

**KSU College of Veterinary Medicine
Administration & Finance**

**TIME MANAGEMENT SYSTEM-ONLINE
Supervisor Time Approval**

Instructions for approving time off requests in a pay period:

- Open the [CVM Time Management System](#) website.

A screenshot of the login interface for a Manager. At the top left is a blue person icon and the word "Manager". Below this is a form with three input fields: "Select Company" with a dropdown menu showing "KSU College of Veterina", "User ID" with the text "JBEGNOCHE", and "Password" with ten black dots. A blue "Log On" button is positioned below the password field.

Manager

Select Company

User ID

Password

- Log in using your User ID and password
 - This will be the same User ID and password used for your CVM network account.

- From the Dashboard, approve appropriate pending time off requests before approving hours to ensure leave time is included in weekly hours. There are three ways to approve time off requests: 1. Dashboard 2. Request Manager Calendar View 3. Request Manager List View.

MY DASHBOARD ☆

Matching 1 of 1 Employees Refresh Edit

The screenshot shows three panels from a dashboard. The first panel, 'PENDING TIME OFF REQUESTS', has a yellow notification badge with the number '7'. It contains a table with columns for Name, Date, Request, and status icons (X and checkmark). The second panel, 'INDIVIDUAL TIME APPROVALS', has a green notification badge with the number '1' and a link 'Jump to Individual Hours'. The third panel, 'GROUP TIME APPROVALS', has a green notification badge with the number '1' and a link 'Jump to Group Hours'.

1. Dashboard

Pending time off requests can be approved by clicking the checkmark on the Dashboard next to the appropriate request. These requests can be denied by clicking the X.

This is a detailed view of the 'PENDING TIME OFF REQUESTS' panel. It features a calendar icon, a title, and a yellow notification badge with the number '7'. Below the title is a table with columns for Name, Date, Request, and status icons (X and checkmark). Two red arrows point to the status icons of the first row. At the bottom, a red arrow points to a link labeled 'Jump to Request Manager'.

Name	Date	Request	X	✓
Ashley Lignitz	09/11/2017	Comp Time Taken - 07:30 AM to 01:30 PM	X	✓
Ashley Lignitz	09/18/2017	Vacation Leave - Non-Exempt - 07:30 AM to 01:30 PM	X	✓
Ashley Lignitz	09/12/2017	Vacation Leave - Non-Exempt - 08:00 AM to 04:00 PM	X	✓
Ashley Lignitz	09/29/2017	Vacation Leave - Non-Exempt - 08:00 AM to 02:00 PM	X	✓
Ashley Lignitz	09/28/2017	Discretionary Day - Non-Exempt - 07:30 AM to 03:30 PM	X	✓
Ashley Lignitz	10/04/2017	Comp Time Taken - 08:00 AM to 04:00 PM	X	✓
Ashley Lignitz	10/05/2017	Vacation Leave - Non-Exempt - 08:00 AM to 12:00 PM	X	✓

To view, approve or deny the request in calendar view or list view, choose “Jump to Request Manager” from your Dashboard.

2. Request Manager - Calendar View

REQUEST MANAGER ☆

Calendar List

Status

Requests per calendar day: 10 Apply

+ Add Manage

October 2017

Sun Mon Tue Wed Thu Fri

1 2 3 4 5 6

Pending (1)
Ashley Lignitz
08:00 AM 8:00
9 - Comp Time Taken

Pending (1)
Ashley Lignitz
08:00 AM 8:00
74 - Vacation Leave - Non-Exempt

To approve in Calendar View, right click on the request and choose “Approve Request Level 1.”
To deny the request, right click and choose “Deny.”

3. Request Manager - List View

REQUEST MANAGER ☆

Calendar List

Status

Group by Request Date

8/27/2017 to 10/7/2017 Open Weeks Update

+ Add Manage Expand all Collapse all

Showing 8 records of 8 Selected 0 records

ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Description
- 08/31/2017 (1 of 1 requests)												
870770711	Ashley Lignitz	09/07/2017	-6	08/31/2017	07:30 AM 8:00	8:00	Approved	N/A	N/A	Leave Code	74 - Vacation Leave - Non-Exempt	
- 09/11/2017 (1 of 1 requests)												
870770711	Ashley Lignitz	09/07/2017	4	09/11/2017	07:30 AM 6:00	6:00	Pending	N/A	N/A	Leave Code	9 - Comp Time Taken	
- 09/12/2017 (1 of 1 requests)												
870770711	Ashley Lignitz	09/07/2017	5	09/12/2017	08:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	74 - Vacation Leave - Non-Exempt	
- 09/18/2017 (1 of 1 requests)												
870770711	Ashley Lignitz	09/07/2017	11	09/18/2017	07:30 AM 6:00	6:00	Pending	N/A	N/A	Leave Code	74 - Vacation Leave - Non-Exempt	
- 09/28/2017 (1 of 1 requests)												

