

WorkForce SOFTWARE

How to Approve Workforce Time-off Requests & Time Sheets

Workforce is where employees can view hours worked for extra duties, allotment balances, and absences requested through Workforce or Absence Management.

Only accessible from U-46 district grounds

**All time off requests and exceptions for the processing week should be adjusted and approved before you move on to approve the timesheets.

Dashboard

On the right side of your screen, you will see your exceptions for hourly time and the time off requests that are pending for your employees.

The screenshot shows the EmpCenter dashboard for School District U46. The interface includes a top navigation bar with 'EmpCenter', 'Home', and 'Help' options. The main content area is divided into several sections:

- Favorites:** View Reports
- Time Entry:** Edit Time for Groups, Edit Employee Time, Enter My Hours, Approve Time Sheets
- Schedules:** My Time Off, Review Time Off Requests, Assign Schedules, Manage Group Schedules
- Settings:** Manage Delegations

On the right side, there are two panels:

- Exceptions:** A list of employees with their dates and reasons for exceptions. Red circles highlight the 'Exceptions' panel header and the list content.
- Time Off Requests:** A table of pending requests. Red circles highlight the 'Time Off Requests' panel header and the table content.

Details	Status	Date
KARLA MENDEZ LEON (FOOD SVC TECHNICIAN FOOD AND NUTRITION SERVICES (45628-9015-07200074))	Unapproved	11/09/2017 - 11/10/2017
SILVIA TILLIS (FOOD SVC TECHNICIAN FOOD AND NUTRITION SERVICES (23695-9016-087000960))	Unapproved	11/10/2017
SILVIA TILLIS (FOOD SVC TECHNICIAN FOOD AND NUTRITION SERVICES (23695-9016-087000960))	Unapproved	11/10/2017

Time Off Requests

When you approve time off requests, you are acknowledging the absence of your employee whether they are scheduling a vacation or personal day or they are out sick. This process should be done on a weekly basis, and is due by the end of business each Wednesday.

Select the employee listed under Time Off Requests to approve time off.

The screenshot shows the EmpCenter interface for School District U46. The 'Time Off Requests' section is highlighted with a red circle. It contains a table with the following data:

Details	Status	Date
KARLA MENDOZA LEON (FOOD SVC TECHNICIAN FOOD AND NUTRITION SERVICES (45628-9015-07200074))	Unapproved	11/08/2017 - 11/10/2017
SILVIA TILLIS (FOOD SVC TECHNICIAN FOOD AND NUTRITION SERVICES (23695-9016-087000960))	Unapproved	11/10/2017
SILVIA TILLIS (FOOD SVC TECHNICIAN FOOD AND NUTRITION SERVICES (23695-9016-087000960))	Unapproved	11/10/2017

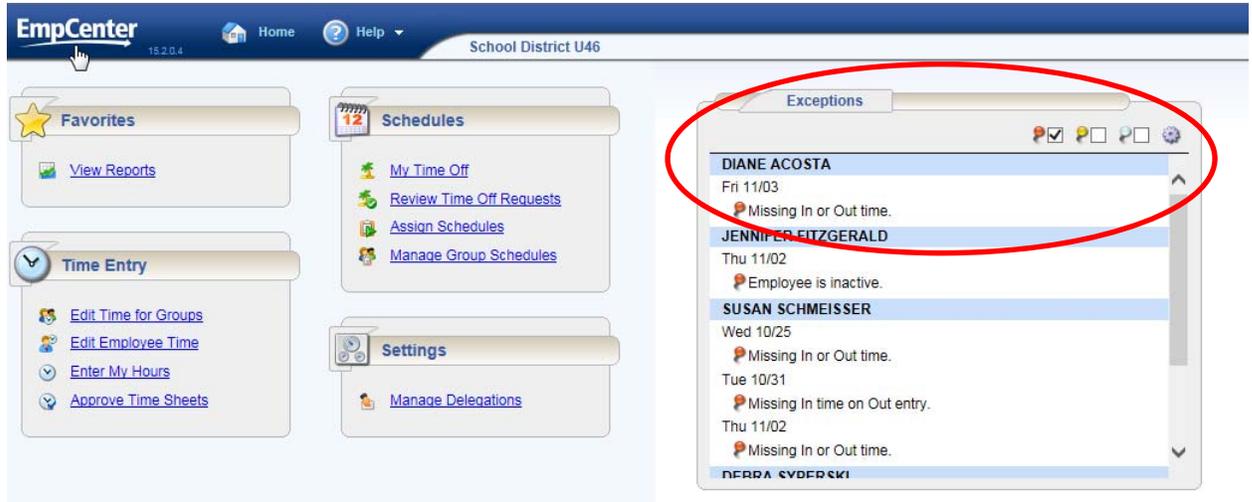
By clicking on the employee name, the approval screen will appear, and you can approve or reject the request.

