Kimberly-Clark

# My Time

## Quick Reference Guide > How to Review and Approve Timesheets

*Time Approvers*

### Document Purpose

This document is intended for use by K-C Time Approvers. It explains how to navigate the timesheet, and how to review, edit, and approve timesheets in the Ultimate Time and Attendance System (UTA). Additional QRGs are available for other user functions.

### Timesheet Terminology:

The terms defined below, will further your understanding of how to interpret the timesheet. For more information on the items listed below, refer to the **How to Apply Timesheet Overrides QRG**.

- **Clock Punches:** In punches are displayed in green, Out punches are displayed in red.

| Clocks |
|---|
| 08:00 15:30 |
| 08:00 15:30 |
| 08:00 15:30 |
| 08:00 15:30 |
| 08:00 15:30 |

- **Work Summary:** Displays Clocks, Time Codes and Hour Types.

| Clocks | Time Code Summary | Hour Type Summary |
|---|---|---|
| 08:00 16:00 | WRK 8.00 | REG 8.00 |

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- **Time Code:** Displays how time is being recorded (Worked, Training, Meal etc.)
- **Hour Type:** Displays what pay calculation is being used (Regular Pay, OT etc.)
- **Code Summary:** Displays a summary of the time codes, hour types and totals for each.

Code Summary

| | REG | Total |
|---|---|---|
| JURY DUTY/TESTIMONY LEAVE | 8.00 | 8.00 |
| VACATION | 16.00 | 16.00 |
| WRK | 16.00 | 16.00 |
| Total | 40.00 | 40.00 |

- **Work Details:** Displays start/end times, hours, time code, hour type, job, cost center and bank OT.

| Start Time | End Time | Hours | Time Code | Hour Type | Job | Cost Center | Bank OT | Shift Diff | Shift Diff Amount |
|---|---|---|---|---|---|---|---|---|---|
| 08:00 | 16:00 | 8:00 | WRK | REG | 0 | 0 | | | |

Add Work Additional Info

Hours are displayed as
Hours and Minutes

- **Additional Info:** Displays balances and retro adjustments.

Add Work Additional Info

Balances Clocks Applied Clocks Pending Clocks Rejected Retro Adjustments

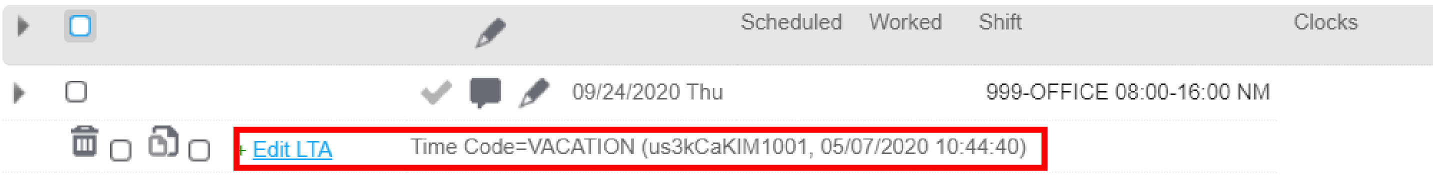
Balances Modified

| Name | Units | Initial | Increase | Decrease | Final |
|---|---|---|---|---|---|
| No balances were modified on this day | | | | | |

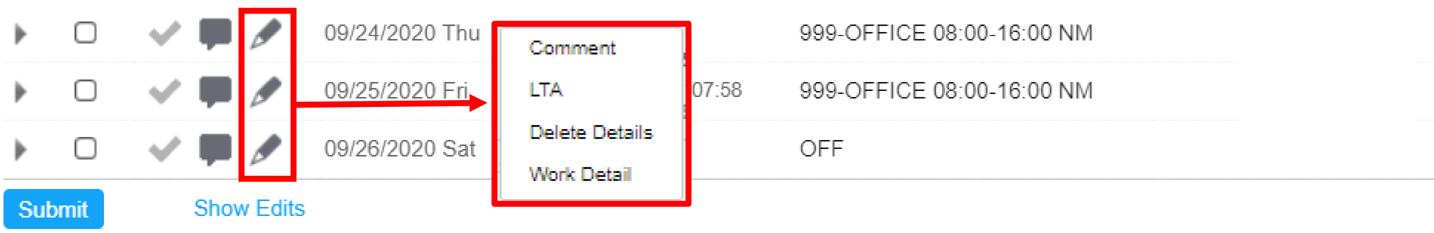
Unchanged Balances

| Name | Units | Balance |
|---|---|---|
| BANKED HOLIDAY | HOURS | 8 |
| OT BANKED | HOURS | 8 |
| PERSONAL HOLIDAY | HOURS | 32 |
| VACATION | HOURS | 64 |
| VACATION CARRYOVER | HOURS | 0 |

- **Show Edits:** Displays any edits that have been made by a Time Approver to the timesheet.



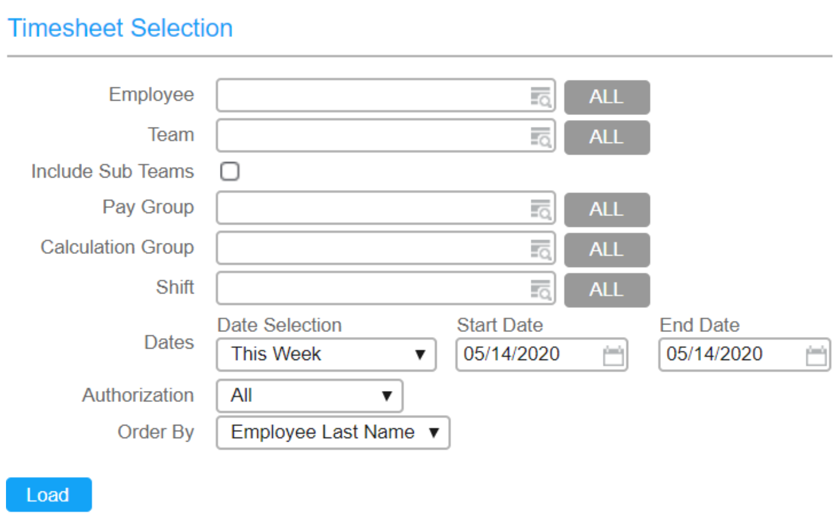

- **Override Tool:** Displays a list of overrides that you can perform on the timesheet. Available options include: Comment, LTA (Absences), Delete Details and Work Detail.




