

# Student Timecard Application (HuskyTime) Supervisor Guide

**Purpose:** This documentation will guide the Supervisor thru the various tasks in the application.

**Application URL:** <http://huskytime.uconn.edu>

## 1. My Account:

### a. My Account->Profile

i. Displays your profile information.

**MY PROFILE**

Update Profile

Net ID: rum04003

First Name: RUBEN

Last Name: MERCADO

\*Gender: Male

Email: ruben.mercado@uconn.edu

Employee ID: 0000630947

Peoplesoft ID: 0000000

\*Address1: 123 Main Street

Address2:

\*City: Somewhere

\*State: Florida

\*Zip Code: 30000

\*Cell Phone: (813) 123-4567

(\*) Fields are updateable

Update

## 2. Timecard Rectification:

### a. Timecards->Review

i. Sub-Departments: select the sub-department that you are a supervisor of.

ii. Pay Periods: select a pay period from the dropdown list and hit search. A list of employees with pending and completed entries for that pay period will be displayed.

**Timecards Review**

Add Timecard

Search:

Sub-Departments: Desktop Support

Pay Periods: 01/09/2015 - 01/22/2015

Search

Pending:

Rows: 1-1 / 1

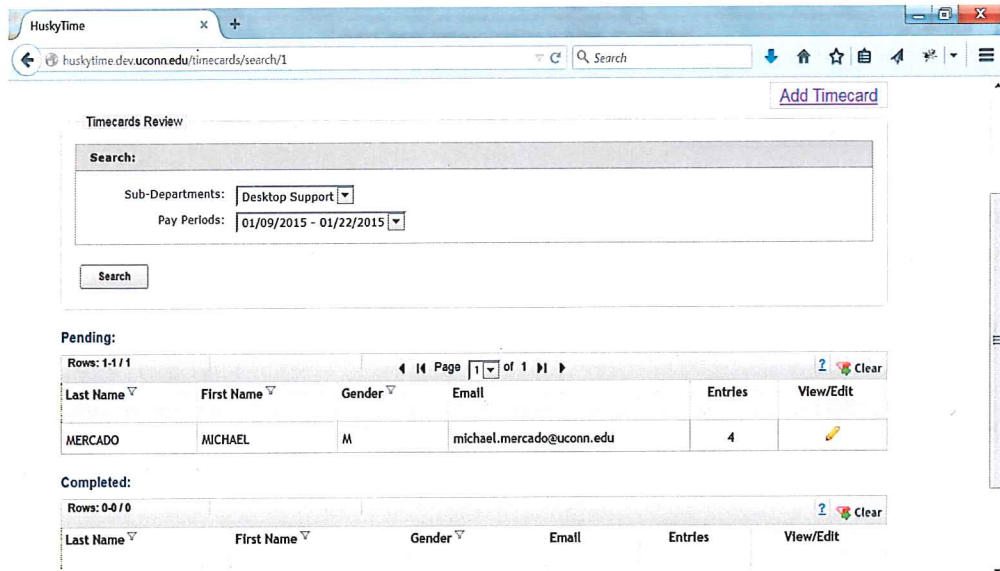
Last Name	First Name	Gender	Email	Entries	View/Edit
MERCADO	MICHAEL	M	michael.mercado@uconn.edu	4	

Completed:

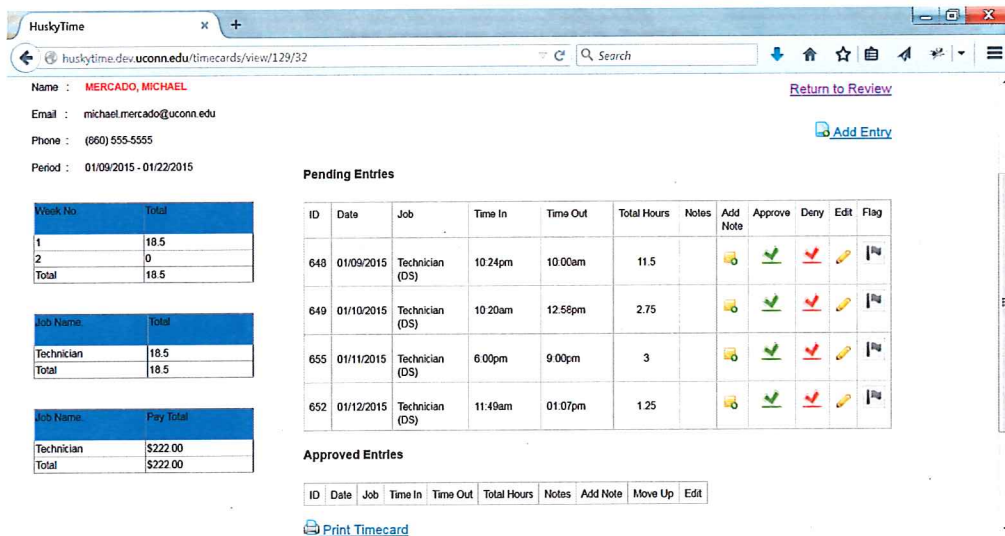
Rows: 0-0 / 0

Last Name	First Name	Gender	Email	Entries	View/Edit
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- iii. Add Timecard Hyperlink – allows you to create an entry for an employee that hasn't submitted an entry for this pay period (upper right corner). See Add Timecard below.



- iv. Entries – will display the number of pending entries for the employee. If an entry was flagged, a flag icon will be displayed in the Entries column.
- v. View/Edit – allows you to approve, deny or edit the entries entered by the employee.
  1. Pending Entries – When View/Edit is clicked, the system displays a list of entries for review.



2. **Add Note** – a popup box will display and let you send a note back to the employee.
3. **Approve** – click to approve this entry.
4. **Deny** – click to deny this entry.
5. **Edit** – allows you to edit this entry.
  - a. **Job:** displays the job entered by the employee.
  - b. **Time In:** displays the start time the employee entered. This time can be edited.
  - c. **Time Out:** displays the end time the employee entered. This time can be edited.
    - i. **Next Day:** tick this box if the Time Out is after midnight.
  - d. **Total Hours:** calculates the total time between the two times.

- e. **Update:** click this button if either the Time In and/or Time Out has been changed.

- f. **Show Details:** displays additional information about the entry.

- 6. **Flag** – allows you to flag this entry to be reevaluation later. This flag will highlight the entry in the previous screen.

vi. **Approved Entries** – displays a list of entries that have been approved.

- 1. **Move Up** – allows you to move an entry back to the Pending list.

HuskyTime

huskytime.dev.uconn.edu/timecards/view/129/32

Period : 01/09/2015 - 01/22/2015

**Pending Entries**

Week No.	Total
1	15.5
2	0
<b>Total</b>	15.5

ID	Date	Job	Time In	Time Out	Total Hours	Notes	Add Note	Approve	Deny	Edit	Flag
648	01/09/2015	Technician (DS)	10:24pm	10:00am	11.5						

**Approved Entries**

ID	Date	Job	Time In	Time Out	Total Hours	Notes	Add Note	Move Up	Edit
649	01/10/2015	Technician (DS)	10:20am	12:58pm	2.75				
652	01/12/2015	Technician (DS)	11:49am	01:07pm	1.25				

**Denied Entries**

ID	Date	Job	Time In	Time Out	Total Hours	Notes	Add Note	Move Up
655	01/11/2015	Technician (DS)	8:00pm	9:00pm	3			

[Print Timecard](#)

- vii. Denied Entries – displays a list of entries that have been denied.
- Move Up** – allows you to move an entry back to the Pending list.
- viii. Add Entry Hyperlink – allows you to add an entry for the employee.
- Date: enter the date when the employee worked.
  - Job: select from the dropdown list the job they worked.
  - Time In: select from the dropdown list the start time.
  - Time Out: select from the dropdown list the end time.
    - Next Day: click this box if the Time Out is after midnight.
  - Total Hours: calculates the total time.
  - Comments: allows you to enter a comment.

