

Timesheet Application

Supervisor User Guide

March 11, 2017



Version 1
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1. Introduction

The College implemented a new Timesheet system to ensure Fair Labor Standard Act (FLSA) compliance for the full time salary non-exempt employees.


- Per the Fair Labor Standards Act –
 - All employers are required to maintain timekeeping records for all non-exempt employees (FLSA 29 CFR Part 516)
 - These records include –
 - The time of day and day of the week when the employee's workweek begins
 - The hours worked each day; begin/end time and meal begin/end time
 - The total hours worked each workweek Saturday – Friday.
- "Timesheet" is a web-based application accessed through the Employee Web Portal. The system is designed to provide full-time non-exempt employees with the ability to:
 - Clock in and clock out
 - Modify their timesheet
 - Save and submit their timesheet to their supervisor approval.
 - View prior timesheets
- This online process will act as the College's system for recording hours worked by non-exempt full-time staff who do not currently utilize a time clock or paper timesheet.
- The College workweek begins on Saturday and ends on Friday of the following week.
 - Each Monday following the end of the workweek, employees will be required to confirm and submit their timesheet to their supervisor for approval.
 - Each Wednesday of the same week, supervisors will be required to approve the timesheet.
- The employees will continue to submit the following forms:
 - Overtime Request
 - Any hours beyond an employee's regularly scheduled hours (35/40) need to be pre-approved by their supervisor and submitted to Payroll on a College [Overtime Report Form](#).
 - Leave Request
 - Web leave should still be utilized for any time off requests.
 - Web leave will filter into timesheets each week.
 - Any hours worked under your scheduled hours (35/40) will require a web leave request submitted for approval to your supervisor.

NOTE: All timesheets are subject to auditing to ensure accurate time tracking and payroll reporting.

2. Employee Web

Logon to the "Employee Web" at <https://www.palmbeachstate.edu/employeeweb/> using your Logon ID and Password.

APPLY	AREAS of Study	FINANCIAL AID
LIBRARY	PANTHER WEB	CATALOG Handbook
Campus LIFE	STUDENT SERVICES	SEARCH for Classes



EmployeeWeb

Intranet Home
Human Resources
Comments

HOME > EmployeeWeb > Home Page

EmployeeWeb

Password Required

Logon ID: Log on with your network-email ID.

Password: Use your network-email password.

Do you want to change your Password?
Please go to the [Change Password page](#)

Did you forget your Password?
Please go to the [Password Reset page](#)

If you have problems, please call the Help Desk at (561) 868-3100

Employee Information

[Employee Questions](#)
[Direct Deposit](#)
[Online Grading/Roster Info & Training](#)
[Faculty Grading Questions](#)

Palm Beach State College

EMERGENCY INFORMATION

3. Approving a Timesheet

1. Select "Approve Timesheets" located on the "Quick Links" Menu.



2. Once the "Approve Timesheet" page loads, click on the red "Detail" button to view the details of each timesheet.

By default, only Unapproved Timesheets are shown. To view Approved Timesheets for Rejecting or Reviewing Timesheet details, check the box below. Only the most recent records will be shown.

☐ Show Approved Timesheets?

Employee	Phone	Timesheet Date	View Detail
Helen Harvey	(561)868-3098	12/17/2016 to 12/23/2016	Detail
Interim Manager Payroll (2006TMP - 1) 11/01/2016 -			

3. Once the "Approve Timesheet Detail" page loads, you will be able to review your employee's individual timesheet. The far left column will list the dates of the time period. The center columns will list both the clocked in/out time in addition to any modified time entries. All web leave will be listed on the far right column of the timesheet under leave records.

Employee: Helen Harvey		Phone: (561)868-3098					
Timesheet Date: 12/17/2016 - 12/23/2016							
Position: Interim Manager Payroll (2006TMP - 1)							
Assignment: 11/01/2016 -							
Status: Cancelled							
Unapproved Leave?: ✕							
<hr/>							
Date	Time Sheets		Clock In/Out	Leave Records			
	Start Time	End Time	In	Out	Leave Type	Leave Time	Approved / Unapproved
<hr/>							
12/17/2016 Sat							
Work Hours: 0.00							
Leave Hours: 0.00							
<hr/>							
12/18/2016 Sun							
Work Hours: 0.00							
Leave Hours: 0.00							

4. At the top of the timesheet you will be able to see if there is pending web leave for the designated time period. If a green check mark is showing, you will need to approve the employee's pending web leave prior to approving the timesheet.

Employee: [Helen Harvey](#)
Timesheet Date: 12/17/2016 - 12/23/2016
Position: Interim Manager Payroll (2006TMP - 1)
Assignment: 11/01/2016 -
Status: Cancelled
Unapproved Leave?: ✖

5. You can approve the timesheet from the "**Approve Timesheets**" menu. Check the box that states "I hereby Approve/Reject this Timesheet record as submitted by the Employee". After entering any necessary comments, click the red "**Approve**" button.

