

**Rowan College of Burlington County
Office of Information Technology (OIT)
Procedures**

Procedure: PAY - Supervisor Time Approval

Initiated Date: 8.26.2020

Version Number: 1.0

Revision Date: N/A

New Version Number: N/A

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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.

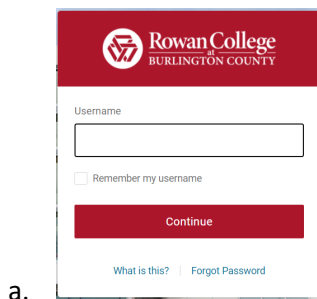
Producing results from this new procedure requires the following steps:

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.

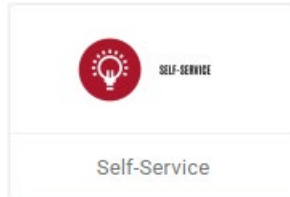
1. Navigate to the following URL: <https://rcbc.onelogin.com/>
2. Login to your Baron One Account:



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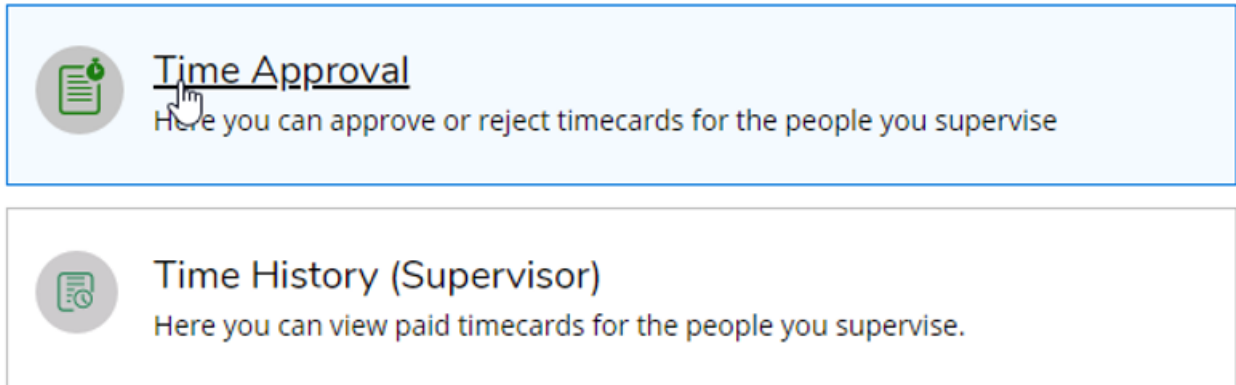
Step 2: Access Self Service.

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



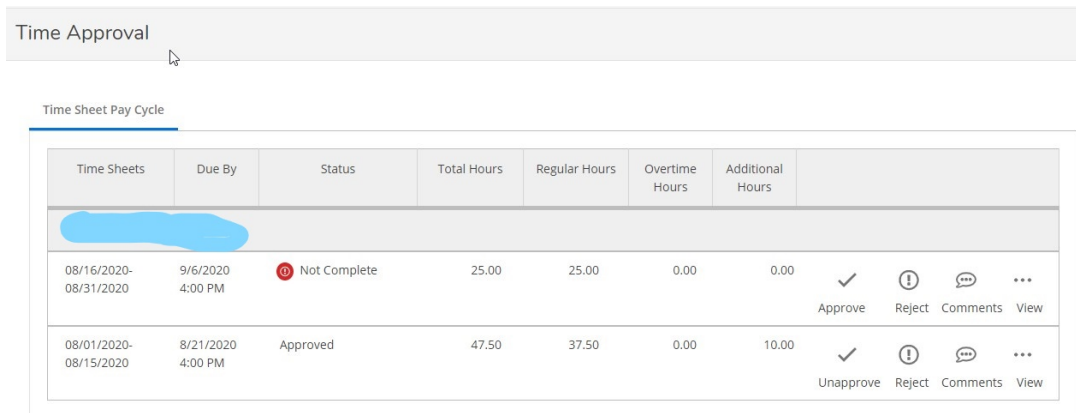
Step 3: Navigate to the Employee Tile.

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.



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

A screenshot of a time sheet grid. The grid consists of two rows of time slots. The first row contains slots for 00:00 AM, 00:00 AM, 9:00 AM, 4:30 PM, 9:00 AM, 9:00 AM, and 00:00 AM. The second row contains slots for 00:00 AM, 00:00 AM, 12:00 PM, 7:00 PM, 12:00 PM, 12:00 PM, and 00:00 AM. Below the second row, there are additional slots for 12:30 PM and 5:00 PM. A blue plus sign is positioned between the 7:00 PM and 12:30 PM slots. At the bottom, there are blue minus and plus signs for navigation.

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

A screenshot of a software interface for time sheet approval. At the top, it shows the week "Week 08/16/2020 - 08/22/2020" with a right arrow, "25.00 Total hours", and a "Not Complete" status. There are "Saved", "Save", "Other Actions" (with a dropdown arrow), and "Approve" buttons. Below this, the employee information "42305TEMP150 • Temporary Employee" and "Costa, John P. • Student Services • Mt. Laurel (Main)" is visible. A larger view of the "Other Actions" dropdown menu is shown, containing "Approve", "Reject", and "Comments" options. The "Approve" button is highlighted in blue.

2. Once 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.