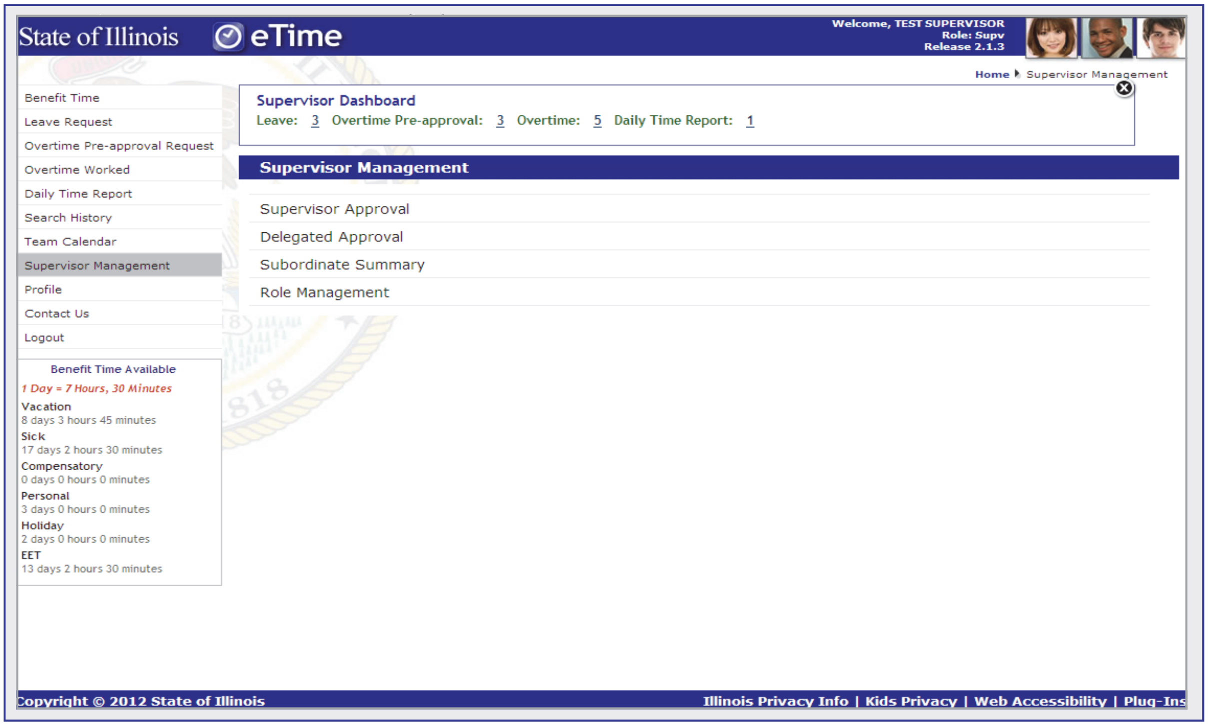
BCCS eTime - appsecure.illinois.gov/etime

Supervisor Quick Reference Guide

BCCS
Keeping You Connected

The eTime Screen - Supervisor View



eTime Icons

The icons displayed below are used to navigate within the eTime application

	Action Icon
	Save Icon
	Add Icon
	Delete Icon
	Reset Icon
Back	Back Icon

The Supervisor Dashboard will appear at the top of the screen if there are any pending requests that require supervisor review/approval. Pending requests can also be accessed by selecting "Supervisor Management" from the left navigation menu.

Supervisors should review their Supervisor Management workbox on a daily basis. This will ensure that employee time and attendance records remain current and accurate.