HuskyTime

huskytime.dev.uconn.edu/timecards/add\_entry/129/32

**Add Timecard Entry**

Pay Period: 01/09/2015 - 01/22/2015

Date	Job	Time In	Time Out	Total Hours
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="1"/> <input type="text" value="00"/> am	<input type="checkbox"/> Next Day: <input type="text" value="1"/> <input type="text" value="00"/> am	<input type="text"/>

Comment:

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ix. When all time entries have been rectified, they will display in the Completed section.

**Timecards Review**

**Search:**

Sub-Departments: Desktop Support

Pay Periods: 01/09/2015 - 01/22/2015

Search

**Pending:**

Rows: 0-0/0

Last Name	First Name	Gender	Email	Entries	View/Edit

**Completed:**

Rows: 1-1/1

Last Name	First Name	Gender	Email	Entries	View/Edit
MERCADO	MICHAEL	M	michael.mercado@uconn.edu	0	

x. Add Timecard - allows you to create an entry for an employee that hasn't submitted an entry for this pay period (upper right corner of Timecards Review screen).

1. **Pay Period:** auto filled from previous screen.
2. **Last Name:** auto lookup for those employees in the same sub-department from previous screen. Start typing their last name.
3. **First Name:** auto filled after Last Name is selected.
4. **Date:** enter the date when the employee worked.
5. **Job:** select from the dropdown list the job they worked.
6. **Time In:** select from the dropdown list the start time.
7. **Time Out:** select from the dropdown list the end time.
  1. **Next Day:** check this box if the Time Out is after midnight.
8. **Total Hours:** calculates the total time.

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**HuskyTime (DEV)**

Home My Account Timecards Reports Dept Admin Help Logout RUBEN MERCADO (Supervisor)

**Add Timecard**

Pay Period: 01/09/2015 - 01/22/2015

\*Last Name:

\*First Name:

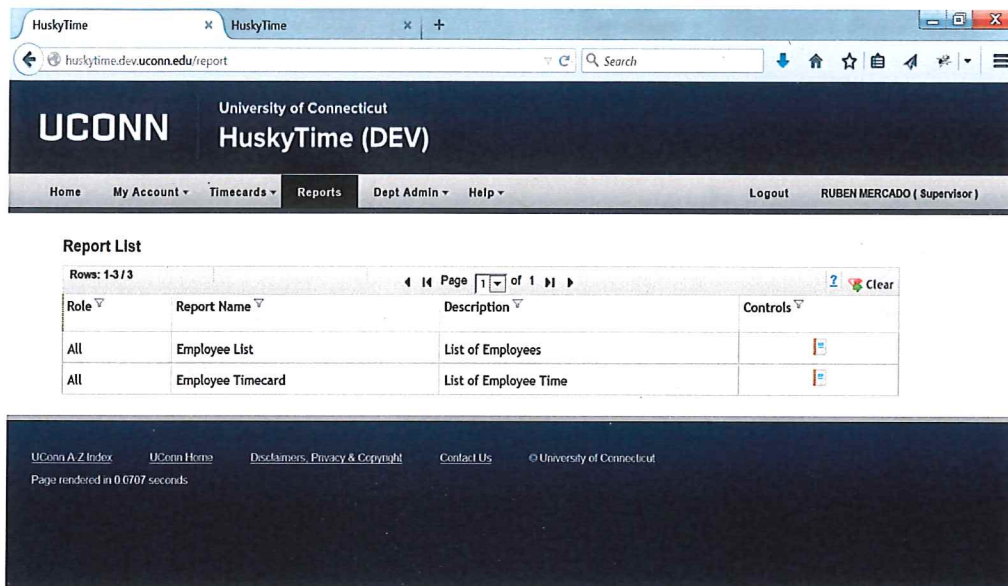
Date	Job	Time In	Time Out	Total Hours
<input type="text"/>	-Please Select-	1:00 am	Next Day: <input type="checkbox"/> 1:00 am	<input type="text"/>