## To Navigate the Timesheet, follow these steps:

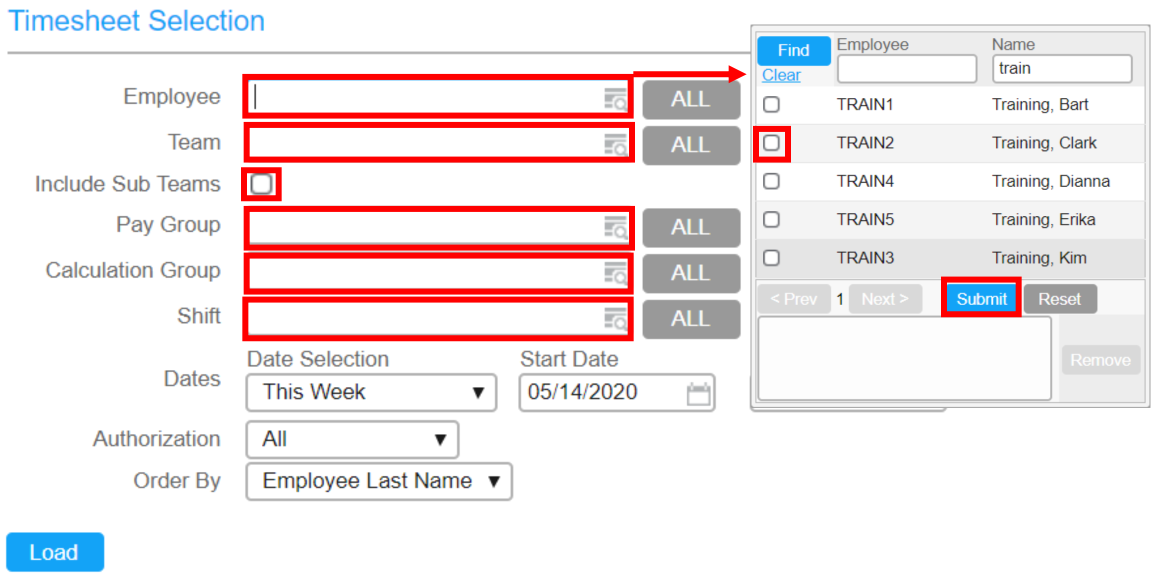
1. From the **main menu**, click on **Daily TS** (Daily Timesheet)
   - **Daily TS** is how you access **employee** Timesheets.


2. This will take you to the **Timesheet Selection** page (shown below).



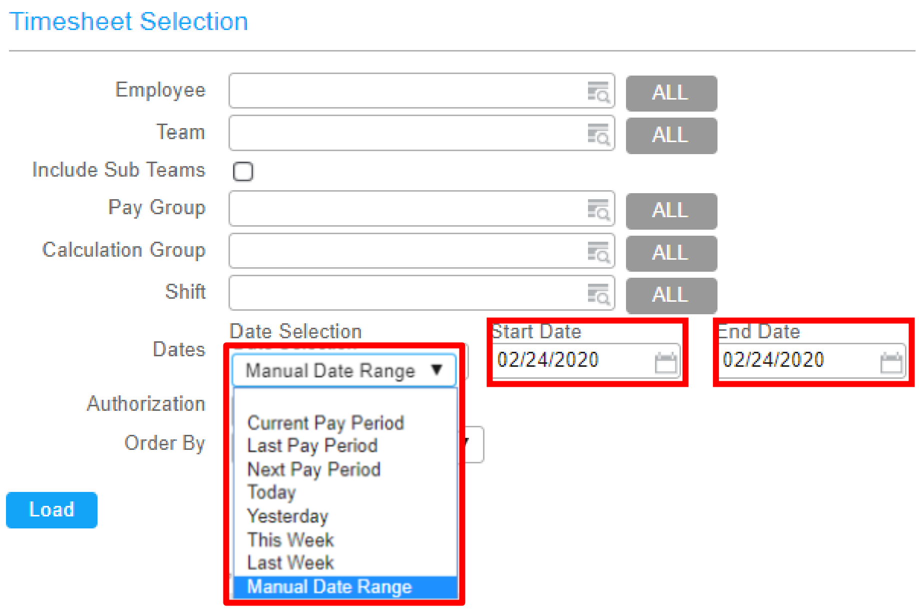
For any of the fields below that have a **lookup**, you can click the **ALL** button to display all employees within your access.

