



**WEB BASED TIME ENTRY
FOR
APPROVERS**

**BOWDOIN COLLEGE
February 2008**

TIMEPRO Assistance Line: 725-3054

IMPORTANT

If you are logging or approving time entry on a PC computer, use the Firefox browser.

If you are logging or approving time on a Mac, TimePro seems to work best on Safari.

Internet Explorer (IE) is not recommended for this version of TimePro.

LOGGING INTO TIMEPRO

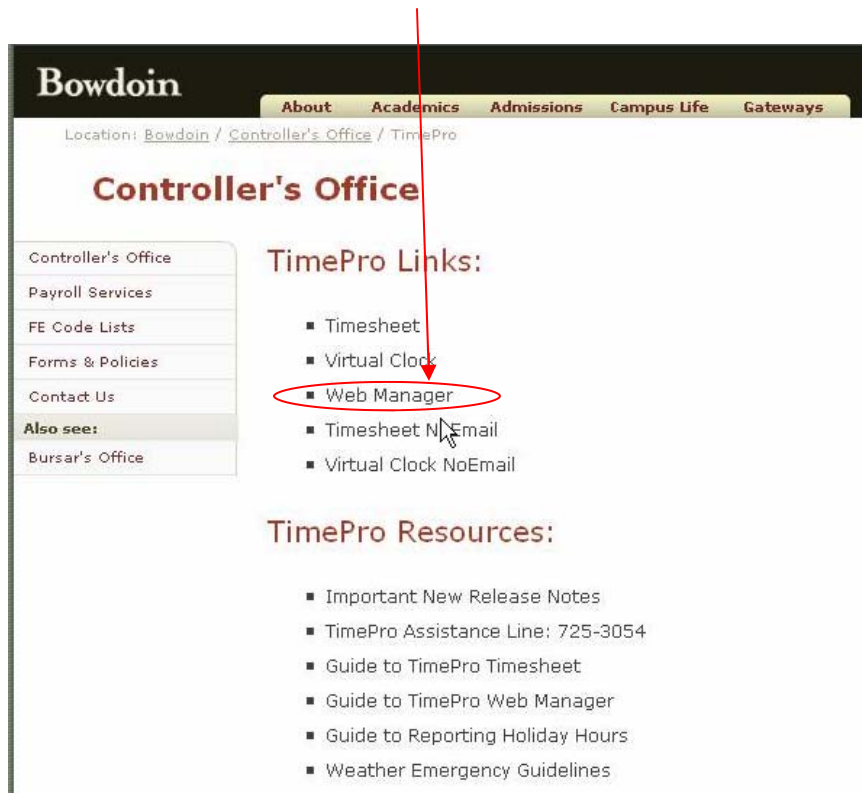
You may log into the Timepro program in several ways:

For any College PC computer

Click on the START button on your toolbar and then click on All Programs and click on TimePro near the bottom of the list.

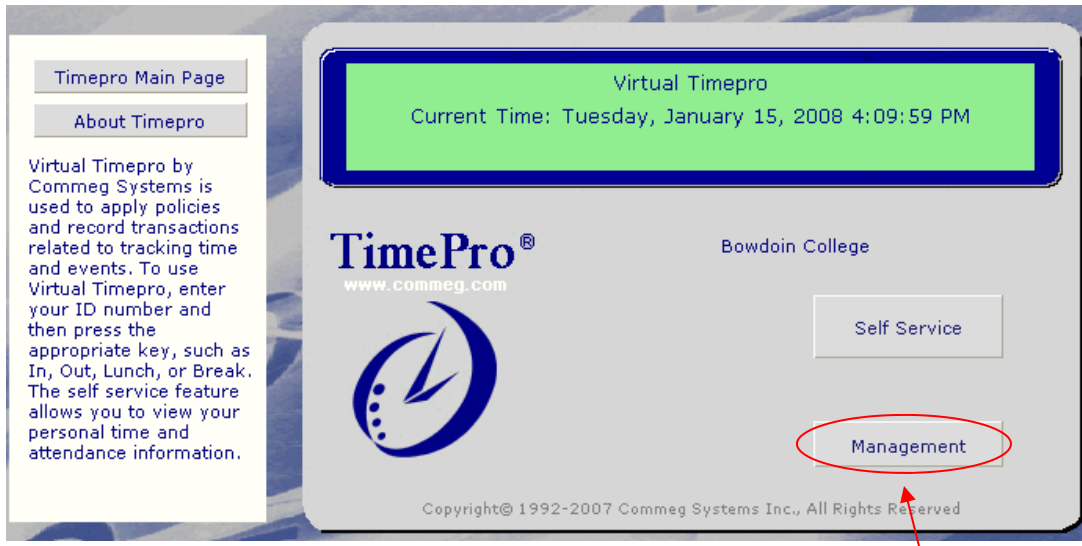
For any College Mac or ANY computer with Internet access, navigate to the Bowdoin College home page (www.bowdoin.edu), click on the Staff or Academic Faculty & Staff or Student Gateways and look for the TimePro link. The link will lead you to the TimePro "Landing" page where you may select the TimePro option you need. For the purposes of this manual, we will assume you are a manager or supervisor responsible for approving support staff time records.

