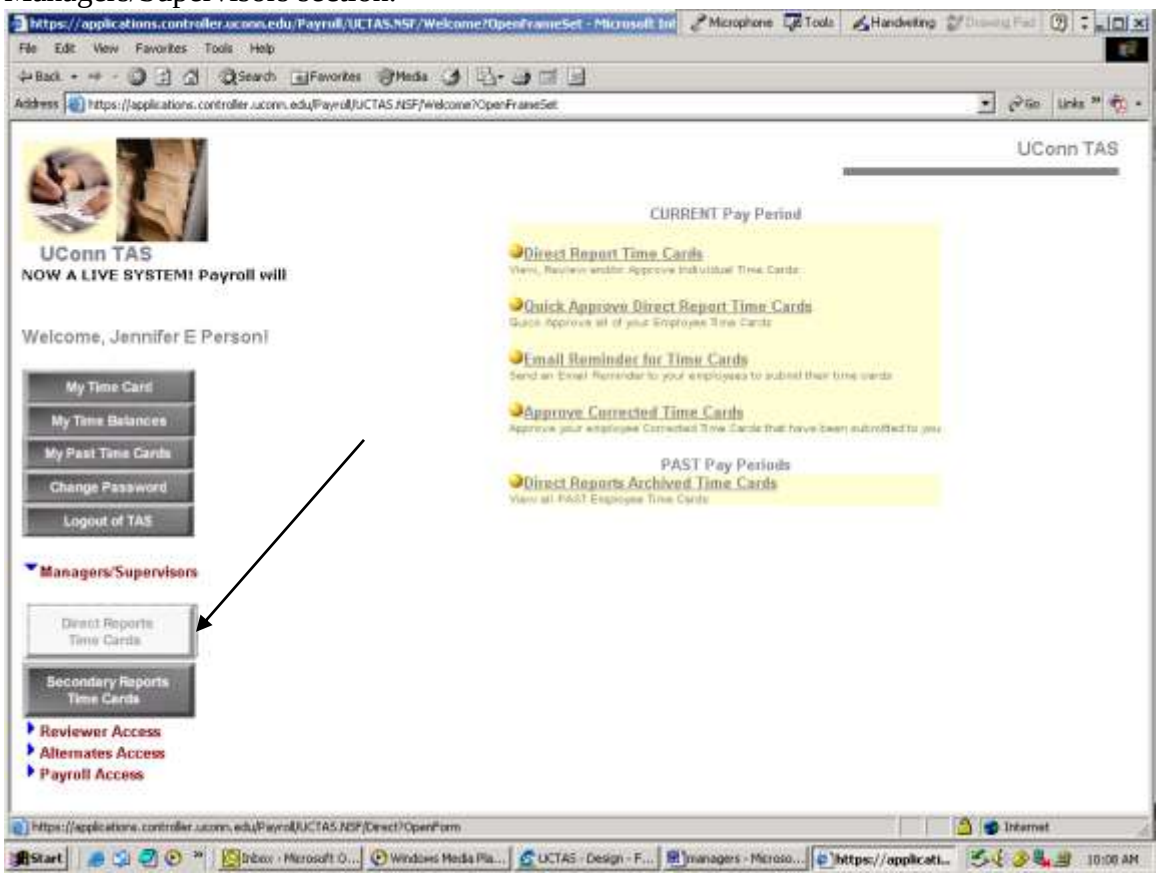
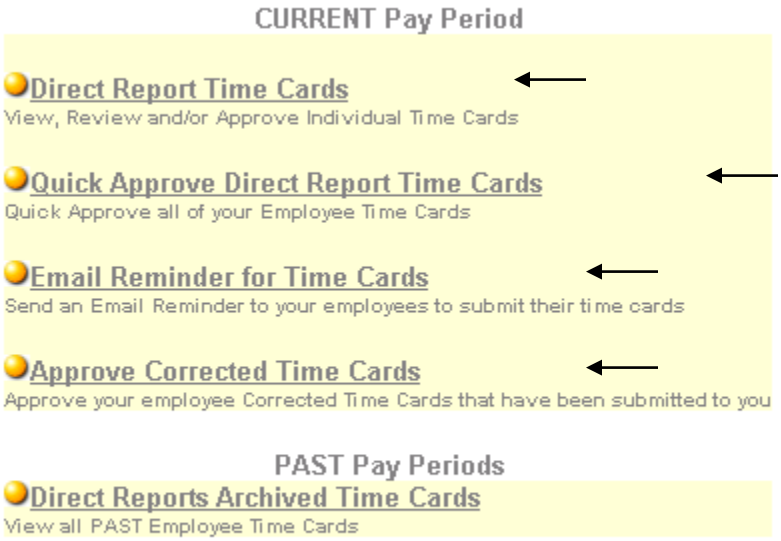
University Payroll
TAS
Managers/Supervisors Approval and Reviewal Process:
Supervisor Approval Process
AltSupervisor Approval Process
Reviewer Access and Reviewal Process
Alternates Access (AltReviewer and AltSupervisor2)

