

# EXECUTIME TRAIN

## HOW-TO GUIDE FOR SUPERVISORS

### Access ExecuTime

<https://alamedaca.executime.com/ExecuTime/>

Log in using your EMPLOYEE ID NUMBER for both the USERNAME and PASSWORD. If you do not have your employee ID please contact Human Resources at 510-747-4900.

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#### **How To: Enter Employee Time**

Use this section if you need to enter time for one of your employees or add to their time record.

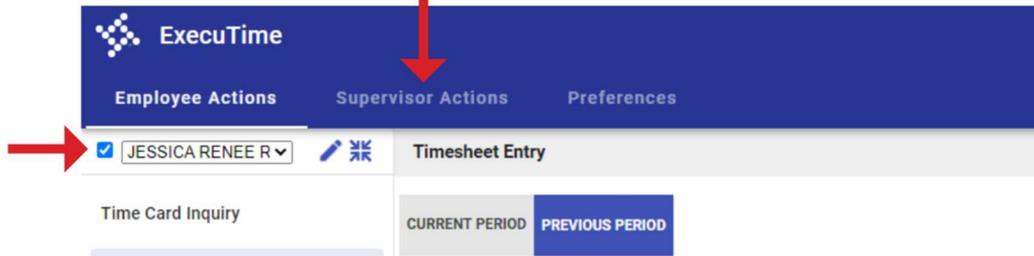
#### **How to: Approve Employee Time Entry**

#### **How to: Approve Employee Time-Off Requests**

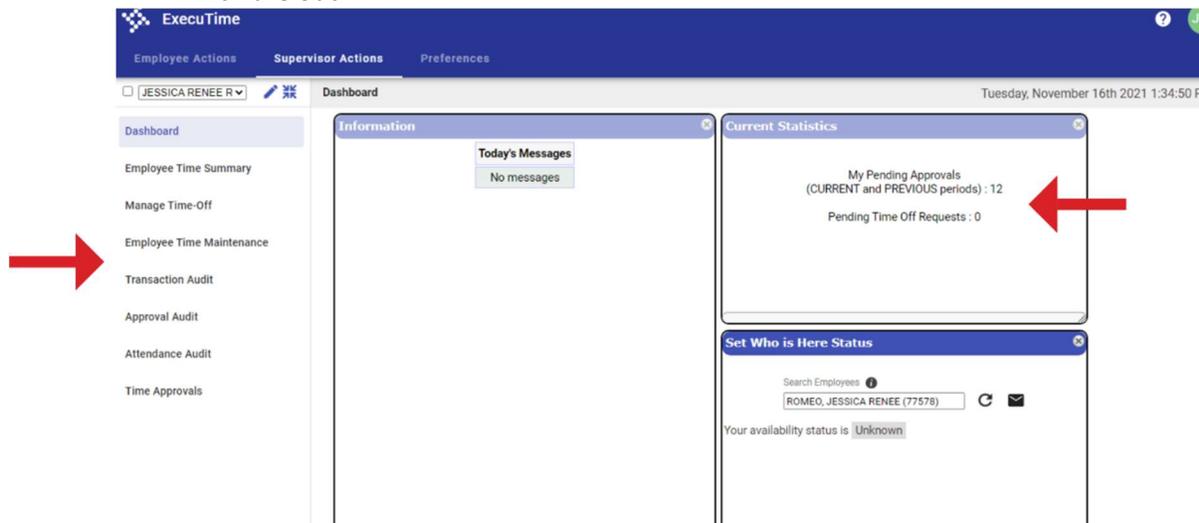
#### **How to: Approve time when you receive an error indicating the employee has not approved time.**

# How to: Get familiar with Supervisor Actions

Select the 'Supervisor Actions' Tab at the top of the screen. Then uncheck the box next to your name.



**DASHBOARD:** The first screen you see will be your dashboard, use the menu on the left of the screen to navigate to supervisor actions. The 'Current Statistics' section shows you if you have any pending approvals for time entry and time-off requests. The 'Information' section provides informational updates and the 'Set Who Is Here Status' can show which employees are in and which are out.