To approve in List View, right click on the request and choose “Approve Request Level 1.” To deny the request, right click and choose “Deny.” Once requests are approved, you can return to your Dashboard by clicking the Home button on the top left of the screen.



Instructions for approving hours in a pay period:

Once all leave requests for the pay period have been approved or denied, hours can be approved. There are two options for approving hours from your Dashboard: 1. Individual Time Approvals 2. Group Time Approvals.

MY DASHBOARD ☆

Matching 1 of 1 Employees Refresh Edit

The screenshot shows a dashboard with three main panels. The first panel, 'PENDING TIME OFF REQUESTS', contains a table with 6 items. The second panel, 'INDIVIDUAL TIME APPROVALS', has a link 'Jump to Individual Hours'. The third panel, 'GROUP TIME APPROVALS', has a link 'Jump to Group Hours'. Red arrows point to these two links.

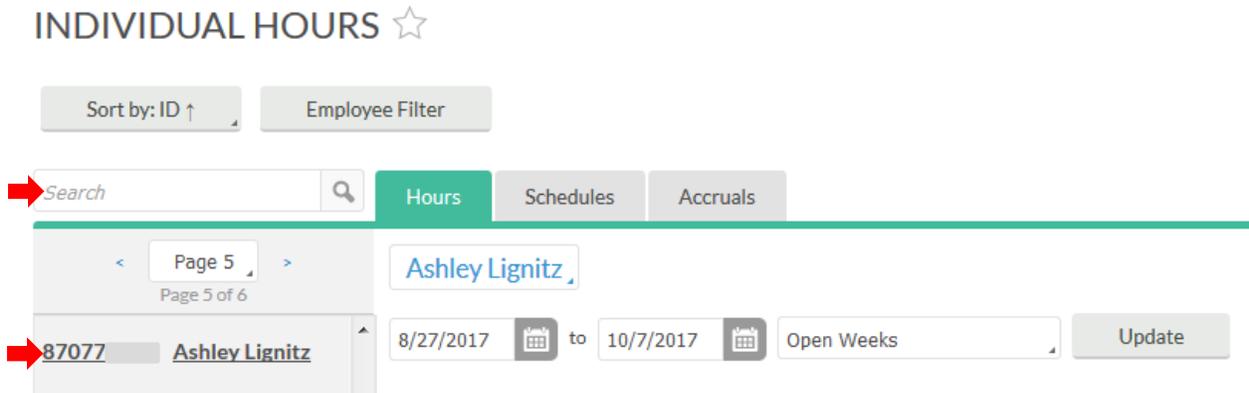
Name	Date	Request	OK	✓
Ashley Link to	09/18/2017	Vacation Leave - Non-Exempt - 07:30 AM to 01:30 PM	X	✓
Ashley Link to	09/12/2017	Vacation Leave - Non-Exempt - 08:00 AM to 04:00 PM	X	✓
Ashley Link to	09/29/2017	Vacation Leave - Non-Exempt - 08:00 AM to 02:00 PM	X	✓
Ashley Link to	09/28/2017	Discretionary Day - Non-Exempt - 07:30 AM to 03:30 PM	X	✓
Ashley Link to	10/04/2017	Comp Time Taken - 08:00 AM to 04:00 PM	X	✓
Ashley Link to	10/03/2017	Vacation Leave - Non-Exempt - 08:00 AM to 12:00 PM	X	✓

Individual Time Approvals

To approve individual hours, choose “Jump to Individual Hours” from your Dashboard.

