

The College of Idaho

Guideline Name: Self-Service Leave Request and Timesheet Approvals

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Approved By: Nancy Johnson-Cassulo, Marie Schlake

Approval Date: December 14, 2020

Summary/Purpose: The purpose of this document is to provide instructions to management and staff on the steps and process they should use to request Leave and to perform Approvals for timesheets in the Self Service on-line application. Readers are encouraged to send questions regarding the contents of this document to the Help Desk; helpdesk@collegeofidaho.edu.

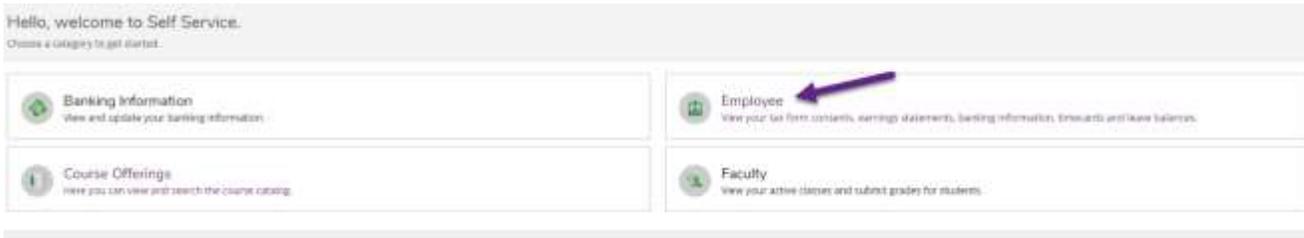
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Self-Service Leave Request and Timesheet Approvals

Along with the release of Self Service timesheets, C of I staff who are leave-eligible can also submit leave requests. Once a leave request has been approved it can be applied directly toward recorded hours on timesheets.

1. Login to Self Service using your YoteNet ID at <https://selfservice.collegeofidaho.edu/>
2. Select the “Employee” menu.



LEAVE APPROVAL

Leave requests do not currently have an automated notification. Your employee must tell you about any new leave requests.

3. Select “Leave Approval.”



4. Select the employee who requested leave.



5. Click "View" to review the details of the request.

Leave Approval

Filter

Benjamin, Teddy - 0631267

Employee Leave - As Of 11/2/2020

Description	Starting Balance	Earned	Used	Adjustments	Balance	
Floating Holiday	0.00	32.00	0.00	0.00	32.00	... View
Administrative Annual Leave	0.00	60.00	0.00	0.00	60.00	... View

Employee Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status	
Vacation	40.00	11/16/2020 - 11/20/2020		Submitted	Approve Reject Comments View

6. Select your decision regarding the request.

Leave Approval

Return To Summary Page

Mr Teddy Benjamin
0631267

Employee's Outstanding Leave Requests

Vacation 11/16/2020 - 11/20/2020 Submitted

Leave Type: Vacation
Total Hours: 40.00
Date Range: 11/16/2020 - 11/20/2020
Approver:
Status:

Leave Type: Vacation

Start Date: 11/16/2020 End Date: 11/20/2020

Current Leave Balance: 60.00 Hours
Total Requested: 40.00 hours

Approve Reject Comments

SUN 15 MON 16 TUE 17 WED 18 THU 19 FRI 20 SAT 21

a. If you "Reject" the request then you must enter, "comments explaining your decision. **Remember, this will be attached to the employee's record so be professional.**

Reject Leave Request

Rejected By
Employee
Rejecting Request For
Reason

Mr Teddy Benjamin
Vacation 11/16/2020 - 11/20/2020

This is open enrollment, this is not a good time for you to take leave.

Cancel Reject

b. If you approve the leave, it will load into their timesheet for that week.

Leave Approval

[Return to Summary Page](#)

Mr Teddy Benjamin

0631267

Employee's Outstanding Leave Requests

Leave Type	Vacation
Total Hours	40.00
Date Range	11/16/2020 - 11/20/2020
Approver	
Status	Approved

Vacation 11/16/2020 - 11/20/2020 Approved

Leave Type

Vacation

TIMESHEET APPROVAL

Timesheets are now setup to be entered and submitted weekly.

Timesheets submitted differently depending on the employee type. See the table below to see how each group of employees will submit their timesheets and how you as the supervisor should apply decisions.

