

Student Timecard Application (HuskyTime) Supervisor Guide

Purpose: This documentation will guide the Supervisor thru the various tasks in the application.

Application URL: <http://huskytime.uconn.edu>

1. My Account:

a. My Account->Profile

i. Displays your profile information.

MY PROFILE

Update Profile

Net ID: num04003
First Name: RUBEN
Last Name: MERCADO
*Gender: Male
Email: ruben.mercado@uconn.edu
Employee ID: 0000630947
Peoplesoft ID: 0000000
*Address1: 123 Main Street
Address2:
*City: Somewhere
*State: Florida
*Zip Code: 30000
*Cell Phone: (813) 123-4567

(*) Fields are updateable

Update

2. Timecard Rectification:

a. Timecards->Review

i. Sub-Departments: select the sub-department that you are a supervisor of.

ii. Pay Periods: select a pay period from the dropdown list and hit search. A list of employees with pending and completed entries for that pay period will be displayed.

Timecards Review

Add Timecard

Search:

Sub-Departments: Desktop Support
Pay Periods: 01/09/2015 - 01/22/2015

Search

Pending:

Rows: 1-1 / 1

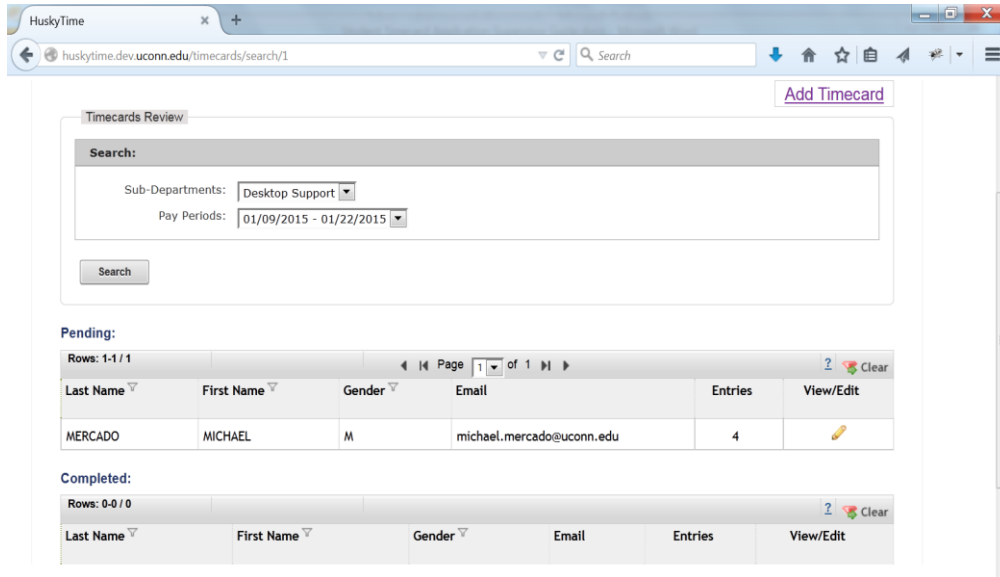
Last Name	First Name	Gender	Email	Entries	View/Edit
MERCADO	MICHAEL	M	michael.mercado@uconn.edu	4	

Completed:

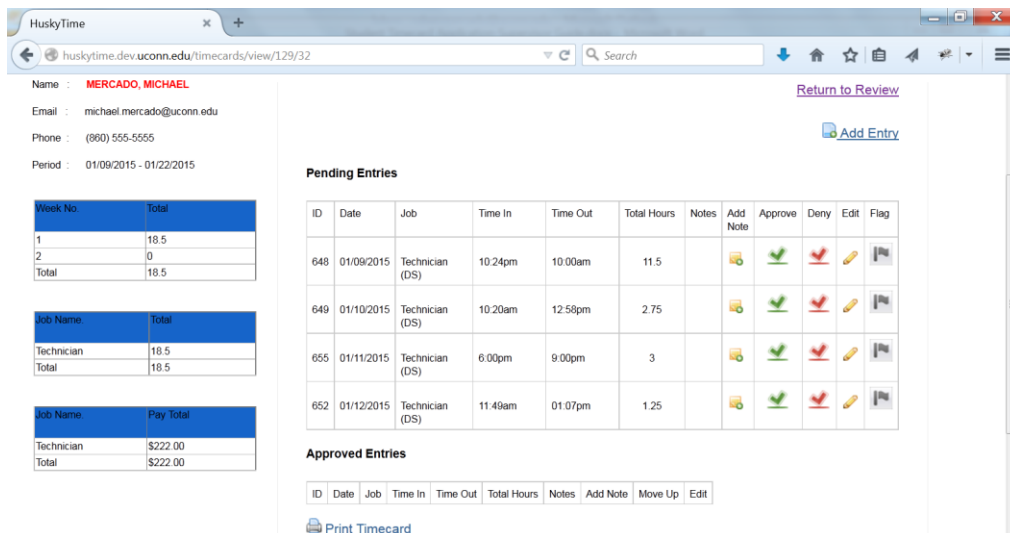
Rows: 0-0 / 0

Last Name	First Name	Gender	Email	Entries	View/Edit
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- iii. Add Timecard Hyperlink – allows you to create an entry for an employee that hasn't submitted an entry for this pay period (upper right corner). See Add Timecard below.

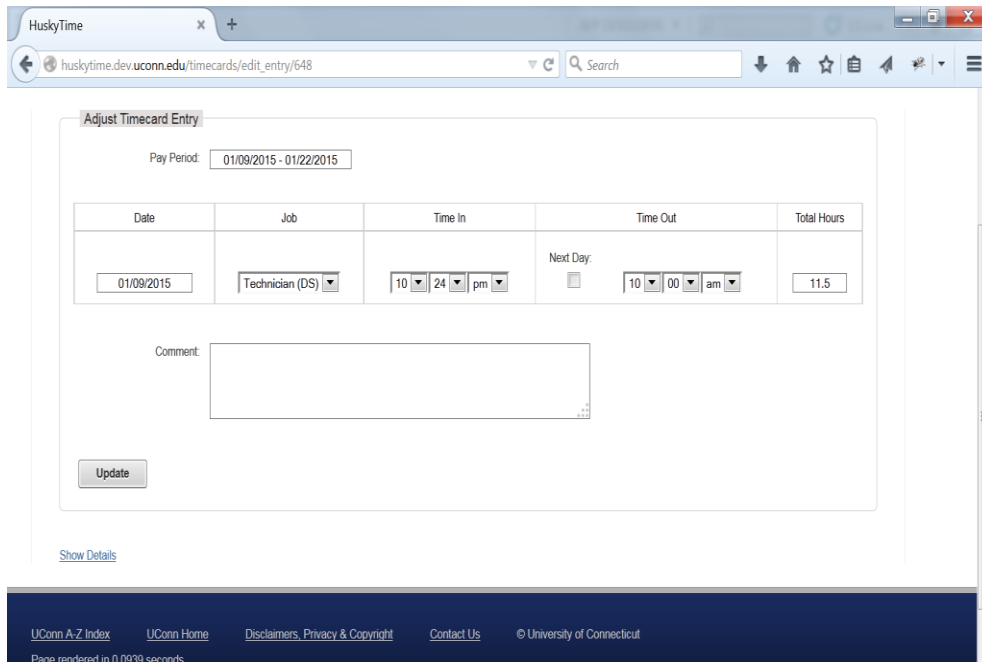


- iv. Entries – will display the number of pending entries for the employee. If an entry was flagged, a flag icon will be displayed in the Entries column.
- v. View/Edit – allows you to approve, deny or edit the entries entered by the employee.
 - 1. Pending Entries – When View/Edit is clicked, the system displays a list of entries for review.

