executime
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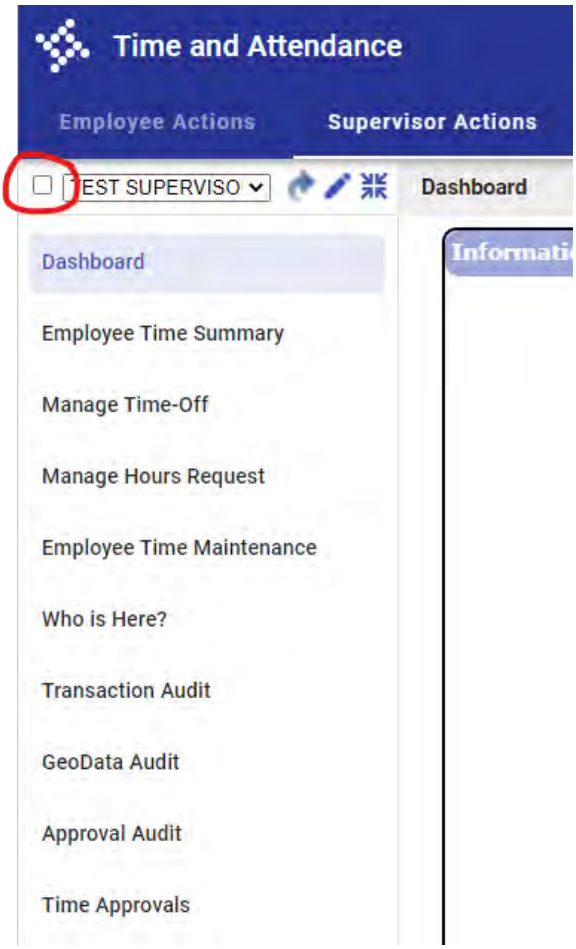
Executime Supervisor Guide

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

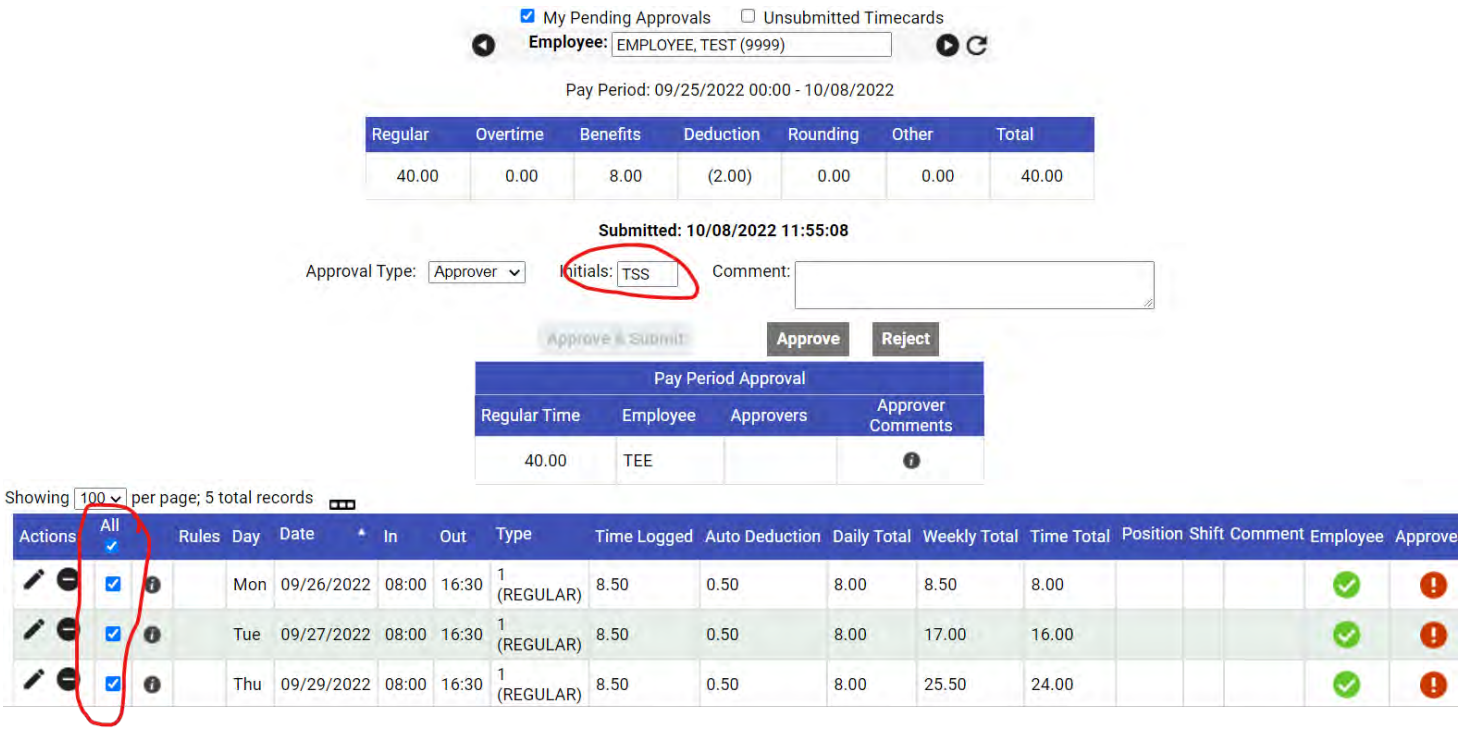
There are 3 different types of approvals for Supervisors:

