TimeTracker
User Support Documentation

Timesheet Electronic Signature – Supervisor

Submission of a timesheet is imperative so that your worker(s) may be paid for the time they have worked. This document will explain, step by step, how to submit timesheets electronically. Please note that the option to print a timesheet for your records still exists, but will not be accepted for payment processing.

To begin, log on to the TimeTracker site and navigate to your department home page. You should see a similar screen as is printed below:
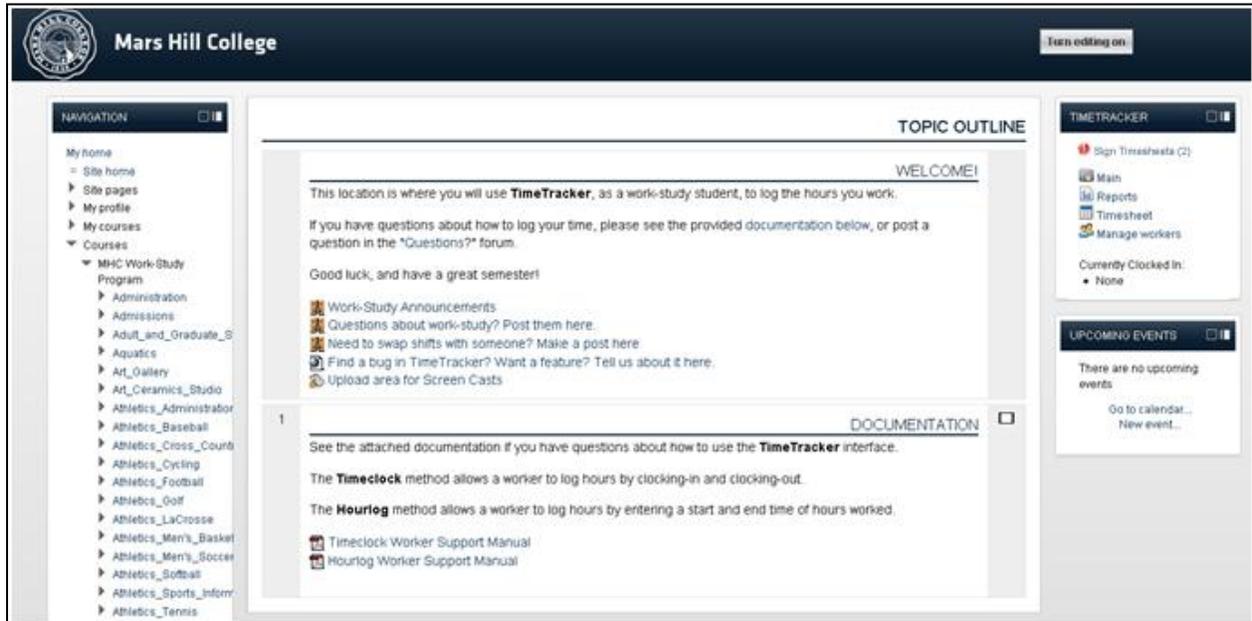

Figure 1: Department Home Page

You will be taken to a queue with all of the timesheets requiring your signature. For each timesheet in the queue, you will see a checkbox, the worker's name, total hours, total pay, and action icons.

Select	Worker Name	Total Hours	Total Pay	Actions
☑	Michelle Bumgarner	39.75	318.00	
☐	Jim Turner	47.00	376.00	
	Select all/none			

I certify that the hours reported on the selected timesheet(s) are true, correct, and are within each student's allotted maximum earnings. I understand that if the timesheets are not signed by the due date, the students will not be paid for these hours until the next pay period.

Click here to sign: ☐

[Sign selected timesheet(s)]

Figure 2: Sign Timesheets Page

The first action icon, View Timesheet 🗓, allows for you to view a copy of the timesheet that was signed by the student. This report contains all of the units that have been signed for and yield a total of hours and earnings at the conclusion of the report.