Employee Type	Timesheet submission Information	Supervisor Decision Information
Student Employee	Submits timesheets only on weeks the employee works.	Only apply a decision if a timesheet is submitted for that week.
Hourly Employee	Submits a timesheet for every week of the pay period.	Each week's timesheet will need a decision applied.
Exempt Employee	Submits a timesheet only when leave is taken, or it is a holiday.	Only apply a decision if a timesheet is submitted for that week.

You will receive an email notification containing the employee's name, the period the timesheet is for, and the employee's position whenever an employee submits their timesheet.

Time Sheet Submitted

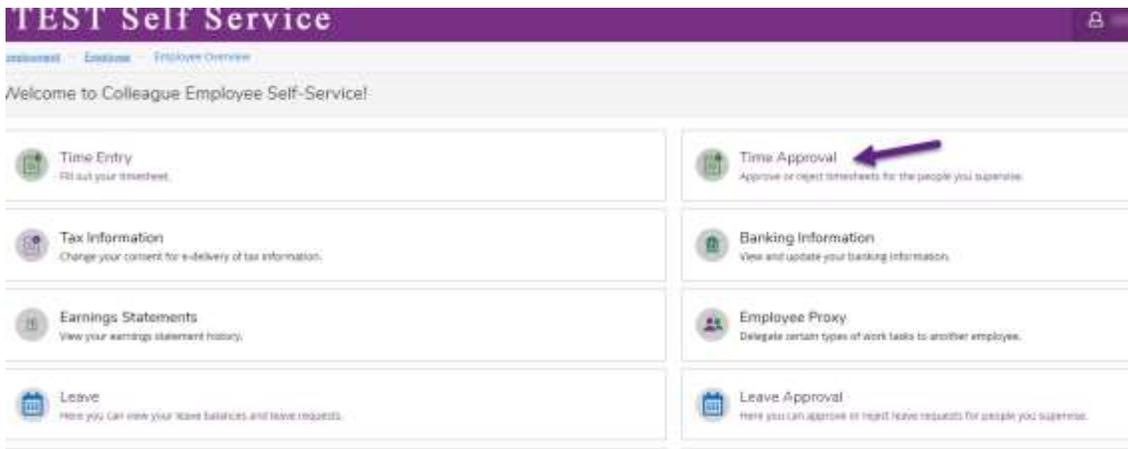


noreply@collegeofidaho.edu

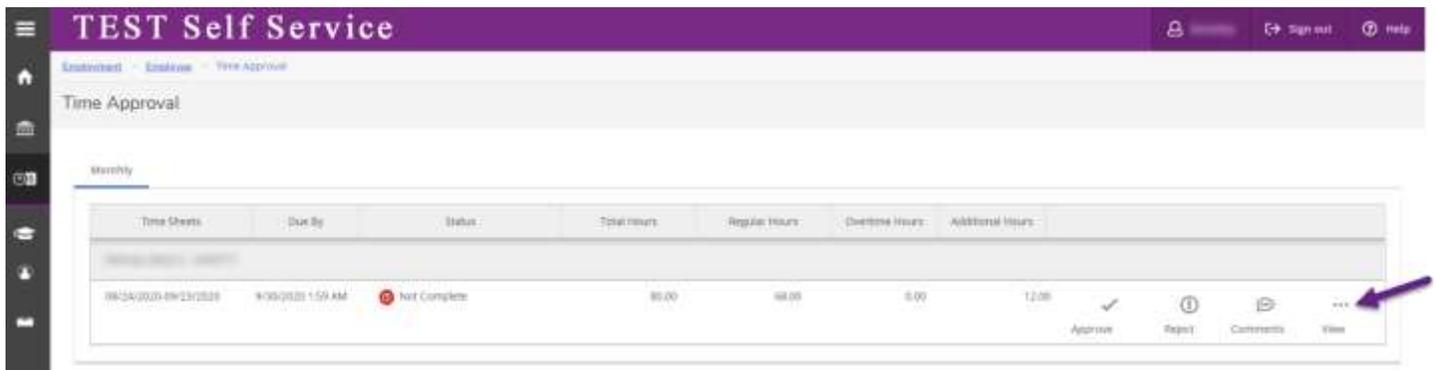
To

A time sheet for 08/24/2020- 08/29/2020 for [redacted] for position [redacted] was submitted. Please review the timesheet and apply your decision.