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 Supervsior Actions screen.

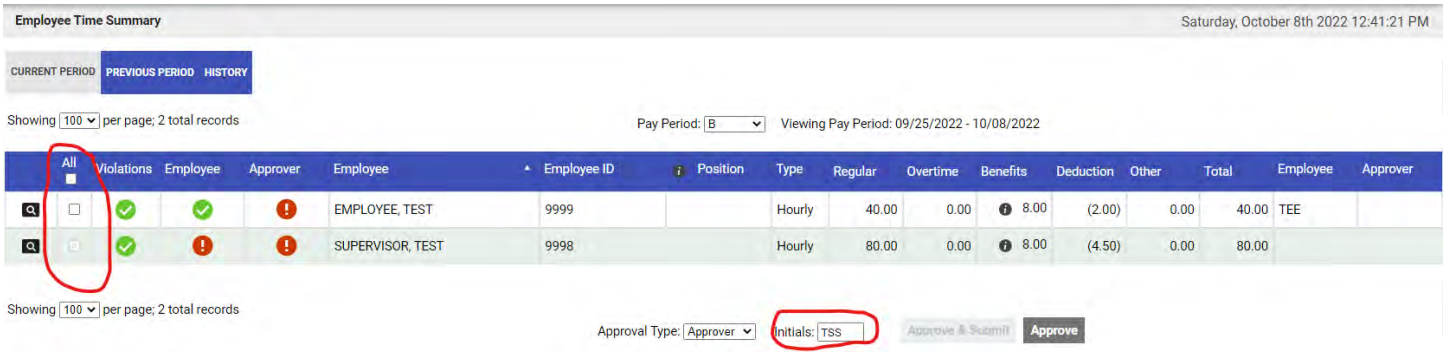
Approve Time

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.



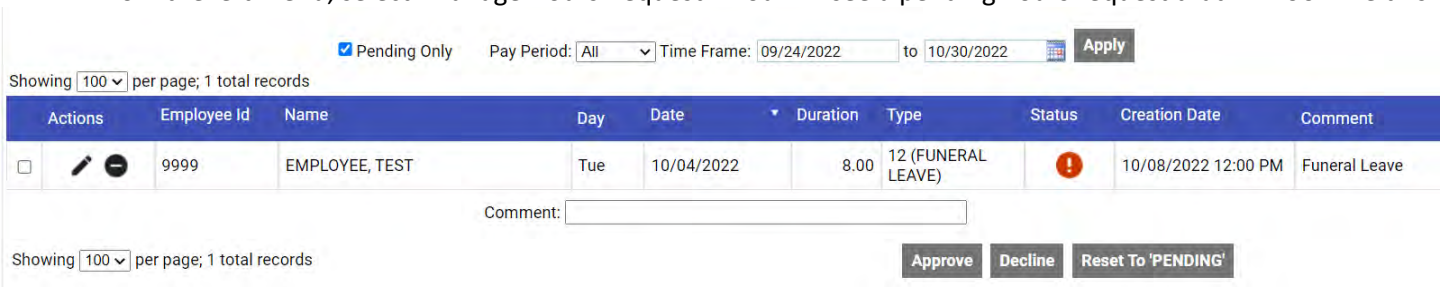
To approve all timecards at the same time

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.

