



# 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](#) or the [Employees in Next Pay Period](#) link.
  - Only those employees with exceptions will be displayed.
- In the **Time Pair Exceptions** column, click on the ([number](#)) link next to the employee whose timecard you wish to edit.
  - The employee's timecard with exceptions will be displayed.

#### To Select a Solution:

- For each exception with a  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 add time from the employee's schedule.
  - Select **Approve** to approve the time pair.
- Click on the  button.
  - You will receive an **Operation Successful** message.

#### To Edit a Time Pair:

- Click on the link for the time pair (e.g., [08:17 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, then click on the  button.
  - You will receive an **Operation Successful** message.
- Click on the [Edit 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 and have returned to the Edit Exceptions screen, click on the  button to process the employee's timecard.
  - You will receive an **Operation Successful** message.
- Click on the [Exceptions by Employee](#) 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 Unapproved Employee Timecards: (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 **E-Mail** check box to select all of the listed employees, then click on the  button.
  - You will receive an **Operation Successful** message, and each employee will be sent a system-generated e-mail with a reminder to approve his/her timecard.

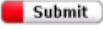


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## 3. Approve Employee Timecards:

From the Home Page:




### To Approve Time Pairs:

- In the Exceptions By Employee box, click on the **View By Type** link.
  - The number and type of exceptions will be displayed.
- In the **Exceptions** column, click on the **Supervisor Approval Required** link.
- In the **Solution** column, click in the check box next to the name of each employee whose timecard you wish to approve.
  - To select all of the employees listed, click in the **Approve** check box at the very top.
- Click on the  button.
  - You will receive an **Operation Successful** message.

### To Approve Supplemental Earnings: (If applicable)

- In the Exceptions By Employee box, click on the **View By Type** link.
  - The number and type of exceptions will be displayed.
- In the **Exceptions** column, click on the **Supplemental Earnings Supervisor Approval Required** link.
- In the **Solution** column, click in the check box next to the name of each employee whose supplemental earnings you wish to approve.
  - To select all of the employees listed, click in the **Approve** check box at the very top.
- Click on the  button.
  - You will receive an **Operation Successful** message.

## 4. Run the Employee Daily Totals Report:



- Click on the  icon at the top of the screen.
  - The Reports window will open.
- 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  icon at the top of the screen.
  - The User Emulation screen will display.
- 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  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.**






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## Stop Emulating Another User

- Click on the  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.






## 5b. To Stop Emulating Another User:

- Click on the  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  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  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  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  button.
  - The selected supervisors will now be able to choose you to emulate when they log in to ezLaborManager.
- Click on the  button.
  - You will be returned to the Supervisor Services screen.

## Viewing Employee Information



## 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.



## To View or Assign Schedules:


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




# Supervisor Quick Reference Card

## 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.*


### To Edit an Existing Time Pair:

- Click on the link for the time pair that you wish to edit (e.g., [08:17 AM - 05:00 PM](#)).
- Make corrections as needed, then click on the  button.
  - *You will receive an **Operation Successful** message.*
- 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., [Regular](#)) in the Payroll Summary box at the bottom of the screen.
- Click on the  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  button to return to the employee's timecard.

### To View a Timecard from a Previous Pay Period:

- Click on the arrow in the **Date Selection** drop-down box and select **Other Pay Period**.
- In the **Date Selection** field, click on the  button to display a list of pay periods. Click on the link for the pay period that you wish to view.

### 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 pay code to view by using the **Tracking Code** drop-down menu.*


### To View the Detail of a Pay Code:

- Click on the tracking code that you wish to view.
  - *A detailed breakdown of each occurrence will be displayed.*



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### To View Employee Sick Time and Vacation 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 sick time/vacation balances information you wish to view.
  - *The employee's timecard will be displayed.*
- Click on the **Benefits** page link.
  - *The employee's sick time and vacation accrual balances, as well as holiday information will be displayed.*

### To View Sick Time and Vacation Information in Detail:

- Click on the link in the **Description** column (e.g., [Sick Time](#)).
  - *The accrual benefit detail will be displayed.*
- Click on any of the total links in the **Year to Date** or **All** column (e.g., [80.00](#)) for transaction details.

### 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.
  - *The following viewing options will display on the left side of the screen: **Personal, Configuration, Advanced Configuration, Service Dates, Security Groups and Rates.***
- Click on the link for the employee information that you wish to view to display it.

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