TIMESHEET USER GUIDE

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DIGICON

Table of Contents

Overview **2**

Get Started with Timesheets **2**

Timesheet Process Flow **5**

Timesheet Worksite Supervisors Actions **6**

Timesheets View for Supervisors 7

Add Timesheet for a Resource 7

Add Hours to an Activity for a Resource 8

STAGE 1- Submit a Timesheet TO Youth 9

STAGE 2 - Submit/Reject a Timesheet for a resource 10

Timesheet Youth/Resource Actions **11**

Timesheets View for Youth 11

Accept/Reject Timesheet of a Youth 12

Timesheet UNIT supervisor Actions **13**

Timesheets View for Unit Supervisor 13

Add Hours to an Activity for a Resource 14

APPRove/Reject Timesheet for a resource 14

Timesheet MOED PROGRAM STAFF Actions **15**

Timesheets View for MOED Program staff 16

Add Timesheet for a Resource 16

Add Hours to an Activity for a Resource 17

ACCEPT/Reject Timesheet for a resource 18

OVERVIEW

The purpose of this guide is to provide guidance to staff or users using MOED System's- 'Timesheet Module' to know the timesheet approval process flow and their role in getting timesheet ready for payroll.

We aim to ensure that all worksites and Youth have better understanding of how to initiate, produce and submit Youth timesheets to 'MOED's Program staff' in a timely manner so that Youth would receive their paychecks on time.

GET STARTED WITH TIMESHEETS

For the worksite supervisors to initiate a youth timesheet, Youth should meet following conditions:

- ***Youth should be active*:** MOED administrators can set youth profile to active under Youth Registrations -> Youth Profile section.
- ***Youth Assigned to a Worksite**:* MOED administrators can manually assign youth to a worksite under Youth Registrations -> Youth Profile section as shown below.

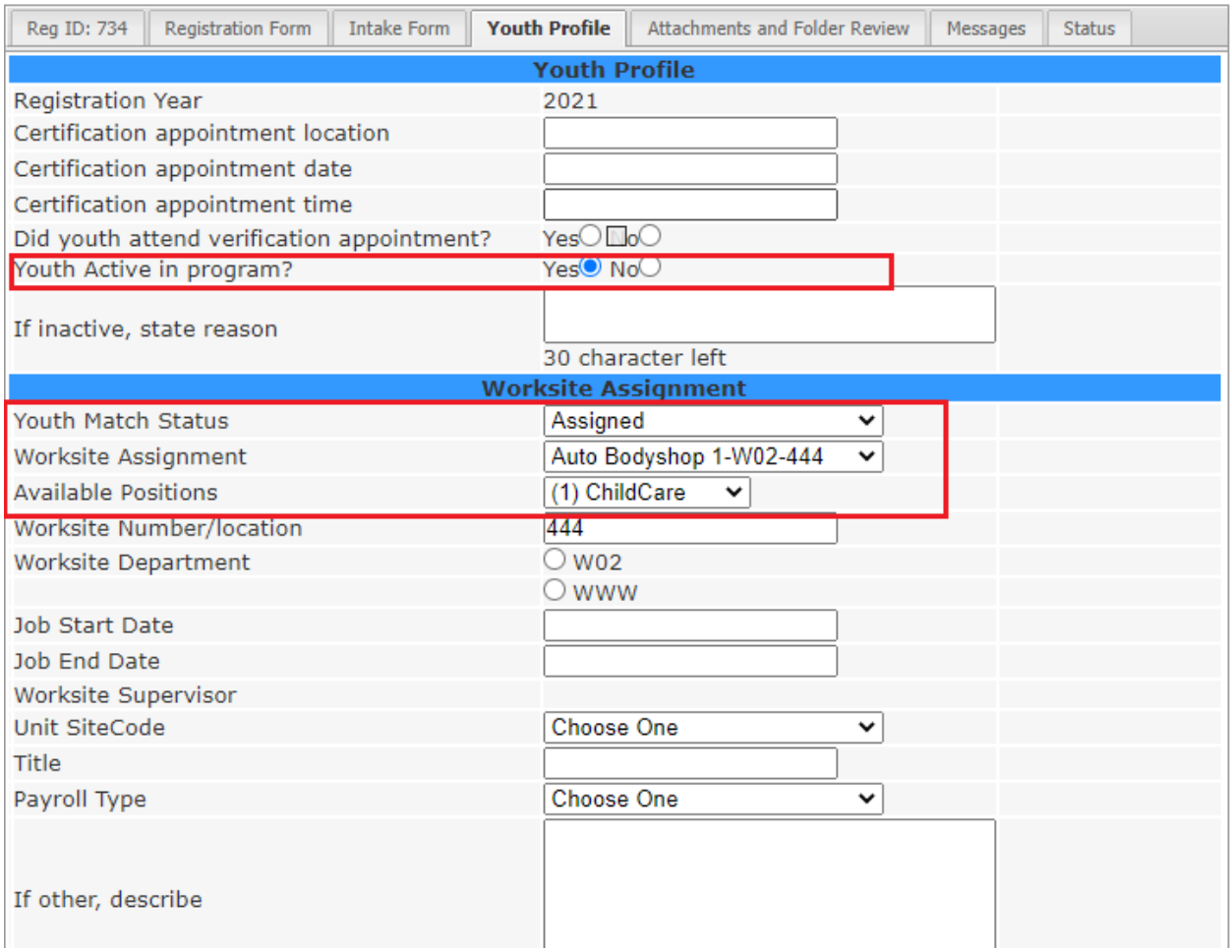

Figure 1: Set Youth Active and Assign Worksite

- ***Youth Assigned to a Supervisor***: Once a youth gets assigned to a worksite, worksite administrator can assign a supervisor who will be responsible for submitting youth's timesheets.

