

**SUPERVISOR OVERVIEW**

The following instructions will walk you through how to use **UE TimeOnline**. If you have any questions or encounter problems with the software, please contact the payroll office.

As a Supervisor, you are accountable for the following:

**1) Employment Contracts**

Your employees will not be able to use **UE TimeOnline** until the required employee hire forms have been processed by Human Resources. Please ensure you observe HR’s deadlines for receiving and processing employee paperwork so that your employees can be paid in a timely manner. It will also be imperative to ensure the names of the primary and alternate supervisors for the employee you are hiring are indicated on the new hire form. We currently do not have a field for this, so please write the information on the form.

**2) Approving Employee Hours**

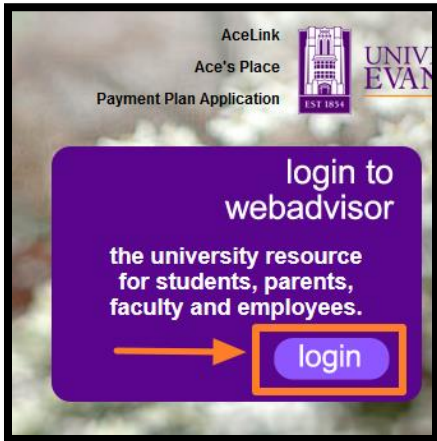
Supervisors are financially accountable for the earnings expensed to their budget accounts. It is your responsibility to review and approve the hours entered by your employees prior to the supervisor cut-off time (Monday at noon.). **UE TimeOnline** will process and pay unapproved time, therefore if you do not review and approve your employee’s hours, you are accepting the financial risk and liability if employees enter incorrect or fraudulent hours.

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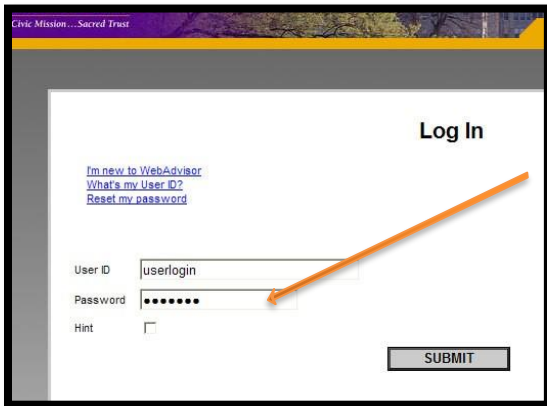
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# UE TimeOnline

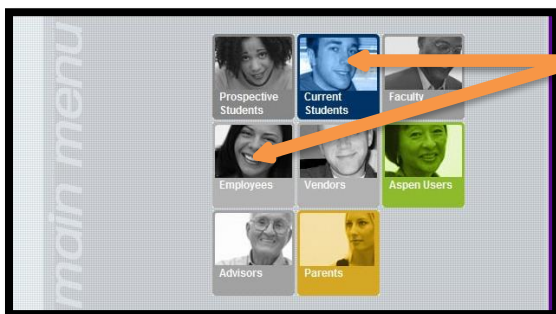
## UE TIMEONLINE LOGIN



**Step 1:** Go to [WebAdvisor.evansville.edu](http://WebAdvisor.evansville.edu) and select **Login**

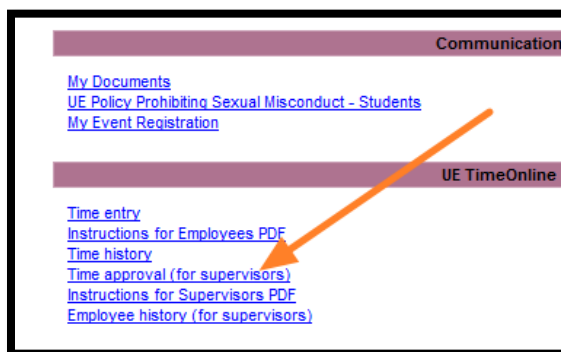


**Step 2:** Login to WebAdvisor using your UE username and password.



**Step 3:** This will take you to the main WebAdvisor menu.

- ⇒ For Students, click "**Students**".
- ⇒ For Staff, click "**Employees**".



**Step 4:** Click on **Time Approval (for supervisors)**.

## UE TimeOnline

### APPROVING REGULAR WORK HOURS

Once an employee has entered their hours worked for the pay period and electronically signs their timesheet as complete, you will receive an email advising you that the employee has submitted their hours for approval. **Please note the alternate supervisor will not receive email notifications from the employee.**

Check the Review Box for all employees' hours you want to review. De-select the check box for any employee's hours you do not want to review. Click Submit. **UE TimeOnline** will present your employees' detailed timesheet to you one at a time for your review and approval.

Note: You have the option of approving your employee's hours based on the total hours shown without looking at their detailed timesheet by simply de-selecting the review box (if checked) and clicking on the "Approved" Box

#### Time approval (for supervisors)

#### Step 1

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Mr. Tom R. Ambrose		GR Groundskeeper	Grounds	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Mr. Kurt W. Bospeter		GR Senior Groundskeeper	Grounds	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Caleb K. Butterfield		EECS Dept Budget Workstudy	Electrical Engr & Computer Sci	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Clayton J. Dame		GR Groundskeeper	Grounds	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Mrs. Vicky L. Hasenour		Admin Asst/EECS	Electrical Engr & Computer Sci	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Mr. Kelly Nyman		HR Employment Specialist	Human Resources	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Heather A. Ongo		HR Benefits Specialist	Human Resources	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Mr. Joseph M. Paulin		GR Groundskeeper	Grounds	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/08	10/25/08	10/27/08 12:00PM	Mr. David A. Sellers		GR Senior Groundskeeper	Grounds	

Check the review box to view an employee's detailed timesheet.

