

## 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.

| Emp Name      | Pay Period                     | Status       | Full Pay Total | Tardy | Annual Leave | Sick-Regular | Sick-FMLA | Pers. Leave | Comp Used | Comp Paid | Comp >40 | Comp Earned |
|---------------|--------------------------------|--------------|----------------|-------|--------------|--------------|-----------|-------------|-----------|-----------|----------|-------------|
| Employee Name | 2010-13(9/16/2010 - 9/29/2010) | Un-Submitted | Y              | 0:00  | 10:15        | 0:00         | 0:00      | 0:00        | 0:00      | 0:00      | 0:00     | 0:00        |

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

Supervisor:  
FY: 2010 - 13 (9/16/2010 to 9/29/2010)

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.

Supervisor: Name: PEF EMPLOYEE 2  
FY: 2016 - 3 (5/5/2016 to 5/18/2016) Vacation: 4/1/1995  
Personal: 4/1/1995

< Prev 05/05/2016 Ne

Misc. Payments/Additional Time Exist (Unapproved)

## 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.



**Timesheet**

Search Approval List **Timesheet** Workers Comp **TDS** Payments

Audit Summary Notes UnSubmit Print Print All

Supervisor: BOGUS PERSON Name: AWS NON OT EMPLOYEE 2 Status: Submitted  
FY: 2016 - 3 (5/5/2016 to 5/18/2016) Vacation: 4/1/2004 Submitted Date: 5/15/2016  
Personal: 4/1/2004 Approved Date:

< Prev 05/05/2016 Next > Go

Please review/approve TDS before approving this time sheet.

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.

I certify, to the best of my knowledge, this employee's record of attendance is an accurate report of the hours worked and leave used during the period. I understand that my failure to submit accurate and timely attendance and leave records may potentially result in administrative action.

Click OK to accept, otherwise click Cancel.

OK

Cancel

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.

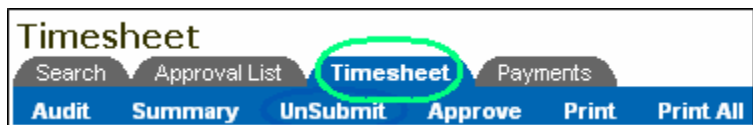


**Timesheet**

Search Approval List **Timesheet**

Audit Summary **UnSubmit**

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



**Timesheet**

Search Approval List **Timesheet** Payments

Audit Summary UnSubmit **Approve** Print Print All

## Display Options

The screenshot shows the 'Approval List' interface. At the top, there are tabs for 'Search', 'Approval List', and 'Timesheet'. Below the tabs are two buttons: 'Direct Reports' and 'Alternate Reports'. The 'Display Status' dropdown is set to 'Unapproved'. The 'Pay Cycle' is 'Administration', 'Pay Period Year' is 'All', and 'Pay Period' is 'All'. The 'Alternate' checkbox is checked. Below these filters is a table header with columns: Emp Name, Pay Period, Status, Full Pay, Tardy Total, Annual Leave, Sick-Regular, Sick-FMLA, Pers. Leave, Comp Used, Comp Paid, Comp >40, Comp Earned, Hol-Regular, Hol-Floater, Misc Lv Used, VRWS Used, and PT Paid Extra. Below the header, it says 'No results found for this search'.

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.

The screenshot shows the 'Approval List' interface with two pop-up windows. The top pop-up is titled 'Alternate Report' and says 'No data'. The bottom pop-up is titled 'Direct Report' and shows a table with columns 'Employee Name' and 'Title'. The table contains one row: Leah McElroy, CLERK 2. Arrows point from the 'Alternate Reports' button in the main interface to the 'Alternate Report' pop-up, and from the 'Direct Reports' button to the 'Direct Report' pop-up.

## 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.

The screenshot shows the 'Timesheet' interface. At the top, there are tabs for 'Search', 'Approval List', 'Timesheet', and 'Payments'. Below the tabs are buttons: 'Audit', 'Summary', 'UnApprove', 'Print', and 'Print All'. The 'UnApprove' button is highlighted with a green box. Below the buttons is a blue button labeled 'UnApprove'.

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.



**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?