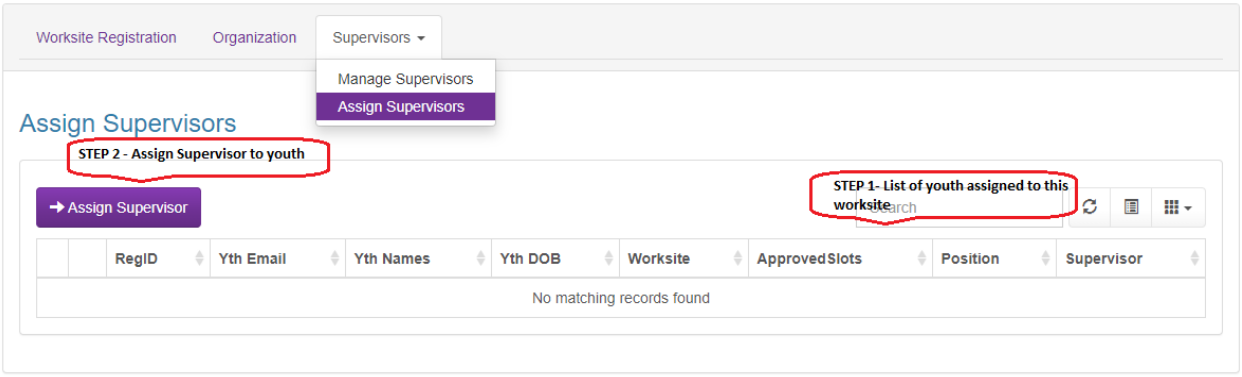

Figure 2: Worksite admin - Assigning Supervisor.

MOED administrator should also be able to assign youth to a supervisor by going to specific worksite registration and 'Edit supervisor' form under 'Supervisors' tab.

TIMESHEET PROCESS FLOW

Timesheets enable supervisors to enter hours for youth worked in their supervised position. Users and approvers are assigned different security privileges for timesheets based on which actions they can perform on a timesheet.

Timesheet Supervisors can create timesheets for the resources assigned to the positions for whom they are supervising. They enter the time on behalf of youth and submit their timesheets for approval.

Timesheet Reviewers (Youth) can view their own timesheets filled by their supervisors. They can reject/accept it back to their worksite supervisor, based on the changes needed for the hours entered along with the comments.

Timesheet Approvers (MOED Unit Supervisors, MOED Prog Staff) can manage, and review timesheets submitted by worksite supervisors. They can approve/reject back to the supervisor if changes need to be made along with comments. Program staff can also create new timesheets for any youth on their behalf if at times worksite supervisors have difficulty submitting them.

Timesheets are processed using a submission and approval workflow. First, worksite supervisors add a timesheet and enter hours on youth's behalf. After the timesheet is submitted, youth will receive a notification about their timesheet waiting for their review. Once youth reviews and accepts the hours entered, they submit it back to worksite supervisor. At this point, worksite supervisor can make any necessary changes and submit it to MOED Unit Supervisor. MOED Unit supervisor will receive a notification about a timesheet waiting on 'Pending Unit Supervisors review' approval. Once Unit Supervisor reviews and approves, it sends notification to all MOED Prog staff for their approval. Upon Program staff approval, the timesheet will be Ready for Payroll.

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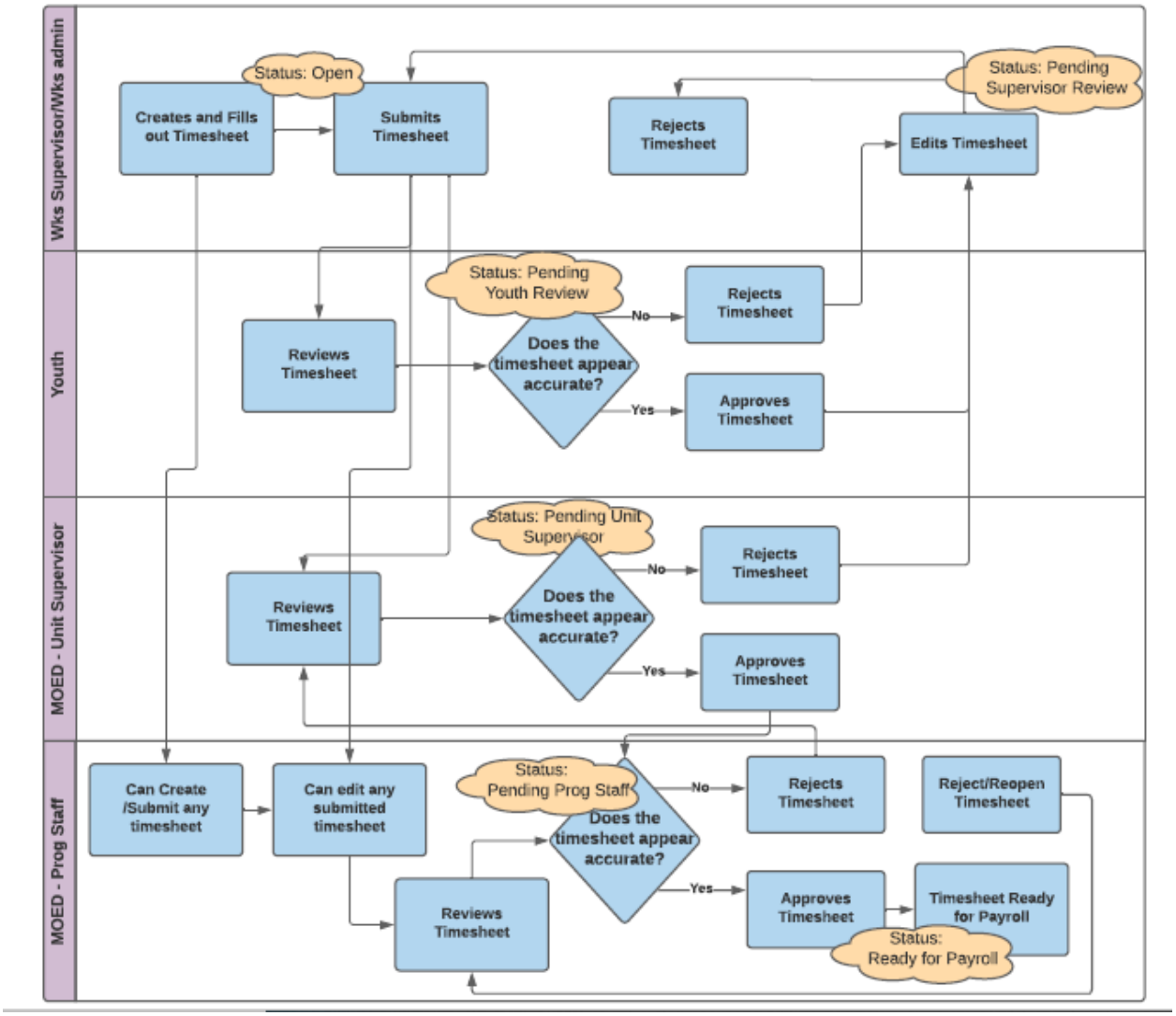