Click on the third option, "Web Manager."



The screenshot shows the Bowdoin College website's Controller's Office page. The page has a black header with the Bowdoin logo and a navigation menu with links for About, Academics, Admissions, Campus Life, and Gateways. Below the header, the breadcrumb trail reads "Location: Bowdoin / Controller's Office / TimePro". The main heading is "Controller's Office". On the left, there is a sidebar menu with links for Controller's Office, Payroll Services, FE Code Lists, Forms & Policies, Contact Us, and Bursar's Office. The main content area is titled "TimePro Links:" and contains a list of links: Timesheet, Virtual Clock, Web Manager (circled in red), Timesheet NoEmail, and Virtual Clock NoEmail. Below this is a section titled "TimePro Resources:" with links for Important New Release Notes, TimePro Assistance Line: 725-3054, Guide to TimePro Timesheet, Guide to TimePro Web Manager, Guide to Reporting Holiday Hours, and Weather Emergency Guidelines. A red arrow points from the top of the page down to the "Web Manager" link.

VIRTUAL TIMEPRO MAIN PAGE



The Virtual TimePro main page will be displayed. Click on the Management button.

The Timepro Security Page will be displayed. Enter your Bowdoin College email user name and password and click OK. Please note: your TimePro user name and password are now the same as you use for college email.

VIRTUAL TIMEPRO SECURITY PAGE

Bowdoin College

Enter Credentials

User Name:

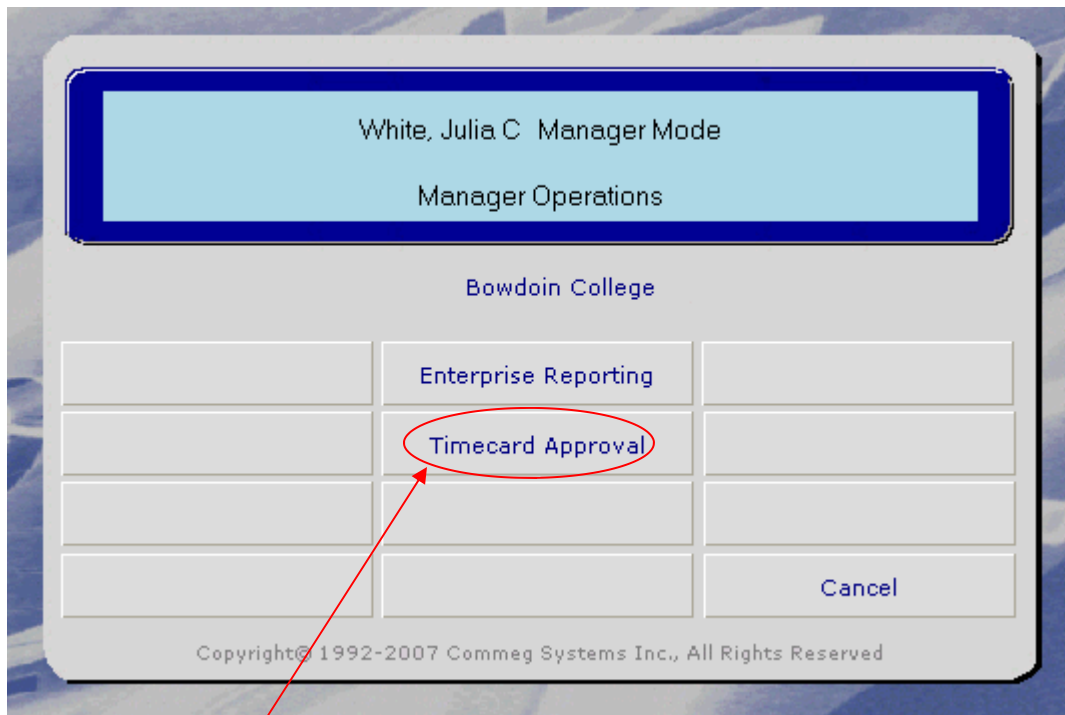
Password:

Enter your Bowdoin email user-name and password!