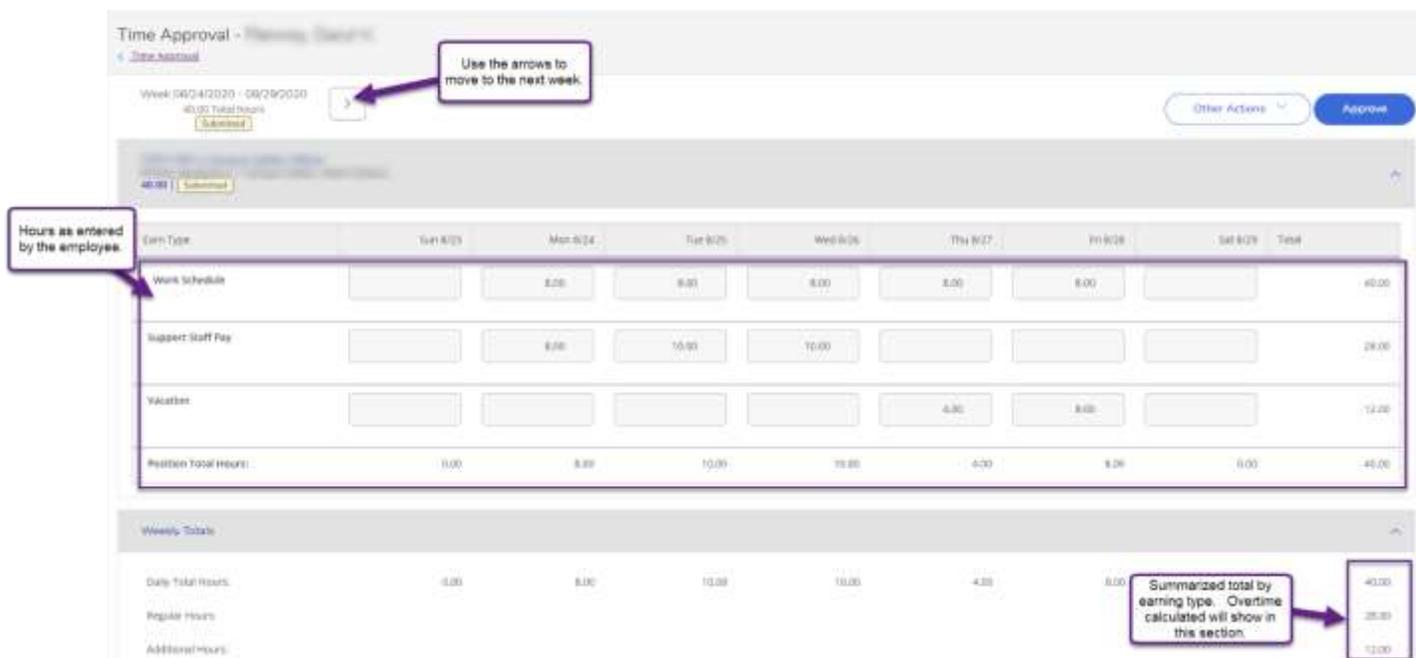
7. Select the "Time Approval" menu item.



8. Find the employee's timesheet you wish to review and click on the "View" icon.
 a. If the employee is not required to submit a timesheet for each week, the status will show "Not Complete." You will need to use the "View" option to review each timesheet.



9. The employee's hours for the week under review will be displayed.



10. To approve the timesheet click the “Approve” button.

Time Approval - [Employee Name]
< Time Approval

Week 08/24/2020 - 08/29/2020
48.00 Total hours
Submitted

Other Actions [Approve]

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		8.00	8.00	8.00	8.00	8.00		48.00
Support Staff Pay		8.00	10.00	10.00				28.00

11. To reject the timesheet use the “Other Actions” drop down and select “Reject.”

Time Approval - [Employee Name]
< Time Approval

Week 08/24/2020 - 08/29/2020
48.00 Total hours
Submitted

Other Actions [Approve]

- Approve
- Reject
- Comments

Earn Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		8.00	8.00	8.00	8.00	8.00		48.00

12. Enter comments regarding your reason for rejecting the timesheet. **Remember, this will be attached to the employee’s record so be professional.**

Reject Time Sheet

Rejected By [Employee Name]
Employee [Employee Name]
Rejecting time for: 08/30/2020 - 09/05/2020
Reason

You forgot to log your overtime.