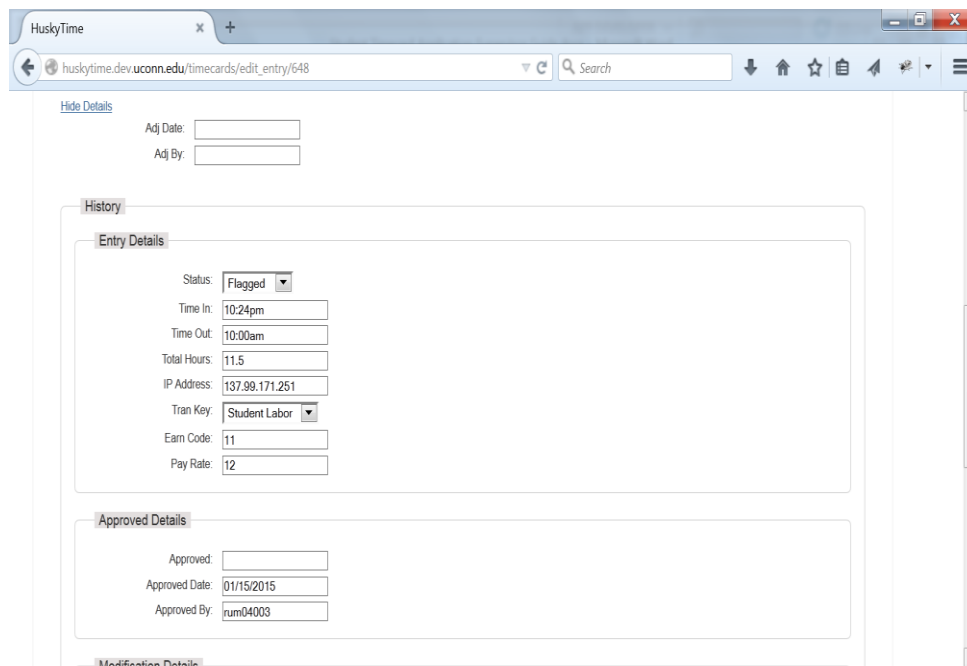


- 2. **Add Note** – a popup box will display and let you send a note back to the employee.
- 3. **Approve** – click to approve this entry.
- 4. **Deny** – click to deny this entry.
- 5. **Edit** – allows you to edit this entry.
 - a. **Job:** displays the job entered by the employee.
 - b. **Time In:** displays the start time the employee entered. This time can be edited.
 - c. **Time Out:** displays the end time the employee entered. This time can be edited.
 - i. **Next Day:** tick this box if the Time Out is after midnight.
 - d. **Total Hours:** calculates the total time between the two times.

- e. **Update:** click this button if either the Time In and/or Time Out has been changed.



- f. **Show Details:** displays additional information about the entry.



- 6. **Flag** – allows you to flag this entry to be reevaluation later. This flag will highlight the entry in the previous screen.

- vi. **Approved Entries** – displays a list of entries that have been approved.

- 1. **Move Up** – allows you to move an entry back to the Pending list.

HuskyTime

huskytime.dev.uconn.edu/timecards/view/129/32

Period : 01/09/2015 - 01/22/2015

Week No.	Total
1	15.5
2	0
Total	15.5

Job Name	Total
Technician	15.5
Total	15.5

Job Name	Pay Total
Technician	\$186.00
Total	\$186.00

Pending Entries

ID	Date	Job	Time In	Time Out	Total Hours	Notes	Add Note	Approve	Deny	Edit	Flag
648	01/09/2015	Technician (DS)	10:24pm	10:00am	11.5						

Approved Entries

ID	Date	Job	Time In	Time Out	Total Hours	Notes	Add Note	Move Up	Edit
649	01/10/2015	Technician (DS)	10:20am	12:58pm	2.75				
652	01/12/2015	Technician (DS)	11:49am	01:07pm	1.25				

