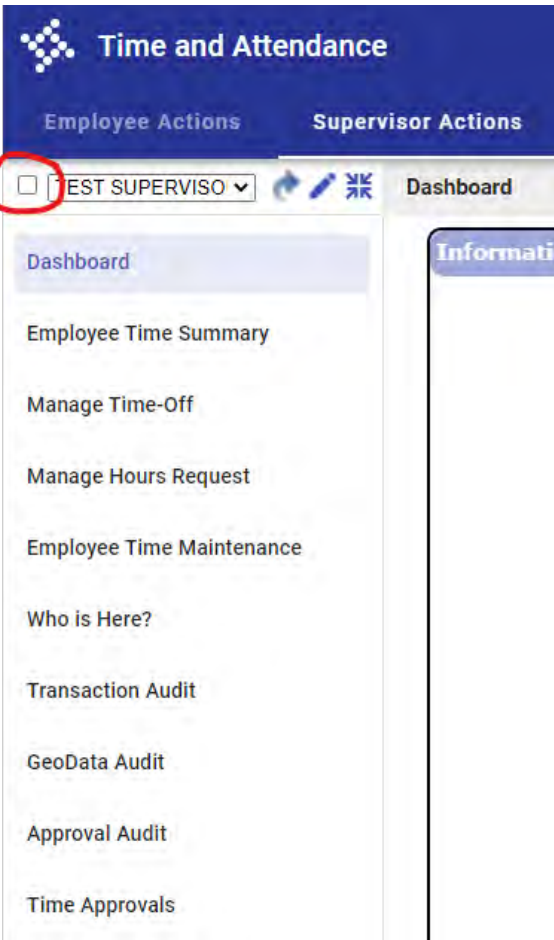


Executime Supervisor Guide

Supervisor Menu Overview



Dashboard - The main screen of your Supervisor Actions page where you can view informational updates, current Timecard and Time-Off approval statistics for your department and your 'Who is Here?' status.

Employee Time Summary - Where you can see a general summary of your employees' current, previous and historical pay period hours.

Manage Time-Off - Where you approve, decline or reset to "pending" benefit time requests for your employees.

Manage Hours Request - Where you approve, decline or reset to "pending" special time requests for your employees (Jury Duty, Bereavement, After Hours, etc.).

Employee Time Maintenance - Where you can add, edit and delete timecard entries for your employees.

Who is here? - A quick view of the Clock In/Out status of the employees in your area.

Transaction Audit - Transaction Audit provides a summary of all modifications, additions, or deletions for transactions processed in Tyler ExecuTime. The data displays for the employee selected using the main program filter and is sorted by the Current Period, Previous Period, and History tabs.

GeoData Audit - Provides full access to geolocation (GPS) captured data. Supervisors can audit the locations for their employees and compare the locations to a pre-configured geofence.

Approval Audit - Approval Audit provides all detailed information required to determine when and who entered or updated an approval in an employee's time record. The details are sorted and display on the Current Period, Previous Period, and History tabs.

Time Approvals - Time Approvals provides the time entry activity and time approval options. Use this screen to review and approve employees' time records prior to submitting the records to payroll. The History tab provides approval information for processed payrolls.

Note: In order to see all employees you have access to, uncheck the box next to your name at the top of the page.

Supervisor Approvals

There are 3 different types of approvals for Supervisors:

1. Approve Time

The Time Approvals screen provides the time entry activity and time approval options. Use this screen to review and approve employees' time records prior to submitting the records to payroll.

2. Hours Requests

The Manage Hours Request screen allows you to review employee hours requests, and then to approve, decline, or reset the status of each request.

3. Time-Off Requests

The Manage Time Off screen allows you to review employee time-off requests, and then to approve, decline, or reset the status of each request.

NOTE: All approvals must be performed in the Supervisor Actions screen.



Approve Time

1. From the left menu, click on the 'Time Approvals' tab.
2. Select the applicable pay period 'Current Period' or 'Previous Period'.
3. From the 'Approval Type' field, select the approval level.
4. Select the check boxes for the entries to approve or use the 'All' check box to select all available entries.
5. Enter your initials.
6. Click the 'Approve and Submit' button. The program completes the applicable approval type column with your initials.

My Pending Approvals Unsubmitted Timecards
 Employee: EMPLOYEE, TEST (9999) Pay Period: 09/25/2022 00:00 - 10/08/2022

Regular	Overtime	Benefits	Deduction	Rounding	Other	Total
40.00	0.00	8.00	(2.00)	0.00	0.00	40.00

Submitted: 10/08/2022 11:55:08

Approval Type: Approver Initials: TSS Comment:

Approve & Submit Approve Reject

Pay Period Approval			
Regular Time	Employee	Approvers	Approver Comments
40.00	TEE		!