**EMPLOYEE TIME SUMMARY:** Review a summary of your employees' current, previous and historical hours. You can view the status of all of your employees' time entry from this screen, but you cannot approve it here. This screen will show you everyone that you will approve and whether they have submitted their time.

	A	B	C			D		E						
	Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Comptime	Benefits	Deduction	Other	Total
🔍	✅	✅	❗	ALI, NAFISAH NISHA		1260 (HUMAN RESOURCES ANALYST II)	FE	0.00	0.00	0.00	🔍 9.00	(0.00)	0.00	9.00
🔍	❗	✅	❗	BARR, CHAD		1465 (ADMINISTRATIVE TECHNICIAN II)	FN	54.00	🔍 6.00	0.00	🔍 18.00	(0.00)	0.00	78.00
🔍	✅	❗	❗	BRONSTEIN, NANCY LEE		1071 (HUMAN RESOURCES DIRECTOR)	FE	0.00	0.00	0.00	🔍 7.50	(0.00)	0.00	7.50
🔍	✅	⚠️	⚠️	DAVID-GREEN, JOSIAH DANIEL		2052 (ADMINISTRATIVE ASSISTANT I)	PT	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00
🔍	✅	✅	❗	GARCIA, KEVIN ALEXANDER		1465 (ADMINISTRATIVE TECHNICIAN II)	FN	63.00	0.00	0.00	🔍 9.00	(0.00)	0.00	72.00
🔍	✅	✅	❗	GENTRY, SOLANGE MB		1460 (ADMINISTRATIVE TECHNICIAN III)	FN	63.00	0.00	0.00	🔍 9.00	(0.00)	0.00	72.00
🔍	✅	⚠️	⚠️	GONG, FRANCES D.		1460 (ADMINISTRATIVE TECHNICIAN III)	FN	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00
🔍	✅	✅	✅	LLEWELLYN, LISA BHARATI		2054 (ADMINISTRATIVE SPECIALIST I)	PT	54.00	0.00	0.00	🔍 2.00	(0.00)	0.00	56.00
🔍	✅	⚠️	⚠️	ROMEO, JESSICA RENEE		1270 (HUMAN RESOURCES MANAGER)	FE	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00
🔍	✅	⚠️	⚠️	WHITE, NOELLE CHRISTINE		1258 (HUMAN RESOURCES ANALYST I)	FE	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00

- A. **Violations.** This column shows any issues you may need to pay special attention to in the employee's time entry. If you see a red exclamation mark you should take a closer look at that employee's time entry. Hover over the exclamation mark to learn more. Above you can see that Chad Barr has a red exclamation mark, this is because he worked overtime in the pay period.
- B. **Employee.** This column shows you whether an employee has submitted and approved their time. The green check mark means that the time entry has been submitted and approved by the employee; a red exclamation mark means that the time entry has not been approved; and the yellow exclamation mark indicates that the employee has not approved their time or that the entry has 0 hours associated with it.

**\*\*NOTE:** If you see a yellow exclamation mark for a **non-exempt** (hourly) employees, this means they have not yet entered their time or have not submitted and approved their time, reach out to them to make sure they enter and approve by the deadline.

If you see a yellow exclamation mark for an **exempt** (salaried) employee this means they are not entering any exceptions for the pay period and have worked their full schedule. If you know this to be incorrect, for example they called in sick one day, reach out to the employee and make sure they enter the exception by the deadline.

- C. **Approver.** This column shows whether you have approved the employee's time entry. The green check mark means that the time entry has been approved; a red exclamation mark means that the time entry has not been approved; and the yellow exclamation mark indicates that the entry has 0 hours associated with it.

**\*\*NOTE:** Exempt (salaried) employees who are not entering any exceptions (sick, vacation, LWOP, etc.) will show a yellow exclamation mark even after their time is approved.

