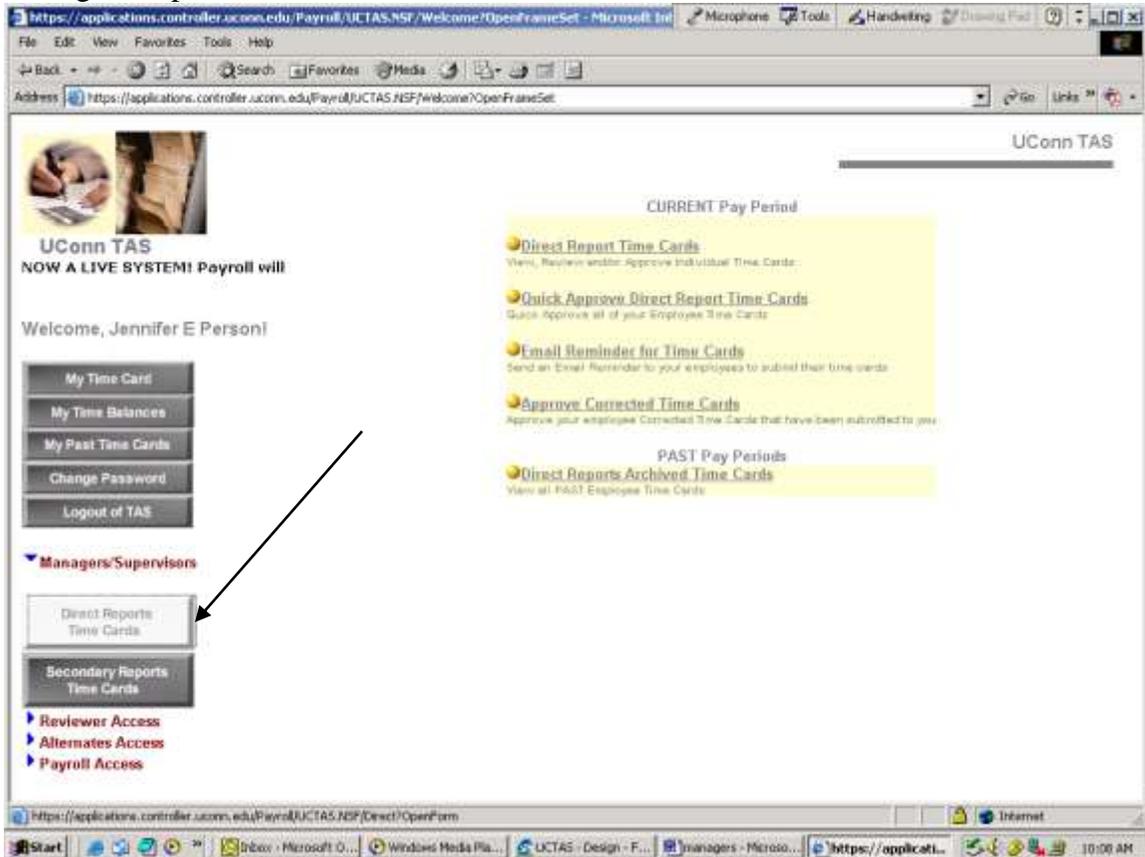


**University Payroll
TAS**
Managers/Supervisors Approval and Reviewal Process:
Supervisor Approval Process
AltSupervisor Approval Process
Reviewer Access and Reviewal Process
Alternates Access (AltReviewer and AltSupervisor2)

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;

CURRENT Pay Period

- 
[**Direct Report Time Cards**](#) ←

View, Review and/or Approve Individual Time Cards
- 
[**Quick Approve Direct Report Time Cards**](#) ←

Quick Approve all of your Employee Time Cards
- 
[**Email Reminder for Time Cards**](#) ←

Send an Email Reminder to your employees to submit their time cards
- 
[**Approve Corrected Time Cards**](#) ←

Approve your employee Corrected Time Cards that have been submitted to you

PAST Pay Periods

- 
[**Direct Reports Archived Time Cards**](#)

View all PAST Employee Time Cards

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.




 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

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



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.

[Select All](#) : [Deselect All](#)



Quick Approval

All Direct Report Time Cards for Supervisor: Angela Doe

Quick Approve ←

Next Page Previous Page

View Expanded View Collapsed

→ Doe, Jane
07/09/2004 07/22/2004 New 10 D

→ Smith, John
07/09/2004 07/22/2004 New 10 H 0

Next Page Previous Page

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.



All Direct Reports Time Cards for Angela Doe

Select the employee you wish to send an email reminder to for completing their time card for this pay period. Then click the Send Email Reminder button to complete the action.