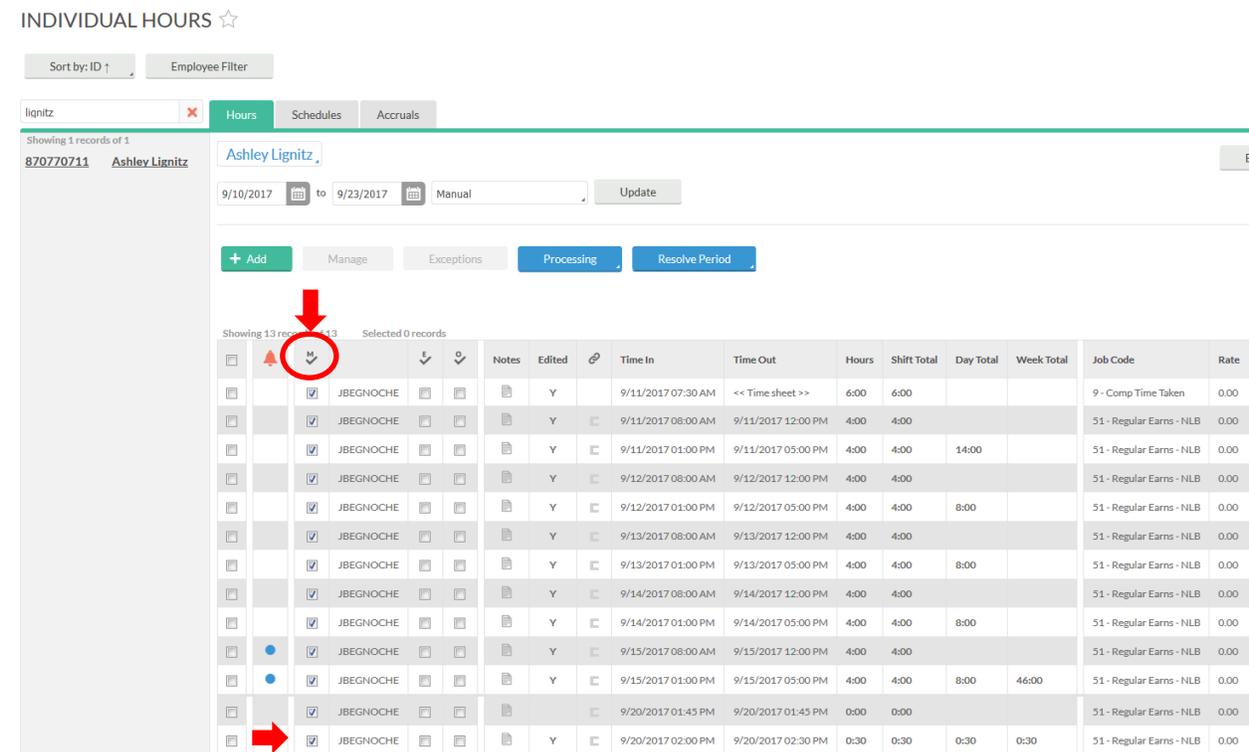
This is a close-up of the 'INDIVIDUAL TIME APPROVALS' panel. It features a green star icon, the title 'INDIVIDUAL TIME APPROVALS', a count of '1' in the top right, and a link 'Jump to Individual Hours' at the bottom. A red arrow points to the link.

The Individual Hours screen will list all employees a specific manager has access to on the left side of the screen. To view hours, click the employee's name or enter it in the search bar at the top of the screen.



To approve hours, check the boxes in the “M” column for manager approval. By clicking on the “M” it will approve all segments in a pay period. You may also approve individual segments by clicking the checkbox next to the segment. If leave was approved prior to approving hours, all leave will be included in the hours listed.

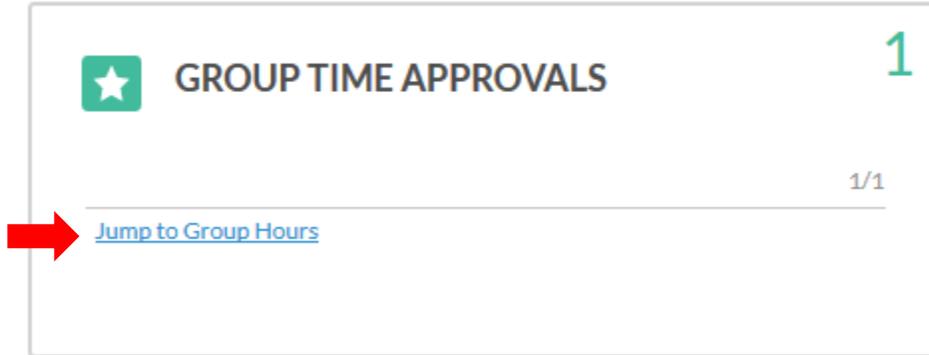
- Only the final segment of the pay period is required, however, if you prefer to approve all segments that is acceptable as well.