Supervisor Approval Process

To Approve Time Cards, click on the Direct Reports Time Cards button located under the Managers/Supervisors section.

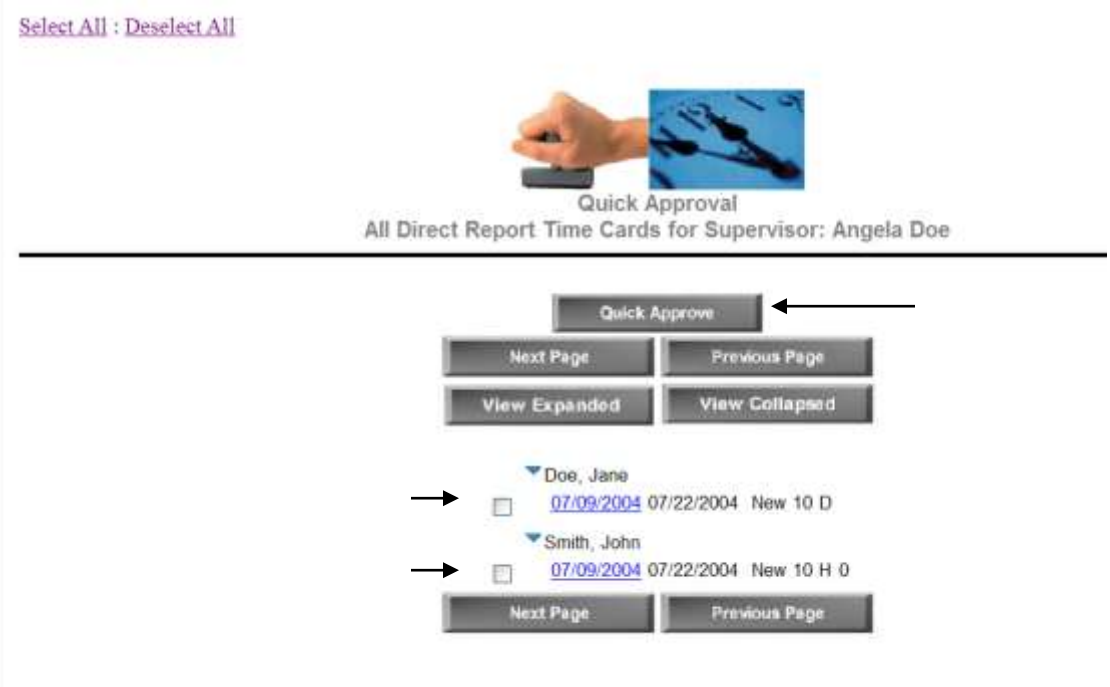


You are presented with 4 options for the Current Pay Period. Click on the appropriate link to access your employees' time cards. The last option is for Archived Time Cards (your employees' Past Time Cards) –you use this option to look at their past time cards and submit a Corrected Time Card on their behalf if they are unable to;



Direct Reports Time Cards – this allows you to look at all your employees' time cards individually. You can review or approve each time card from this area. Click on the links to access the employee time card.