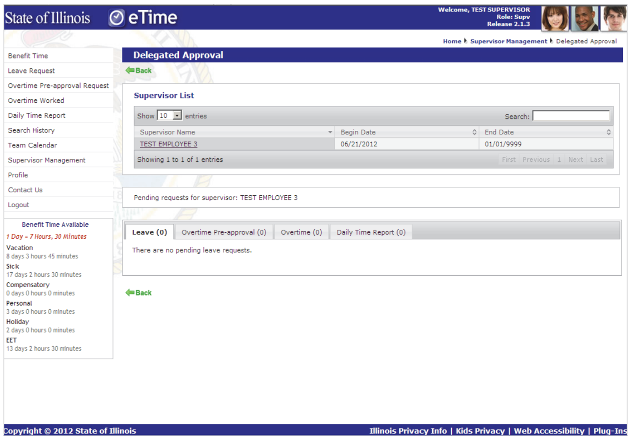
Supervisor Management allows a supervisor to perform the following tasks within eTime:

- **Supervisor Approval** – Allows a supervisor to approve any leave, overtime pre-approval and/or overtime worked requests submitted by their employees. Daily time report approval can also occur from this option.
- **Delegated Approval** – Allows a delegated supervisor to select the supervisor for whom they are a delegate and maintain that supervisor's approval queue.
- **Subordinate Summary** – Allows a supervisor to select an employee and list their benefit summary, projected benefit time, employee information, 28 day schedule, lunch period and email addresses.
- **Role Management** – Allows a supervisor to assign roles to existing employees, add new employees with their roles to their team (subordinates), and add delegates.

Supervisor Approval - Leave Requests, Overtime Pre-Approval, Overtime Requests and Daily Time Reports

1. Click on **"Supervisor Management"** from the left navigation menu.
2. The **"Supervisor Management"** screen will be displayed.
3. Click on **"Supervisor Approval".**
4. The **"Supervisor Approval"** screen will be displayed.
5. Select the appropriate tab for the request(s) that require review (Tabs = Leave Request, Overtime Pre-Approval, Overtime, Daily Time Report).
6. Select the **"Action Icon"** to approve or deny the request. Multiple approvals can be approved by clicking the checkbox next to the Leave Date column. This activates the **"Approve"** button.
7. Click **"Approve"** or **"Deny"** to approve/deny the request. A confirmation prompt will be displayed prompting the supervisor to confirm or cancel the approval. Click **"Ok"** to approve the request or **"Cancel"** to return to the Leave Request Details screen.
8. Upon confirmation **(Approve)**, a green status bar will be displayed (i.e. "Leave Request has been approved").
9. Upon confirmation **(Deny)**, a green status bar will be displayed (i.e. "Leave Request has been denied"). **NOTE:** Comments are required when denying a request.