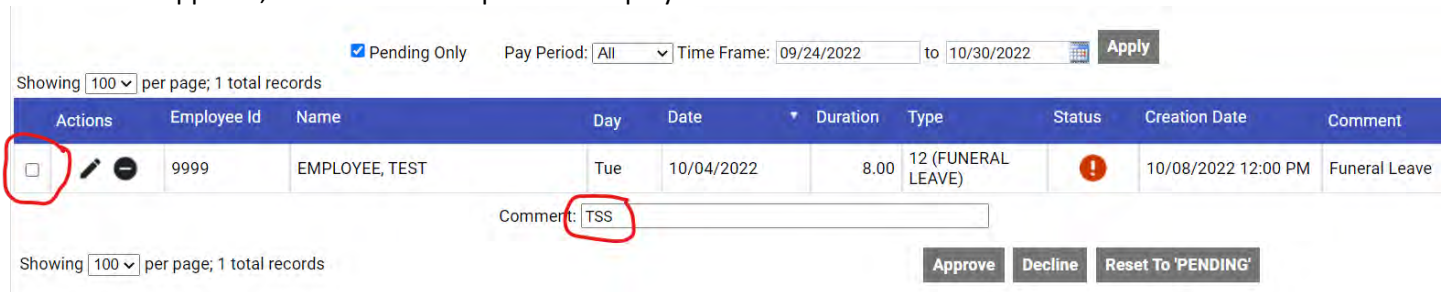


Approve Hours Requests

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

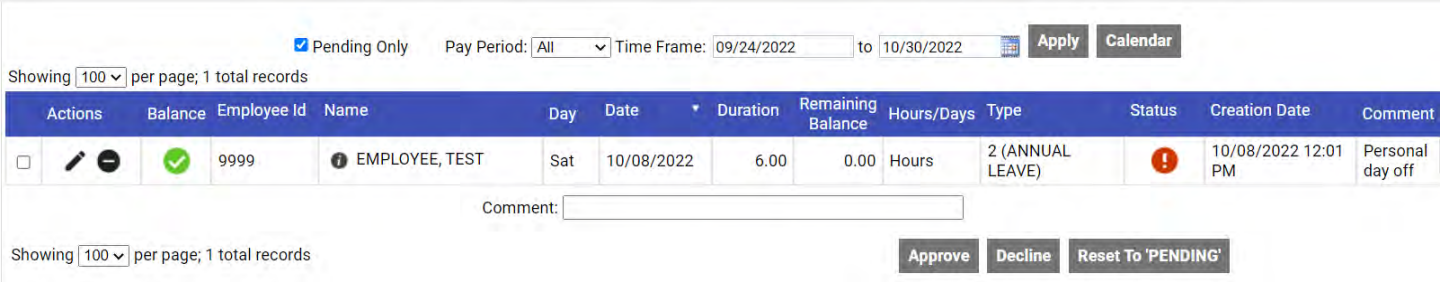


2. Click on the checkbox to the left of the request.
3. Enter your initials into the Comment field.
4. Click Approve, and the time will post the employee's time sheet.

