

# Supervisor/Approver Web Training

## Time Reporting Selection Menu

The screenshot shows a web application interface for a supervisor or approver. At the top, there is a navigation bar with a logo on the left and links for 'E-mail', 'Logout', and 'Help' on the right. Below the navigation bar, there are two tabs: 'Personal Information' and 'Employee Detail'. A search bar with a 'Go' button is located below the tabs. To the right of the search bar are links for 'SITE MAP' and 'HELP'. The main content area is titled 'Time Reporting Selection' and contains a section for 'Selection Criteria'. This section has a header 'My Choice' and a list of options with radio buttons and checkboxes. The 'Approve or Acknowledge Time' option is selected. There is also a dropdown menu for 'Act as Proxy' set to 'Self' and a 'Select' button. At the bottom of the selection criteria section is a link for 'Proxy Set Up'. The footer of the page displays 'RELEASE: 8.4'.

Back to Employee Tab

E-mail Logout Help

Personal Information Employee Detail

Search  Go SITE MAP HELP

### Time Reporting Selection

#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

RELEASE: 8.4

## Options:

- Access my Time Sheet – For non-exempt employees reporting Time/Leave
- Access my Leave Report – For exempt employees reporting Leave
- Access my Leave Request – Do NOT Use
- Approve or Acknowledge Time – For approvers/supervisors to approve time and/or leave
- Approve All Departments – Do NOT Use
- Act as Proxy – An appointed/selected surrogate approving time/leave for the designated “primary” approver
- Act as Superuser – Do NOT Use

Proxy Set Up link – also available on Wingspan Employee Tab (Proxies will need to access Approval from SSB)

## Approver Selection

### Time Sheet

Department and Description	My Choice	Pay Period
W, 7020, Office of VP Student Life	<input checked="" type="radio"/>	TH, Sep 01, 2011 to Sep 15, 2011 ▼
W, 7060, Student Affairs	<input type="radio"/>	TH, Sep 01, 2011 to Sep 15, 2011 ▼

### Leave Report

Department and Description	My Choice	Leave Period
W, 6215, Computing and Info Technology	<input type="radio"/>	FS, Aug 16, 2011 to Aug 31, 2011 ▼
W, 7060, Student Affairs	<input type="radio"/>	FS, Aug 16, 2011 to Aug 31, 2011 ▼
W, 7515, Campus Police	<input type="radio"/>	FS, Aug 16, 2011 to Aug 31, 2011 ▼

### Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

## Department Summary

Personal Information
Employee Detail

[SITE MAP](#) [HELP](#)

Search

### Department Summary

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Select the employee's name to access additional details.

<b>COA:</b>	W, Winthrop University
<b>Department:</b>	7060, Student Affairs
<b>Leave Period:</b>	Jul 01, 2011 to Jul 15, 2011
<b>Act as Proxy:</b>	Not Applicable
<b>Leave Period Leave Entry Status:</b>	Open until Jul 31, 2011, 11:59 PM

Pending											
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information	
W20061201	Leave WU 240008 - 00 Director of Programs	Approve	.00	29.00	.00		<input type="checkbox"/>	<input type="checkbox"/>			Change Leave Record Leave Balance Warning

Not Started		
ID	Name, Position and Title	Other Information
W11884959	Lindsey Ruth Dombert 140028 - 00 Prog Dir/Frat/Sor Aff	
W11197420	Leekemase Gadson 140033 - 00 Prog Dir/New Stdnt/Parent Prgs	
W10241718	Dante Lamar Pelzer 140002 - 01 Prog Dir/Mitcltrl Stdnt Life	
W12023042	Michael Ray Rapay 140021 - 00 Asst Dir/Campus Prog	
W10253783	Frederick Grant Scurry 240013 - 00 AsstDn/Stdts/DirWstCtr/RecSvcs	

Completed
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### Proxy Set Up

Approvers should set up at least one proxy for when you are not available to approve time/leave. You can access the Proxy Setup from the Employee Portal within the Time Approval channel or from within the Employee Detail SSB menu, on the Time Sheet or Leave Report options.

Simply select an approver from the drop-down list, check the box to ADD the person, then click the SAVE button. To remove a proxy, click the REMOVE check box and click SAVE. If the proxy you would like to select is not in the drop down list, please notify the payroll department.