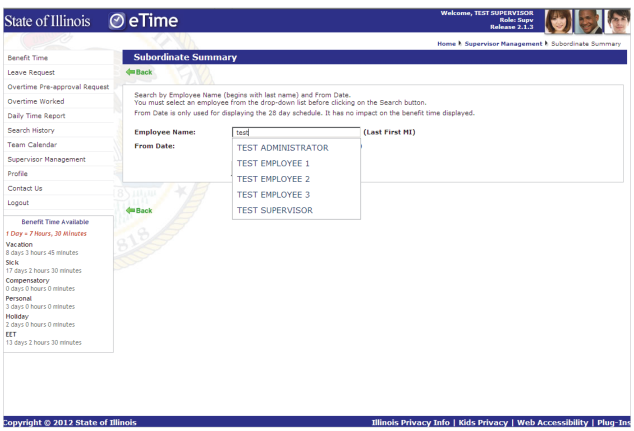
The eTime Screen - Supervisor View



Delegated Approval

Approve time and attendance for employees for whom you are a Delegate

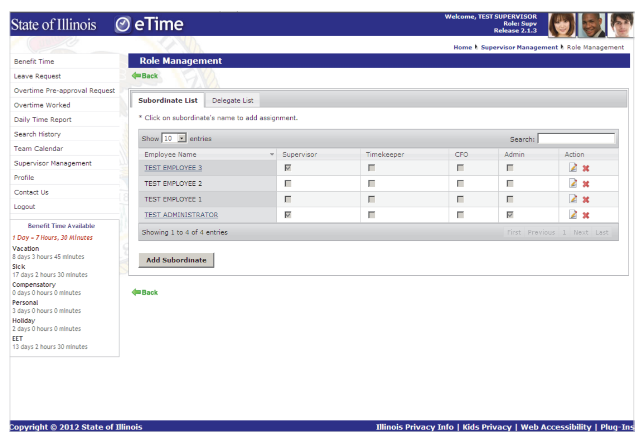
1. Click on **"Supervisor Management"** from the left navigation menu.
2. The **"Supervisor Management"** screen will be displayed.
3. Click on **"Delegated Approval"**.
4. The **"Delegated Approval"** screen will be displayed listing the supervisor(s) for whom you are a Delegate. **NOTE:** A supervisor's supervisor is set as the default delegate but does not appear on the list.
5. Select the appropriate **"Supervisor Name"** to display the approval work-box for the delegating supervisor.
6. Perform approval/denial steps as listed on page one steps 6 through 9.



Subordinate Summary

Lists subordinate's benefit time and employee information

1. Click on **"Supervisor Management"** from the left navigation menu.
2. The **"Supervisor Management"** screen will be displayed.
3. Click on **"Subordinate Summary".**
4. The **"Subordinate Summary"** screen will be displayed.
5. Enter an **"Employee Name"** (begins with last name) and **"From Date"** to search for an employee. **NOTE:** You must select an employee from the drop-down list before clicking on the **"Search"** button.
6. The **"Search Results"** screen will be displayed.
7. Select the appropriate tab for the employee information that requires review (Tabs = Benefit Time, Benefit Projections, Employee Information, 28 Day Schedule, Lunch Period and Email Addresses). NOTE: **"From Date"** is only used for displaying the 28 day schedule. It has no impact on the benefit time displayed.
8. Click the **"Reset"** button to clear the employee name field and return to the Subordinate Summary screen.



Role Management

Allows a supervisor to assign roles, add/remove subordinates, add/remove delegates, and assign Organizational Structure Levels to subordinates as needed

1. Click on **"Supervisor Management"** from the left navigation menu.
2. The **"Supervisor Management"** screen will be displayed.
3. Click on **"Role Management".**
4. The **"Role Management"** screen will be displayed.
5. Select the appropriate tab for the role that requires action (Tabs = Subordinate List, Delegate List)
6. Click on the **"Subordinate List Tab"** to add/delete/edit subordinates.
7. To add a subordinate, click on the **"Add Subordinate"** button.
8. The **"Subordinate List"** screen will be displayed.
9. Enter the employee's last name and select from the drop-down list.
10. The **"Search Results"** screen will be displayed. **NOTE:** If you supervise multiple organizational units you will need to assign the employee to a unit. A **"Level"** drop-down box will be displayed only for Supervisors who are assigned multiple units. Select the appropriate organizational level from the drop-down list.
11. Click on the green plus sign to **"Add"** the employee to your subordinate list. A confirmation prompt will display allowing the supervisor to confirm or cancel the add action.
12. Repeat steps 9 through 11 if additional subordinates need to be added.
13. To add/delete/edit delegates, click on the **"Delegate List Tab"**.
14. To add a delegate, click on the **"Add Delegate"** button.
15. The **"Delegate List"** screen will be displayed listing all delegates that you have assigned. **NOTE:** Your supervisor is your default delegate, but does not appear on this list.
16. Enter the employee's last name and select from the drop-down list. The **"Search Results"** screen will display the delegate's name. **NOTE:** If the employee name does not appear in the drop down list, the employee does not have the supervisor role marked.
17. Click on the green plus sign to **"Add"** the supervisor to your delegate list. A confirmation prompt will be displayed prompting the supervisor to confirm or cancel the add action-click **"Ok"** to add or **"Cancel"** to return to the **"Add Delegate-Search Available Delegates"** screen.
18. Repeat steps 16 through 17 if additional delegates need to be added.
19. Click on the green **"Back"** arrow **Back** to list all delegates.
20. Click on **"Action"** to edit the dates that your delegate is activated. Enter changes in begin and/or end date, click the **"Save"** to save the date changes (**"Reset"** allows you to start over).
21. Click on **"Delete"** icon next to the supervisor's name, to delete a supervisor as your delegate.