

WorkTech Time Entry for Supervisor

Approving Time Sheet

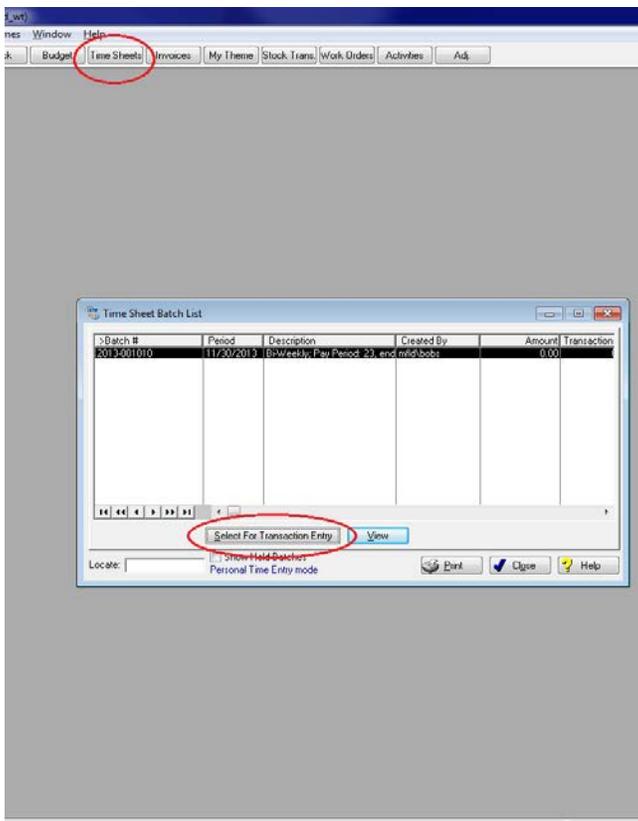
- 1) Open Worktech. (Icon Below)



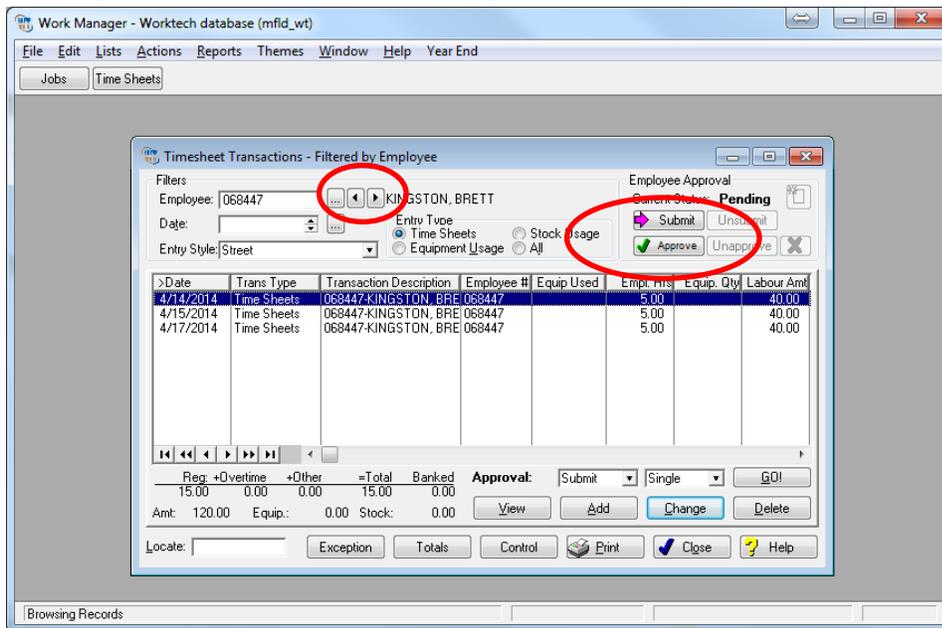
- 2) Click "Connect"



- 3) Click "Time Sheets" at the top of the screen
- 4) A new window will pop up (Time Sheet Batch List). Highlight the appropriate batch if necessary. Click "Select For Transaction Entry" towards the bottom of the window.

