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COUNTY

# Employment Management and Compensation System (EMACS)

## New Managers/Approvers

## This Job Aid covers how to:

1. Employee User Preferences
2. Alternate Manager Assignments
3. Approving Time by Employee
4. Approving Request by Employee
5. eTime Mass Review

#1.
User Preferences

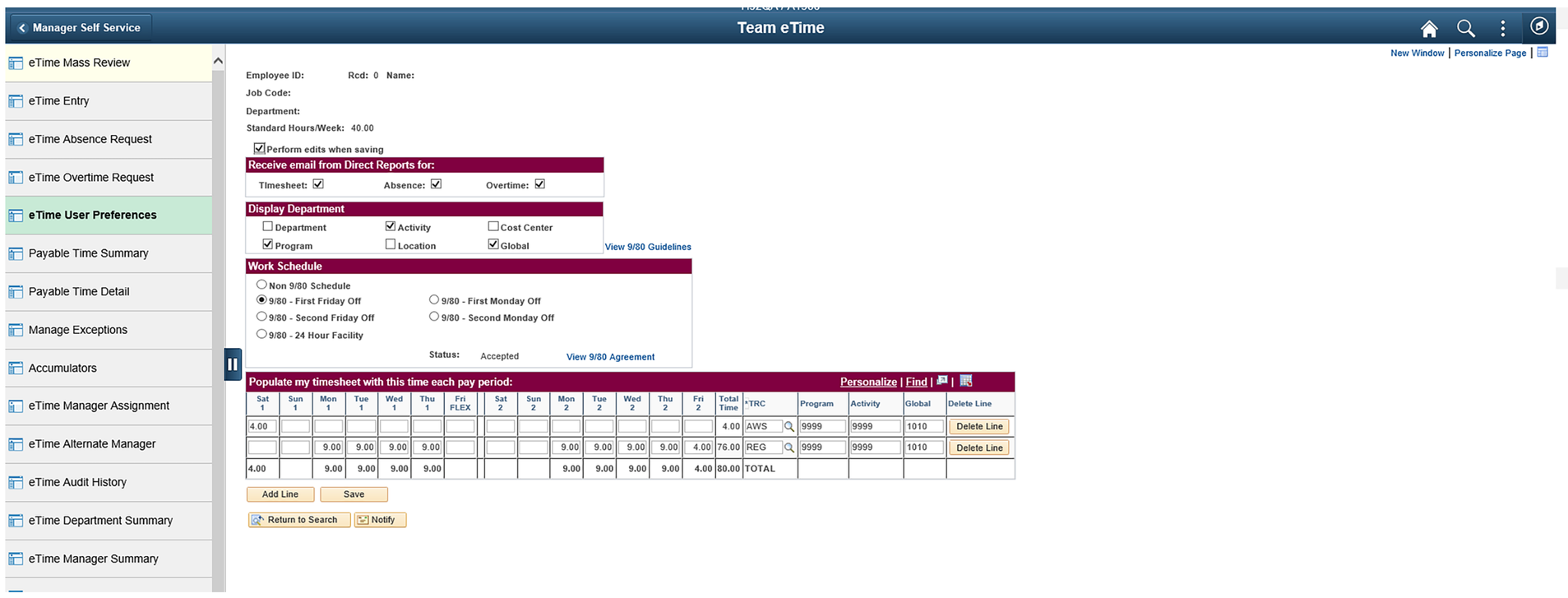
# Employee User Prerences

As a Manager/Approver, you will have access to two separate navigation links: Employee and Manager.

The Employee navigation link provides access to pages that let you set up eTime information that relates to you. *Please refer to the eTime tutorial handout for information on how to navigate employee eTime.*

The Manager navigation link provides access to pages that let you set up and view information that relates to your employees.

At the top of the EMACS homepage you will see *Employee Self Service*, click here and a drop-down menu will appear with the *Manager Self Services* tab. After you select, you will be redirected to the Manager Self Service screen where you will be able to navigate to the *Team eTime* tile.