3. Use the **lookups** in the various fields to select the appropriate criteria.

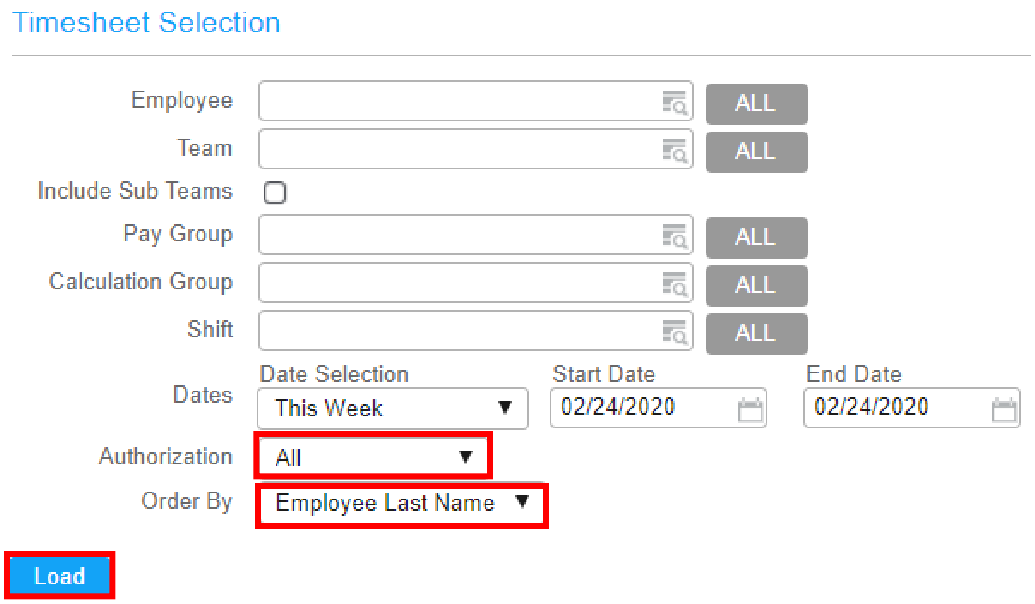



- **Employee:** Use the **lookup** to select 1 or more employees by selecting the **checkbox** next to their name in the list and click **submit**.
- **Team:** Use the **lookup** to select 1 or more teams by selecting the **checkbox** next to the Team name in the list and click **submit**.
- **Include Sub Teams:** Select the **checkbox** to include all teams that fall underneath the selected team(s).
  - Example: Team A is a parent team that has Team B and Team C that fall underneath the parent team in the team hierarchy, also known as sub teams. If you wanted to see the parent team employees as well as the employees in Team B and Team C that fall underneath it, then you would select the sub teams checkbox.
- **Pay Group:** Groups that get paid at the same time i.e. bi-weekly or semi-monthly. This is not a commonly used selection for site Approvers.

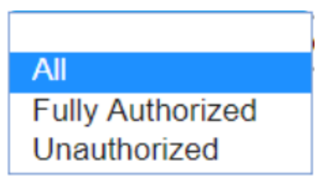
- **Calculation Group:** Groups who have the same pay rules. i.e. Site Location. This is not a commonly used selection for site Approvers.
  - **Note:** If you are a Time Approver for hourly employees and interns, then you may need to select multiple calculation groups in this section.
- **Shift:** To ensure you do not leave out any employees from your team, select the **ALL** button. This is a daily shift not a shift pattern. This is not a commonly used selection for site Approvers.



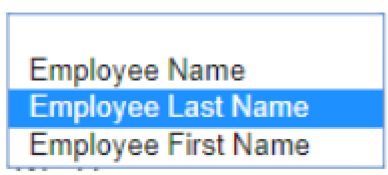

- **Date Selection:** Use the **drop-down** menu to select a date range
  - By **Default**, this field is set to **This Week.**
  - If you select **Manual Date Range**, use the **calendar lookups** in the **Start Date** and **End Date** fields to choose a date range.
  - You may also search by:
    - Current Pay Period
    - Last Pay Period
    - Next Pay Period
    - Today
    - Yesterday
    - Last Week




- **Authorization:** Use the **drop-down** menu to filter Timesheet records based on their authorization status.




- **Order By:** Use the **drop-down** menu to filter Timesheet records by Employee Name, Employee Last Name, or by Employee First Name.




- Once the necessary filters have been selected, click **Load.**

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You do not need to complete all fields in the Timesheet Selection section to display employees' Timesheets. You can use a combination of the filters to display the desired records. As a best practice, filter by team and ensure you have the correct date(s) selected.

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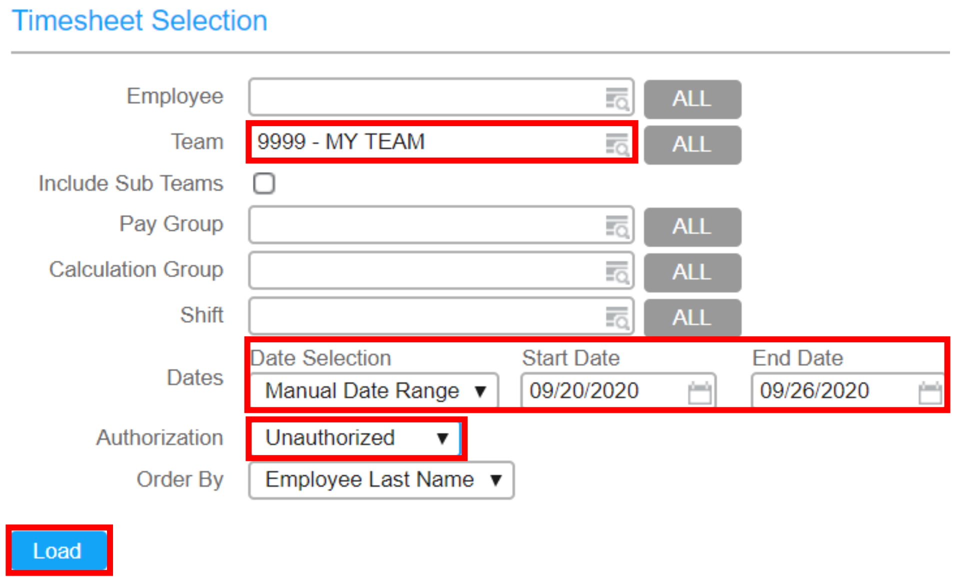
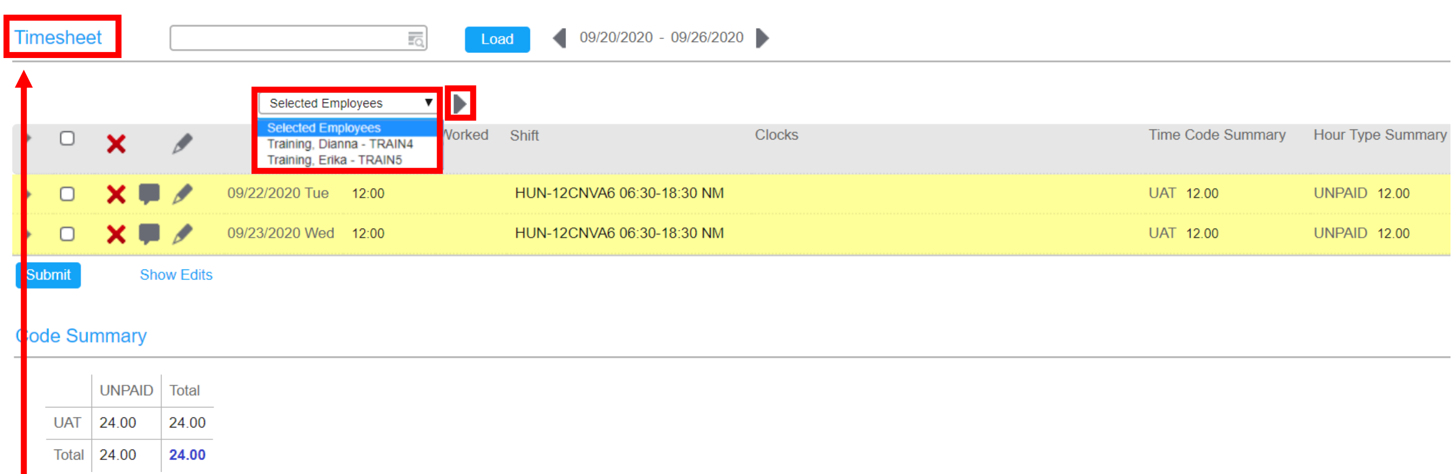
Below, is an **example** of filtering the Timesheet by **Team**, **Manual Date Range**, and **Unauthorized** records.




