<u>Supervisor Training for Greenshades</u>

Employee Management

Using the Employee Management section

As a supervisor, you will have access to an extra section of GreenEmployee.com 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. Until we have imported YTD salary information we cannot inactivate employees who are no longer here, so you will see them until they are inactivated.

3. Note: Employees can only be assigned to 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 care of in GS.

Timesheets

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, Submit All and Approve All ability, and a list of your subordinates that are currently clocked in.

The approval process for timesheets and leave requests will now be twice a month.

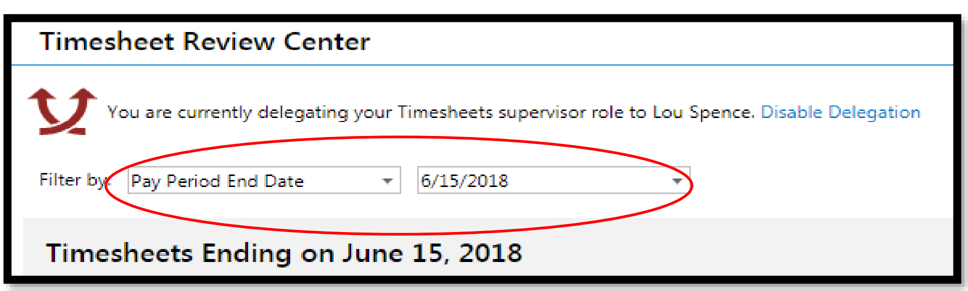
1^{st}-15^{th} must be approved by the workday following the 15^{th} by 12:00 noon

16^{th}-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. Since we are reducing the number of times you must approve (from weekly to twice per month), there will be no flexibility in approval time.

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.



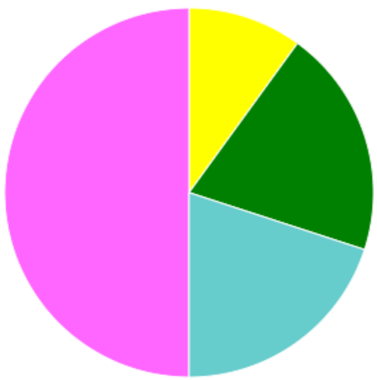
The chart colors will indicate which timesheets are in progress, which have been submitted for your review, which are approved and which you have sent to payroll.

Timesheet Review Center

You are currently delegating your Timesheets supervisor role to Lou Spence. Disable Delegation

Filter by: View All

Timesheets from All Pay Period Dates



Manage

Use these buttons to manage the timesheets you have selected.

✔ Submit All — 1 In Progress Timesheet

✔ Approve All — 2 Submitted for Review Timesheets

When approving time, check entries for accuracy. You may edit an employees time if necessary, add entries or add leave be you submit. Once you submit an employee's time to payroll, you will be unable to edit it.

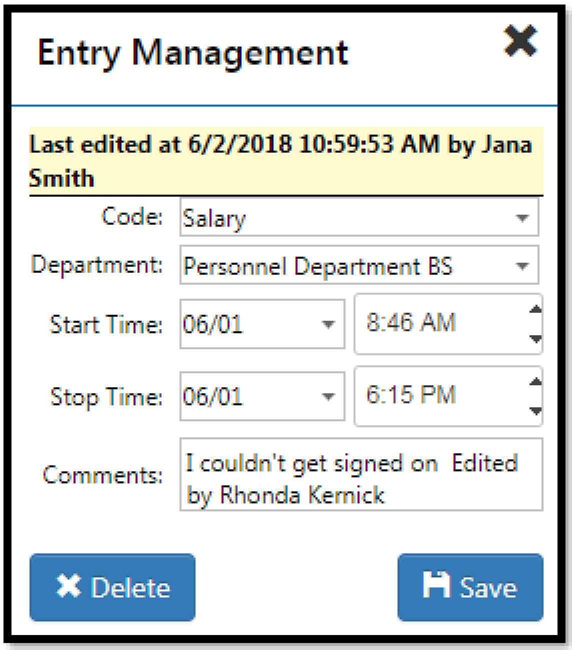
To view an employee's time, make edits, or add entries, click on 'view' beside each employee.

