Web Based Time & Labor Management
User Guide for Managers

Logging In

From a web browser, go to www.employeeforward.com


Using the Username and Password you chose when you initially registered your Employee Forward account, login and then click on the Time & Attendance button at the bottom left of the home page.

If you have not created a login yet for the Harpers Employee Portal, check your email Inbox for the invitation email and instructions on getting setup.

Dashboard

Upon logging into WebTime, you will land on your Time & Attendance Dashboard with different boxes or widgets providing access to your timesheet, your time off balances and the time off request screen.
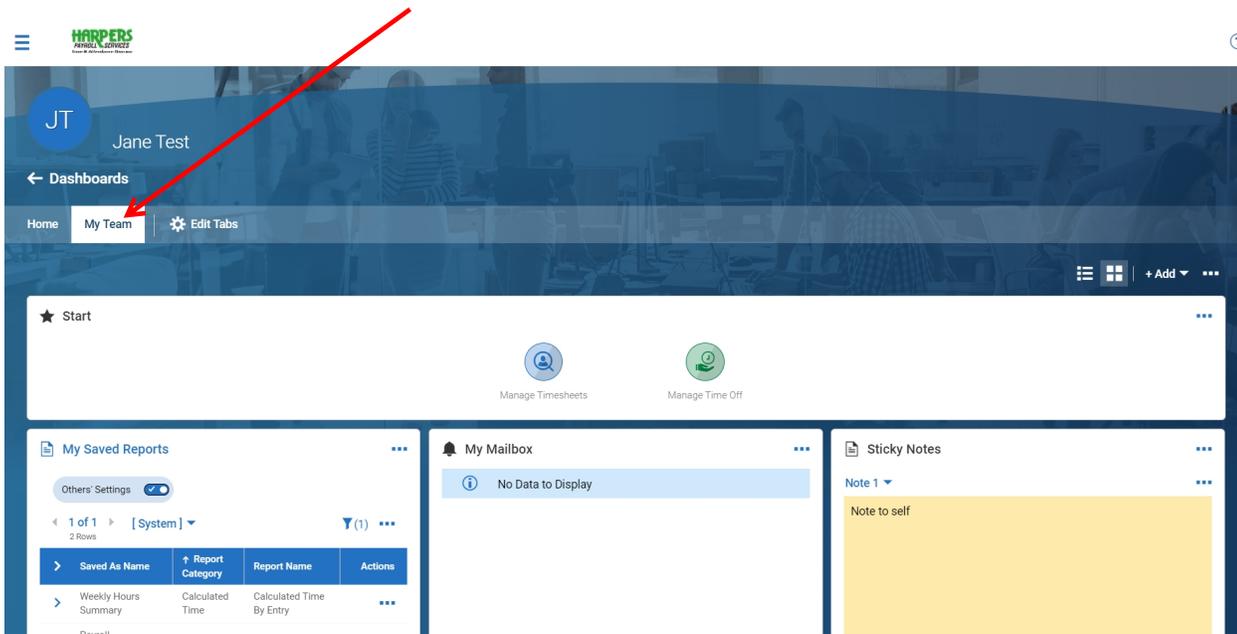
To access the Manager's section of the dashboard, click on the My Team tab on the dashboard.

Manage Time Off

As a Manager you may have been designated to approve Time Off requests of some or all employee accounts. This section describes how to approve and reject Time Off requests, as well as view Time Off counts in detail.

Viewing, Approving, and Rejecting Time Off Requests

To view any open time off requests, hover over the Manage Time Off button on your dashboard and then select *Time Off Requests Pending Approval.*

		EMPLOYEE ID	USERNAME	FIRST NAME	LAST NAME	REQUESTED WEEK DAY	DATE REQUESTED	TIME OFF	DATE/TIME SUBMITTED
		starts with	=	starts with	starts with	=	=	=	=
		245	jtest	Joe	Test	Monday	08/17/2015	Vacation	06/25/2015 01:09p
		245	jtest	Joe	Test	Tuesday	08/18/2015	Vacation	06/25/2015 01:09p
		245	jtest	Joe	Test	Wednesday	08/19/2015	Vacation	06/25/2015 01:09p
		245	jtest	Joe	Test	Thursday	08/20/2015	Vacation	06/25/2015 01:09p
		245	jtest	Joe	Test	Friday	08/21/2015	Vacation	06/25/2015 01:09p

To approve time off requests:

1. Select the checkboxes that correspond to the submitted Time Off requests you want to approve and click the

   APPROVE CHECKED REQUESTS button.

