<u>SUPERVISOR OVERVIEW</u>

The following instructions will walk you through how to use *WebTimeEntry@UNB*. If you have any questions or encounter problems with the software, please email *WebTimeEntry@UNB.ca*

As a Supervisor, you are accountable for the following:

1) Employment Contracts

Your employees will not be able to use *WebTimeEntry@UNB* until the required employee hire forms have been processed by Human Resources. Please ensure you observe HR's deadlines for receiving and processing employee paperwork so that your employees can be paid in a timely manner. It is imperative that the names of the Primary and Alternate Supervisors for the employee you are hiring are indicated on the Staff Change Form.

2) Approving Employee Hours

Supervisors are responsible for verifying the earnings expensed to their budget accounts are accurate. It is your responsibility to review and approve the hours entered by your employees prior to the Supervisor cut-off time (<u>normally</u> Monday of pay week by 11:00 a.m.). *WebTimeEntry@UNB* will report to Payroll Services any hours that have been submitted by an employee but not approved by the Supervisor or Alternate. No *WebTimeEntry* hours will be paid to the employee unless it has been electronically approved by the Supervisor or Alternate prior to the cut-off. A minimum $50.00 charge may be levied for payments made outside of the regular payroll run. Please see the Payroll Manual Cheque/Advance Policy http://es.unb.ca/apps/policy-repository . Type Manual Cheque under Search For and use Financial Services as the Department.

3) Authorizing Scheduled Time Not Yet Worked

UNB does not authorize overtime to be entered in advance of actually working the hours.
For those employees who are paid up to date (i.e. regular full-time non-exempt employees), overtime worked during pay run week can only be recorded in the next pay period under "Unreported Overtime from the Last Pay Period". The week of pay is not available for time entry; therefore, overtime worked during this week must be recorded in the next pay period.

WebTimeEntry@UNB

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WebTimeEntry@UNB Login

Step 1

Login to My UNB e-Services

WebTimeEntry timesheet approval is an option under the "Personal tab"

Step 2

Login to the *WebTimeEntry@UNB* system using your UNB user login and UNB PIN.

If you do not have a UNB user login or PIN or have never activated it, please access https://eservices.unb.ca/ to activate your account.
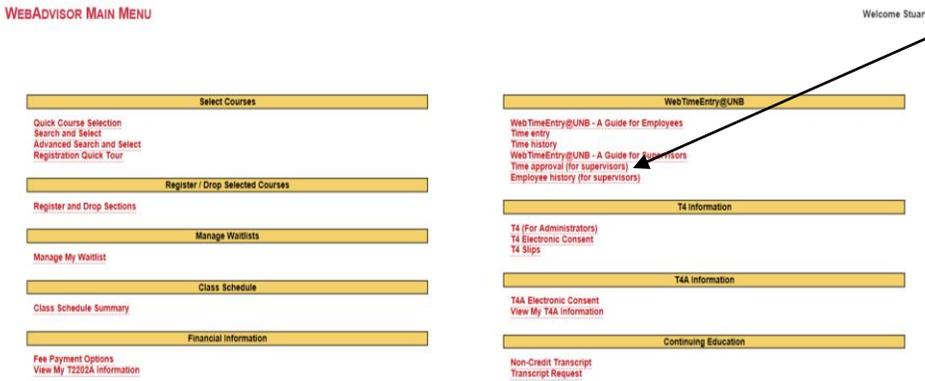
Approving Regular Work Hours

Once an employee has entered their hours worked for the pay period and electronically signs their timesheet as complete, the Primary Supervisor will receive an email advising you that the employee has submitted their hours for approval. Primary Supervisors with an EFL (Employee For Life) account will receive the notice to approve time through that account. Please note the Alternate Supervisor will not receive an email notification from the employee when they electronically sign and submit their time.

Check the Review Box for all employees' hours you want to review. De-select the check box for any employee's hours you do not want to review. Click Submit. *WebTimeEntry@UNB* will present your employees' detailed timesheet to you one at a time for your review and approval.

Please note that full-time regular employees are not required to submit hours for approval. When this group works overtime or shift hours, their 'Total Hours' will display on screen. If they have no additional time to approve, the total hours show as 0.00 hours.

Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Miss Martha D. Dickson	Student Assistant - 130000	14/11/29	Bi-Weekly Timesheet Employees	FACULTY OF NURSING	Fredericton	14/12/01 11:00AM

Date	Day	Regular Hours	Overtime	Shift Hours	Shift Type	Insert Line
14/11/16	Sunday				⌄	☐
14/11/17	Monday	2.00			⌄	☐
14/11/18	Tuesday				⌄	☐
14/11/19	Wednesday	4.00				☐
14/11/20	Thursday					☐
14/11/21	Friday	3.00			⌄	☐
14/11/22	Saturday				⌄	☐

Approve the employee's timesheet by this date and time.

Step 2
Your employee's detailed timesheet will display. In the example at the left, a total of 4.00 hours were entered by the employee for Wednesday. Increments can be entered as .25, .50 or .75 for 15, 30 and 45 minutes respectively.

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete   Yes

Supervisor Decision

| REJ - Reject |
| APP - Approve |

Enter E-mail Subject

Supervisor Comments

Employee Email Address   SLITTLE@UNB.CA

SUBMIT

Step 3

To approve your employee's time, click on the drop down box for Supervisor Decision. Select APP-Approve and click submit.

An email will be sent to the employee advising them that their time has been approved for payroll processing.

'Non-Exempt and Exempt Other Position Hours' show the total hours the employee has recorded in other positions they may hold on campus, including additional positions they may have in your department.   This is 'for information' only. Details for this time cannot be viewed on this screen.

All employees entering hours should be checking the electronic signature box on their time card to indicate their acknowledgement that the time they entered is accurate and ready for approval.   Once this box is checked, the employee is locked from making any changes to their timecard. Only the supervisor can make changes to the timecard once the electronic signature box is selected.

View of Employee's electronic authorization

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval   ☑

The supervisor approval form in *WebTimeEntry@UNB* indicates whether the employee has signed their card or not. Below, we can see that the employee did not sign their card as "No" is indicated in this section.

Employee has electronically signed the time entry as complete   No

Supervisor Decision

Enter E-mail Subject

| REJ - Reject |
| APP - Approve |

It is recommended that supervisors approve the unsigned timecard with appropriate hours. Please send an email to the employee reminding them of the importance of their electronic signature. Please note: Supervisors will <u>not</u> receive email notification that their employee has submitted time for their approval unless the <u>employee electronically signs</u> their timecard.

Changing Employee Hours After They Have Been Approved

If after approving the employee's timecard you realize the hours need to be adjusted click both the 'Review Entry' and 'Approve' boxes and click submit. This will open the employee's timecard and enable you to make the necessary changes. Once completed click the drop down menu beside 'Supervisors Decision' and click approve. This will take you out to a screen thanking you for approving the time. Click the 'OK' button and the update is complete.

If by chance you approved the employee's timesheet prior to their cut-off to have hours electronically signed and submitted to you, you can reject the timesheet rather than approve it as discussed above. You will need to enter a reason in the Supervisor Comment section as to why you are rejecting it … click submit and the timesheet is given back to the employee. <u>ONLY</u> do this if the employee is aware you are doing so as this removes their electronic signature. If the employee does not electronically re-sign the timesheet and submit it to you, you will not receive a notice to approve the hours**. This may result in their time not being approved and as such they will not automatically be paid.**

Viewing Prior Period Employee Hours Paid

Supervisors are able to view prior hours they approved through WebTimeEntry for their employees. This link is accessed in the same manner as when approving employee timesheets. Once logged in choose Employee History (for supervisors). Click the box beside the employee whose prior hours you wish to review and click submit. Follow the links to view.

Approving Overtime Hours for the Current Pay Period

The *WebTimeEntry@UNB* system will automatically calculate the amount of overtime employees are eligible for based on the terms of their employment contract. Employees will enter their total hours worked per day and *WebTimeEntry@UNB* will calculate their overtime entitlement.   For example, an employee who has a normal 7.25 hour work day, works an additional 2 hours of overtime on Friday will enter 9.25 as their total hours. The system will present them with a summary total of their regular and overtime hours when they submit their hours.