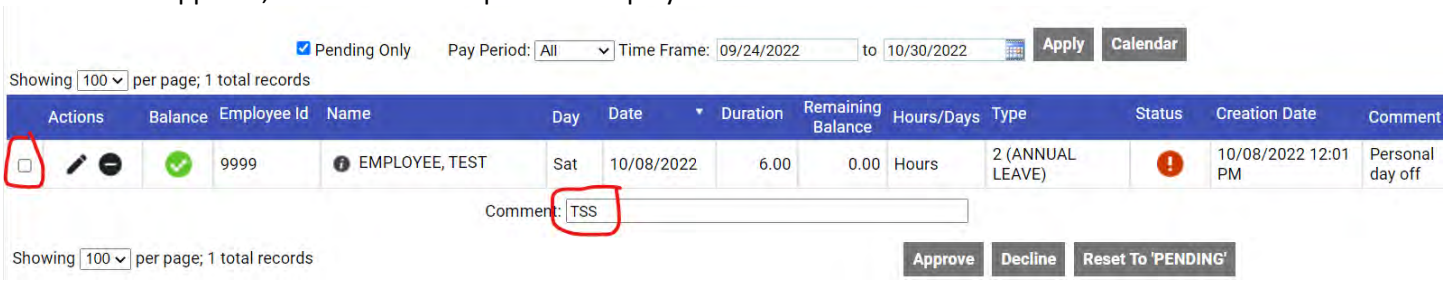


Approve Time-Off Requests

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

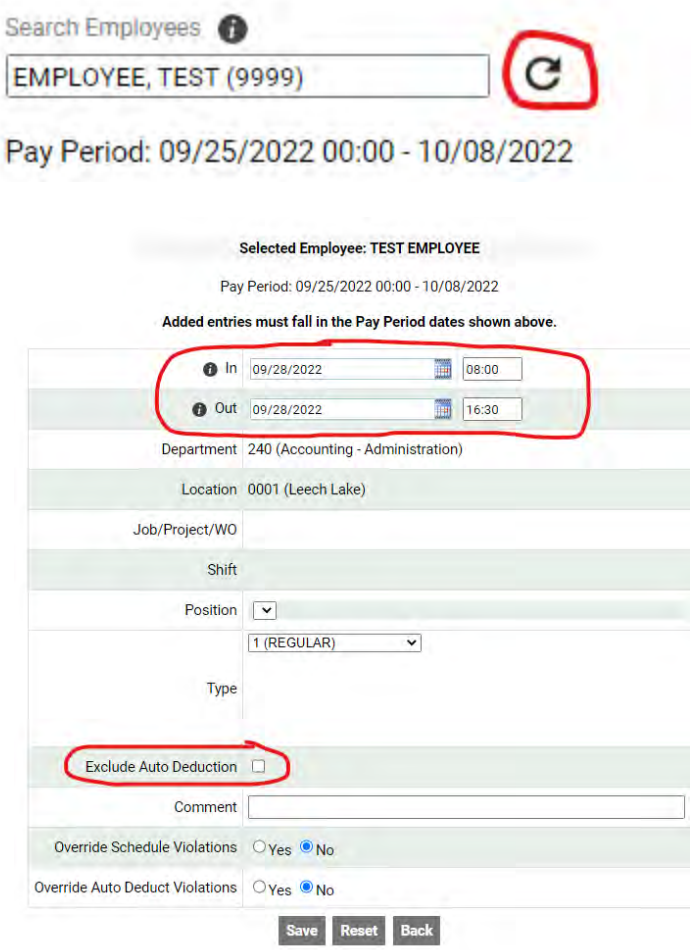


2. Click on the checkbox to the left of the request.
3. Enter your initials into the Comment field.
4. Click Approve, and the time will post the employee's time sheet.



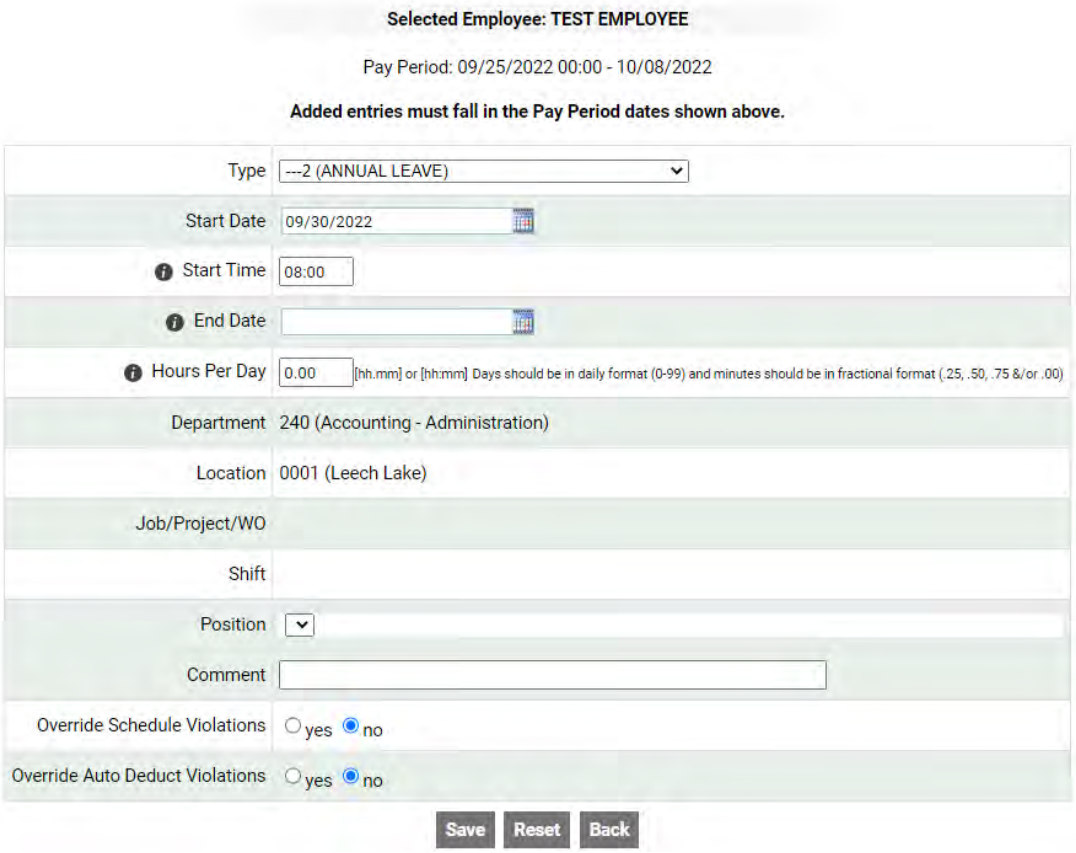
Add New Clock In/Out Entries

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 clock in/out entries, click "Add New Clock in/out Entry
4. Enter the In and Out dates and times. All times are in the military format.
5. To override the Auto Lunch deduction, check the 'Exclude Auto Deduction" box
6. Click 'Save'



