

How to Approve Workforce Time-off Requests & Timesheets

Workforce is where employees can view hours worked for extra duties, allotment balances, and absences requested through Workforce or Aesop.

Only accessible from U-46 district grounds

<u>Approve Time Off Requests</u> - to be able to view and approve time off requests for your employees.

This process should be done on a weekly basis by the end of day Tuesday of each week.

**All time off requests for the processing week should be approved before you move on to approve the timesheets.

Emp Center 🕋 Home	🕐 Help 👻			
95.0.6	School District U46			
	777776	Time Off Reques	ts	
Time Entry	12 Schedules	Details	Status	Date
 Edit Employee Time Approve Time Sheets 	 My Time Off Review Time Off Requests 	ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
Enter My Hours Edit Time for Groups	Assign Schedules Manage Group Schedules	ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-02300006))	Unapproved	05/17/2016
Reports	Settings	ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
View Reports	Change My Password	ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
	Manade Retro-calculation Triggers Assign Badges	ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/24/2015
Manage Users	Launch Admin Client	ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/20/2015 - 07/22/2015
		ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/15/2015
		CAROL STALLONE (SEC- HS REGISTRAR TREAMWOOD HIGH SCHOOL (10973-4010- 09000021))	Unapproved	07/22/2015
		CAROL STALLONE (SEC- HS RECISTRAR STREAM OOD HIGH SCHOOL (10:73-4010- 095000021))	Unapproved	07/22/2015

On the right side of your screen, you will see your time off requests that are pending for your employees.

N	(1970) Contraction	Time Off Reque	sts	
Time Entry	12 Schedules	Details	Status	Date
 Edit Employee Time Approve Time Sheets 	Review Time Off Requests	CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
Enter My Hours Edit Time for Groups	Manage Group Schedules	CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
Ranorte	E Sattings	CUSTODIAN-HEAD PLANT OPERATIONS (12854-6005-023000006))	Unapproved	05/16/2016
Mew.Reports	Ghange My Password	CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
Z	Manade Retro-calculation Triggers ST Assign Badges	ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12829-1082-510000396))	Unapproved	07/24/2015
Manage Users	Launch Admin Client	ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/20/2015 - 07/22/2015
		ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000366))	Unapproved	07/15/2015
		GAROL STALLONE (SEC- HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010- 095000021))	Unapproved	07/22/2015
		GROL STALLONE (SEC- HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010- 095000021))	Unapproved	07/22/2015

Select Review Time Off Requests to approve time off.

11	ne Off Review Summary										
-	Pending Requests Time Off	Request History									
	Carrent filter: none										
	Employee ID	Approval Status	Employee Name	Start Date	End Date	Last Modified 🔺					
	20970	Pending	POTTER, THOMAS (CUSTODI	01/19/2016	01/19/2016	05/11/2015 06:27 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	01/25/2016	01/25/2016	05/11/2015 06:28 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	02/01/2016	02/01/2016	05/11/2015 06:29 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	02/08/2016	02/08/2016	05/11/2015 06:29 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	02/16/2016	02/16/2016	05/11/2015 06:32 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	02/22/2016	02/22/2016	05/11/2015 06:33 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	02/29/2016	02/29/2016	05/11/2015 06:34 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	03/07/2016	03/07/2016	05/11/2015 06:35 am					
	20970	Pending	POTTER, THOMAS (CUSTODI	03/14/2016	03/14/2016	05/11/2015 06:37 am					
	12376	Pending	DAVENPORT, JUDY (SEC-SC	08/26/2015	08/28/2015	05/19/2015 11:39 am					
	12376	Pending	DAVENPORT, JUDY (SEC-SC	08/31/2015	09/02/2015	05/19/2015 11:59 am					
	22229	Pending	LUCARELLI, NICHOLAS J (CU	02/15/2016	02/18/2016	06/08/2015 09:04 am					
	12376	Pending	DAVENPORT, JUDY (SEC-SC	08/06/2015	08/06/2015	06/08/2015 01:59 pm					
	12654	Pending	ORTIZ, ALDO (CUSTODIAN-H	05/16/2016	05/16/2016	06/09/2015 08:29 am					
	12654	Pending	ORTIZ, ALDO (CUSTODIAN-H	05/17/2016	05/17/2016	06/09/2015 08:30 am					
	27625	Pending	RODRIGUEZ, LUIS A (ATTORN	07/20/2015	07/27/2015	06/09/2015 03:44 pm					
	20853	Pending	BURGER, STEVEN (ASST SUP	07/20/2015	07/23/2015	06/10/2015 05:27 pm					
	42206	Pending	BROWN, KINASHA J (COORD	08/24/2015	08/24/2015	06/18/2015 02:29 pm					

The system will list all pending requests in one tab and all request history in a separate tab for viewing.

CEEmpCenter -		a	-	Time O	ff Approva	al							
🗐 View Request ist 🛛 🔗 App	rove Request	🔀 Reject Re	quest	ン									
Request Summary ORTIZ, ALDO (CUSTODIAN-H OPERATIONS (12654-6005-02	EAD PLAN 3000006))	⊗ Pending Г		Exceptions (0) E	Bank Usage	History (1)		Commen	IS		
Data Davidada				06/09/2	015 08:30	am Pendin	g	ORTIZ,	ALDO	commen			
Tue 05/17/2016 Vacation		8.0											
Sick (Hours) Sick (Days) Personal Days (Hours) Personal Days (Days) Vacation (Hours) Vacation (Days)	200												
 Vacation Carryover (Hours) Vacation Carryover (Days) Floating Holiday (Hours) Floating Holiday (Days) 	100												
	0												
		Jul 26 /	Aug 9 2015	Aug 23 2015	Sep 6 2015	Sep 20 2015	Oct 4 2015	Oct 18 2015	Nov 1 2015	Nov 15 2015	Nov 29 2015	Dec 13 2015	Dec 20
With Current Request									R	equests:	This Re	quest	Pend

By clicking on the employee name, the approval screen will appear, and you can approve or reject the request.

