



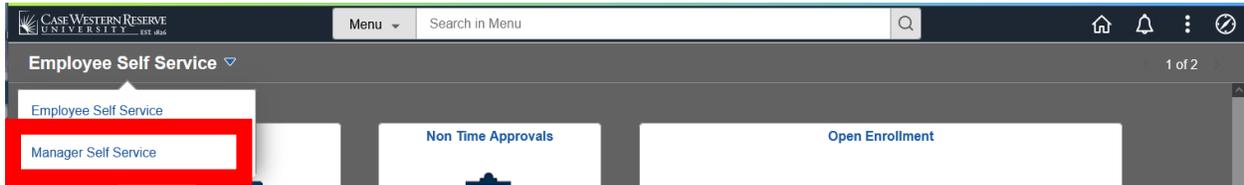
Employee Time Approval

Procedure

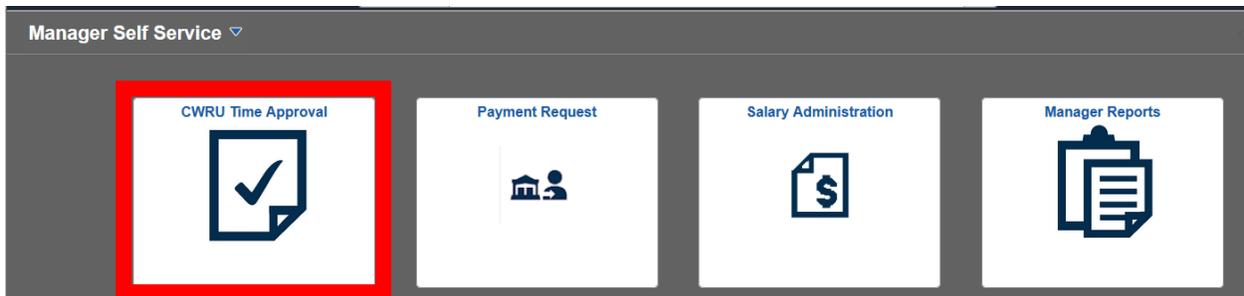
Managers can use the Time Approval function to view employee time sheets and approve their time entries. **Note:** Payroll cut-off dates can be found at this link:

<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 Manager Self Service home page.
2.	Select the CWRU Time Approval 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 Search .
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"> Empl ID (employee ID) Name Dept (department) Job Title Employee Class Total Hours (year to date) Status.



Case Time Approval		Time Approval Summary							
Group 222222 -NONEX				Dept 222222 Non-Exempt Staff				6 rows	
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 Details look up button (magnifying glass).</p> <div style="text-align: center;">  </div>



← Time Approval Summary
Exception Time Entry Approval

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

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

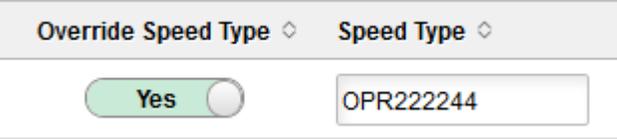
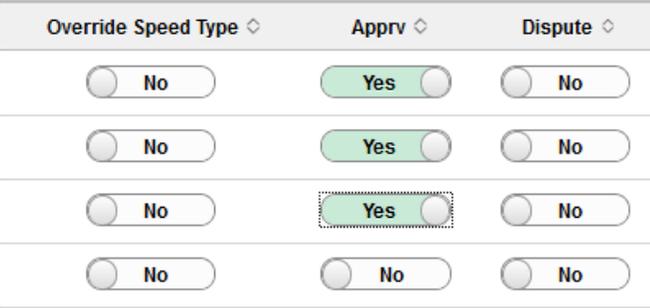
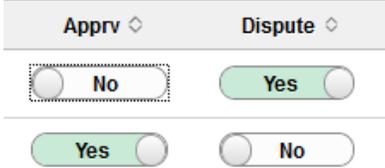
Approve all Unapprove all Approve all *Through 02/21/2020

Save Next in List Previous in List

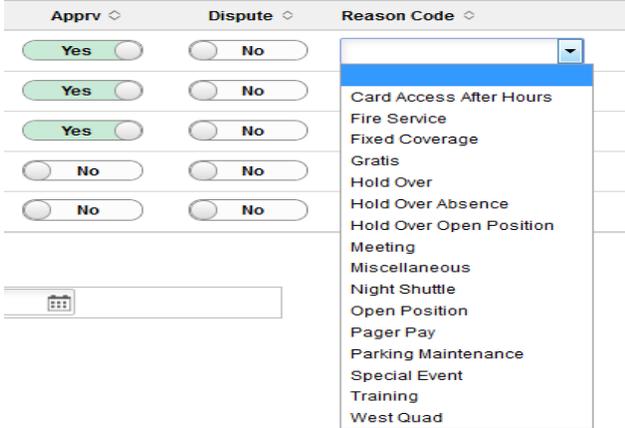
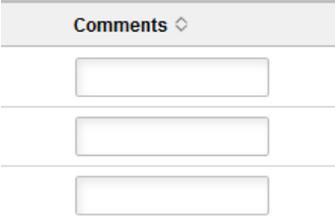
Speed Type Totals

Step	Action
7.	<p>The Exception Time Entry Approval page appears.</p> <p>The Current Pay Period field displays the Start and End date of the employee's current pay period.</p>
8.	<p>The Date 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 TRC column displays the Time Reporting Code for each time entry row.</p> <p>To change a TRC, select an entry from the drop down list.</p>

