

TimeTracker – Supervisor Quick Reference Guide (<https://my.engr.illinois.edu/timetracker>)

Employee Timesheets

The screenshot shows the TimeTracker interface with several key elements highlighted by red boxes and letters A through I:

- A:** Summary count of timesheet statuses: Submitted (1), Requested (0), Reviewed (0).
- B:** Filter fields for Year (2015), Pay Period (BW 9 (4/12/2015 - 4/25/2015)), Timesheet Status (Submitted), and Criteria.
- C:** Print button.
- D:** Action icons for a timesheet entry.
- E:** View Work Descriptions button.
- F:** Tag as Approve and Tag as Decline buttons.
- G:** Process button.
- H:** Setup button in the top navigation.
- I:** Timesheet Archive button in the top navigation.

The main table displays the following data:

Employee			Pay Period		Status								
Name	NetID	UIN	Position	Year	No.	Hours	Submitted	Approval	Processed	Campus	Requested	Queue	Action
Doe, Jane	1janedoe	987654321	ENGR IT Hayden (UA3970-00)	2015	BW 9	6.0	✓					Supervisor	⊞ ⓧ ⓧ ⓧ

The detailed view shows the following timesheet data:

Job	Project/Task	Sun Apr 12	Mon Apr 13	Tue Apr 14	Wed Apr 15	Thu Apr 16	Fri Apr 17	Sat Apr 18
ENGR IT Hayden (UA3970-00)	Web		8:00 AM - 11:00 AM		8:00 AM - 11:00 AM			
Total		0 hrs	3.0 hrs	0 hrs	3.0 hrs	0 hrs	0 hrs	0 hrs

The Totals section shows:

ENGR IT Hayden	
Week 1	6.0
Week 2	0.0
Total Hours	6.0

The Status section shows:

ENGR IT Hayden (UA3970-00)
Engineering IT Shared Services
2/2/2015 - 5/23/2015
Submitted: Timesheet submitted
Note: None

The Actions section shows:

Approve/Decline:
Tag as Approve Tag as Decline...

- A summary count of frequently used timesheet statuses is available on the top left. Click a status to quickly navigate to those timesheets.
- When accessing the system, the default view is **all submitted** timesheets (all pay periods). Use the filters to narrow the display. Multiple timesheet statuses can be selected, or this field can be left blank to view all sheets for a particular pay period. Use “Criteria” to search by employee name, NetID, UIN and job title.
- Use the “Print” dropdown to **print all** timesheets resulting from your search.
- Use the action icons to review a timesheet in line with the table or in a popup window.
- Click on “View Work Descriptions” to toggle between the work descriptions, and timesheet hours.
- You must tag as approve or tag as decline (reject and return timesheet to the employee), and then select “process” to confirm processing the timesheets.*
- After reviewing timesheets, use the process button to finalize any checked selections.*
- Optional: Use “Setup” if you wish to associate Projects or Tasks with a particular job for tracking purposes.
- “Timesheet Archive” will display past timesheets that migrated from the previous TimeTracker application.

***IMPORTANT:** You must tag as approve or decline AND click “Process” to finalize a timesheet (i.e. send to HR for payroll processing or return declined timesheet to student).