

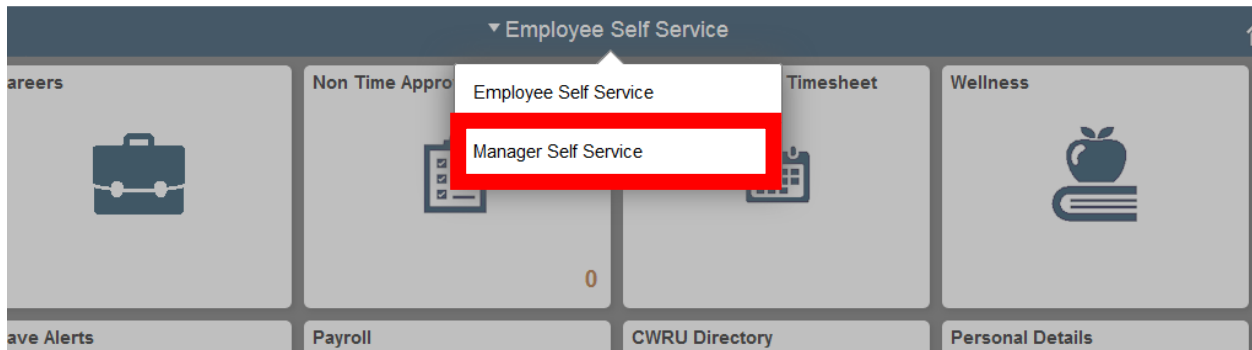
**Employee Time Approval**

**Procedure**

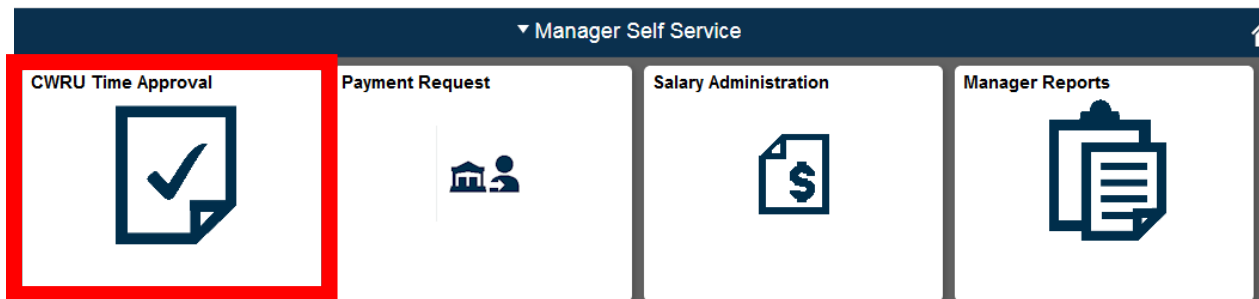
Managers can use the Time Approval function to view employee time sheets and approve their time entries. **Note:** Payroll cut-off dates can be found at this link:

<http://www.case.edu/controller/>

Approver information for the Staff Hybrid Work Program can be found at the end of this document on page 9.



Step	Action
1.	Select the <b>Manager Self Service</b> home page.
2.	Select the <b>CWRU Time Approval</b> tile.





Group ID Begins with

Search

879 rows

1	101000-EXEMPT
2	101000-NONEX
3	101000-STUDENT
4	101701-EXEMPT
5	101701-STUDENT

Step	Action
3.	The Time Approval Search page appears. The departments available to approve will be displayed.
4.	Scroll through the list or type in the department and select <b>Search</b> .
5.	<p>The Time Approval Summary page appears. All employees that you supervise in the selected department will appear in the list.</p> <p>Each employee has a data row, which includes the following items:</p> <ul style="list-style-type: none"> <li><b>Empl ID</b> (employee ID)</li> <li><b>Name</b></li> <li><b>Dept</b> (department)</li> <li><b>Job Title</b></li> <li><b>Employee Class</b></li> <li><b>Total Hours</b> (year to date)</li> <li><b>Status</b>.</li> </ul>