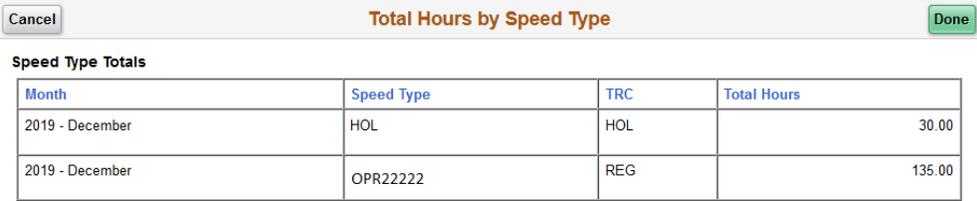


Step	Action
10.	The Hours field contains the total hours the employee worked for a single time entry row.
11.	<p>Click the Override Speed Type check box to enter a different Speed Type and enter the new Speed Type code into the block provided.</p> 
12.	<p>Change the radio button to Yes into the Apprv 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 Dispute check box. You will need to contact the employee and HR if need be.</p> 



Step	Action
14.	<p>Non-exempt employees have a Reason Code 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 Comment field is available to enter more information.</p> 
16.	<p>You can add or remove time entry rows using the Add and Delete buttons.</p> 



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



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

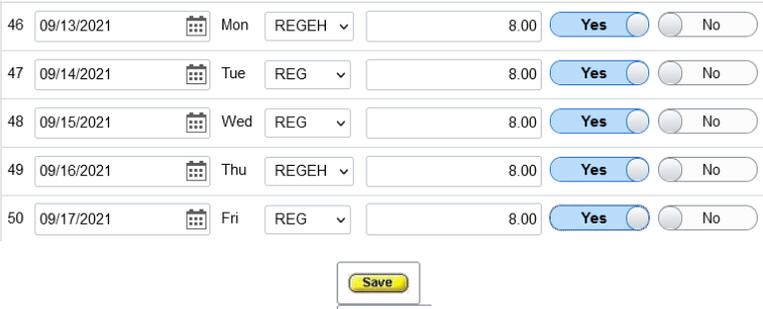
Payroll cut-off dates can be found at this link:

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

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

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



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

Step	Action – Staff Hybrid Work Program																																																						
28.	Non-Exempt employees will have two different codes depending on whether they worked approved overtime while working remotely.																																																						
29.	Each of the new TRC codes also requires a certification from the employee of the hours worked remotely. That certification is populated in the Reason Code drop down box.																																																						
	<table border="1"> <thead> <tr> <th>Code</th> <th>Reason</th> <th>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 REGWH TRC code. The Reason Code field also must be updated to certify that the employee worked the entered hours remotely.</p>  <table border="1"> <thead> <tr> <th>Date</th> <th>Day</th> <th>TRC Code</th> <th>Hours</th> <th>OPR Code</th> <th>OT</th> <th>OT</th> <th>OT</th> <th>Certification</th> </tr> </thead> <tbody> <tr> <td>09/20/2021</td> <td>Mon</td> <td>REGWH</td> <td>7.50</td> <td>OPR29988</td> <td>No</td> <td>No</td> <td>No</td> <td>Certified-WAH Reg Hours</td> </tr> <tr> <td>09/21/2021</td> <td>Tue</td> <td>REG</td> <td>7.50</td> <td>OPR29988</td> <td>No</td> <td>No</td> <td>No</td> <td></td> </tr> <tr> <td>09/22/2021</td> <td>Wed</td> <td>REG</td> <td>7.50</td> <td>OPR29988</td> <td>No</td> <td>No</td> <td>No</td> <td></td> </tr> <tr> <td>09/23/2021</td> <td>Thu</td> <td>REGWH</td> <td>7.50</td> <td>OPR29988</td> <td>No</td> <td>No</td> <td>No</td> <td>Certified-WAH Reg Hours</td> </tr> <tr> <td>09/24/2021</td> <td>Fri</td> <td>REG</td> <td>7.50</td> <td>OPR29988</td> <td>No</td> <td>No</td> <td>No</td> <td></td> </tr> </tbody> </table>	Date	Day	TRC Code	Hours	OPR Code	OT	OT	OT	Certification	09/20/2021	Mon	REGWH	7.50	OPR29988	No	No	No	Certified-WAH Reg Hours	09/21/2021	Tue	REG	7.50	OPR29988	No	No	No		09/22/2021	Wed	REG	7.50	OPR29988	No	No	No		09/23/2021	Thu	REGWH	7.50	OPR29988	No	No	No	Certified-WAH Reg Hours	09/24/2021	Fri	REG	7.50	OPR29988	No	No	No	
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32.	<p>For Non-Exempt employees working approved overtime the RGWHO TRC code will be used. The Reason Code field also must be updated to certify that the employee worked remotely with overtime.</p> <table border="1" data-bbox="402 520 1398 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"> • 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 • Employees may use the equivalent of three FLEX days per fiscal year • The minimum period that FLEX can be used is a half a day • Managers can use the Manager Time Entry History feature on the Manager Reports tile to see an employee’s history of using FLEX <div data-bbox="808 772 979 919" style="text-align: center;">  </div>																								
35.	<p>Non-Exempt</p> <table border="1" data-bbox="407 989 1382 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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