2. The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted Time Off request.

Note: click on the icon next to any item to see the Time Off Balances for that employee.

To reject time off requests:
3. Select **Manage Time > Time Off Requests > Pending Approval**. The **Time Off Requests Awaiting My Approval** screen will display.
4. Select the checkboxes that correspond to the submitted Time Off requests you want to reject and click the

   REJECT CHECKED REQUESTS button.
5. The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted Time Off request.

To modify time off requests:
1. Select **Manage Time > Time Off Requests > Pending Approval**.

2. Select the employee's request that you wish to modify and click the MODIFY REQUESTS button.   Or simply click on the button next to any line item.

3. You will then see the following screen, which prompts you to edit only what needs to be modified.
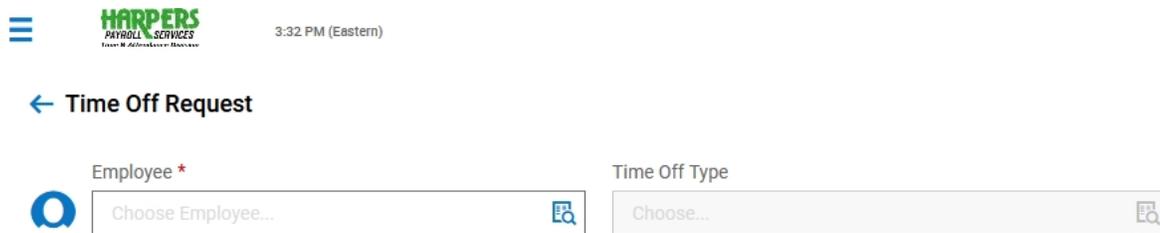   In the example below, we are modifying the **From** and **To** time requested.
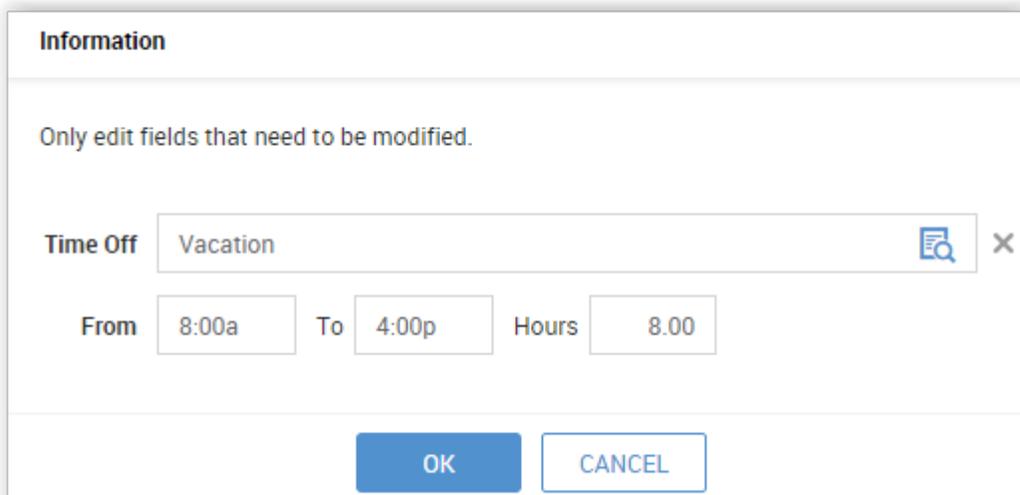
Information

Only edit fields that need to be modified.

Time Off	Vacation					×
From	8:00a	To	4:00p	Hours	8.00	

OK   CANCEL

**To Request Time Off on Behalf of an Employee**

On your Dashboard is also a link to request time off on behalf of one of your employees. That selection will bring you to the following screen:

Simply select on Employee by clicking on the magnifying glass icon and then fill out the Time Off Request the same way you would for yourself. In the Comments section, make sure to note why you are requesting on behalf of the employee. Once you submit the request, you will be able to go to your Pending Requests and approve it.