Cancel [Reject]

13. The employee will be notified of your rejection decision, and you will be notified when the employee resubmits their timesheet.

Remember that you need to apply a decision for each week that a timesheet has been submitted.

Adjustments after Approval or Rejection

Occasionally you may mistakenly approve or reject a timesheet. In Self Service, supervisors can now change their decision without the employee needing to act. This can be done any time before the final timesheet deadline.

1. From within the timesheet select the “Other Actions” button and either choose “Unapprove” or “Unreject.”



2. You can also directly reverse a mistaken decision by changing an approved timesheet to rejected, or a rejected timesheet to approved.



Leave Information

Doctor Appointment - 2 hours per occurrence, up to 4 hours per month. If you or your employee has a doctor appointment over 2 hours long in one day, please use sick pay for the time above the 2 hours.

Community Service - 2 hours per month.

Bereavement Pay - 3 days per occurrence, immediate family members only.

Holiday Pay – use only on college paid holidays, holiday’s will be noted in Self-Service. In addition to the email HR sends out at the beginning of the year of which days are college paid holidays, payroll also sends out a very specific email during the month the holiday falls in on how to claim holiday pay. Please remember if you or your employees work on a holiday, they need to send payroll an email stating as such.

Floating Holidays - All employees must use their floating holidays by June 23rd each year. If you have not used your floating holidays by then, you will lose them. They accrue again on July 1st.

COMMON TIMESHEET PITFALLS

Situation #1 - Overtime on hourly employees

The College is on a Sunday to Saturday work week.

Solution - Look for any vacation, doctor appointments, sick leave, floating holidays, or holiday pay for the weeks where overtime is being calculated. The College only pays overtime on actual worked hours. College policy states no overtime will be paid for non-worked hours over 40. If you see these earn types in a week that has over 40 hours, reject the timesheet and inform the employee about the problem so they can correct and re-submit their timesheet.

Payroll spends many hours looking over hourly employee’s submitted time to make sure the overtime is calculating correctly, so please help them catch this before it reaches them.

Situation #2 - Your employee started their timesheet but has not completed it, and the payroll deadline is closing.

Solution - If you cannot reach your employee by the payroll deadline then you should reject the timesheet (**this should be a last resort**). Payroll will follow up on any rejected timesheet with both the employee and the supervisor.

Situation #3 - You have approved a timesheet before the employee has “signed” it with Submit for Approval.

Solution -Access the timesheet and click “Unapprove.”

Situation #4 - Your employee has not started a timesheet in Self-Service.

Solution A – **If the employee has worked during that time period**, reject their **empty** timesheet. This rejection will show that you as the supervisor have tried to the best of your ability to submit a completed timesheet for that employee but could not. This rejection is also a red flag to payroll. Payroll will follow up with both you and the employee.

Solution B – **If the employee has NOT worked during that time period**, no action is needed (do not reject, do not approve.)

Situation #5 - Employee has entered hours and/or leave types that you do not agree with.

Solution - Reject the submitted time and have the employee correct the errors before resubmitting it.

Remember, the monthly submitted timesheet becomes a legal document.

NOTIFICATIONS

Several notifications happen as timesheets are managed by employees and supervisors.

1. Timesheet Submitted—This notification tells you that the employee submitted their timesheet and which week of the pay period they submitted.

Time Sheet Submitted

 noreply@collegeofidaho.edu
To [redacted]

A time sheet for 08/24/2020- 08/29/2020 for [redacted] for position [redacted] was submitted. Please review the timesheet and apply your decision.

2. Timesheet Has Been Unsubmitted—This notification tells you that an employee has decided to make edits to a submitted timesheet. **You should not take any action on this timesheet until you receive another notification that they re-submitted it.**

Timesheet Has Been Unsubmitted

 noreply@collegeofidaho.edu
To [redacted]

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Fri 8/25/2020 4:20 PM

A timesheet for 08/30/2020- 09/05/2020 for [redacted] for position [redacted] is not longer submitted because the employee is making changes. You will receive notification the timesheet is resubmitted.

Employees receive the following notifications as you apply decisions to their timesheets.

