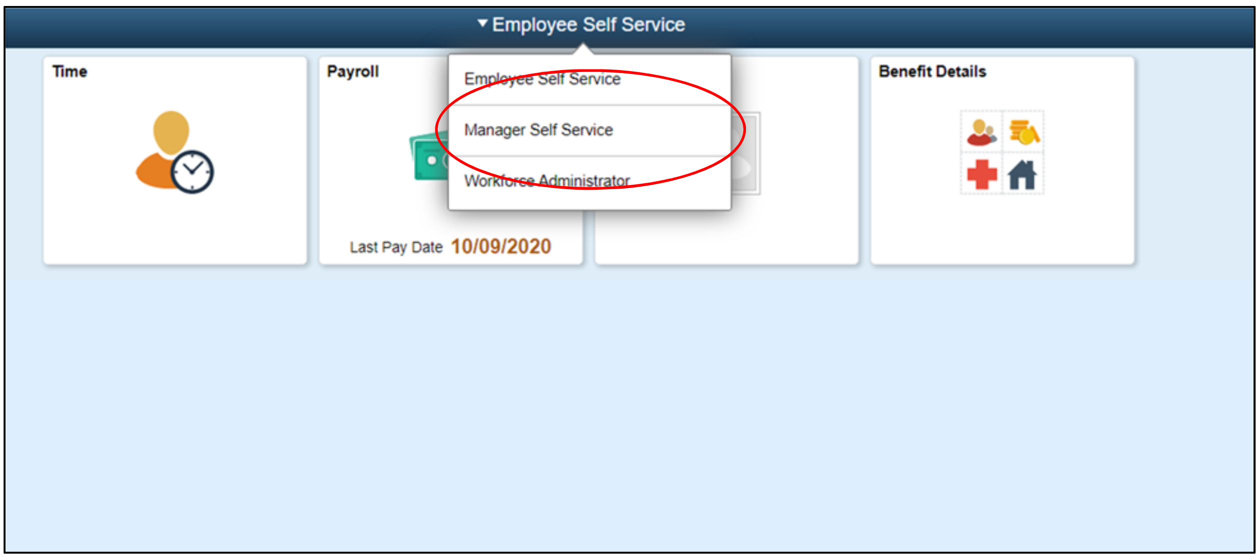
Supervisor Guide
Manager Self-Service (MSS)

Once you have logged into **ctcLink** you will select **HCM Self-Service**. Then select **Manager Self Service** in the drop down menu in the center of the homepage.

MSS HOMEPAGE



On the MSS Homepage you will see the following tiles:
Approvals, Delegations, My Team, Team Time, and CTC Team.

Approvals tile is where you will go to approve absences and timesheets.

Delegations tile is for delegating approvals to another supervisor when you are going to be absent.

My Team gives you access to several pieces of information for your employees including but not limited to: contact information, leave balances, compensation, etc.

Team Time is a tile you can use to view timesheets and absences for employees. You can also request absences for employees if they are unable to enter it before payroll deadlines. This tile is a good place to manage exceptions that your employees may have on their timesheet.

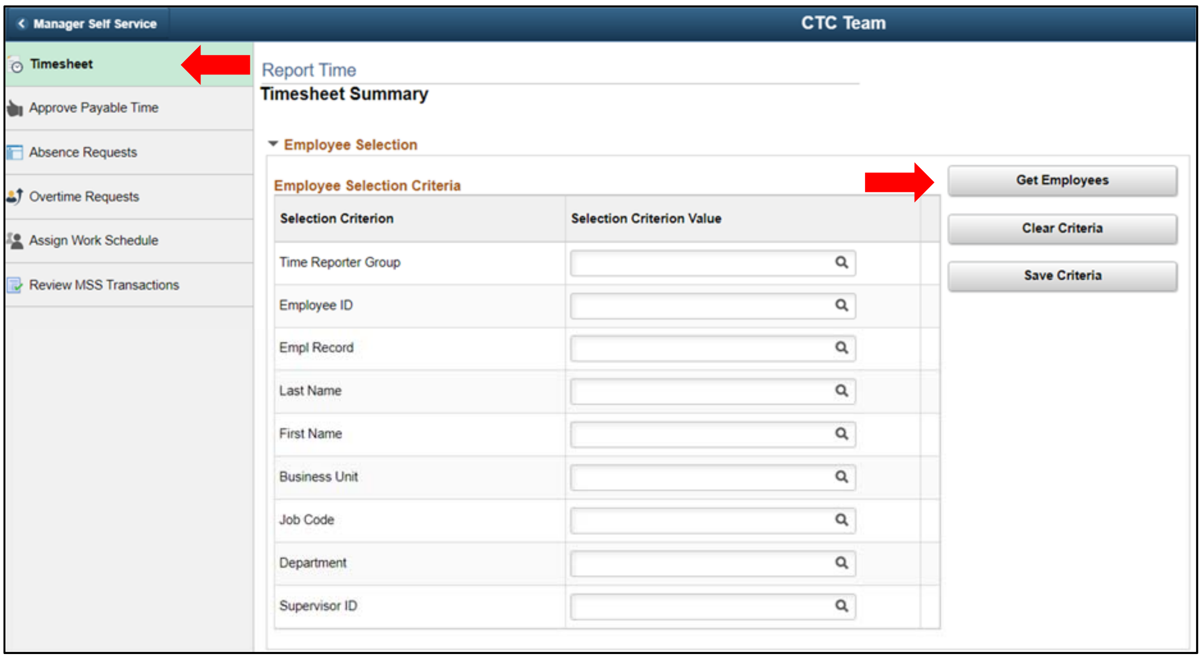
CTC Team is the tile we recommend you use to view timesheets for accuracy. You can also submit time for employees in this area. You can approve payable time here too if you haven’t done so in the **Approvals** tile.

