

## HRS Notes for Supervisors

Please note it is the supervisor's responsibility to:

- Show students how to use the Web Clock
- Enter/Edit students' hours (if necessary)
- Approve student's hours: time can be approved daily, at a minimum it is recommended to approve weekly. The approval deadline is Monday at 4:30PM of the week after the period closes.

To Approve Time:

1. Log into the UW-System Portal
2. Enter your User ID and Password
3. Click on the Approve Payable Time (for supervisors only)
4. Enter your User ID and Password again
5. Change the dates (Start and End dates) to the current payroll (or whichever period you want to approve)
6. By the Group ID box click on the magnifying glass icon and select the appropriate group – one is for primary supervisor and the other is backup. Some will only have one and just select that one. (You can use other search criteria instead if you prefer; if you search by name, be sure to use capital letters.)
7. Click on the "Get Employees" button (all students meeting your search criteria who have time to approve will appear)
8. Click on the first student's name
9. Click on Adjust Reported Time
10. The Timesheet page will come up. Confirm hours worked are accurate. If yes, go to #11. If no, enter correct time and then click Submit (and remember you will need to go back into HRS and approve the time after Time Administration has run.)
11. Look for stopwatches indicating a correction may need to be made. If there is one and it is a missed punch, enter the correct time In or Out as appropriate and click on Submit (and remember you will need to go back into HRS and approve the time after Time Administration has run.) if no, proceed to #12.
12. Scroll down and click the Return to Approval Details Link
13. Click on Select All
14. Click on Approve
15. Click OK
16. Click OK
17. If you have more students to approve, click on Get Next Employee in the top middle portion of the screen.
18. Start the process from Step #1.

Editing Time for Students (when they do not appear under Step #6 above). You can fix missed punches from here.

1. Click on Manager Self Service
2. Click on Time Management

3. Click on Report Time
4. Click on Timesheet
5. Change View By to Time period and Date to last day of payroll period
6. Click Refresh
7. Your students' names should appear at the bottom of the page (scroll down)
8. Click on the student's name that you wish to enter time
9. Enter the In and Out times for each day as appropriate
10. Click Submit
11. Remember Time Administration needs to run before you can go back in and approve time for your entries. You will then follow the instructions above.

To Allow Exceptions (such as shifts greater than 12 hours):

1. Click on Manager Self Service
2. Click on Time Management
3. Click on Approve Time and Exceptions
4. Click on Exceptions
5. Fill in the criteria you wish to search by
6. Click Get Employees
7. If the exception is allowable, click the Allow box on the left (If the exception is not allowable, you must edit the timesheet.)
8. Scroll down and click the Save button at the bottom
9. Remember you will still need to approve any exceptions you've allowed

Checking to see if time has been approved: (how do I tell whether or not I've approved time for my student?)

1. Click on the Manger Self Service link
2. Click on Time Management
3. Click on View Time
4. Click on Payable Time Detail
5. Under Employee Selection Criteria (expand this box if there aren't several lines with the first one being Group ID – do this by clicking on the small icon to the left of the work Employee) Click on Group ID drop down arrow and select the appropriate group depending on whether you are trying to get students you are backup supervisor or are primary supervisor.
6. Click on Get Employees
7. Click on employee name you wish to view
8. Change the Start Date to the first day of the pay period you are checking on and End Date to the last day of the pay period
9. Click Refresh
10. Under the status column it should indicate Approved or Taken by Payroll meaning you've done all you need to do. If it indicates Needs Approval, you will need to go to the first set of instructions and approve time.

*Supervisor Resources in Knowledge Base:*

Logging into My UW System Portal:

<http://kb.wisc.edu/hrs/page.php?id=16692>

Time Approval:

<https://kb.wisc.edu/hrs/page.php?id=15628>

Enter Time or Timesheet Adjustments:

<https://kb.wisc.edu/hrs/page.php?id=15612>

Approving Time – With Exceptions:

<https://kb.wisc.edu/hrs/page.php?id=15567>

Checking if Time has been approved:

<https://kb.wisc.edu/hrs/page.php?id=15617>