Figure 3: Timesheet Process flow

TIMESHEET WORKSITE SUPERVISORS ACTIONS

Timesheet supervisors can view a list of timesheets of youth who are assigned to positions that they supervise. They can enter the hours that youth worked for each position on the timesheet and submit it to youth for review as first stage of approval. Worksite Supervisors need to resubmit the timesheet to MOED Unit Supervisors upon Youth's review.

Timesheet supervisors can perform all actions as timesheet user until they submit them to MOED Unit Supervisors. Once they submit it to Unit Supervisors, they can only view the timesheets and cannot edit the hours logged.

TIMESHEETS VIEW FOR SUPERVISORS

Timesheet supervisors can view list of timesheets of youth assigned to their worksite positions.

The navigation to different views:

1) Once logged in, select **Manage Timesheets**.
2) On select 'Time Entries'
    a. Select 'Assigned to Me' to view list of youth timesheets assigned to them.
    b. Select 'All' to view list of youth timesheets assigned to all the worksite supervisors.
3) Click on right and left arrows, to navigate Biweekly time periods. And click on 'Current' to select current Biweekly timeframe.

Figure 4: Worksite Supervisors/admin - Timesheets view

ADD TIMESHEET FOR A RESOURCE

On the Time Entries tab, supervisors can add timesheets on behalf of the youth assigned to the positions they supervise.

To add a timesheet for a youth:

1) Once logged in, select **Manage Timesheets**.
2) On select 'Time Entries'
    a. Select **'Assigned to Me'** to view list of youth timesheets assigned to them.
    b. Select '**All'** to view list of youth timesheets assigned to all the worksite supervisors.
3) In the chosen Time Period, search for youth First/Last name for which you want to check timesheet for. If 'Status' is blank, clicking on the time-entry row will actually ask you to **create timesheet** for that youth. Click yes, to create one and continue logging the activity hours.

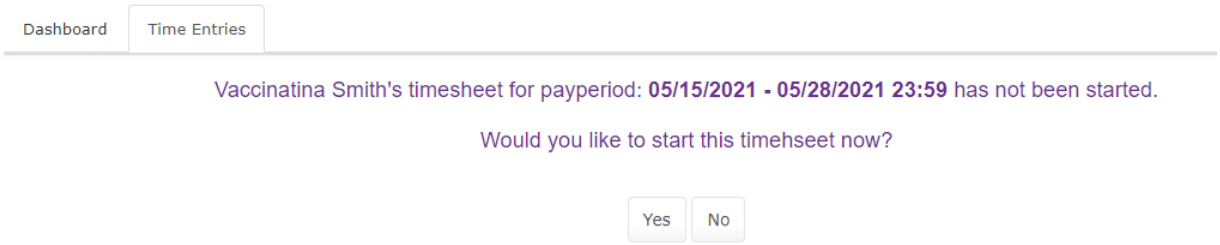


Figure 5: Create Timesheet

ADD HOURS TO AN ACTIVITY FOR A RESOURCE

Timesheet supervisors can enter hours against an activity on behalf of youth assigned to position they supervise.

To enter hours for a resource:

1) Under **Timesheet Entries**, search for the user first/last name and select the timesheet.
2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
3) In the rows below, '**Edit**' Row of the day to enter hours for each day in time period.
4) (Optional) In the **Attendance Type** column, select the type of hours for which you are logging time, such as Present, Excused Absence, Unexcused absence, no school/Works schedule, Holiday/Permission time.
5) Select **Save/Cancel/Delete** to Save the hours/Cancel the new hours being entered/delete the logged hours.

