Procedure: PAY - Supervisor Time Approval

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Introduction:
This procedure will provide the user with the steps needed to approve time using Self Service

The Payroll Department needed a written procedure that they could share with supervisors providing instructions on how to approve their employee's timecards in Self Service.

Information needed before the process can be run:

1. Proper supervisor configuration in Colleague (Payroll).
2. Access to their Baron One Account (OIT).
3. Access to Self Service set up with the proper permissions as a supervisor (OIT).

This process is for reporting purposes and *will* adjust individual records within Self Service and Colleague.

Producing results from this new procedure requires the following steps:

1. Login to Baron One.
2. Access Self Service.
3. Navigate to the Employee Tile.
4. Navigate to the list of your employees.
5. Approve/Reject your employees time.

The steps are detailed below:
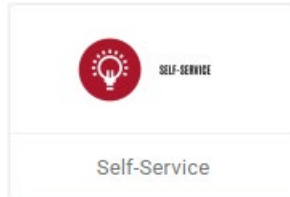
Step 1: Login to Baron One.

1. Navigate to the following URL: https://rcbc.onelogin.com/
2. Login to your Baron One Account:
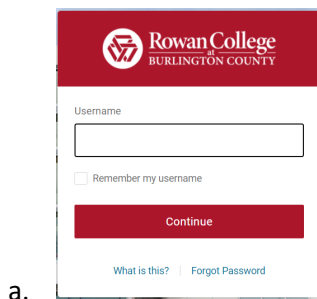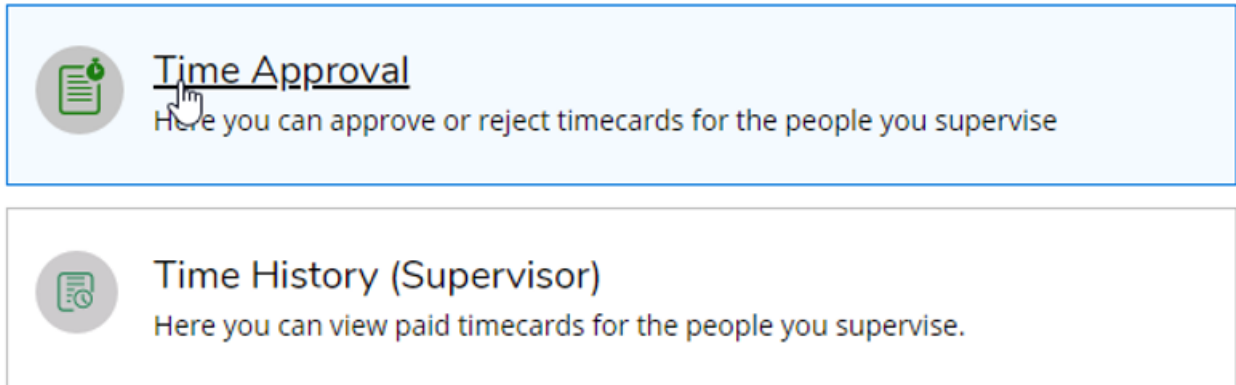
    a.

Step 2: Access Self Service.

1. Locate the Self-Service Icon.
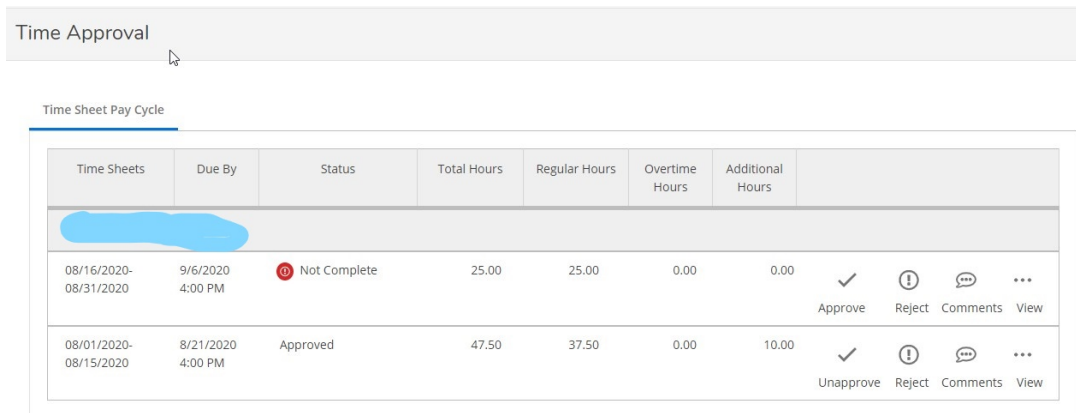2. Click on the Self – Service Icon

Step 3: Navigate to the Employee Tile.

1. As a supervisor, you will need to click on the Employee tile and then the Time Approval tile as seen in the below screenshot.

Step 4: Navigate to the list of your employees

1. You should then see all of your employees listed click on the employee you want to approve/deny time for.

Time Approval

Time Sheet Pay Cycle

Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours				
08/16/2020-08/31/2020	9/6/2020 4:00 PM	🔴 Not Complete	25.00	25.00	0.00	0.00	✓ Approve	ⓘ Reject	💬 Comments	••• View
08/01/2020-08/15/2020	8/21/2020 4:00 PM	Approved	47.50	37.50	0.00	10.00	✓ Unapprove	ⓘ Reject	💬 Comments	••• View

2. Click on view to see the time sheet – you will be able to see the hours they worked for the week.

Step 5: Approve/Reject your employees time

1. Click on Approve to approve the timesheet if the hours are correct. Otherwise, you can click on Other Actions which will allow you to approve or deny

2. One you have approved or denied the timesheet, You can go to your other part time workers and go through the same process until all timesheets have been approved or denied.