The screenshot shows the 'Time Off Approval' screen for ALDO ORTIZ. The 'Approve Request' button is circled in red. The 'Request Summary' shows a pending request for 6.0 hours of vacation on 05/17/2016. The 'History' table shows a previous request on 06/09/2015. The chart below shows various time off categories over time, with a legend on the left and a legend at the bottom right indicating 'This Request' (yellow) and 'Pend' (green).

Date/Time	Approval Status	User	Comments
06/09/2015 08:30 am	Pending	ORTIZ, ALDO	

Exceptions

Exceptions occur when you have hourly employees or employees that do any hourly work and they have a missing punch. You will see an exception for any employee that has a missing punch or an error on their timesheet.

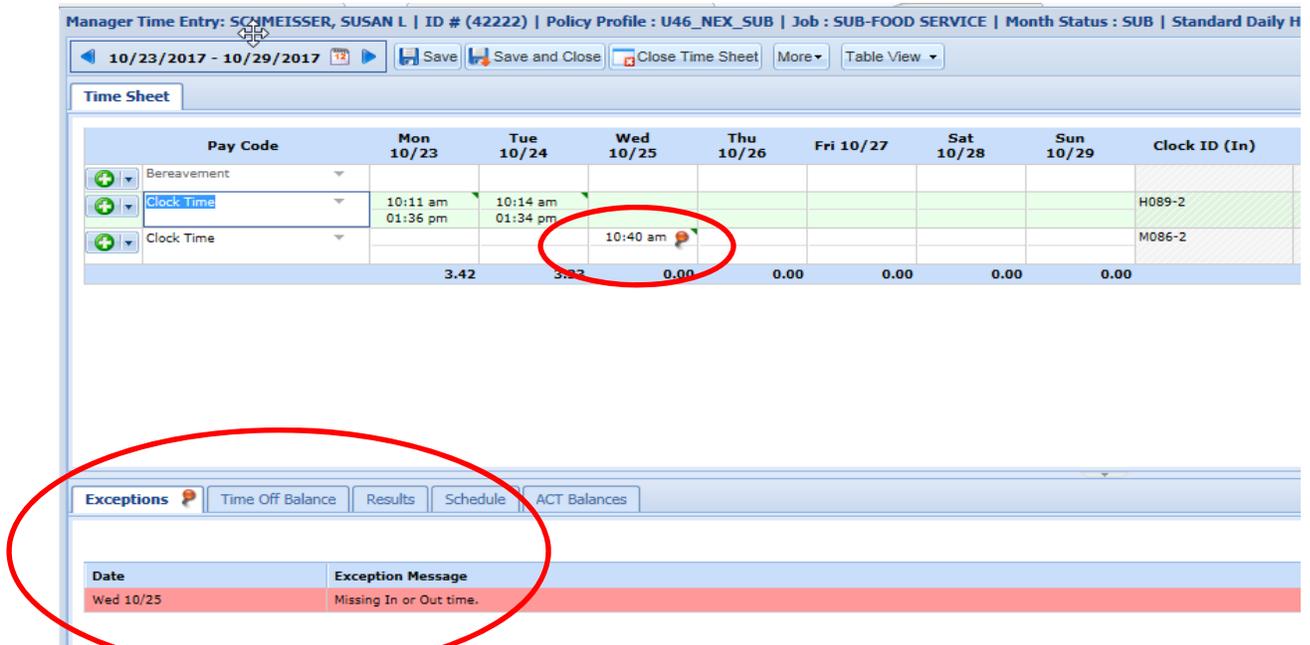


The screenshot shows the EmpCenter interface for School District U46. The 'Exceptions' tab is highlighted with a red circle. It lists the following exceptions:

- DIANE ACOSTA**
Fri 11/03
Missing In or Out time.
- JENNIFER FITZGERALD**
Thu 11/02
Employee is inactive.
- SUSAN SCHMEISSER**
Wed 10/25
Missing In or Out time.
Tue 10/31
Missing In time on Out entry.
Thu 11/02
Missing In or Out time.
- TERRA CYBERSKI**

You can select their name from the exception box and their timesheet will appear. In the example below, there is a red pin on the date with the issue. Additionally, there is an exception tab at the bottom of the page. This tab will also indicate the problem.

