SUPERVISOR CONFIRMATION SCREENS
For Employees Paid Semi-Monthly

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.

```
04/29/05 02:47:17      TIME CONFIRMATION/ADMIN REVIEW - SELECT ONE        0890 HYG149 WIUP

DISPLAY:

                       SELECT AN OPTION LISTED BELOW: 1

              1.   TIME CONFIRMATION BY IMMEDIATE SUPERVISOR

              2.   TIME CONFIRMATION FOR ANOTHER SUPERVISOR

              3.   OVERTIME CONFIRMATION BY FISCAL AGENT

              4.   TIME REVIEW BY OFFICE ADMINISTRATOR

              5.   TIME CONFIRMATION AS ALTERNATE SUPERVISOR




F3=MENU   F12=SIGNOFF
```

To confirm employee timecard(s), the supervisor should type 1 and press enter.

The Time Confirmation/Admin Review — Select Two screen is displayed. Tab to Pay Frequency and enter **2** to view the Civil Service exempt semi-monthly screens.

To access the time screens for all of the supervisor's employees press the enter key. The Semi-Monthly Time Reporting screen will be displayed.

```
03/29/06 09:44:49      TIME CONFIRMATION/ADMIN REVIEW - SELECT TWO        0641 HYG166 WIUT

DISPLAY:                       CURRENT WORK DATES:
                                 BI-WEEKLY        03 27 06  -  04 09 06
                                 SEMI-MONTHLY     04 01 06  -  04 15 06
                                 MONTHLY          04 01 06  -  04 31 06


         (REQUIRED)    ENTER  PAY FREQUENCY   2    1 = BI-WEEKLY
                                                   2 = SEMI –MONTHLY
                                                   3 = MONTHLY

         (OPTIONAL)    EMPLOYEE LAST NAME
         (OPTIONAL)           FIRST NAME
         (OPTIONAL)        MIDDLE INITIAL
          (OPTIONAL)   IGNORE CONFIRMED TIME?  N




F3=MENU  F4=SELECT  F7=BACKWARD  F12=SIGNOFF
```

```
03/09/06 01:42:26              SEMI-MONTHLY TIME REPORTING              0914 HYG170 WIUT

DISPLAY:                    CURRENT WORK DATES 03/01/2006 - 03/15/2006
909-09-9999   JANE A. DOE                                              CCN: 55435
```

WORK DEPT 199000   BUDGET DEPT 199000

DAYS	S 01	SU 02	M 03	T 04	W 05	TH 06	F 07	S 08	SU 09	M 10	T 11	W 12	TH 13	F 14	S 15	TOTAL
REG	7.5	7.0	6.5	7.5	__	7.5	7.5	__	__	6.5	7.5	7.5	__	__	__	
APPR HR	2.0	__	__	__	__	__	__	__	__	__	__	__	__	__	__	2.0
VAC	__	__	__	__	__	__	__	__	__	__	__	__	7.5	7.5	__	15.0
SICK:																
EMPLOY	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	
FAMILY	__	.5	1.0	__	__	__	__	__	__	__	__	__	__	__	__	1.5
OTHER	__	__	__	__	7.5	__	__	__	__	__	__	__	__	__	__	
APPR HRS:																
USED	__	__	__	__	__	__	__	__	__	1.0	__	__	__	__	__	1.0

```
EMPLOYEE CONFIRM:  N (Y/N)        SUPERVISOR CONFIRM:  N (Y/N)


TIME HAS BEEN ENTERED IN HOURS.



Time Record Updated.
F3=MENU  F4=SELECT  F6=SICK/VAC  F7=BACKWARD  F9=OTHER  F11=EXT HRS  F12=SIGNOFF
```

The supervisor should check the hours submitted on the Time reporting screen hours and be sure Employee Confirm is Y. **The supervisor cannot confirm the timecard until the employee has confirmed**. Once the employee has confirmed, the supervisor can place a "Y" in the Supervisor Confirm. 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 time screen. If an employee makes a change to the screen after the supervisor has confirmed it, the "Y" in the supervisor confirm will automatically be flipped back to "N". The supervisor will then need to reconfirm the screen.

