Supervisor Training for Greenshades (GS)

Employee Management

Using the Employee Management section

As a supervisor, you will have access to an extra section of GS designed for managing your subordinates, called Employee Management. The navigation button for Employee Management will usually be colored differently from the rest of the navigation, to indicate that it is a wholly separate section of the site.

Employee Management

Along the left of the page, you’ll find a navigation bar for a variety of functions related to managing your employees.

Employees

Employee List

On entering the Employee Management section, you first will see a list of your direct subordinates. From here, you can access those employee’s profile. The information available to you in this grid and in the profiles will vary, as it is set up by your administrators.

Most columns can be filtered to narrow down information or sorted alphabetically or numerically (as appropriate). Some grids will have optional columns that can be added in via the Add Columns button. Click the button and drag a column to where you need it. Conversely, to remove a column, open the Add Column and drag the column you wish to remove. All grids will also have options to export their information as a PDF or Excel spreadsheet.

Organization Chart

The Organization Chart shows you the hierarchy of your company, defaulting to a view of your superiors and subordinates. You may also use this area to search for employees in other departments of your company, however it only lists their email.

Note:

1. Please check this area to verify that your direct supervisor and subordinates (if applicable) are correct. Please email HR at humanresources@howardcollege.edu if you see employees you do not supervise.

2. Employees can only be assigned one supervisor. Therefore, for employees with more than one supervisor, if you need the supervisor changed, please email the HR email above.

Messages/Bulletins

This section is used to send Messages (via the Tasks and Notifications widget) to your subordinates or set up a Bulletin (seen in the Bulletins widget) for your subordinates. This is a great tool for posting department information and news or letting your employees know about something they need to take
Timesheet Review Center

The Timesheet Review Center is where supervisors will handle the timesheets for your subordinates. This section has a wide variety of functionality, including a tracker for timesheet progress and a list of your subordinates that are currently clocked in.

The approval process for timesheets and leave requests is twice a month:

1st-15th must be approved by the workday following the 15th by 12:00 noon.

16th-end of the month must be approved by the workday following the last day of the month by 12:00 noon.

Employees must submit their timesheets to you first for you to approve. Since you both have the same deadline, you need to be on top of this. We have to rely on supervisors to make sure employees are submitting timesheets and supervisors are approving by the deadline so we can proceed with processing payroll.

To view timesheets in progress or to approve timesheets, click on the Timesheets tab at the left, then on Timesheet Review Center.

Verify that the correct pay period is showing at the top.
When approving time, check entries for accuracy. You may edit an employee’s time if necessary, add entries or add leave before you approve. Once you approve an employee’s time, you will be unable to edit it. If you find errors after you approve you must contact HR.

To view an employee’s time, make edits, or add entries, click on ‘view’ beside each employee.

Once you are in the employee’s timesheet center, you will see each day they have an entry:
To edit an entry: Click on the date of the entry you wish to edit. Full-time non-exempt employees should have the ‘salary’ pay code and the correct department should default. Exception: For summer hours only, if a f/t non-exempt employee works 37 or 38 hours, employees will have to change the ‘salary’ code to ‘hourly’ to be paid for those 2 hours. The system cannot be configured to recognize it any other way. Overtime will automatically be calculated.

If an employee works in more than one department, make sure the correct department is chosen.

When you are finished editing the entry, ‘save’ it.

To add an entry: Click on the blue ‘Add Entry’ button at the top. You will see the same Entry Management box as you see above. You will use this to add missed punches if the employee didn’t edit it before sending it to you and/or to add leave entries in an employee’s absence.

For time entries, you will need to do 2 entries if the employee took a lunch break. For example, an employee who worked 8:00 a.m. to 5:00 p.m. and took lunch from 12:00-1:00 p.m. but didn’t clock in and out the whole day you would have an entry for 8:00 a.m. to 12:00 p.m. and another entry from 1:00 p.m. to 5:00 p.m. to reflect the lunch break.

When you are finished adding hit ‘save’.

Submitting Timesheets for Approval
GS requires employees to submit your timesheets in a timely manner to ensure they are paid appropriately and promptly for hours worked. As a supervisor, you have the responsibility of making
sure your employees time is correct before you approve it.

First, verify the totals and any leave entries. Totals for the timesheet are provided by time code, by weekday/weekend, and by week. This will help you ensure the timesheet is accurate prior to approving. Change to ‘weekly’ under Total Hours for this Timesheet. Doing this will calculate the weekly totals for you.

### Total Hours for this Timesheet

<table>
<thead>
<tr>
<th></th>
<th>Total Time</th>
<th>Regular</th>
<th>Holiday</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>57h 45m</td>
<td>49h 45m</td>
<td>8h 0m</td>
<td>0h 0m</td>
</tr>
</tbody>
</table>

There are 57 hours, 45 minutes of time recorded on this timesheet.

