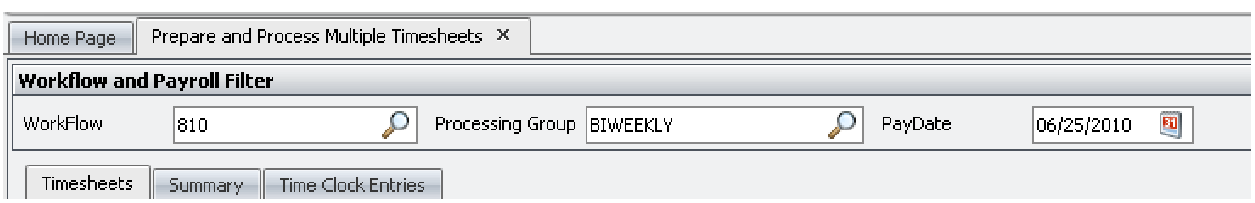
Hourly Timesheet Creation (Supervisors)

1. Double-Click on Workflow Modules Client

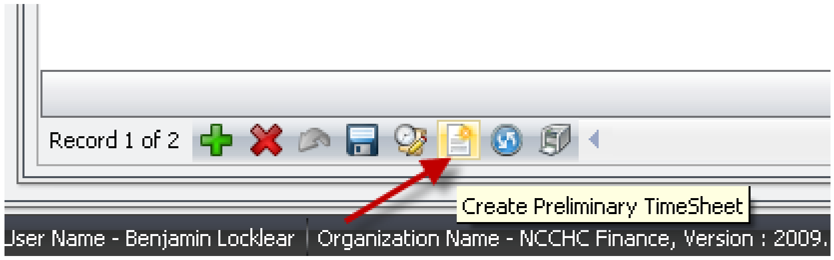
2. Begin typing your name in the User Name field. Your password initially is your last name. Once you type in your last name, click OK. You will then be prompted to change your password (note that your last name should be typed in all lowercase). Passwords must be at least 6 characters long and include letters and numbers. After you change your password, type in the new password and click OK.

3. From the top ribbon select Process Multiple Timesheets

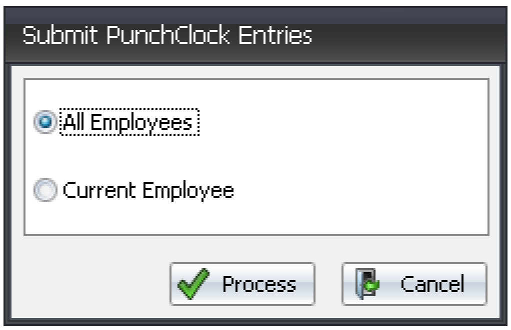
4. Select Workflow ID, Processing Group (generally the same as the workflow ID), & Pay Date. Next select Time Clock Entries



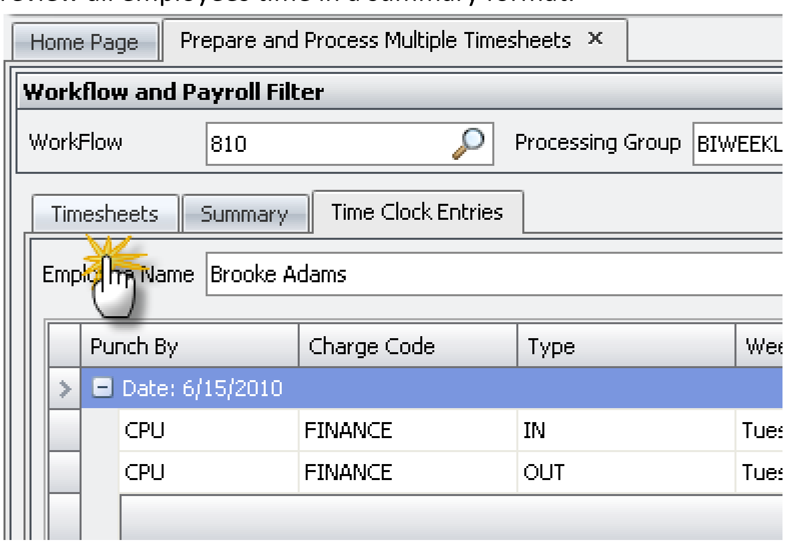
5. Select one employee from the list. At the bottom of the screen select Create Preliminary Timesheets. Note that you will see all In and Out entries for the pay period.