Showing 100 per page; 5 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Position	Shift	Comment	Employee	Approve
	<input checked="" type="checkbox"/>		Mon	09/26/2022	08:00	16:30	1 (REGULAR)	8.50	0.50	8.00	8.50	8.00					
	<input checked="" type="checkbox"/>		Tue	09/27/2022	08:00	16:30	1 (REGULAR)	8.50	0.50	8.00	17.00	16.00					
	<input checked="" type="checkbox"/>		Thu	09/29/2022	08:00	16:30	1 (REGULAR)	8.50	0.50	8.00	25.50	24.00					

To approve all timecards at the same time

1. From the left menu, click on the 'Employee Time Summary' tab.
2. Select the applicable pay period 'Current Period' or 'Previous Period'.
3. From the 'Approval Type' field, select the approval level.
4. Select the check boxes for the entries to approve or use the 'All' check box to select all available entries.
5. Enter your initials.
6. Click the 'Approve and Submit' button. The program completes the applicable approval type column with your initials.
7. Because you have access to yourself, your name will be on the list, however the check box will be grayed out so you will not be able to approve your own timecard.

Employee Time Summary Saturday, October 8th 2022 12:41:21 PM

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Showing 100 per page; 2 total records Pay Period: B Viewing Pay Period: 09/25/2022 - 10/08/2022

	All	Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Benefits	Deduction	Other	Total	Employee	Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EMPLOYEE, TEST	9999		Hourly	40.00	0.00	f 8.00	(2.00)	0.00	40.00	TEE	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUPERVISOR, TEST	9998		Hourly	80.00	0.00	f 8.00	(4.50)	0.00	80.00		

Showing 100 per page; 2 total records

Approval Type: Approver Initials: TSS Approve & Submit Approve

Approve Hours Requests

1. From the left menu, select 'Manage Hours Request'. You will see a pending hours request that will look like this:

Pending Only Pay Period: All Time Frame: 09/24/2022 to 10/30/2022 Apply

Showing 100 per page; 1 total records

Actions	Employee Id	Name	Day	Date	Duration	Type	Status	Creation Date	Comment
<input type="checkbox"/>	9999	EMPLOYEE, TEST	Tue	10/04/2022	8.00	12 (FUNERAL LEAVE)	<input type="checkbox"/>	10/08/2022 12:00 PM	Funeral Leave

Comment:

Showing 100 per page; 1 total records Approve Decline Reset To 'PENDING'

2. Click on the checkbox to the left of the request.
3. Enter your initials into the Comment field.
4. Click Approve, and the time will post the employee's time sheet.

Pending Only Pay Period: All Time Frame: 09/24/2022 to 10/30/2022 Apply

Showing 100 per page; 1 total records

Actions	Employee Id	Name	Day	Date	Duration	Type	Status	Creation Date	Comment
<input checked="" type="checkbox"/>	9999	EMPLOYEE, TEST	Tue	10/04/2022	8.00	12 (FUNERAL LEAVE)	<input type="checkbox"/>	10/08/2022 12:00 PM	Funeral Leave

Comment:

Showing 100 per page; 1 total records Approve Decline Reset To 'PENDING'

Approve Time-Off Requests

- From the left menu, select 'Manage Time-Off'. You will see pending time-off requests that will look like this:

Pending Only Pay Period: All Time Frame: 09/24/2022 to 10/30/2022 **Apply** **Calendar**

Showing 100 per page; 1 total records

Actions	Balance	Employee Id	Name	Day	Date	Duration	Remaining Balance	Hours/Days	Type	Status	Creation Date	Comment	
<input type="checkbox"/>			9999	EMPLOYEE, TEST	Sat	10/08/2022	6.00	0.00	Hours	2 (ANNUAL LEAVE)		10/08/2022 12:01 PM	Personal day off

Comment:

Showing 100 per page; 1 total records **Approve** **Decline** **Reset To 'PENDING'**

- Click on the checkbox to the left of the request.
- Enter your initials into the Comment field.
- Click Approve, and the time will post the employee's time sheet.

