Timecard Approver

Timecard Approver Capabilities

- E-mail notification
- Approve timecard
- Reject timecard
- Delegate timecard

Comparison

- Timecard Approver
  - Approve
  - Reject
  - Delegate
  - E-mail Notification
- Supervisor
  - Approve
  - Reject
  - Delegate
  - E-mail Notification
  - View Timecard History

What’s the Setup Difference?

- Supervisors
  - System default
- Timecard Approvers
  - Not setup unless requested
  - Must be requested by employee’s supervisor
  - Human Resources Services will set up

Why have a Timecard Approver designated?

- Someone other than the supervisor is being requested to approve an employee's timecard
- Someone other than a supervisor provides functional supervision and monitors absences
- Someone reviews timecards before the supervisor approves

Employee enters and submits time using UNI Time

Once time has been submitted, UNI Workflow takes over

Timecard is routed to Supervisor or Timecard Approver

Timecard is approved, rejected or delegated

Timecard approved

Payroll

Employee enters and submits time using UNI Time

Once time has been submitted, UNI Workflow takes over

Timecard is routed to Supervisor or Timecard Approver

Timecard is approved, rejected or delegated

Timecard rejected

Employee enters and submits time using UNI Time

Once time has been submitted, UNI Workflow takes over

Timecard is routed to Supervisor or Timecard Approver

Timecard is approved, rejected or delegated

Timecard delegated

Timecard sent to delegated approver

Time Out Process

3-level process with Timecard Approver

Employee submits time → Timecard goes to Timecard Approver —If times out→ Supervisor —If times out→ Supervisor's Supervisor

2-level process without Timecard Approver

Employee submits time → Timecard goes to Supervisor —If times out→ Supervisor's Supervisor

Process to Request a Timecard Approver

- Retrieve Employee Listing by Org report
- Verify the supervisor listed is correct
- If supervisor wants a Timecard Approver designated, record TCA name to the right of the employee name
- If report has “no changes” note this
- Send report to Human Resources