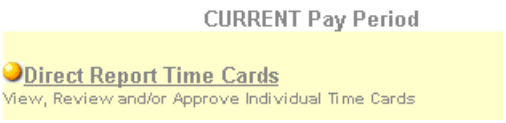
Quick Approve Direct Report Time Cards - this allows you to APPROVE all of your employees at once if you like, without looking at the individual time card. This is often used after an assistant or other manager has reviewed all time cards, and you simply put the APPROVAL stamp on them. Put a check in the box next to their name and click the QUICK APPROVE button, or use the Select All link at the top and then click the QUICK APPROVE button. Please note: If you have several employees, you must click the NEXT PAGE button to perform the above action for each page of employees that you have.



Email Reminder for Time Cards – this allows you to send an EMAIL REMINDER automatically to employees who have not submitted their time card to you. Put a check mark next to the employee's name and click the EMAIL REMINDER button.

Approve Corrected Time Cards – this allows you to see all submitted Corrected Time Cards by your employees. You need to approve the Corrected Time Cards in order for Payroll to process the corrections. Click the link to Approve or Return the Corrected Time Card.

Click the View Direct Reports button and then the Direct Report Time Cards link to begin the APPROVAL PROCESS for your Direct Reports:



You are then presented with your Direct Reports: Click on the Beginning Link to access their time card.

All Direct Reports Time Cards for Angela Doe

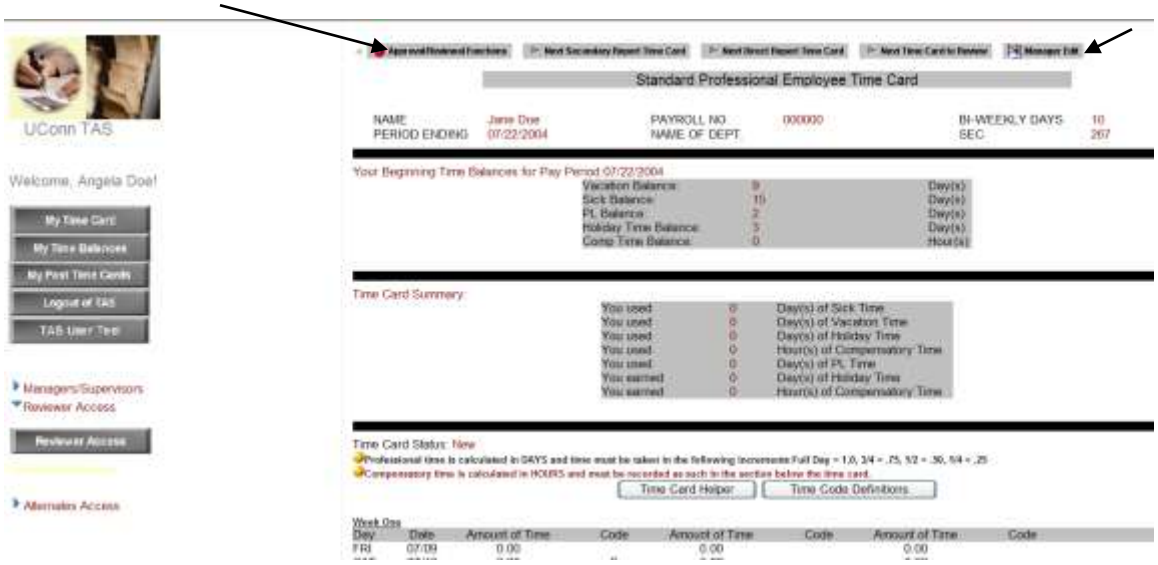
Time Card Status: New	Time Card Status: Submitted for Approval	Time Card Status: Reviewed	Time Card Status: Returned for Corrections	Time Card Status: Approved	Time Card Status: Payroll Problem	Total Time Ca
2	0	0	0	0	0	2

