

Approving timesheets via SPIRIT Online – Supervisors of hourly employees

Hourly employees will complete the timesheet and submit it for supervisor approval.

- The pay period normally ends WEDNESDAY for student workers, and student workers are instructed to have timesheets completed, and checked off as “ready to approve” before 11:30 PM on TUESDAY
- As supervisor you have until 11:30 PM on WEDNESDAY to approve the timesheets as the hourly workers assigned to you.
- Payroll is completed and distributed on the following FRIDAY

Below is what the “Time approval (for supervisors)” selection screen looks like. You will see a grid of all the employees for whom you have time approval authority.



You can get to your approval selection screen by the following steps:

- From the SPC home page, go to Quick Links and choose SPIRIT Online.
- Click LOG IN, then enter your User ID and Password, then click SUBMIT.
- This will bring you back to the SPIRIT Online main menu, but now you are logged in.
- Click the beige bar for the Employees Menu
- Click the “Time Approval (for Supervisors)” link
- This will bring you to a screen that looks like the picture above

This selection screen gives you an overview of all the timesheets available to review, approve, or reject. From this screen you may drill down to any individual timesheet to see the day by day detail, or you may approve directly from this screen, based on the summary information provided here.

For example, look at the 3rd line below. This tells you that this employee has entered 56.00 total hours for the pay period 7/24 to 8/6. Before approving, you would want to review his timesheet entry to make sure the hours he is submitting are consistent with what he actually worked. You do this by checking the “Review Entry” box on the line you wish to review, and then click SUBMIT on the bottom of the page.

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	07/24/08	08/06/08	08/12/08 11:59PM	Mr. Anand Churi		Student Worker Spc Summer	User Support Services	Jersey City Campus	0.02
<input type="checkbox"/>	<input type="checkbox"/>	07/24/08	08/06/08	08/12/08 11:59PM	Mr. John C. Olivella		Student Worker Spc Summer	User Support Services	Jersey City Campus	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/24/08	08/06/08	08/12/08 11:59PM	Rojendra Pradhan		Student Worker Spc Summer	User Support Services	Jersey City Campus	56.00
<input type="checkbox"/>	<input type="checkbox"/>	07/24/08	08/06/08	08/12/08 11:59PM	Mr. Eddie J. Rodriguez		Student Worker Federal Summer	User Support Services	Jersey City Campus	0.00

Clicking SUBMIT will bring you to the standard view, which will show you total hours entered, for each day in the pay period:

The screenshot shows the 'Time Entry' application interface. At the top, there is a summary table with the following data:

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Rojendra Pradhan	Student Worker Spc Summer	08/06/08	Biweekly Students	User Support Services	Jersey City Campus	08/12/08 11:59PM

Below the summary table, there is a 'Leave Type' section with 'Not Applicable' and a 'Leave Balance' field.

The main part of the interface is a daily breakdown table with the following columns: Date, Day, Regular Hours, Overtime, Annual Leave Hours, Sick Hours, Other Time Hours, Other Time Types, Shift Hours, Shift Type, and Insert Line. The data for the pay period from 07/24/08 to 08/02/08 is as follows:

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
07/24/08	Thursday	7.00								<input type="checkbox"/>
07/25/08	Friday									<input type="checkbox"/>
07/26/08	Saturday									<input type="checkbox"/>
07/27/08	Sunday									<input type="checkbox"/>
07/28/08	Monday	7.00								<input type="checkbox"/>
07/29/08	Tuesday	7.00								<input type="checkbox"/>
07/30/08	Wednesday	7.00								<input type="checkbox"/>
07/31/08	Thursday	7.00								<input type="checkbox"/>
08/01/08	Friday									<input type="checkbox"/>
08/02/08	Saturday									<input type="checkbox"/>

You also have the option to review the actual Time-In/Time-Out hours that the employee entered on this timesheet. To view this detail, simply check the box below and click submit.