When the supervisor views the employee's timesheet, regular and overtime hours are displayed in separate columns (as illustrated below).

Date	Day	Regular Hours	Overtime	Shift Hours	Shift Type	Insert Line
14/11/09	Sunday				⌄	☐
14/11/10	Monday	7.25			⌄	☐
14/11/11	Tuesday	7.25			⌄	☐
14/11/12	Wednesday	7.25			⌄	☐
14/11/13	Thursday	7.25			⌄	☐
14/11/14	Friday	7.25	2.00		⌄	☐
14/11/15	Saturday				⌄	☐

In order for overtime to calculate correctly, your employees should enter only current overtime in the current pay period. To view overtime from the last pay period refer to the section on "Approving Unreported Overtime for the Last Pay Period".

Approving Unreported Overtime Hours for the Last Pay Period

Employees enter their overtime for the last pay period (pay period prior to the hours being presently entered), by keying the date and total over time hours in the "Unreported Overtime from Last Pay Period" section. The system will give an error message if the date is outside the specified range.

Date	Overtime Hours	Insert Line
14/11/06	3.00	☐
14/11/07	2.00	☐
14/11/08	4.50	☑

SUBMIT

Please note this option is only applicable to overtime hours as the time entered in this section is paid at the overtime rate

The supervisor display of overtime provides a summary of the prior pay period hours as follows:

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
14/11/06	3.00	☐	☐
14/11/07	2.00	☐	☐
14/11/08	4.50	☐	☐

Approving Shift Premium and On-Call Premium Hours

Date	Day	Regular Hours	Overtime	Shift Hours	Shift Type	Insert Line
14/11/02	Sunday				⌄	☐
14/11/03	Monday	7.25	7.25		0015 - Shift Premium FR ⌄	☐
14/11/04	Tuesday	7.25			⌄	☐
14/11/05	Wednesday	7.25	2.00	4.00		☐
14/11/06	Thursday	7.25				☐
14/11/07	Friday	9.25				☐
14/11/08	Saturday					☐

Dropdown options:
0014 - On-Call Premium (1 for 8hr)
0015 - Shift Premium FR
0016 - Shift Premium SJ
0114 - On-Call Premium (2 for 8hr)
HLD1 - Holiday Pay @ Time & Half
HLD2 - Holiday Pay @ Double Time
HLD3 - Holiday Pay @ 2.5 Times
OCSR - On Call Sun- Regular
ONSH - On Call Sun - Holiday

Hours eligible for premium pay are entered under "Shift Hours". Employees select the appropriate premium pay type from the drop down menu.

In the example above, 7.25 hours of regular work are all eligible for shift premium pay, therefore 7.25 hours was entered as shift hours and the premium pay type was selected.

To remove ineligible shift hours click the 'Shift Type' drop down and select the top blank row (turns blue when selected) and then delete the hours entered in the 'Shift Hours' box.

The supervisor's view of the employee's shift hours is displayed in a separate column along with the shift type (premium pay code). If only some of the regular hours are eligible for premium pay, then only the total hours eligible are entered and the appropriate premium pay code is selected. In the example below, only 4 hours are eligible for shift premium pay.

Date	Day	Regular Hours	Overtime	Shift Hours	Shift Type		Insert Line
14/11/02	Sunday					▾	☐
14/11/03	Monday	7.25	7.25		0015 - Shift Premium FR	▾	☐
14/11/04	Tuesday	7.25				▾	☐
14/11/05	Wednesday	7.25	2.00	4.00	0015 - Shift Premium FR	▾	☐
14/11/06	Thursday	7.25				▾	☐
14/11/07	Friday	9.25				▾	☐
14/11/08	Saturday					▾	☐

Rejecting an Employee's Time

The only time you would normally reject an employee's time is if they check the 'electronic signature' box before they have finished entering their hours. Sometimes employees will enter their hours for the first day in the pay period and click the electronic box not realizing this locks them from accessing their timesheet.

