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For additional resources, access HRM’s dedicated web page by visiting northeastern.edu/hrm, clicking on Resources and Forms, and selecting Time Tracking. There, you can access instructional videos, answers to FAQs, and a list of Time Tracking Administrators by area. For answers to specific questions, you can also contact your Time Tracking Administrator or call the HRM Customer Service Center at 617.373.2230.
Approving/Rejecting Employee Time Off Requests

When an employee submits a time off request, you’ll automatically receive an email asking you to log on to the system to review the request and approve or reject it.

1. There are two ways to review pending requests:
   » From the Manager Dashboard, you can see recent pending requests in the bottom right-hand corner.
   » From the Manager Dashboard, select Schedules > Review Time Off Requests.

2. From either section, click on the request to open it.

3. Review the request for the time off (pay code), hours, remaining bank balance, and comments.

4. To see the remaining bank balance, click the Bank Usage tab.

5. Additionally, you can view the Group Calendar from any request, which allows you to see all your employees’ time off requests, including both approved and pending time off requests. This view can help you assess your staffing needs.
   Click the View Group Calendar button in the upper right-hand corner to view the calendar and click the X button to close.

6. When you are finished, click the Approve Request or Reject Request button. You can use the Manager Comments field to send a comment to the employee about your decision.
   » If you approved the request, the employee will be notified via email, and the time off will be reflected in the employee’s timesheet.
   » If you rejected the request, the employee will receive an email notification, along with any comments.
Cancelling Employee Time Off Requests

1. If you need to cancel an approved time off request, simply log on to your Manager Dashboard. From the Dashboard, select Schedules > Review Time Off Requests.
2. Select the request from the Time Off Request History tab.
3. Click Cancel Request, enter a reason for cancellation, and click the Cancel Request button.
4. The request status will change to cancelled and the employee will be notified via email.

If you need to cancel an approved time-off request, simply log on to your Manager Dashboard. From the dashboard, select the request from the Time Off Request History tab. Click Cancel Request, enter a reason for cancellation, and click the button. The request status will change to cancelled and the employee will be notified via email.

Working with Employee Timesheets

Managers are responsible for reviewing and editing their employees’ timesheets, if necessary. Additionally, managers – or their delegates – must approve their employees’ timesheets on a weekly basis.

1. To review or edit an employee’s timesheet, go to the Manager Dashboard and select Time Entry > Edit Employee Time on the Home Screen.
2. The Manager Time Entry window will appear.
3. On the left pane, select an assignment group. If you have more than one group of employees, you’ll see several assignments.
4. Select an employee from the list or use the Find button to search for an individual employee. The employee’s timesheet will display.
5. When you review the timesheet, you’ll see all the time entered, including time worked, as well as any time off. If necessary, you can edit the employee’s timesheet from this view, if, for example, the employee is unexpectedly out or forgets to enter overtime. In most instances, you will edit the employee’s hours or pay code (time off type).

Editing the timesheet for an employee is the same as working in the Personal Time Entry window.

6. From the employee’s timesheet either:
   a. Edit the hours in the timesheet on the necessary day (e.g., overtime).
   b. Select the needed pay code and enter the hours (e.g., out sick).
7. The Comments field can be used to enter additional information related to a timesheet entry. If a timesheet entry contains any details, a comment indicator (green triangle) appears in the field associated with the comment.
8. Click the Additional Details tab to expand and collapse the Comments field. Alternatively, you can press the Shift and Enter keys at the same time (Shift + Enter).
9. To hide the Comments field, click the Comment arrow.
10. Once you’re all set, click the Save button at the top of the timesheet. If you have any exceptions (colored pins) on the timesheet, please see the next section.

Reviewing and Managing Exceptions

The system will flag any errors or exceptions and prompt you to review and, if necessary, fix them. For example, if an office support and technical staff member enters overtime in regular hours, it will be noted on the timesheet.

Exception messages are color-coded to identify the level of severity.

- Yellow means there is an exception that you need to review.
- Red means there is an error and you can’t save or approve the timesheet until it has been addressed.

You can view exception messages from your Dashboard for all of your employees.
Or you can view the exceptions from the employee’s timesheet by clicking the pin or clicking the Exception tab at the bottom.
As a manager, you or your delegate must review and approve timesheets for all of your employees every week. You can approve hours for individual employees or an entire group. When you review employee hours, you’ll be able to see whether the employee’s timesheet contains any exception or error messages. As a manager, you can correct whatever is causing the exception message, reject the timesheet, direct the employee to correct it, or approve the timesheet with exceptions. There’s no need to hold up an entire group of timesheets for a few exceptions. You can always approve error-free timesheets while you determine how to handle the timesheets with exceptions.