The employee has time in/out data. To review it, check the box

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete **Yes**

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

SUBMIT

After you do that, you will be seeing the same timesheet, but with the hourly detail as below:

Time In/Out

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Rojendra Pradhan	Student Worker Spc Summer	08/06/08	Biweekly Students	User Support Services	Jersey City Campus	08/12/08 11:59PM

Leave Type **Leave Balance**

Not Applicable	
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Date	Day	Time In	Time Out	Insert Line
07/24/08	Thursday	09:00AM	12:00PM	<input type="checkbox"/>
07/24/08	Thursday	01:00PM	05:00PM	<input type="checkbox"/>
07/25/08	Friday			<input type="checkbox"/>
07/26/08	Saturday			<input type="checkbox"/>
07/27/08	Sunday			<input type="checkbox"/>
07/28/08	Monday	09:00AM	12:00PM	<input type="checkbox"/>
07/28/08	Monday	01:00PM	05:00PM	<input type="checkbox"/>
07/29/08	Tuesday	09:00AM	12:00PM	<input type="checkbox"/>
07/29/08	Tuesday	01:00PM	05:00PM	<input type="checkbox"/>
07/30/08	Wednesday	09:00AM	12:00PM	<input type="checkbox"/>
07/30/08	Wednesday	01:00PM	05:00PM	<input type="checkbox"/>

These are simply 2 different options for viewing the exact same timesheet. Whichever view you prefer to use, your responsibility here is to review the employee’s entries, making sure they are an accurate reflection of the time actually worked. If you click the arrow next to “Supervisor Decision” you will see 2 options, Reject or Approve. You indicate your approval of the employee’s time entries by selecting “Approve” and clicking the SUBMIT button.

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete Yes

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

Once you have selected “Approve” and click SUBMIT, you have authorized the payroll dept to begin processing this timesheet and to pay the employee for the time entered.

After clicking SUBMIT, the employee will receive a confirmation email and you should see a confirmation page that looks like:

Confirmation

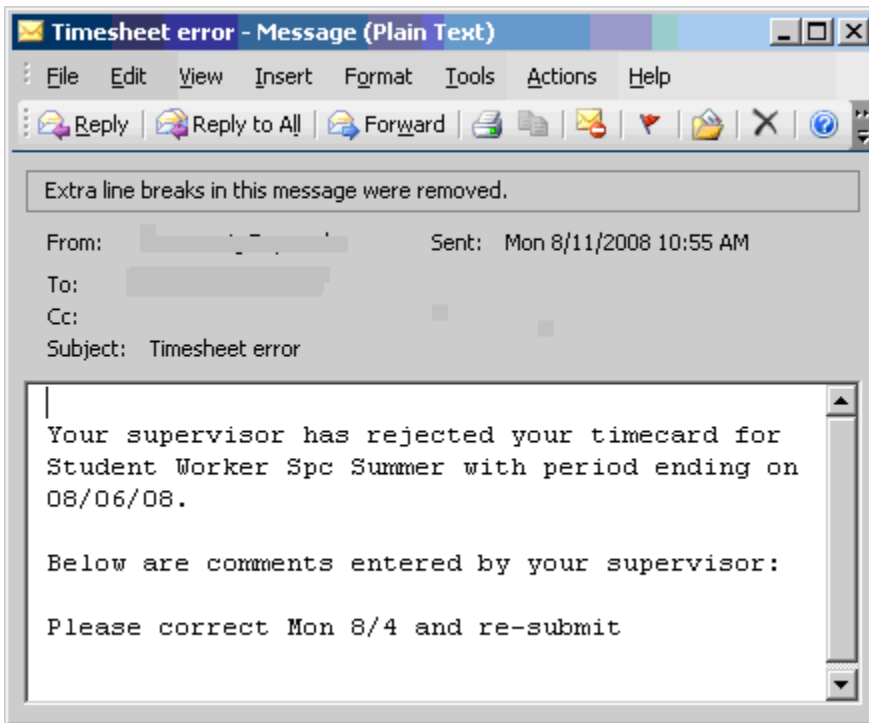
Thank you for reviewing the time entries

If there are problems with the timesheets, and you do not wish to approve it, you have several options. You can Reject and instructed the employee to fix the timesheet and

resubmit. Simply choose Reject from the Decision drop-down and enter a brief note to the employee as to what the problem is, then click SUBMIT.

Supervisor Decision	<input type="text" value="Reject"/>
Enter E-mail Subject	<input type="text" value="Timesheet error"/>
Supervisor Comments	<input type="text" value="Please correct Mon 8/4 and re-submit"/>
Employee's E-mail Address	<input type="text" value="someone@spc.edu"/>

The employee will then receive an email from your alerting him or her that the timesheet needs attention.



You also have to option of correcting the time-in, time-out entries yourself before approving the timesheet. Simply changes the hours on the timesheet before you choose Approve and click SUBMIT.