After the supervisor has placed a "Y" on the screen, press 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 "Y" back to "N" and ask the employee to confirm his/her screen.

To view Other Hours entered on an employee's time screen, press F9. To return to the time screen after viewing the Other Hours, press F6.

Civil service exempt employees are not eligible for overtime pay, but may enter more than 7.5 hours worked on the Regular Hours line on the time screen. Employees also have the option to enter extra hours worked on the Approved Hours line. Approved Hours can be accumulated and used by exempt employees, up to a maximum accrual of 37.5 hours, with the approval of their supervisor. Usage of this time shall be reflected on the employee's daily time record as "approved hr used" and cannot be used for any other purpose.

If an employee has accrued the maximum "approved time off" and needs to show additional hours worked, this time can be entered on the Regular Hours line. If the employee works more than 9.9 hours in one day, the employee will press F11 to go to the Extended hours screen. The hours will be displayed on the main time screen with ###. The supervisor can see the number of hours input by pressing F11.

To proceed to the next employee time screen press F8.

To go back to a previous employee time screen press F7.

To signoff the system press F12.

A reminder email will be sent to the employee and the employee's supervisor on the last working day of the pay period if the screen has not already been confirmed. A second notice will be sent to the employee and the employee's supervisor the next business day if the time card has not been confirmed.

If an employee has not confirmed the screen and is out of the office the day the confirmations are due, the Payroll Office is able to confirm this screen by placing a "P" in the employee confirm space. The Payroll Office can also enter any time that has 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 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 that the information displayed on the TIME screen is correct. 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.

To Confirm a Timecard for another supervisor type 2 on the Time Confirmation/Admin Review — Select One screen. The Time Confirmation/Admin Review — Select Two screen will be displayed.

```
04/29/06 3:25:08      TIME CONFIRMATION/ADMIN REVIEW - SELECT ONE           0890 HYG149
WIUP

 DISPLAY:

                         SELECT AN OPTION LISTED BELOW    2

                    1.    TIME CONFIRMATION BY IMMEDIATE SUPERVISOR

                    2.    TIME CONFIRMATION FOR ANOTHER SUPERVISOR

                    3.    OVERTIME CONFIRMATION BY FISCAL AGENT

                    4.    TIME REVIEW BY OFFICE ADMINISTRATOR

                    5.    TIME CONFIRMATION AS ALTERNATE SUPERVISOR




F3=MENU   F12=SIGNOFF
```

The user is required to enter the Pay Frequency and the name of the supervisor timecards are being confirmed for.

```
04/29/05 03:29:04          TIME CONFIRMATION/ADMIN REVIEW - SELECT TWO       0890 HYG166 WIUP

DISPLAY:                              CURRENT WORK DATES:
                                      BI-WEEKLY      03 27 06 - 04 09 06
                                      SEMI-MONTHLY   04 01 06 - 04 15 06
                                      MONTHLY        04 01 06 - 04 30 06


            (REQUIRED)    ENTER  PAY FREQUENCY  2      1=BI-WEEKLY
                                                       2=SEMI-MONTHLY
                                                       3=MONTHLY


            (OPTIONAL)                WORK DEPT


            (OPTIONAL)     EMPLOYEE LAST NAME
            (OPTIONAL)             FIRST NAME
            (OPTIONAL)         MIDDLE INITIAL
            (OPTIONAL)   GNORE CONFIRMED TIME?   N
                          EMPLOYEE'S REGULAR
            (REQUIRED)  SUPERVISOR'S LAST NAME  SMITH
                                FIRST NAME  Z
                            MIDDLE INITIAL
                                 -- OR --
                            SUPERVISOR SSN


F3=MENU   F4=SELECT   F7=BACKWARD   F12=SIGNOFF
```

The Semi-Monthly Time Confirmation screen will be displayed. After checking the time entered, the supervisor should then put a "Y" in Supv Confirm and press enter. The supervisor can then press F8 to proceed to the next employee timecard. When all timecards have been confirmed, the supervisor can press F12 to signoff.

Option 3 on the main screen is only to be used when confirming Overtime for Bi-weekly employees.