By default, only Unapproved Timesheets are shown. To view Approved Timesheets for Rejecting or Reviewing Timesheet details, check the box below. Only the most recent records will be shown.
☐ **Show Approved Timesheets?**

Employee	Phone	Timesheet Date	View Detail
Helen Harvey	(561)868-3098	12/17/2016 to 12/23/2016	Detail
Interim Manager Payroll (2006TMP - 1) 11/01/2016 -			
Total Work Hours: 8.50		Total Clock Hours: 0.00	Total Leave Hours: 8.00
Add a comment: <input type="text"/>			
<input type="checkbox"/> I hereby Approve/Reject this Timesheet record as submitted by Employee.			
		Approve	Reject

6. Once it has been accepted, a confirmation will appear at the top of the "**Approve Timesheets**" page.

[Home](#) [Personal](#) [Faculty / Advisors](#) [Staff](#) [Campus](#) [Miscellaneous](#) [Logoff](#)

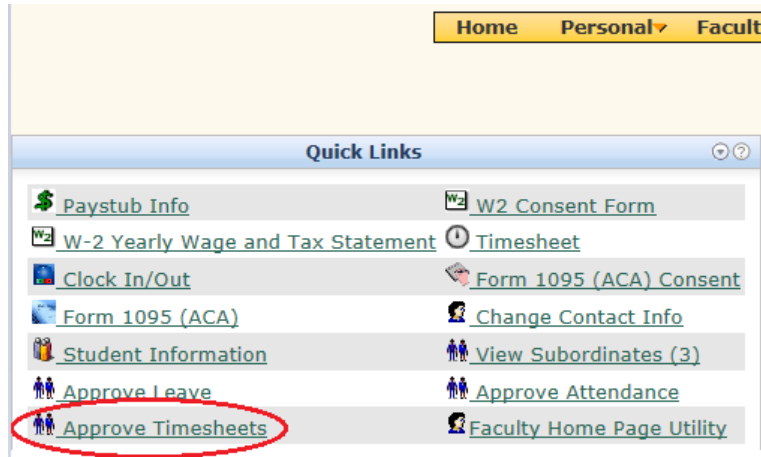
Approve Timesheets

[Questions?](#)

Timesheet has been successfully APPROVED.

4. Rejecting a Timesheet

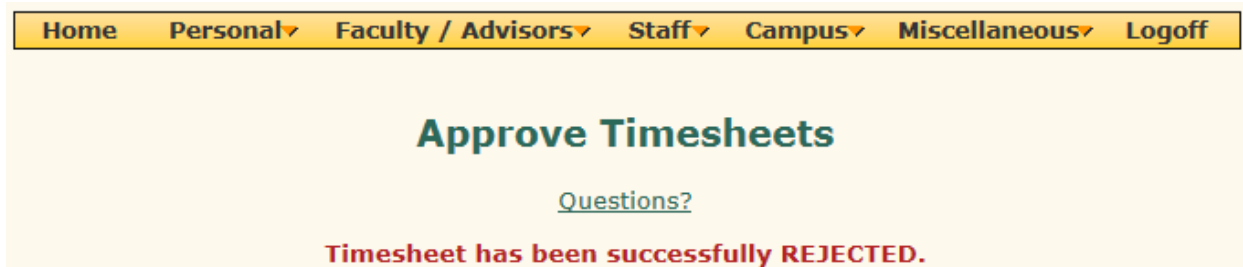
1. Select "Approve Timesheets" located on the "Quick Links" menu.



2. To reject a timesheet, check the box, "I hereby Approve/Reject this Timesheet record as submitted by your employee". You must enter a comment explaining the reason for rejecting the timesheet. Click the red "Reject" button.

A screenshot of the 'Approve Timesheets' form. At the top, it displays user information: 'Helen Harvey', '(561)868-3098', and the date range '12/10/2016 to 12/16/2016'. Below this is a 'Detail' button. The form shows 'Interim Manager Payroll (2006TMP - 1) 11/01/2016 -'. A summary bar indicates 'Total Work Hours: 54.75', 'Total Clock Hours: 7.25', and 'Total Leave Hours: 0.00'. Below the summary bar is a text input field labeled 'Add a comment:'. Underneath the input field is a checkbox labeled 'I hereby Reject this Timesheet record as submitted by Employee.' and a red 'Reject' button. Both the checkbox and the 'Reject' button are circled in red.