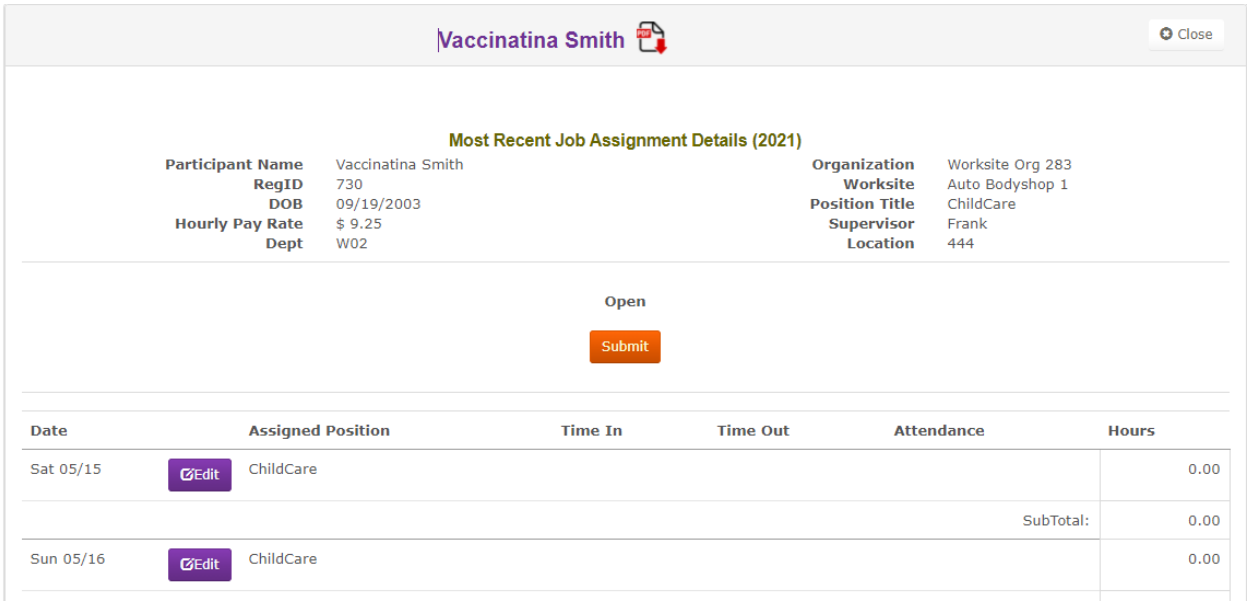


Figure 6: Timesheet Details View

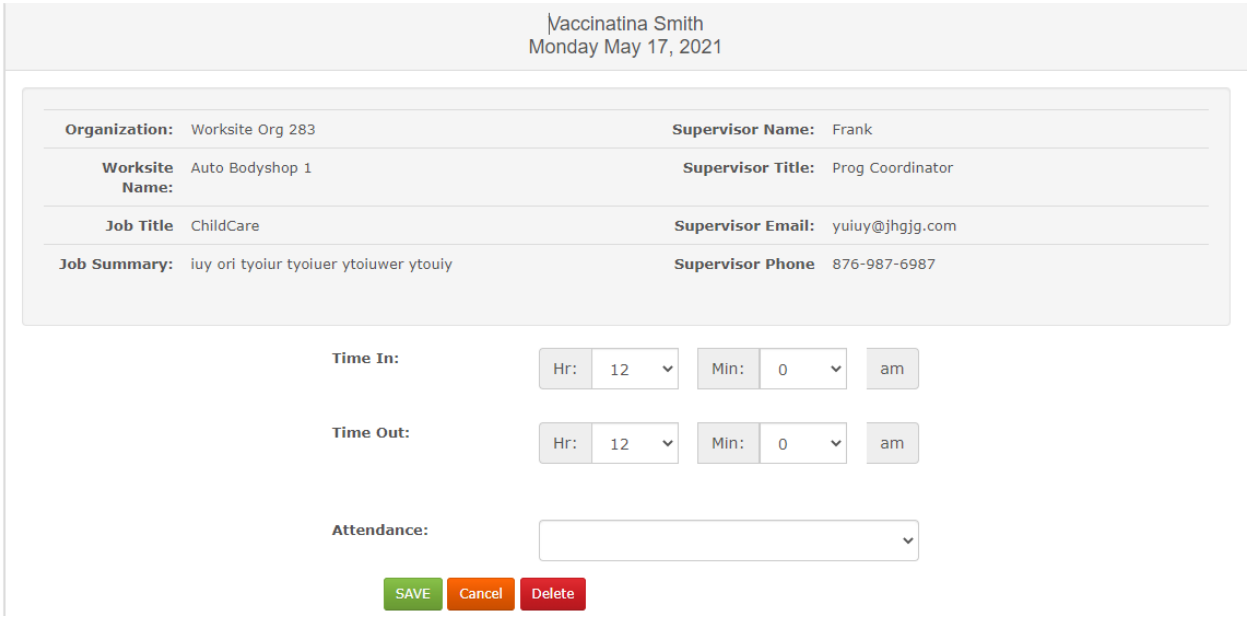


Figure 7: Log Activity for a day

STAGE 1- SUBMIT A TIMESHEET TO YOUTH

Timesheet supervisors can submit a timesheet on behalf of a youth/resource, which triggers the approval process. After supervisors submit a timesheet, timesheet users and approvers involved, will receive email notifications at all stages they are involved in.

To submit the timesheet for a resource:

1) Under **Timesheet Entries**, search for the user first/last name and select the timesheet.
2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
3) After logging all the hours for that time period, click on '**Submit'** to send it for Youth's review.
4) On Submitting, the status now changes from **'Open' to 'Youth Pending Review'** as Youth needs to review the timesheet details and approve /reject the hours entered by their supervisor.
5) In some cases, if supervisor wants to bypass youth's review, they can click 'Approve' on youth's behalf and continue the process flow of submitting it to 'Unit Supervisor'.

STAGE 2 - SUBMIT/REJECT A TIMESHEET FOR A RESOURCE

Timesheet supervisors before submitting the timesheets to MOED Unit Supervisors, they have to be reviewed and approved by youth. Upon Youth's acceptance, the supervisors submit the timesheets to Unit supervisors.

To submit the timesheet to Unit Supervisors:

1) Under **Timesheet Entries**, search for and select timesheet that is in 'Pending Supervisor Approval'.
2) On the **Timesheet details** page, you can verify for any comments by youth, position details assigned and the hourly pay rate for that resource.
3) After checking / updating any details, the supervisor can Submit/reject with comments provided.
4) On Submit – The timesheet gets submitted to MOED Unit Supervisor and status is set to "Pending Unit Supervisor review".
5) On Reject – The timesheet gets submitted to youth in participant name and status is set to "Pending youth Review".
6) In some cases, if supervisor wants to bypass youth's review, they can click 'Approve' on youth's behalf and continue the process flow of submitting it to 'Unit Supervisor'.

