

Salary (Manager)'s Time Sheet: Quick Guide

Upon login, go to the (non-labeled) arrow drop down to the far right of the top row. From the drop down, select "Employee TimeSheet" (this is the salaried manager's own time sheet vs. their employees time sheets which are found under "My TimeSheets") Click on the "Load" button next to the date and calendar. Use the green arrow in the upper, left side of the screen to go to the appropriate week, or click on the calendar to pick another payroll week. As a salaried employee, time has already been set up in the time sheet to default as "hours worked".

If any dates in the pay period should be recorded as anything other than "hours worked", such as sick, vacation, jury duty or bereavement, the optimal way to accomplish this is via the "Time Away" request form, which may be used for dates in the past, but the manager's supervisor must approve it in order for it to be updated on the time sheet. **Please see "Use Time Off Request" below.**

If any vacation or sick hours are entered without using the "Time Away" request form:

Under "Pay Code", click on the drop down to select the pay code desired, then, close the pop up. Enter the number of hours worked for each date of the week. **Click on "Save" after each** entry, or after the hours have been entered for the week. If more than one pay code is appropriate for the week, click on the green arrow labeled "Add a Row" and repeat.

YOU MAY NOTE When adding alternate pay (i.e. "sick" or "vacation"), the "regular" hours do not reduce, and you will see the total number of hours increased for the week, at the bottom, right side of the screen. **THIS IS OK.**

The system will automatically reduce the normal hours by the number of alternate pay hours entered. **You may confirm this be clicking on the "view pay"** button on the top row. The pay summary has two main tabs: **Weekly** and **Daily**. To confirm that hours will calculate at the correct number for the week in payroll, you may either select the date the alternate hours were inserted and go to "view pay" and click on the "daily" tab. Or, select the "weekly" tab to see all hours being paid for the week.

Use Time Off Request:

Salary Managers can find their own "Time Away" request form under **"My Work"**. Go to the drop down arrow at the top, right side of the screen. The drop down list will offer the "My Work" option. Select the green arrow to add a new request. Complete the form (note the vacation and sick balances at the bottom) and click on the "save" icon (computer disk) at the bottom of the screen. *(Please note the "Time Off Request Manager" option on the first screen "My Day" is for the manager to submit and approve a time off request for one of their employees.)*

Authorize the Timesheet

Salaried employee time sheets no longer have to be self-approved.

PLEASE NOTE: the pre-populated "schedules" for salaried employees will be automatically loaded for the coming two week period each Sunday night. So, salaried employees will see their time sheets prepopulated two weeks in advance.