Then click OK

The MANAGER MODE screen will be displayed.

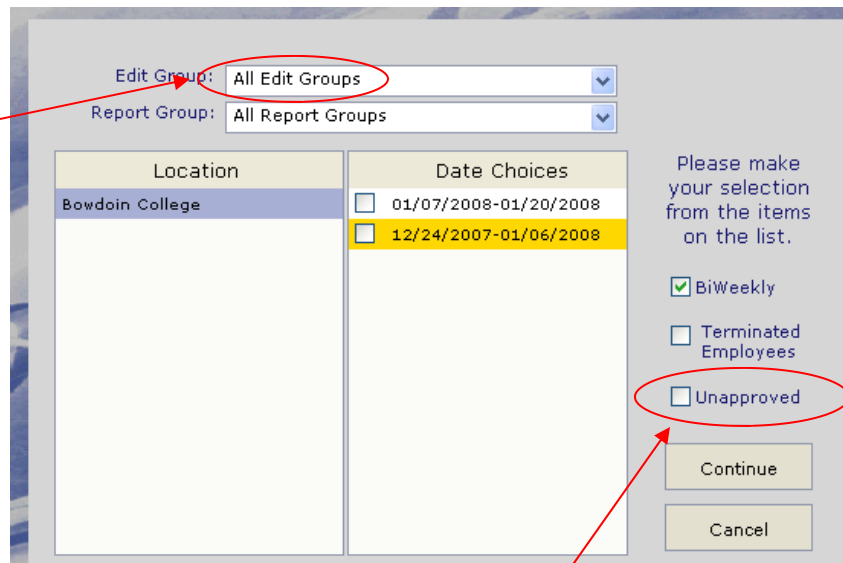
MANAGER MODE PAGE



Click the Timecard Approval button to approve Time Sheets.

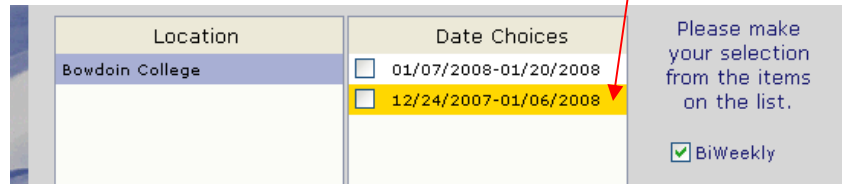
EDIT GROUPS: You may sort by edit group:

- Casuals
- Hourly
- Hourly international
- Student
- Student (International).



You also may elect to view only Timesheets that are "unapproved". Timesheets which have already been reviewed and approved will not be displayed if this box is checked.

Under the [Date Choices] column choose the date range of the pay period to be reviewed and approved by clicking in the box to the left of the dates - date choices are for the bi-weekly pay period. If you uncheck the box next to "Biweekly" the Date Choices will display as individual weeks. Highlighted date choices are locked and cannot be edited.

