

# Approving Time as a Supervisor

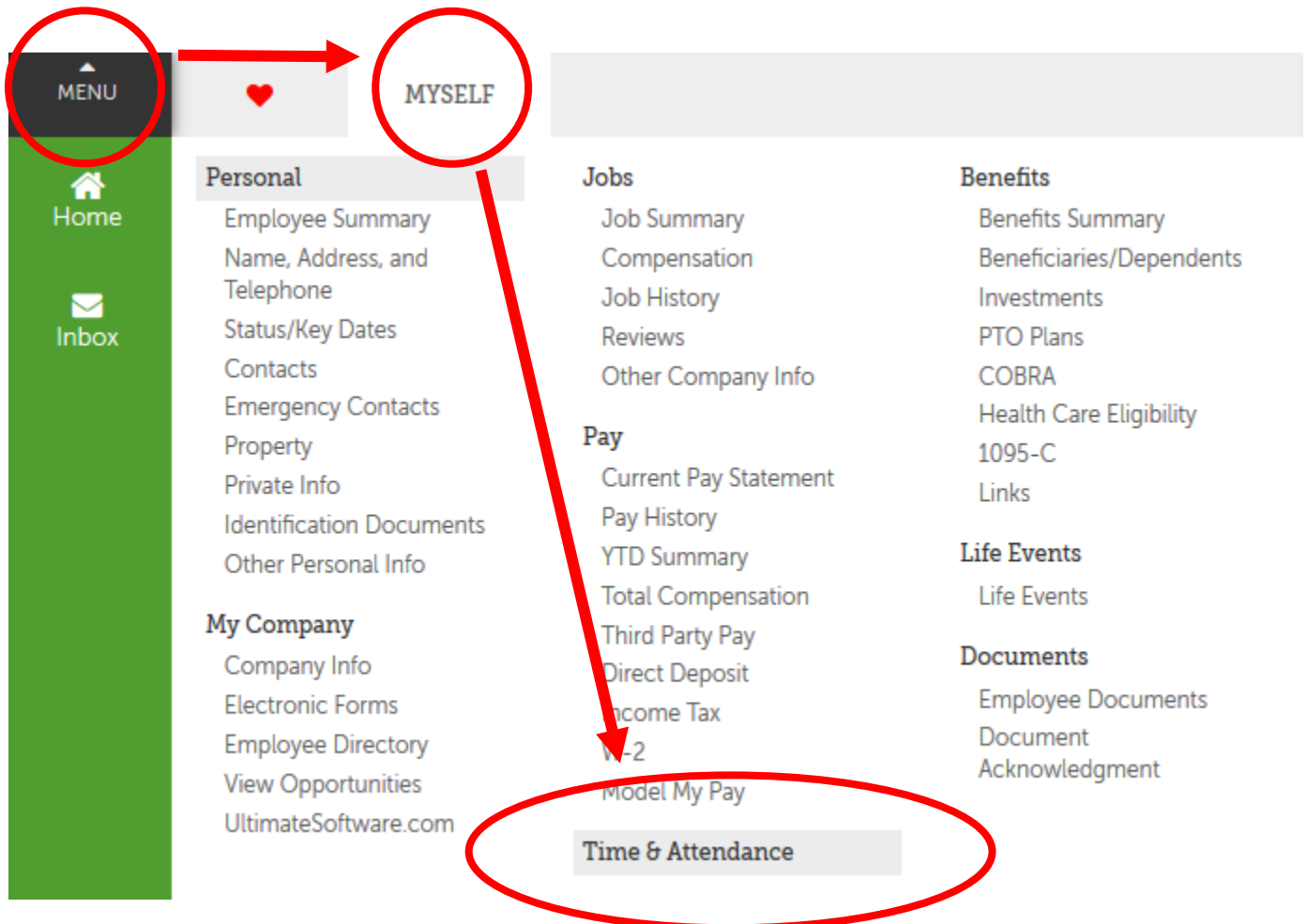
Employees who supervise another employee (administrators, admin non-exempt, staff, and student employees) will need to approve any exception to a time card. Exceptions, or “Unauthorized” time, are considered items that need a supervisor’s review. Vacation requests, Jury Duty, California Meal Penalties (CAMP), Overtime, and Work Award time are all examples of items that require a supervisor’s approval. This guide will walk you through how to identify those items and how to approve them. In order to proceed, you must complete steps 1-3 listed below first.

