FACILITIES MANAGEMENT

700 Labor

U702: Supervisor Labor Approval
EXAMPLES NEEDED FOR TRAINING

Slide 6: Review the Supervisor Labor Approval form, fields, functions and tabs.

Slide 10: Assist the students with finding the supervisor of the crew they scheduled in EXERCISE 3 of U151 WO Planning and Daily Scheduling. Approve and then reject a timecard for the employee in EXERCISE 1 of U151 WO Planning and Daily Scheduling.

Slide 16: Create a NOPAY timecard for one of the employees that doesn’t have a timecard created.

Slide 20: Using the Unapproved Timecards tab, modify and approve a timecard on the list.
U702 SUPERVISOR LABOR APPROVAL

SUBJECTS COVERED IN THIS UNIT:

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INTRODUCTION

What are the responsibilities of the “labor approver”?

- Ensure that all employees on their crew have entered a timecard
- Ensure that the correct work orders are being charged
- Ensure that the correct Pay Codes and Labor Classes are being used
- Communicate with employee when there are timecard errors that need to be resolved
- Approve all timecards before payroll close

When should labor (time) be approved?

- A timecard should be approved the same day or the following day after the time has been entered and approved by the employee
- There are special circumstances when timecards will need to be approved the day they are entered for payroll close or before long holidays
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SUPERVISOR LABOR APPROVAL FORM
1. Access the *Supervisor Labor Approval* form from the Navigator screen.
2. The date defaults to yesterday's date; use the arrow buttons to move one day ahead or back. Click the date button and a calendar appears so a date can be chosen.
3. The Supervisor field defaults to the supervisor's full name that is logged in to the computer. To approve another supervisor's timecards, select the supervisor's name.
4. A list of employees that work under the selected supervisor appear. The list of employees may include various crews.
5. Review the Timecard tab which lists the labor entries for the highlighted employee for the date selected.
   - **WO Number**: Work order number worked on.
   - **Status**: The status of the individual labor entry.
   - **Labor Class**: Defaults to the employee's labor class; can be changed if being augmented.
   - **Pay Code**: Defaults to REGULAR but should be changed if premium time is being charged (overtime, comp time, double time).
   - **Reg**: Regular hours entered for the labor entry.
   - **Prem**: Overtime hours entered for the labor entry.
   - **Total**: Total of regular and premium hours for the individual labor entry.
   - **Totals**: Total of regular hours, premium hours, and total hours of entire timecard.
   - **WO Descrip**: Gives the short work order description of the work order that is highlighted on the labor record.
   - **Warnings**: Warnings are listed for individual labor entries on the timecard; click each work order to view warnings. Warnings are provided as a reminder to the supervisor of common timecard problems; some of the warnings may not apply and can be disregarded.
6. Click the **Approve** button if the labor entries are correct. Entries should be approved only after the employee has approved their own timecard (Status = E APPROVE). Once the timecard is approved by the supervisor, the Status changes to S APPROVE.
7. If for some reason the timecard must be rejected, first click the **Edit** button to access the employees labor timecard. Enter the reason for rejecting the timecard entry in the Comments field, and then close the Labor Timecard form by clicking the x in the upper right hand corner of the form. Then click the **Reject** button, choose a rejection code, and then click OK. Be sure to notify the employee as well so they can correct the error and the timecard can be reapproved.
Supervisor Labor Approval Form
Reference Tabs:

- **Employee Schedule Tab:** Lists the employee’s job title, crew, craft, site, labor class, telephone numbers, scheduled shift, days of the week they are scheduled to work, and the work orders scheduled for the selected date.
- **Unapproved Timecards Tab:** Lists employee time entries that have not been approved by the supervisor.

Reference Functions:

- **History...** : Gives the history of the labor record. Lists the progression of statuses, who modified the timecard, and when.
- **View WO...** : Allows you to view the highlighted work order detail from the *Work Order* form.
EXERCISE 1
1. Access the Supervisor Labor Approval form from the Navigator screen
2. Click the date button and choose the date you used in EXERCISE 1 of U151 WO Planning and Daily Scheduling
3. Click the LOV button for the Supervisor field and select the Supervisor’s name for the crew you used in EXERCISE 3 of U151 WO Planning and Daily Scheduling. If you don’t know the Supervisor’s name, select Crews from the Navigator screen and query up the crew to find the supervisor (Crew Chief) assigned to the crew.
4. Highlight the employee name from the Supervisor Labor Approval form that you used in EXERCISE 1 of U151 WO Planning and Daily Scheduling
APPROVING AND REJECTING TIMECARDS

5. Review the labor entries...

✔ Are the appropriate work orders charged?
   To view the WO, highlight it, and click the View WO…. button, or right click the WO and select View/Edit... from the drill down menu. To view WOs scheduled to the employee, press the Employee Schedule tab.