Supervisor Decision	REJ - Reject
Enter E-mail Subject	APP - Approve
Supervisor Comments	
Employee Email Address	SLITTLE@UNB.CA

SUBMIT

If you receive an email early in the pay period advising you the employee has submitted their time for approval, chances are they checked the box too early. To return control of the timesheet to the employee, login to *WebTimeEntry@UNB* and select the employee's time card. In the supervisor approval section, select Reject. You will be required to enter a subject and supervisor comments. This will return timesheet access to the employee.

Note: Do not reject an employee's timecard if the cut-off time for the employee has passed as the employee has no access their timecard after that point.
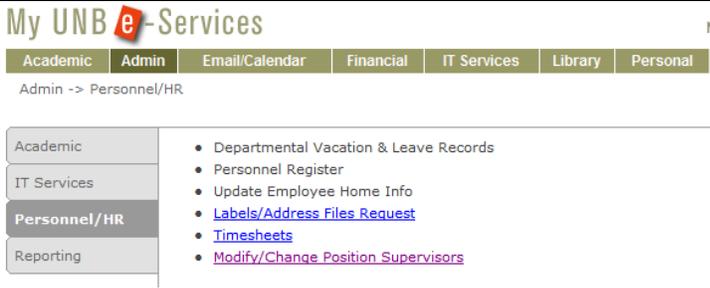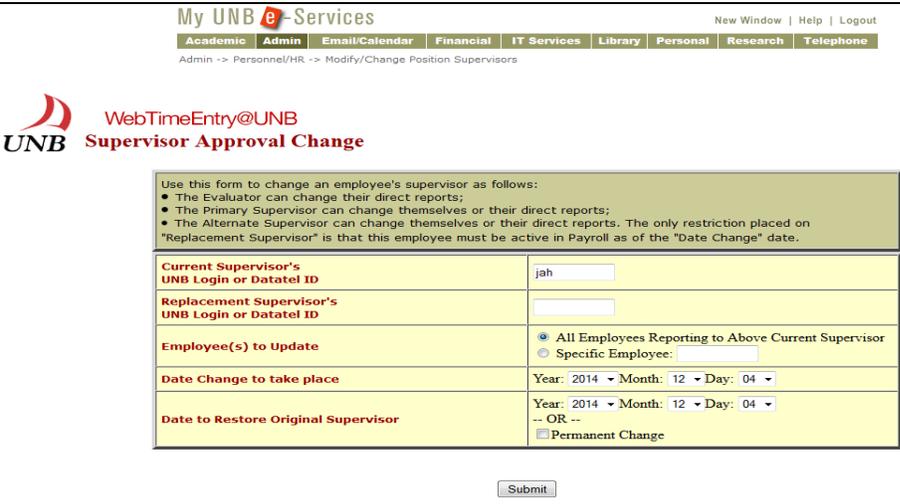
Making Changes to an Employee's Time Card

Supervisors have complete edit authorization in *WebTimeEntry@UNB*. You can add, delete or change any/all employee data entry prior to approving the timecard. To edit an employee's hours, simply click on the appropriate box and make any changes necessary. Once you change an employee's timecard, select "Approve". This locks the timecard from the employee preventing them from overriding your changes. *** You may review employee's hours at anytime after you have approved them however you MUST reapprove the hours before exiting the screen ***
We recommend you send an email to your employee advising them of any changes you make to their time entered.

Changing Primary and Alternate Supervisors

A menu screen on UNB e-services is available to change an employee's primary or alternate supervisor when required. Primary and/or alternate supervisor information may need to be changed for the following reasons:

- Supervisor assigned to the employee is no longer employed by UNB;
- Supervisor is on an extended leave of absence;
- Both primary and alternate supervisors are away from the office at the same time.

	Step 1 **Access "Modify/Change Position Supervisors" from My UNB e-Services. Option available under Admin – Personnel/HR.**
 The process will confirm your request. If any errors are encountered, they will be outlined in the confirmation message.	**Step 2** **- Enter the current supervisor UNB Datatel ID.** **- Enter the UNB Datatel ID of the new supervisor.** **Select if all employees require the same supervisor change or only a specific employee.** **Select the dates the change is effective for if this is not a permanent change.**

	If a permanent change, only the start date needs to be indicated. Please click the "Permanent Change" box. Click Submit