Case Time Approval		Time Approval Summary							
Group 222222 -NONEX				Dept 222222 Non-Exempt Staff					
Empl ID	Rcd Nbr	Name	Dept	Job Title	Employee Class	GL Pay Type	Total Hours	Status	Details
1	1234567	0 User1, Test	222222	Department Assistant 3	Staff Nonexempt 37.5 hr wk	515500	90.00	Needs Approval	
2	2345678	0 User2, Test	222222	Department Assistant 3	Staff Nonexempt 37.5 hr wk	515500	75.00	Needs Approval	
3	3456789	0 User3, Test	222222	Coordinator	Staff Nonexempt 37.5 hr wk	515500	150.00	Partially Approved	
4	4567890	0 User4, Test	222222	Coordinator NE	Staff Nonexempt 40 hr wk	515600	160.00	Partially Approved	
5	5678901	0 User5, Test	222222	Executive Aide	Staff Nonexempt 37.5 hr wk	515500	150.00	Needs Approval	
6	6789012	0 User6, Test	222222	Coordinator	Staff Nonexempt 37.5 hr wk	515500	150.00	Partially Approved	
Total Employees 6					Total Hours 775.00				

Step	Action
6.	<p>To view an employee's time sheet, click the <b>Details</b> look up button (magnifying glass).</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px 0;"> <p style="text-align: center; margin: 0;"><b>Details</b></p> <div style="text-align: center; margin: 5px 0;"> </div> </div>



← Time Approval Summary
Exception Time Entry Approval

Employee ID: 5678901      Title: Executive Aide      Rcd: 0      Department: User5, Test

Empl Class: Staff Nonexempt 37.5 hr wk      Department: CWRU Department

Available Leave Hours: Sick: 1131.75      Vacation: 120.88      Last Updated:

FLSA Status: Nonexempt      Std Weekly Hours: 37.50

Current Pay Period: Start: 02/16/2020      End: 02/29/2020

Total Entries: 5      Total Hours: 37.50

Exception Time Entries

*Date	Day	*TRC	Hours	Default Speed Type	Override Speed Type	Apprv	Dispute	Reason Code	Comments
12/02/2019	Mon	REG	7.50	OPR222222	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		
12/03/2019	Tue	REG	7.50	OPR222222	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		
12/04/2019	Wed	REG	7.50	OPR222222	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		
12/09/2019	Mon	REG	7.50	OPR222222	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		
12/20/2019	Fri	REG	7.50	OPR222222	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		

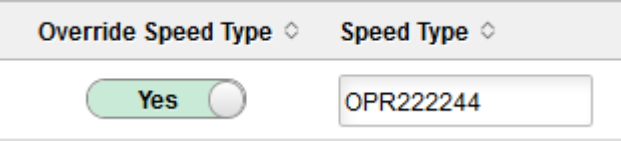
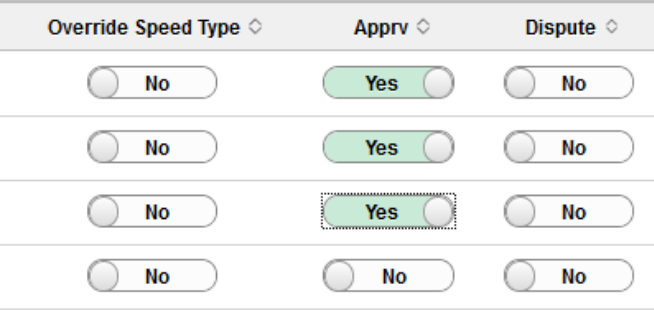
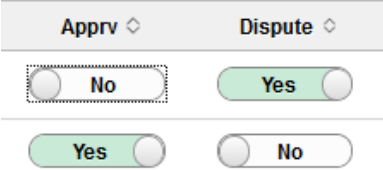
\*Through: 02/21/2020

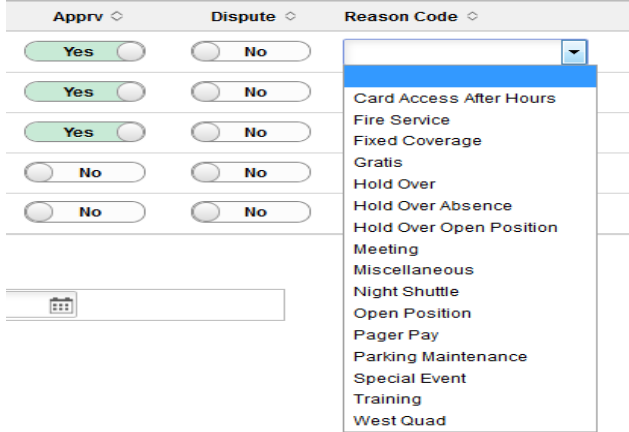
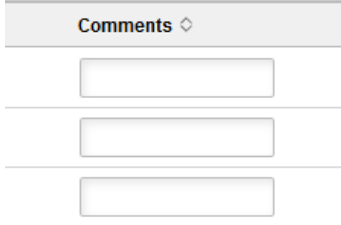

