

USE SCROLL BAR TO SEE MORE OPTIONS!

Supervisors can assign employee work schedules, as needed. Work schedules MUST start on a SUNDAY (except for NEW HIRES).

Prior to SAVING, make sure you click "Show Schedule" to make sure the hours assigned to EACH DAY are correct. Do NOT rely on the description.

Supervisors MUST approve all leave requests by the Payroll deadline in order for it to process in time. Failure to approve leave by the deadline results in inaccurate leave balances for employees.

Supervisors may SUBMIT leave on behalf of their employee. When supervisors enter leave, it is automatically approved in the system.

Time Management Manage Schedules

Assign Work Schedule

Approve Time and Exceptions

Payable Time

Exceptions

Absence Requests

Report Time

Timesheet

Absence Request

Job and Personal Information

View Employee Personal Info

Request Reporting Change

Approve Reporting Change

View Reporting Change Status

Terminate Employee

Approve Terminate Employee

View Terminate Employee Status

View ALL data on an employee (job/position, home address, phone number, emergency contact, etc.)

Move an employee to a new supervisor only via Request Reporting Change.

New supervisor must approve the request via Approve Reporting Change before HRIM can process it in the system.

Use View Reporting Change Status to see where the request is in the work flow approval process.

When terminating an employee - pay attention to the instructions on the termination screen to ensure the CORRECT termination date is entered and all required forms are completed.

Help Center

2ND Section After Scrolling Down

View Time

Monthly Time Calendar

Weekly Time Calendar

Daily Time Calendar

Time and Labor Launch Pad

Payable Time Summary

Payable Time Detail

Compensatory Time

Absence Request History

Absence Balances

Identify budget details.

Notify Preferences

View Budgets

Supervisors may CANCEL leave for their employee.

To only EDIT leave, the CANCEL process must be initiated FIRST. Once complete, the EDIT button will "activate" and the leave request can be edited (date, hours and leave type may be adjusted).

Any changes made by supervisors are automatically approved in the system. The request will not route to the work list.

Supervisors should review employee balances WEEKLY to ensure employees have sufficient leave prior to approving a request.

Employees requesting time off must have leave available, otherwise they will go into Leave Without Pay status. Per APM 03-1012; a form must be completed and submitted to Benefits for ANY Leave Without Pay requests.