The segment(s) approved will then list the approver's name to the left of the time segment.

Group Time Approvals

To approve individual hours, choose “Jump to Group Hours” from your Dashboard.



The Group Hours screen will list all employees a specific manager has access to in a list. You must click the “Update” button on the top of the screen to view group hours.

TimeClock Plus KSU College

[Home](#)
[HOURS](#)
[SCHEDULES](#)
[EMPLOYEE](#)
[REPORTS](#)
[TOOLS](#)
[CONFIGURATION](#)
[COMPANY](#)

[Individual Hours](#)
[Group Hours](#)
[Period Export](#)
[Time Sheets](#)

GROUP HOURS ☆

Sort by: ID ↑ 8/27/2017 to 10/7/2017 Open Weeks [Update](#)

[Employee Filter](#) [Job Code Filter](#) [Exception Filter](#) Show absences

[+ Add](#) [Manage](#) [Exceptions](#) [Processing](#) [Resolve Period](#)

Showing 30 records of 30 Selected 0 records

					Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Cost Code	Rate
- 831314497 - Rachael Talbott																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		9/5/2017 07:00 AM	9/5/2017 09:00 AM	2:00	2:00	2:00		51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		9/6/2017 07:00 AM	9/6/2017 05:00 PM	10:00	10:00	10:00	12:00	51 - Regular Earns - NLB		0.00
- 838555621 - Erin Wilson																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				9/7/2017 02:15 PM	9/7/2017 02:15 PM	0:00	0:00	0:00	0:00	51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		9/18/2017 08:00 AM	9/18/2017 12:00 PM	4:00	4:00			51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		9/18/2017 01:00 PM	9/18/2017 05:00 PM	4:00	4:00	8:00		51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		9/19/2017 08:00 AM	9/19/2017 12:00 PM	4:00	4:00			51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		9/19/2017 01:00 PM	9/19/2017 05:00 PM	4:00	4:00	8:00		51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				9/21/2017 09:30 AM	9/21/2017 09:30 AM	0:00	0:00	0:00	16:00	51 - Regular Earns - NLB		0.00
- 870770711 - Ashley Lignitz																
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		8/31/2017 07:30 AM	<< Time sheet >>	8:00	8:00	8:00	8:00	74 - Vacation Leave - Non-Exempt		0.00

To approve hours, check the boxes in the “M” column for manager approval. By clicking on the “M” it will approve all segments in a pay period. You may also approve individual segments by clicking the checkbox next to the segment. If leave was approved prior to approving hours, all leave will be included in the hours listed.

- Only the final segment of the pay period is required, however, if you prefer to approve all segments that is acceptable as well.

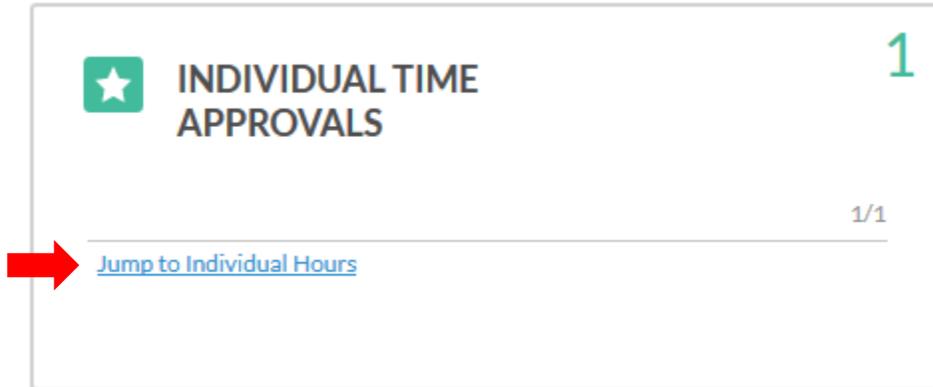
Showing 30 records of 30 Selected 0 records

				Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Cost Code	Rate
- 831314497 - Rachael Talbott															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>		Y	9/5/2017 07:00 AM	9/5/2017 09:00 AM	2:00	2:00	2:00		51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>		Y	9/6/2017 07:00 AM	9/6/2017 05:00 PM	10:00	10:00	10:00	12:00	51 - Regular Earns - NLB		0.00
- 838555621 - Erin Wilson															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>			9/7/2017 02:15 PM	9/7/2017 02:15 PM	0:00	0:00	0:00	0:00	51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>		Y	9/18/2017 08:00 AM	9/18/2017 12:00 PM	4:00	4:00			51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>		Y	9/18/2017 01:00 PM	9/18/2017 05:00 PM	4:00	4:00	8:00		51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>		Y	9/19/2017 08:00 AM	9/19/2017 12:00 PM	4:00	4:00			51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>		Y	9/19/2017 01:00 PM	9/19/2017 05:00 PM	4:00	4:00	8:00		51 - Regular Earns - NLB		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>			9/21/2017 09:30 AM	9/21/2017 09:30 AM	0:00	0:00	0:00	16:00	51 - Regular Earns - NLB		0.00
- 870770711 - Ashley Lignitz															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	JBEGNOCHE	<input type="checkbox"/>	<input type="checkbox"/>		Y	8/31/2017 07:30 AM	<< Time sheet >>	8:00	8:00	8:00	8:00	74 - Vacation Leave - Non-Exempt		0.00

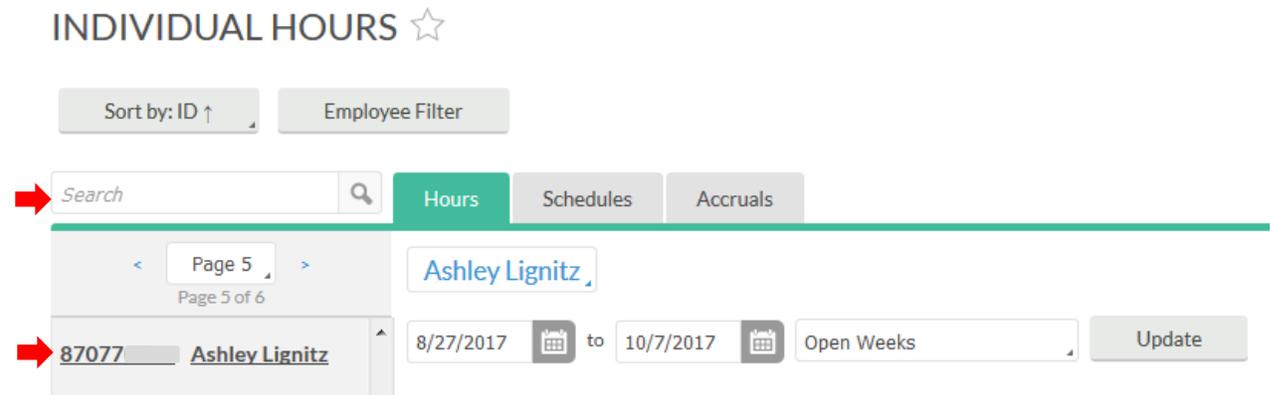
The segment(s) approved will then list the approver’s name to the left of the time segment.

Instructions for viewing Employee Leave Balances:

To view individual leave balances, choose “Jump to Individual Hours” from your Dashboard.



From the Individual Hours screen, click the employee’s name on the left hand side of the screen whose balances you would like to view, or search using the search bar.



Click the Accruals tab

INDIVIDUAL HOURS ☆

Sort by: ID ↑

Employee Filter

lignitz



Hours

Schedules

Accruals

Showing 1 records of 1

870770711 **Ashley Lignitz**

Showing 9 records of 9

Ledger	Accrual Bank↑	Accrued	Used	Remaining
	Comp - 5W COMP	0.0000	0.0000	0.0000
	Comp Time	0.0000	0.0000	0.0000
	Discretionary Day - 5V DISDAY	0.0000	0.0000	0.0000
	Holiday Comp - 5X HCOMP	0.0000	0.0000	0.0000
	Inclement Weather - 5U INCLEM	0.0000	0.0000	0.0000
	Military - 5Y MILIT	120.0000	0.0000	120.0000
	Shared Leave - 5Z SHARLV	0.0000	0.0000	0.0000
	Sick - 50 SICKE1 and SICKN1	94.0000	0.0000	94.0000
	Vacation - 51 VACBRE and VACBRN	189.2500	0.0000	189.2500

Leave balances as of the most recent pay period will be show on the screen. These balances will not account for any leave taken in the current pay period.