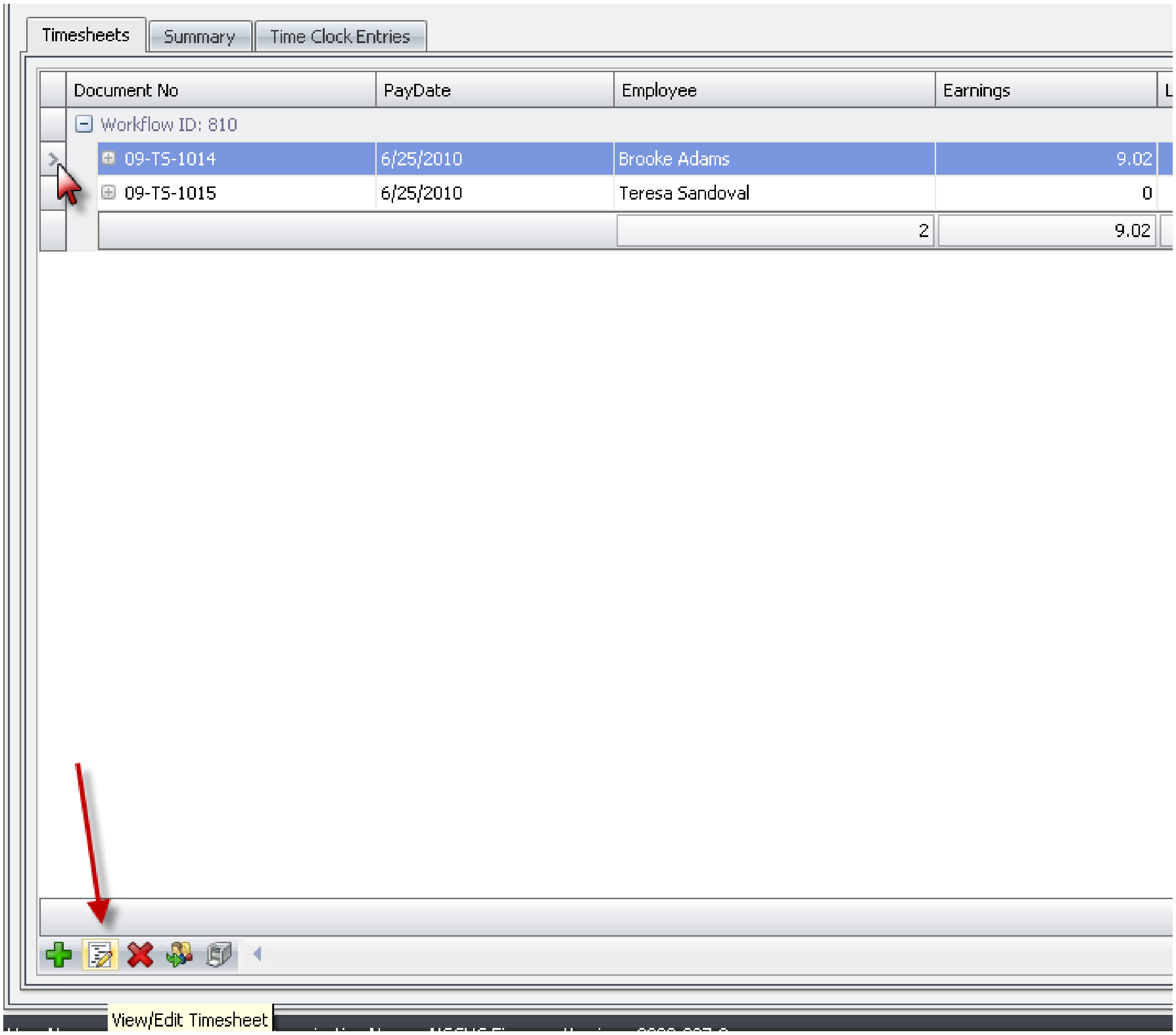
6. Select All Employees from the next screen and click Process. This allows us to create timesheets for all staff simultaneously.



7. The next screen confirms how many timesheets were created. Click on the Timesheets tab to review all employees time in a summary format.