3. Once the rejection has processed, a confirmation will appear at the top of the "Approve Timesheets" page.

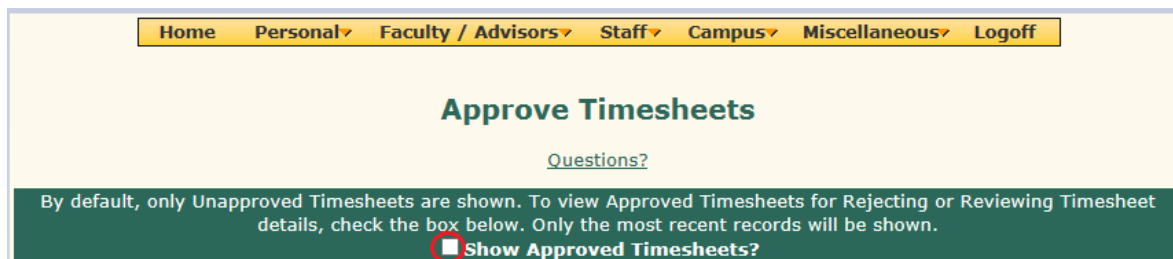


5. View Previously Approved Timesheets

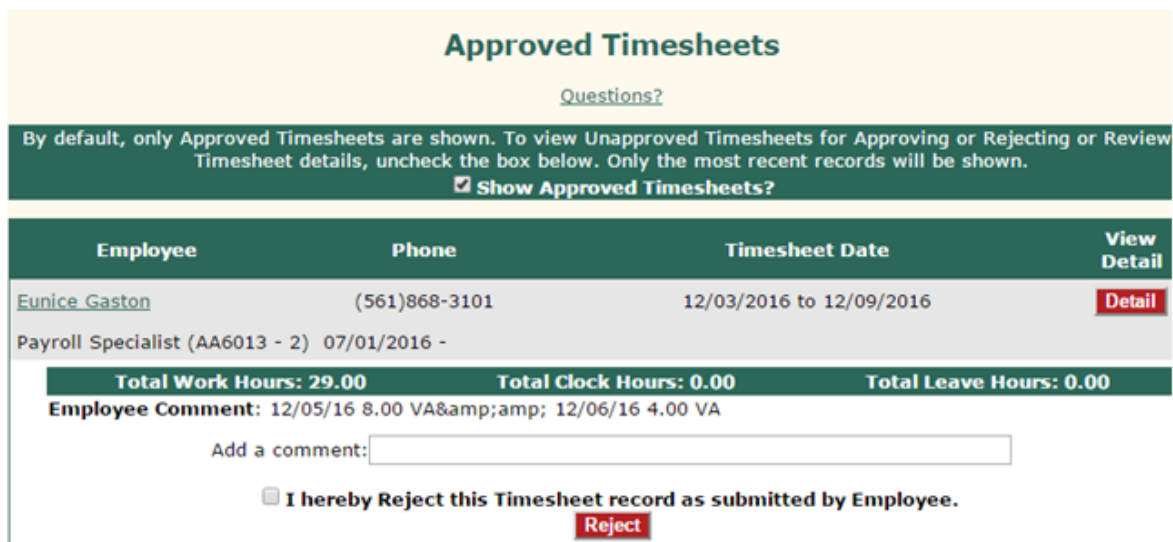
1. Select "Approve Timesheets" located on the "Quick Links" Menu.



2. Check the box marked "Show Approved Timesheets".



3. Once you check the box, the system will automatically refresh and list all of your previously approved timesheets. Depending on your number of staff and timesheets, this could take a few moments.



4. From here, you can either view the timesheet details or choose to "Reject" the already approved timesheet.

By default, only Approved Timesheets are shown. To view Unapproved Timesheets for Approving or Rejecting or Reviewing Timesheet details, uncheck the box below. Only the most recent records will be shown.

☒ Show Approved Timesheets?

Employee	Phone	Timesheet Date	View Detail
Eunice Gaston	(561)868-3101	12/03/2016 to 12/09/2016	Detail
Payroll Specialist (AA6013 - 2) 07/01/2016 -			
Total Work Hours: 29.00		Total Clock Hours: 0.00	Total Leave Hours: 0.00
Employee Comment: 12/05/16 8.00 VA& 12/06/16 4.00 VA			
Add a comment: <input type="text"/>			
<input type="checkbox"/> I hereby Reject this Timesheet record as submitted by Employee.			
Reject			

6. Automatic Email Notifications

Throughout the process you will receive emails notifying you of the progress. These emails will come directly from your employee's college email address. You will receive them upon the following occurrences:

- Your employee has submitted their timesheet for approval.
 - This email will be sent to both your employee and you.
 - The email will list the timesheet dates, hours by day, and total weekly hours.
 - A link to Employee Web.
- Approval of the timesheet.
 - This email will be sent to both your employee and you.
 - The email will state that the timesheet was approved for the listed period.
 - A link to Employee Web.
- Rejection of the timesheet.
 - This email will be sent to both your employee and you.
 - The email will state that the timesheet has been rejected by you and any comments that you may have entered.
 - A link to Employee Web in order for your employee to correct and resubmit their timesheet.

7. Helpful Hints

Below you will find not only a list of helpful hints that will help make the Timesheet process a smooth one, but also some key points and suggestions to assist you.

1. Timesheets will not be available in your queue for approval until the Monday after the close of the workweek. The workweek is Saturday-Friday.
2. Approved timesheets will be due by the end of business on Wednesday.
3. Please approve/reject all web leave requests prior to approving a timesheet.
4. In order to reject a timesheet, you must include a comment/explanation.

8. Questions

If you have any questions regarding the Timesheet application you can visit your department payroll administrator for clarification. You can also contact your payroll professional for any questions.

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