



Approval of

WinCap WEB Time Sheets

User Guide

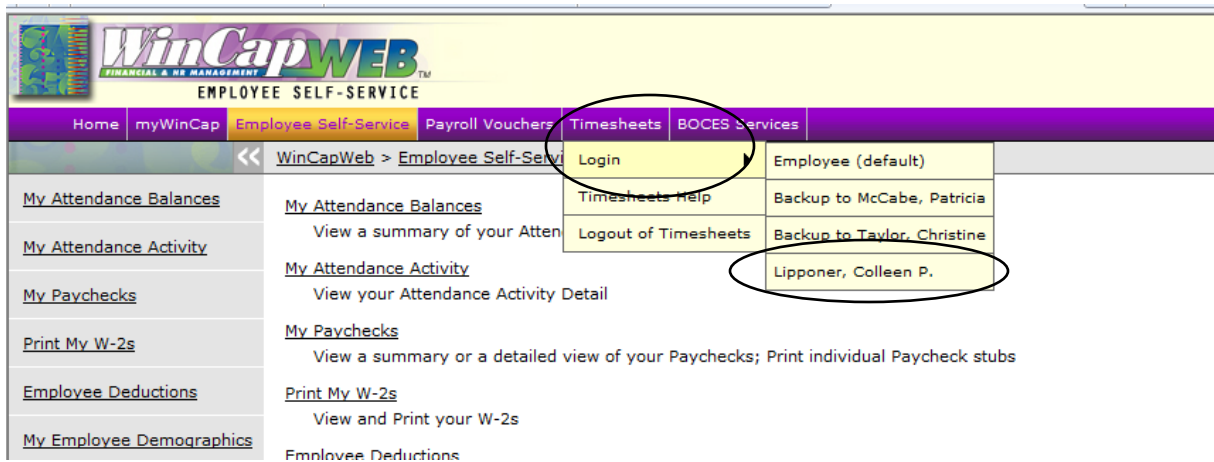
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Supervisor Functions with WinCapWEB Timesheets

As a supervisor is created in *WinCap* and designated on employee's pay authorizations as a supervisor or a back-up supervisor they become responsible for validating and approving employee timecards within Timesheets. The following document outlines the main supervisor functions within Timesheets.

➤ Log on to Time Sheet Area

To log on to the time sheet area, hover your mouse over the word Timesheets on the purple menu bar, then select login and finally select your name, the menu lists you and the employee and if you are the backup signer to other supervisors.



➤ Time Overview Screen

The Time Overview is a supervisor only Timesheet menu option that allows a supervisor to view employee's time at a quick glance. Any employee that has the supervisor assigned to their pay authorization will display under the Supervisor's time overview screen.

The Supervisor selects the date range they wish to review, and the overview will display the hours per day and total hours worked within the selected time frame. The overview screen will display total timesheet hours worked per day and the status of the approvals within each level.

	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25
Adkins, Kimberly CC12 Office Clerk III 12 Month	7.5	7.5										
Conforto, Joseph CC12 Office Clerk III 12 Month	7.5	7.5										
Crocker, James CC12 Office Clerk III 12 Month	7.5	7.5										
Danison, Gail CC12 Office Clerk III 12 Month	7.5	7.5										
Fontaine, Dylan CC12 Office Clerk III 12 Month	7.5	7.5										
Foster, Mary Alice CC12 Office Clerk III 12 Month	7.5	7.5										
Freeman, Micheal CC12 Office Clerk III 12 Month	7.5											
Monroe, Eugenia CC12 Office Clerk III 12 Month											7.5 [H]	7.5 [H]

➤ **Time Requiring Approval At My Level**

This option displays all of the employees who report to the Supervisor whose time worked and excused time is at the supervisor’s level of approval. If the supervisor is the highest level of approval, employees will only display when the lower level supervisors listed on the pay authorizations have approved the employee’s time for the selected date range.

