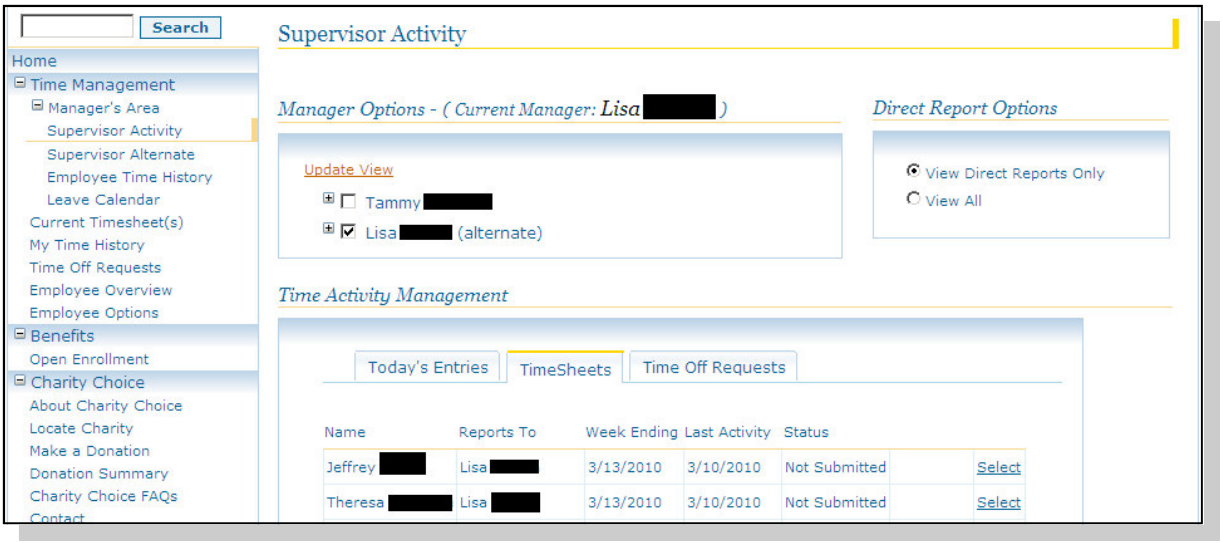


If you happen to have other supervisors underneath you, it is possible to make a supervisor alternate request for them in their absence. Simply select their name in the **Alternate For** field and choose a desired alternate. Both employees will receive a system notification and e-mail. You will also receive a notification when the request is approved or rejected.

9. Accepting and Serving as a Supervisor Alternate



If another supervisor requests you to serve as an alternate you will get a system notification and an e-mail. To accept or reject this request, click on **Supervisor Alternate** and then **View** next to the pending request. Accepting the request will allow you to access the timesheets and time off requests for that supervisor's employees. While serving as an alternate, you will notice your **Supervisor Activity's Manager Options** will now allow you to select the supervisor you are covering for.



To do time management for the absent supervisor's employees, you would click the check box next to their name and then click **Update View**. The Current Manager will change over to that supervisor's name and allow you to do anything with their employees that you could do with your own.