View Expanded | View Collapsed

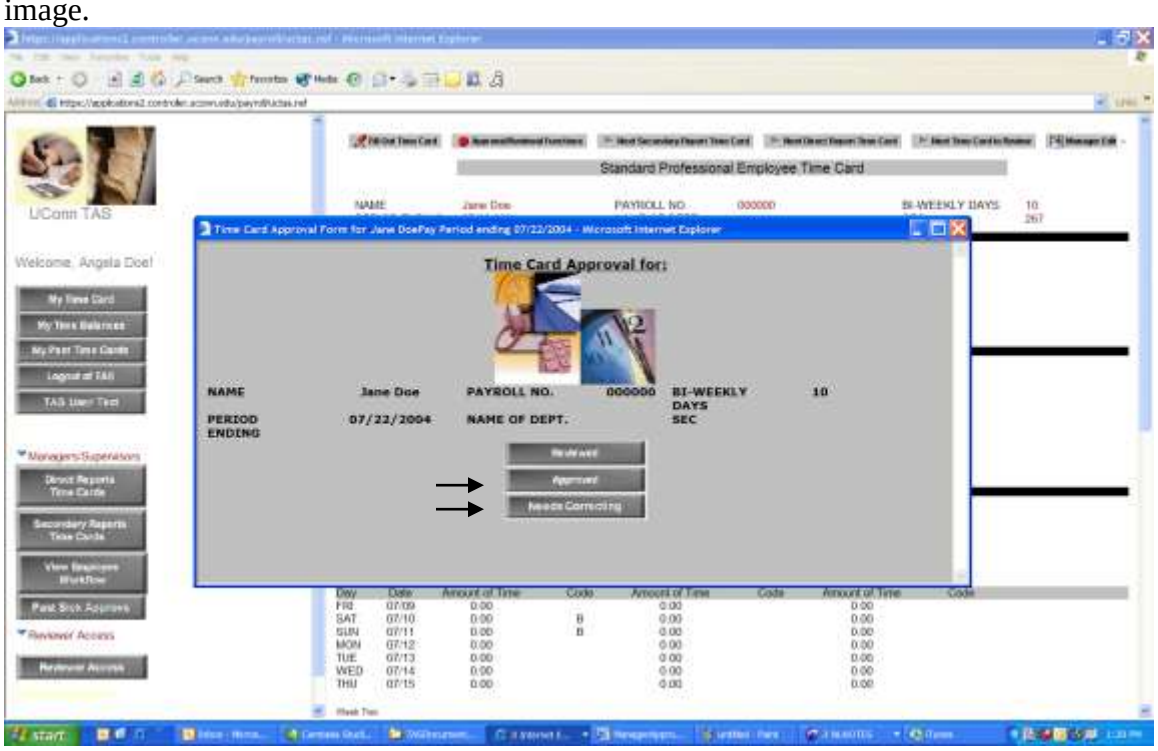
Employee	Beginning Date	End Date	Status of Time Card
Doe, Jane			
	07/09/2004	07/22/2004	New
Smith, John			
	07/09/2004	07/22/2004	New

Next Page | Previous Page

Once you are in the individual Time Card, you can click on the Approval/Reviewal Functions button to access the Approval area or you can click on Manager Edit, to edit the time card.