The screenshot shows the 'Time Overview' interface. The dropdown menu is set to 'Time Requiring Approval At My Level'. The date range is 11/14/2011 to 11/27/2011. The interface includes a calendar view at the top, a 'View Exceptions' button, a 'Location' dropdown set to 'All Locations', and an 'Only Former Employees' checkbox. Below the interface, there is a text input for 'Display Height (in pixels):' and an 'Apply' button.

➤ **All Times That I May Approve**

This option will display the employees that a supervisor may approve outside of the supervisor’s approval hierarchy. NOTE: If another lower level Supervisor needs to approve the timecards first, if approving from this display option, this will override the lower level Supervisor’s approval and the system will not require their approval. In order for time records to be approved by all levels, the “Time Requiring Approval at my Level” option should be used.

The screenshot shows the 'Time Overview' interface with the dropdown menu set to 'All Times That I May Approve'. The date range is 11/14/2011 to 11/27/2011. The interface includes a calendar view at the top, a 'View Exceptions' button, a 'Location' dropdown set to 'All Locations', and an 'Only Former Employees' checkbox. Below the interface, there is an 'Approve' button. The main table displays employee time records for the selected date range.

	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Sat 11/26	Sun 11/27	Total	A	SA3	SA2	SA	Appr.
Conforto, Joseph CC12 Office Clerk III 12 Month	7.5	7.5													15					<input type="checkbox"/>
Crocker, James CC12 Office Clerk III 12 Month	7.5	7.5													15					<input type="checkbox"/>
Danison, Gail CC12 Office Clerk III 12 Month	7.5	7.5													15					<input type="checkbox"/>
Fontaine, Dylan CC12 Office Clerk III 12 Month	7.5	7.5													15					<input type="checkbox"/>
Foster, Mary Alice CC12 Office Clerk III 12 Month	7.5	7.5													15					<input type="checkbox"/>
Freeman, Micheal CC12 Office Clerk III 12 Month	7.5														7.5					<input type="checkbox"/>
Monroe, Eugenia CC12 Office Clerk III 12 Month											7.5 [H]	7.5 [H]			15					<input type="checkbox"/>

If you have supervisors in your approval path at a lower level than you, you should select “All Time That I May Approve” to review time that may not have been approved at the lower level. As a higher level supervisor can either approve the time or remind the lower level approver of the pending time.

➤ **Approving Time from the Time Overview Screen**

A supervisor may approve employee's time from the time overview screen if the timecard detail is not necessary for the approval. Time may be approved at the individual Timecards level where the time details are displayed. The individual timecard would have to be used to make corrections or deletions to employee's time records.

- In order to approve time, the supervisor must first select the date range to approve and then click on refresh. **Please note it is very important to select the exact date range from the published payroll calendar in the column labeled work period.**

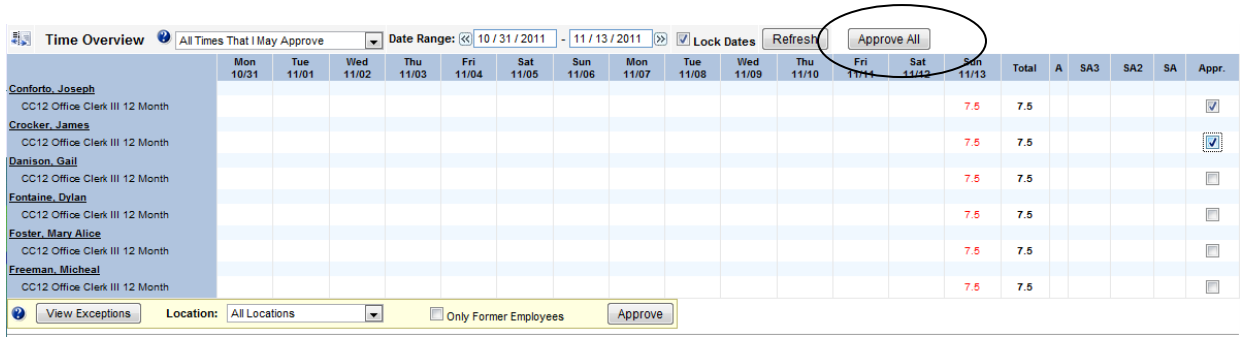
- The lock dates option will save the date range the supervisor is reviewing. These dates will stay saved until the Supervisor logs out of timesheets.