- D. **Type.** This column shows the employee's status and can be used in determining if they are exempt or non-exempt.

- FE – Full-Time Exempt (Salary)
- FN – Full-Time Non-Exempt (Hourly)
- PT – Part-Time
- PTFT – Part-time in a Full-Time classification (library only)
- AN – Retired Annuitant

- E. **Benefits.** This column shows if the employee is using any leave time, if you are aware that the employee used leave time but it is not showing here, make sure to take a closer look at their time before approving, you may need to reject the time entry and have them re-enter.

**MANAGE TIME-OFF:** Approve, decline or reset pending benefit time requests for your employees.

Dashboard

Employee Time Summary

Manage Time-Off

Employee Time Maintenance

Transaction Audit

Approval Audit

Attendance Audit

Time Approvals

Showing 100 per page; 4 total records

Pending Only Pay Period: All Time Frame: 11/16/2020 to 11/17/2022 Apply Calendar

Actions	Balance	Employee Id	Name	Day	Date	Duration	Remaining Balance	Hours/Days	Projected Remaining	Type	Status	Creation Date	Comment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Thu	12/16/2021	36.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	This request has multiple entries
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Thu	12/16/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Wed	12/15/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Tue	12/14/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Mon	12/13/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	

Comment:

Showing 100 per page; 4 total records

## EMPLOYEE TIME MAINTENANCE:

Add, edit or delete time entries for your employees

JESSICA RENEE R ▾ Add Time Entry Tuesday, November 16th 2021 6:33:17 PM

Dashboard

Employee Time Summary

Manage Time-Off

**Employee Time Maintenance**

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Approval Audit

Attendance Audit

Time Approvals

**Selected Employee: NOELLE CHRISTINE WHITE**

Pay Period: 10/24/2021 00:00 - 11/06/2021

Type	101 (REGULAR PAY - SALARY)
Start Date	11/16/2021
End Date	
Hours Per Day	0.00 <small>(hh:mm) or (hh:mm) Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &amp;/or .00)</small>
Munis Location	6000 (HUMAN RESOURCES)
Work Group	MC36 (MCEA 36 HOURS)
Shift	
Position	1258 (HUMAN RESOURCES ANALYST I)
Comment	
Override Schedule Violations	<input type="radio"/> yes <input checked="" type="radio"/> no
Override Auto Deduct Violations	<input type="radio"/> yes <input checked="" type="radio"/> no

**Save** **Reset** **Back**

**TRANSACTION AUDIT:** This will show you a summary of all modifications, additions, or deletions that have been processed for an employee. The data displays for the employee selected using the main program filter and is sorted by the Current Period, Previous Period, and History tabs.

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Time Approvals

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Search Employees

Pay Period: 11/07/2021 - 11/20/2021

Showing 100 per page: 8 total records

Actions	Date	Time	Type	Status	Modified On	Modified By	Operation	Input Method	IP Address
<input type="checkbox"/> <input type="checkbox"/>	11/11/2021	9.00	338	Modified	2021-11-09 11:58:07.723	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
<input type="checkbox"/> <input type="checkbox"/>	11/11/2021	9.00	338	Deleted	2021-11-09 12:11:29.337	ExecuTime Admin	Delete	Browser	172.30.254.7
<input type="checkbox"/> <input type="checkbox"/>	11/11/2021	9.00	338	Modified	2021-11-09 12:07:11.883	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
<input type="checkbox"/> <input type="checkbox"/>	11/11/2021	9.00	338	Deleted	2021-11-09 12:11:49.157	ExecuTime Admin	Delete	Browser	172.30.254.7
<input type="checkbox"/> <input type="checkbox"/>	11/11/2021	9.00	337	Modified	2021-11-09 12:09:25.18	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
<input type="checkbox"/> <input type="checkbox"/>	11/11/2021	9.00	337	Deleted	2021-11-09 12:12:28.92	ExecuTime Admin	Delete	Browser	172.30.254.7
<input type="checkbox"/> <input type="checkbox"/>	11/11/2021	9.00	337	Approved	2021-11-09 12:58:42.273	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
<input type="checkbox"/> <input type="checkbox"/>	11/10/2021	2.22	335	Approved	2021-11-09 13:57:16.467	NOELLE CHRISTINE WHITE	Add	Browser	172.30.254.7

**APPROVAL AUDIT:** This will provide you detailed information on who has entered or updated an approval in an employee's time record as well as when. Details are sorted and displayed on the Current Period, Previous Period and History tabs.

