

SUPERVISOR TIME STUDY

Welcome to the Time Study Buddy. As a supervisor you have access to your worker's time study so that you can review, approve and electronically sign them.

Depending on whether or not you prepare a time study yourself, you will see one of the following screens:

Supervisor **with** a time study:

The screenshot shows the 'Time Study Buddy' interface for a supervisor. At the top, there is a navigation bar with 'Home', 'Supervising - November 2015', 'Account', and 'Help'. Below the navigation bar, a clock icon is on the left, and the text 'created on 2/5/2016 3:38:16 PM' is on the right. A central message box says '1 Enter November 2015 Time Study'. Below this is a section titled 'Enter Payroll Information' with a table for days 1 through 7. The table has columns for 'Hours paid', 'Less: Paid time off', and 'Hours worked'. A dropdown menu is open, listing workers: Brown, James (with a pencil icon), Christensen, Pearl (DONE), Fredriks, Cindi (DONE), Gillan, Dill (with a pencil icon), Neubauer, Lynda (DONE), Nolen, Lawrence (with a slider icon), Nunez, Helen (with a crossed-out envelope icon), and Wise, Shirley (DONE). Below the payroll table is a section titled 'Enter Hours Worked' with a table for 'Super' (Supervision) showing hours for days 1 through 7. At the bottom, there is a link '(+) Add Program Code'.

Supervisor **without** a time study:

The screenshot shows the 'Time Study Buddy' interface for a supervisor without a time study. At the top, there is a navigation bar with 'Home', 'November 2015', 'Account', and 'Help'. Below the navigation bar, a clock icon is on the left, and the text 'created on 2/5/2016 3:57:02 PM' is on the right. A central message says 'Christine Braun, welcome to the Time Study Buddy'. Below this is a table with columns 'Name', 'Unit', and 'Status'. The table lists several workers with their units and status icons (pencil, crossed-out envelope, or DONE).

Name	Unit	Status
Coleman, Penny	HHFS	
Cudney, Brittany	HHFS	
Kirwan, Denny	HHFS	DONE
Lang, Christie	HHFS	DONE
Leek, Bella	HHFS	DONE
McClenagan, Linda	HHFS	DONE
Todd, Laura	HHFS	DONE

In both situations you have access to your worker's time study by clicking on their [status icon](#). Managers can drill down through multiple levels to access any time study within their chain of supervision.

Brown, James		waiting for signature
Christensen, Pearl		
Fredriks, Cindi		signed and approved
Gillan, Dill		waiting for approval
Neubauer, Lynda		
Nolen, Lawrence		43% complete
Nunez, Helen		has not logged in
Wise, Shirley		

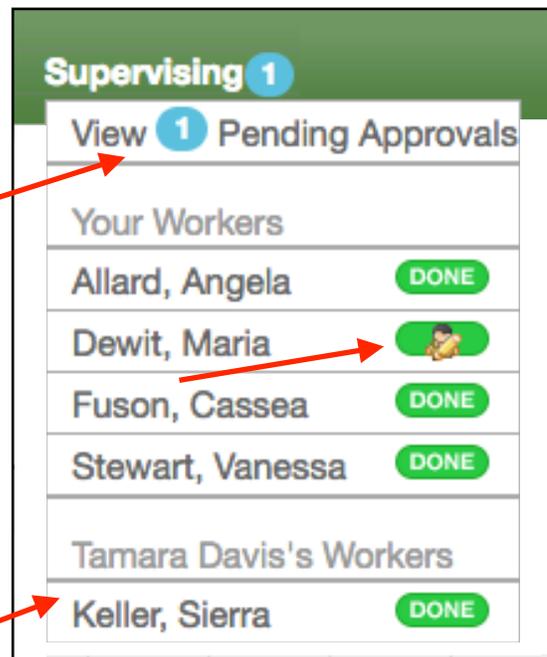
If there are worker time studies waiting for your approval, you will be notified by email.

Also, on your own time study you will see a number in the green menu bar indicating that there are worker time studies waiting for your approval.

Click on the [Waiting for Approval](#) status icon to review and electronically approve the worker's time study.

Backup Supervisors - These supervisors can access and electronically approve the worker's time study. However, they do not receive email notifications and are excluded from *supervisor calculations*.

Backup workers are displayed at the bottom of the drop down list.



On the approval screen, click the **CERTIFY** box and then the **ELECTRONICALLY APPROVE** button to electronically approve a worker's time study.

Approval Pending ✕

Nikki Baker's November 2015 time study is pending electronic approval.

REVIEW

and review Nikki Baker's time study.

CERTIFY

I certify that the employee's time records have been examined and that, to the best of my knowledge and belief, this time record is true and correct and the activities were performed as shown.

SIGN

Click the button to

Sometimes it is necessary to sign a time study on behalf of one of your workers. When doing so, you will be prompted to write an explanation as to why. These explanations are saved for future reference.

EXPLAIN

Explain why you are signing on behalf of Nikki Baker.

UNLOCK and PRINT Buttons

After approving one of your worker's time studies, it is locked and cannot be modified.

The **UNLOCK** button allows you to unlock their time study to make changes. Doing so will revert the status to "waiting for signature."

The **PRINT** button opens their time study in Excel to view or print.

2	3	4	5	Total
8.00	8.00	8.00	-	160.00
-	-	-	-	24.00
8.00	8.00	8.00	-	136.00
1.50	7.00	2.25	-	52.75
5.00	-	-	-	5.00
-	-	0.25	-	14.25
1.50	1.00	5.50	-	50.00
-	-	-	-	0.00
-	-	-	-	0.00
-	-	-	-	14.00
				UNLOCK
				PRINT

Thank you for using the Time Study Buddy.