On the left side of the *Team eTime* page, you will see a list of tabs available for you to navigate to. Select the *eTime User Preferences* tab. From here, you will be able to navigate to your employee's user preferences.

You can find your employee by ID number, Last Name, or Department. Once you have selected your employee, you will be taken to the user preferences page for the individual you have selected.

As a Manager/Approver, you have all of the same options employees have on their User Preferences page. In addition, you can define your email notification options under the *Receive Email from Direct Reports* section. You can choose to be notified when an employee submits their timesheets, absence requests, and overtime requests for your review and approval.

As a reminder, you can preform any of the same edits as your employee.

#2.

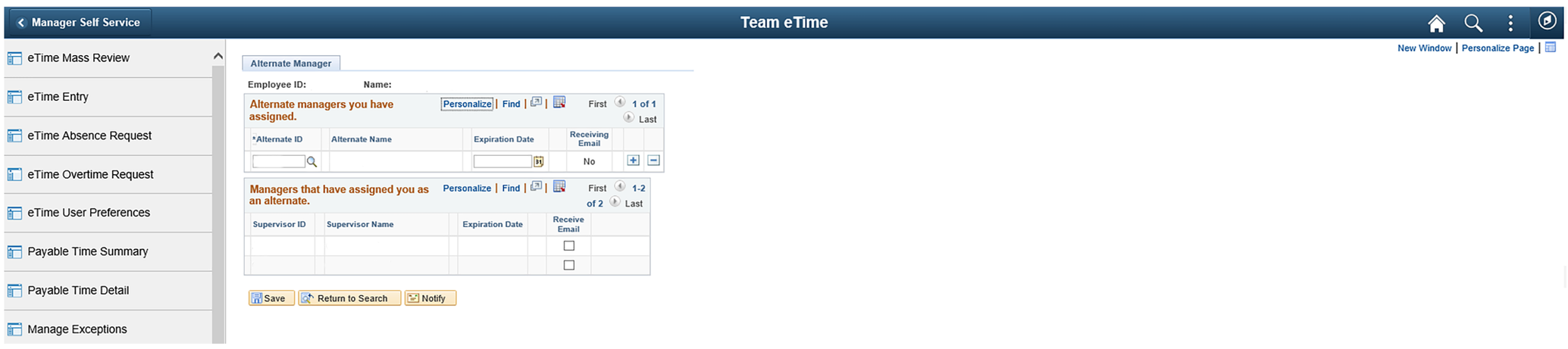
Alternative Manager Assignments

# eTime Manager and eTime Alternate Manager Assignments

The eTime Alternate Manager page is where you assign other managers as your alternate to act on your behalf when needed. This assignment gives the alternate manager the ability to approve your employees' timesheets, absence requests, and overtime requests. You can grant approval access for a specific period of time or for an indefinite period of time. You can also see which manager have assigned you as their alternate.

The eTime Manager Assignment page allows you to view a list of your own employees and any employee assigned to you as an alternate manager.

## eTime Alternate Manager




The first section you will see is *Alternate managers you have assigned*. This section allows you to assign alternate manager's by typing the manager's employee ID in the Alternate ID field. You can also click on the magnifying glass to pull up a list of employees you can assign as an alternate.

- Any employee within your department (limited to your department's organizational structure) can be assigned as an Alternate Manager.

The alternate manager will be able to approve time and requests on your behalf until the expiration date.

