SUPERVISOR CONFIRMATION SCREENS

The CONF option will be used by supervisors to confirm employee(s) time. Office administrators can also use these screens to check the status of the screens for the employees in their department.

The CONF screens are available through WIUP on the Web or through the MVS system.

To access the screens online, go to http://mvs.wiu.edu/ and click on WIUP in the upper right hand corner of the screen.

The Access Agreement will then be displayed.

Click on "Yes, I agree" and the WIUP Production Sign-on screen will be displayed.

The user should sign in with their userid and password, then click on "sign-on" or press enter.

The NEWS screen will then be displayed. Important messages will be displayed here.

The user can then click on the "CONF: Time Confirmation/Admin Review" tab or type CONF in the "Display" field and press or click on enter.

To confirm employee timecard(s), the supervisor should click on the circle next to "Confirmation by Immediate Supervisor."

The Time Confirmation/Admin Review screen is displayed.

To see the time screens for the current pay period, click on Biweekly in the drop down box next to Pay Frequency and click or press enter. To see the time screens for the previous pay period, click on the "Previous Pay Period" box and click or press enter.

To access a specific employee's screen, the user may enter the employee's last name then click on the Enter box.

The Biweekly Time Reporting screen will then be displayed for each of the user's employees.

01/15/08   **Bi-Weekly Time Confirmation**   11:10:48

| NEWS: WIUP News | CONF: TIME Confirmation | TIME: Time Reporting | EMPI: Employee Inquiry |

Display: [ ]

JONES, EDITH L.

Work Dept: 51400
Budget Dept: 51400
CCN: 8899

CURRENT WORK DATES : 12/31/2007 Thru 01/13/2008

`Enter` `Select` `Sick/Vacation` `Extended Hours` `Previous Pay Period`

DAYS	M 31	T 01	W 02	TH 03	F 04	S 05	SU 06	M 07	T 08	W 09	TH 10	F 11	S 12	SU 13	Total
Regular			7.5	7.5	6.0			7.5	7.5	7.5	7.5	4.0			55.0
Overtime (1.5)															
Doubletime															
Vacation				1.5						3.5					5.0
Employee Sick															
Family Sick															
Comp Time Used															
Other	*	*													15.0
Leave W/O Pay															

Comp Hours Worked: Regular Hours Worked Totals: 75.0

Straight Time
Overtime
Doubletime

Employee Confirm: Yes   Supervisor Confirm: [Yes ▾]

`Enter` `Select` `Sick/Vacation` `Extended Hours` `Previous Pay Period`

Done   mvs.wiu.edu:3005

The supervisor should check the hours entered and be sure Employee Confirm is "Yes." **The supervisor cannot confirm the timecard until the employee has confirmed**. Once the employee has confirmed, the supervisor can click on the "Yes" in the Supervisor Confirm drop down box and click or press enter. If the timecard has an error, the employee needs to change the hours then reconfirm the card before the supervisor can confirm it. The supervisor cannot make any changes to the hours entered on the employee's screen. If an employee makes a change to the screen after the supervisor has confirmed it, the "Yes" in the supervisor confirm box will automatically be flipped back to a "No". The supervisor will then need to reconfirm the screen after the employee has completed his/her changes.

After the supervisor has placed a "Yes" in the drop down box, press or click on enter to update the screen.

If the Error Message EMPLOYEE MUST CONFIRM FIRST appears on the screen, the supervisor has tried to confirm the screen before the employee has confirmed it. The supervisor must change the "Yes" back to a "No" and ask the employee to confirm his/her screen.

To view Other Hours entered on an employee's time reporting screen, click on the "Other" box. To return to the time screen after viewing the Other Hours, click on the "Return" box.

To proceed to the next employee time screen click on the "Next Employee" box.

To go back to a previous employee time screen, click on the "Previous Employee" box.

To signoff the system click on "SignOff" at the top right hand portion of the screen.