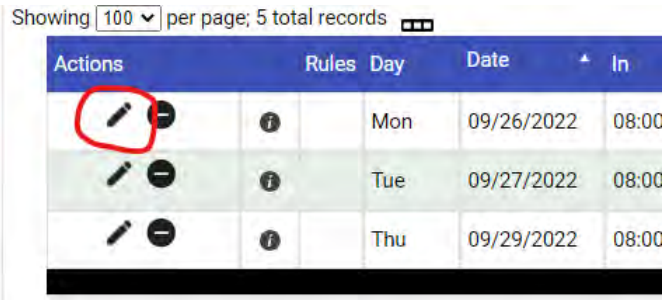
Add New Time Entries

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

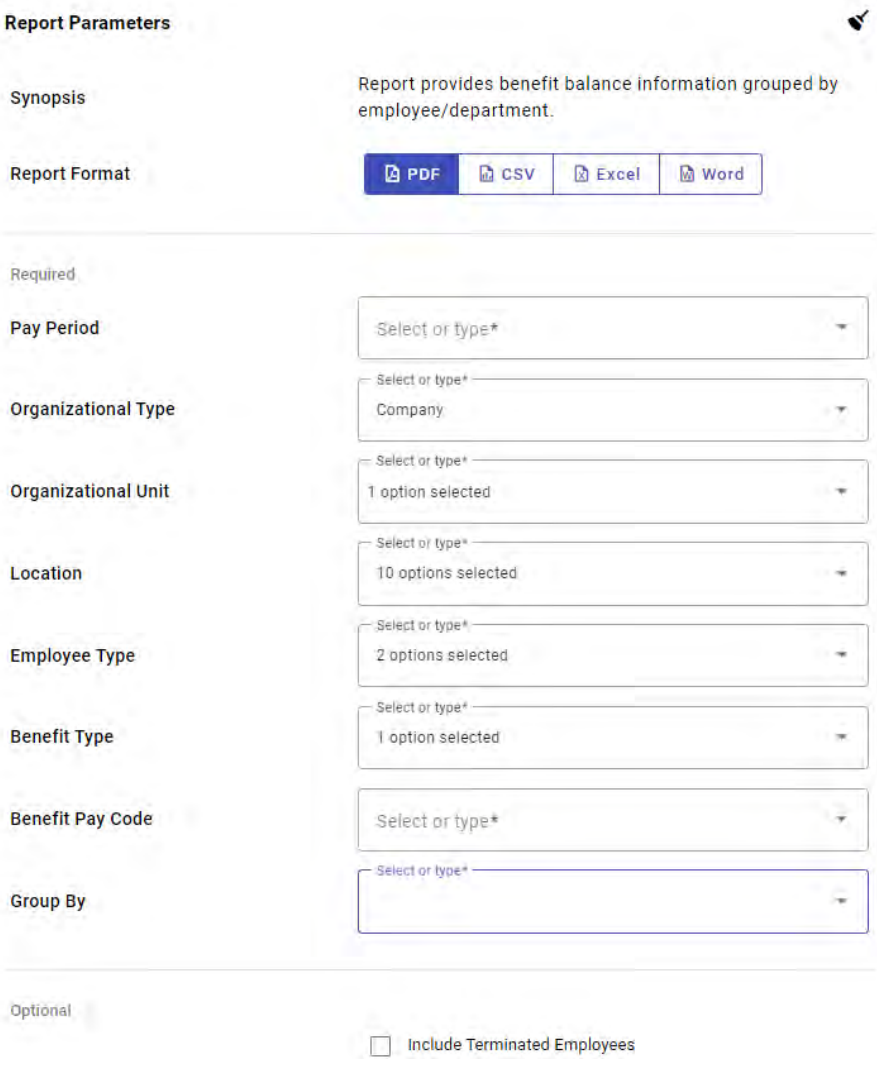


Edit Entries

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.



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.