The **results** from the Timesheet query are shown below.

- To navigate to the next employee's Timesheet, click the **arrow** beside the **Selected Employees** field.
- If you want to select a specific employee's Timesheet from the team, use the **drop-down** menu in the **Selected Employees** field and click on the **name** of the employee you want to view.




If you need to **change** the **Timesheet Selection filters**, click on the word **Timesheet** at the **top left-hand** side of the Timesheet to expose filtering options.

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## Timesheet Approval:

The processes shown below are intended for Time Approvers who approve time for employees. Managers of salaried exempt and non-exempt employees will <u>not</u> have to approve or edit employee timesheets.

**Note:** You can approve and edit an employee's time directly on their timesheet or by accessing the Supervisor Approval Worksheet via the Supervisor Approval tab on the main menu. Both options are described below.

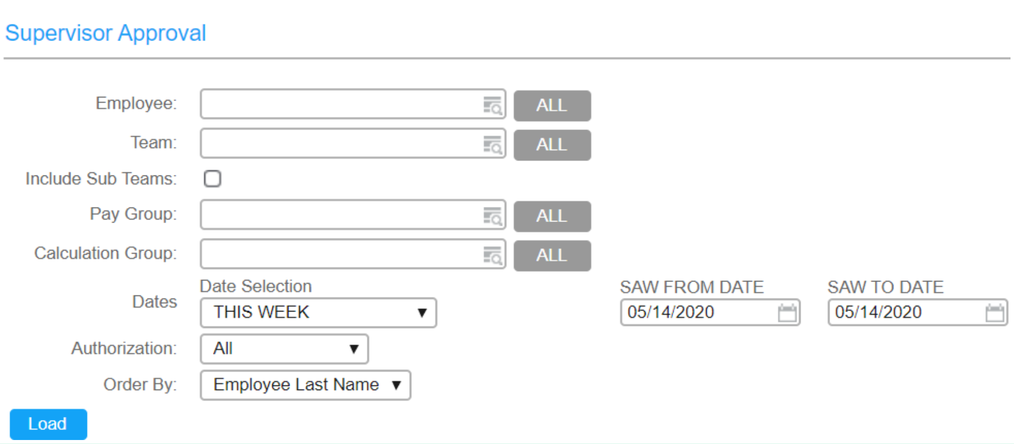
## Overview:

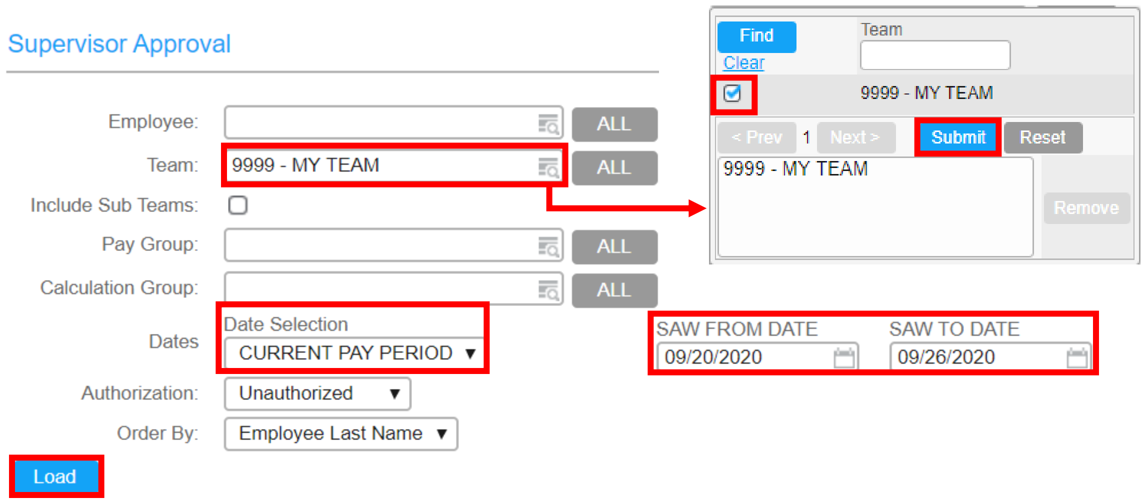
- Only exceptions require approval. Exceptions are brought to a Time Approvers attention by highlighting the record in yellow and identifying the day with a red ❌. This is known as an Unauthorized record.
- Some examples of unauthorized records include missing clock punches, out of sequence clock punches, no clock punches for a scheduled shift, or if an employee has worked hours outside of their scheduled shift.
- When a day is corrected, and you approve the time as correct, click on the red ❌ to change it to a green check mark ✔