- 1) Login to UltiPro through My.Redlands or through <http://uredlands.ultipro.com>
- 2) Click on to the “Menu” icon in the upper left corner, navigate to “Myself” and select “Time & Attendance”



\*\* NOTE: A new browser window will open.

If you have a pop-up blocker enabled, you must allow pop-ups for UltiPro in order to navigate to Time & Attendance. Here are steps to follow if this occurs

- Enable pop-ups for your browser. If you are unsure how to do this, please contact Tech Support Services at ext. 8922
- Repeat steps in item #2 listed above



- 3) A new tab will open with the UTA Launch Pad Homepage  
 \*\* Note: Depending on reporting structure and permissions, you may have additional items along the top bar


Opal Test 

---

Launch Pad Homepage
Messages(0)
My TS
Daily TS
Time Off
Team
Proxy
My Reports

---

**Quick Links**

[My Timesheet](#) [Request Time Off](#)

**Clocks**

[Clock On](#) [Clock Off](#) Server time is: 12:47 PM

---

**My Alerts**

Del	Subject	Date
<input type="checkbox"/>	<a href="#">Pending Time Off Request</a>	Nov 18, 10:00 AM
<input type="checkbox"/>	<a href="#">Unauthorized Timesheets</a>	Nov 8, 6:00 PM

**Week-To-Date Summary**

	REG	Totals
VAC	8:00	8:00
Totals	8:00	8:00

[View My Timesheet](#)

---

**To Dos**

Del	Subject	Date
<input type="checkbox"/>	<a href="#">A Time Off Request is submitted for your approval.</a>	Nov 15, 5:40 PM
<input type="checkbox"/>	<a href="#">A cancellation of approved time off is submitted for your approval.</a>	Nov 15, 5:36 PM
<input type="checkbox"/>	<a href="#">A Time Off Request is submitted for your approval.</a>	Nov 14, 6:52 PM
<input type="checkbox"/>	<a href="#">A cancellation of approved time off is submitted for your approval.</a>	Nov 14, 4:15 PM
<input type="checkbox"/>	<a href="#">A Time Off Request is submitted for your approval.</a>	Nov 14, 4:11 PM

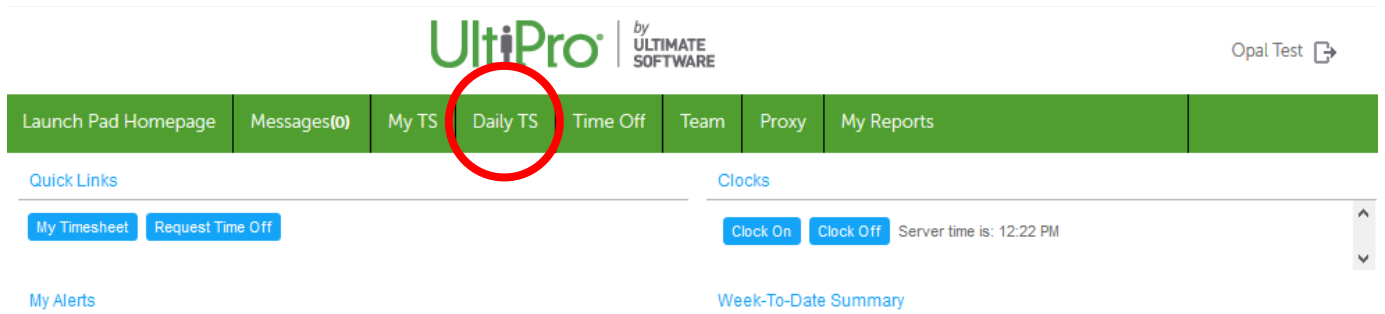
**Balance Summary**

Balance	Current	End of Year
Vacation	91.00 hours	115.00 hours
Sick	112.00 hours	140.00 hours
Personal	8.00 hours	8.00 hours
Optional holiday	16.00 hours	16.00 hours

[View Balance History](#)

4) Once in UTA, click on Daily TS tab .