A reminder email will be sent to the employee and the employee's supervisor on the last Friday of the pay period if the screen has not already been confirmed. If the Time screen has not been confirmed by the due date, a second reminder notice will be sent to the employee and the employee's supervisor. If an employee is going to be gone when the timecard is due, the employee can confirm the timecard early.
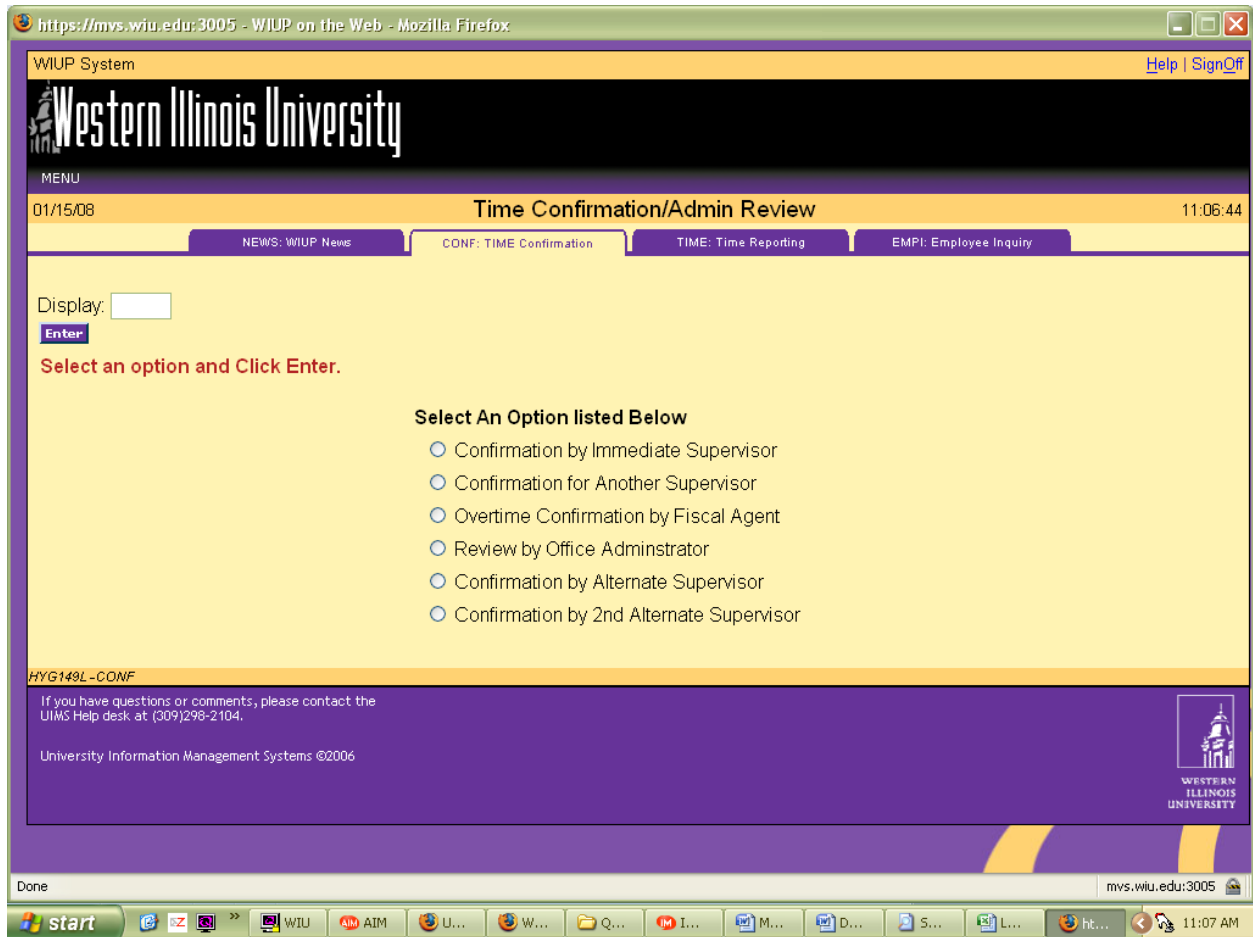
If an employee has not confirmed the screen and is out of the office the day the timecard is due, the Payroll Office staff can confirm this screen with a "P" in the employee confirm space. Payroll can also enter any hours that have not been entered. If the supervisor has not confirmed the screen and is out of the office the day the confirmations are due, there are two options. First, if there is another designated supervisor in the office, that person can do the confirmation. Second, the Payroll Office staff can put a "P" in the supervisor confirm space. If the Payroll Office confirms the information, an email will be sent to the employee and/or supervisor, asking that person to confirm the hours entered. If there are no changes, the employee can just reply to the email. If there are adjustments to be made, the employee's supervisor must send an email or memo to the Payroll Office requesting a change.

