Timecard Management For Managers

Guide Objectives:
This guide is aimed at Hiring Managers and aims to provide users with the key information required to edit, approve and create timecards on behalf of your staff, as well as some detail on what information different areas within Time Management provide.

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Manager Responsibilities

Line Managers will have responsibility to check the timecard information that has been submitted by your casual worker. You are able to view and amend the submitted timecards within the system.

If timecards have met the worker submission deadline they will be auto-authorised by Worklink each month to meet the final payroll deadline.

Home Page

1. Open the Core application and click on Company Single Sign-On
2. Log into the Core HR system using your University username and password.
3. Line Managers will have an infolet on their homepage, which details the casual worker hours that have been submitted by their staff that week and require approval.
Time Management Overview

1. Once logged in, navigate to Time Management from the side task bar by clicking on the filing cabinet icon, expanding the My Client Groups section and clicking on Time Management.

   - Once this has been selected, the Time Management Overview screen will appear. This provides an overview of the time cards that are in the system, the status and any exceptions that need resolving.

   - From here you can undertake a number of useful actions:

   2. You can select a date range to show all submitted, approved, rejected timecards and any displaying errors within a specific period.

   3. You can search for casual workers by their employment type by selecting the relevant group from the drop down menu:
      - UOB Students – Returns all student casual timecards
      - UOB Casuals – Returns all non-student casual timecards

   4. You can check and edit the hours on timecards that have been submitted to you and review any timecards that are in error by clicking on the Submitted hyperlink in the Status Of Eligible Timecards section.
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Manage Timecards

- The Manage Timecards section is the most useful area within Time Management for Managers. Within this section you can:
  - Search for timecards
  - Edit submitted timecards
  - Create timecards on behalf of your staff
  - Approve or reject timecards.

To access this area click on the Manage Time Cards icon on the left of the Time Management page.

Search For Timecards

You can search for timecards on a number of criteria:
- Date Range – Returns any timecards within specified date range.
- Person Name – Search by staff first name or surname.
- Person Number – Search by Unique University ID.
- Group Name – Search by Student or Non-Student Casual workers.
- Status – Search by timecard status e.g. submitted, approved etc.
- Exception – Returns all timecards that have an exception e.g. Worklink Approval needed.
The status of a timecard can be found in the Time Management Overview page. The status of the timecard is determined by the stage of the process it is currently sitting and includes:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered</td>
<td>Worker is in the process of creating and/or editing a timecard.</td>
</tr>
<tr>
<td>Saved</td>
<td>Time has been entered and saved by the worker but not submitted.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Time has been entered and submitted for review and approval.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Time has been entered and submitted for approval but was rejected by the approver.</td>
</tr>
<tr>
<td>Approved</td>
<td>Time has been entered, submitted and approved.</td>
</tr>
<tr>
<td>In Error / Incomplete</td>
<td>An error has occurred in the time card due to time device data or validation rules. Worker is able to amend timecard to rectify.</td>
</tr>
</tbody>
</table>
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Editing Timecards

• Once you have completed your search you can review and edit the hours of any submitted timecards before they are auto-approved by Worklink.

To edit a submitted timecard click on the date hyperlink in the Time Card Period column.

2 Note – Please do not use the Edit & Approve button as all timecards are to be auto-approved by Worklink.

Edit Time Card

• The Edit Time Card screen provides Managers with key information relating to the assignment:

• Person Information – Shows details of the member of staff and their primary assignment information.

• Time Card Details – Details timecard period, status and any comments relating to the submission.

• Person Number Search – Returns information on every assignment that you manage for this member of staff.

• Time Entry – Shows the hours submitted against the assignment. It is here that you can edit the hours if incorrectly submitted.

• Detail the reason(s) for the change(s) in the notes section.

• When finishes editing click Next > Submit.
Creating Timecards On Behalf Of Casual Workers

- It is possible for Hiring Managers to submit a timecard on behalf of their casual workers. This however should only be in exceptional circumstances where the Casual Worker cannot access the system.
- To create a timecard first navigate to the Manage Time Cards section of the Time Management area.
  - Click the + icon.
  - Search for the person you would like to create a timecard for in the Person Name field. Using the individual’s surname is the most efficient way to search this field.
  - Select the period you want to create a timecard for using the calendar.
  - Click OK to go into the timecard screen.

- **Note** – Timecard periods always start on Monday. Click on the Monday of the relevant week to start a timecard for the correct period.
- **Note** - The only exception to this is if your staff member is a new starter. In this case please ensure that you select the employee’s actual start date, otherwise the system will not recognise the correct active assignment.
Creating Timecards On Behalf Of Casual Workers (2)

- The Create Timecard screen is the same format as editing a timecard. The Person Number Lookup box will aid you in identifying the correct assignment to record time against.
- Locate the person number at the top of the page under Person Information, enter this in the person lookup box and click Ok.
- The search results will return any assignments that you manage for this member of staff.
- Select the correct assignment by clicking on the Assignment Number.
- The Assignment the Time Type should be auto-populated depending on whether the employee is a student or non-student casual worker. If this is not pre-populated select from the drop down.
- Enter the hours worked:
  - For Student Casuals list the start and stop times
  - For Non-Student Casuals this will be the total hours worked.
- If the shift includes a break, or if it is a split shift:
  - Student Casual Workers – Enter the time that you clock out for your break into the stop field and then add a row below and input the hours worked for the second part of your shift.
  - Non-Student Casual Workers – Enter the time that is worked in the Quantity field.
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Regularly Occurring Issues:

Timecard Display Errors

If you see either of the following error messages please contact Worklink:

1. ‘Your Time Entry Profile settings do not Permit you do Create a Timecard for this Period’ – when trying to create a timecard

These error types result from the casual workers account being linked to an incorrect HCM Group. HCM Groups determine whether a person sees the Student timecard, Non-Student timecard or Employee overtime timecard.