Timesheets

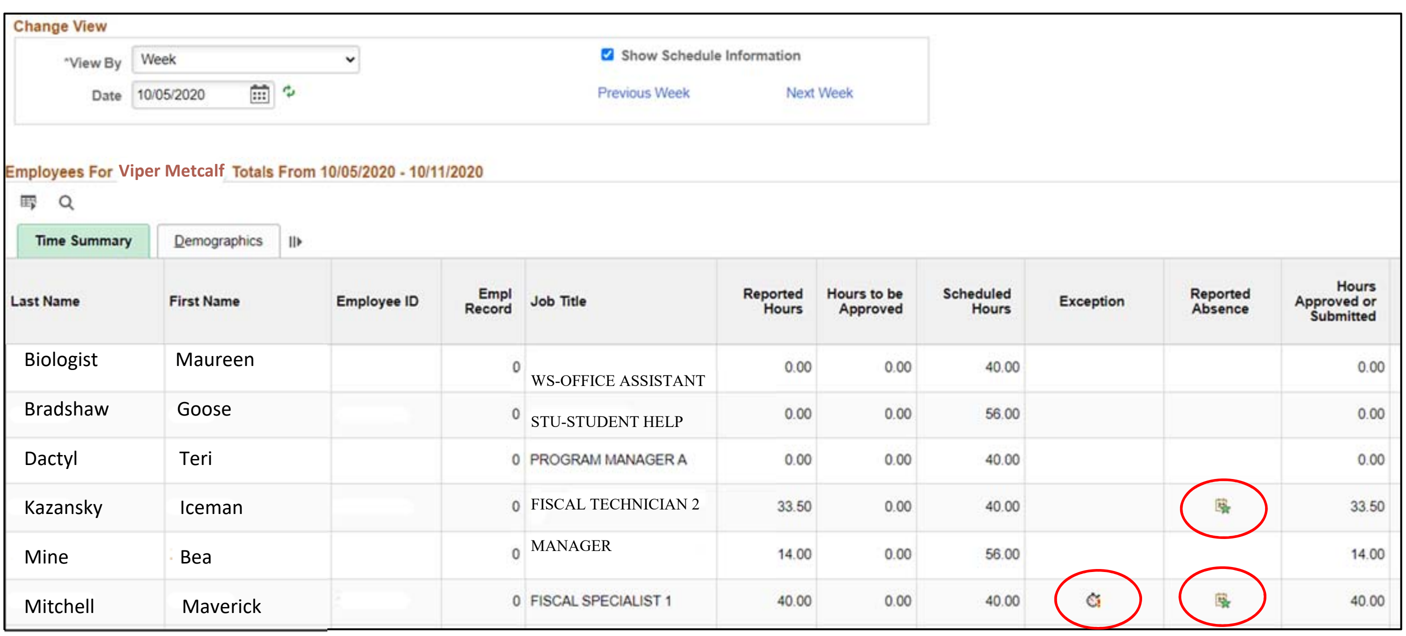
Classified, Part-Time Hourly, and Student employees that you supervise will be submitting timesheets to you for review and approval. You should review all timesheets for accuracy before approving. NOTE: Timesheets will not show up for approval until the day after hours are submitted by employees. The exception is the last day of the pay period. They should process every hour for approvals.

Classified Timesheets

There are several ways for you to review timesheets. The first is through the **CTC Team** tile.
Select **Timesheet** from the left side. Then click **Get Employees**.