      


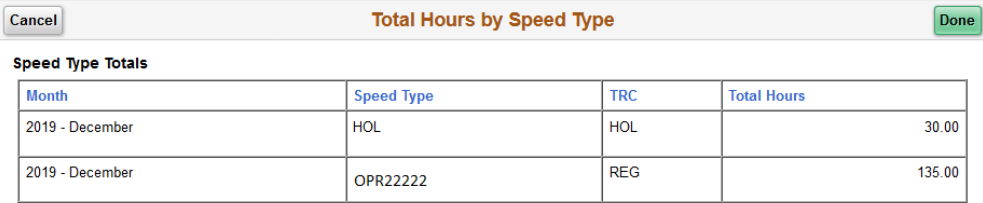
Speed Type Totals


Step	Action
7.	<p>The <b>Exception Time Entry Approval</b> page appears.</p> <p>The <b>Current Pay Period</b> field displays the <b>Start</b> and <b>End</b> date of the employee's current pay period.</p>
8.	<p>The <b>Date</b> column displays the date for each time entry row. Each row can represent a maximum of one calendar day.</p> <p>Single days may be split into more than one time entry row if multiple Time Reporting Codes (TRCs) or Speed Types are used.</p>
9.	<p>The <b>TRC</b> column displays the <b>Time Reporting Code</b> for each time entry row.</p> <p>To change a TRC, select an entry from the drop down list.</p>



Step	Action
10.	The <b>Hours</b> field contains the total hours the employee worked for a single time entry row.
11.	<p>Click the <b>Override Speed Type</b> check box to enter a different Speed Type and enter the new <b>Speed Type</b> code into the block provided.</p> 
12.	<p>Change the radio button to Yes into the <b>Apprv</b> column for each time entry row you wish to approve.</p> 
13.	<p>If you disagree with the way an employee coded a particular time entry, use the <b>Dispute</b> check box. You will need to contact the employee and HR if need be.</p> 

Step	Action
14.	<p><b>Non-exempt</b> employees have a <b>Reason Code</b> drop down list for each time entry row. This list contains descriptions that are typically entered for non-standard TRCs and should only be used when the Reason Code specifically applies to the time entry.</p> 
15.	<p>A <b>Comment</b> field is available to enter more information.</p> 
16.	<p>You can add or remove time entry rows using the <b>Add</b> and <b>Delete</b> buttons.</p> 

Step	Action
17.	<p><b>Non-exempt</b> employee time sheets have helpful links included at the bottom of the screen.</p> <p>Click the <b>Speed Type Totals</b> link.</p> 
18.	<p>The <b>Total Hours by Speed Type</b> page displays the total hours per TRC, Speed Type and Month for the employee.</p> <p><b>Note:</b> Vacation, Sick and Holiday pay are provided from the department's home Speed Type.</p> 
19.	<p>Click the <b>Return</b> button.</p>

Step	Action
20.	<p>To approve all employee time entry rows up to the current date, click the <b>Approve All</b> button.</p> <p><b>Note:</b> The current system date is initially displayed in the <b>Through</b> field.</p> 


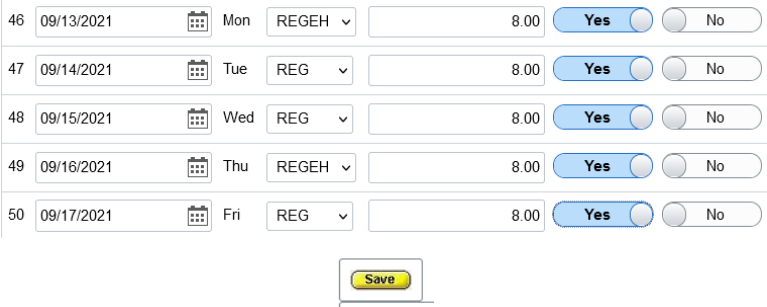
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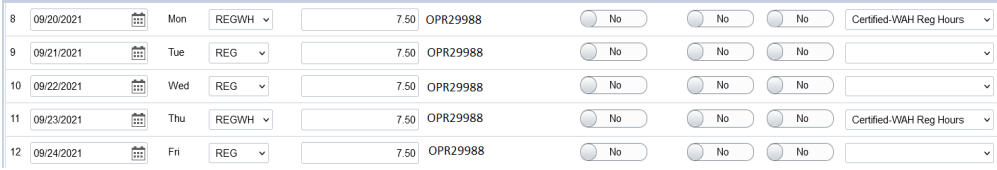
<http://www.case.edu/controller/>

Time entry must be completed and approved by the appropriate cut-off dates.