1. Timesheet Approved—This means the timesheet is ready for payroll to process it.

Timesheet Approved

 noreply@collegeofidaho.edu
To [redacted]

Your timesheet for 08/24/2020- 08/29/2020 for position [redacted] has been approved.

2. Timesheet Rejected—means that the specified timesheet needs to be corrected. The employee needs to sign back into Self Service, open the timesheet for the rejected week, and make corrections.

Timesheet Rejected

 noreply@collegeofidaho.edu
To: [Redacted]

 Reply 

 Follow up. Start by Monday, September 28, 2020. Due by Monday, September 28, 2020.

Your timesheet for 08/24/2020- 08/29/2020 for position [Redacted] has been rejected. Please login to Self-Service and correct your timesheet prior to the deadline.

3. Timesheet No Longer Approved—The timesheet moved from the approved status to the unapproved status. If the employee did not ask you to do this, please work with them to ensure their timesheet is completed prior to the deadline.

Timesheet No Longer Approved

 noreply@collegeofidaho.edu
To: [Redacted]

 Reply  Reply All  Forward 

Mon 9/28/2020 12:47 PM

Your previously approved timesheet for 08/24/2020- 08/29/2020 for position [Redacted] is no longer approved and may need to be corrected in order for you to be paid correctly. If you have not already done so, please reach out to your supervisor to ensure your timesheet is completed before the deadline.

4. Timesheet No Longer Rejected—The timesheet moved from a rejected status to an unrejected status. **This means the timesheet is neither rejected nor approved**, please work with your employee to ensure their timesheet is completed prior to the deadline.

Timesheet No Longer Rejected

 noreply@collegeofidaho.edu
To: [Redacted]

Your previously rejected timesheet for 08/24/2020- 08/29/2020 for position [Redacted] is no longer rejected.

If you have not already done so, please reach out to your supervisor to ensure your timesheet is approved before the deadline.

EMPLOYEES WITH MULTIPLE POSITIONS

An employee will occasionally have multiple positions. In Self Service, supervisors can now see the hours reported for both positions but can only apply decisions for the position that reports to them.

Having a view of the other position allows you to ensure that the employee is not trying to double book their hours or recognize when an overtime situation may have occurred. You need to coordinate with the Business Office and the employee's other supervisor(s) if issues or questions come up with their timesheets.

Week: 08/24/2020 - 08/29/2020
24.00 Total Hours
Submit

Entry Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule			5.66	5.67	5.67			17.00
Support Staff Pay			5.65	5.67	5.67			16.99
Position Total Hours:	0.00	0.00	5.65	5.67	5.67	0.00	0.00	16.99

Week: 08/24/2020 - 08/29/2020
8.00 Total Hours
Submit

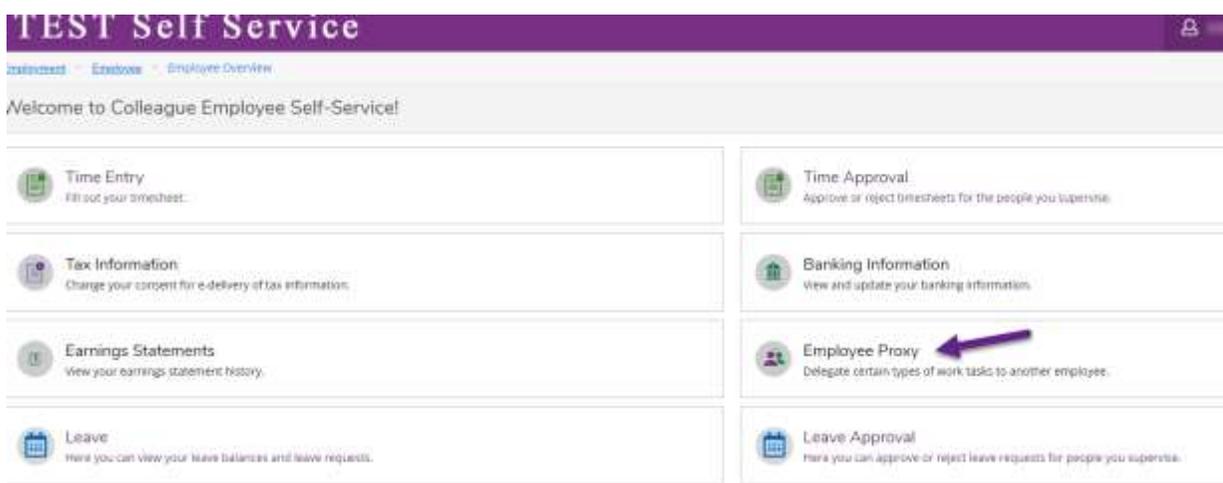
Entry Type	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Total
Work Schedule		4.00				4.00		8.00
Support Staff Pay		4.00				4.00		8.00
Position Total Hours:	0.00	4.00	0.00	0.00	0.00	4.00	0.00	8.00