To View the Master Time Off Calendar

On your Dashboard is also a link to the Time Off Calendar. This will show you all approved time off for your employees on one calendar and allow you to drill down into months, weeks and days.
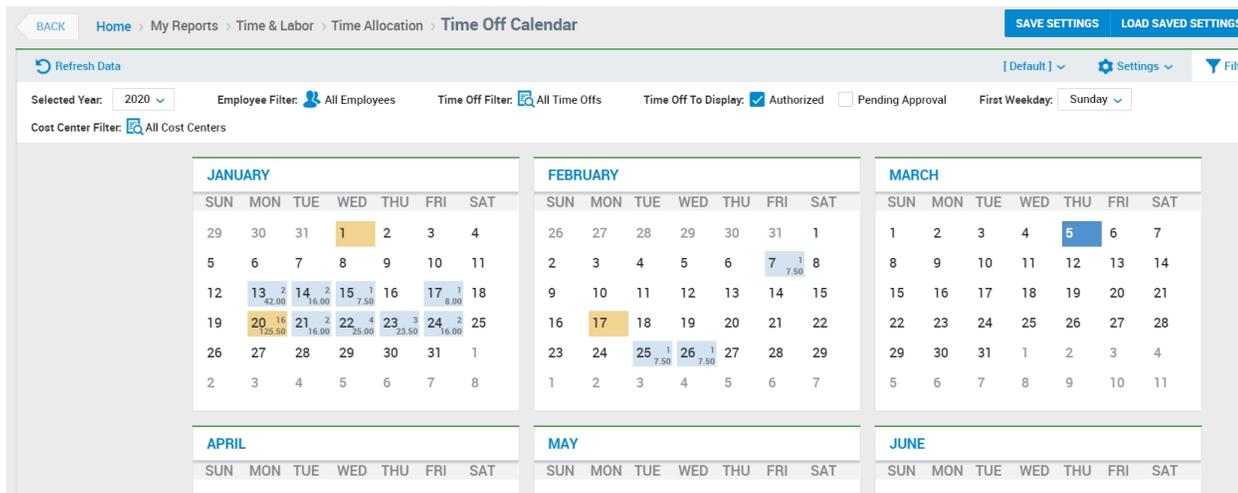
Manage Timesheets

To access your employees timesheets at any time, including for your review and approval at the end of the pay period, hover over the Manage Timesheets button and select the *Timesheets by Pay Period* link. The following screen will contain a list of your employees, along with a summary of hours contained in their timesheets as well as the Approval State (Open, Submitted or Approved).

To edit an employee's timesheet:

Locate the timesheet you want to edit and click the ⬚ button. You may make any changes necessary to your employee's timesheet including:

- Adding or Editing hours.
- Entering a Time Off/Reason code.
- Adding a Note.
- Reject Timesheet

Adding or Editing hours

As a manager or administrator, you have privileges to add or edit time entries. To edit an entry that's been previously added, select the entry by clicking into the appropriate field and replace/update the hours total. To add Time Off to the timesheet, Use the Add Rows button to add an additional row, select the correct Time Off code from the list and then add the hours under the correct date.

Click Save once any necessary changes have been made.

Rejecting a Timesheet

If you find that the timesheet that has been submitted to you is incorrect, you make click the Reject button at the upper right to send the timesheet back to the employee. You will be required to add a Note on the following screen. The employee will be notified via email that their timesheet has been rejected and what note was left. They will be able to make corrections and then Re-Submit.

Approving Timesheets

Once edits have been made, you may proceed with approving timesheets. On your landing screen (All Timesheets by Pay Period) the very first column next to each employee is a blank check box. Click in that box to place a check mark there and then click on the APPROVE button at the bottom of the screen. You will be presented with an optional comments window, after which the Approval State should change to *Approved (PayPrep Ready).* Once all your employees timesheets have been say *Approved (PayPrep Ready)* the approval process is complete.