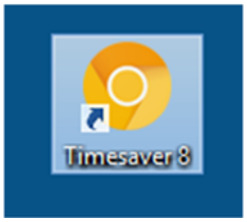
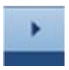
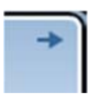
TimeSaver Training - Managers & Supervisors

Step	Action
1.	To begin, open TimeSaver 8 from the icon on your desktop. 
2.	Enter your **employee ID** and your **password**. Hit **enter** or the **right arrow** to log on. 
3.	If you have been assigned a Manager's license, the system opens with the **Manage My Department** workspace in the **Pay Period Close - Manager** Genie.
4.	The **Workspaces Carousel** in the upper right corner includes **GoTo Links** and **My Information** where you find your personal timecard. Use the **Employee TimeSaver Training Instructions** to complete your own timecard. 
5.	The **Related Items** pane shows additional widgets such as **Timecards, Schedules, Reports, Change My Password** and **Help**. The pane may be **minimized** and **maximized** by clicking the arrow. 
6.	Other **Genies** may be found by clicking the down arrow in the upper left corner. 
7.	To review all timecards, return to the **Manage My Department** tab, then click the **Select All Rows** icon. All rows should be highlighted. 
8.	Click the **Go To icon**, then scroll to **Timecards**. The employees' timecards will open in a new window.
9.	Click right and left on the **Arrows** to move through timecards individually. 

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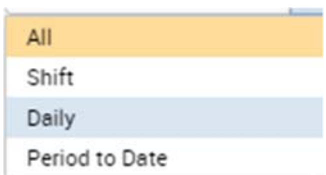
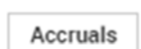
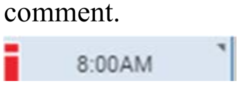
10.	On the **Manage My Department** tab, open a single timecard by double clicking on a row. 
11.	The timecard will open in a new window. 
12.	Now let's look at **Totals** and **Accruals** of an employee's timecard. Click on the down arrow to show more content. You can adjust the window by grabbing the cursor and sliding the bar up and down.
13.	To find timecard **Totals**, click the **Totals** tab. 
14.	Choose from the left filter box whether you want to see **All, Shift, Daily**, or **Period to Date**. 
15.	On the right filter box, choose **All, Account** or **Pay Code.** 
16.	Now click on the **Accruals** tab. **Best practice suggests that you click in the last day of the timecard pay period to see accurate accruals.** 
17.	Another way to audit your employees' labor is using the **Reports** widget. Please reference the **Reports** video for instructions. 
18.	Let's add a **Comment.** Right click in a cell. Hours must already be entered to add a comment. 

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19.	Click the **Comment** icon. 
20.	Select type of comment from the drop down list. 
21.	Add a clarifying note. Click **Add**. Click **OK**.
22.	Remember to save by clicking on the **Save** icon. 
23.	To see the comment, hover the cursor over **Comment** bubble. 
24.	To find another **time period**, in the upper right corner, click the down arrow in the **Previous Pay Period** hyperfind. Select from the drop down. 
25.	To find a **range of dates**, click the **Calendar** and select dates. 
26.	Let's begin the **Manager Pay Period Close** approval process. Use the **Managers' TimeSaver Cheat Sheet for Pay Period** Close as a step by step guide for approving your employees' timecards.
27.	**The Pay Period Close Manager** genie consolidates all the attributes needed for a manager or supervisor to approve an employee's timecard. Step 1. Review the **Total Hrs To Expected** column. This view sorts in ascending order. This column should match the **Expected Hours** column. If there are no hours or hours are less than expected, the employee has not completed his or her timecard. Part time employees may exceed the **Expected Hrs** column, but may not exceed 80 hours. **Total hours worked should not exceed 80 hours per pay period for any employee.**
28.	Step 2. For extra help employees, the **Expected Hrs** column will have the number 1.0. Review the **Total Extra Help Hours** column to confirm hours worked are appropriate.

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29.	Step 3. If there is a check mark in the **Missed Punch** column, the employee is missing either an "in" or "out" punch. A check mark will be present in the **No Hours on Scheduled Day** column if there are no hours entered on a scheduled work day. Investigate any discrepancies with your employee.
30.	Step 4. The following ten columns should be reviewed for **Sick, Vacation, Other** such as catastrophic, education or jury), **LWOP, Overtime Paid, Overtime Comp, Overtime Double, Phone Work, Call Back,** and **Standby**. Ensure these hours are appropriate. If not, investigate by reviewing the employee's schedule and/or contact the employee to clear any discrepancies.
31.	Step 5. If an employee works a 9-80 schedule and a check mark is present in the **9-80 OT Review** column, confirm if the short day of the schedule is split correctly and the employee is following the schedule. If so, contact the employee to clear the discrepancy. 
32.	Step 6. Now for the approval process. Ensure there is a check mark in the **Employee Approval** column for all of your employees. If not, contact the employee to approve his or her timecard.
33.	Once your employees' timecards have been completed, reviewed and approved, you may approve the timecards individually. **However, the most efficient way to approve them is to Select All Rows.** 
34.	Select **Approve Timecard**. The option to remove approvals is also available. 
35.	Click **Yes.** **Your approval certifies timecard(s) have been reviewed by you and timecard(s) are accurate.** 
36.	A manager's approval will be indicated by the number **1** or **2** in the **Manager Approval** column.

Step	Action
37.	Click **Sign Out** to log off. 
38.	Please be alerted that using the browser arrows will erroneously log you off TimeSaver. Please log off by clicking **Sign Out**. 
39.	This concludes Timesaver training for managers and supervisors. **End of Procedure.**