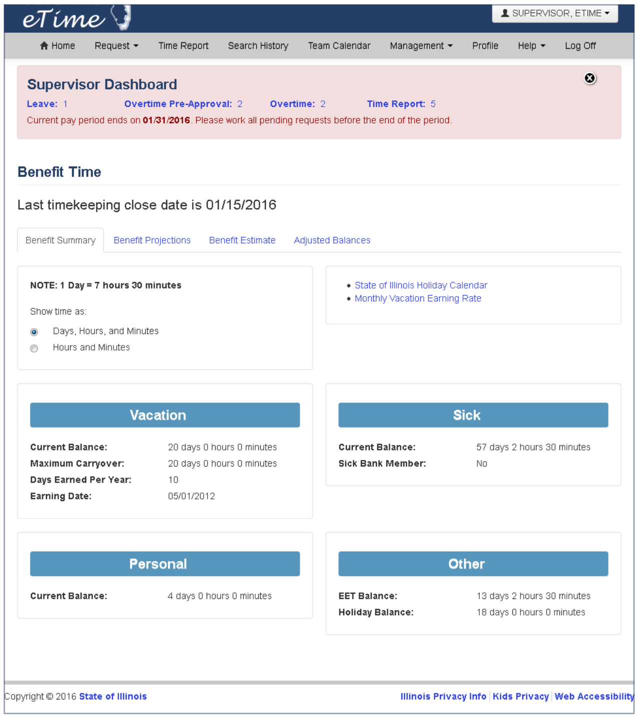
DoIT eTime - etime.illinois.gov
Supervisor Quick Reference Guide

Release Version
7/1/2016

Illinois Department of Innovation & Technology

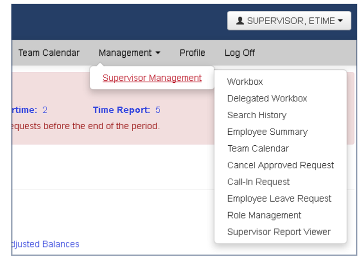
The eTime Screen - Supervisor Home View



eTime Supervisor Overview

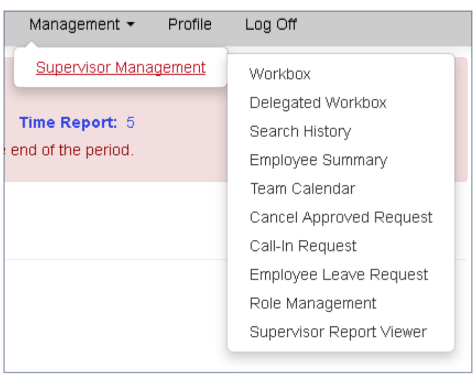
The supervisor home view includes a supervisor dashboard section at the top which allows quick access to supervisory functions: **Leave**, **Overtime Pre-Approval**, **Overtime** and **Time Report** processing. Clicking any of these links takes you to the respective view for managing those items.

Supervisor management tasks are located in the **Supervisor Management** submenu of the **Management** menu from the top navigation bar. These tasks include entering time for employees or processing requests that are delegated to you. See below for additional information.



Supervisors should review items on their Supervisor Dashboard on at least a daily basis. This will ensure that employee time and attendance records remain current and accurate.

Supervisor Management Menu



Workbox - Process Leave, Overtime Pre-Approval, Overtime Worked and Time Reports.

Delegated Workbox - Process requests that were delegated to you.

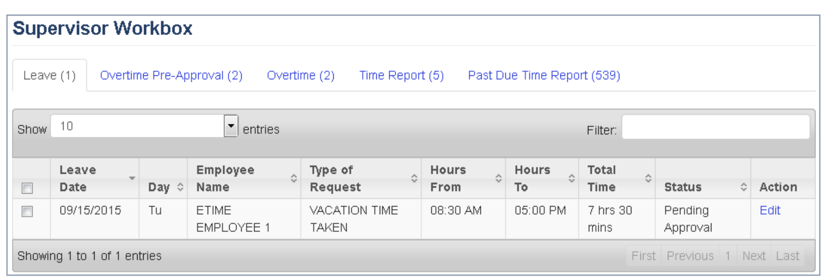
Employee Summary - Look up profile information for an employee.

Call-In Request - Enter the call-in information to prompt employee to enter a leave request.

