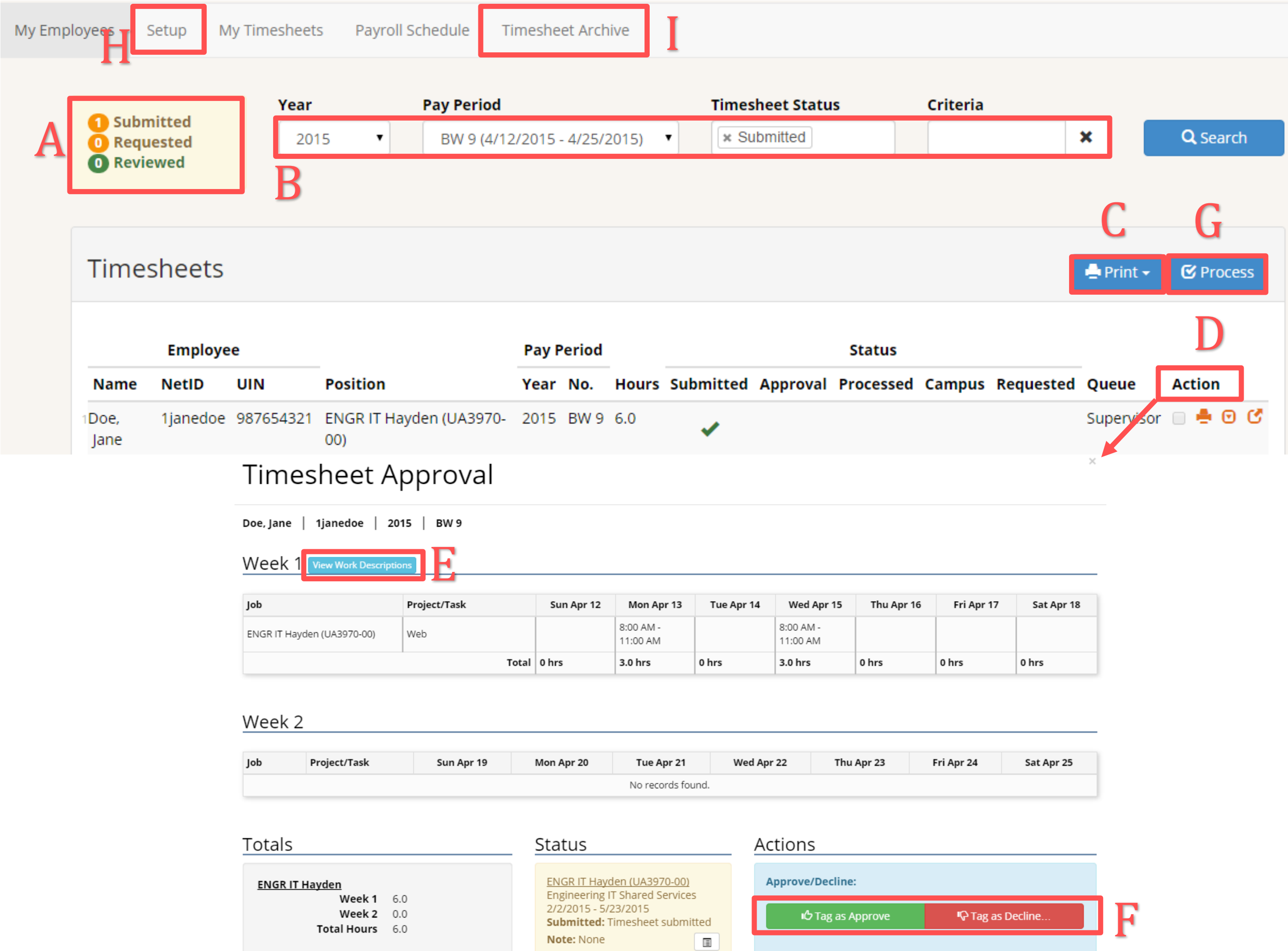
TimeTracker – Supervisor Quick Reference Guide (https://my.engr.illinois.edu/timetracker)

Employee Timesheets



A. A summary count of frequently used timesheet statuses is available on the top left. Click a status to quickly navigate to those timesheets.

B. 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.

C. Use the “Print” dropdown to **print all** timesheets resulting from your search.

D. Use the action icons to review a timesheet in line with the table or in a popup window.

E. Click on “View Work Descriptions” to toggle between the work descriptions, and timesheet hours.

F. 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.*

G. After reviewing timesheets, use the process button to finalize any checked selections.*

H. Optional: Use “Setup” if you wish to associate Projects or Tasks with a particular job for tracking purposes.

I. “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).