# 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
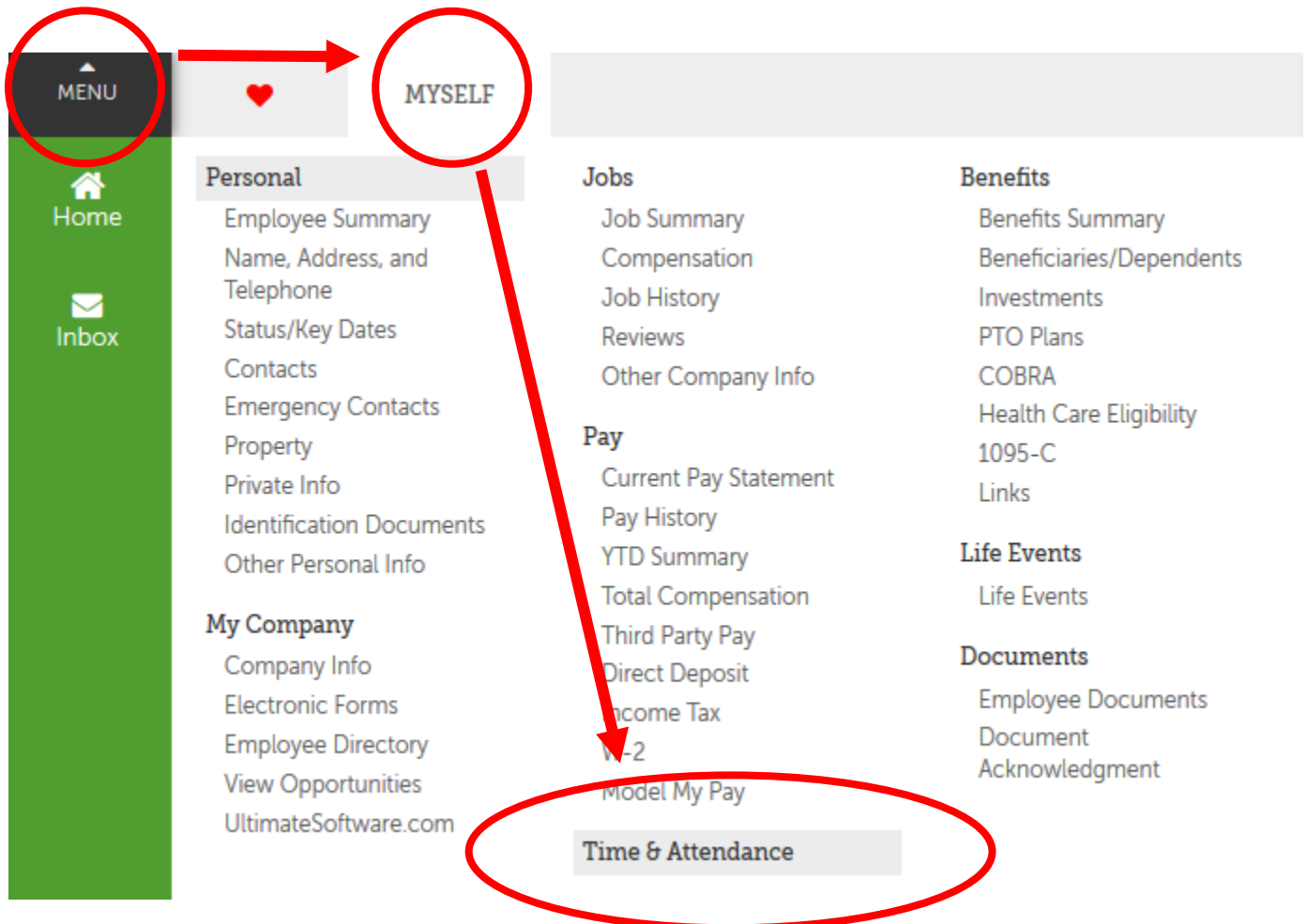
3) A new tab will open with the UTA Launch Pad Homepage
   ** Note: Depending on reporting structure and permissions, you may have additional items along the top bar
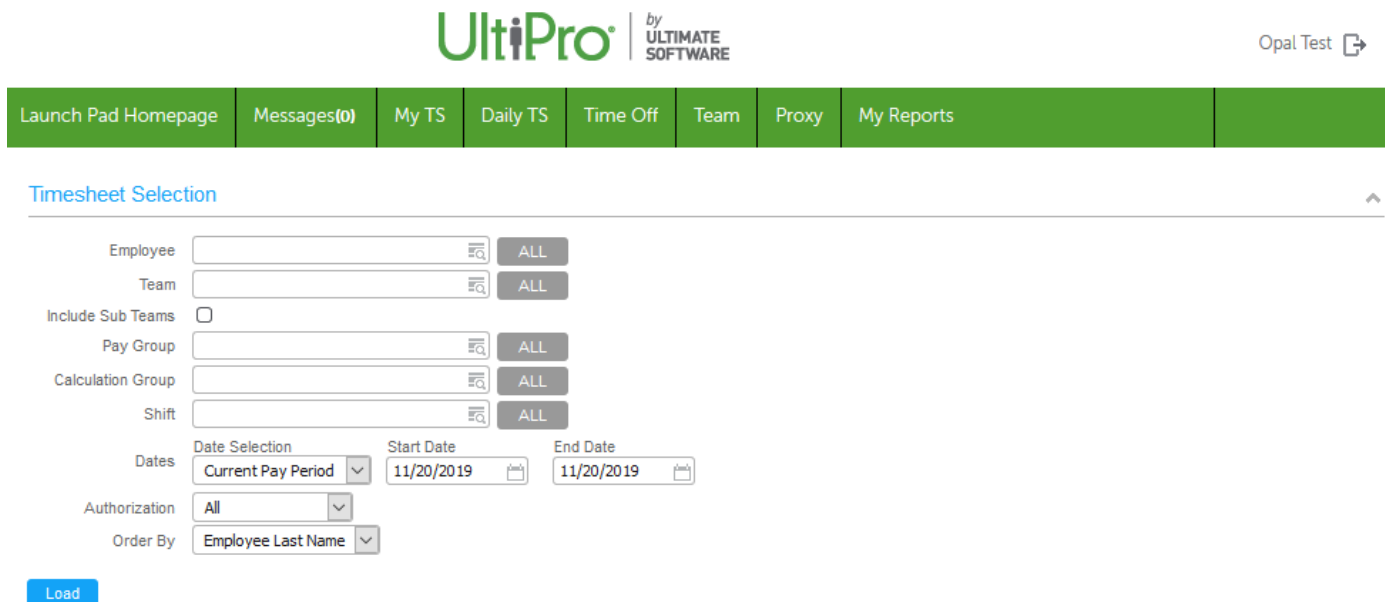
4) Once in UTA, click on Daily TS tab .

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

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.

5) Select the Employee(s) or Pay Group, then click Load [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 can also narrow your search to just the areas that need approval by narrowing the criteria to show only "Unauthorized" time

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.

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

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.

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.

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.

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