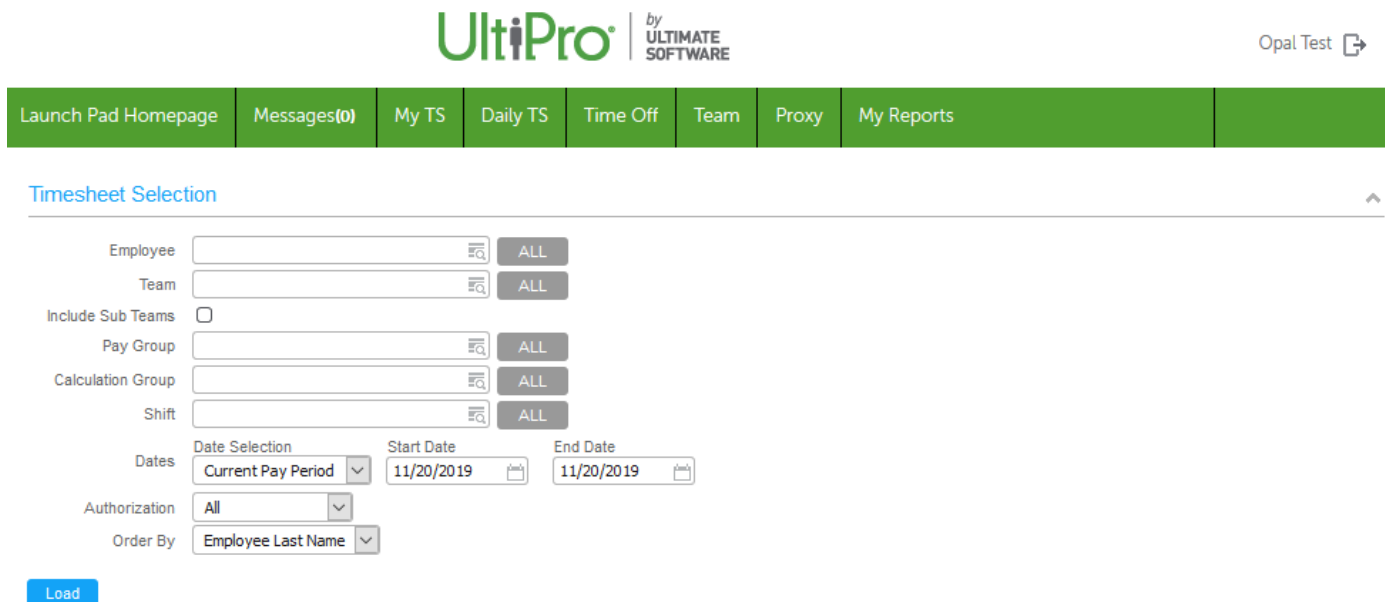
If you do not have this tab and you supervise employees, please email Human Resources at [HRIS@redlands.edu](mailto:HRIS@redlands.edu) or call extension 8040.



The screenshot shows the UltiPro software interface. At the top, the logo "UltiPro by ULTIMATE SOFTWARE" is visible on the left, and "Opal Test" with a refresh icon is on the right. Below the logo is a green navigation bar with several tabs: "Launch Pad Homepage", "Messages(0)", "My TS", "Daily TS" (which is circled in red), "Time Off", "Team", "Proxy", and "My Reports". Below the navigation bar, there are two main sections: "Quick Links" on the left and "Clocks" on the right. Under "Quick Links", there are buttons for "My Timesheet" and "Request Time Off". Under "Clocks", there are buttons for "Clock On" and "Clock Off", along with the text "Server time is: 12:22 PM". Below these sections, there are links for "My Alerts" and "Week-To-Date Summary".

You will be presented with the following search screen. The “Dates” area will default to Current Pay Period.

\*\* NOTE – Current Pay Period option will override any dates listed.



The screenshot shows the "Timesheet Selection" search screen in the UltiPro software. At the top, the logo "UltiPro by ULTIMATE SOFTWARE" is visible on the left, and "Opal Test" with a refresh icon is on the right. Below the logo is a green navigation bar with several tabs: "Launch Pad Homepage", "Messages(0)", "My TS", "Daily TS", "Time Off", "Team", "Proxy", and "My Reports". Below the navigation bar, the "Timesheet Selection" section is displayed. It contains several search criteria: "Employee" (text input), "Team" (text input), "Include Sub Teams" (checkbox), "Pay Group" (text input), "Calculation Group" (text input), and "Shift" (text input). Each of these text inputs has a search icon and an "ALL" button. Below these, there is a "Dates" section with a "Date Selection" dropdown menu set to "Current Pay Period", and "Start Date" and "End Date" fields both set to "11/20/2019". There are also "Authorization" and "Order By" dropdown menus, with "Authorization" set to "All" and "Order By" set to "Employee Last Name". A blue "Load" button is located at the bottom left of the search criteria.