	☑	Employee	Status	Pay Period Star	Pay Period End	Home Departm	Location	Total Hours	Employee ID	Class
		Filter	All	All	All	All	All	Filter	Filter	All
View	☑	Smith, Jana	In Progress	2018-06-01	2018-06-15	Personnel Department BS	Big Spring Campus	68h 8m	SMIT9545H	NONEXEMPT
View	☑	Hughes, Laura	In Progress	2018-06-01	2018-06-15	Personnel Department BS	Big Spring Campus	36h 6m	HUGH9791H	NONEXEMPT

Once you are in the employee's timesheet center, you will see each day they have an entry:

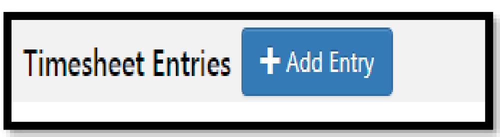
Date	Source	Begin - End	Time Code	Time	Department
Fri 6/1/2018		8:46 AM - 6:15 PM	Salary	9h 29m	Personnel Department BS
Comments: I couldn't get signed on					
Sat 6/2/2018		10:00 AM - 2:45 PM	Salary	4h 45m	Personnel Department BS
Comments: Edited by Rhonda Kernick					
Mon 6/4/2018		7:45 AM - 8:00 PM	Salary	12h 15m	Personnel Department BS

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.



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'.

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: Do not approve and submit timesheets to payroll before the due dates listed above.

Time Off

As stated in the User Handout, leave will not be entered as a 'request'. If you approve an employee's leave request, you will not need to do anything else when they return. Until you submit to payroll, you can edit any leave requests as necessary.

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.

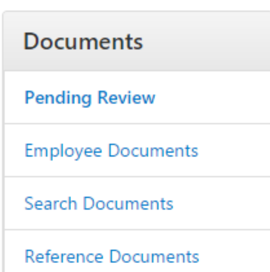
All Requests

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, any hours approved by not yet used, and their available hours.

Note: leave balances were imported as of 5/31/2018. We manually entered any leave taken through June 15. Any leave taken beginning June 16 should be entered in both GS and TCP so we can keep balances accurate. Once we go live we will no longer use TCP.



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).

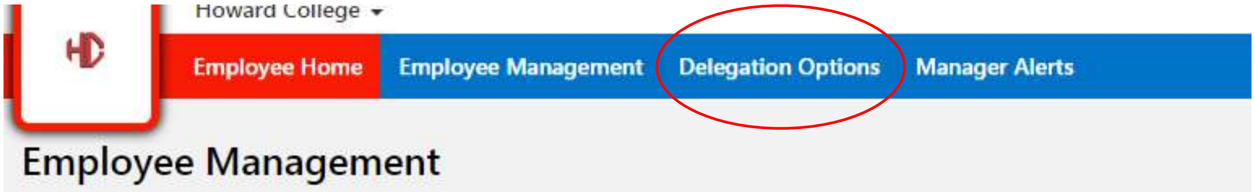
Search Documents

This page allows you to search for documents belonging to your subordinates, using key terms (or "tags").

Reference Documents

This is a grid of company-wide reference documents (e.g. an office conduct policy) that are available to your direct and indirect subordinates.

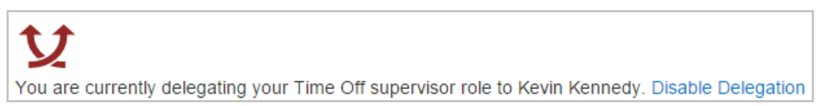
Delegation Options



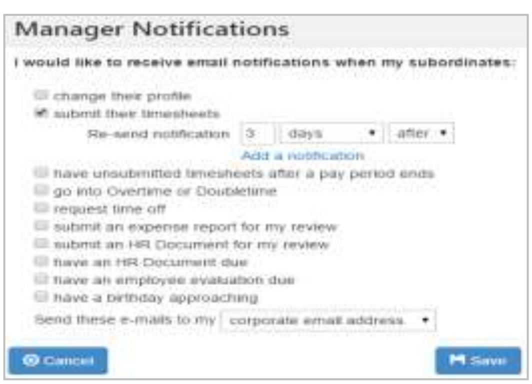
If you take vacation or need to grant some of your access to a co-worker (subordinate or otherwise), you have the ability to do that through Delegation Options. (click on the Employee Management tab, then you will see Delegation Options in the bar at the top). Delegating allows you to give another employee the same capabilities you have under the Manager Center for your subordinates. You can also delegate only some of your access, based on modules. For example, you may wish to delegate only timesheet reviews and save reviews of the time off requests until you return from vacation.

To delegate to another employee, go to Delegation Options, then use the Search capability 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.



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.