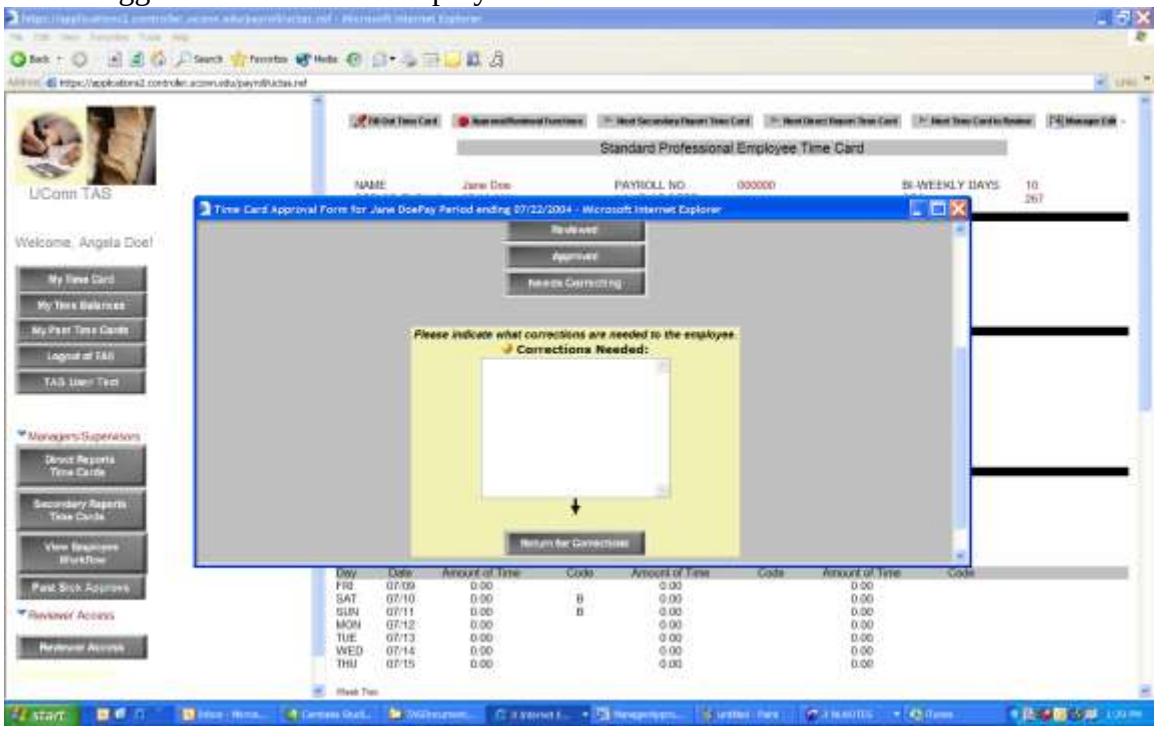


Once you have clicked on the Approval/Reviewal button, an Approval Form pops up and you simply click on the button of which you want to change the status of the Time Card to. Clicking on Reviewed puts the Time Card in the Reviewed state, which means it still needs to be APPROVED before Payroll can process it. Clicking on Approved gives the time card your digital signature for Payroll to process the time card. See Next Page for image.



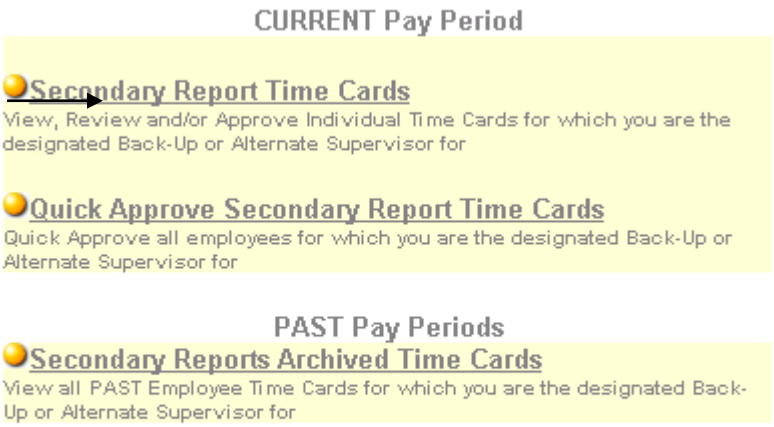
When you click Needs Correcting- more information comes up. Corrections Needed is where you type in what needs correcting. Then Click the Return for Corrections button,