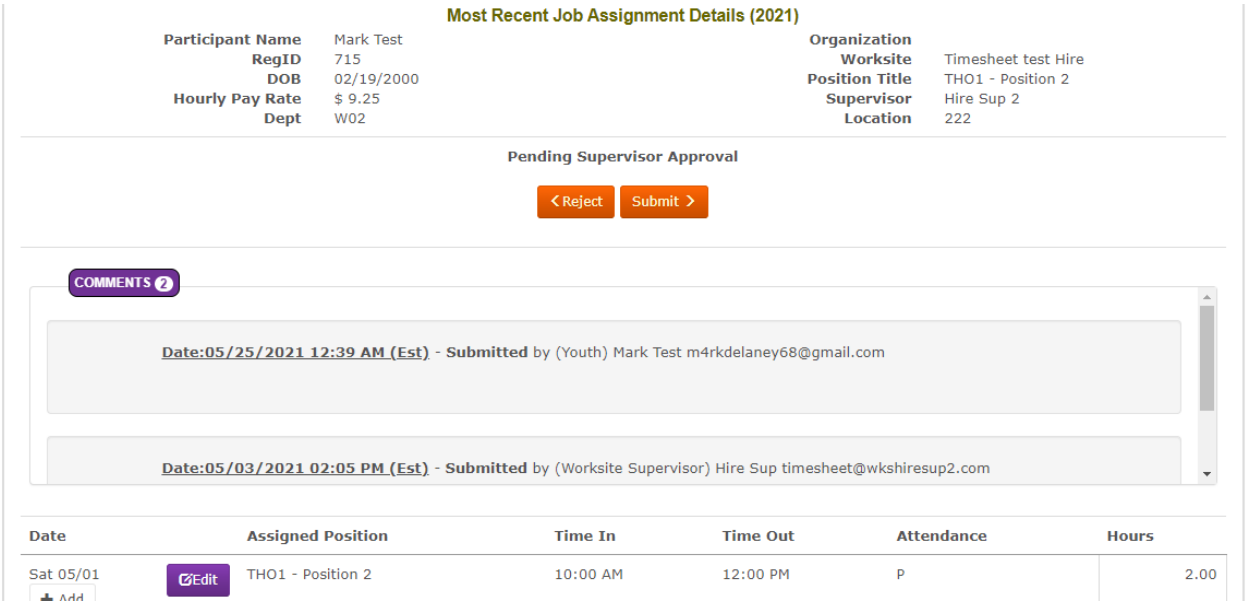


Figure 8: Status of 'Pending Supervisor Approval' after youth's Acceptance

TIMESHEET YOUTH/RESOURCE ACTIONS

Youth can view the list of their own timesheets for any custom date range and monthly views. They can select their timesheets, review and can either approve/reject back to supervisor based on the changes need to be made. Any timesheet statuses can be easily tracked and get an idea of how soon they can be getting paid once the timesheet get's ready for payroll.

TIMESHEETS VIEW FOR YOUTH

Upon Worksite supervisor's submission of their timesheet, youth can view their timesheets for the selected time period.

The navigation to different views:

1) Once logged in, select **Manage Timesheets** tab.
2) Select the Report Dates options of **Biweekly, Monthly, Custom Date Range** to select that time period timesheet.
3) On the timesheet details page, youth can verify the entered hours by their supervisor.

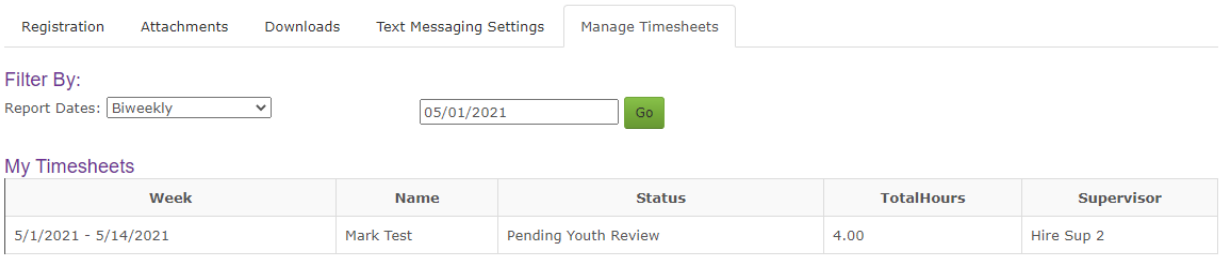


Figure 9: Youth Timesheets View

ACCEPT/REJECT TIMESHEET OF A YOUTH

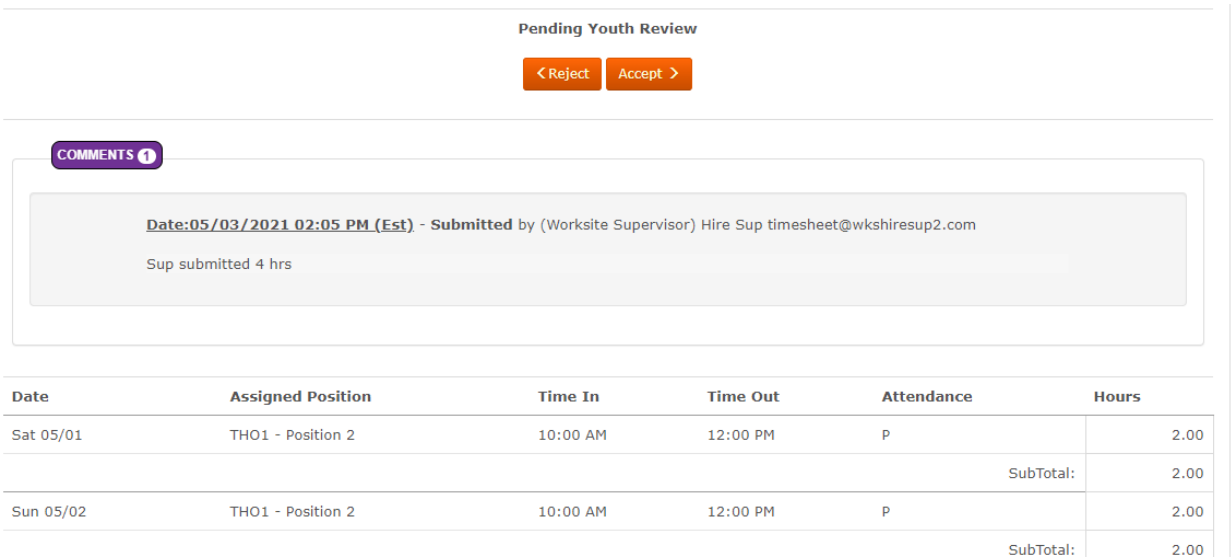
After a timesheet is submitted by their worksite supervisor, they will receive an email notification about their pending review. They can view the timesheet and ***accept/reject to*** supervisor along with optional comments.