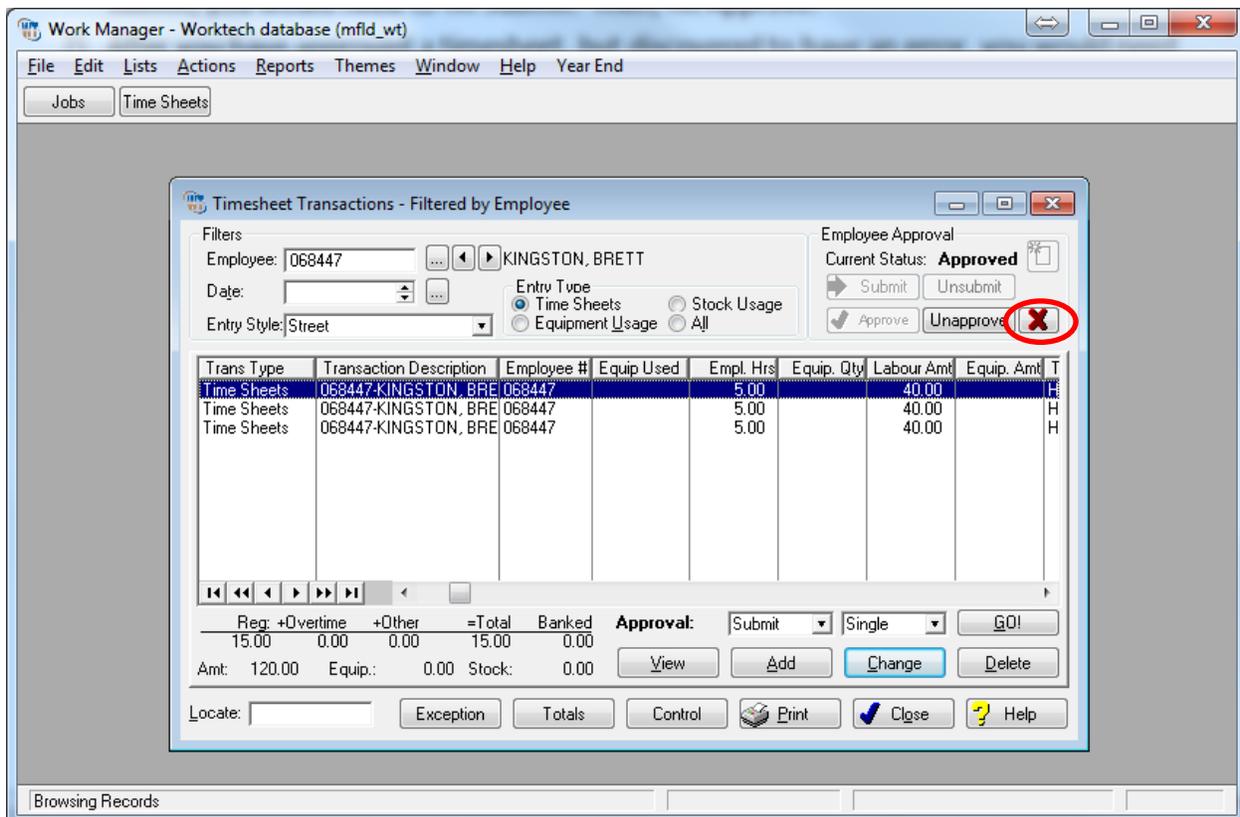


- 5) Click right arrow or left arrow to navigate to next or previous employee as necessary.



- 6) Verify that the information entered is accurate. If the employee has forgotten to hit submit, you would need to hit Submit. Then, hit Approve.

- 7) If you have discovered error(s) after the timesheet has been approved, you would need to reject the timesheet, so you could go back to the individual line to make the correction.



Entering Time Sheet

- 1) If you have timesheet to enter, navigate to the appropriate employee and follow the step-by-step instruction from the "WorkTech Self-Service Time Entry" document.
- 2) However, you may need to change the Pay rate, or Job#, if necessary, especially for employees who work in multiple departments.

Work Manager - Worktech database (mfid_wt)

File Edit Lists Actions Reports Themes Window Help Year End

Jobs Time Sheets

Add - Time Sheets

Employee: 068447 KINGSTON, BRETT 1,023,078

Pay Code: HOURS HOURS Pay Rate: 8.0000

Date: 4/14/2014 Reg Base: HOURS @8

Time Code: HRPT BASE PAY HOURLY PT Week: 5, Pay Period: 5

Hours: 5.00 @8/hr

Job: 1015145007 INFORMATION TECHNOLOGY

Activity: 000000 General

Object Code: 51170 TEMPORARY EMPL-STRAIGHT TIM

Status:
 Pending Approved
 Submitted Rejected

Last Entry OK Cancel Help

Locate: Exception Totals Control Print Close Help