GUIDELINES FOR MANAGERS TO APPROVE ADMINISTRATIVE EXCEPTION TIME

Administrative employees will be recording all exception time -- time that they are absent from work by logging into Self Service following the instructions in the Guidelines to Record Administrative Exception time.

Once exception time is recorded, managers review and approve exception time by logging into the Approve Exception time site. In order for the payroll to be processed on time, managers have a very specific final approval “window” usually on the day before the payroll is processed; please refer to the 2013 TimePro® Schedule for Recording Administrative Exception Time for exception time due dates for 2013.

1. Navigate to the Administrative Exception Time RESOURCE site. Select ADMINISTRATIVE STAFF EXCEPTION TIME. In order to approve time, managers must select the APPROVE administrative exception time link on the page.

When the TimePro® screen displays, select the Management option.

2. Enter your username and password that you use for your Bowdoin College email account. Click OK.
3. Select Timecard Approval.

4. In the Location section, highlight the choice **Admin-Monthly** to display the correct choices. If you do not approve time records for support staff, your only choice will be Admin-Monthly.

Select the appropriate **Date Choices** for the monthly pay cycle you are approving. For example, the weeks ending 06/23/2013, 06/30/2013, 07/07/2013, and 07/14/2013 are checked. Click continue.
5. This screen is used to select the employee(s) time records to approve. This manager has 9 employees reporting directly to him.

6. The manager may search by Last Name or by Employee ID number

or the manager may search via the drop down list of all of employees reporting to him. When the employee’s name is highlighted, click on GO in the center of the top menu bar.
7. **SAMPLE TIME RECORDS**

Here is a time record for an employee who is recording no exception time (ZIP) for two weeks. The employee only has to record a single record with pay code ZIP and no hours need to be recorded.

Here is a time record for an employee who had no exception time in week ending 06/23/13; a VACATION day and a doctor’s appointment in the week ending 06/30/2013; and was required to work on July 5, a College holiday. The employee wants to save the hours worked on the holiday into her VACATION bank.

8. **Approval steps**

a. Highlight the Approve Period Line in the appropriate pay period, in this case 06/30/2013
b. Double click on the line and wait until the AP code appears in the **Apprvl** column. **IMPORTANT!** If the employee is entering a pay code other than ZIP, please be sure that a number of hours is recorded in the **Hrs Away** column.

c. Repeat for all PERIODS.

d. When all of the records for one employee have been approved, be sure to click on SAVE before moving to the next employee records to be reviewed.

e. If you believe a time record has been entered in error, please contact your direct report and ask them to amend the record before you approve it. As the manager, you also can edit or delete time records for your employee. Highlight the line to be edited and click on EDIT or to delete a record, highlight the line and click on DELETE.

f. If errors are not discovered until AFTER the exception reporting due date, use the online Exception Time Correction Form (please see the last bullet on the TimePro Administrative Exception Time RESOURCE page). The correction must be entered by the employee and sent automatically to you for your approval and forwarded to Payroll.
g. After reviewing, approving, and saving all exception time recording, be sure to EXIT and then LOGOUT of TimePro® Manager Operations.