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Employee Time Summary

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Time Approvals

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Search Employees

Pay Period: 10/24/2021 - 11/06/2021

Showing 100 per page: 2 total records

Reviewed On	Reviewed By	Initials	Review Type	Reviewed For	Pay Period Start	Operation	Supervisor Comment
11/02/2021 16:53	NANCY LEE BRONSTEIN	nb	Supervisor	NOELLE CHRISTINE WHITE	10/24/2021	Add	
11/01/2021 14:47	NOELLE CHRISTINE WHITE	NCW	Employee	NOELLE CHRISTINE WHITE	10/24/2021	Add	

Showing 100 per page: 2 total records

**ATTENDANCE AUDIT:** NOT IN USE. This option is not being used by the City.

**TIME APPROVALS:**

This is where you will go to approve employee time entry. It provides the time entry activity and time approval options. The history tab provides approval information for processed payrolls.

Dashboard

Employee Time Summary

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Time Approvals

CURRENT PERIOD
PREVIOUS PERIOD
HISTORY

My Pending Approvals     Unsubmitted Timecards  
Employee: GENTRY, SOLANGE MB (6806)

Pay Period: 11/07/2021 00:00 - 11/20/2021

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
63.00	0.00	0.00	9.00	(0.00)	0.00	0.00	72.00

Submitted: 11/15/2021 19:04:34

Approval Type: Approver    Initials:     Comment:

Approve & Submit    Approve    Reject

Pay Period Approval			
Regular Time	Employee	Approvers	Approver Comments
63.00	SG		

Showing 100 per page, 8 total records

Actions	All	Rules	Day	Date	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Position	Schedule	Comment	Employee	Approvers
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mon	11/08/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	9.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tue	11/09/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	18.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wed	11/10/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	27.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thu	11/11/2021	338 (HOLIDAY OBSERVED-HRLY)	9.00	0.00	9.00	36.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mon	11/15/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	45.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tue	11/16/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	54.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wed	11/17/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	63.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

# How To: Enter Employee Time

**Step 1:** Navigate to the 'Supervisor Actions' tab at the top of your screen and uncheck the box next to your name.

**Step 2:** Select 'Employee Time Maintenance' from the menu on the left.

**Step 3:** Select the applicable pay period for which you will enter time.

**Step 4:** Search for the employee for whom you need to enter time.

**Step 5:** After locating the employee for which you will enter time, select 'Add New Time Entry'.

**Step 6:** After locating the employee for which you will enter time, select 'Add New Time Entry' and fill out the time entry screen.

**Selected Employee: FRANCES D. GONG**

Pay Period: 11/07/2021 00:00 - 11/20/2021

**Enter the hours per day, not a total number of hours for the time you are entering. For example if you are entering sick time for a 9-hour per day employee who was off for three days enter 9 not 27.**

**Enter the pay code corresponding to the type of entry you are making for the employee. Ex: Regular Pay, Vacation, Floating Holiday, etc.**

Type	104 (REGULAR PAY HOURLY NOMEDI) <span style="float: right;">←</span>
Start Date	11/17/2021
End Date	11/17/2021
Hours Per Day	9.00 [hh:mm] or [h:mm] Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &/or .00) <span style="float: right;">↗ You can enter time for multiple days or one day at a time.</span>
Munis Location	6000 (HUMAN RESOURCES)
Work Group	Part Time (Part Time Employee)
Shift	
Position	1460 (ADMINISTRATIVE TECHNICIAN III)
Comment	<input type="text"/>
Override Schedule Violations	<input type="radio"/> yes <input checked="" type="radio"/> no
Override Auto Deduct Violations	<input type="radio"/> yes <input checked="" type="radio"/> no

**When you have completed all section save the entry.**

## Tips and Tricks:

- You can also add a time entry from the 'Time Approvals' Screen. When on the employees time entry select 'Add New Time Entry' at the bottom of the page then follow Step 6 above.