✔ Has the employee approved their own timecard?
   Employees should E APPROVE their timecard before the Supervisor approves it.

✔ Are the appropriate labor classes being used?
   Labor classes include augmentation codes (e.g. shift differential, hazard augmentation, foreman pay).
APPROVING AND REJECTING TIMECARDS

✓ Are the appropriate pay codes being used?
  Pay Codes include premium pay codes (e.g. OVERTIME, DOUBLETIME), and non-pay codes (e.g. VACATION, SICKLEAVE).

✓ Is the distribution of regular and premium hours correct?
  If there are premium hours there should also be commiserating pay codes.

✓ Do the hours total the amount of time an employee should have entered for that day?

✓ Has the employee entered any comments?
  WOs with comments have a checkmark next to them, click the Edit... button to view timecard comments.
APPROVING AND REJECTING TIMECARDS

✓ Are there warning messages for this employee’s labor record?

Click each work order to see if any warnings appear in the warning area of the Timecard Approval form. Warnings are provided as a reminder to the supervisor of common timecard problems; they may be disregarded if they don’t apply.

- EMPLOYEE WORKED LESS THAN 8 DAILY HOURS
- EMPLOYEE DID NOT ENTER A TIMECARD
- WORK CHARGED TO WO NOT FOR THAT CREW
- WORK CHARGED TO WO NOT SCHEDULED TO THAT EMPLOYEE
- WORK CHARGED TO WO NOT FOR THAT CREW
- LABOR CLASS ON LABOR ENTRY NOT EQUAL TO EMPLOYEE’S LABOR CLASS
- EMPLOYEE WORKED MORE THAN 8 HOURS WITH NO OVERTIME PAY CODE
6. Click the **Approve...** button
7. Click the **Approve** button in the Approval Affirmation pop-up box
8. The employee’s timecard is removed from the screen and the next employee’s timecard is displayed for approval
9. Redisplay the timecard that you just approved by moving the date one day forward and then one day backward
10. Click the **Edit...** button
11. Type INCORRECT PAY CODE in the Comment field of one work entry
12. Close the Timecard Entry window
13. Click the **Reject**... Button
14. Select INVALID PAYCODE USED and click **OK**
15. The Status field has been changed to REJ PAY CD
16. Notify the employee so corrections can be made and the timecard can be reapproved
EXERCISE 2

1. Select an employee from the list that does not have a timecard entered
2. Click the Edit... button
3. Labor Timecard form is opened with selected employee and date
4. Type NOPAY in the WO Number field
5. Tab over to the Hours field and enter 8
6. To enter more than one timecard for the same employee, change the date and enter the data before returning to the Supervisor Labor Approval form

7. Close the Labor Timecard window by clicking the X in the upper right hand corner of the window and return to the Supervisor Labor Approval form

8. Click the Approve... button to S APPROVE the timecard

9. Click the Approve button in the Approval Affirmation pop-up box

Payroll requires the timecard be approved by the employee. Payroll sends out a paper timecard for the employee to sign and return after the pay period ends.
The Employee Schedule tab provides useful information regarding an employee's work schedule.

View Leave button is not currently being used.
• It is important to approve all timecards before pay period close, because employees will **not** be paid for days where the timecard has not been approved by the supervisor.

• Use the Unapproved Timecards tab to view a list of timecards that have not been approved by the supervisor.
EXERCISE 3

1. Click the Unapproved Timecards tab
2. Highlight an unapproved labor record on the list
3. Click the Edit... button to bring up the Labor Timecard form for editing
4. Click the Pay Code button and change the Pay Code for one of the work orders and click the OK button
5. Click Yes to save the changes
6. Close the Labor Timecard form by clicking the X in the upper right hand corner
7. Click the **Go To Approval** button and the labor record needing approval appears
8. Click the **Approve...** button
9. Click the **Approve** button in the Approval Affirmation pop-up box

The Unapproved Timecards tab does not prompt you for missing timecards. Payroll sends out a spreadsheet right before pay period close that lists, by supervisor, possible timecard errors and omissions.
The End!!!

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