## To Approve Timesheets On The Supervisor Approval Workseet, follow these steps:

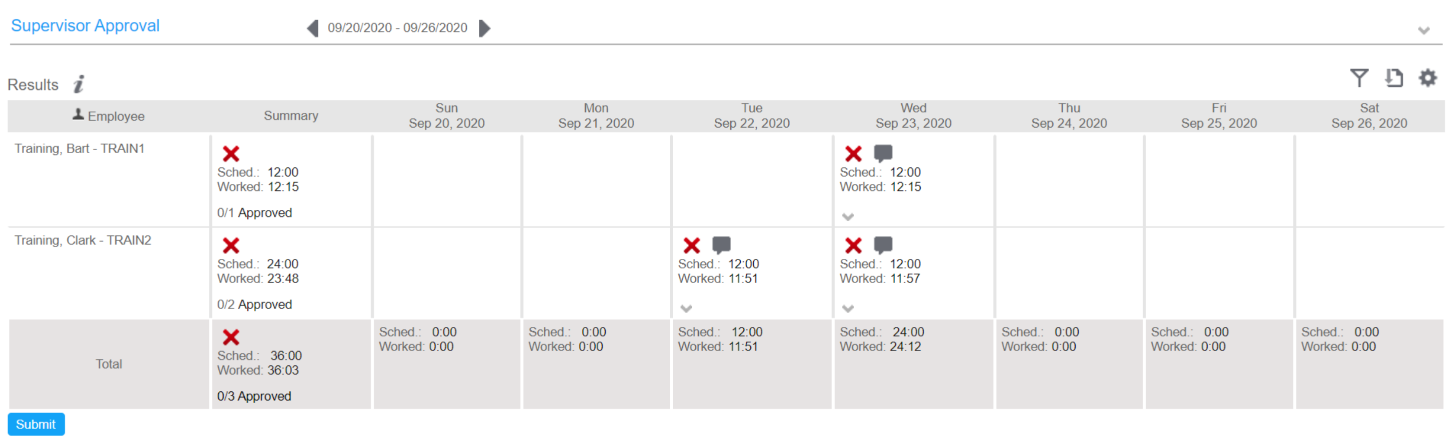
1. From the **main menu**, click on **Supervisor Approval**.


2. The **Supervisor Approval** page displays. Shown below.






- In the **Team** field, use the **lookup** to select the **Team** you want to view by clicking the **checkbox** beside the team name, and clicking **submit**.
- In the **Date Selection** field, select **Current Pay Period**.
- Ensure that the dates in the **SAW From Date** and **SAW To Date** are correct.
  - SAW (Supervisor Approval Worksheet)
- In the **Authorization** field, use the **drop-down** menu to select **Unauthorized**.
  - **Note:** Filtering by Unauthorized timesheets enable you to focus on exception time records.
- Click **Load**. The Supervisor Approval Worksheet displays. Shown below.

