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.

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.
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.
vii. Denied Entries – displays a list of entries that have been denied.
   1. **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.
   1. Date: enter the date when the employee worked.
   2. Job: select from the dropdown list the job they worked.
   3. Time In: select from the dropdown list the start time.
   4. Time Out: select from the dropdown list the end time.
   5. Next Day: click this box if the Time Out is after midnight.
   6. Total Hours: calculates the total time.
   7. Comments: allows you to enter a comment.
ix. When all time entries have been rectified, they will display in the Completed section.

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.
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.
**RUBEN MERCADO**

**Details**

- **Active**: Yes
- **Send Email**: 
- **NetID**: net0000003
- **PeopleSoft ID**: 123456789
- **First Name**: RUBEN
- **Last Name**: MERCADO
- **Title**: Male
- **Email**: ruben.mercado@ucmo.edu
- **Tax Key**: Not Applicable
- **Employee ID**: 0000000001
- **FICA Code**: Not Applicable
- **Address**: 123 Main Street
- **Address2**: Line 2
- **City**: Someplace
- **State**: Florida
- **Zip Code**: 32000
- **Cell Phone**: 555-123-4567

**Update Profile**: File

**LDAP Sync Date**: 01/15/2020

**RUBEN MERCADO**

**Assigned**:

- **Department**: UITS
- **Admin**: N
- **Controls**: 

**Sub-Dept:**

- **Assigned**:
  - **Sub-Dept**: Desktop Support
  - **Supervisor**: Y
  - **Controls**: 

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**Details**

- **School**: College of Business
- **Program**: Accounting
- **Major**: Accounting
- **Graduation**: 2023