



Supervisor Time and Leave Reporting Quick Resource Guide

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BROWSER:

The preferred web browser for this application is Mozilla Firefox or Chrome, or Safari for Mac users.

NOTE: Internet Explorer is not recommended as the display may be inaccurate or distorted.

Introduction

The Time and Leave Reporting application allows supervisors to immediately review, approve or deny leave and additional pay requests. This application also allows supervisors to route approval processing to another supervisor using Routing Rules, as well as approve requests and timesheets that have been routed to them.

Access Time and Leave Reporting

Time and Leave Reporting is accessed through Employee Home at <https://eservices.minnstate.edu/employee/public/secure>. Log in using your StarID and password, then select **eTimesheet** from the menu.

Manage Requests

This is the landing page for supervisors who log into Time and Leave Reporting. The default information presented includes any past, present or future employee requests in a pending or cancel pending status. If there are no requests in this status, a message will display that indicates *"No leave requests were found. Try expanding your search"*. If pending or cancel pending requests are listed, supervisors will be able to approve or deny requests for employees that report to them, or employees who have been routed to them by another supervisor.

Employees are listed in alphabetical order by last name. By clicking on the Employee Heading above the names, you may change the sort order from Ascending to Descending. In addition to the employee name, the Supervisor or Routed from Supervisor name will be listed, the status of the request, the leave type for the request, the amount requested (presented in either hours or days depending on the employee), and the action that may be taken.

MnSCU ISRS Home Wedderburn, Kermit Logout

Manage Requests - Timesheet Routing Rules Employee Pay Details - Help -

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Employee Requests Employee List

All pending Specify

reset Search

Employee	Supervisor	Status	Type	Amount	Date	Action
Asare, Jonna F.	Wedderburn, Kermit	Pending	VAC	2.00 h	10/18/2017	Approve Deny Undo
Wraight, Rafael M.	Wedderburn, Kermit	Pending	VAC	8.00 h	02/09/2018	Approve Deny Undo
Wraight, Rafael M.	Wedderburn, Kermit	Pending	VAC	8.00 h	02/08/2018	Approve Deny Undo
Wraight, Rafael M.	Wedderburn, Kermit	Pending	VAC	8.00 h	02/07/2018	Approve Deny Undo
Wraight, Rafael M.	Wedderburn, Kermit	Pending	VAC	8.00 h	02/06/2018	Approve Deny Undo
Wraight, Rafael M.	Wedderburn, Kermit	Pending	VAC	8.00 h	02/05/2018	Approve Deny Undo
Wraight, Rafael M.	Wedderburn, Kermit	Pending	VAC	8.00 h	02/02/2018	Approve Deny Undo

Employee List

The **Employee List** page provides a supervisor with a list of all employees assigned to them, or routed to them. The list displays employees in alphabetical order by last name, with the supervisor of the employee listed to the right of the name. This page allows a supervisor easy access to all employees, where they can then proxy to the employee's **Manage Requests** page to perform a number of proxy functions. See the **Supervisor Proxy** section for additional information on proxy rights.

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Manage Requests - Timesheet Routing Rules Employee Pay Details - Help -

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Employee Requests Employee List

Employee	Supervisor
Asare, Jonna F.	Wedderburn, Kermit
Bohnett, Trang F.	Wedderburn, Kermit
Wraight, Rafael M.	Wedderburn, Kermit

Supervisor Proxy

Click on the employee name from the Employee List or Employee Requests to proxy to that employee's request page. You may then enter in a new request, edit a pending request, or delete a request on behalf of the employee. You may also filter requests using any of the options under Filter your results:. Requests that are entered by a supervisor in proxy mode are automatically approved.

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Viewing proxy mode for Asare, Jonna F.

My Requests

Filter your results:

- Default view
- Current fiscal year
- Show all fiscal years
- Choose single fiscal year
- Choose date range

-- Status --

-- Leave Type --

Select All Edit Delete New Request

Status	Type	Amt	Date	More
Pending	Vacation Leave	2.00 h	10/18/2017	More

Timesheets

Click on the Timesheet tab to go to Supervisor Home. On the Supervisor Home tab, a supervisor may review timesheet statuses, review and approve current pay period timesheets, search for and approve prior pay period timesheets and submit their own timesheet if applicable.

Routing Rules

A supervisor may temporarily route timesheets and leave requests to another supervisor. You may route to only one supervisor at a time. A routing rule should have an end date within 6 months. Do not set indefinite routing rules as circumstances may change. A supervisor must delete routing rules prior to separating or transferring, since the routing rule is not institution specific and it will continue to stay in effect after a transfer or separation.

Route Approval of Employee Timesheets and Leave/OT Requests

Begin Date

End Date

Assigned Supervisor begin typing employee's last name

[Save Approval Routing](#)

Supervisors Routed To

Supervisor Name	Begin Date	End Date	Routing Type
<input type="checkbox"/> Shanell Fiorilli	07/16/2013	07/16/2013	A
<input type="checkbox"/> Shanell Fiorilli	07/22/2013	08/16/2013	A
<input type="checkbox"/> Shanell Fiorilli	10/28/2016	11/02/2016	A
<input type="checkbox"/> Shanell Fiorilli	03/31/2017	04/04/2017	A

[Delete Approval Routing](#)

Steps to set a Routing Rule:

1. Go to the **Timesheet** tab, which will bring you to the **Supervisor Home** screen.
2. Select Routing Rules from the navigation menu. The *Routing Rules* screen is then displayed.
3. Enter the **Begin Date** and **End Date** for the period of time when you want another supervisor to approve your employees' timesheets and requests.
4. Begin typing the Last Name, and select an **Assigned Supervisor** to whom you want to route approvals during your absence. (Note: This search field is case sensitive)
5. Click **Save Routing Rules**. The information you entered is displayed at the bottom of the list of *Supervisors Routed To*.

For additional details on maintaining routing rules, see the Supervisor User Guide.

Additional Documentation:

[Supervisor User Guide](#)

Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal:

<https://servicedesk.mnscu.edu>