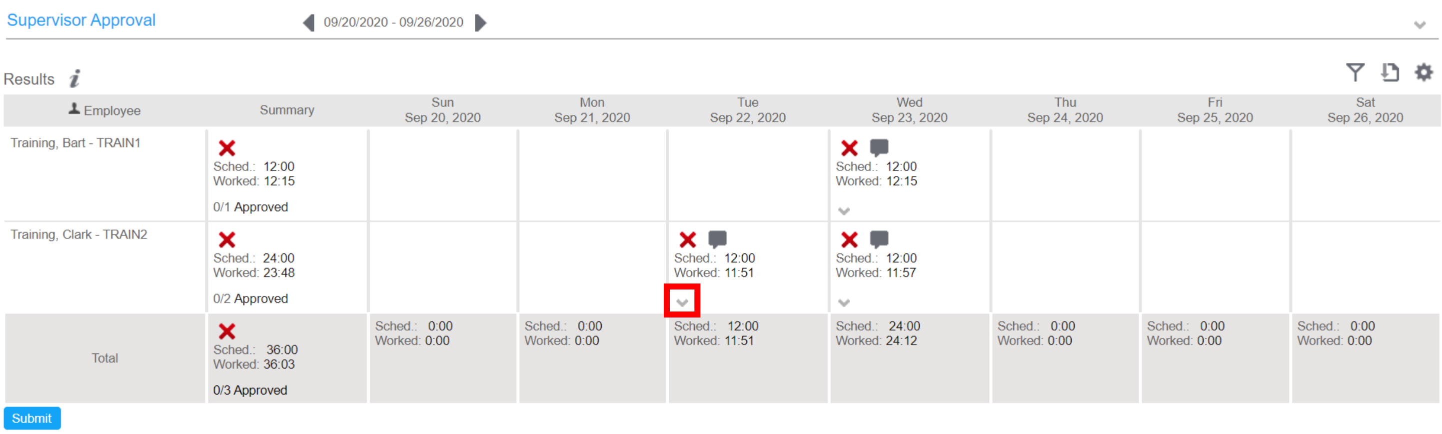

Supervisor Approval 09/20/2020 - 09/26/2020

Results

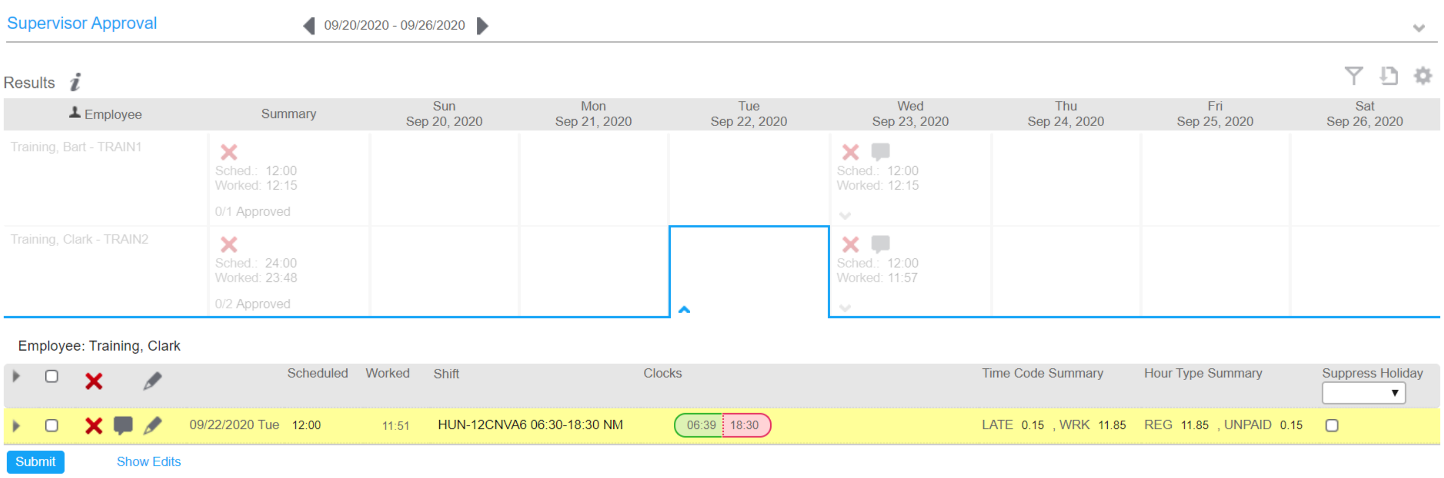
| Employee | Summary | Sun Sep 20, 2020 | Mon Sep 21, 2020 | Tue Sep 22, 2020 | Wed Sep 23, 2020 | Thu Sep 24, 2020 | Fri Sep 25, 2020 | Sat Sep 26, 2020 |
|---|---|---|---|---|---|---|---|---|
| Training, Bart - TRAIN1 | Sched.: 12:00 Worked: 12:15 0/1 Approved | | | | Sched.: 12:00 Worked: 12:15 | | | |
| Training, Clark - TRAIN2 | Sched.: 24:00 Worked: 23:48 0/2 Approved | | | Sched.: 12:00 Worked: 11:51 | Sched.: 12:00 Worked: 11:57 | | | |
| Total | Sched.: 36:00 Worked: 36:03 0/3 Approved | Sched.: 0:00 Worked: 0:00 | Sched.: 0:00 Worked: 0:00 | Sched.: 12:00 Worked: 11:51 | Sched.: 24:00 Worked: 24:12 | Sched.: 0:00 Worked: 0:00 | Sched.: 0:00 Worked: 0:00 | Sched.: 0:00 Worked: 0:00 |

Submit

3. On any day where there is an if you click the icon, that will expand the Timesheet details.



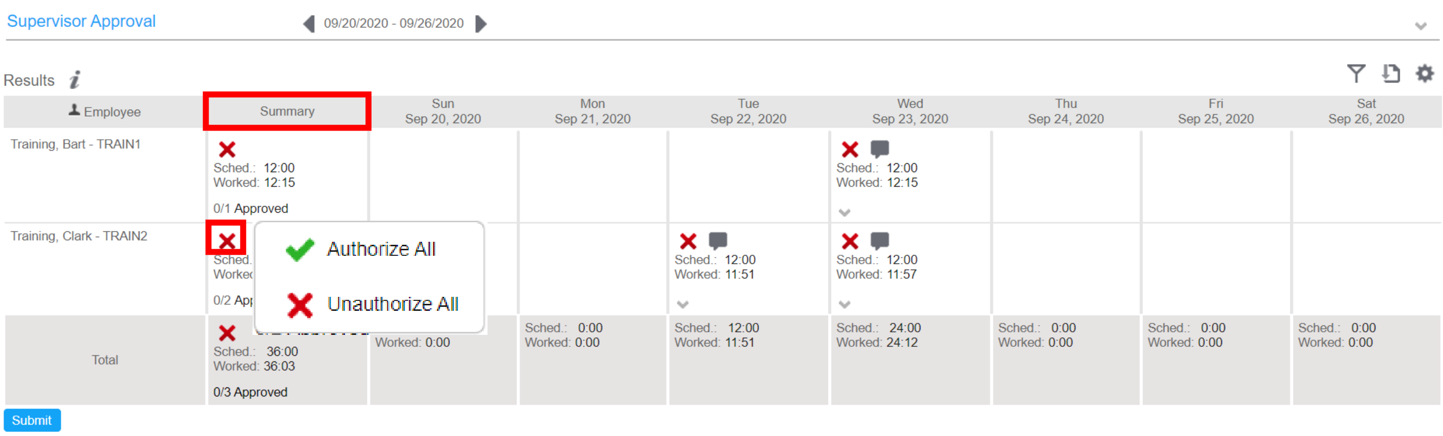

- This will show you the employee's timesheet where the unauthorized record exists. Shown below.