Pending Only Pay Period: All Time Frame: 09/24/2022 to 10/30/2022 **Apply** **Calendar**

Showing 100 per page; 1 total records

Actions	Balance	Employee Id	Name	Day	Date	Duration	Remaining Balance	Hours/Days	Type	Status	Creation Date	Comment	
<input type="checkbox"/>			9999	EMPLOYEE, TEST	Sat	10/08/2022	6.00	0.00	Hours	2 (ANNUAL LEAVE)		10/08/2022 12:01 PM	Personal day off

Comment: TSS

Showing 100 per page; 1 total records **Approve** **Decline** **Reset To 'PENDING'**

Add New Clock In/Out Entries

- From the left menu, select 'Employee Time Maintenance'
- Click the arrow symbol next to the Employee's name that appears to get a drop-down box so you can select which employee you need to correct.
- For clock in/out entries, click "Add New Clock in/out Entry"
- Enter the In and Out dates and times. All times are in the military format.
- To override the Auto Lunch deduction, check the 'Exclude Auto Deduction' box
- Click 'Save'

Search Employees

EMPLOYEE, TEST (9999)

Pay Period: 09/25/2022 00:00 - 10/08/2022

Selected Employee: TEST EMPLOYEE

Pay Period: 09/25/2022 00:00 - 10/08/2022

Added entries must fall in the Pay Period dates shown above.

	In	09/28/2022	08:00
	Out	09/28/2022	16:30

Department 240 (Accounting - Administration)

Location 0001 (Leech Lake)

Job/Project/WO

Shift

Position

1 (REGULAR)

Type

Exclude Auto Deduction

Comment

Override Schedule Violations Yes No

Override Auto Deduct Violations Yes No

Save **Reset** **Back**

Add New Time Entries

1. From the left menu, select 'Employee Time Maintenance'
2. Click the arrow symbol next to the Employee's name that appears to get a drop-down box so you can select which employee you need to correct.
3. For hours or time-off entries, click "Add New Time Entry'
4. From the Type list, select the applicable pay code.
5. Enter the start and end dates for the hours request. If the duration entered exceeds the original date of the transaction, the program automatically populates the values into the next day or days depending on the length of the duration from the start date.
6. Enter the start time, if applicable, and enter the number of hours to be used per day.
7. Enter a comment.
8. Click Save

Selected Employee: TEST EMPLOYEE

Pay Period: 09/25/2022 00:00 - 10/08/2022

Added entries must fall in the Pay Period dates shown above.

Type	---2 (ANNUAL LEAVE) ▼
Start Date	09/30/2022
Start Time	08:00
End Date	
Hours Per Day	0.00 [hh:mm] or [hh:mm] Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &/or .00)
Department	240 (Accounting - Administration)
Location	0001 (Leech Lake)
Job/Project/WO	
Shift	
Position	▼
Comment	<input type="text"/>
Override Schedule Violations	<input type="radio"/> yes <input checked="" type="radio"/> no
Override Auto Deduct Violations	<input type="radio"/> yes <input checked="" type="radio"/> no

Edit Entries

1. From the left menu, select 'Employee Time Maintenance'
2. Click the arrow symbol next to the Employee's name that appears to get a drop-down box so you can select which employee you need to correct.
3. Click the pencil symbol in front of the entry you want to correct
4. Make appropriate changes and click Save.

Showing 100 per page; 5 total records

Actions	Rules	Day	Date	In
		Mon	09/26/2022	08:00
		Tue	09/27/2022	08:00
		Thu	09/29/2022	08:00

Supervisor - Benefit Balance Report

The Benefit Balance Report shows benefit balances that an employee has accrued or used. The report also includes the amount of a benefit that an employee has used.

1. Login to ExecuTime.
2. Click on the "Reporting" tab at the top of the screen.
3. In the "Reporting" section, select the "Benefit Balance" tab on the left side of the screen.
4. A "Parameter" window will appear on the screen, which should be filled out as follows:
 - **Report Format** – Select which type of report you wish to run. You have the options to run the report as a PDF, CSV, Excel or Word formatted document
 - **Pay Period** – Select "B" for Bi-weekly
 - **Organizational Unit Type** - To run the report for the department, select "Company" to bring in all employees. To run the report for an individual employee, select "Employees (All)" to bring in the employees individually.
 - **Organizational Units** - For department reports, select the department name. For individual reports, select the employee you are running the report on.
 - **Location** – Select all locations.
 - **Employee Type** - Select both "Hourly" and "Salaried".
 - **Benefit Type** - Select "Accrued".
 - **Benefit Pay Codes** - Select "Annual Leave". DPS should Select "Annual Leave" and "Comp DPS".
 - **Group Report by Employee or Department** - Select "Employee".
5. Click on the "OK" button to run the report.

Report Parameters

Synopsis Report provides benefit balance information grouped by employee/department.

Report Format

Required

Pay Period

Organizational Type

Organizational Unit

Location

Employee Type

Benefit Type

Benefit Pay Code

Group By

Optional

Include Terminated Employees