Accumulated Sick, Vacation and Compensated hours can be seen by clicking on the Sick/Vacation button on the Bi-weekly Time Confirmation screen. Click on return to go back to the Time Confirmation screen.

Questions regarding the use of these screens may be directed to the Payroll staff at 298-1867. Questions can also be emailed to payroll@wiu.edu.

Problems with passwords should be directed to the UTech Help Desk at 298-2704.

Following are instructions for use of the remaining options on the opening Time Confirmation/Admin Review screen:

WIUP System

Help | SignOff

Western Illinois University

MENU

01/15/08   Time Confirmation/Admin Review   11:06:44

| NEWS: WIUP News | CONF: TIME Confirmation | TIME: Time Reporting | EMPI: Employee Inquiry |

Display: [ ]

Enter

Select an option and Click Enter.

Select An Option listed Below

○ Confirmation by Immediate Supervisor

○ Confirmation for Another Supervisor

○ Overtime Confirmation by Fiscal Agent

○ Review by Office Adminstrator

○ Confirmation by Alternate Supervisor

○ Confirmation by 2nd Alternate Supervisor

HYG149L-CONF

If you have questions or comments, please contact the
UIMS Help desk at (309)298-2104.

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Done   mvs.wiu.edu:3005

start   WIU   AIM   U...   W...   Q...   I...   M...   D...   S...   L...   ht...   11:07 AM

To confirm a timecard for another supervisor, click on the circle next to "Confirmation for Another Supervisor."

The user is required to enter the Pay Frequency and the last name of employee's regular supervisor.

The Bi-weekly Time Reporting screen will then be displayed. The supervisor should check the hours entered and be sure Employee Confirm is "Yes." **The supervisor cannot confirm the timecard until the employee has confirmed**. If the hours entered are correct, the supervisor can click on the "Yes" in the drop down box next to Supv Confirm. Press Enter and the screen will be updated.

If the Error Message EMPLOYEE MUST CONFIRM FIRST appears on the screen, the supervisor has tried to confirm the screen before the employee has confirmed it. The supervisor must change the "Yes" back to a "No" and ask the employee to confirm his/her screen.

To view Other Hours entered on an employee's time reporting screen, click on the "Other" box. To return to the time screen after viewing the Other Hours, click on the "Return" box.

To proceed to the next employee time screen click on the "Next Employee" box.

To go back to a previous employee time screen, click on the "Previous Employee" box.

To signoff the system click on "SignOff" at the top right hand portion of the screen.

Overtime Confirmation by Fiscal Agent is the next option on the Time Confirmation/Admin Review screen.

WIUP Test System   Help | SignOff

Western Illinois University

MENU

06/27/07   Time Confirmation/Admin Review   03:01:22

TCON: Payroll CONF Review

Display: [   ]

[Enter]

Select an option and Click Enter.

Select An Option listed Below

○ Confirmation by Immediate Supervisor

○ Confirmation for Another Supervisor

○ Overtime Confirmation by Fiscal Agent

○ Review by Office Adminstrator

○ Confirmation by Alternate Supervisor

○ Confirmation by 2nd Alternate Supervisor

HYG149L-CONF

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The fiscal agent will be required to enter the work department to be charged.

WIUP System   Help | SignOff

Western Illinois University

MENU

01/15/08   **Time Confirmation/Admin Review**   11:32:18

| NEWS: WIUP News | CONF: TIME Confirmation | TIME: Time Reporting | EMPI: Employee Inquiry |

Display: [   ]

[Enter] [Previous Pay Period] [Next Pay Period] [Select]

Current Work Dates:
Bi-Weekly   12/31/07 - 01/13/08
Semi-Monthly   01/01/08 - 01/15/08
Monthly   01/01/08 - 01/31/08
Student   01/01/08 - 01/15/08

Pay Frequency [Bi-Weekly ▼]   (Required)
Charge Dept [73000]   (Required)
Employee Last Name [   ] (Optional)
First Name [   ]
Middle Initial [ ]
Ignore Confirmed Time? [No ▼]

Done   mvs.wiu.edu:3005

start   WIU   AIM   U...   W...   Q...   I...   M...   D...   L...   ht...   D...   11:33 AM

The Bi-Weekly Time Reporting screen will be displayed for any employees that have reported overtime for that account. If the hours are correct, the fiscal agent should click on "Yes" in the drop down box next to the Fiscal Agent confirm at the bottom of the screen. If there are other employees to confirm, click on the Next Employee box. When the confirmations are completed, click on SignOff at the top of the page.