Step	Action
21.	<p><b>Note:</b> Clicking the <b>Approve all</b> button (without the <b>Through Date</b>) may cause future time entry rows to be approved. <b><i>It is university policy that time cannot be approved in advance of the employee actually working it.</i></b></p>
22.	To remove the approval check marks from all time entry rows, click the <b>Unapprove All</b> button.
23.	Click the <b>Save</b> button.
24.	Click the <b>Return</b> button.



Step	Action – <b>Staff Hybrid Work Program</b>
25.	Managers will be required to approve all remote work time for both exempt and non-exempt employees.  <a href="https://case.edu/hr/worklife/staff-hybrid-work-program">https://case.edu/hr/worklife/staff-hybrid-work-program</a>
26.	Exempt employees will have one <b>TRC</b> code for the work from program: <b>REGEH</b>  
27.	Approvers will approve time rows as indicated in previous steps and click the <b>Save</b> button before leaving the page.  

Step	Action – <b>Staff Hybrid Work Program</b>																																																		
28.	Non-Exempt employees will have two different codes depending on whether they worked <b>approved</b> overtime while working remotely.																																																		
29.	Each of the new <b>TRC</b> codes also requires a certification from the employee of the hours worked remotely. That certification is populated in the <b>Reason Code</b> drop down box.																																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Code</th> <th style="width: 40%;">Reason</th> <th style="width: 40%;">Certification</th> </tr> </thead> <tbody> <tr> <td>REGWH</td> <td>Normal hours worked with no overtime</td> <td>Certified-WAH Reg Hours</td> </tr> <tr> <td>RGWHO</td> <td>Normal hours worked with overtime</td> <td>Certified-WAH Reg/OT Hours</td> </tr> </tbody> </table>	Code	Reason	Certification	REGWH	Normal hours worked with no overtime	Certified-WAH Reg Hours	RGWHO	Normal hours worked with overtime	Certified-WAH Reg/OT Hours																																									
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30.	<p>Non-Exempt employees not working overtime will use the <b>REGWH</b> TRC code. The <b>Reason Code</b> field also must be updated to certify that the employee worked the entered hours remotely.</p>  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td style="width: 5%;">8</td> <td style="width: 15%;">09/20/2021</td> <td style="width: 5%;">Mon</td> <td style="width: 10%;">REGWH</td> <td style="width: 10%;">7.50</td> <td style="width: 10%;">OPR29988</td> <td style="width: 10%;"><input type="radio"/> No</td> <td style="width: 10%;"><input type="radio"/> No</td> <td style="width: 10%;"><input type="radio"/> No</td> <td style="width: 25%;">Certified-WAH Reg Hours</td> </tr> <tr> <td>9</td> <td>09/21/2021</td> <td>Tue</td> <td>REG</td> <td>7.50</td> <td>OPR29988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td></td> </tr> <tr> <td>10</td> <td>09/22/2021</td> <td>Wed</td> <td>REG</td> <td>7.50</td> <td>OPR29988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td></td> </tr> <tr> <td>11</td> <td>09/23/2021</td> <td>Thu</td> <td>REGWH</td> <td>7.50</td> <td>OPR29988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td>Certified-WAH Reg Hours</td> </tr> <tr> <td>12</td> <td>09/24/2021</td> <td>Fri</td> <td>REG</td> <td>7.50</td> <td>OPR29988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td></td> </tr> </tbody> </table>	8	09/20/2021	Mon	REGWH	7.50	OPR29988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	Certified-WAH Reg Hours	9	09/21/2021	Tue	REG	7.50	OPR29988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		10	09/22/2021	Wed	REG	7.50	OPR29988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		11	09/23/2021	Thu	REGWH	7.50	OPR29988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	Certified-WAH Reg Hours	12	09/24/2021	Fri	REG	7.50	OPR29988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	