EMPLOYEE PROXY

There may be a time when you are unable to apply decisions to timesheets before the deadline. When you know this will or may happen you can assign a proxy user to act on your behalf. **The Alternate Supervisor from WebAdvisor no longer works so you need to specify a proxy any time this is likely to occur.**

The proxy should be your supervisor, another Vice President, or someone pre-approved by Human Resources, it should NOT be an employee you supervise or an administrative assistant.

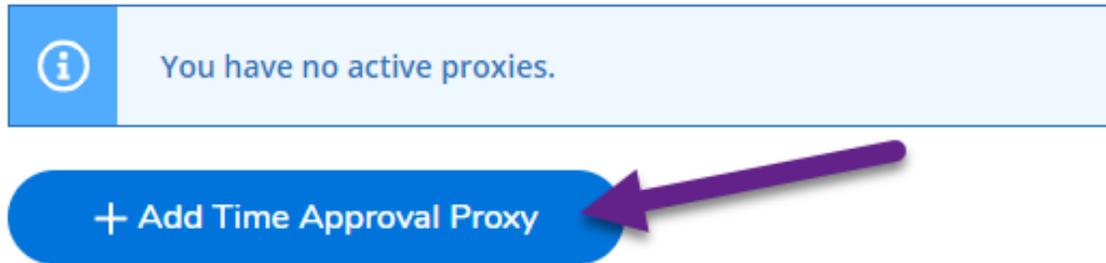
1. From the "Employee" menu, select "Employee Proxy."



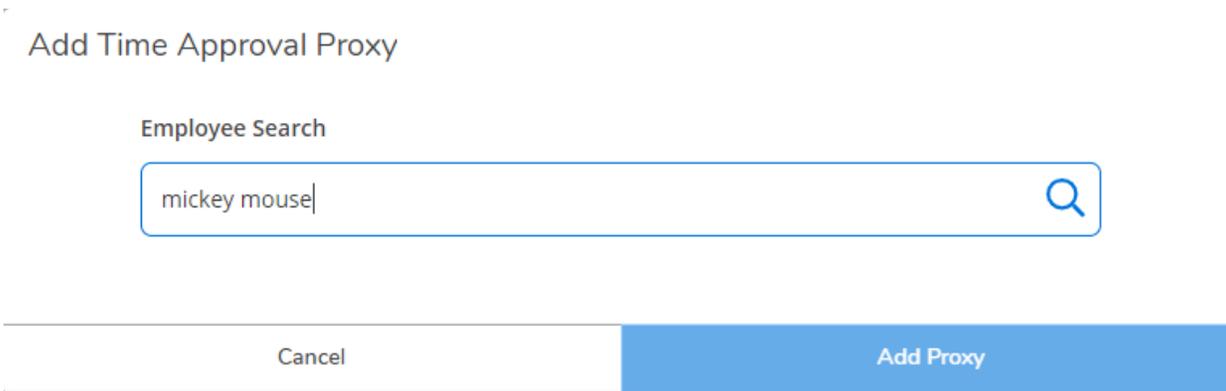
2. Click on "Add Time Approval Proxy"