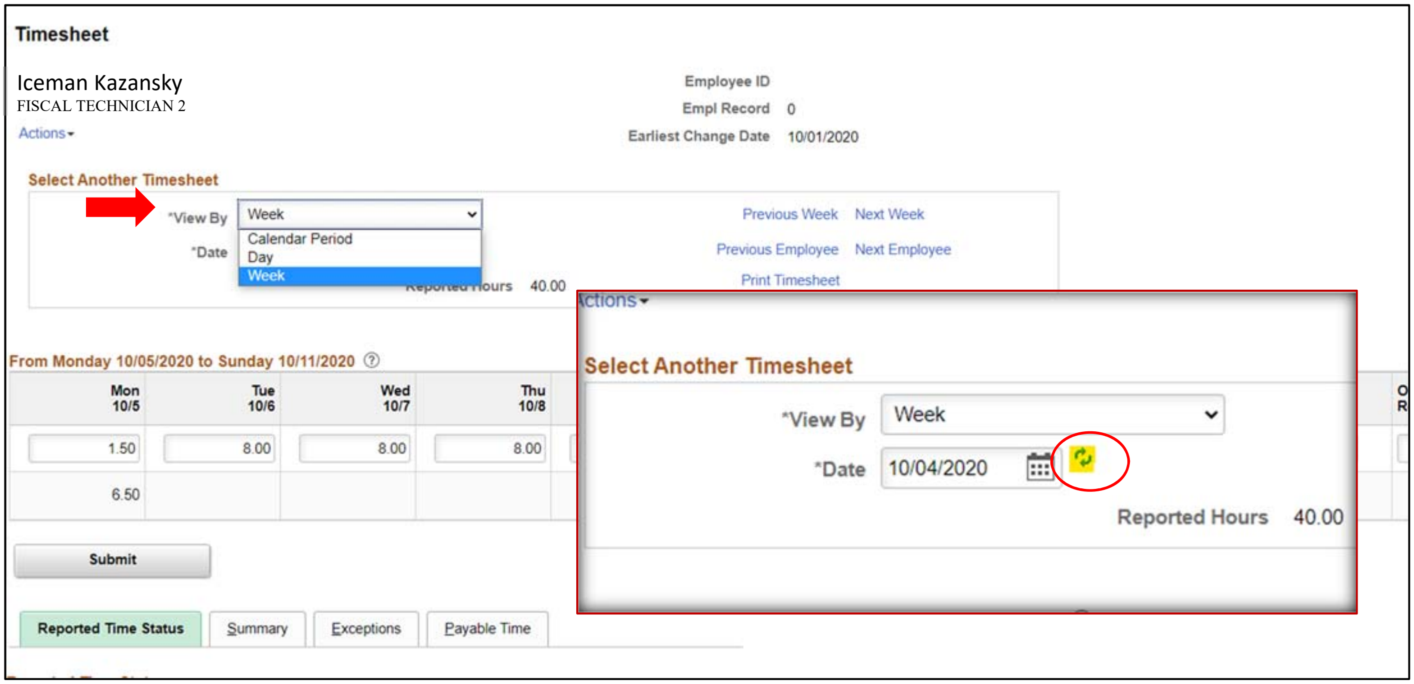


A list of employees that you supervise will appear for you to review. Click on the first employee to view their timesheet. **NOTE:** Exceptions for Mitchell means that there are errors on the timesheet. Reported Absences for Kazansky and Mitchell means they have submitted absences.

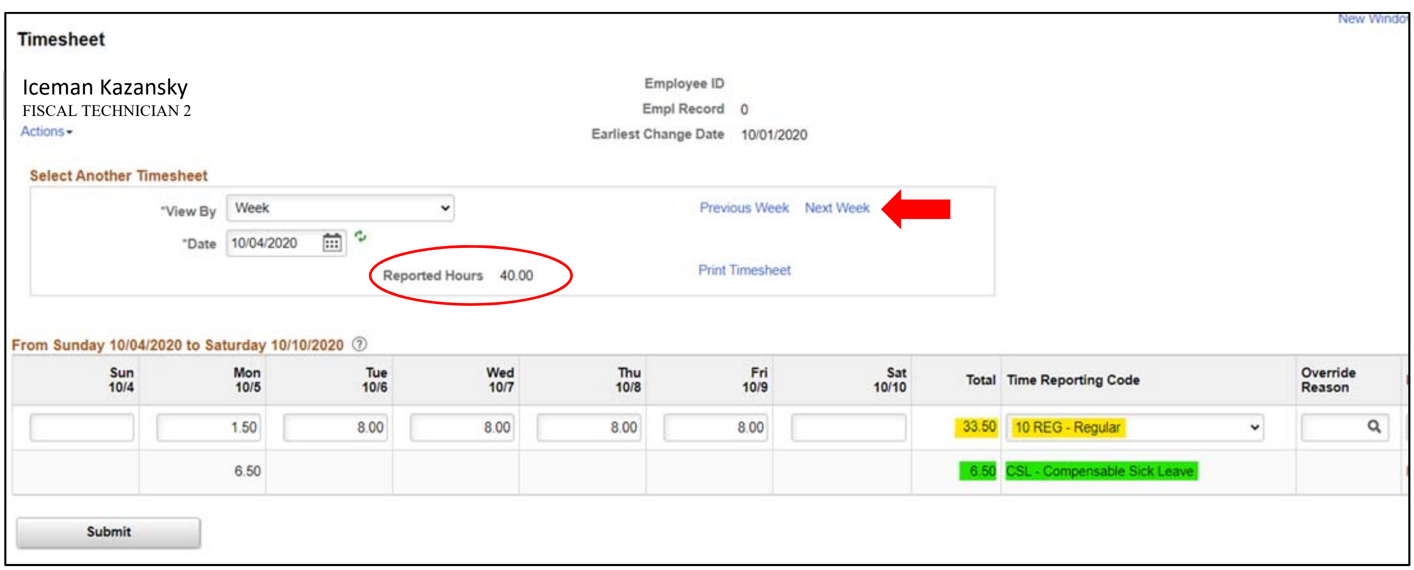


Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted
Biologist	Maureen		0	WS-OFFICE ASSISTANT	0.00	0.00	40.00			0.00
Bradshaw	Goose		0	STU-STUDENT HELP	0.00	0.00	56.00			0.00
Dactyl	Teri		0	PROGRAM MANAGER A	0.00	0.00	40.00			0.00
Kazansky	Iceman		0	FISCAL TECHNICIAN 2	33.50	0.00	40.00			33.50
Mine	Bea		0	MANAGER	14.00	0.00	56.00			14.00
Mitchell	Maverick		0	FISCAL SPECIALIST 1	40.00	0.00	40.00			40.00