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32.	<p>For Non-Exempt employees working <b>approved</b> overtime the <b>RGWHO</b> TRC code will be used. The <b>Reason Code</b> field also must be updated to certify that the employee worked remotely with overtime.</p> <table border="1" data-bbox="402 520 1393 709"> <tbody> <tr> <td>13</td> <td>09/27/2021</td> <td>Mon</td> <td>REGWH</td> <td>7.50</td> <td>OPR299988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td>Certified-WAH Reg Hours</td> </tr> <tr> <td>14</td> <td>09/28/2021</td> <td>Tue</td> <td>REG</td> <td>7.50</td> <td>OPR299988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td></td> </tr> <tr> <td>15</td> <td>09/29/2021</td> <td>Wed</td> <td>REG</td> <td>7.50</td> <td>OPR299988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td></td> </tr> <tr> <td>16</td> <td>09/30/2021</td> <td>Thu</td> <td>OPT</td> <td>7.50</td> <td>OPR299988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td></td> </tr> <tr> <td>17</td> <td>09/30/2021</td> <td>Thu</td> <td>OTS</td> <td>7.50</td> <td>OPR299988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td></td> </tr> <tr> <td>18</td> <td>09/30/2021</td> <td>Thu</td> <td>RGWHO</td> <td>7.50</td> <td>OPR299988</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td>Certified-WAH Reg/OT Hours</td> </tr> </tbody> </table> <p>Overtime will be entered the same, whether working remotely or from campus. Overtime will not be paid until the supervisor has approved the time.</p>	13	09/27/2021	Mon	REGWH	7.50	OPR299988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	Certified-WAH Reg Hours	14	09/28/2021	Tue	REG	7.50	OPR299988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		15	09/29/2021	Wed	REG	7.50	OPR299988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		16	09/30/2021	Thu	OPT	7.50	OPR299988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		17	09/30/2021	Thu	OTS	7.50	OPR299988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No		18	09/30/2021	Thu	RGWHO	7.50	OPR299988	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	Certified-WAH Reg/OT Hours
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34.	<p>FLEX time details:</p> <ul style="list-style-type: none"> <li>• Available for Non-Exempt and Exempt employees not eligible for the Staff Hybrid Work Program and not permitted if an employee is participating in the Staff Hybrid Work Program</li> <li>• Employees may use the equivalent of three FLEX days per fiscal year</li> <li>• The minimum period that FLEX can be used is a half a day</li> <li>• Managers can use the <b>Manager Time Entry History</b> feature on the <b>Manager Reports</b> tile to see an employee's history of using FLEX</li> </ul> <div data-bbox="808 772 980 919" style="text-align: center;">  </div>																								
35.	<p><b>Non-Exempt</b></p> <table border="1" data-bbox="407 993 1390 1129"> <tbody> <tr> <td>21</td> <td>09/28/2021</td> <td></td> <td>Tue</td> <td>FLEX</td> <td>7.50</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> <tr> <td>22</td> <td>09/29/2021</td> <td></td> <td>Wed</td> <td>FLEX</td> <td>7.50</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> <tr> <td>23</td> <td>09/30/2021</td> <td></td> <td>Thu</td> <td>FLEX</td> <td>7.50</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> </tbody> </table>	21	09/28/2021		Tue	FLEX	7.50	<input type="radio"/> No	<input type="radio"/> No	22	09/29/2021		Wed	FLEX	7.50	<input type="radio"/> No	<input type="radio"/> No	23	09/30/2021		Thu	FLEX	7.50	<input type="radio"/> No	<input type="radio"/> No
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36.	<p><b>Exempt</b></p> <table border="1" data-bbox="407 1266 1390 1423"> <tbody> <tr> <td>31</td> <td>09/28/2021</td> <td></td> <td>Tue</td> <td>FLEX</td> <td>8.00</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> <tr> <td>32</td> <td>09/29/2021</td> <td></td> <td>Wed</td> <td>FLEX</td> <td>8.00</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> <tr> <td>33</td> <td>09/30/2021</td> <td></td> <td>Thu</td> <td>FLEX</td> <td>8.00</td> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> </tbody> </table>	31	09/28/2021		Tue	FLEX	8.00	<input type="radio"/> No	<input type="radio"/> No	32	09/29/2021		Wed	FLEX	8.00	<input type="radio"/> No	<input type="radio"/> No	33	09/30/2021		Thu	FLEX	8.00	<input type="radio"/> No	<input type="radio"/> No
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