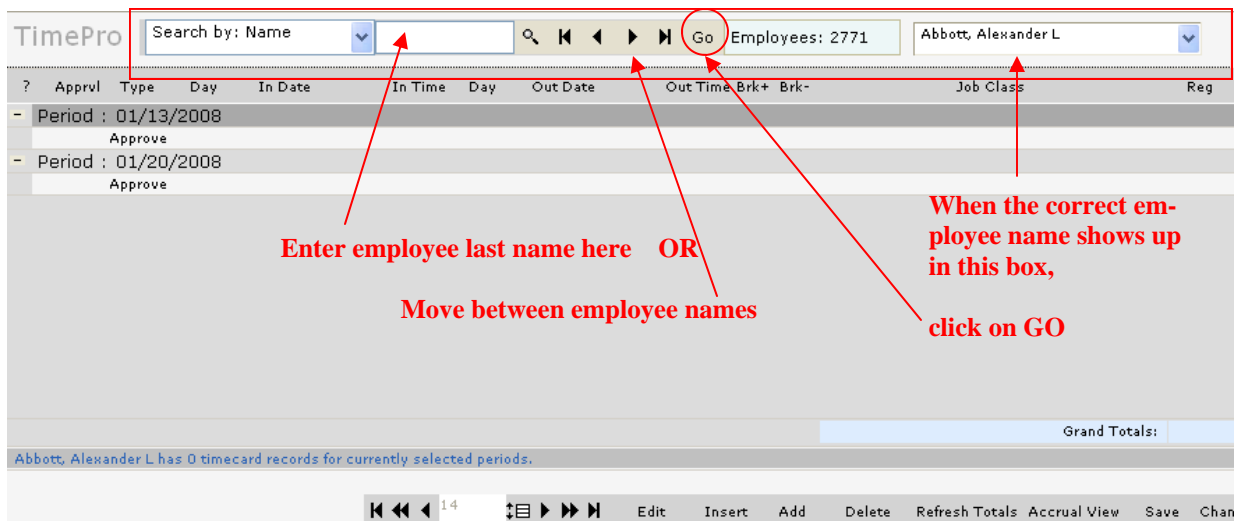


Click here if you need to view the time records for terminated employees only.

View time records that have not yet been reviewed and approved.

Once you have selected your edit groups, and the time periods to be reviewed and approved, click on Continue.

A blank timesheet will be displayed. Select the employee whose record you wish to review. You can search by Name or ID#, use the arrows or use the drop down menu to scroll to find a specific employee. Once the name you are searching for appears in the box to the right click on Go and the program will bring you to the timesheet of the employee selected.



Enter employee last name here OR
Move between employee names

When the correct employee name shows up in this box, click on GO

The time sheet, as it has been filled out by the employee, will be displayed.

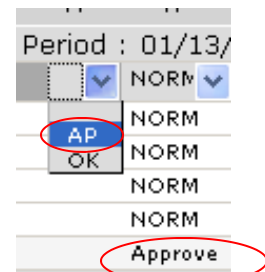
Apprvl	Type	Day	In Date	In Time	Day	Out Date	Out Time	Brk+	Brk-	Job Class	Reg	
Period : 01/13/2008												
	NORM	Mor	01/07/08	Adj 8:00 A	Mor	01/07/08	Adj 4:00 P	0	30	Managers	7.500	
AP	NORM	Tue	01/08/08	Adj 8:00 A	Tue	01/08/08	Adj 4:00 P	0	30	Managers	7.500	
OK	NORM	Wed	01/09/08	Adj 8:00 A	Wed	01/09/08	Adj 4:00 P	0	30	Managers	7.500	
	NORM	Thr	01/10/08	Adj 8:00 A	Thr	01/10/08	Adj 4:00 P	0	30	Managers	7.500	
	NORM	Fri	01/11/08	Adj 8:00 A	Fri	01/11/08	Adj 4:00 P	0	30	Managers	7.500	
Approve											01/13/2008 Totals:	37.500
Period : 01/20/2008												
AP	NORM	Wed	01/16/08	Adj 8:00 A	Wed	01/16/08	Adj 4:00 P	0	30	Managers	7.500	
AP	NORM	Thr	01/17/08	Adj 8:00 A	Thr	01/17/08	Adj 4:00 P	0	30	Managers	7.500	
AP	NORM	Fri	01/18/08	Adj 8:00 A	Fri	01/18/08	Adj 4:00 P	0	30	Managers	7.500	
Approve											01/20/2008 Totals:	22.500
											Grand Totals:	60.000

As a TimePro approver, be sure to check the following:

- Is the job class correct? Some employees work in multiple departments and forget to change the job class for the time they are entering. You may only approve hours for your own job classes.
- Are the days and hours correct? You may add, insert, delete and make corrections as necessary. Include the leading zero and AM or PM for In and Out Times.
- Are the hours recorded as the right "Type"? Double click on NORM to display a drop down menu. Make corrections in SICK or VAC time as necessary.

To approve the time records line by line, double click in the cell to the left on the line of the record you wish to approve, highlight AP (for approve).

IMPORTANT!!! You must select AP to indicate approval. If you select OK, the timesheet will not process as approved.



If after careful review, you wish to approve all the records in a single week (for all job classes over which you have jurisdiction), click on the word **Approve** located at the bottom of each week.

The total number of regular hours for each week will be displayed, as well as the grand totals. You may also check the employee's accrual of sick and vacation time by clicking on Accrual View.

Once you have finalized the Timesheet, press [Save] and then [Exit].