Employee	Beginning Date	End Date	Status of Time Card	Email Reminder Sent
▼ Jane Doe				
<input type="checkbox"/>	07/09/2004	07/22/2004	New	NO
▼ John Smith				
<input type="checkbox"/>	07/09/2004	07/22/2004	New	NO

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.



All Corrected Time Cards Pending Approval for Supervisor: Angela Doe

Payroll Period	EmpNum	Card Type	Status	Department
▼ Doe, Jane				
07/22/2004	000000	CTC	Submitted	

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

CURRENT Pay Period

Direct Report Time Cards
 View, Review and/or Approve Individual Time Cards

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: Now	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.

UConn TAS

Welcome, Angela Doel

My Time Card
My Time Balances
My Past Time Cards
Logout of TAS
TAS User Test

Managers/Supervisors
Request Access
Review Access

Managers Access

Standard Professional Employee Time Card

NAME: Jane Doe PAYROLL NO: 000000 BI-WEEKLY DAYS: 10
PERIOD ENDING: 07/22/2004 NAME OF DEPT: SEC: 267

Your Beginning Time Balances for Pay Period 07/22/2004

Vacation Balance:	0	Day(s)
Sick Balance:	10	Day(s)
PL Balance:	2	Day(s)
Holiday Time Balance:	5	Day(s)
Comp Time Balance:	0	Hour(s)

Time Card Summary

You used:	0	Day(s) of Sick Time
You used:	0	Day(s) of Vacation Time
You used:	0	Day(s) of Holiday Time
You used:	0	Hour(s) of Compensatory Time
You used:	0	Day(s) of PL Time
You earned:	0	Day(s) of Holiday Time
You earned:	0	Hour(s) of Compensatory Time

Time Card Status: New

Professional time is calculated in DAYS and time must be taken in the following increments: Full Day = 1.0, 3/4 = .75, 1/2 = .50, 1/4 = .25
Compensatory time is calculated in HOURS and must be recorded as such in the section below the time card.

Time Card Helper Time Code Definitions

Week Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
FRI	07/09	0.00		0.00		0.00	

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.

Time Card approval Form for Jane Doe Pay Period ending 07/22/2004 - Microsoft Internet Explorer

Time Card Approval for:

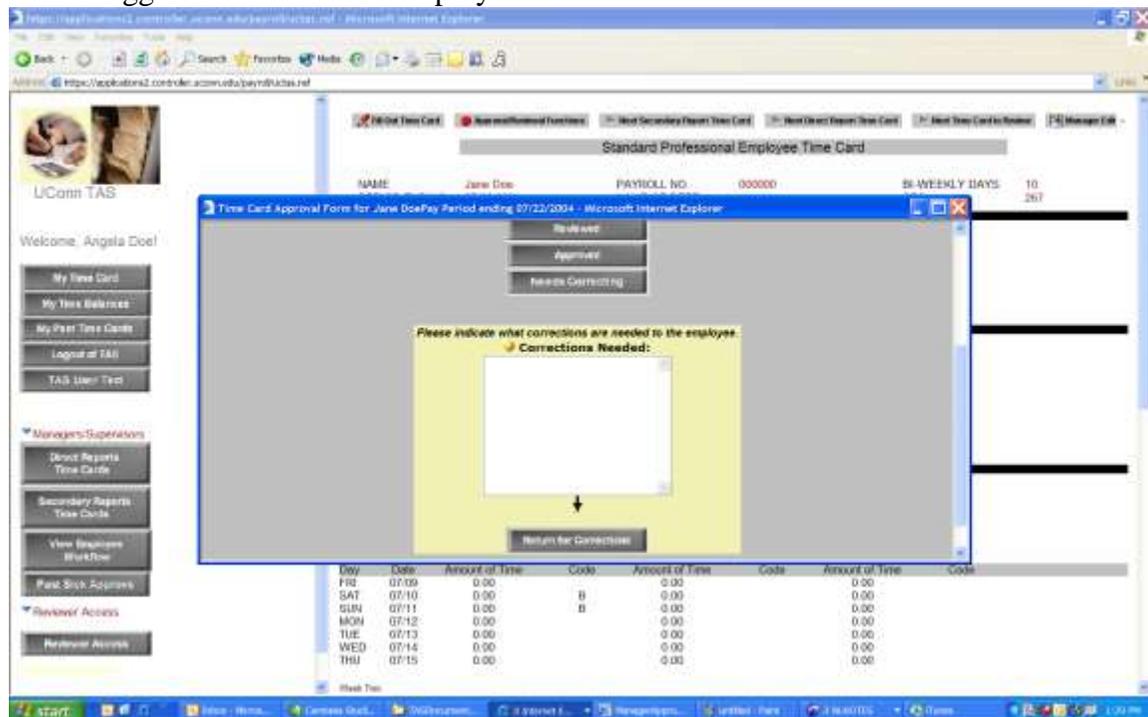
NAME: Jane Doe PAYROLL NO: 000000 BI-WEEKLY DAYS: 10
PERIOD ENDING: 07/22/2004 NAME OF DEPT: SEC: 267