# How to: Approve Employee Time Entry

**Step 1:** Navigate to the 'Supervisor Actions' tab at the top of your screen and uncheck the box next to your name.

**Step 2:** Select 'Time Approvals' from the menu on the left.

**Step 3:** Select the applicable pay period for which you will be approving time.

Make sure to select the correct pay period (hint: you are on the tab in grey)

The employee's name appears here.

Unsure what dates you are approving? Here you can see the dates included in the pay period you are working in.

This section provides a summary of all the time entered for this pay period. For a daily breakdown see below.

These green check marks mean the employee has approved and submitted their time.

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
63.00	0.00	0.00	9.00	(0.00)	0.00	0.00	72.00

Submitted: 11/15/2021 19:04:34

Approval Type: Approver Initials: Comment:

Regular Time	Employee	Approvers	Approver Comments
63.00	SG		

Actions	All	Rules	Day	Date	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Position	Schedule	Comment	Employee	Approver
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Mon 11/08/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	9.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Tue 11/09/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	18.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Wed 11/10/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	27.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Thu 11/11/2021	338 (HOLIDAY OBSERVED-HRLY)	9.00	0.00	9.00	36.00	1460 (ADMINISTRATIVE TECHNICIAN III)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Notice** the employee's name. You will approve time one employee at a time. Once you have approved time for this employee, it will automatically change to the next employee until you have approved all the pending approvals.

**Step 4:** On the first employee's record, select the boxes for the entries to approve or use the 'All' check box to select all available entries.

To approve or reject all entries select 'All'. To approve or reject some entries or individual entries, select only the box(es) next to the entries to approve or reject.

Actions	All	Rules	Day	Date	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Posit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Sun 11/07/2021	103 (REGULAR PAY HOURLY MEDI)	6.00	0.00	6.00	6.00	1465
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Mon 11/08/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	15.00	1465
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Tue 11/09/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	24.00	1465
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Wed 11/10/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	33.00	1465
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Thu 11/11/2021	338 (HOLIDAY OBSERVED-HRLY)	9.00	0.00	9.00	42.00	1465
	<input type="checkbox"/>	<input type="checkbox"/>		Thu 11/11/2021	338 (HOLIDAY OBSERVED-HRLY)	3.00	0.00	9.00	42.00	146
	<input type="checkbox"/>	<input type="checkbox"/>		Thu 11/11/2021	206 (OVERTIME (FIRE & PT))	6.00	0.00	9.00	42.00	146

**Step 6:** Enter your initials and click the 'Approve' button.

**Step 7:** Continuing reviewing, initialing, and approving (or rejecting) time until you have approved time for each of your employees.

## Congratulations! You Have Completed Time Approval!

**TIPS AND TRICKS:**

- Remember if you see that an entry is not correct you should not approve it but 'Reject' the entry and send an email to the employee letting them know they need to edit their time.

- Exempt (Salaried) Employees will not have regular hours; their time will show 0.00 under regular. If they use any vacation, sick leave or other time off the time will show under 'Benefits in the summary at the top.

CURRENT PERIOD PREVIOUS PERIOD HISTORY

My Pending Approvals  Unsubmitted Timecards

Employee: [ ]

Pay Period: 11/07/2021 00:00 - 11/20/2021

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
0.00	0.00	0.00	30.00	(0.00)	0.00	0.00	30.00

Submitted: 11/15/2021 17:45:06

Approval Type: [Approver] Initials: [ ] Comment: [ ]

Approve & Submit Approve Reject

- You can see which employees have not submitted their time by selecting the box next to 'Unsubmitted Timecards' on the 'Time Approvals' tab or you can view the summary of all entries by navigating to the 'Employee Time Summary' screen from the menu on the left.