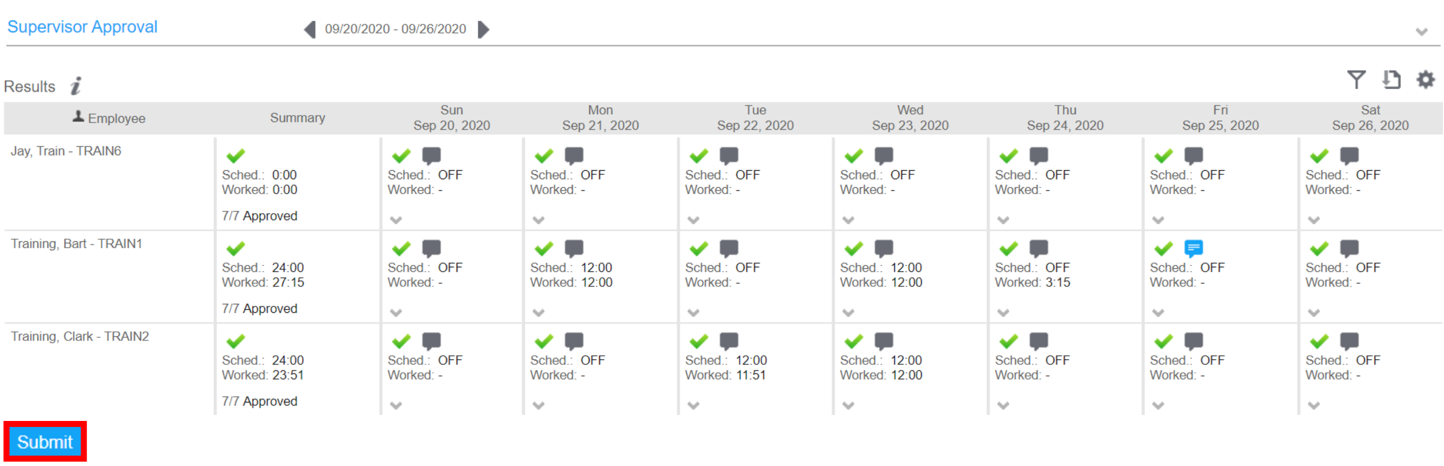
- Click on the small **arrow** on the **left-hand** side of the timesheet to expand the **work details.**
- If any edits are required, use the tools you learned from the **How to Apply Timesheet Overrides QRG**, to make any necessary adjustments.
- If no edits are required, and you verify that the time entry is correct, click on the red ❌ to approve the time. The red ❌ will change to a green checkmark ✔ indicating that the time entry is now authorized.
- Click **Submit** to apply changes.


In the example above, the employee was late. The green IN punch shows that the employee clocked in at 06:39 when their shift start time was 06:30. The system auto applied the LATE timecode to the employee's timesheet and flagged the time entry as unauthorized. Upon review, the Time Approver determined that the time entry was accurate, and no edits were required. The Time Approver simply clicks on the red ❌ , then clicks submit to change the unauthorized record to a green checkmark ✔ indicating that it is now authorized.

**Note:** The **Summary** column on the **left-hand** side of the Supervisor Approval Worksheet provides a summary of the approved records. If you click on the red ❌ a small pop-up will display with the options to Approve All or Unauthorize All records. Although this functionality exists, it is recommended that you use the steps mentioned above to click into each exception record to review, edit, and approve time.

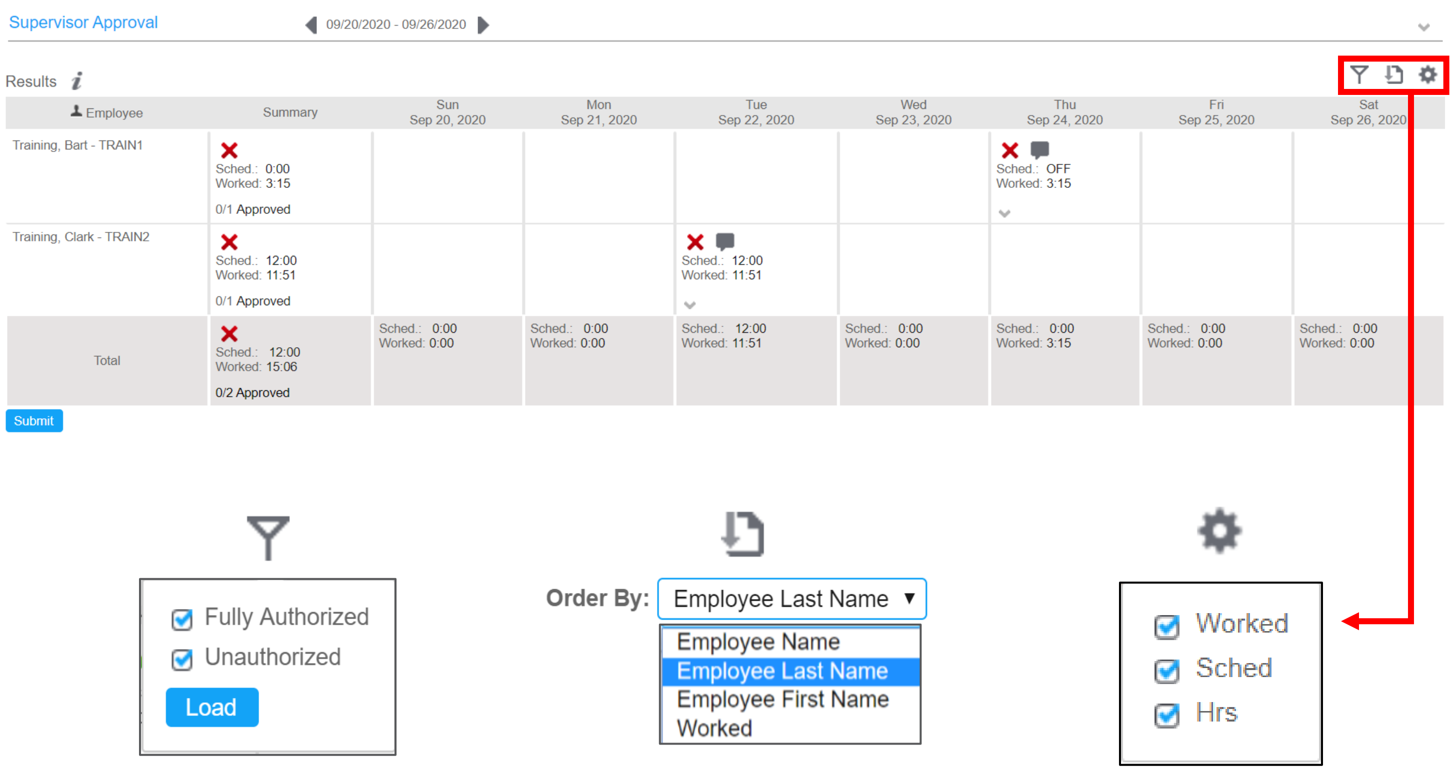



4. Once all your team members have ✔ for the week, all time is authorized and ready for payroll processing.
    - Click the **Submit** button in the bottom **left-hand** side of the Supervisor Approval Worksheet to ensure all changes are applied.