Reviewed
Approved
Needs Correcting

Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
FRI	07/09	0.00		0.00		0.00	
SAT	07/10	0.00	B	0.00		0.00	
SUN	07/11	0.00	B	0.00		0.00	
MON	07/12	0.00		0.00		0.00	
TUE	07/13	0.00		0.00		0.00	
WED	07/14	0.00		0.00		0.00	
THU	07/15	0.00		0.00		0.00	

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.

CURRENT Pay Period

Secondary Report Time Cards

View, Review and/or Approve Individual Time Cards for which you are the designated Back-Up or Alternate Supervisor for

Quick Approve Secondary Report Time Cards

Quick Approve all employees for which you are the designated Back-Up or Alternate Supervisor for

PAST Pay Periods

Secondary Reports Archived Time Cards

View all PAST Employee Time Cards for which you are the designated Back-Up or Alternate Supervisor for



UConn TAS

Welcome, Angela Doe!

- My Time Card
- My Time Balances
- My Past Time Cards
- Logout of TAS
- TAS User Test

Managers/Supervisors

- Direct Reports Time Cards
- Secondary Reports Time Cards



UConn TAS
All Secondary 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 Cards
2	0	0	0	0	0	2

- Next Page
- Previous Page
- View Expanded
- View Collapsed

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

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.



UConn TAS

Welcome, Angela Doe!

- My Time Card
- My Time Balances
- My Past Time Cards
- Logout of TAS
- TAS User Test

Managers/Supervisors

Reviewer Access

Reviewer Access

Alternate Access



All Time Cards for Hinesher, 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
2	0	0	0	0	0

- View Expanded
- View Collapsed
- Next Page
- Previous Page

Reviewer Archive

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

- Next Page
- Previous Page

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



UConn TAS

Welcome, Angela Doe!

- My Time Card
- My Time Balances
- My Past Time Cards
- Logout of TAS
- TAS User Test

Managers/Supervisors

Reviewer Access

Reviewer Access

Alternate Access

- Approval/Reviewal Functions
- Next Secondary Report Time Card
- Next Direct Report Time Card
- Next Time Card to Review
- Manage Job

Standard Professional Employee Time Card

NAME	Jane Doe	PAYROLL NO.	000000	BI-WEEKLY DAYS	10
PERIOD ENDING	07/22/2004	NAME OF DEPT		SEC	267

Your Beginning Time Balances for Pay Period 07/22/2004

Vacation Balance	0	Day(s)
Sick Balance	10	Day(s)
PL Balance	2	Day(s)
Holiday Time Balance	5	Day(s)
Comp Time Balance	0	Hour(s)

Time Card Summary:

You used	0	Day(s) of Sick Time
You used	0	Day(s) of Vacation Time
You used	0	Day(s) of Holiday Time
You used	0	Hour(s) of Compensatory Time
You used	0	Day(s) of PL Time
You earned	0	Day(s) of Holiday Time
You earned	0	Hour(s) of Compensatory Time

