

Manager (MSS): Manage Workers' Time

For Managers of Direct Reports

Intro

Purpose:

Manage employee time in Bear Trax including:

1. Review, approve and reject employee time cards, and
2. View Manager Time Reports.

How to Access:

Go to your Notification bell

Helpful Hints:

Be sure to keep in mind that...

- The Bear Trax time approval process is time bound. Employees must submit by 1:00 PM the Friday. Managers must approve by Monday at 9:00 AM.
- If managing employees with multiple assignments, the Primary Line Manager must manage the employee's time card by Friday at 3:00 PM to provide time for the Secondary Line Manager to review and approve time.
- Work schedules and overtime calculations are preconfigured in Bear Trax.
- It is the responsibility of the manager to confirm accuracy of employee time submittals.
- Managers are not able to create, edit or submit time cards on behalf of direct reports.

Procedure:

Follow the steps below to review time and more...

Overview

Time submittals and time approvals occur bi-weekly. Steps include:

- Employees enter and submit time worked.
- Managers review and approve time (or reject or return the submission to the employee for revision).
- Time cards for employees with multiple assignments follow an automatic workflow, flowing to the Secondary Line Manager for approval after the Primary Line Manager has approved the submission.

Important! Managers cannot create, edit or submit time cards on behalf of employees. If an employee is unable to submit their time worked, the Manager *must* notify Payroll to ensure the employee is paid.


Table of Contents

Bear Trax is used to track and approve work time for all employees eligible for overtime. Use the table below to quickly navigate to the Manager Time Approval instructions that you want:

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| Employees with Multiple Assignments | Part 2 |
| Time card Edits on Behalf of Others | Part 3 |
| Time Reports for Managers | Part 4 |






Part One: Manage Employee Time

Follow these steps to review and manage employees' time cards:

1. Go to Notifications and click on  to view submitted time cards.
2. Click on the title of the task to open and manage time card.

BPM Worklist TestDirector Ma

Views + ✎ ✕ → Actions ▼ ✓ ✕ 🔍 ▼ Me & My Group Assigned 📅

| | Title | Number | Creator | Assigned |
|----------------------|--|--|---------|-----------------------------------|
| Inbox |  | Approval of Time Entries for TestStudent Worker Jim from 2017-04- | 202181 | TestStudent Wo... 4/22/17 2:25 AM |
| My Tasks (5) |  | Approval of Time Entries for TestUC Attendant Bazler from 2017-04- | 202155 | TestUC Attenda... 4/22/17 2:23 AM |
| Initiated Tasks |  | Approval of Time Entries for Manny Custodian from 2017-03-25 to | 202164 | Manny Custodia... 4/22/17 2:16 AM |
| My Staff Tasks |  | Approval of Time Entries for Manny Custodian from 2017-04-08 to | 202161 | Manny Custodia... 4/22/17 2:12 AM |
| Administrative Tasks |  | Approval of Time Entries for Madison TestCustodian from 2017-03- | 202108 | Madison TestCu... 4/21/17 1:53 AM |

3. Review reported and calculated time, scrolling to the right to view pay period totals for the employee.

Approval of Time Entries for Manny Custodian from 2017-04-08 to 2017-04-2

Actions

Approve

Reject

Details

Assignee600100

From600062

Assigned Date4/22/17 2:12 AM

Task Number202161

Recommended Actions

Payroll Time Entries for Approva

Time Card Details

Time Card Period4/9/17 - 4/21/17

Time Card Comments test

StatusSubmitted

Reported Time

ActionsViewFormatFreezeDetachWrap

| | * Hours Type | * Position | Days | | | | | | | | | | | | | | | | | | |
|-------------|--------------|--------------------|--------------------|------|------------------|------|------------------|----------|-------------------|----------|---------------------|----------|--------------------|----------|------------------|----------|--------------------|------|------------------|------|--------------------|
| | | | Saturday, April 08 | | Sunday, April 09 | | Monday, April 10 | | Tuesday, April 11 | | Wednesday, April 12 | | Thursday, April 13 | | Friday, April 14 | | Saturday, April 15 | | Sunday, April 16 | | |
| | | | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Sta |
| 1 | Regular | Custodian, FA-U... | | | | | 7:00 AM | 11:00 AM | 7:00 AM | 11:00 AM | 7:00 AM | 11:00 AM | 7:00 AM | 11:00 AM | 7:00 AM | 11:00 AM | | | | | 7:00 |
| 2 | Regular | Custodian, FA-U... | | | | | 12:00 PM | 4:00 PM | 12:00 PM | 4:00 PM | 12:00 PM | 4:00 PM | 12:00 PM | 4:00 PM | 12:00 PM | 4:00 PM | | | | | 12:0 |
| Daily Total | | | | | | | 8.00 | | 8.00 | | 8.00 | | 8.00 | | 8.00 | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | Total Hours: 80.00 |

Calculated Time

ActionsViewFormatFreezeDetachWrap

| * Hours Type | * Position | Saturday, April 08 | | Sunday, April 09 | | Monday, April 10 | | Tuesday, April 11 | | Wednesday, April 12 | | Thursday, April 13 | |
|--------------|------------|--------------------|------|------------------|------|------------------|------|-------------------|------|---------------------|------|--------------------|------|
| | | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop |
| | | | | | | | | | | | | | |

4. Take appropriate action on the time card from the upper right hand corner. Options include:

- a. Approve – Approve if time card is correct.
- b. Reject – Reject if time card is incorrect and changes must be made by the employee. Note! When using reject, managers must include a comment describing the reason for the rejection.
 - i. Employees will be informed via email that a time card has been rejected. They must edit and resubmit from Time > Actions.
- c. Escalate – Escalate to next manager if additional sign-off is required.
- d. Request Information – You identify who the request for information is sent to.