DAYS	M 31	T 01	W 02	TH 03	F 04	S 05	SU 06	M 07	T 08	W 09	TH 10	F 11	S 12	SU 13	Total
Regular			7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			60.0
Overtime (1.5)			1.0	1.0	1.0			1.0	1.0		1.0	1.0			7.0
Doubletime															
Vacation															
Employee Sick															
Family Sick															
Comp Time Used															
Other		*		*											15.0
Leave W/O Pay															

Comp Hours Worked: Regular Hours Worked Totals: 75.0

Straight Time
Overtime
Doubletime

Employee Confirm: Yes   Supervisor Confirm: Yes   Fiscal Agent: Yes

Time Review by Office Administrator is the next choice on the opening screen for CONF.

Screenshot of WIUP System — Time Confirmation/Admin Review

- Display: [____] Enter
- Select an option and Click Enter.

Select An Option listed Below
- ○ Confirmation by Immediate Supervisor
- ○ Confirmation for Another Supervisor
- ○ Overtime Confirmation by Fiscal Agent
- ○ Review by Office Adminstrator
- ○ Confirmation by Alternate Supervisor
- ○ Confirmation by 2nd Alternate Supervisor

HYG149L-CONF

If you have questions or comments, please contact the UIMS Help desk at (309)298-2104.

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The office administrator should enter the Pay Frequency and Work Department, then press enter.

Screenshot of WIUP on the Web - Mozilla Firefox showing the Time Confirmation/Admin Review page:

Western Illinois University

MENU

01/16/08 — Time Confirmation/Admin Review — 11:07:14

NEWS: WIUP News | CONF: TIME Confirmation | TIME: Time Reporting | EMPI: Employee Inquiry

Display: [____]

Enter | Previous Pay Period | Next Pay Period | Select

Current Work Dates:
Bi-Weekly   01/14/08 - 01/27/08
Semi-Monthly   01/01/08 - 01/15/08
Monthly   01/01/08 - 01/31/08
Student   01/01/08 - 01/15/08

Pay Frequency   [Bi-Weekly ▼]   (Required)
Work Dept   [73000]   (Required)
Employee Last Name [_____]   (Optional)
First Name   [_____]
Middle Initial   [__]
Ignore Confirmed Time? [No ▼]

Enter | Previous Pay Period | Next Pay Period | Select

Done   mvs.wiu.edu:3005

Page: 9 of 9   Words: 883   100%

The Bi-weekly Time Confirmation screen will be displayed. The office administrator can then check the screens for accuracy. Click on the Next Employee button to scroll through all the employees in the department.

https://mvs.wiu.edu:3005 - WIUP on the Web - Mozilla Firefox				
01/16/08		Bi-Weekly Time Confirmation		11:12:10

NEWS: WIUP News	CONF: TIME Confirmation	TIME: Time Reporting	EMPI: Employee Inquiry

Display: | JONES, EDITH L.   Work Dept: 73000
                                                                                          Budget Dept: 73000
CURRENT WORK DATES :   01/14/2008 Thru 01/27/2008   CCN: 8969

Enter Select Sick/Vacation Extended Hours Previous Pay Period Next Employee

DAYS	M 14	T 15	W 16	TH 17	F 18	S 19	SU 20	M 21	T 22	W 23	TH 24	F 25	S 26	SU 27	Total
Regular	7.5	7.5	7.5												22.5
Overtime (1.5)															
Doubletime															
Vacation															
Employee Sick															
Family Sick															
Comp Time Used															
Other						*									7.5
Leave W/O Pay															

Comp Hours Worked: Regular Hours Worked Totals: 30.0
Straight Time
Overtime
Doubletime
Employee Confirm: No   Supervisor Confirm: No

Enter Select Sick/Vacation Extended Hours Previous Pay Period Next Employee

Done   mvs.wiu.edu:3005

After all the screens have been checked, click on SignOff in the upper right hand corner of the screen.

1/16/08