Time Card Status: New

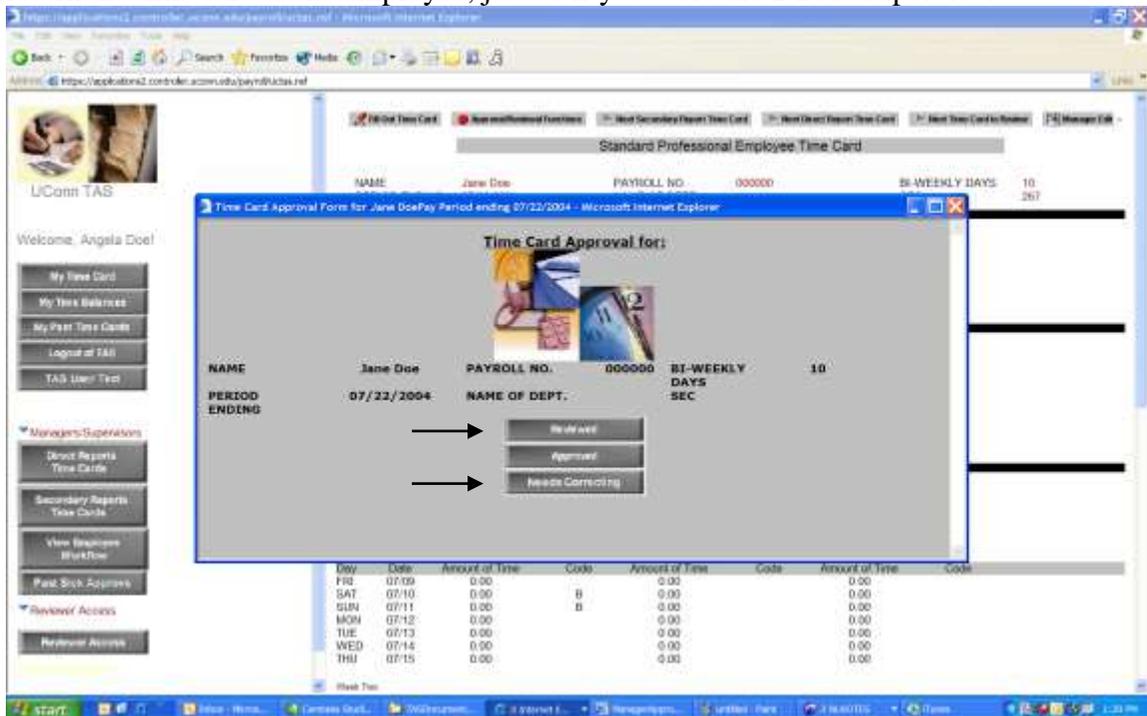
Professional time is calculated in DAYS and time must be taken in the following increments: Full Day = 1.0, .75, .52 = .36, .14 = .25

Compensatory time is calculated in HOURS and must be recorded as such in the section below the time card.

- Time Card Helper
- Time Card Definitions

Week Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
FRI	07/09	0.00		0.00		0.00	

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.



UCConn TAS

Welcome, Angela Doe!



Managers/Supervisors
Reviewer Access
Alternate Access

Alternate Access



Alternates Access

Alternate Reviewer

Alternate to Alternate Supervisor

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](#).



UCConn TAS

Welcome, Angela Doe!



Managers/Supervisors
Reviewer Access
Alternate Access

Alternate Access



All Time Cards for Alternate Reviewer: Angela Doe

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

Next Page Previous Page

View Expanded View Collapsed

Alternate Reviewer Archive

Employee Emp. Date End Date Status Comments

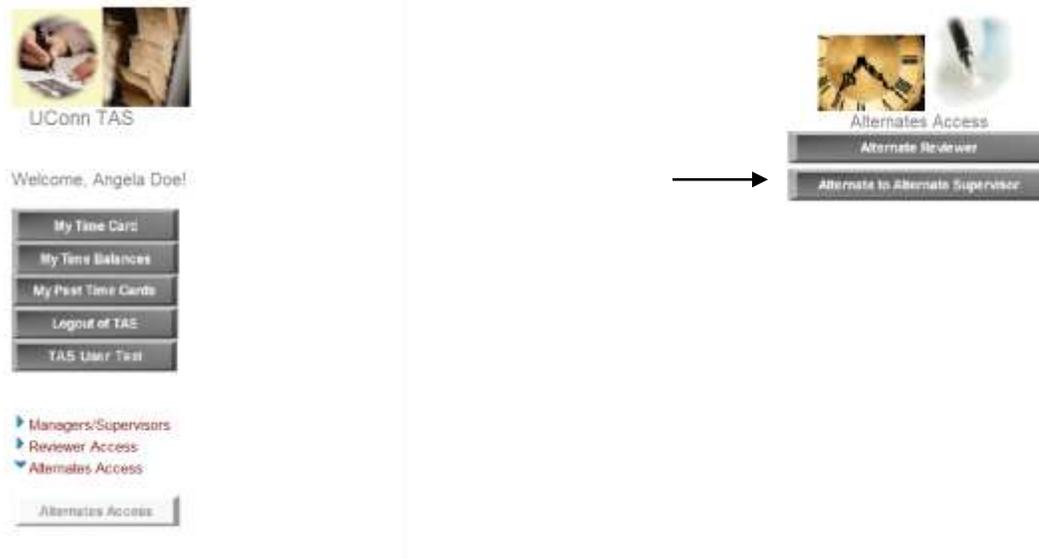
▶ Doe, Jane
▶ Smith, John

Next Page Previous Page

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.

--END--