5) Select the Employee(s) or Pay Group, then click Load

Load

Timesheet

10/28/2019 - 11/10/2019

Employee  ALL

Team  ALL

Include Sub Teams

Pay Group UR3 ALL

Calculation Group  ALL

Shift  ALL

Dates Date Selection Start Date End Date  
Current Pay Period 11/20/2019 11/20/2019

Authorization All

Order By Employee Last Name

Load

\*\*\* NOTE – If you have both Biweekly and Monthly employees reporting within your department, you may get the following Error message. You will need to choose a Pay Group to narrow the selection

You may only select employees with the same pay period

Back

You can also narrow your search to just the areas that need approval by narrowing the criteria to show only “Unauthorized” time

Timesheet Selection

Employee  ALL

Team  ALL

Include Sub Teams

Pay Group UR3 ALL

Calculation Group  ALL

Shift  ALL

Dates Date Selection Start Date End Date  
Current Pay Period 11/20/2019 11/20/2019

Authorization Unauthorized

Order By Employee Last Name

Load

6) Once loaded, you will see the first employee's timesheet for the related time frame



Items in yellow are the areas that need approval.

Timesheet   10/28/2019 - 11/10/2019

Employee: Test, Thurber

	Scheduled	Worked	Employee Submitted	Shift	Clocks	Time Code Summary	Hour Type Summary
10/28/2019 Mon	08:00			OFF	+	08:00a 12:00p 1:00p 5:00p	WRK 8:00 , MEAL 1:00 REG 8:00
10/29/2019 Tue	08:45			OFF	+	07:45a 12:30p 1:00p 5:00p	WRK 8:45 , MEAL 0:30 REG 8:00, OT1 0:45
10/30/2019 Wed	09:30			OFF	+	08:05a 12:45p 1:14p 5:00p	WRK 8:30 , CAMP 1:00 , SHORT MEAL 0:30 PREM 1:00, REG 8:00, OT1 0:30
10/31/2019 Thu	09:30			OFF	+	08:00a 1:30p 2:00p 5:00p	WRK 8:30 , CAMP 1:00 , MEAL 0:30 PREM 1:00, REG 8:00, OT1 0:30
11/01/2019 Fri	04:00			OFF	+	08:00a 12:00p 5:00p	WRK 4:00 REG 4:00
11/02/2019 Sat				OFF	+		
11/03/2019 Sun				OFF	+		
11/04/2019 Mon				OFF	+		
11/05/2019 Tue				OFF	+		
11/06/2019 Wed				OFF	+		
11/07/2019 Thu				OFF	+		
11/08/2019 Fri				OFF	+		
11/09/2019 Sat				OFF	+		
11/10/2019 Sun	04:00			OFF	+	08:00a 12:00p	WRK 4:00 REG 4:00



If you have narrowed your search criteria to just “Unauthorized” time, your screen should only show the items highlighted in yellow


Opal Test 

Timesheet   10/28/2019 - 11/10/2019














































Employee: Test, Thurber








	Scheduled	Worked	Employee Submitted	Shift	Clocks	Time Code Summary
10/29/2019 Tue	08:45			OFF	+	07:45a 12:30p 1:00p 5:00p
10/30/2019 Wed	09:30			OFF	+	08:05a 12:45p 1:14p 5:00p
10/31/2019 Thu	09:30			OFF	+	08:00a 1:30p 2:00p 5:00p
11/01/2019 Fri	04:00			OFF	+	08:00a 12:00p 5:00p

7) To view the “Unauthorized” items that need approval, you can either click on the triangle  to expand each day or the triangle  at the top to expand all days.