- To approve time, the supervisor will select the empty box under the "Appr." column and a checkmark will display. If another supervisor level has approved the time, a check mark will be present under that Approver's column (SA3, SA2, SA).

- After checking all applicable boxes to approve time, the supervisor will place their approval on the time by selecting the "Approve" button at the bottom of the screen.

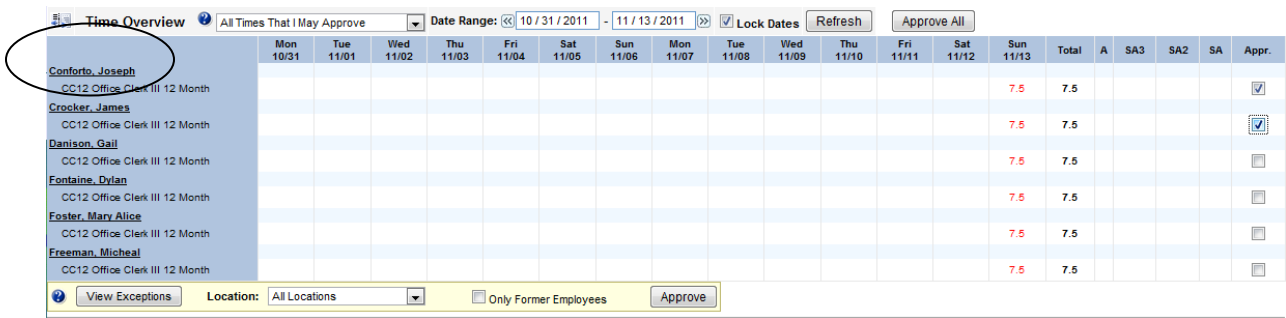
➤ Approve All

The “Approve All” option is a security permission defined in the supervisor’s Timesheets security policy. By selecting the “Approve All” button, all time will be marked as approved as the supervisor for the specified date range.



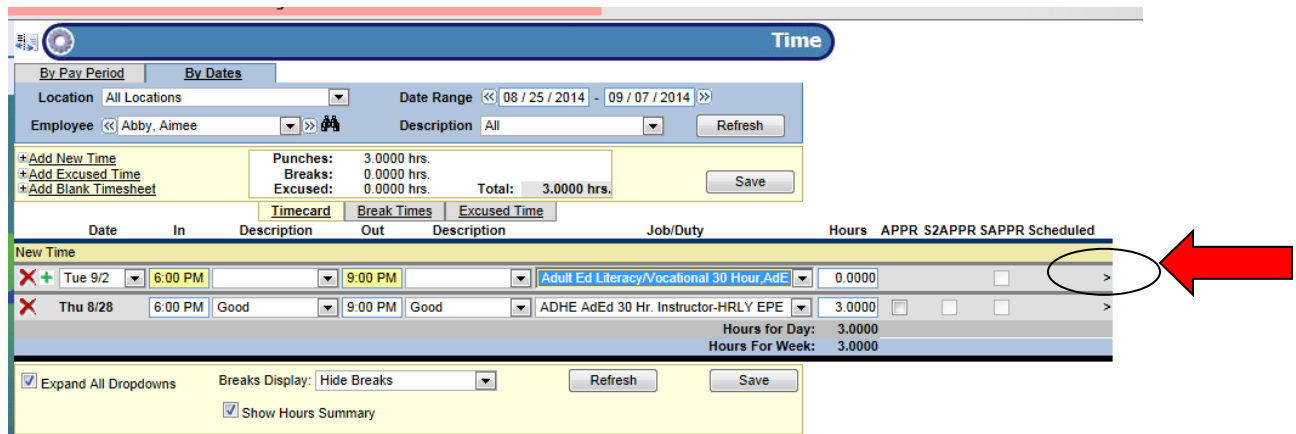
➤ Reviewing an employee’s Time Card in detail:

The Supervisor may view employee’s timecard by clicking on the employee name on the left side of the screen or by selecting Time Card from the Timesheets Menu.