Denied Entries

ID	Date	Job	Time In	Time Out	Total Hours	Notes	Add Note	Move Up
655	01/11/2015	Technician (DS)	6:00pm	9:00pm	3			

[Print Timecard](#)

- vii. Denied Entries – displays a list of entries that have been denied.
- Move Up** – allows you to move an entry back to the Pending list.
- viii. Add Entry Hyperlink – allows you to add an entry for the employee.
- Date: enter the date when the employee worked.
 - Job: select from the dropdown list the job they worked.
 - Time In: select from the dropdown list the start time.
 - Time Out: select from the dropdown list the end time.
 - Next Day: click this box if the Time Out is after midnight.
 - Total Hours: calculates the total time.
 - Comments: allows you to enter a comment.

HuskyTime

huskytime.dev.uconn.edu/timecards/add_entry/129/32

Add Timecard Entry

Pay Period: 01/09/2015 - 01/22/2015

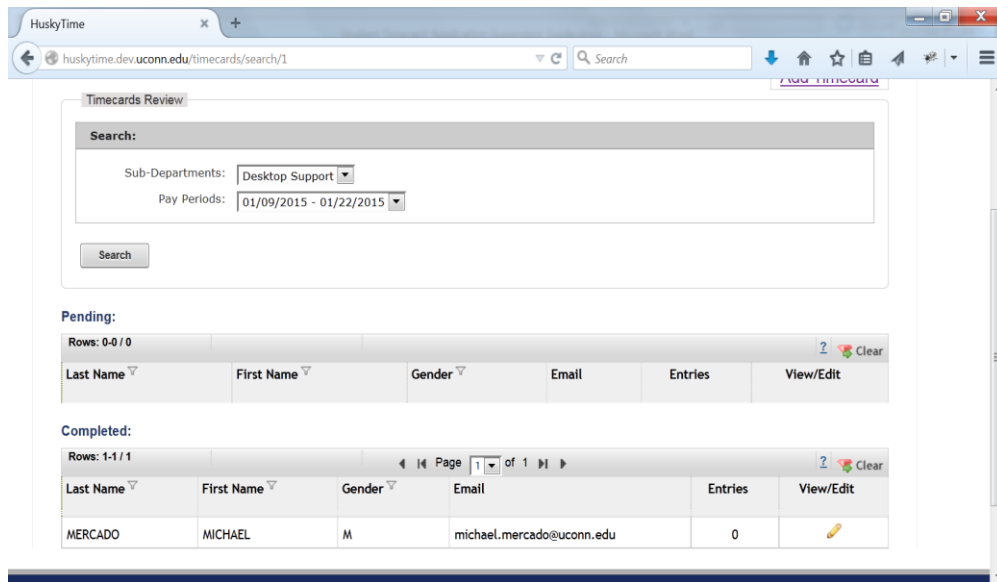
Date	Job	Time In	Time Out	Total Hours
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="1 00 am"/>	<input type="checkbox"/> Next Day: <input type="text" value="1 00 am"/>	<input type="text"/>

Comment:

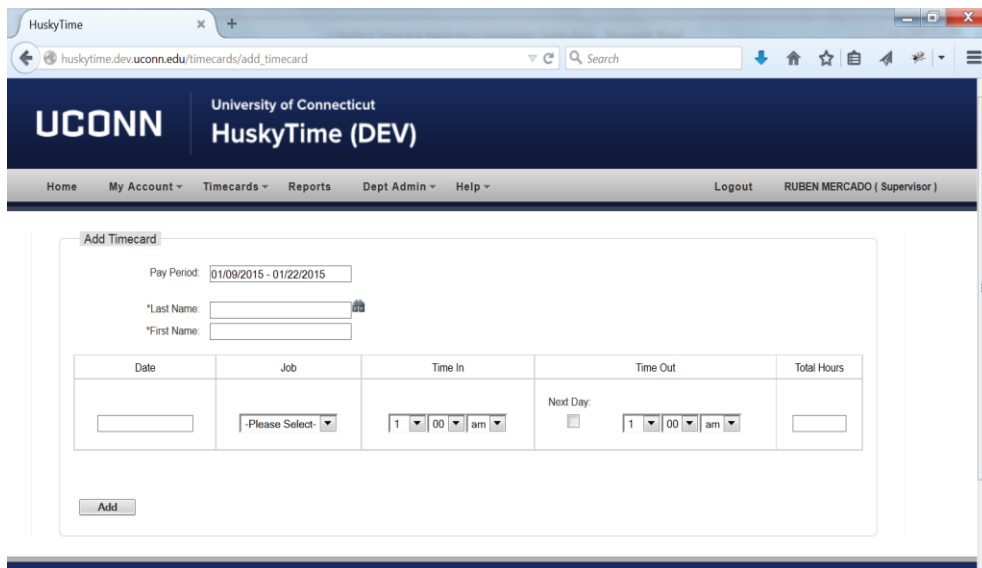
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ix. When all time entries have been rectified, they will display in the Completed section.



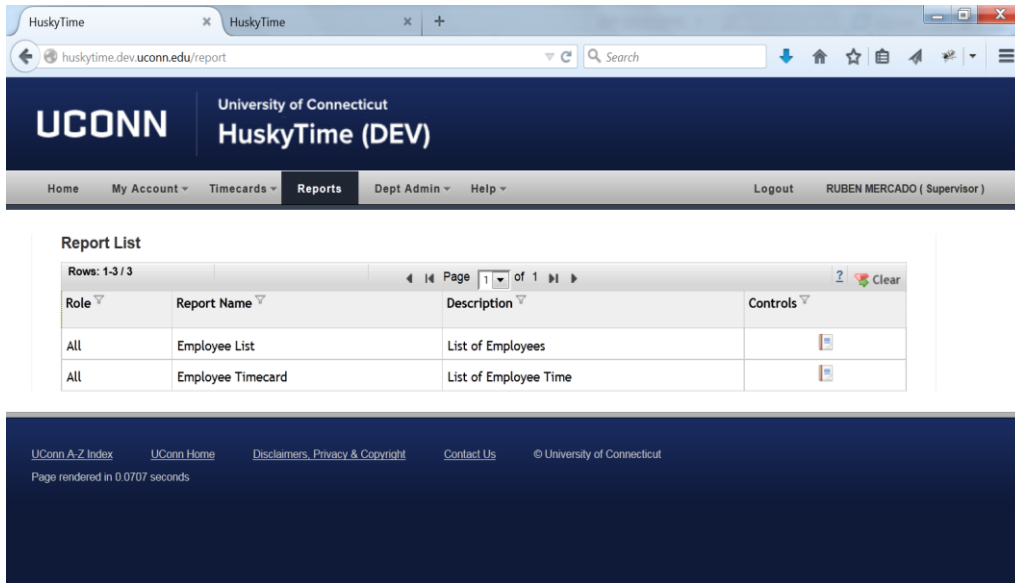
- x. Add Timecard - allows you to create an entry for an employee that hasn't submitted an entry for this pay period (upper right corner of Timecards Review screen).
1. **Pay Period:** auto filled from previous screen.
 2. **Last Name:** auto lookup for those employees in the same sub-department from previous screen. Start typing their last name.
 3. **First Name:** auto filled after Last Name is selected.
 4. **Date:** enter the date when the employee worked.
 5. **Job:** select from the dropdown list the job they worked.
 6. **Time In:** select from the dropdown list the start time.
 7. **Time Out:** select from the dropdown list the end time.
 1. **Next Day:** check this box if the Time Out is after midnight.
 8. **Total Hours:** calculates the total time.