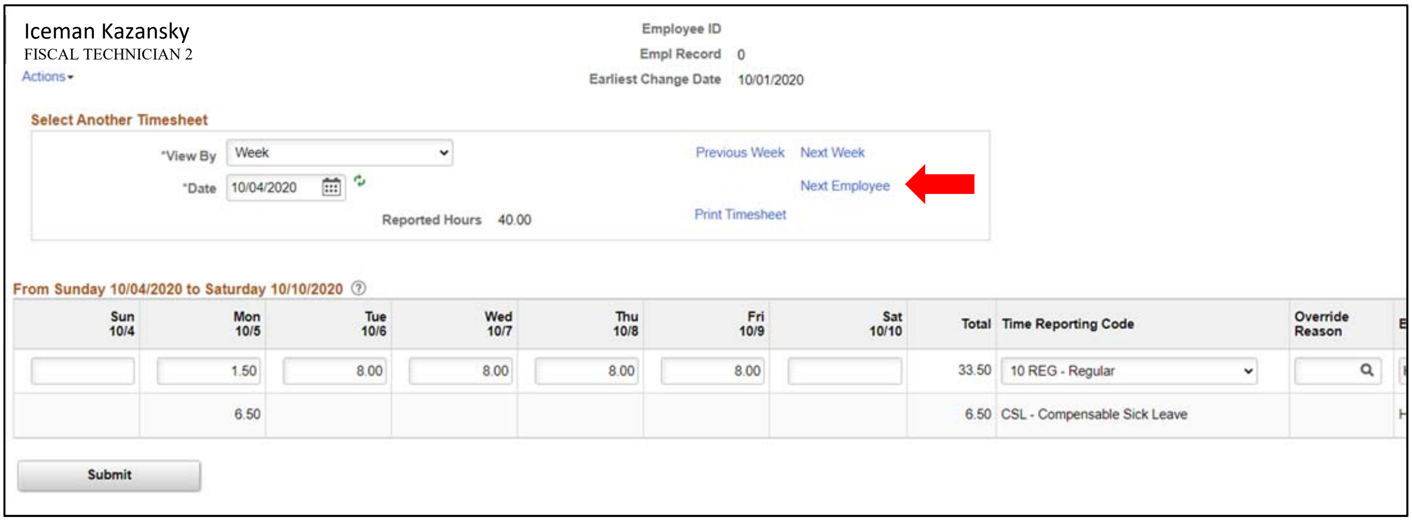
You can change the view to be either calendar period or by week. If you choose by week you can see if the employee has entered the total hours for the week. After you choose the start day which should be a Sunday you will have to hit the refresh symbol.



The employee below worked 33.50 and took leave for 6.5 hours. Reported hours shows 40.00. After review click **Next Week** to review the next week for this employee for accuracy.

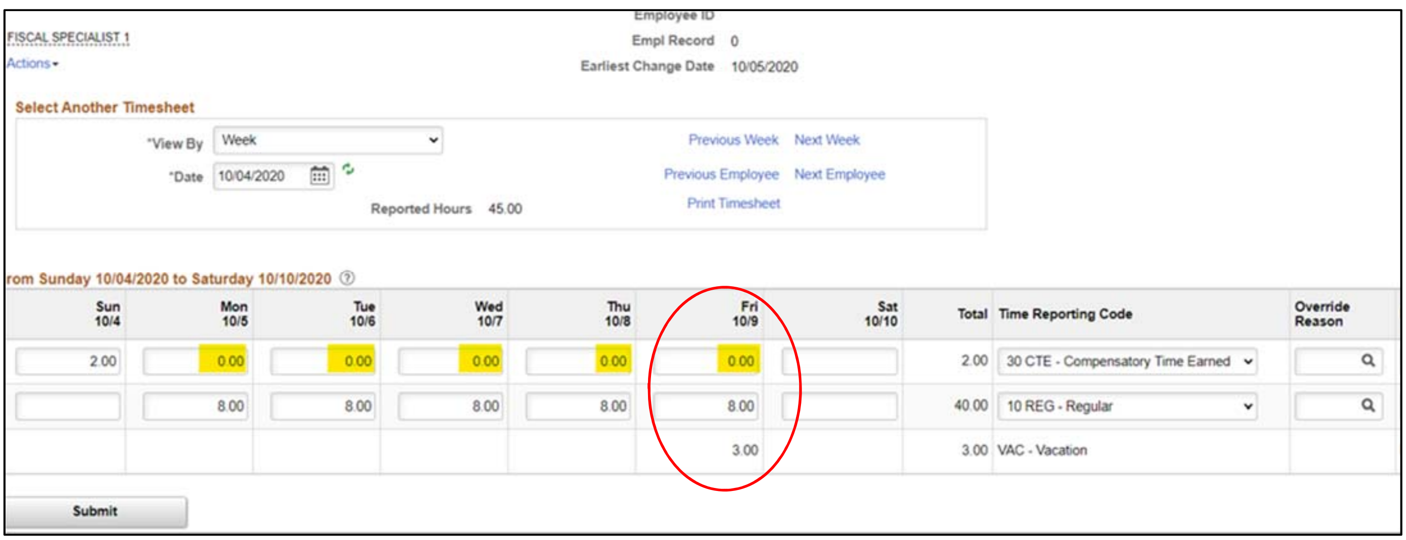


When finished you can click on **Next Employee** to view the next employee's timesheet.