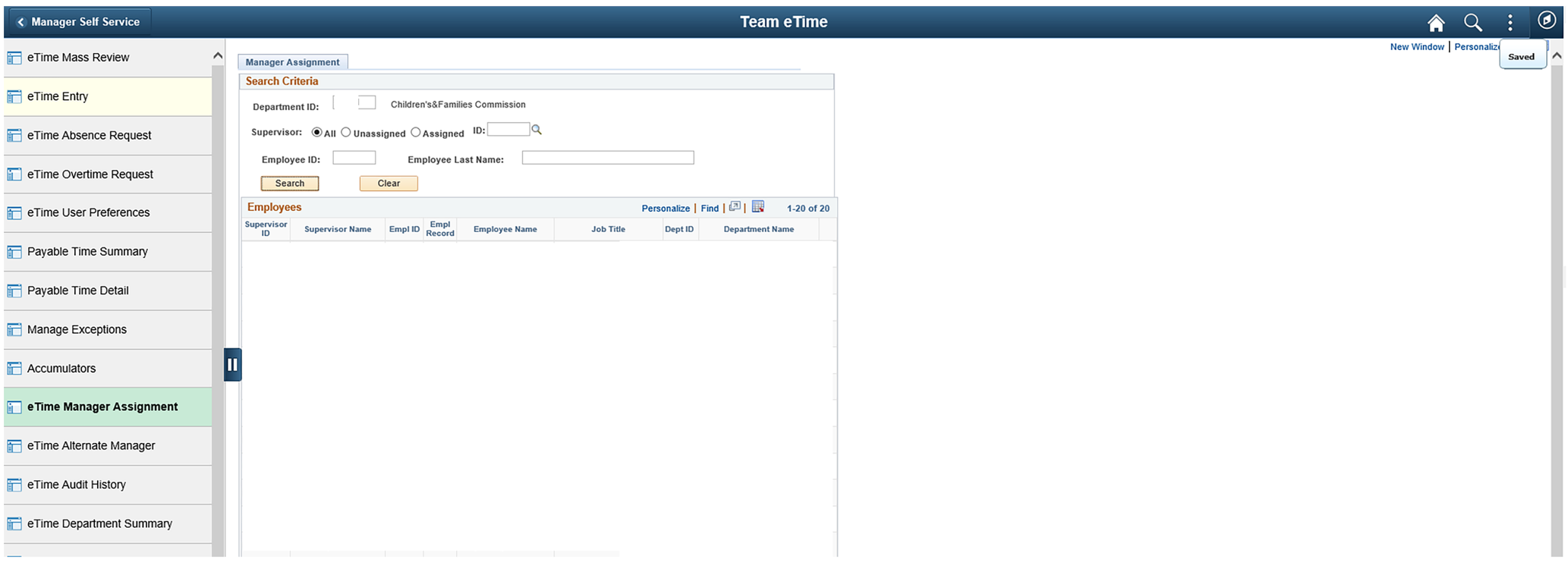
- You have the option of entering a date or you can leave this field blank if you wish to have the alternate manager be your delegate for an indefinite period of time.

To add a new alternate manager to the list, click the plus (+) button to insert a new row. To delete and alternate manager, click the minus (-) button and that person will be deleted. Once you have made your updates, click the save button.

The next section is the *Managers that have assigned you as an alternate*. This section allows you to view the managers that have assigned you as their alternate.

For the managers listed in this section, you have the ability to approve their employees' timesheets, absence, and overtime requests. An expiration date will appear if a manger has given you temporary approval responsibility for their employees.

# eTime Manager Assignment




The eTime Manager Assignment Page allows you to view the employees who are assigned as your direct reports in EMACS.

- The Department Security Administrator within your department can also assign employees on your behalf.

You can search for employee by Department ID, Supervisor, Employee ID, and Employee Last Name. You can look for all employees, those who have not been assigned to a supervisor, or only those that have been assigned.

On this page you can add a supervisor to those employees who have not been assigned or reassign employees to another manager.

- Under Assign Supervisor to Selected Employee, either type your employee ID or the supervisor you wish to assign.
  - If you are not sure of the ID number, select the magnifying glass and a list of supervisors for your department will appear.

- Select the checkbox next to the employee you wish to assign/reassign and click *Assign Selected.*
- Once you have made your changes, click the save button.

#3.