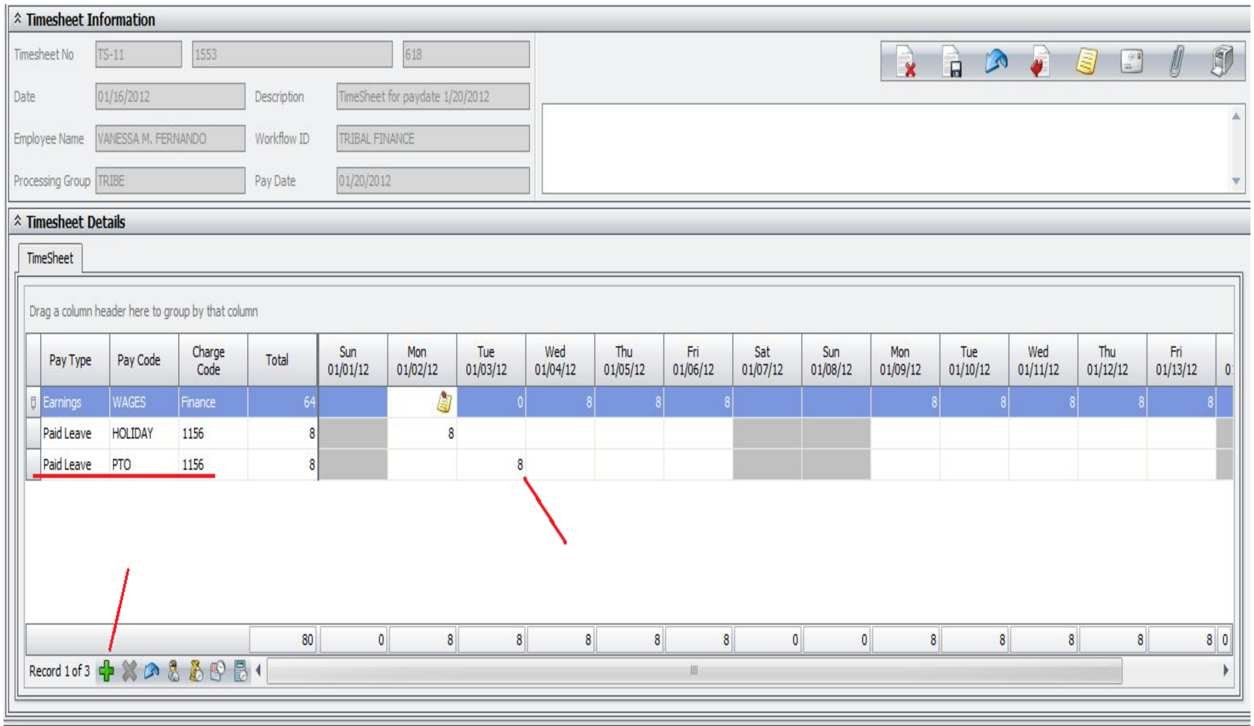


8. To Edit time select the employee’s timesheet you wish to edit and click the Edit/View Timesheet icon at the bottom of the screen.



9. To add time to PTO click on the Green Plus sign at the bottom of the screen. Select Paid Time Off, PTO, then add the number of hours to the date of the PTO

10. Once you have made your changes click the Save icon on the right side of the screen.



Pay Type	Pay Code	Charge Code	Total	Sun 01/01/12	Mon 01/02/12	Tue 01/03/12	Wed 01/04/12	Thu 01/05/12	Fri 01/06/12	Sat 01/07/12	Sun 01/08/12	Mon 01/09/12	Tue 01/10/12	Wed 01/11/12	Thu 01/12/12	Fri 01/13/12
Earnings	WAGES	Finance	64			0	8	8	8			8	8	8	8	8
Paid Leave	HOLIDAY	1156	8		8											
Paid Leave	PTO	1156	8			8										
			80	0	8	8	8	8	8	0	0	8	8	8	8	8

11. To Approve multiple timesheets Left-Click and hold the click at the beginning of the first row you wish to approve and drag down highlighting desired rows. OR, Left-Click at the beginning of a row, hold the Ctrl key of your keyboard and click the next row you wish to approve. Once you have the desired timesheets highlighted, click Approve icon at the bottom of the screen.