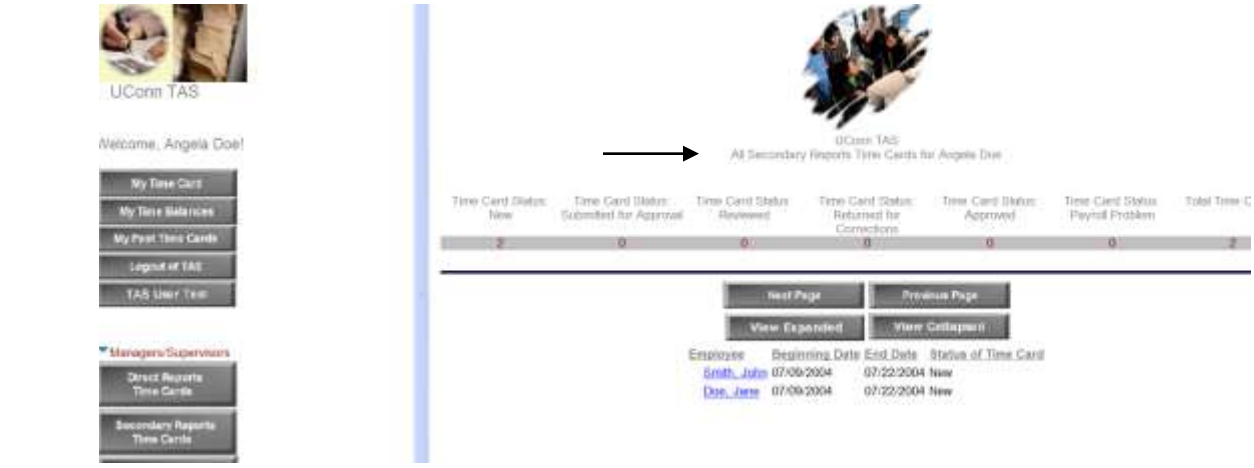
which triggers an email to the employee.



ALTSUPERVISOR APPROVAL PROCESS (SECONDARY REPORTS)

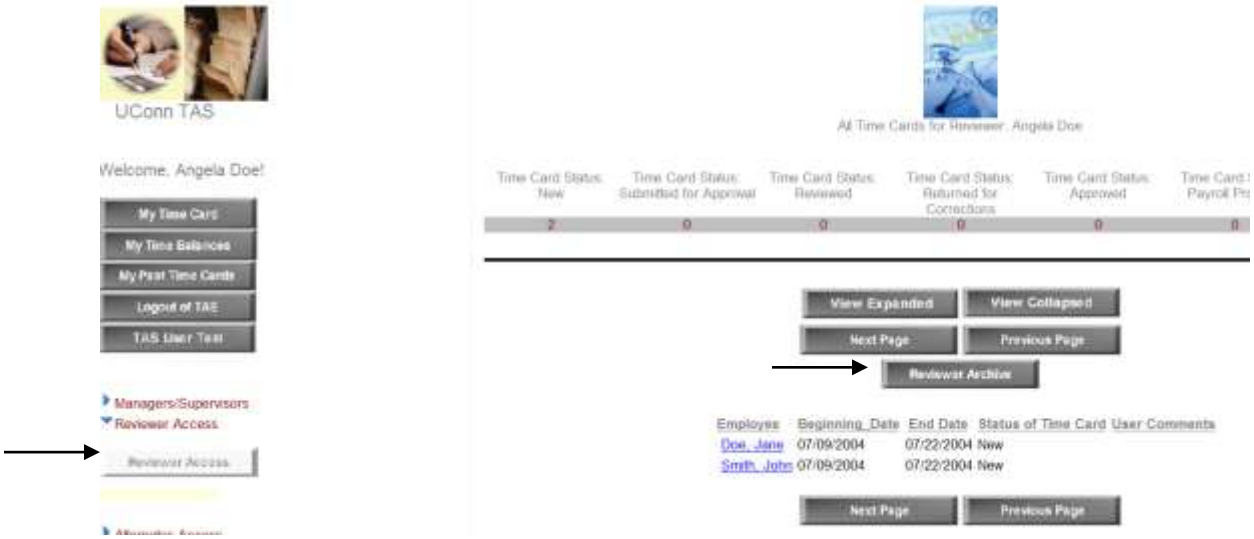
To view employees whom you are listed as the Alternate Supervisor --people whom do not directly report to you, click on the Secondary Reports button on the left pane, under the Direct Reports button. The features are similar to Direct Reports.