7		Time Off Reques	sts		
Favorites	12 Schedules	Details	Status	Date	
No Favorite Items	 My Time Off Review Time Off Requests 	ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016	^
Time Entry	Assian Schedules Manage Group Schedules	ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016	
<u>Edit Employee Time</u> <u>Approve Time Sheets</u>	Settings	ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016	
Enter My Hours Edit Time for Groups	Change My Password	ALDO ORTIZ (CUSTODIAN-HEAD) PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016	
Reports	Manage Retro-calculation Triggers Assign Badges	ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/24/2015	
View Reports	Launch Admin Client	ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/20/2015 - 07/22/2015	
Employees		ANDREW MARTIN (DIR- TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/15/2015	
Manage Users		CAROL STALLONE (SEC- HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010- 095000021))	Unapproved	07/22/2015	
		CAROL STALLONE (SEC- HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010- 095000021))	Unapproved	07/22/2015	
		CHERYL WARD (SEC-HS PRINCPAL BARTLETT HIGH SCHOOL (12206- 4010-089000018))	Unapproved	07/23/2015	

<u>Approve Timesheets</u> - to be able to view and approve timesheets for your employees.

This process should be done on a weekly basis by the end of day Tuesday of each week.

Save Approvals 🚇 Approve All 🗞 Find Show: All Time Sheets 🗸 🚯 You have made changes that must be saved to be effective.										
Approv	ve Current Time Sheet for Period E	Ending 07/26/2015								
Employee ID	 Employee Name 	Assignment	Total Hours	Leave Hours	Exceptions	Manager Approval				
	HATTA, SUSAN	PLANT OPS ASSISTANT PLANT OPERATIONS (10	8.0	8.0	No	Approve				
	MEYER, WILLIAM	COORD-CUSTODIAL SVCS PLANT OPERATIONS (1	0.0	0.0	No	Approve o				
	CREADON, JOSEPH	SUPVR-GROUNDS PLANT OPERATIONS (1	40.0	40.0	No	Approve				
	BEU, JOSHUA	COORD-CUSTODIAL SEC PLANT OPERATIONS (12	0.0	0.0	No	Approve				

To approve timesheets, you should click on the Manager Approval check box and a green check mark will appear.

pprove Current Time Shee	et for Period Ending 07/26/2015								
Employee Name	Employee Assignment	Total Hours	Regular Hours	Overtime Hours	Level Hours	Comp Time Earned	Leave Hours	Exceptions	Manager Approval
MCKNIGHT, MARK	CONSTRUCTN PRJ COORD PLANT OPERATIONS (1	43.0	40.0	3.0	0.0	0.0	0.0	Yes	Approve 🧳 🧟
HAACKER, SCOTT	FAC ELECTRONC MONITR PLANT OPERATIONS (1	40.25	40.0	0.25	0.0	0.0	0.0	No	Approve
GILL, HEIDI	SEC-DIR BUILDINGS PLANT OPERATIONS	40.0	36.0	0.0	0.0	0.0	4.0	Yes	Approve 🦨 🧟
KNIECE, SHARON	SEC- MAINTENANCE PLANT OPERATIONS	40.0	36.0	0.0	0.0	0.0	4.0	Yes	Approve 🥥 🧟
WUILLEUMIER, NANCY	SEC-DIR BUILDINGS PLANT OPERATIONS	40.0	0.0	0.0	0.0	0.0	40.0	No	Approve 🦪 🧟
MOYERS, DONNA	CONSTRUCTN OWNR REP PLANT OPERATIONS (12	0.0	0.0	0.0	0.0	0.0	0.0	No	Approve
SUSMAN, BRENDA	SEC-PLANT OPERATIONS PLANT OPERATIONS (1	40.0	40.0	0.0	0.0	0.0	0.0	Yes	Approve 🚽 🧟
BROTSCHUL, MARTIN	CONSTRUCTN OWNR REP PLANT OPERATIONS (24	35.5	35.5	0.0	0.0	0.0	0.0	Yes	Noprove 🦪 🧟
CARRINGTON, CRYSTAL	FAC ELECTRONC MONITR PLANT OPERATIONS (4	40.0	40.0	0.0	0.0	0.0	0.0	Yes	Appipve a
WIMMER, TIMOTHY	CONSTRUCTN PRJ COORD PLANT OPERATIONS (4	34.25	34.25	0.0	0.0	0.0	0.0	Yes	💌 A prove 🛛 🦨 🧟

If there are exceptions on the timesheets, the exception column will say "Yes" and from there you can double click on the employee to view their timesheet before your approval.

Sa	ave Approvals 🚙 Ap	rove All Show: All Time S	heets You have made changes that must	be saved to be effective.
		e Current Time Sheet for Period I	Ending 07/26/2015	
	Employee ID	Employee Name	Assignment	Total
		HATTA, SUSAN	PLANT OPS ASSISTANT PLANT OPE	
		MEYER, WILLIAM	COORD-CUSTODIAL SVCS PLANT (
		CREADON, JOSEPH	SUPVR-GROUNDS PLANT OPERATI	
		BEU, JOSHUA	COORD-CUSTODIAL SEC PLANT OF	
		TEBELL, JAY	SUPVR-MAINTENANCE PLANT OPE	
		RAMOS, RICHARD	COORD-FACILITIES PLANT OPERAT	
		BERNA, GREG	ARCHITECT PLANT OPERATIONS (2	

Once you have approved everyone for the week, you can save your approvals.