The second icon, Edit Timesheet 🗓 will allow you to correct an error to a worker-signed timesheet. **NOTE:** editing a timesheet will remove the worker signature and will require him or her to re-sign the timesheet before you will be able to provide a signature.

Please review each timesheet before submission. Ensure that all of the hours and earnings are correct. Click the box under the "Select" column by each timesheet that you wish to sign electronically.

Read the disclaimer at the bottom of the page. Note that you must agree to the disclaimer before you can sign your timesheet. Understand that, even though you are signing electronically, this is a legal document and carries the same weight as signing your name with ink on paper. Click the "click here to sign" box to continue.

Click "Sign timesheet(s)."

Congratulations! You have submitted the selected timesheet(s) to be reviewed by the administering work-study or departmental work offices. You will be redirected to the "Timesheets" page that will either indicate that you have no timesheets requiring your signature or a queue of timesheets that still require a signature.

Manage Workers Changes

You will notice the addition of an icon by each worker on your "Manage Workers" page. This calendar icon 🗓 will take you to the "Previously Signed Timesheets" page for that worker. This page houses data for all of the worker's previously submitted timesheets (including previous semesters). This is a way for you to the status of the worker timesheets.

Active	Worker name	Email address	Action
☑	Bumgarner, Michelle	student3@mhc.edu	👥👤 🕑📊🗓
☑	Church, Ben	student2@mhc.edu	👥👤 🕑📊🗓

Figure 3: Manage Workers with New "View Timesheets" Icon

For each official timesheet, you will see the date and time at which the worker officially signed the electronic document and the date and time at which you officially signed the electronic document. Until the administering department has completed quality assurance checks, the processed section will read "Pending." Once a timesheet has been processed by the administering department, "Awaiting export" will appear. Once a timesheet has been exported to payroll, you will see the date and time at which the timesheet was exported. You will also see the total earnings for the timesheet. Under actions, clicking the calendar icon will display a printable version of the timesheet indicating all of the units signed for on a particular timesheet. This is a great option if you keep personal records of your timesheets.

Reporting Changes ► Reports

By clicking "Reports" from the TimeTracker block or the tab from within TimeTracker, you will still see a list of all of the work units for a given date range.

Figure 5: Work Units from Reports Page

You will notice the addition of new icons. You will see the editing icons 🔄🕐 for all units that have not been electronically signed for. These units may still be edited or deleted for any errors that may exist.

For all units that have been electronically signed, but are still in processing, you will see the hourglass ⏳ icon. At this point, the units cannot be edited. If a worker has signed the timesheet and contacts you regarding an error **and** you haven't signed the timesheet yet, you are able to edit the unit. However, you must reject the timesheet first by going to the "Sign Timesheets" page and clicking the "Edit Timesheet" icon 📅. In the event that you have signed the timesheet, but the timesheet is still in processing by the administering office, please contact them to make the correction.

For all units that have been exported to payroll, you will see a certified icon 🎖. These units have been sent to payroll and cannot be changed.

Reporting Changes ►Generating Unofficial Timesheets

As mentioned earlier in this document, the option to generate a paper timesheet still exists, but will not be accepted by the administering work-study or departmental work offices. These timesheets are for record-keeping purposes only.

When generating an unofficial timesheet by going to the "Timesheets" link or tab and clicking the "generate unofficial timesheet" button, the report will give **all** of the units logged for the specified month or date range, regardless of certified units (units that have been exported to payroll) and uncertified units (units that have <u>not</u> been exported to payroll). This report will not show signatures.

When viewing a timesheet from the "Previously submitted timesheets" page, this report will give **only** the units that were included at the time you signed that specific timesheet. This report will also show when you and your supervisor signed the timesheet electronically.

Notes
FOR WORK-STUDY ONLY: Please be aware that students will not be able to sign a timesheet that contains one or more work units that conflict with the student's schedule. Students must correct these errors before being able to electronically sign the timesheet.