Employee Proxy

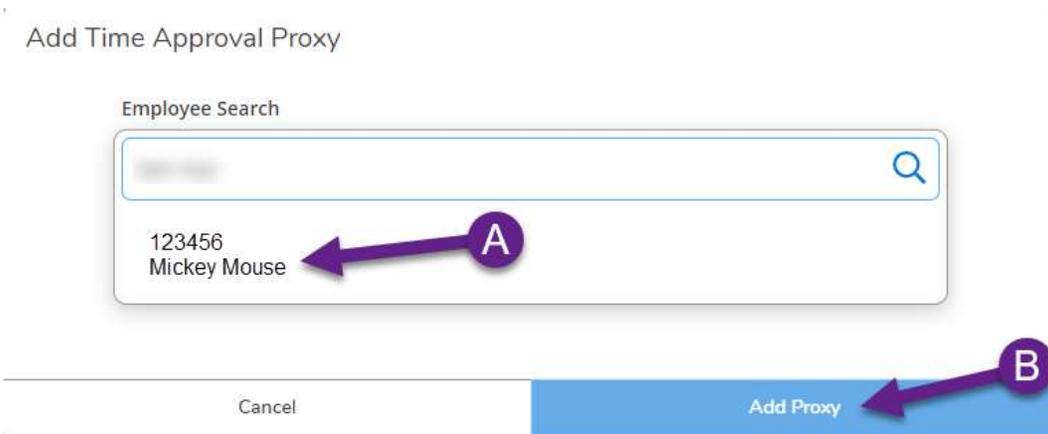
Add Proxy



3. Enter the name of the employee you would like to serve as your proxy and then hit enter or click the magnifying glass to search for them.



4. A list of potential employees will appear.
 - a. Highlight the employee by clicking on them.
 - b. Click "Add Proxy" to complete the change.



5. The employee will appear in your proxy list and receive an email that they have been granted proxy access.



You now have employee proxy access for [Employee Name] at The College of Idaho.

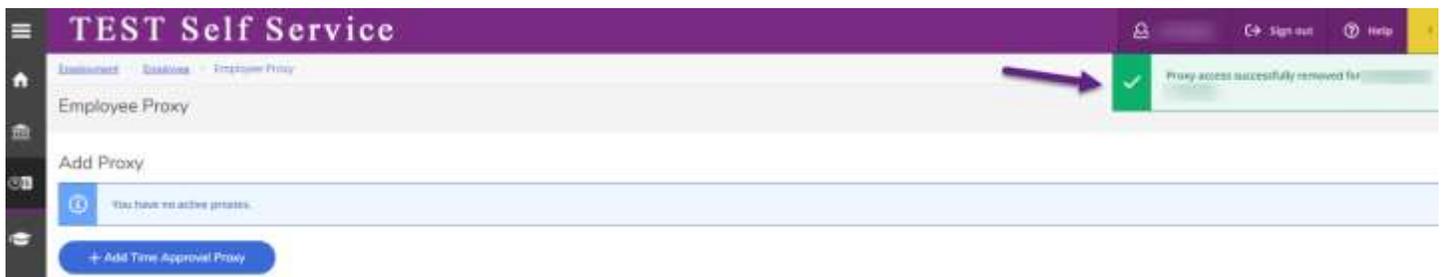


You have been granted **employee proxy** access to [Employee Name] at The College of Idaho.

6. When the need ends to have a proxy, you can remove the proxy's access by returning to the "Employee Proxy" form and clicking on the "X" icon on their row.



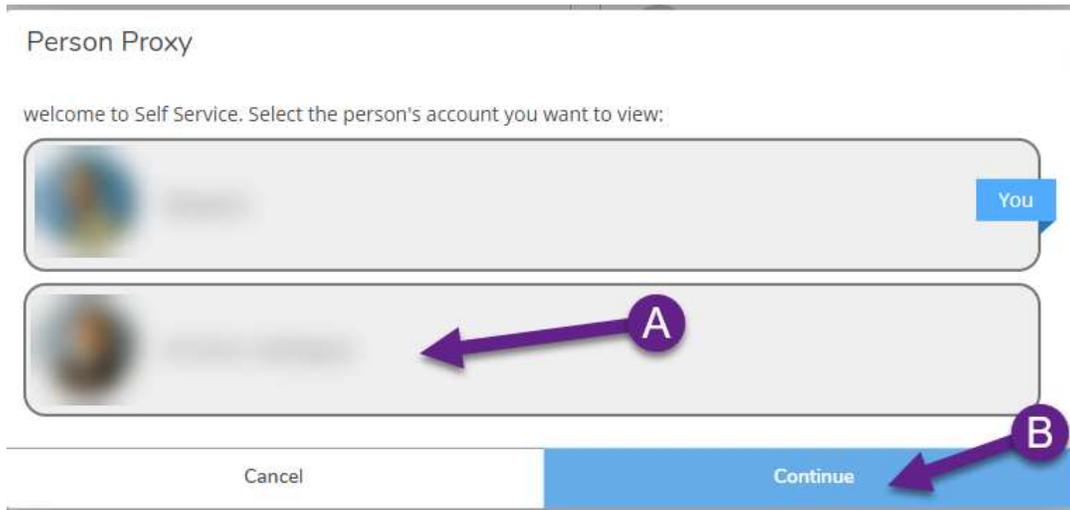
7. A message will appear confirming the change, and the individual will no longer show as a proxy.