Group Time By:  ○ Time Code  ○ Weekday/Weekend  ○ Weekly

<table>
<thead>
<tr>
<th>Week #1</th>
<th>Date</th>
<th>Total Hours</th>
<th>Payable Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>01/11/20</td>
<td>00h 00m</td>
<td>00h 00m</td>
</tr>
<tr>
<td>Sunday</td>
<td>01/12/20</td>
<td>00h 00m</td>
<td>00h 00m</td>
</tr>
<tr>
<td>Monday</td>
<td>01/13/20</td>
<td>06h 15m</td>
<td>06h 15m</td>
</tr>
<tr>
<td>Tuesday</td>
<td>01/14/20</td>
<td>09h 15m</td>
<td>09h 15m</td>
</tr>
<tr>
<td>Wednesday</td>
<td>01/15/20</td>
<td>08h 30m</td>
<td>08h 30m</td>
</tr>
<tr>
<td>Thursday</td>
<td>01/16/20</td>
<td>07h 00m</td>
<td>07h 00m</td>
</tr>
<tr>
<td>Friday</td>
<td>01/17/20</td>
<td>07h 00m</td>
<td>07h 00m</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>38h 00m</td>
<td>38h 00m</td>
</tr>
</tbody>
</table>

Part-time employees should clock in using the “Part Time Hourly”, “Student” or “Work-study” time code. If it does not default to the appropriate code you can change it using the drop down arrow. Full-time employees should clock into the “Salary” time code for hours up to 36 in the summer and all hours in the fall and spring. During the summer, full-time employees should clock out of the “Salary” time code when they hit 36 hours. If they work 37 or 38 hours they need to clock in to the “Hourly” time code. This will be the only way for them to get paid for the 37th and 38th hour worked. Overtime will be calculated by the system so nothing special is necessary for it.

Full-time non-exempt employees put leave directly in their timesheet. They DO NOT use the Time Off feature. If adding or editing a Bereavement entry, please list the relationship of the deceased in the comments section so we can make sure it follows college policy.

Note: As soon as an employee is finished working in a pay period they can sign and submit and you can approve even if it is before the end of the pay period. This is most common with part-time employees. If
a full-time employee is taking leave the last week of the pay period they can enter the leave and sign and submit before they leave.

You will not see a time entry for employees who are clocked in and have not clocked out that day. To view employees who are clocked in go to Timesheets and Current Clock-Ins.

### Time Off

The Time Off feature is only used by full-time exempt employees (those employees who do not complete a timesheet). If you approve an employee’s leave request, you will not need to do anything else when they return. Approving the time off ‘request’ sends that time to payroll.

#### Pending Requests

This section allows you to view and manage your subordinates’ time off requests. You can access both direct and indirect subordinates’ requests from here. The red numerical icon tells you how many direct subordinates have pending requests, and you will see a Task in the Tasks and Notifications homepage widget. You may also submit a Time Off request on behalf of a subordinate from any of these three sections.

#### All Requests

This section is a grid of all Time Off requests submitted to you by a direct or indirect subordinate, including those you have already approved or denied.

#### Time Off Balances

The Time Off Balances section allows you to see the balance of available time off for each of your direct and indirect subordinates, broken down by type (e.g. Sick or Vacation). The grid shows current balance, upcoming usage, and available hours.

### Documents

Documents (not currently in use. This will show when we are using this feature)

#### Pending Review

Any HR documents your subordinates have submitted for your review will show up in this section. As with other sections, any pending documents from direct subordinates will trigger a red numerical icon.

#### Employee Documents

This section holds any documents belonging to your direct and indirect subordinates, such as disciplinary, training, or policy documents. These may be documents they uploaded (e.g. signed policies) or you uploaded (e.g. disciplinary documents).
Delegation Options

You can delegate approval authority to someone else through Delegation Options. (click on the Employee Management tab, then you will see Delegation Options in the bar at the top). Delegating allows you to give another employee the same capabilities you have under the Manager Center for your subordinates. You can delegate time off and/or timesheet approvals.

To delegate to another employee, go to Delegation Options, then use the Search Button (magnifying glass) to find the Employee. Click ‘add’ to open the delegation options, use the check boxes to delegate the appropriate level of responsibility. Click Save when you are done. That employee will now see an Employee Management button on their navigation. Their Employee Management section will show all modules, but only the ones you delegated will have any data. If the co-worker is already a manager of other employees, then yours will be added into their normal modules.

To remove their delegation, go back to that page, uncheck the boxes, and Save. Alternatively, if you access any module that you have delegated, you’ll see the warning at the right. Clicking “Disable Delegation” will turn off the delegation for that module only.

Note: You as a supervisor will set up delegation to anyone you want as a backup. You need to communicate with those people, so they know they have been given delegation access to your employees. Employees you have delegated approval authority to have access to all of your employees and their information.

Manager Alerts

As a manager, you have access to email notifications on your functions as a manager, in addition to your own notifications. The Manager Alerts section will allow you to enable or disable those notifications. Here you can determine which email notifications you would like to receive and designate the appropriate email address to send them.