ezLaborManager.

Supervisor Quick Reference Card

Editing Employee Timecards

Home

1. Edit Exceptions by Employee:

From the Home Page:

- In the Exceptions by Employee box, click on the **Employees in Current Pay Period** link.
  - *Only those employees with exceptions will be displayed.*
- In the Time Pair Exceptions column, click on the number link (e.g., **2**) next to the employee whose timecard you wish to edit.
  - *The employee's timecard exceptions will be displayed.*

To Select a Solution:

- For each exception with a Solution... drop-down box, click on the arrow and select a solution that is applicable to the exception.
  - *Select **Note** to acknowledge the exception without making an edit.*
  - *Select **Use Schedule** to automatically replace the exception with time from the employee's schedule.*
  - *Select **Approve** to approve the time pair.*
- Click on the Submit button.
  - *You will receive an "Operation Successful" message*.

To Edit a Time Pair:

- Click on the time pair link that you wish to edit (e.g., **08:00 AM - 05:00 PM**).
  - *You will be brought to a detailed display of the time pair where you can edit the punches.*
- Make corrections as needed. (To choose the time pair for deletion, click in the corresponding **Select** check box, then click on the Delete button. A marked for deletion X icon will display to the left in the time pair row.)
- Click on the Submit button. (If a time pair is being deleted, a confirmation message will display. Click **OK** to proceed.)
  - *You will receive an "Operation Successful" message.*
- Click on the **Time Pairs for Employee With Exceptions** link to return to the list of timecard exceptions for the selected employee.
- Repeat the process to edit each time pair exception.
- When you have completed correcting exceptions for the selected employee, click on the **Employees with Exceptions in Current Pay Period** link to return to the list of employees with timecard exceptions. Repeat the instructions in Step 1 for each employee with timecard exceptions.
- When you are finished editing employee timecard exceptions, click on the **Home** link to return to the Home page.

2. Check for Timecards Unapproved by Employees: *(If applicable)*

From the Home Page:

- In the Employees with Unapproved Timecard box, click on the **Employees in Current Pay Period** link.
  - *A list of employees who have not yet approved their timecards will be displayed.*
- Click in the **Notify** check box at the top of the table to select all of the listed employees, then click on the Notify button.
  - *You will receive an "Operation Successful" message. Each employee will be sent a system-generated e-mail with a reminder to approve his/her timecard.*

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3. Approve Employee Timecards:

From the Home Page:

- In the Exceptions by Employee box, click on the **View By Type** link.
  - *A list of the types of exceptions and total number of each will be displayed.*
- Click in the **Current** (Pay Period) radio button to select it.
  - *The exceptions list will display only those within the current pay period.*

To Approve Employee Time:

- In the Exceptions column, click on the **Supervisor Approval Required** link.
- If the Summary View is not displayed, click on the Summary View tab.
- You may refine the displayed time period by clicking on the arrows in the **Pay Date Range** and/or **Pay Cycle** drop-down boxes and making a selection.
- Click in the check box at the top of the **Select** column to select all employees for approval of all displayed hours. (Or click in the check boxes next to individual employees.)
  - *A breakdown of the total unapproved hours for each earnings code can be viewed in the table.*
- Click on the Approve button.
  - *You will receive an "Operation Successful" message. Approved time will be removed from the table. Only 20 employees can be displayed at one time. If there are more employees with unapproved hours, they will be added to the table after approving existing employee rows. You may also view additional employees by clicking on the **Next** link.*

To Approve Supplemental Earnings: *(If applicable)*

- In the Exceptions column, click on the **Supplemental Earnings Supervisor Approval Required** link.
- Click in the **Approve** check box at the top left of the table to select all employees for approval of all displayed supplemental earnings. (Or click in the check boxes next to individual employees.)
  - *A breakdown of the unapproved supplemental earnings can be viewed in the table.*
- Click on the Submit button.
  - *Approved supplemental earnings will be removed from the table.*

4. Run the Employee Daily Totals Report:

- Click on the Reports icon at the top of the screen.
  - *The Reports - Home screen will display in a new window.*
- Click on the **Supervisor Reports** link.
  - *The list of available reports will display.*
- Click on the button for the Employee Daily Totals Report.
  - *Another window will open, displaying the report.*
- Click on the button to send the report to your printer.
  - *Check that your printer Properties are configured to print in Landscape format.*

User Emulation

Start Emulating Another User

5a. To Start Emulating Another User:

This feature is generally used when a supervisor will be unable to review and edit employee timecards and wishes to allow another supervisor to temporarily perform those tasks on his/her behalf. (Note: ezLaborManager will log the edit audit under the supervisor who logs in and actually makes the changes.)