Request More Information ✕

From ☒ Participant ▼

☐ Other users 🔍

Comments:

Return Options ☒ Route directly back to me
☐ Require subsequent participants to retake action

5. Add Comments as needed. Note! Comments must be added if Reject or Request Information is used.

▲ Related Links

▲ Comments +

| |
|--------------------|
| No data to display |
|--------------------|

▲ Attachments

| Name | Updated By | Date Updated |
|--------------------|------------|--------------|
| No data to display | | |

▶ History

- a. Click the +.
- b. Enter Comment.
- c. Click OK.

Part Two: Employees with Multiple Assignments

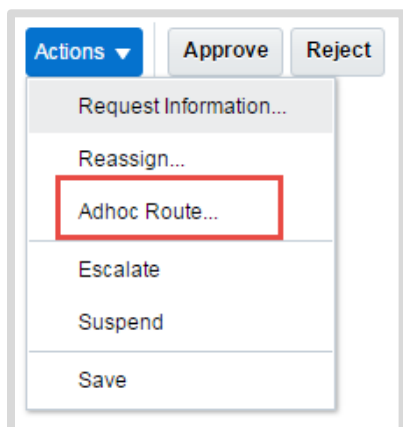
When approving employees with multiple assignments, the time card will automatically be routed to the Primary Manager for review and approval. Primary Line Manager follows regular approval process and Approves, **adding a comment** indicating the position for which time is being approved. The time card will automatically route to the Secondary Manager after approval by the Primary Manager.

Below is the timeline for time approvals of employees with multiple assignments:

1. Employee submits time card by Friday at 1:00 PM
2. Primary Manager manages employee time card by Friday at 3:00 PM
3. Secondary Line Manager manages employee time card by Monday at 9:00 AM.

The Secondary Line Manager receives notification of time card and follows regular approval process, **adding a comment** indicating the position for which time is being approved. The system automatically submits time card to Payroll.

***Note!** *In the event of a 3^d or 4th time card assignment, the Secondary Line Manager must “Add Ad Hoc Approval” for each pay approval.* Subsequent Manager data can be obtained from HR or Payroll.



Part Three: Time card Edits & Submittals on Behalf of Others

Managers are *not* able to create, edit or submit time cards on behalf of employees. If an employee is unable to submit their time card, the manager must contact Payroll to ensure that the employee receives pay.

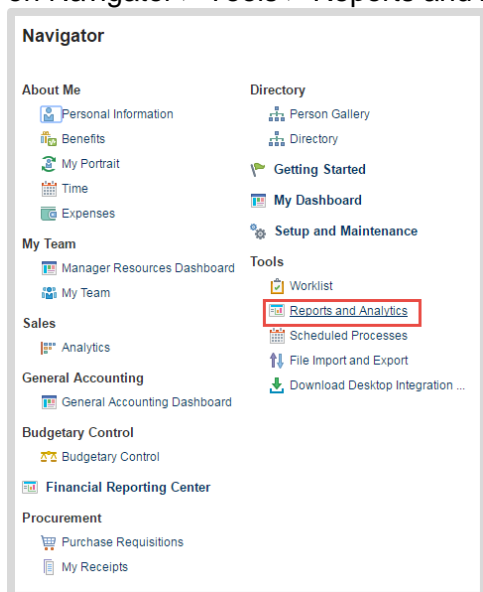
Part 4: Time Reports for Managers

Two Manager Reports are available on the Tool menu to help managers track employee time entries and submittals throughout the pay period.

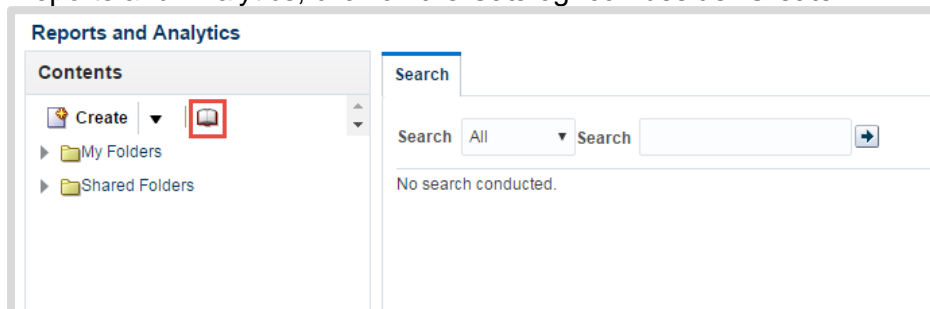
- 1.) Detailed Time Card Manager Report-- shows team time card entries
- 2.) Missing Time Card Report-- lists direct reports who have not submitted time cards