To Accept/Reject a Timesheet:

1) Once logged in, select **Manage Timesheets** tab.
2) Select the Report Dates options of **Biweekly, Monthly, Custom Date Range** to select that time period timesheet.
3) Select the timesheet with status – 'Pending Youth Review' and youth can verify the entered hours by their supervisor.
4) On Timesheet details page, click on Accept/Reject and enter any comments if needed.
5) All the comments entered by the timesheet users or approvers will be logged and will be displayed on Timesheet details page.
6) On Accept – The timesheet gets submitted back to Worksite supervisor and status is set to "Pending Supervisor Approval".
7) On Reject – The timesheet gets submitted to Worksite supervisor and status is set to "Open".

Notes:

- Only the timesheets with Status – 'Youth Pending Review' can be accepted or rejected by youth.
- No further actions can be taken after it has been approved or rejected.
- The Worksite supervisor will receive an email of approval or rejection based on Youth's review.
- Youth will receive an email of their timesheet if it has been submitted by their supervisor.



Date	Assigned Position	Time In	Time Out	Attendance	Hours
Sat 05/01	THO1 - Position 2	10:00 AM	12:00 PM	P	2.00
				SubTotal:	2.00
Sun 05/02	THO1 - Position 2	10:00 AM	12:00 PM	P	2.00
				SubTotal:	2.00

Figure 10: Youth - Timesheet details

TIMESHEET UNIT SUPERVISOR ACTIONS

Timesheet approver – Unit Supervisor, can view the list of all timesheets that are submitted by worksite supervisors after youth's review.

TIMESHEETS VIEW FOR UNIT SUPERVISOR

Upon Worksite supervisor's submission of youth's timesheet for the position they are supervising, it appears in the Unit Supervisors queue.

The navigation to this view:

1) Once logged in as MOED Unit Supervisor, select **Youth Registrations** in left navigation menu and **select Timesheets** tab.
2) On Select Timesheets tab, the system navigates to new Timesheet menu. Go to **Pending Unit Supervisor** tab to view the list of timesheets waiting for their approval.
3) By default, the view shows current Biweekly time period timesheets. Specific time period can be navigated to or search on Youth's First and Last name to get to specific timesheet.

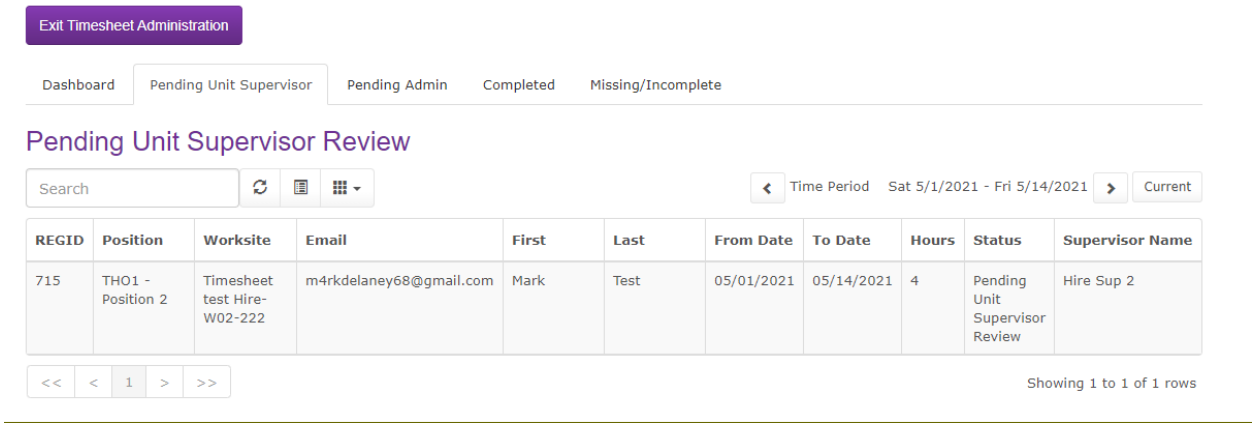


Figure 11: Pending Unit Supervisors view

ADD HOURS TO AN ACTIVITY FOR A RESOURCE

Unit supervisors can enter or update hours against an activity for a position on behalf of their resources. But any changes to the timesheet will force it to re-open and would need to be resubmitted again as the previous approvers need to be aware of any changes to the timesheet after their approvals.

To enter hours for a resource:

1) Under **Pending Unit Supervisor tab**, search for the user first/last name and select the timesheet.
2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
3) In the rows below, '**Edit**' Row of the day to enter hours for each day in time period.
4) On click Edit, the system displays pop-up:
   "This Timesheet is currently not open. If any changes are saved or deleted, the timesheet will be re-opened and will need to be re-submitted. You can cancel this edit on the next screen if you don`t want to re-open this timesheet."
5) Select OK and continue with **Save/Cancel/Delete** to Save the hours/Cancel the new hours being entered/delete the logged hours.

APPROVE/REJECT TIMESHEET FOR A RESOURCE

After a timesheet is submitted by Worksite Supervisor along with Youth's review, Unit supervisor can approve/reject the timesheet along with optional comments.

To Approve/Reject a Timesheet:

1) Under **Pending Unit Supervisor tab**, search for the user first/last name and select the timesheet.
2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
3) On Timesheet details page, click on Approve/Reject and enter any comments if needed.
4) All the comments entered by the timesheet users or approvers will be logged and will be displayed on Timesheet details page.
5) **On Approval** – the timesheet gets submitted to MOED Prog Staff and status is set to "Pending MOED Prog Staff Review'.
6) **On Reject** – The timesheet gets submitted back to worksite supervisor and status is set to "Pending Supervisor Approval".