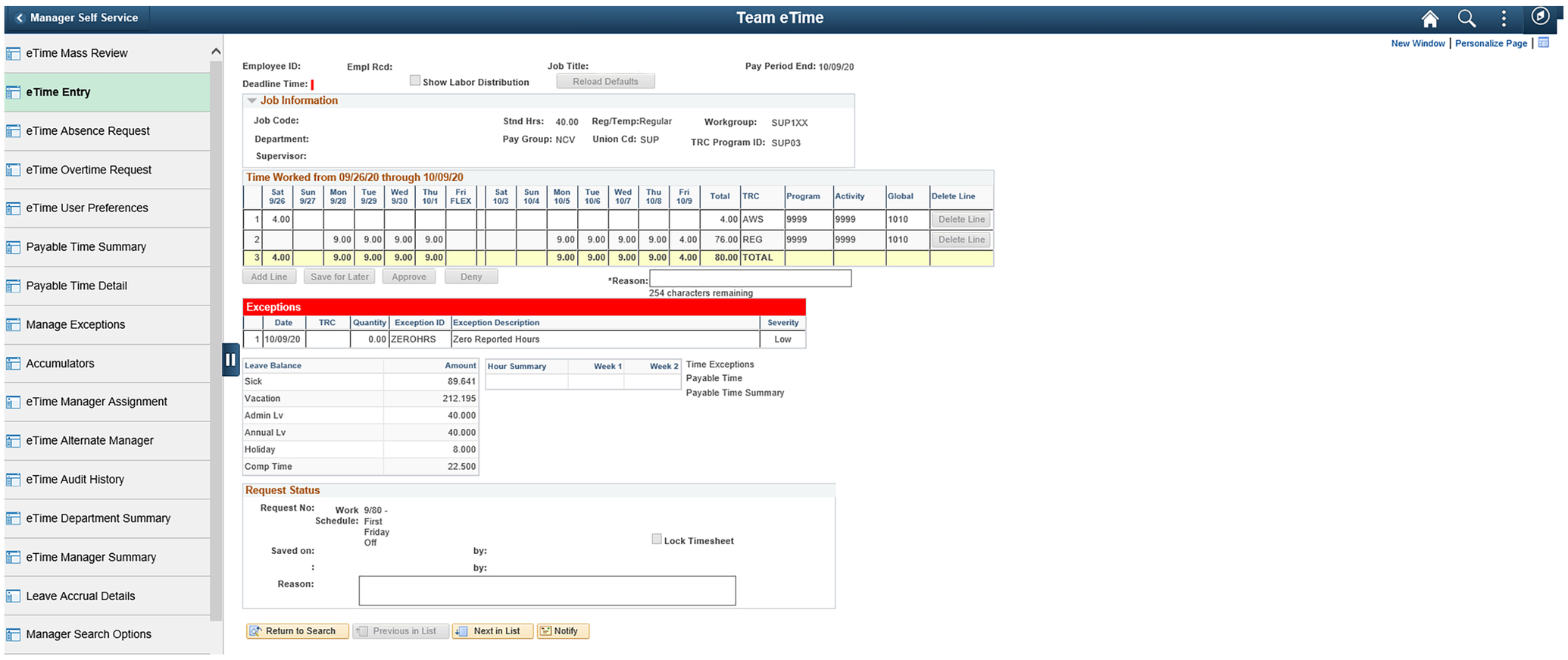
eTime Approval

# Approving Time by Employee

After your employees submit their time for approval, you need to review each timesheet and either approve their time or return for corrections. Alternatively, you can make any necessary corrections yourself.

Each level of review has its own deadline. Your employees can change their time up until the cutoff time. After the manager deadline, your department time administrator can make changes to timesheets up until their cutoff time.

Two pages are available for reviewing timesheets. The eTime Mass Approval page will allow you to pull up all of your employees to review if time has been approved. You will also be able to pull up each employee's timesheet form this page. The eTime Entry page is used to approve multiple timesheets individually, by employee.




From the Manager Self Service page find the eTime Entry tab. You will be redirected to the Find an Existing Value page. The pay period end date field defaults to the current pay period. If necessary, you can change this date to a different pay period.

You can search for employee timesheet by ID number or last name. entering your department ID will return a list of your employees. Select the employee and you will be taken to their timesheet.