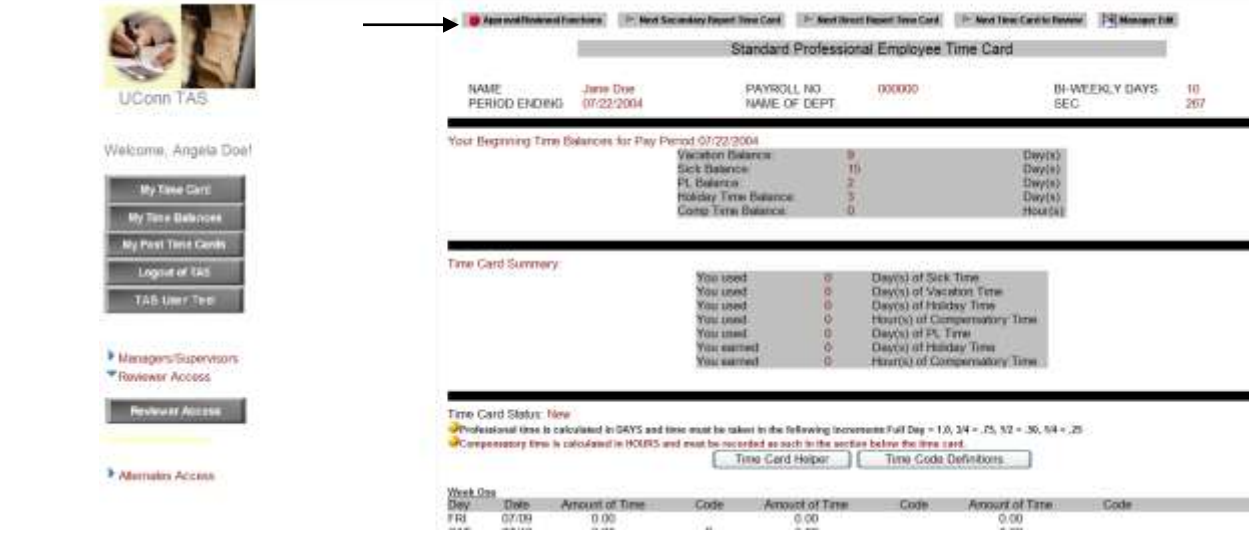


REVIEWER ACCESS AND REVIEWAL PROCESS

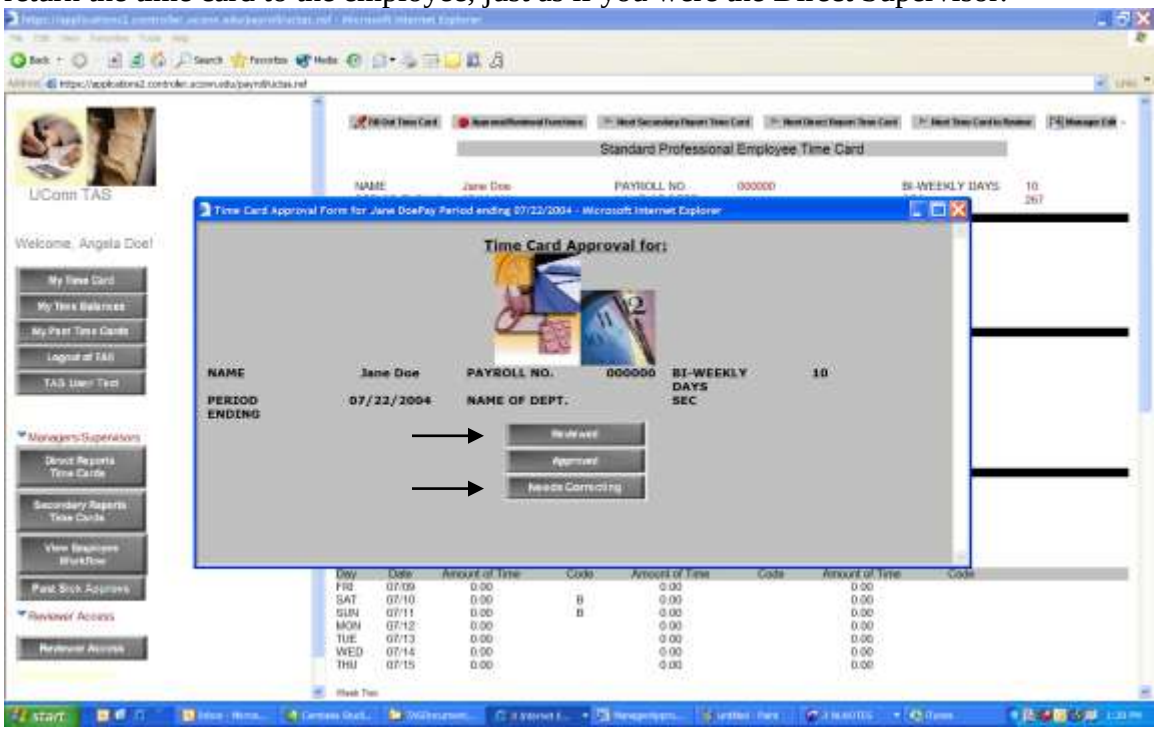
If you are a Reviewer only, you access your employees via the Reviewer Access section. Also note, this is where you can access the Past Time Cards for your employees as well—via the Reviewer Archive button.