Add

3. Reports:

a. Reports

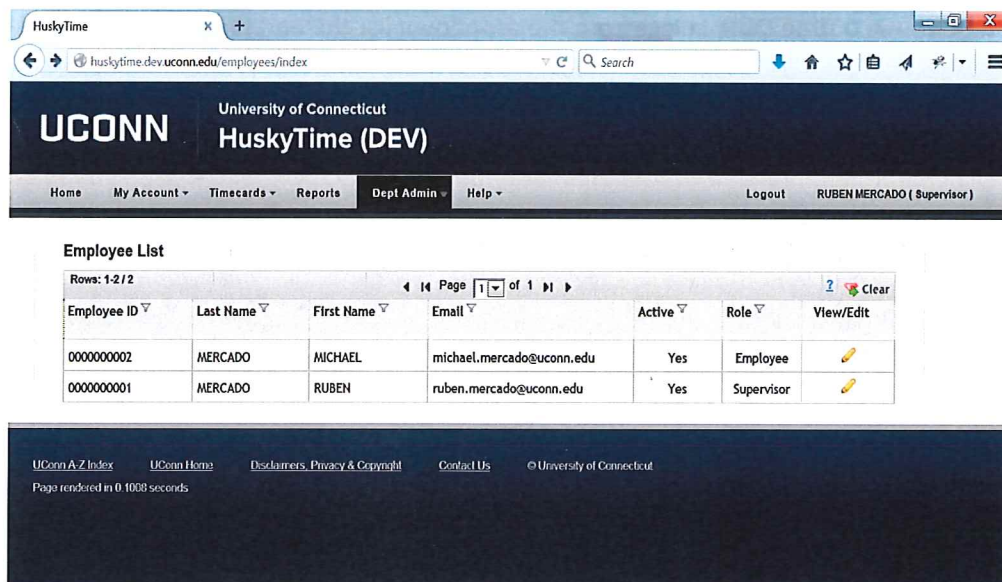
- i. Select a report to run via controls icon.



4. Employees:

a. Dept Admin->Employees

- i. Displays the employees in the sub-department you supervise.
- ii. View/Edit – as a supervisor, you’re able to see details on the employee but not modify it.



HuskyTime  
huskytime.dev.uconn.edu/employees/edit/1

### RUBEN MERCADO

**Status**  
Active: Yes   
Send Email?

**Details**

\*NetID: num04003  
 \*Peoplesoft ID: 0000001  
 \*First Name: RUBEN  
 \*Last Name: MERCADO  
 \*Gender: Male  
 \*Email: ruben.mercado@uconn  
 \*Tran Key: Not Applicable  
 \*Employee ID: 000000001  
 \*FICA Code: Not Applicable  
 Address1: 123 Main Street  
 Address2:  
 City: Somewhere  
 State:

HuskyTime  
huskytime.dev.uconn.edu/employees/edit/1

**Resume**

\*First Name: RUBEN  
 \*Last Name: MERCADO  
 \*Gender: Male  
 \*Email: ruben.mercado@uconn  
 \*Tran Key: Not Applicable  
 \*Employee ID: 000000001  
 \*FICA Code: Not Applicable  
 Address1: 123 Main Street  
 Address2:  
 City: Somewhere  
 State: Florida  
 Zip Code: 80000  
 Cell Phone: (813) 123-4567

Update Profile: No

LDAP Sync Date: 01/17/2015

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huskytime.dev.uconn.edu/employees/edit/1

### RUBEN MERCADO

**Departments:**

Assigned:

Department	Admin	Controls
UITS	N	

**Sub-Depts:**

Assigned:

Sub-Dept	Supervisor	Controls
Desktop Support	Y	

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### RUBEN MERCADO

Jobs:

Assigned:

Sub-Dept	Job	Earn Code	Pay Rate	Controls

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### RUBEN MERCADO

Awards:

Assigned:

Award Name	Status	Amount	Start	End	Used	Balance	Controls

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### RUBEN MERCADO

Resume:

Taken:

Activity	Training Date	Expiration Date	Comments	Controls

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