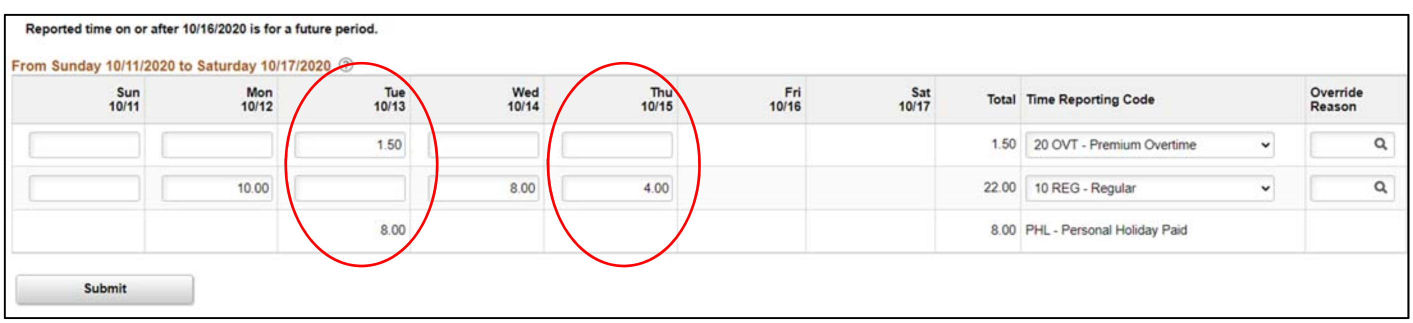


You should communicate with employees that have errors on their timesheet to correct and resubmit.
Below is an example of a timesheet with errors.

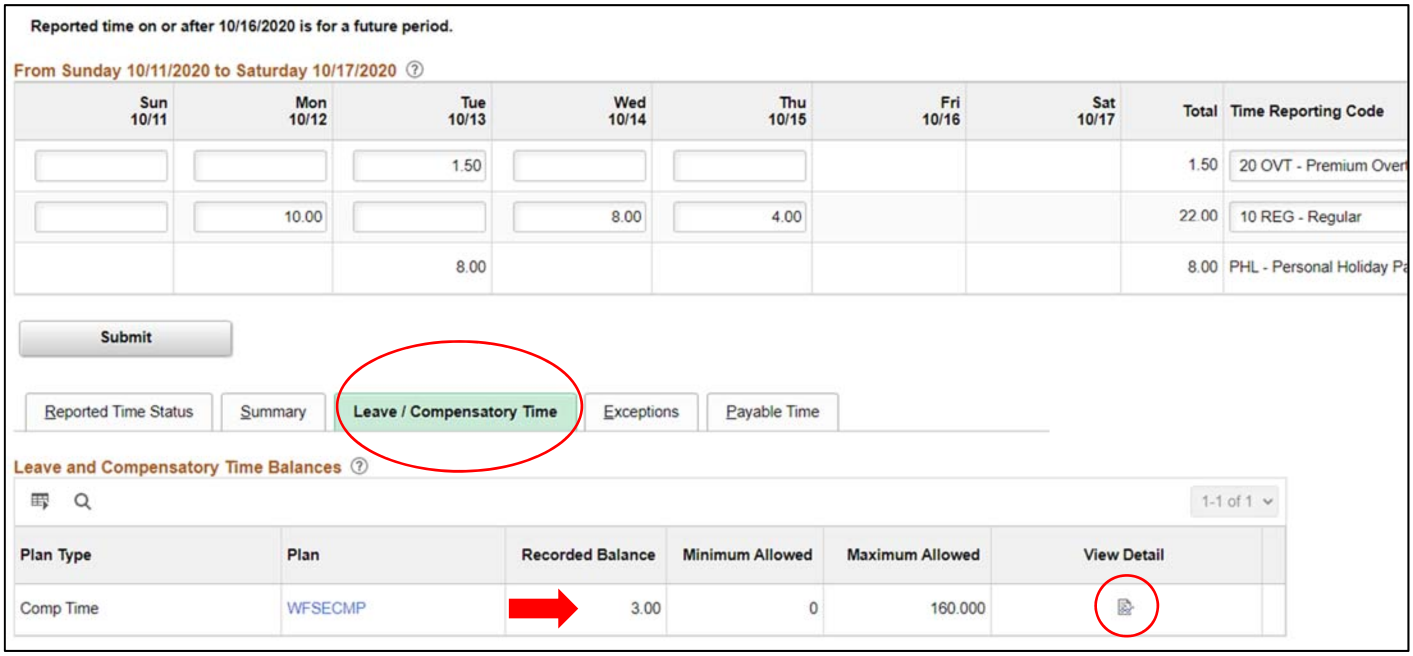
1. You cannot enter zero hours on a timesheet. This employee has 0.00 on the Compensatory Time Earned line. NOTE: The employee will receive a warning of this error. If it is not corrected the employee will not be paid.
2. This employee entered vacation leave and time worked on 10/09 which is too many hours.