Clicking on the individual time cards, once you have reviewed the time card, you then click on the Approval/Reviewal Functions button.



Your role allows you to either click on Reviewed or Needs Correcting. Reviewed means you have reviewed the time card and it is ready to be approved. Needs Correcting will return the time card to the employee, just as if you were the Direct Supervisor.



ALTERNATES ACCESS

If you are either an AltSupervisor2 or AltReviewer, you access your employees via the Alternates Access section.

ALTREVIEWER

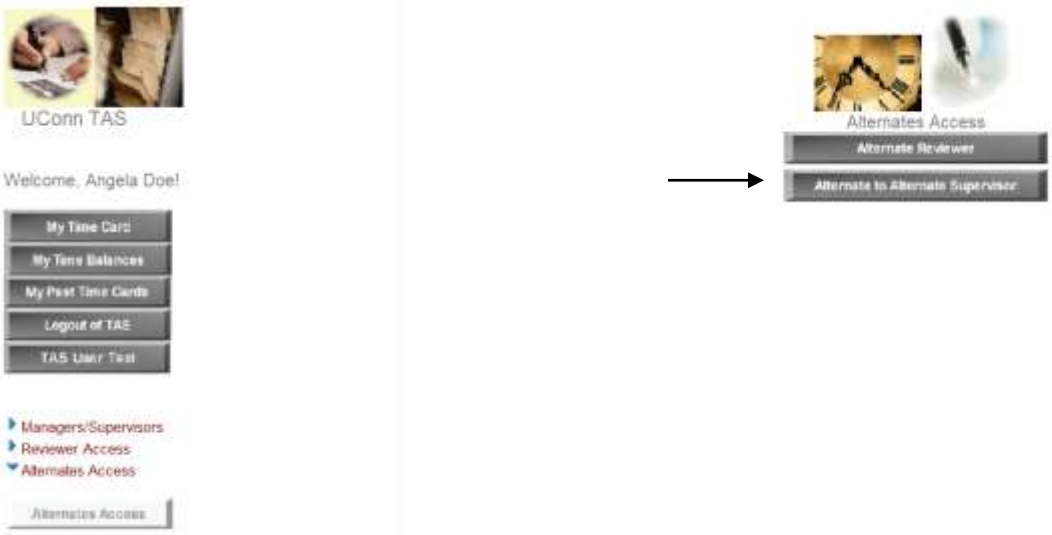
If you have been designated as an AltReviewer, click the Alternate Reviewer button.

You are then presented with the employees that you are listed as the AltReviewer for, and you are to follow the same procedures as the Reviewer would. See the [Reviewer Documentation above.]

Note that you may access employees past time cards for whom you have been designated as the AltReviewer via the Alternate Reviewer Archive button. You would use this option to submit a Corrected Time Card on behalf of the employee if they are unable to access the system because they are unavailable.

ALTSUPERVISOR2

If you have been designated as an AltSupervisor2, click the Alternate to Alternate Supervisor button.



You are then presented with the employees that you are listed as the AltSupervisor2 for, and you are to follow the same procedures as the Supervisor would.

Note that you may access employees past time cards for whom you have been designated as the AltSupervisor2 via the Alternate Supervisor Archive button. You would use this option to submit a Corrected Time Card on behalf of the employee if they are unable to access the system because they are unavailable, or you may Approve Corrected Time Cards via the Alternate Supervisor Archive option as well—follow the procedures for Approving a Corrected Time Card noted in the separate documentation.

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