Timesheet   10/28/2019 - 11/10/2019

Employee: Test, Thurber

	Scheduled	Worked	Employee Submitted	Shift	Clocks	Time Code Summary	Hour Type Summary
		08:00	<input type="checkbox"/>	OFF	 08:00a  12:00p  1:00p  5:00p	WRK 8:00 , MEAL 1:00	REG 8:00
		08:45	<input type="checkbox"/>	OFF	 07:45a  12:30p  1:00p  5:00p	WRK 8:45 , MEAL 0:30	REG 8:00, OT1 0:45
		09:30	<input type="checkbox"/>	OFF	 08:05a  12:45p  1:14p  5:00p	WRK 8:30 , CAMP 1:00 , SHORT MEAL 0:30	PREM 1:00, REG 8:00, OT1 0:30
		09:30	<input type="checkbox"/>	OFF	 08:00a  1:30p  2:00p  5:00p	WRK 8:30 , CAMP 1:00 , MEAL 0:30	PREM 1:00, REG 8:00, OT1 0:30
		04:00	<input type="checkbox"/>	OFF	 08:00a  12:00p  5:00p	WRK 4:00	REG 4:00
	<input type="checkbox"/>		<input type="checkbox"/>	OFF			
	<input type="checkbox"/>		<input type="checkbox"/>	OFF			
	<input type="checkbox"/>		<input type="checkbox"/>	OFF			
	<input type="checkbox"/>		<input type="checkbox"/>	OFF			
	<input type="checkbox"/>		<input type="checkbox"/>	OFF			
	<input type="checkbox"/>		<input type="checkbox"/>	OFF			
	<input type="checkbox"/>		<input type="checkbox"/>	OFF			
	<input type="checkbox"/>	04:00	<input checked="" type="checkbox"/>	OFF	 08:00a  12:00p	WRK 4:00	REG 4:00

   10/29/2019 Tue 08:45  OFF  07:45a  12:30p  1:00p  5:00p WRK 8:45 , MEAL 0:30 REG 8:00, OT1 0:45

Authorized	Auth By	Auth Date	Start Time	End Time	Hours	Time Code	Hour Type	Job	Unit	Object	Team
<input checked="" type="checkbox"/>	AUTO		7:45a	12:30p	4:45	WRK	REG	22441	602180	53100	TEST OPAL 000011253
<input checked="" type="checkbox"/>	AUTO		12:30p	1:00p	0:30	MEAL	UNPAID	22441	602180	53100	TEST OPAL 000011253
<input checked="" type="checkbox"/>	AUTO		1:00p	4:15p	3:15	WRK	REG	22441	602180	53100	TEST OPAL 000011253
<input type="checkbox"/>	AUTO	11/20/2019	4:15p	5:00p	0:45	WRK	OT1	22441	602180	53100	TEST OPAL 000011253

8) The exceptions or “Unauthorized” time will have an empty checkbox. You will need to check the box on each day that shows in yellow and click “Submit” [Submit](#)

In the example below, there are several items needing authorization

- The first day shows 45 minutes of Overtime
- The second day shows a Short lunch (less than 30 minutes) and 30 minutes of Overtime
- The third day shows 30 minutes of Overtime
- The last day is missing a time punch, which is why the day is highlighted in yellow. As a supervisor, you will need to either complete the punch or have your employee complete the punch. After that, you can re-evaluate to see if any exceptions have been triggered.



Launch Pad Homepage Messages(0) My TS Daily TS Time Off Team Proxy My Reports

Scheduled Worked Employee Submitted Shift Clocks Time Code Su

10/29/2019 Tue 08:45 OFF 07:45a 12:30p 1:00p 5:00p WRK 8:45

Authorized	Auth By	Auth Date	Start Time	End Time	Hours	Time Code	Hour Type	Job	Unit
<input checked="" type="checkbox"/>	AUTO		7:45a	12:30p	4:45	WRK	REG	22441	602180
<input checked="" type="checkbox"/>	AUTO		12:30p	1:00p	0:30	MEAL	UNPAID	22441	602180
<input checked="" type="checkbox"/>	AUTO		1:00p	4:15p	3:15	WRK	REG	22441	602180
<input type="checkbox"/>	AUTO	11/20/2019	4:15p	5:00p	0:45	WRK	OT1	22441	602180

[Add Work](#) [Add Premium](#) [Additional Info](#)