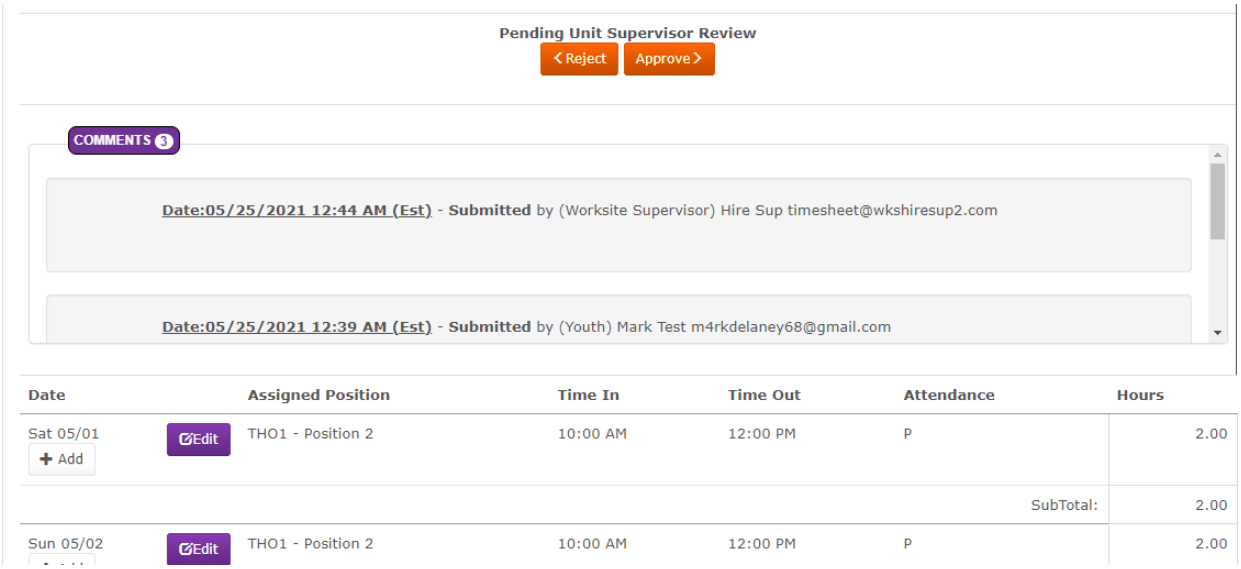


Figure 12: Unit Supervisor Review

TIMESHEET MOED PROGRAM STAFF ACTIONS

Timesheet approver – MOED Program Staff, can view the list of all timesheets that are approved by Supervisors, Youth and Unit Supervisors. They can perform all actions as a timesheet user and can also add new timesheets, submit and approve them to complete.

TIMESHEETS VIEW FOR MOED PROGRAM STAFF

Upon Unit supervisor's approval of youth's timesheet, it appears in the MOED prog staff queue.

The navigation to this view:

1) Once logged in as MOED Prog Staff/MOED Admin, select **Youth Registrations** in left navigation menu and **select Timesheets** tab.
2) On Select Timesheets tab, the system navigates to new Timesheets menu. Go to **Pending Admin** tab to view the list of timesheets waiting for their approval.
3) Select Completed/Missing-Incomplete tabs to check the timesheets that are ready for payroll/ incomplete timesheets.
4) By default, the view shows current Biweekly time period timesheets. Specific time period can be navigated to or search on Youth's First and Last name to get to specific timesheet.

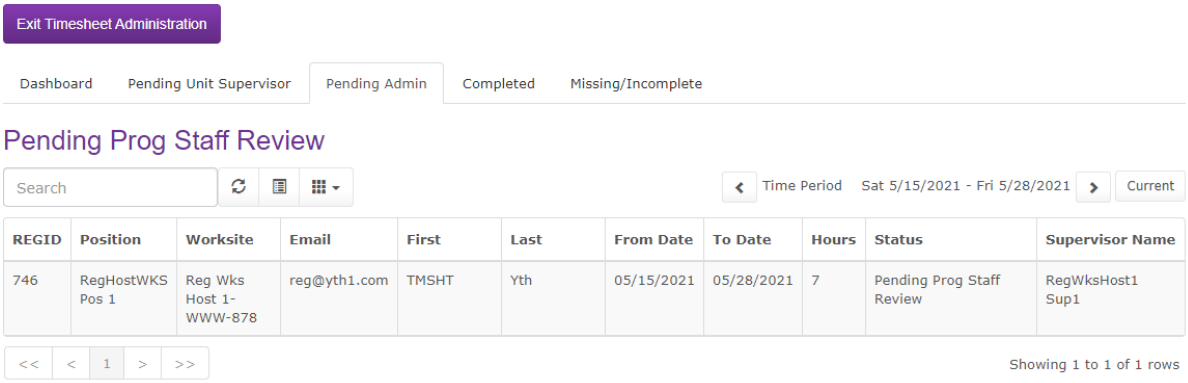


Figure 13: Pending Admin Timesheets view

ADD TIMESHEET FOR A RESOURCE

MOED Program staff will be able to create new timesheets on behalf of youth at any point of time.

To add a timesheet for a youth:

1) Once logged in as MOED Prog Staff/MOED Admin, select **Youth Registrations** in left navigation menu and **select Timesheets** tab.
2) On Select Timesheets tab, the system navigates to new Timesheets menu. Go to **Missing/Incomplete** tab to view the list of all timesheets with Pending statuses and the ones for which the timesheet hasn't been started yet (status is blank).
3) In the chosen Time Period, search for youth First/Last name for which you want to check timesheet for. If 'Status' is blank, clicking on the time-entry row will actually ask you to **create timesheet** for that youth. Click yes, to create one and continue logging the activity hours and complete the timesheet approval process flow if needed.