If you need to review multiple employees, click the review box for all employees you wish to view.

NOTE: **UE TimeOnline** will default a check box in the "Review Entry" column any time an employee enters hours.

#### Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Mrs. Vicky L. Hasenour	Admin Asst/EECS	10/25/08	Bi-Weekly	Electrical Engr & Computer Sci		10/27/08 12:00PM

Leave Type	Leave Balance
Annual Leave	25.46
Sick	45.40

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours		
10/12/08	Sunday						
10/13/08	Monday	8.00					
10/14/08	Tuesday	8.00					
10/15/08	Wednesday	8.00					

Approve the employee's timesheet by this date and time.

#### Step 2

Your employee's detailed timesheet will display. In the example at the left, a total of 4.00 hours were entered by the employee for Wednesday. Increments can be entered as .25, .50 or .75 for 15, 30 and 45 minutes respectively.

## UE TimeOnline

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

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

SUBMIT

### Step 3

To approve your employee's time, click on the drop-down box for Supervisor Decision. Select APP-Approve and click submit.

An email will be sent to the employee advising them that their time has been approved for payroll processing.

A few things to note on the above screen capture. "Non-Exempt and Exempt Other Position Hours" show the total hours the employee has recorded in other positions they may hold on campus, including additional positions they may have in your department. This is 'for information' only. Details for this time cannot be viewed on this screen.

All employees should be checking the electronic signature box on their time card to indicate their acknowledgement that the time they entered is accurate and ready for your approval. Once this box is checked, the employee is locked from making any changes to their timecard. Only the supervisor can make changes to the timecard once the electronic signature box is selected.

### View of Employee's electronic authorization

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

The supervisor approval form in **UE TimeOnline** indicates whether the employee has signed their card or not. Below, we can see that the employee did not sign their card as "No" is indicated in this section.

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

REJ - Reject

APP - Approve

We recommend supervisors approve the timecard, however, send an email to the employee reminding them of the importance of signing their time card. Please note, supervisors will not receive email notification that their employee has submitted time for their approval unless the employee electronically signs their time card.

### APPROVING OVERTIME HOURS FOR THE CURRENT PAY PERIOD

The **UE TimeOnline** system will automatically calculate the amount of overtime employees are eligible for based on the terms of their employment contract. Employees will enter their total hours worked per day and **UE TimeOnline** will calculate their overtime entitlement. The system will present them with a summary total of their regular and overtime hours when they submit their hours.

For example, an employee entered the following timecard and received the confirmation shown below

Date	Day	Hours Worked
10/12/08	Sunday	
10/13/08	Monday	6
10/14/08	Tuesday	10
10/15/08	Wednesday	10
10/16/08	Thursday	10
10/17/08	Friday	6
10/18/08	Saturday	

Current Pay Period Hours	
Regular Hours	70.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	70.00

Calculated Overtime Hours	
Overtime	2.00

However, when the supervisor views the employee’s timesheet, regular and overtime hours are displayed in separate columns (as illustrated below).

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
10/12/08	Sunday								
10/13/08	Monday	6.00							
10/14/08	Tuesday	10.00							
10/15/08	Wednesday	10.00							
10/16/08	Thursday	10.00							
10/17/08	Friday	4.00	2.00						
10/18/08	Saturday								
10/19/08	Sunday								

In the above example, the employee is eligible for overtime over 40 hours. As of Thursday, the employee worked a total of 36 hours. On Friday, the employee entered 6 hours for a total of 42 hours in the week. The supervisor’s display will show the resulting 2 hours of overtime on Friday.

### REJECTING AN EMPLOYEE’S TIME

The only time you will reject an employee’s time is if they check the ‘electronic signature’ box before they have finished entering their time. Sometimes employees will enter their hours for the first day in the pay period and click the electronic box not realizing this locks them from accessing their timesheet.

If you receive an email early in the pay period advising you the employee has submitted their time for approval, chances are they checked the box too early. To return control of the timesheet to the employee, login to **UE TimeOnline** and select the employee’s time card. In the supervisor approval

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

REJ - Reject

APP - Approve

section, select Reject. You will be required to enter a subject and supervisor comments.

## **UE TimeOnline**

Note: Do not reject an employee's timecard if the employee's cut-off time has passed. Employees cannot access their timesheet after the employee cut-off date and time.

### **MAKING CHANGES TO AN EMPLOYEE'S TIME CARD**

Supervisors have complete edit authorization in **UE TimeOnline**. You can add, delete or change any or all employee data entry prior to approving the timecard. To edit an employee's hours, simply click on the appropriate box and make any changes necessary. Once you change an employee's timecard, select "Approve". This locks the timecard from the employee preventing them from overriding your changes.

As a courtesy, please enter a comment on any changes you make to your employee's time card. Your employee will receive an email notifying them that you have made edits to their timecard.