My Pending Approvals  Unsubmitted Timecards

Employee: GENTRY, SOLANGE MB

Pay Period: 11/07/2021 00:00 - 11/20/2021

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
63.00	0.00	0.00	9.00	(0.00)	0.00	0.00	72.00

Submitted: 11/15/2021 19:04:34

Approval Type: [Approver] Initials: [ ] Comment: [ ]

# How to: Approve Employee Time-Off Requests

**Step 1:** Navigate to the 'Supervisor Actions' tab at the top of your screen and uncheck the box next to your name.

**Step 2:** Select 'Manage Time-Off' from the menu on the left.

**Step 3:** All Pending time off requests will be displayed.

**Tip:** See all approved, declined, and pending requests by unchecking this box. To see just requests awaiting approval recheck the box.

**Tip:** To see requests for a certain period use the 'Time Frame' to show only that period.

**Tip:** Prefer a calendar view? Select 'Calendar' here, click on the entry to approve, decline, reset, or edit the request.

Time-Off Request Wednesday, November 17th 2021 2:07:58 PM

Showing 100 per page; 4 total records

Pending Only Pay Period: [All] Time Frame: 11/17/2020 to 11/18/2022 Apply **Calendar**

Actions	Balance	Employee Id	Name	Day	Date	Duration	Remaining Balance	Hours/Days	Projected Remaining	Type	Status	Creation Date	Comment
<input type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Thu	12/16/2021	36.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	This request has multiple entries
<input type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Thu	12/16/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Wed	12/15/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Tue	12/14/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Mon	12/13/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	

**Tip:** A green check mark here indicates the employee has leave to cover the request.

Comment:

**Approve** **Decline** **Reset To 'PENDING'**

**Note:** There is one entry with multiple days above. You can approve the entire entry or approve only a portion of the entry.

**Step 4:** Select the box next to the request to approve, decline, or reset and then select which action you want to take.

**Tip:** For a multi day time-off request, you can approve, decline, or reset the entire request by checking check the box next the top entry (a summary of the entire request)

**Tip:** To approve (decline or reset) only a portion of the request, select the specific days to take action on and leave the others unchecked.

Pending Only Pay Period: [All] Time Frame: 12/01/2021 to 12/31/2021 Apply **Calendar**

Showing 100 per page; 4 total records

Actions	Balance	Employee Id	Name	Day	Date	Duration	Remaining Balance	Hours/Days	Projected Remaining	Type	Status	Creation Date	Com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Thu	12/16/2021	36.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	This entri
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Thu	12/16/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Wed	12/15/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Tue	12/14/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		GARCIA, KEVIN ALEXANDER	Mon	12/13/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	!	11/16/2021 09:23 PM	

Showing 100 per page; 4 total records

**Approve** **Decline** **Reset To 'PENDING'**

**Once you have selected the requests to take action on, select the action you wish to take.**

**Congratulations you have completed a Time-off Request!**

## TIPS AND TRICKS:

- Remember you can approve and decline different days within one request.

**Tip: Remember, if you want to see more than just your pending requests, make sure this box is unchecked!**

Time-Off Request Wednesday, November 17th 2021 2:35:53 PM

Pending Only Pay Period: All Time Frame: 12/01/2021 to 12/31/2021 Apply Calendar

Showing 100 per page; 4 total records

Actions	Balance	Employee Id	Name	Day	Date	Duration	Remaining Balance	Hours/Days	Projected Remaining	Type	Status	Creation Date	Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GARCIA, KEVIN ALEXANDER	Thu	12/16/2021	36.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	<input checked="" type="checkbox"/>	11/16/2021 09:23 PM	This request has multiple entries
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GARCIA, KEVIN ALEXANDER	Thu	12/16/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	<input checked="" type="checkbox"/>	11/16/2021 09:23 PM	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GARCIA, KEVIN ALEXANDER	Wed	12/15/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	<input checked="" type="checkbox"/>	11/16/2021 09:23 PM	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GARCIA, KEVIN ALEXANDER	Tue	12/14/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	<input type="checkbox"/>	11/16/2021 09:23 PM	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GARCIA, KEVIN ALEXANDER	Mon	12/13/2021	9.00	N/A	Hours	N/A	336 (HOLIDAY FLOATING-HRLY)	<input type="checkbox"/>	11/16/2021 09:23 PM	