## Supervisor Approval Worksheet Filters:

- To filter the results further, click on the icons at the top right-hand side of the SAW.



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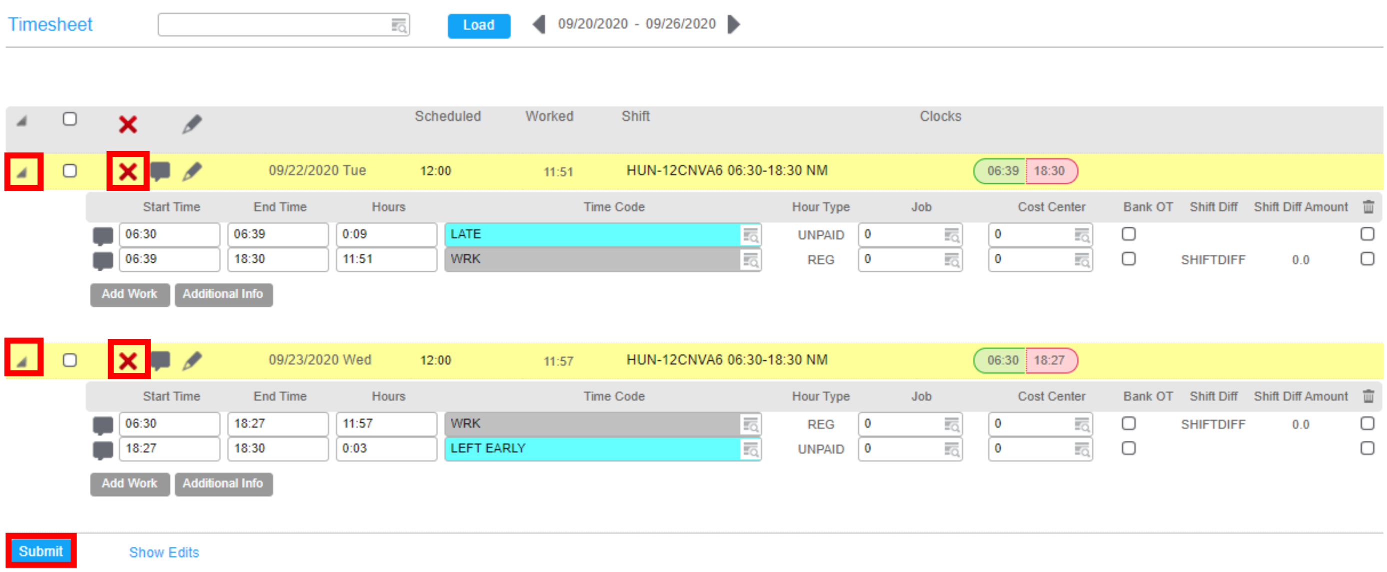
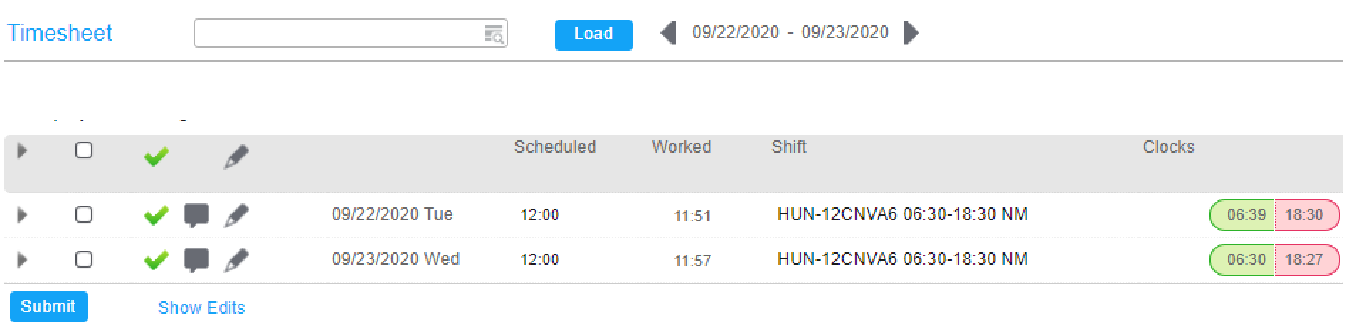
## To Approve time on the Timesheet, follow these steps:

1. Navigate to the **Daily TS**, use the **Timesheet Selection** filters to filter by **team** and by **unauthorized** records.
2. Click the small **arrow** on the **left-hand** side of the timesheet to expand the **work details**, and review the time entry.
3. If any edits are required, use the tools you learned from the **How to Apply Timesheet Overrides QRG**, to make any necessary adjustments.
4. If no edits are required, and you verify that the time entry is correct, click on the red ❌ to approve the time. The red ❌ will change to a green checkmark ✔ indicating that the time entry is now authorized.
5. Click **Submit** to apply changes. Once the time entry is authorized, the yellow highlight will be removed. Example shown below.




## Approved Timesheet Example:



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## Additional Information:

### Clear Timesheet Error Alert:

- If an employee has been put on an inactive status, clocking of time, or having time entered on the electronic timesheet would not be expected.
- When an employee has recently returned to work, multiple system updates may not have completed yet and the employee's status has not been returned to active.
- The time clock will accept clocking activity regardless of the employee's status.
- However, it will be an exception with an error alert that can only be cleared by the HR Admin role.
- To have this error cleared so the employee's time may be processed for payroll, Time Approvers must **notify** the **HR Admin**.