If option 4 is chosen, the office administrator can check all the time records for the department. Type 4 and press enter. The Time Confirmation/Admin Review — Select Two screen will then be displayed.

```
12/17/01 09:44:26          TIME CONFIRMATION/ADMIN REVIEW - SELECT ONE     0641 HYG149 WIUT

DISPLAY:

                    SELECT AN OPTION LISTED BELOW 4

                         1.    TIME CONFIRMATION BY IMMEDIATE SUPERVISOR

                         2.    TIME CONFIRMATION FOR ANOTHER SUPERVISOR

                         3.    OVERTIME CONFIRMATION BY FISCAL AGENT

                         4.    TIME REVIEW BY OFFICE ADMINISTRATOR

                         5.    TIME CONFIRMATION AS ALTERNATE SUPERVISOR




F3=MENU F12=SIGNOFF
```

The office administrator should enter the Pay Frequency and Work Dept to check timecards.

```
12/17/01 09:44:49          TIME CONFIRMATION/ADMIN REVIEW - SELECT TWO          0641 HYG166 WIUT

DISPLAY:                            CURRENT WORK DATES:
                                    BI-WEEKLY        03 27 06 - 04 09 06
                                    SEMI-MONTHLY     04 01 06 - 04 15 06
                                    MONTHLY          04 01 06 – 04 30 06

          (REQUIRED)     ENTER  PAY FREQUENCY 2        1=BI-WEEKLY
                                                       2=SEMI-MONTHLY
                                                       3=MONTHLY
          (REQUIRED)                WORK DEPT 193000
          (OPTIONAL)     EMPLOYEE LAST NAME
          (OPTIONAL)             FIRST NAME
          (OPTIONAL)         MIDDLE INITIAL
          (OPTIONAL)   IGNORE CONFIRMED TIME?  N


F3=MENU   F12=SIGNOFF
```

The Semi-Monthly Reporting screen will be displayed. The office administrator can then check the timecards to be sure they've been confirmed by employees and supervisors.

Option 5 is used by the alternate supervisor to confirm an employee's usage screen when the employee's supervisor is unable to confirm the screen. Type 5, press enter. Enter the pay frequency 3 on the TIME CONFIRMATION/ADMIN REVIEW - SELECT TWO screen. This will then automatically bring up all employees listed for the alternate supervisor.

```
12/17/01 09:44:26 TIME CONFIRMATION/ADMIN REVIEW - SELECT ONE 0641 HYG149 WIUT

DISPLAY:

                    SELECT AN OPTION LISTED BELOW  4

                         1.    TIME CONFIRMATION BY IMMEDIATE SUPERVISOR

                         2.    TIME CONFIRMATION FOR ANOTHER SUPERVISOR

                         3.    OVERTIME CONFIRMATION BY FISCAL AGENT

                         4.    TIME REVIEW BY OFFICE ADMINISTRATOR

                         5.    TIME CONFIRMATION AS ALTERNATE SUPERVISOR



F3=MENU  F12=SIGNOFF
```

```
12/17/01 09:44:49 TIME CONFIRMATION/ADMIN REVIEW - SELECT TWO      0641 HYG166 WIUT

DISPLAY:                    CURRENT WORK DATES:
                              BI-WEEKLY          03 27 06  -  04 09 06
                              SEMI-MONTHLY       04 01 06  -  04 15 06
                              MONTHLY            04 01 06  -  04 30 06

          (REQUIRED)    ENTER  PAY FREQUENCY  2    1=BI-WEEKLY
                                                   2=SEMI-MONTHLY
                                                   3=MONTHLY
          (OPTIONAL)    EMPLOYEE LAST NAME
          (OPTIONAL)            FIRST NAME
          (OPTIONAL)         MIDDLE INITIAL
          (OPTIONAL)    IGNORE CONFIRMED TIME?  N



F3=MENU  F12=SIGNOFF
```

For questions concerning the Confirmation screens, please contact the Lisa Hinman in Business Services at 298-1811 or Terry Fecht in Payroll at 298-1867, or by email Payroll@wiu.edu.

5/25/06