Web Time Entry – Supervisor Instructions

Web Time Entry is the online process for bi-weekly employees to submit their hours to be paid each pay period. Once the employee has electronically signed the time entry form, a system generated email notifies the Supervisor that the employee’s time is ready to be approved on ISIS for Employees.

1. To access web time entry form, click on the Log In tab from the ISIS Main Menu.
2. Enter your user ID and password for email. Click submit.
3. From the Employees ISIS Menu, under the Web Time Entry & Approval section, click on *For Supervisors: Web Time Entry Approval* to access employee timecards.
4. The *For Supervisors: Web Time Approval* form displays all the employees that report to you. The *Review Entry* column is already checked for all employees that have submitted their hours for the pay period. Click on Submit to access the first employee’s timecard.

*As you approve each employee’s timecard, the system will automatically bring up the next employee’s timecard that has the review entry box checked.*
5. If you are approving time entries as an Alternate Supervisor, you would follow steps 1-4 noted above. The only difference is when you are on step #4 **BEFORE** you click on Submit, you will need to click in the drop down box below: *Approve time entries on behalf of*. Click on the title of the Supervisor you are approving the time entries for in his/her absence.
6. The top of the *Time Entry* form displays the Employee’s name, title, pay period end date, pay cycle, department and deadline for the Supervisor to approve the employee’s timecard.

*The typical deadline for time entry approval is Tuesday noon of the week in which the employee is being paid. This may change when holidays fall within the pay period. Payroll will notify departments of any change to the deadline.*
7. The bottom of the *Time Entry* form displays whether the employee has electronically signed the time entry as complete. It also displays the Supervisor Decision, an email subject field and comment field. If the Supervisor needs to reject the time entry due to an error in submission, an email subject and comment is required.
8. To approve the timecard, click on the Supervisor Decision drop down box and click on "Approve". Click Submit. When approving the timecard, the subject and comment field is not required to be completed. A system generated email goes to the employee notifying him/her the time was approved.
9. To reject the timecard, click on the Supervisor Decision drop down box and click on Reject. Enter the Email Subject, Supervisor Comment, and then Click Submit. An email is sent back to the employee notifying him/her the timecard was rejected and the reason why. The Employee will resubmit the corrected time and re-sign the form. The Supervisor can then review the new time entry and approve it. Once approved, the timecard has been sent to payroll for processing and cannot be accessed for changes.
10. The History of the timecards from previous pay periods for the employees that report to you is stored online. You can access this by clicking on the *For Supervisors: Web Time History* link.
11. This form will display the employees that report to you. Click on the *Review Entry* column for the employee’s timecard that you want to review. Click Submit.
12. Choose the Year of the pay period end date that you want to review. Click Submit.
13. Select the pay period you want to display by checking off the box in the "Choose Only One" column. Click the Submit button at the bottom of this form.
14. The Time History will display the hours that were submitted by the Employee and approved by the Supervisor for the pay period end date. Note the *TYPE* field; it displays that it is the final record (if it was for the current pay period, the type would be noted as *draft*). The Time history also displays the electronic signature of the Employee, the Supervisor Decision and the date and time the employee completed the timecard and the supervisor logged the decision.