As the manager/approver, you can adjust the employee's timesheet as necessary. After reviewing the timesheet, you can Approve or Deny. If you deny the timesheet, you must first enter a reason for the denial. After you type your reason and click the deny button, the employee will receive email notification of the denial. The employee will need to amend the timesheet and submit for approval. If there are no corrections to be made, click the Approve button.

#4.
Approving Request

# Approving Request by Employee

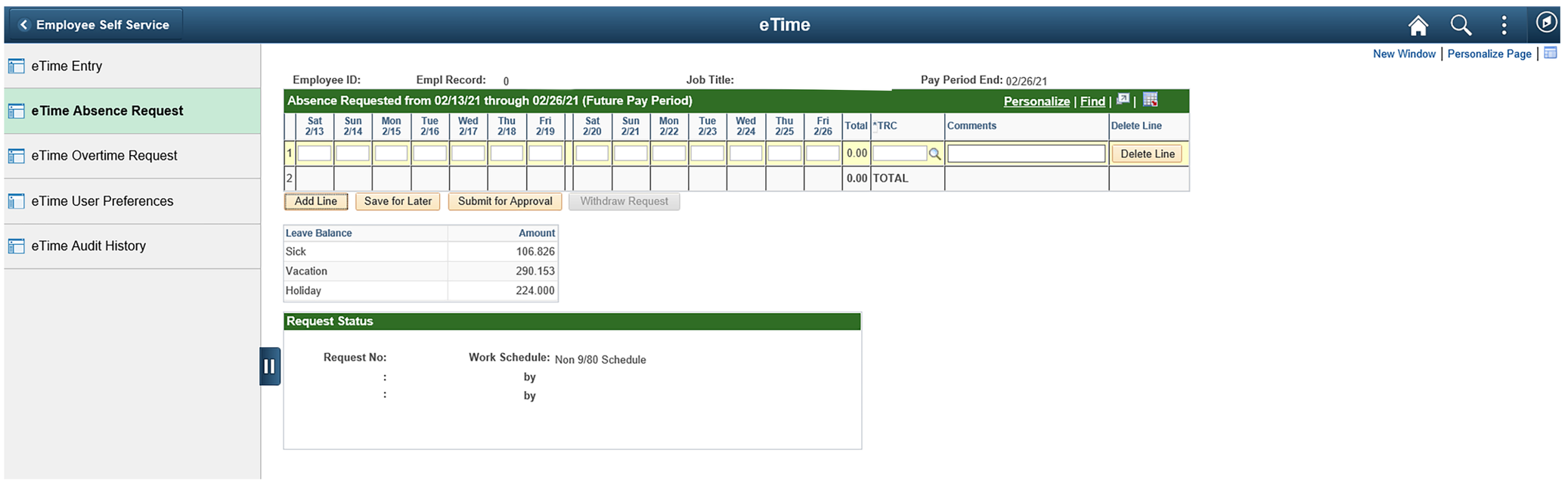
There are two types of requests your employees will submit for approval: Absence Request and Overtime Requests.

Your employees are required to submit absence requests for your approval. You can approve requests for current and future pay periods. After an employee's absence request has been approved, the hours will automatically populate the timesheet for the appropriate pay period.

- If the absence request is submitted after the employee had saved their timesheet for that pay period, the hours will not populate the timesheet and the hours will need to be manually entered on the timesheet.

Overtime request are for informational purposes and do not automatically populate the timesheet. Overtime hours have to be manually entered on the timesheet.
The steps for approving and denying are the same for both the absence and overtime request.