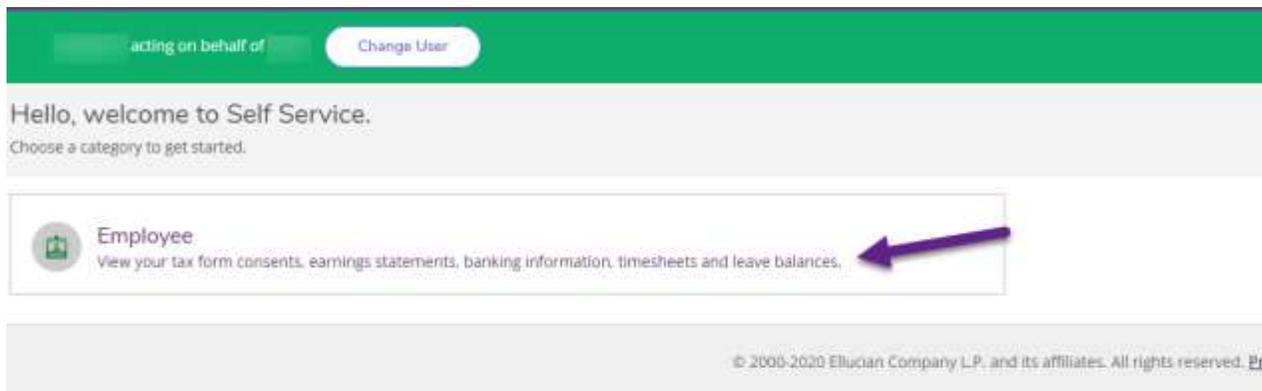
Acting as a Proxy

1. If you are assigned as a proxy you will be asked which account to use whenever you sign into Self Service.
 - a. Select the account you would like to access.
 - b. Click "Continue."

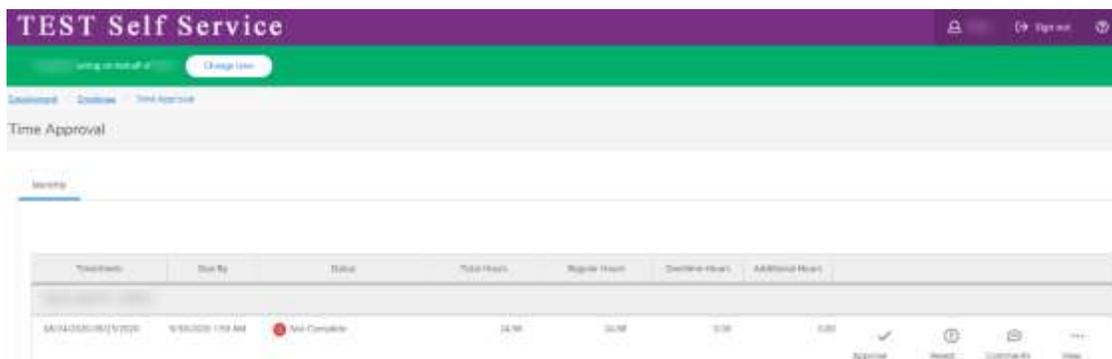
If you should no longer be a proxy, contact the person and ask them to remove your proxy access.



2. You will only have access to the "Employee" menu.



3. From the Employee menu you will be sent directly to "Time Approval."



4. Follow the regular supervisor process to approve or reject timesheets as appropriate.
- Time approval for Supervisors

VERSION CONTROL

Version Modified by	Modification Date	Description
Jaymalee Johnson	10/12/2020	
Nancy Johnson-Cassulo	10/16/2020	
Jaymalee Johnson	11/5/2020	
Jaymalee Johnson	12/11/2020	
Keith Bower	12/11/2020	Added Header Styles and Table of Contents