The employees time card for that date range will be displayed and the detailed times can be reviewed.

Employees are required to enter a note in the note field when working any overtime (no exceptions). Supervisor is required to confirm note by clicking on the arrow below.



Date	In	Description	Out	Description	Job/Duty	Hours	APPR	SAPPR	Scheduled	
New Time										
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Expand All Dropdowns Breaks Display: Hide Breaks
 Show Former Employees Show Hours Summary Show Overtime [Timecard Audit](#)



To navigate back to the Time Overview screen, click on Time Overview on the left side menu. If you had previously locked the dates the same date range will display, otherwise you will need to navigate back to the desired date range.

Home myWinCap Requisitions Professional Development Employee Self-Service Payroll Vouchers **Timesheets**

Home Time Overview Dashboard Employees Time Card Mass Add Time Pay Period Export Reports

Time Overview Overview Of All Times Date Range: 11/14/2011 - 11/27/2011 Lock Dates

	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25
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Freeman, Micheal CC12 Office Clerk III 12 Month	7.5											
Monroe, Eugenia CC12 Office Clerk III 12 Month											7.5 [H]	7.5 [H]

 Location: Only Former Employees

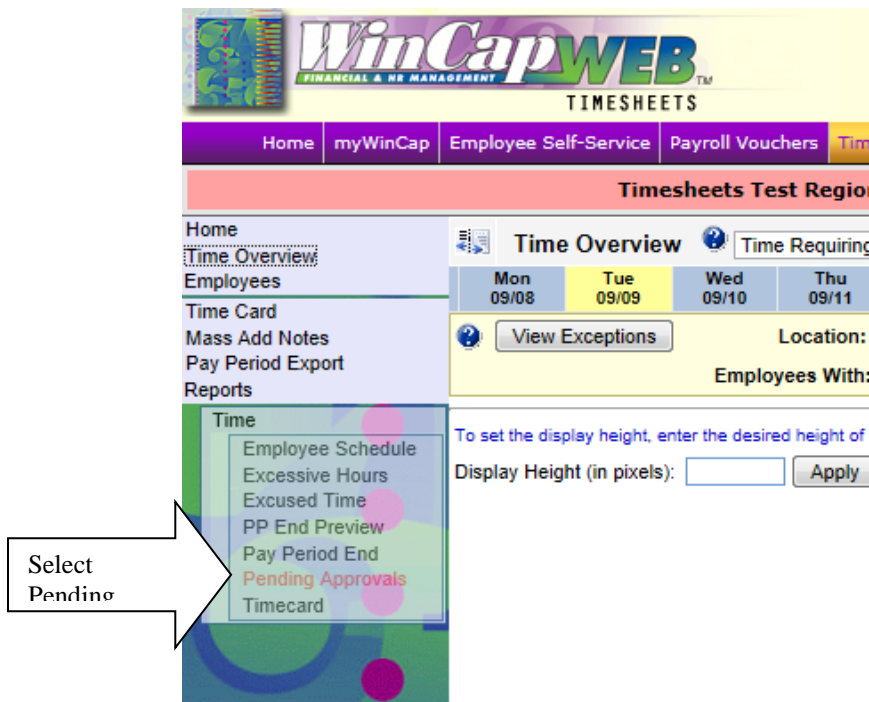
To set the display height, enter the desired height of the display, in pixels (300 to 1000), into the text box and click on the Apply button.