## eTime Absence Request



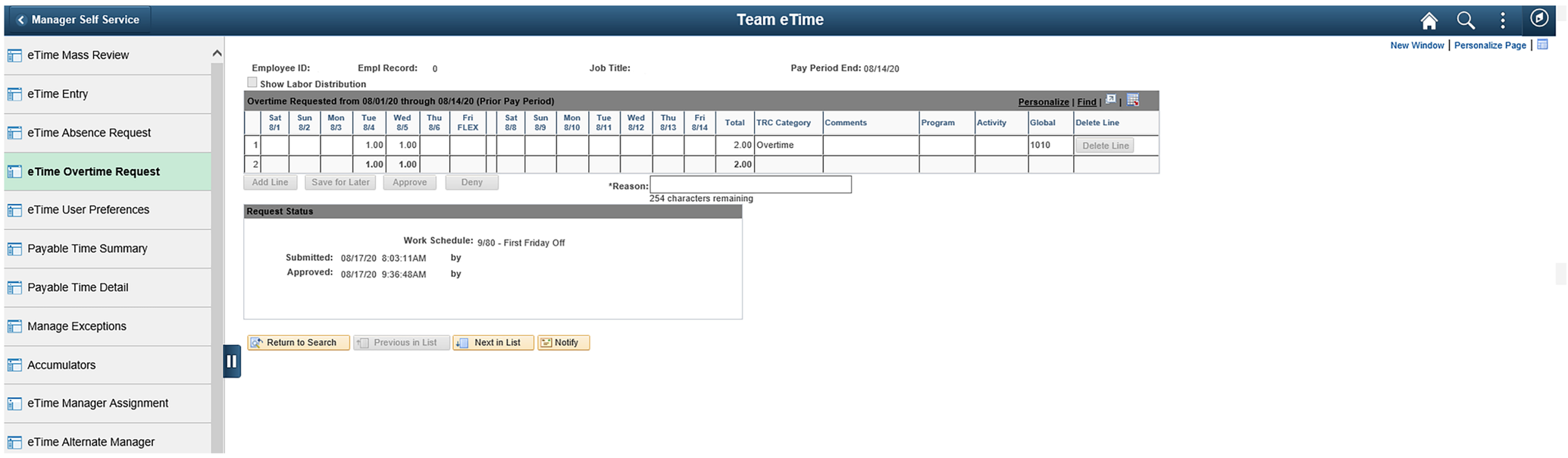

From the Manager Self Service page find the eTime Absence Request tab. You will be redirected to the Find an Existing Value page. The pay period end date field defaults to the current pay period. If necessary, you can change this date to a different pay period.

- You can also enter a new request on behalf of your employee by clicking the *Add a New Value* link.

The *Request Status* field defaults to Unapproved. If you need to search for an absence request that has already been approved, click the drop-down arrow and select Approved. If you select the empty field and click search, you will pull up both approved and unapproved absence request for the pay period. Select the employee and you will be taken to their absence request.

As the manager/approver, you can adjust the employee's absence request as necessary. After reviewing the request, you can approve or deny. If you deny the request you must first enter a reason for the denial. If there are no corrections to be made, click the Approve button.

# eTime Overtime Request




From the Manager Self Service page find the eTime Overtime Request tab. You will be redirected to the Find an Existing Value page. The pay period end date field defaults to the current pay period. If necessary, you can change this date to a different pay period.

- You can also enter a new request on behalf of your employee by clicking the *Add a New Value* link.