1. This timesheet has Personal Holiday and Overtime submitted on the same day.
2. They are missing hours on 10/15.



Continue to scroll down on this screen and you can view if your employee has a **Leave/Compensatory Time** balance. Remember employees must use comp time before vacation in most cases.
You can click on **View Detail** to view when it was earned and taken.


Reported time on or after 10/16/2020 is for a future period.

From Sunday 10/11/2020 to Saturday 10/17/2020

Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Total	Time Reporting Code
		1.50					1.50	20 OVT - Premium Overt
	10.00		8.00	4.00			22.00	10 REG - Regular
		8.00					8.00	PHL - Personal Holiday Pa

Submit

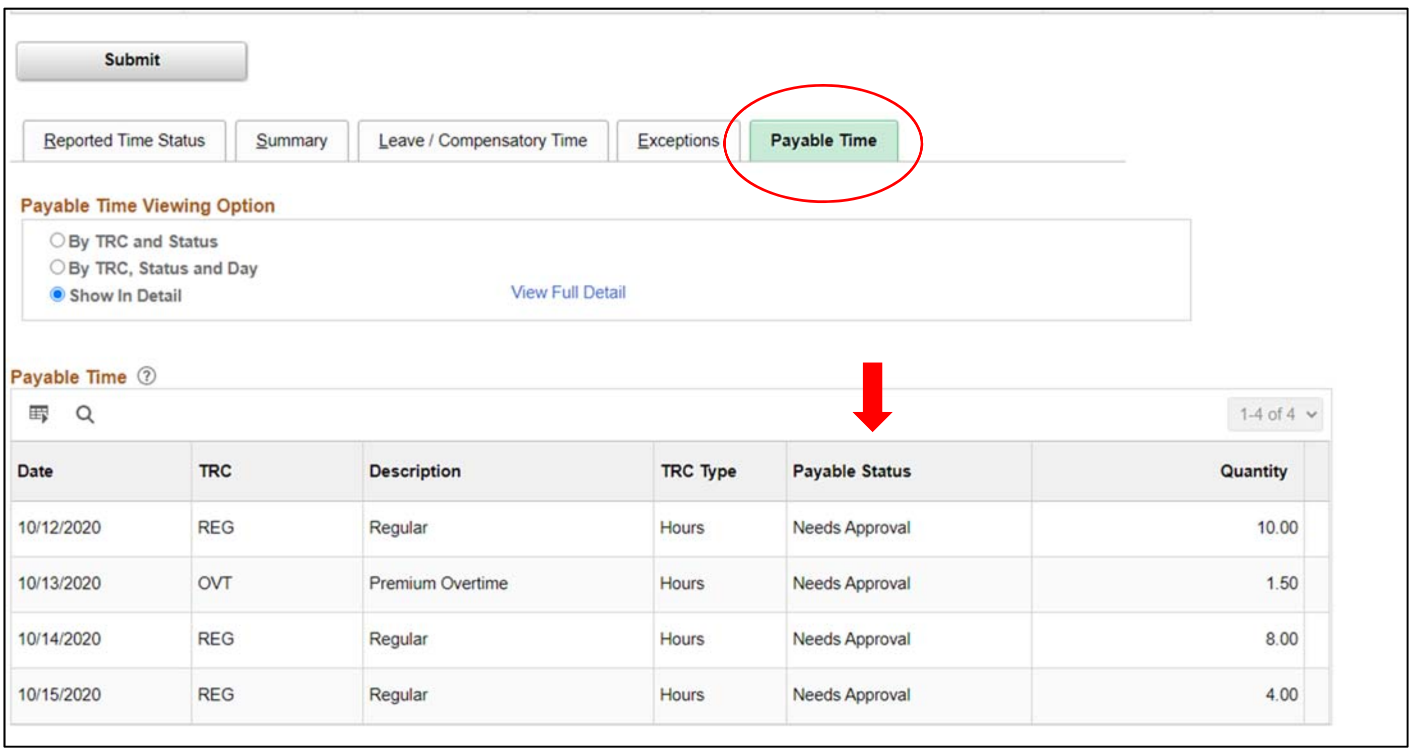
Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Leave and Compensatory Time Balances

1-1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	WFSECMP	3.00	0	160.000	

You can also click on **Payable Time** to view the status of submitted time.


Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Payable Time Viewing Option

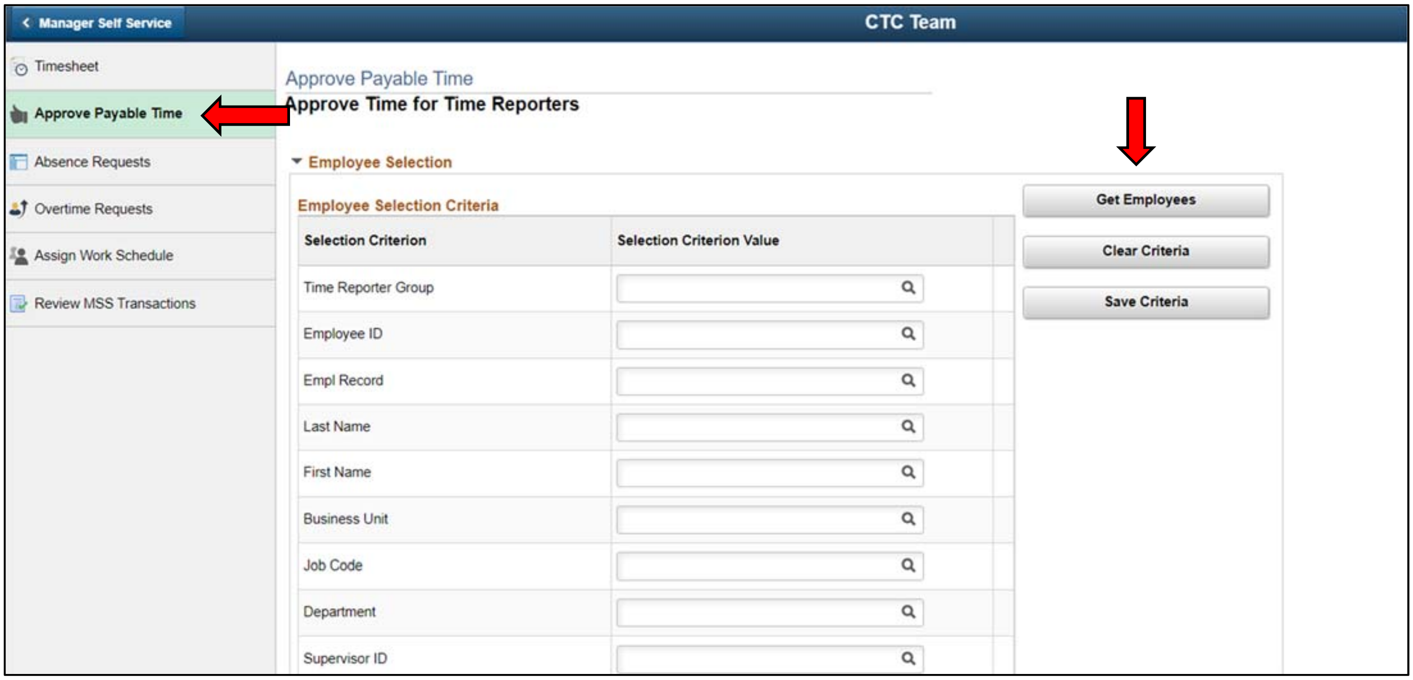
By TRC and Status
By TRC, Status and Day
Show In Detail
View Full Detail