- Click on the Options icon at the top of the screen.
  - The User Emulation screen will display.

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- Click in the **Emulate** check box to select it.
- Click on the arrow in the **Emulate** drop-down box and select the supervisor that you wish to emulate.
  - *Supervisors that you can emulate are designated by an administrator or another supervisor.*
- Click on the Submit button.
  - *You will receive the following message: "Emulation settings updated. You will see the effect the next time you change pages or reload a page."*
- Click on the Close button.
  - *You will be returned to the Supervisor Services screen. Following your next page selection, user emulation will be activated and the name of both the current user and the supervisor being emulated will be displayed across the top of the screen. All information displayed will be for employees assigned to the emulated user.*

Stop Emulating Another User

5b. To Stop Emulating Another User:

- Click on the Options icon at the top of the screen.
  - *The User Emulation screen will display.*
- Click in the **Emulate** check box to deselect it.
- Click on the Submit button.
  - *You will receive the following message: "Emulation settings updated. You will see the effect the next time you change pages or reload a page."*
- Click on the Close button.
  - *You will be returned to the Supervisor Services screen. Following your next page selection, user emulation will be deactivated. The name of the current user will be displayed across the top of the screen. All information displayed will be for employees assigned to the current user.*

Allow Another Supervisor to Emulate You

5c. To Allow Another Supervisor to Emulate You:

There may be times that you will need to allow other supervisors to emulate you, for example, when you are on vacation or out sick.

- Click on the Options icon at the top of the screen.
  - *The User Emulation screen will display.*
- From the **Available** list box, click on the name of the supervisor whom you wish to allow to emulate you (or to select multiple supervisors, hold down the **Ctrl** key on your keyboard and click on the desired supervisor names).
- Click on the ► button to move the selected supervisor(s) into the **Selected** list box.
- To remove a selected supervisor from the **Selected** list box, click on a name to select it, then click on the ◄ arrow.
- Click on the Submit button.
  - *The selected supervisors will now be able to choose you to emulate when they log in to ezLaborManager.*
- Click on the Close button.
  - *You will be returned to the Supervisor Services screen.*

Viewing Employee Information

Group Labor

To View Groups of Employee Time Pairs:

- Click on the **Group Labor** tab.
  - *Today's time pairs for your employees will be displayed.*
- To view a different time period, click on the arrow in the **Date** drop-down box and select the time period that you want to view.

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To Print an Employee's Timecard Information:

- Click on the **Group Labor** tab.
- Click on the **Timecard Manager** link.
- Click on the button at the top of the Group Labor page to view a list of employees. Click on the name of the employee whose timecard you wish to view.
  - *The employee's timecard will be displayed.*
- Click on the arrow in the **Pay Date Range** drop-down box and select the time period that you want to view.
- Click on the **Printable View** link.
  - *A window will open that displays the employee timecard details for the selected dates. You may collapse or expand the individual categories to view their details. Only expanded categories will print.*
- Click on the Print button.

Schedules

To View or Assign Schedules:

Refer to the *ezLaborManager Scheduling Guide* for detailed information on working with schedules.

My Employees

To View Employee Timecards:

- Click on the **My Employees** tab.
- Click on the button at the top of the My Employees page to view a list of employees. Click on the name of the employee whose timecard you wish to view.
  - *The employee's timecard will be displayed.*
- Click on the arrow in the **Date Selection** drop-down box and select the pay period that you wish to view (or click the button and select a pay period).

To Edit a Time Pair (Actual):

- Click on the time pair link that you wish to edit (e.g., **08:00 AM - 05:00 PM**).
  - *Note: Multiple time pairs will be combined into a single time pair for any given day (e.g., time pairs 8:00 AM - 4:00 PM and 5:00 PM - 9:00 PM will display as **8:00 AM - 9:00 PM**).*
- All time pairs for the selected day will display individually in the Timecard Manager. Make adjustments as needed. (To choose a time pair for deletion, click in the corresponding **Select** check box, then click on the Delete button. A marked for deletion icon will display to the left in the time pair row.)
- Click on the Submit button. (If a time pair is being deleted, a confirmation message will display. Click **OK** to proceed.)
  - *You will receive an "Operation Successful" message.*
- Click on the **My Employees** link to return to the employee's timecard.

To Edit a Time Pair (Schedule):

To make changes to an existing schedule time pair:

- Click on the time pair link that you wish to edit (e.g., **08:00 AM - 05:00 PM**).
  - *Note: Multiple time pairs will be combined into a single time pair for any given day (e.g., time pairs 8:00 AM - 4:00 PM and 5:00 PM - 9:00 PM will display as **8:00 AM - 9:00 PM**).*
- If the time pair clicked in the above step contained multiple combined time pairs, they will now be displayed individually on the left. If this is the case, click on the time pair that you wish to edit.