Follow the instructions below to access the reports:

To find the Tool Menu:
Click on Navigator > Tools > Reports and Analytics

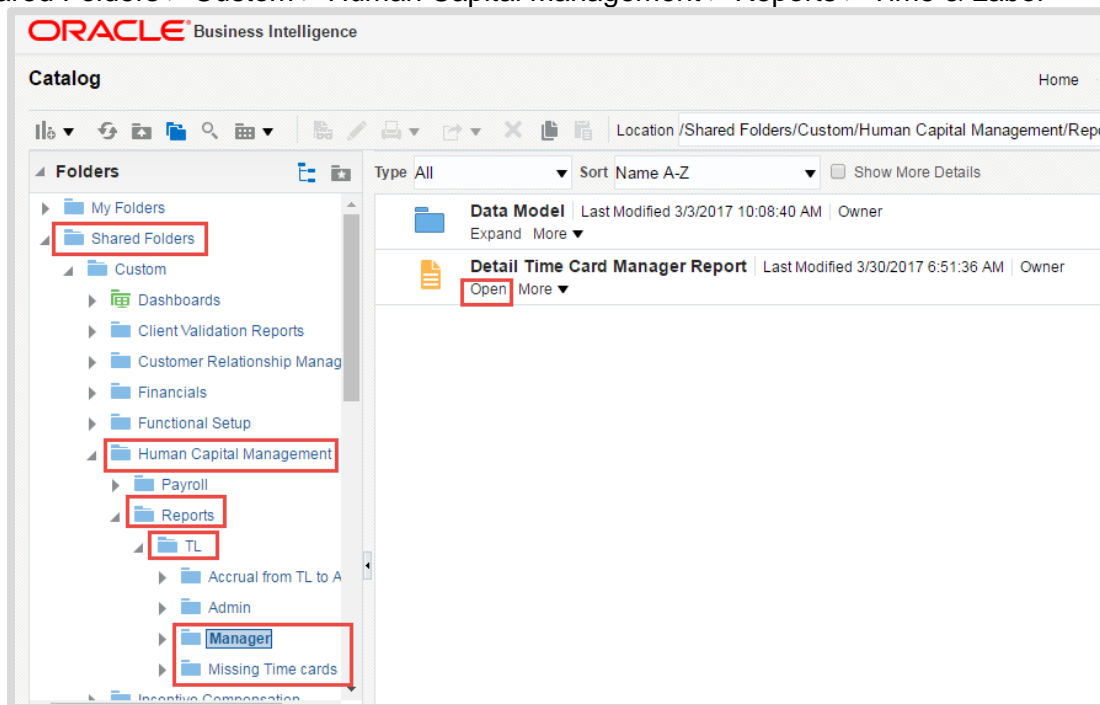


From Reports and Analytics, click on the Catalog Icon beside "Create."



Follow this path:

- Shared Folders > Custom > Human Capital Management > Reports > Time & Labor



- For **Detailed Time Card Manager Report** that shows team time card entries
 - Select Manager folder.
 - Select **Detailed Time Card Manager Report** > Click Expand then Open
 - Enter Start and End Dates of the pay period* and click Apply.
 - *Best Practice!** Run the Detail Time Card Manager Report **mid-pay** to view employee entries.
- For **Missing Time Card Report** that lists direct reports who have not submitted time cards
 - Select Missing Time Card Folder
 - Select **Detailed Time Card Manager Report** > Click Expand then Open
 - Enter Start and End Dates of the pay period** and click Apply.
 - **Note!** See Payroll calendar on SSU website for pay period dates. Report is based on pay period dates, not the payday.

- Best Practice! Open reports in Excel to hide fields and filter.
 - Filter on Hours Type on Total Time Period for summary data.
 - You can also view Warnings, Comments and Status.

Missing Time Cards Report Manager version 1.0.xdo

Home Catalog Favorites Dashboards New Open Signed In As TestDirector Mario

Start Date 03-11-2017 End Date 03-24-2017 Apply

Missing Time Cards DM V1

| PERSON NUMBER | PERSON NAME | PERIOD | LINE MANAGER | HOURLY / SALARIED | PAYROLL NAME | ABSENCETYPE |
|---------------|--------------------------|-------------------------|---------------------|-------------------|---------------|-------------|
| 600102 | Bader, TestJUC Attendant | 03/11/2017 - 03/24/2017 | Mario, TestDirector | Hourly | Staff Payroll | IN |
| 600082 | Custodian, Manny | 03/11/2017 - 03/24/2017 | Mario, TestDirector | Hourly | Staff Payroll | IN |

Interactive
HTML
PDF
RTF
Excel (*.xlsx)
PowerPoint (*.pptx)

Closing Notes

By following the instructions in this Job Aid you will be able to manage employee time submissions.