3. Reports:

a. Reports

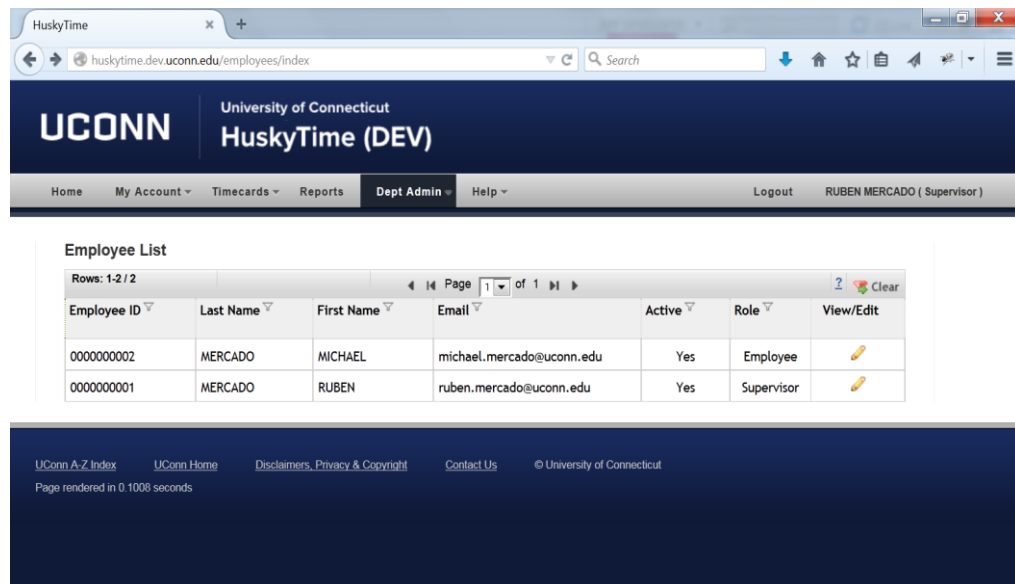
- i. Select a report to run via controls icon.



4. Employees:

a. Dept Admin->Employees

- i. Displays the employees in the sub-department you supervise.
- ii. View/Edit – as a supervisor, you’re able to see details on the employee but not modify it.



HuskyTime
huskytime.dev.uconn.edu/employees/edit/1

RUBEN MERCADO

Status

Active: Yes No
 Send Email?

Details

*NetID: rum04003
 *Peoplesoft ID: 0000001
 *First Name: RUBEN
 *Last Name: MERCADO
 *Gender: Male
 *Email: ruben.mercado@uconn
 *Tran Key: Not Applicable
 *Employee ID: 000000001
 *FICA Code: Not Applicable
 Address1: 123 Main Street
 Address2:
 City: Somewhere
 State:

HuskyTime
huskytime.dev.uconn.edu/employees/edit/1

RESUME

*First Name: RUBEN
 *Last Name: MERCADO
 *Gender: Male
 *Email: ruben.mercado@uconn
 *Tran Key: Not Applicable
 *Employee ID: 000000001
 *FICA Code: Not Applicable
 Address1: 123 Main Street
 Address2:
 City: Somewhere
 State: Florida
 Zip Code: 30000
 Cell Phone: (813) 123-4567

Update Profile: No Yes

LDAP Sync Date: 01/17/2015

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RUBEN MERCADO

Departments:

Assigned:

Department	Admin	Controls
UITS	N	

Sub-Depts:

Assigned:

Sub-Dept	Supervisor	Controls
Desktop Support	Y	

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RUBEN MERCADO

Jobs:

Assigned:

Sub-Dept	Job	Earn Code	Pay Rate	Controls
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RUBEN MERCADO

Awards:

Assigned:

Award Name	Status	Amount	Start	End	Used	Balance	Controls
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RUBEN MERCADO

Resume:

Taken:

Activity	Training Date	Expiration Date	Comments	Controls
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