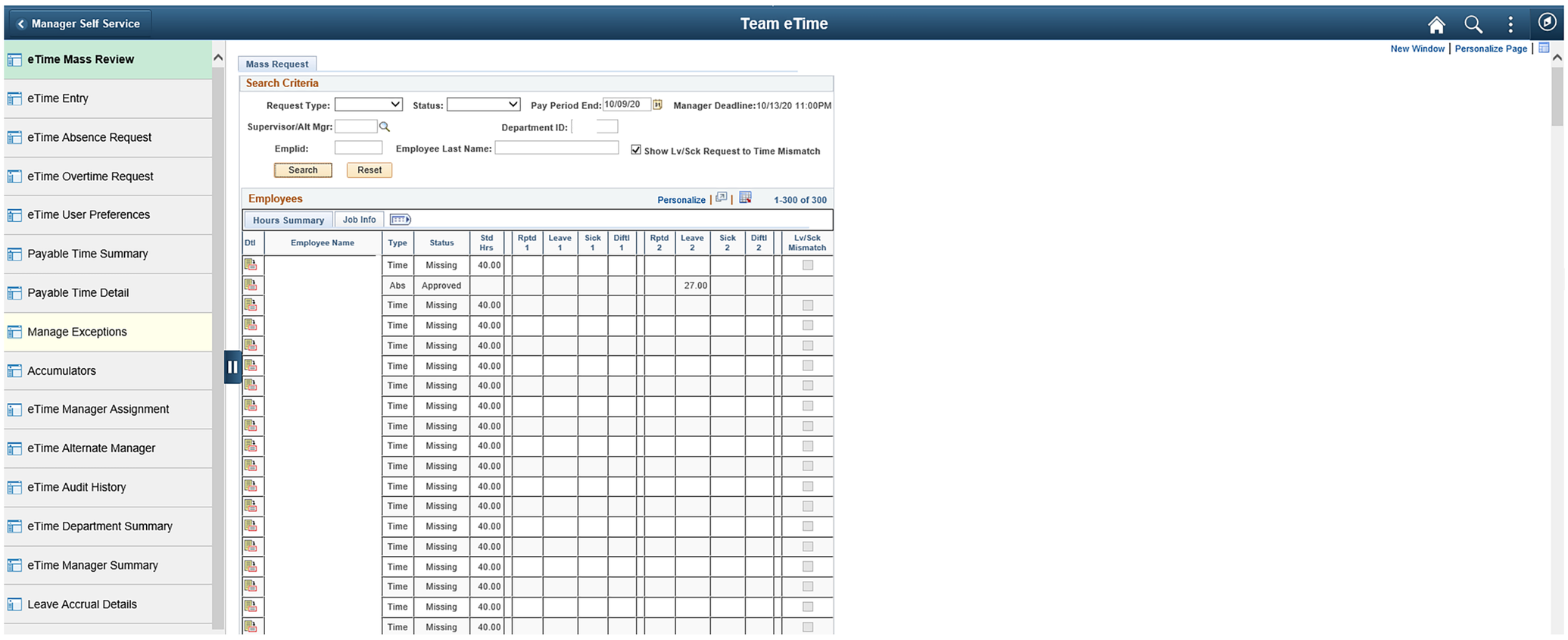
The *Request Status* field defaults to Unapproved. If you need to search for an overtime request that has already been approved, click the drop-down arrow and select Approved. If you select the empty field and click search, you will pull up both approved and unapproved overtime request for the pay period. Select the employee and you will be taken to their overtime request.

As the manager/approver, you can adjust the employee's overtime request as necessary. After reviewing the request, you can approve or deny. If you deny the request you must first enter a reason for the denial. If there are no corrections to be made, click the Approve button.

#5.

eTime Mass Review

# eTime Mass Review




From the Manager Self Service page find the eTime Mass Review tab. The eTime Mass Review page allows you to view all of your employee timesheets, absence, and overtime request in submitted, unapproved, and approved status.

This page is only for review purposes, in order to view the entry, click the details icon (Dtl) next to the employee's name and a new window will pop up with the entry you have selected.

When you first open the mass approval page the default criteria is:

- Request Type: Blank.
- Status: Unapproved (unapproved status includes missing, saved, submitted, withdrawn, and denied requests).
- Pay Period End: Current pay period.

Update these fields as necessary for your review.

There are many visual aids to help you review an employee's timesheet, absence request, and overtime request. These visual aids include:

- All timesheets are shown in bold.
- Colors for hours not equal to standard hours.
  - If hours coded on the employee's timesheet are greater than their standard hours, the color of the time display is green.
  - If hours coded on the employee's timesheet are lower than their standard hours, the color of the time display is red.

- Check marks for reconciliation of absence requests and timesheet.
  - A check box appears in the **Lv/Sck Mismatch** column for any timesheets where there is a discrepancy between the absence hours on the timesheet and the hours on the absence request.