Supervisor Responsibilities in LATS

If you are a supervisor, and timesheets have been submitted for your approval, you will see the Approval List screen when you click on My Timesheet. (If nothing is waiting to be approved, your own timesheet will be displayed.)

Approval List Tab

Click on the Approval List tab to view the list of timesheets ready for approval. Click on the employee’s name to display his or her timesheet. You can either approve the timesheet, or send it back to the employee for correction.

If you are satisfied with the information presented, click the Approve button or click Approve on the header.

If you do not see an Approve button or Approve listed in the header, it is most likely due to one of the reasons listed below:

Miscellaneous Payments Tab

If your employee has requested any miscellaneous payments, such as holiday pay, standby, or pre-shift briefing, you may need to approve the Payments tab prior to approving the timesheet. Click on the link in the timesheet or click on the Payments tab, to access the Payments tab information. Review the payments requested to ensure they are appropriate and accurate then click the Approve button. Once the Approve button has been clicked it will return you to the timesheet and an Approve option should now appear.
Time Distribution System (TDS) Tab

If your agency requires that the TDS tab be approved by the supervisor prior to approving the timesheet, the timesheet will have a message stating “Please review/approve TDS before approving this time sheet.” Click on the TDS tab to review the hours allocated to the TDS tasks for your agency. If the hours have been allocated correctly, click the Approve button on the TDS tab. Once the Approve button has been clicked it will return you to the timesheet and an Approve option should now appear.

After you click the Approve button, in the pop up box that appears click OK to certify that, to the best of your knowledge, the completed timesheet is correct.

If you are not satisfied with the information presented on the timesheet or any of the subsequent tabs, click the UnSubmit button or UnSubmit on the header. This will send the timesheet back to the employee for correction. Notify the employee of the reason for its return.

To go to your own timesheet, click on the Timesheet tab.
Display Options

By default, you will see a list of timesheets waiting for approval. However, you have other display options. You can view a list of Approved Timesheets, Unapproved Timesheets, or Unsubmitted timesheets by selecting one of those options from the Display Status drop down box. Check the Alternate box to see a list of employees who have designated you as their Primary Supervisor, as well as those who have designated you as an Alternate Supervisor.

To view all pay periods within a specific pay period year, select the year from the Pay Period Year drop down box. To view a specific pay period within that pay period year select the pay period from the Pay Period drop down box.

Click on Direct Reports (located just below the tabs), to view a list of employees who have you designated as their primary supervisor. Click on Alternate Reports to view a list of employees who have you designated as their alternate supervisor.

ERRORS

If a timesheet was recently approved by mistake, you can unapprove it using a two-step process:

1. UnApprove the timesheet.
   - Go to the Approval List. Display the Approved Timesheets for the applicable pay period.
   - Click on the employee’s name to bring up his or her timesheet.
   - Click the UnApprove button or UnApprove in the header.
2. UnSubmit the timesheet.
   ✓ From the Approval List, display the **Unapproved Timesheets** for the applicable pay period.
   ✓ Click on the employee’s name to display his or her timesheet.
   ✓ Click the **UnSubmit** button or **UnSubmit** in the header. This will send the timesheet back to the employee for correction. Notify the employee of the reason for its return.

   ![Timesheet interface](image)

   **Status:** Processed  
   **Submitted Date:** 9/1/2010 3:30:22 PM  
   **Approved Date:** 9/1/2010 4:02:18 PM

A supervisor cannot **Unapprove** a timesheet once it has been processed by the BSC Time & Attendance Unit. (The **Status** will show **Processed**.) Call the BSC Time & Attendance Unit if it is necessary to adjust a processed timesheet.

Even though the LATS timesheet has some built-in edits and calculations, supervisors and alternate supervisors still need to **check an employee’s timesheet very carefully**. For example, ask yourself the following questions:

- Have all absences been charged to the appropriate accruals?
- Do they have any miscellaneous leave? Did I look at miscellaneous leave charges to make sure that it has been properly recorded?
- If required, did the employee submit proper documentation for the absence?
- Did they claim any overtime or overtime meals? Has it been recorded properly?
- If miscellaneous payments have been requested, have I reviewed the Payments tab to ensure their accuracy?
- Have I reviewed the TDS tab (if applicable) to ensure the hours have been allocated to the appropriate TDS tasks?