Comment:

**Tip: You can see in this column what has been approved (green checkmark), what has been denied (black minus), and what is still pending (red exclamation)**

Time Approval

Supervisor approval or reject cannot be completed for BARR, CHAD . The employee approval must be done first.

Wednesday, November 17th 2021 5:27:05 PM

My Pending Approvals    Unsubmitted Timecards  
 Employee: [ ]

Pay Period: 11/07/2021 00:00 - 11/20/2021

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
54.00	6.00	0.00	18.00	(0.00)	0.00	0.00	78.00

Submitted: 11/15/2021 19:22:50

Approval Type: [Approver]   Initials: [nb]   Comment: [ ]

Pay Period Approval			
Regular Time	Employee	Approvers	Approver Comments
54.00	cb		

Showing 100 per page; 9 total records

Actions	All	Rules	Day	Date	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Position	Schedule	Comment	Employee	Approvers
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Sun	11/07/2021	103 (REGULAR PAY HOURLY MEDI)	6.00	0.00	6.00	6.00	1465 (ADMINISTRATIVE TECHNICIAN II)	6 hours ERP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Mon	11/08/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	15.00	1465 (ADMINISTRATIVE TECHNICIAN II)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Tue	11/09/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	24.00	1465 (ADMINISTRATIVE TECHNICIAN II)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Wed	11/10/2021	103 (REGULAR PAY HOURLY MEDI)	9.00	0.00	9.00	33.00	1465 (ADMINISTRATIVE TECHNICIAN II)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	11/11/2021	338 (HOLIDAY OBSERVED-HRLY)	9.00	0.00	9.00	42.00	1465 (ADMINISTRATIVE TECHNICIAN II)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	11/11/2021	338 (HOLIDAY OBSERVED-HRLY)	3.00	0.00	9.00	42.00	1465 (ADMINISTRATIVE TECHNICIAN II)			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	11/11/2021	206 (OVERTIME (FIRE & PT))	6.00	0.00	9.00	42.00	1465 (ADMINISTRATIVE TECHNICIAN II)			

You may have received an error similar to this. That you cannot approve time because the employee has not approved.

Even though it shows the employee has approved their time.

We are aware of the issue and working to resolve it. While we work this this issue, if you receive this error, **Please use this workaround to approve time.**

From the "Time Approvals" Screen locate the record to approve.

The screenshot shows the 'Time Approvals' interface. On the left is a navigation menu with 'Time Approvals' selected. The main area displays a summary table for the pay period 12/05/2021 00:00 - 12/18/2021, followed by an approval form and a table of records. The records table has columns for Actions, Rules, Day, Date, Type, Time Logged, Auto Deduction, Daily Total, Time Total, Position, Schedule, Comment, Employee, and Approvers. Four records for '366 (VACATION-SAL)' are listed for Monday through Thursday.

Change "Approval Type" to Employee, enter your initials and select "Approve & Submit."

This screenshot shows the approval form with the 'Approval Type' dropdown set to 'Employee'. Red arrows point to the 'Employee' selection, the 'Initials' field, and the 'Approve & Submit' button. The summary table above shows the same data as the previous screenshot.

Once submitted you should be able to approve time as normal, enter your initials and select "Approve"

This screenshot shows the approval form after submission. The 'Approval Type' dropdown is now set to 'Approver'. A red arrow points to the 'Approve' button. The summary table and submission details remain the same.