Display Height (in pixels):

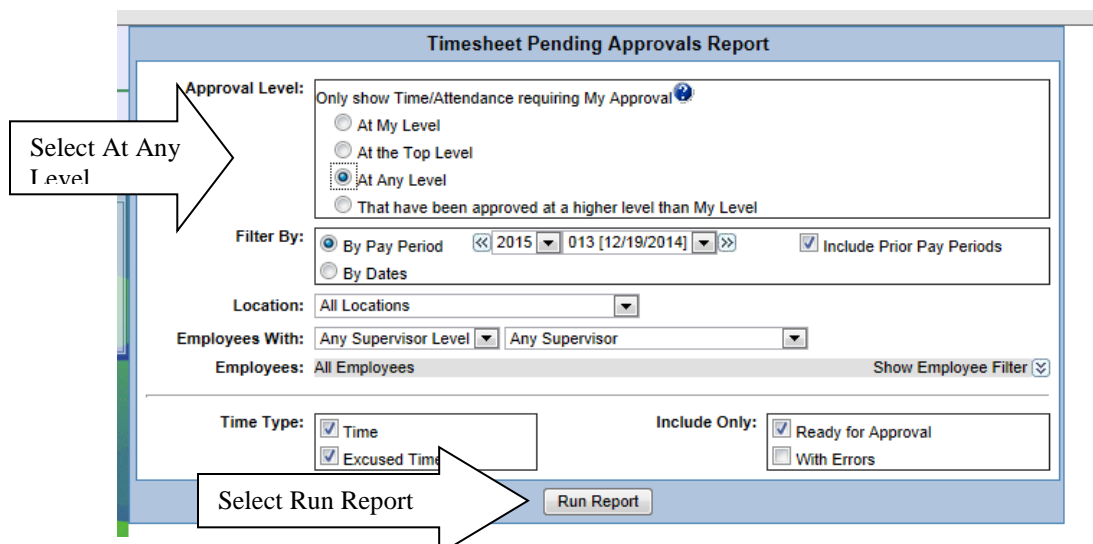
➤ **Pending Time Report:**

This is the final and very important step.

To ensure you have approved all time awaiting your approval you need to run a Pending Time Report. On the left side of the screen, select Reports, Time, Pending Approvals.



Select the Approval Level of “At Any Level”. The default settings for the rest of the report are fine. Click Run Report. The report for the pending timesheet approvals for the current pay period will be displayed.



The below report will run to the screen, listing any time that is still pending. To approve this time, go back to the approval screen and select the appropriate date range for the pending time and approve it.

Timesheet Pending Approvals Report

Approval Level: Only show Time/Attendance requiring My Approval

At My Level
 At the Top Level
 At Any Level
 That have been approved at a higher level than My Level

Filter By: By Pay Period (8/27/2014 - 09/12/2014) Include Prior Pay Periods
 By Dates

Location: All Locations

Employees With: Any Supervisor Level | Any Supervisor

Employees: All Employees Show Employee Filter

Time Type: Time Excused Time

Include Only: Ready for Approval With Errors

Run Report

* Only Time and Excused Time that have not been exported are displayed. Count: 4

Employee	Date	In	Out	Hours	Job/Duty	Attendance	S3	S2	S	Emp App	S3 App	S2 App	App Sked	In Sked	Out	Rs
Cheek, Pamela	8/27/2014	8/27/2014 2:00 PM	8/27/2014 5:00 PM	3.0000	AHC AdEd Health Certified Health Occ Ed			MSTE	DEPI							8/27/2014
Filingeri, Denise	8/25/2014	8/25/2014 4:30 PM	8/25/2014 6:00 PM	1.5000	AHC AdEd Health Certified Health Occ Ed			MSTE	DEPI							8/25/2014
Filingeri, Denise	8/27/2014	8/27/2014 4:00 PM	8/27/2014 7:00 PM	3.0000	AHC AdEd Health Certified Health Occ Ed			MSTE	DEPI							8/27/2014
Martin, Gina	8/26/2014	8/26/2014 1:00 PM	8/26/2014 5:00 PM	4.0000	AHC AdEd Health Certified Health Occ Ed			MSTE	DEPI							8/26/2014