- Make adjustments as needed, then click on the Submit button. (Or to delete the time pair, click on the Delete button, then click **OK** in the confirmation message.)
  - ➢ *You will receive an "Operation Successful" message.*
- Click on the **My Employees** link to return to the employee's timecard.

To add an additional schedule to a day with an existing schedule time pair:

- Click on the link for the existing time pair (e.g., **08:00 AM - 05:00 PM**).
- Click on the **New Schedule** link.
- Enter the new schedule time pair details, then click on the Submit button.
  - ➢ *You will receive an "Operation Successful" message. A link for each of the time pairs will display.*
- Click on the **My Employees** link to return to the employee's timecard.

To View an Employee's 4-week Schedule:

- Click on the **Schedule** link in the Timecard at a Glance section.
  - ➢ *The employee's schedule for a 4-week period will be displayed.*
- Click on the arrows ◄► to scroll back or forward four weeks at a time.
- Click on the **My Employees** link to return to the employee's timecard.

To View the Detail of an Earnings Code:

- Click on the Earnings Code link (e.g., **Vacation**) in the Payroll Summary box at the bottom of the screen.
- Click on the Close button to return to the employee's timecard.

To View the Audit Trail:

- Click on the **View Edit Audit History** link.
- Click on an edit entry link to view more detail.
- Click on the Close button to return to the employee's timecard.

To View Employee Attendance Exceptions:

- Click on the **My Employees** tab.
- Click on the button at the top of the My Employees page to view a list of employees. Click on the name of the employee whose attendance exceptions you wish to view.
  - ➢ *The employee's timecard will be displayed.*
- Click on the **Attendance** page link.
- Click on the **Attendance Exceptions** link.
  - ➢ *The employee's attendance exceptions for the last 24 weeks will be displayed. You may select a different time frame to view using the **Specify Date Range** drop-down menus/text boxes. You may select a specific exception type to view by using the **Tracking Code** drop-down menu.*

To View the Details of a Tracking Code:

- In the Number of Records column of the table, click on the number link (e.g., **2**) for the exception type tracking code that you wish to view (e.g., Vacation).
  - ➢ *A detailed breakdown of each occurrence will be displayed.*

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To View Employee Benefit Balances:

- Click on the **My Employees** tab.
- Click on the button at the top of the My Employees page to view a list of employees. Click on the name of the employee whose benefit balance information you wish to view.
  - ➢ *The employee's timecard will be displayed.*
- Click on the **Benefits** page link.
  - ➢ *The employee's benefit balances, as well as holiday information will be displayed.*

To View Benefit Information in Detail:

- Click on the link in the Description column for the benefit that you wish to view (e.g., **Sick Time**).
  - ➢ *The accrual benefit detail will be displayed.*
- Click on any of the number links (e.g., **80.00**) in the Year to Date or All column to view transaction details for the selected benefit.
  - ➢ *A detailed transaction breakdown of the selected category for the benefit will display. (If the **Total Hours Balance** link is clicked, a running Balance column will display.)*
- By default, all benefit transactions will be displayed. If you wish to choose what transactions are displayed, you may select the transaction type (click on the arrow in the **Specify Type** drop-down box and choose an option) and/or the date range (click on the arrow in the **Specify Date Range** drop-down box and choose an option, or click on the buttons to select the dates from the calendars, then click on the Find button).
  - ➢ *A detailed transaction breakdown of the selected type and/or date range for the benefit will display. (If **All** is selected in the **Specify Type** drop-down box, a running Balance column will display.)*
- If a **Used** link is displayed, you may click on it to view the details of that transaction (e.g., earnings code, time pair notes, etc.). Click on the Close button to return to the benefit details table.
- Click on the **My Employees – Benefits** link to return to the Benefits summary table for the selected employee.

To View Employee Personnel Information:

- Click on the **My Employees** tab.
- Click on the button at the top of the My Employees page to view a list of employees. Click on the name of the employee whose personnel information you wish to view.
  - ➢ *The employee's timecard will be displayed.*
- Click on the **Information** page link.
  - ➢ *Available employee information links (e.g., **Personal**, **Service Dates**, **Security Groups**) will display on the left side of the screen. (Viewing options may vary.)*
- Click on the link for the employee information that you wish to view.

To Print Employee Information:

- Click on the **Printable View** link.
  - ➢ *A window will open that displays all of the Employee Information options. You may collapse or expand the individual options to view their details. Only expanded options will print.*
- Click on the Print button.