Payroll sends weekly emails to employees requesting the missing information regarding their hours worked. These exceptions will need to be corrected before the timesheet can be approved.



The screenshot shows the Manager Time Entry interface for SUSAN L SCHMEISSER. The 'Time Sheet' table displays clock times for Monday (10:11 am to 01:36 pm) and Tuesday (10:14 am to 01:34 pm). A red circle highlights the 10:40 am punch on Wednesday. The 'Exceptions' tab at the bottom is also circled in red and shows a message for 'Wed 10/25: Missing In or Out time.'

Pay Code	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27	Sat 10/28	Sun 10/29	Clock ID (In)
Bereavement								
Clock Time	10:11 am 01:36 pm	10:14 am 01:34 pm						H089-2
Clock Time			10:40 am					M086-2
	3.42	3.42	0.00	0.00	0.00	0.00	0.00	

Approve Time Sheets

When you approve timesheets for your employees, you are validating that the employee worked.

Select the “Approve Time Sheets” option to approve timesheets for your employees. Be certain you are approving time for the previous week that ended and not current time.

The screenshot shows the EmpCenter 9.5.0.6 interface for School District U46. The 'Time Entry' section is highlighted with a red circle, and the 'Approve Time Sheets' option is selected. The 'Time Off Requests' table is also visible, showing a list of requests with columns for Details, Status, and Date.

Details	Status	Date
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
ANDREW MARTIN (DIR-TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/24/2015
ANDREW MARTIN (DIR-TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/20/2015 - 07/22/2015
ANDREW MARTIN (DIR-TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/15/2015
CAROL STALLONE (SEC-HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010-095000021))	Unapproved	07/22/2015
CAROL STALLONE (SEC-HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010-095000021))	Unapproved	07/22/2015
CHERYL WARD (SEC-HS PRINCIPAL BARTLETT HIGH SCHOOL (12206-4010-069000018))	Unapproved	07/23/2015

To approve timesheets, you should click on the Manager Approval check box and a green check mark will appear.

The screenshot shows the 'Approve Current Time Sheet for Period Ending 07/26/2015' window. The 'Manager Approval' column is highlighted with a red circle, showing a green check mark for the first two employees.

Employee ID	Employee Name	Assignment	Total Hours	Leave Hours	Exceptions	Manager Approval
	HATTA, SUSAN	PLANT OPS ASSISTANT PLANT OPERATIONS (10)	8.0	8.0	No	<input checked="" type="checkbox"/> Approve
	MEYER, WILLIAM	COORD-CUSTODIAL SVCS PLANT OPERATIONS (1)	0.0	0.0	No	<input checked="" type="checkbox"/> Approve
	CREADON, JOSEPH	SUPVR-GROUNDS PLANT OPERATIONS (1)	40.0	40.0	No	<input type="checkbox"/> Approve
	BEU, JOSHUA	COORD-CUSTODIAL SEC PLANT OPERATIONS (12)	0.0	0.0	No	<input type="checkbox"/> Approve

If there are exceptions on the timesheets, the exception column will say "Yes" and from there you can click on the employee to view their timesheet and make any updates before your approval.