1. To approve or reject employee time, select Time Entry > Approve Timesheets.
2. The Approve Timesheets window will display.
3. From the Assignments section, select the group for whom you’d like to approve or reject hours.
4. You’ll see the Approve Current Timesheets window, along with the employees’ names.
5. If you have any employees with exceptions, exception cells will be highlighted. As a reminder, you can click anywhere on the row to see an employee’s timesheet and review the exceptions.
6. To approve employee timesheets in two ways:
   » You can approve individual employee timesheets by checking the Approve box next to each person’s name and then clicking the Save Approvals button at the top.
   » If you have reviewed and resolved any exceptions, you can choose to approve all of your employees’ timesheets at once by clicking the Approve All button and then clicking the Save Approvals button at the top.

Approvals for applicable employees are saved for the specified work period. When employees access their timesheet for that work period, a note appears informing them that the timesheet has been approved. Once approved, they will not be able to enter changes to their timesheet for that work period.
Rejecting Timesheets

To reject an employee timesheet, simply:

1. Click the **Reject Timesheet** button in the **Manager Approval** field.

2. The **Reject Timesheet** window appears. Complete the fields in the **Reject Timesheet** window.

3. Click **Send** to reject the timesheet and send the email message.

4. Additionally, you can **Undo** the rejection by clicking **Reject Timesheet** button again.

5. Click the **Undo** button.

6. You or the employee can now make edits to the timesheets, if necessary, or you can now approve.
Running Reports

As a manager, you can run several reports on your employees and groups. You can find more information about reports on the time tracking website northeastern.edu/hrm. Select Resources and Forms and click on Time Tracking.

1. To run reports from your Manager Dashboard, select Settings, and then View Reports.

2. A list of report categories will display. You can search for a report name or drill down to find a specific report.

3. Once you’ve identified the report you want, simply click on the name of the report to open it.

4. From there, you’ll need to complete the required fields — whether a date range or other parameters — and click Run Now.

5. You can choose to view the report or have the report emailed to you.
   » Select your preferred format, such as HTML, PDF, or Excel, and click Run Now. Please note: HTML reports provide the fastest display, allowing you to see the results immediately on your screen.
   » If you choose Run Now, the report will display in a separate window.
   » If you choose to email the report, you will be prompted for more information.

Favorite Reports

You can designate the reports you run regularly as favorites.

1. Simply find the report you want and click the gray Favorites star icon, which will turn yellow once clicked.

2. The report will now be listed on your Favorites tab for easy access.

Scheduling Reports

You can also schedule reports to run regularly.

1. To do so, find the report you’d like to schedule, complete the required fields, and click the Schedule button.

2. Complete the Scheduling Options fields and click Create Schedule.

3. All scheduled reports will automatically be saved under the My Scheduled Reports tab.
Delegating Access

As a manager, you can delegate your responsibilities in the system to another manager. This is very helpful in instances in which you’re unavailable, due to vacation or another reason. Your designate will be able to approve time off requests, and manage and approve timesheets on your behalf. Please note: the Time Administrator in your area, by default, can also assume your responsibilities in the time tracking system. Just let your Time Administrator know if you need help with coverage.

1. To delegate roles, log on to your Manager Dashboard, select Settings, and then, Manage Delegations.

2. Next, click Delegate Authority.

3. Next, you’ll see a prompt for Enter Search Criteria. Click the Search button. Do not enter any text in the Group Description field.

4. Complete the fields:
   » Select the assignment group you’d like to delegate.
   » In the Role to Delegate field, select Manager, Group.
   » Enter the Effective Date and the End Effective Date. If you want to delegate indefinitely, enter 01/01/3000 for the End Effective Date.
   » Only select the Allow Re-delegation option if you are okay with your delegate re-delegating your responsibilities to another person.

5. Click Next.

6. Enter the name of the employee who will serve as your delegate and click Search.

7. Once located, select the button next to the delegate’s name and click Select.

8. Click the Continue button to return to your Dashboard, and you’re all set. You will receive a status message indicating that the role has been successfully delegated to another user.

9. You can select more than one person as a delegate at a time. Just repeat the process for each delegate. Please note: both the delegate and you will receive e-mail notifications from the system.

Editing or Revoking Delegation

1. To edit or revoke delegation, log on to your Manager Dashboard, and select Settings and Manage Delegations.

2. Select View/Revoke My Delegations.

3. On the Enter Search Criteria window, click the Search button. Do not enter any text in the fields.

4. Once your delegate’s name appears, simply click Revoke.

5. You can choose to edit the delegation end date or revoke the delegation immediately.

6. Click Revoke Delegations when complete.