Role Management - Add/Edit the subordinate and delegate roles of your employees.

Supervisor Report Viewer - Generate reports on incomplete or pending workbox items for your team.

Workbox - Leave Requests, Overtime and Daily Time Reports



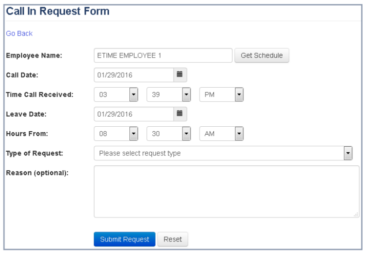
1. Select **Management**, then **Supervisor Management**, then **Workbox** from the top navigation menu.
2. Select the desired tab for the request(s) that require review.
3. Locate the request to approve and select **Edit** to view and approve or deny the request. *NOTE: To effect multiple approvals at once, select the corresponding checkbox in the first column and click the **Approve** button.*
4. On the Leave Request Details screen, enter comments (required for a Deny action) then click **Approve** or **Deny**. A confirmation dialog will be displayed prompting you to confirm or cancel the action.
5. Upon confirmation, a status message will display noting the action that was just taken (ie, “Leave Request has been [approved/denied]”).

The eTime Screen - Supervisor Home View

Supervisor Delegated Workbox

1. Select **Management**, then **Supervisor Management**, then **Delegated Workbox** from the top navigation menu.
2. Choose the name of the delegating supervisor to display that supervisor's workbox.
3. Perform the approve/deny steps per "Supervisor Approval"

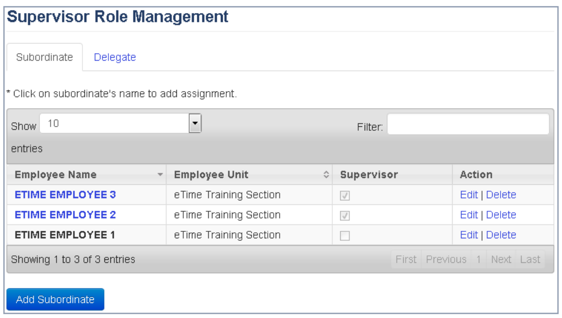
Enter a Call-In Request for an Employee



1. Select **Management**, then **Supervisor Management**, then **Call-In Request**.
2. Click the **Create New Call-In Request** button. *Optionally, you may **Edit** a request.*
3. Enter **Employee Name**, an optional **Reason** and select **Call Date, Time Call Received, Leave Date, Hours From**, **Type of Request**.
4. Click **Submit Request** to save the information and update the employee Time Report with Call-In.

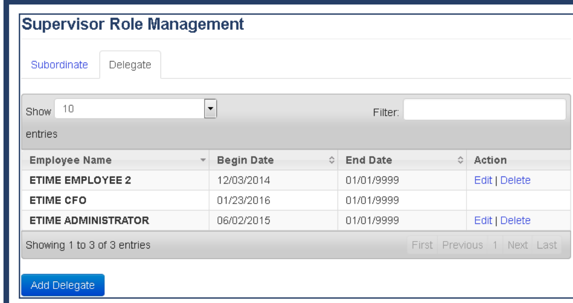
*NOTE: Employee must submit a **Leave Request** to complete the Call-In Request process.*

Manage Subordinates / Subordinate Roles



1. Select **Management**, then **Supervisor Management**, then **Role Management**.
2. Select the **Subordinate** tab.
3. To add a new record, click **Add Subordinate**.
4. On the Add Subordinate screen, enter the **Employee Name** and click **Search**.
5. Locate the desired entry in the list and click **Add**.
6. To edit the role of a subordinate, locate the employee and click **Edit** *(or **Delete**)*. Once in edit mode, select the desired changes and then click **Save**.

Manage Delegates / Delegate Timeframes



1. Select **Management**, then **Supervisor Management**, then **Role Management**.
2. Select the **Delegate** tab.
3. To add a new record, click **Add Delegate**.
4. On the Add Delegate screen, enter the **Employee Name** and click **Search**.
5. Locate the desired entry in the list and click **Add**.
6. To edit the role of a delegate, locate the delegate and click **Edit** *(or **Delete**)*. Once in edit mode, select the desired dates and then click **Save**.

NOTE: delegates must be in a supervisor role.