10/30/2019 Wed 09:30 OFF 08:05a 12:45p 1:14p 5:00p WRK 8:30

Authorized	Auth By	Auth Date	Start Time	End Time	Hours	Time Code	Hour Type	Job	Unit
<input checked="" type="checkbox"/>	AUTO		8:00a	12:45p	4:45	WRK	REG	22441	602180
<input type="checkbox"/>	AUTO	11/20/2019	12:45p	1:15p	0:30	SHORT MEAL	UNPAID	22441	602180
<input checked="" type="checkbox"/>	AUTO		1:15p	4:30p	3:15	WRK	REG	22441	602180
<input type="checkbox"/>	AUTO	11/20/2019	4:30p	5:00p	0:30	WRK	OT1	22441	602180
<input checked="" type="checkbox"/>					1:00	CAMP	PREM	22441	602180

[Add Work](#) [Add Premium](#) [Additional Info](#)



10/31/2019 Thu 09:30 OFF 08:00a 1:30p 2:00p 5:00p WRK 8:30

Authorized	Auth By	Auth Date	Start Time	End Time	Hours	Time Code	Hour Type	Job	Unit
<input checked="" type="checkbox"/>	AUTO		8:00a	1:30p	5:30	WRK	REG	22441	602180
<input checked="" type="checkbox"/>	AUTO		1:30p	2:00p	0:30	MEAL	UNPAID	22441	602180
<input checked="" type="checkbox"/>	AUTO		2:00p	4:30p	2:30	WRK	REG	22441	602180
<input type="checkbox"/>	AUTO	11/20/2019	4:30p	5:00p	0:30	WRK	OT1	22441	602180
<input checked="" type="checkbox"/>					1:00	CAMP	PREM	22441	602180

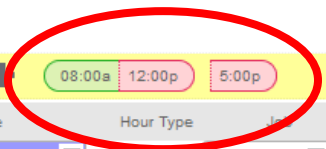
[Add Work](#) [Add Premium](#) [Additional Info](#)



11/01/2019 Fri 04:00 OFF 08:00a 12:00p 5:00p WRK 4:00

Authorized	Auth By	Auth Date	Start Time	End Time	Hours	Time Code	Hour Type	Job	Unit
<input type="checkbox"/>	AUTO	11/20/2019	8:00a	12:00p	4:00	WRK	REG	22441	602180

[Add Work](#) [Add Premium](#) [Additional Info](#)



- 9) Repeat steps 4-8 for each employee who directly reports to you, or for those in which you are acting as a proxy supervisor. At the end of each pay period, your employees should have no yellow highlights on their Timesheets.

\*\*\*NOTE – If you have filtered by “Authorization” and have cleared all Exceptions (or “Unauthorized” time), then you will be presented with the message below. This simply means that no other records need authorization for the criteria you set.

The screenshot shows the UltiPro interface. At the top, there is a navigation bar with links: Launch Pad Homepage, Messages(0), My TS, Daily TS, Time Off, Team, Proxy, and My Reports. The UltiPro logo and 'by ULTIMATE SOFTWARE' are on the left, and 'Opal Test' with an external link icon is on the right. A notification bar at the top left says 'Your timesheet has been saved.' Below this, a message reads 'No records found for current employee within the given time frame' with a blue 'Back' button underneath.

To return, click “Back” to return to the Timesheet Selection screen and you will be presented with your last search criteria

### Timesheet Selection

The Timesheet Selection form contains the following fields and options:

- Employee: Text input field with a search icon and an 'ALL' button.
- Team: Text input field with a search icon and an 'ALL' button.
- Include Sub Teams: A checkbox that is currently unchecked.
- Pay Group: Text input field containing 'UR3', with a search icon and an 'ALL' button.
- Calculation Group: Text input field with a search icon and an 'ALL' button.
- Shift: Text input field with a search icon and an 'ALL' button.
- Dates: A section with three sub-fields:
  - Date Selection: A dropdown menu set to 'Current Pay Period'.
  - Start Date: A date input field containing '11/20/2019' with a calendar icon.
  - End Date: A date input field containing '11/20/2019' with a calendar icon.
- Authorization: A dropdown menu set to 'Unauthorized'.
- Order By: A dropdown menu set to 'Employee Last Name'.

A blue 'Load' button is located at the bottom left of the form.