eTime Job Aid for Timecard Approvers

Reviewing and Approving PTO requests

1. From the "General" Tab, click "Inbox."

2. You will be brought to your Task List/Inbox. From the task list you will see PTO requests requiring your attention.

3. From the task list, double click on the PTO request. A window will open welcoming you to the Request Time Off Evaluation Process.

4. Click "Next."

5. Review the information provided on the Time Off Request Evaluation.

6. Choose either Approve or Reject.

7. You can add a short message in the message window that will be sent back to employee in the email they will receive letting them know that they're PTO request has been reviewed.

8. Click "Save."

9. A window will open reading "Thank You for using Request for Time Off Evaluation process." Click "Save and Close."

How Do I Edit an Employee's Timecard?

1. From the " Timekeeping" tab, click on "Reconcile Timecard."

2. From the "Show" field, choose your group of employees whose timecards you need to approve.

3. From the "Time Period" field, choose "Current Pay Period."

Note: if you are viewing the timecard during a payweek, your view must be "Previous Pay Period".

4. When your list of employees appear, note any checkmarks highlighting an employee's timecard may need attention. (e.g., unscheduled hours, late punches, unexcused absences, etc.)

5. If you see any checkmarks indicating an employee's Timecard needs to be looked at in detail, double click on the employee's name to open up their timecard.

6. Once in the Timecard, simply click in the field to be changed and retype the information.

7. After changes are made, click "Save."

Formatting a Non-Exempt Employee's Timecard

<u>What you need to know:</u>

- *You only need to enter an "a" or "p" to indicate AM or PM.*
- *If you do not enter "a" or "p" the system will automatically assume AM except for 12:00, which assumes PM. If you are punching in/out for lunch and you return at 1:00 or later remember to enter the "p" or the system will assume AM.*

eTime will automatically format your time entry as follows:

Entry	ETime Formatting
7	7:00 AM
730	7:30 AM
5p	5:00 PM
12	12:00 PM
1:00p	1:00 PM
430p	4:30 PM
1600	4:00 PM

Reviewing and Approving One Employee's Timecard

Upon logging in you will automatically be taken to a screen titled "QuickFind." This screen can also be accessed by going to "Timekeeping → QuickFind." Find and open the employee's timecard that you need to approve by:

    a. Entering the employee's name or employee ID number.

    b. Clicking on the "Find" button to the right of the Name or ID field.

    c. Their name will appear on a list below. Choose the name of the person you're looking for by double-clicking on their name.

1. From the "Time Period" list, select the time period. *You can approve timecards for any time period.*

2. On the "Approvals" menu, click "Approve."

Reviewing and Approving all Employee's Timecards at Once

1. From the "timekeeping" tab click "reconcile timecard."

2. Next to "Show" is a dropdown menu. Select "All Home."

3. Next to "Time Period" select the time period you would like to approve. *You can approve timecards for any time period.*

4. You will see a list of all employees you will need to approve.

5. When your list of employees appear, note any checkmarks highlighting an employee's timecard may need attention. (e.g., unscheduled hours, late punches, unexcused absences, etc.)

6. To view or edit a particular employees timecard, double click their name.

7. Approving employee's timecards can be done in 2 ways:

   - To approve each timecard individually, simply click on the name of the employee, which will highlight it in yellow. Go to the "approvals" tab and click "approve."

   - To approve the timecard of all employees at one time, click the arrow next to "actions" and click "select all." Everyone's name will be highlighted in yellow. Go to the approvals tab and click "approve."

8. Click "Refresh" and a number will appear next to all employee's timecards that have been approved.

Removing Your Approval from an Employee's Timecard

<u>What you need to know:</u>

Remember, you can only edit your employee's timecard if you have not approved it and/or the biweekly pay period has not passed. If you approved the timecard and need to make a change, follow these steps:

1. Select the appropriate time period from the "Time Period" field.

2. To remove approval from each timecard individually, simply click on the name of the employee, which will highlight it in yellow.

3. To remove approve the timecard of all employees at one time, click the arrow next to "actions" and click "select all." Everyone's name will be highlighted in yellow.

4. Select "Remove Approval" from the "Approvals" menu option.

5. A window will open reading "are you sure you want to remove approval?" Click yes.

6. Click refresh and all yellow lines will disappear.