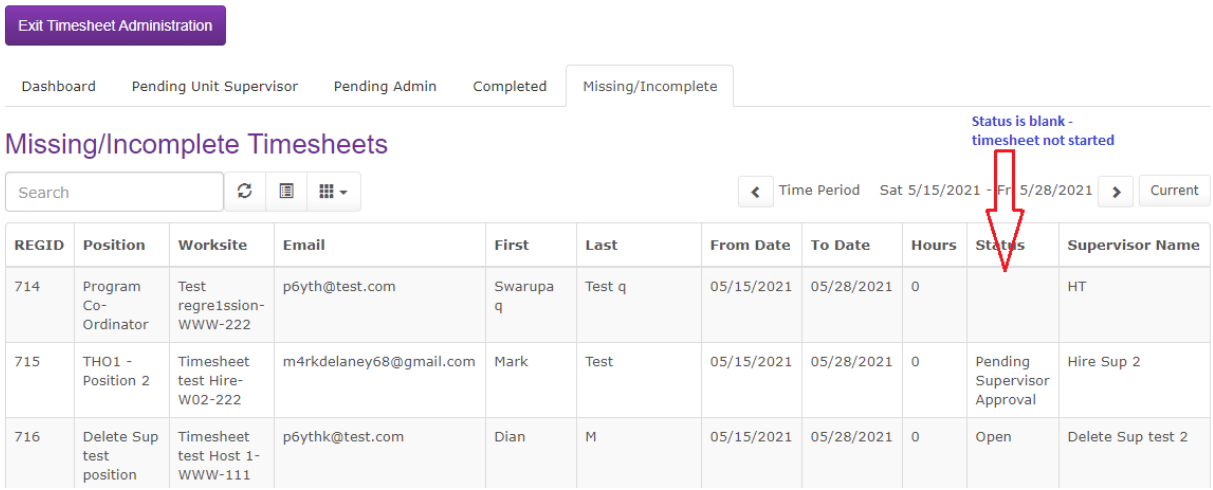


Figure 14: Missing/Incomplete Timesheets

ADD HOURS TO AN ACTIVITY FOR A RESOURCE

MOED Program staff can enter or update hours against an activity for a position on behalf of their resources. But any changes to the timesheet will force it to re-open and would need to be resubmitted again as the previous approvers need to be aware of any changes to the timesheet after their approvals.

To enter hours for a resource:

6) Under **Pending Admin tab**, search for the user first/last name and select the timesheet.
7) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
8) In the rows below, '**Edit**' Row of the day to enter hours for each day in time period.
9) On click Edit, the system displays pop-up:

"This Timesheet is currently not open. If any changes are saved or deleted, the timesheet will be re-opened and will need to be re-submitted. You can cancel this edit on the next screen if you don`t want to re-open this timesheet."

10) Select OK and continue with **Save/Cancel/Delete** to Save the hours/Cancel the new hours being entered/delete the logged hours.

ACCEPT/REJECT TIMESHEET FOR A RESOURCE

After a timesheet is submitted by Unit Supervisor along with Youth's and Worksite Supervisor review, Program staff can approve/reject the timesheet along with optional comments.

To Approve/Reject a Timesheet:

7) Under **Pending Admin tab**, search for the user first/last name and select the timesheet.
8) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
9) On Timesheet details page, click on Approve/Reject and enter any comments if needed.
10) All the comments entered by the timesheet users or approvers will be logged and will be displayed on Timesheet details page.
11) **On Accept** – the timesheet gets final approval and status is set to "Timesheet Ready for Payroll'.
12) **On Reject** – The timesheet gets submitted back to worksite supervisor and status is set to "Pending Supervisor Approval".

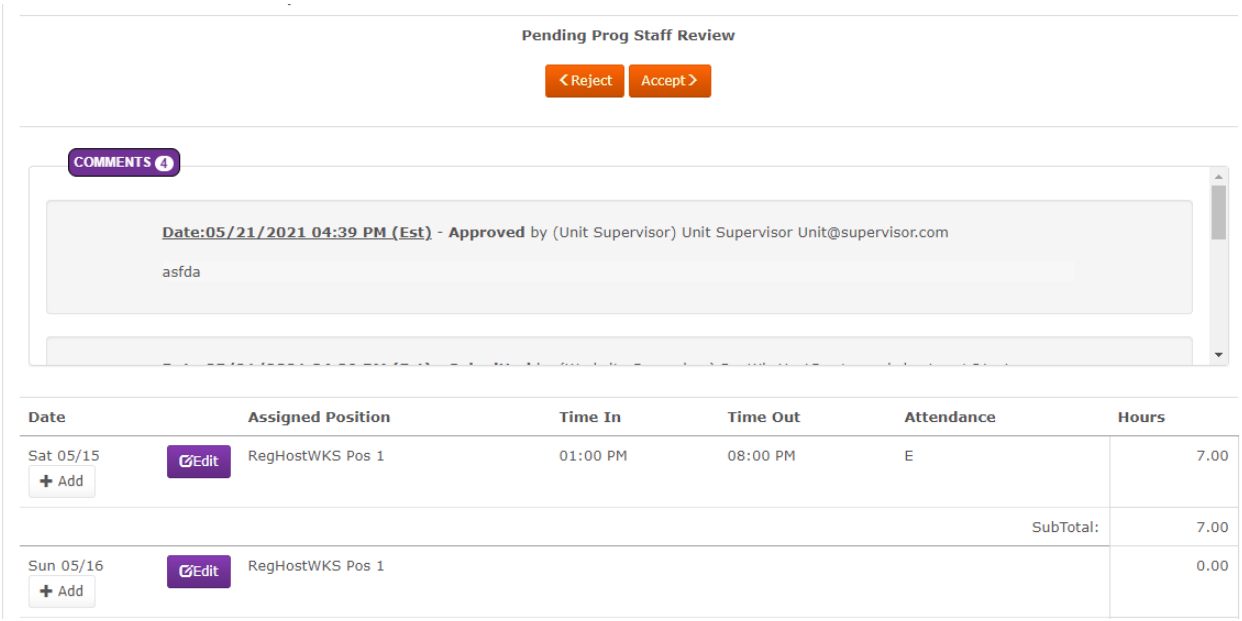


Figure 15: Pending Program Staff view