Approve Current Time Sheet for Period Ending 10/29/2017												
Employee ID	Employee Name	Employee Assignment	Total Hours	Regular Hours	Overtime Hours	Level Hours	Comp Time Earned	Leave Hours	Exceptions	Manager Approval		
13065	CARDENAS, MARY	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	9.5	9.5	0.0	0.0	0.0	0.0	0.0	Yes	<input checked="" type="checkbox"/> Approve	
18019	ABELLA, MARY	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	9.75	9.75	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	
26560	BAYNE, DIANE	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	
27157	BATTAGLIA, THERESE	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	
27174	CHAVEZ, SANDRA	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	9.75	9.75	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	
27186	CARDENAS, JESUS	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	9.75	9.75	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	
27555	BORISOVA, VLADIMIRA	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	
42222	SCHMEISSER, SUSAN	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	6.5	6.5	0.0	0.0	0.0	0.0	0.0	Yes	<input type="checkbox"/> Approve	
43539	MESSER, LARRY	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	
44965	LOPEZ, MIRIAM	SUB-FOOD SERVICE FOOD AND NUTRITION SERV	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve	

Once you approve your timesheets, select "save approvals".

Approve Current Time Sheet for Period Ending 07/26/2015			
Employee ID	Employee Name	Assignment	Total
	HATTA, SUSAN	PLANT OPS ASSISTANT PLANT OPE	
	MEYER, WILLIAM	COORD-CUSTODIAL SVCS PLANT C	
	CREADON, JOSEPH	SUPVR-GROUNDS PLANT OPERATI	
	BEU, JOSHUA	COORD-CUSTODIAL SEC PLANT OF	
	TEBELL, JAY	SUPVR-MAINTENANCE PLANT OPE	
	RAMOS, RICHARD	COORD-FACILITIES PLANT OPERAT	
	BERNA, GREG	ARCHITECT PLANT OPERATIONS (

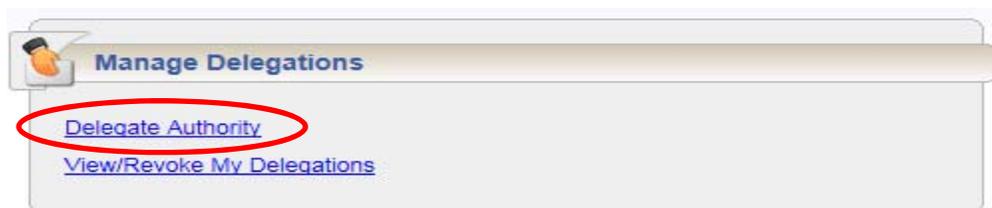
Manage Delegations

You would use this delegation when you are going to be on vacation or unavailable to approve your timesheets. When you set this up, you are giving your approval rights to another employee.

Select Manage Delegations



Select Delegate Authority, then select Search to view your delegation options.



Enter Search Criteria

Group Description:

You may use * as a wildcard. For instance, ab* would match abc or abbey.

To delegate your employees, select the check box next to your name and update the effective date range for the time of the delegation and select the Next button.

Assignment Group	Role to Delegate	Effective Date	End Effective Date	Allow Re-delegation
<input checked="" type="checkbox"/> DIANE BELTON Employees (7)	Manager, Group	11/28/2017	11/28/2018	<input type="checkbox"/>

Cancel Next

Enter the employee id or name of the employee that you wish to delegate your approval rights and their information will appear on the screen. Select their name and the delegation of approvals will be in place for the period of time requested.

EmpCenter 15.2.0.4 Home Help

Delegate

Search for Delegation Recipients

User ID: 42002

First Name:

Last Name:

Only those who can receive one of the selected roles will be shown.

Cancel Search

Max Results: 200

You may use * as a wildcard. For instance, ab* would match abc or abbey.

Search Results

Select

Name	User ID
<input type="radio"/> CREDE, SHAUNA	42002

Select

If you wish to modify your delegation request, select the View/Revoke My Delegations and select the search button to view all delegations assigned. From this screen, you may revoke a delegation by selecting the Revoke option.

 **Manage Delegations**

[Delegate Authority](#)

[View/Revoke My Delegations](#)

Enter Search Criteria

Group Description:

First Name:

Last Name:

User ID:

As Of Date:
 

*You may use * as a wildcard. For instance, ab* would match abc or abbey.*

 **Delegations**

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
EL PASO POLICE Employees	FEEL, RICHARD L.	02/14/2014	02/13/2014	Manager, Group	Manager, Group	Manager, Group	Nothing to revoke.
EL PASO POLICE Employees	FEEL, RICHARD L.	02/04/2016	01/01/3000	Manager, Group	Manager, Group	Manager, Group	Revoke