Payable Time

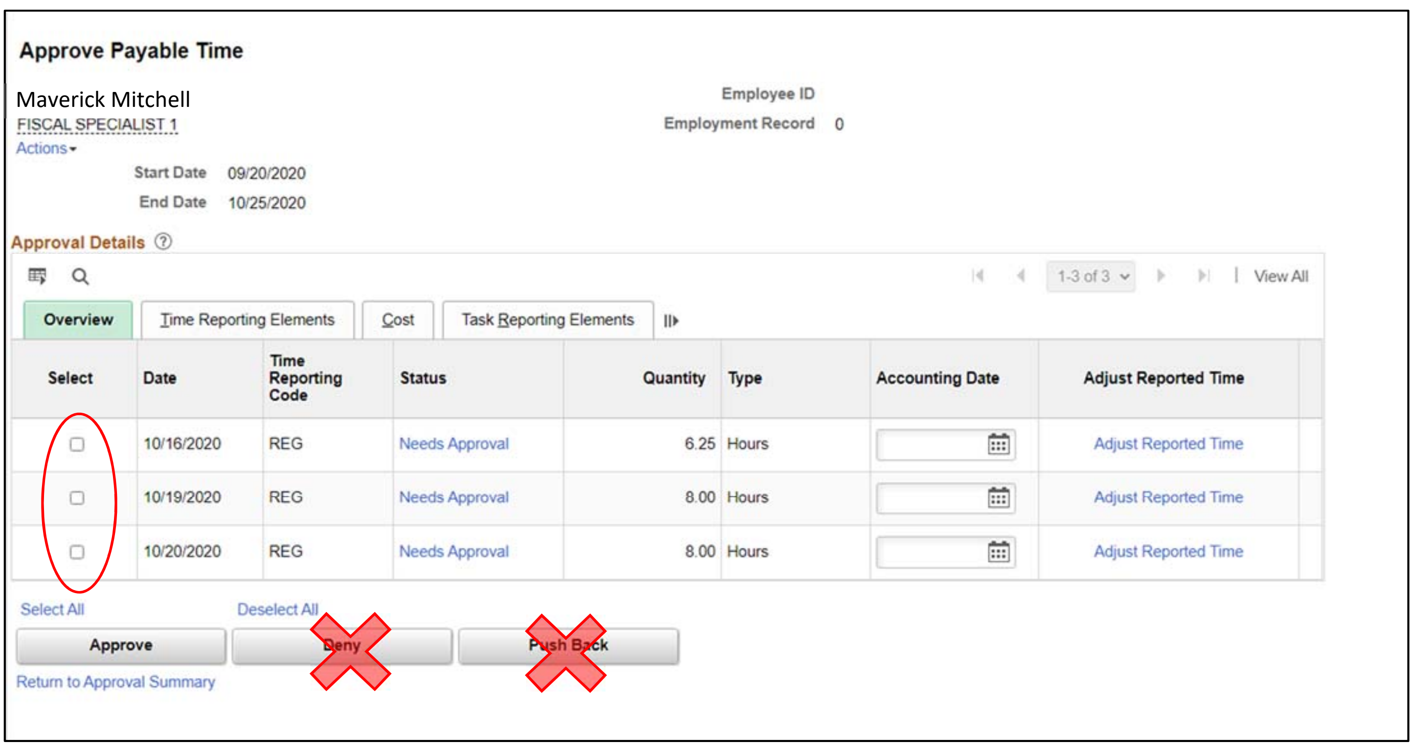
1-4 of 4

Date	TRC	Description	TRC Type	Payable Status	Quantity
10/12/2020	REG	Regular	Hours	Needs Approval	10.00
10/13/2020	OVT	Premium Overtime	Hours	Needs Approval	1.50
10/14/2020	REG	Regular	Hours	Needs Approval	8.00
10/15/2020	REG	Regular	Hours	Needs Approval	4.00

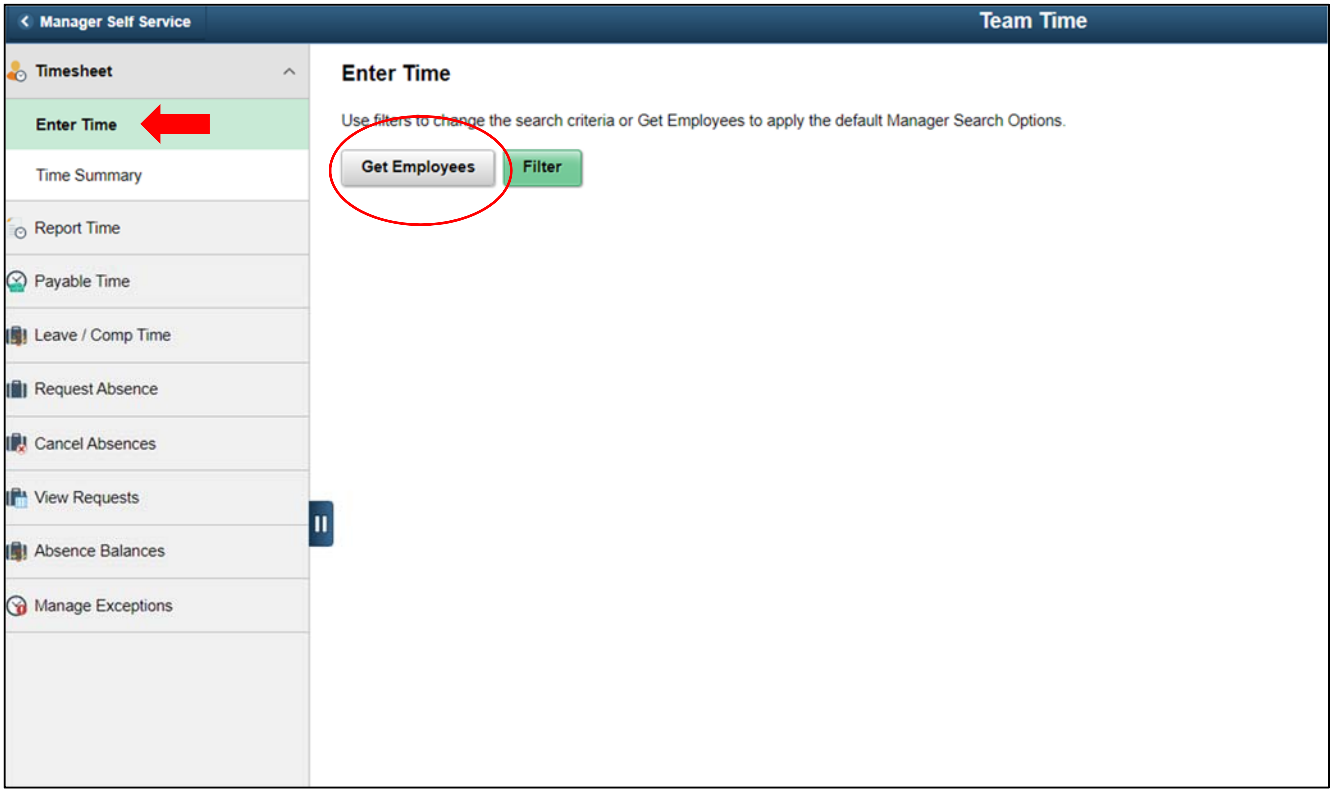
After you review an employee's timesheet and everything looks correct you can approve timesheets from the **CTC Team** tile or you can use the **Approvals** tile. In the **CTC Team** tile just click on **Approve Payable Time** on the left side of the screen. Then click **Get Employees**. A list of your employees will be at the bottom of the screen.



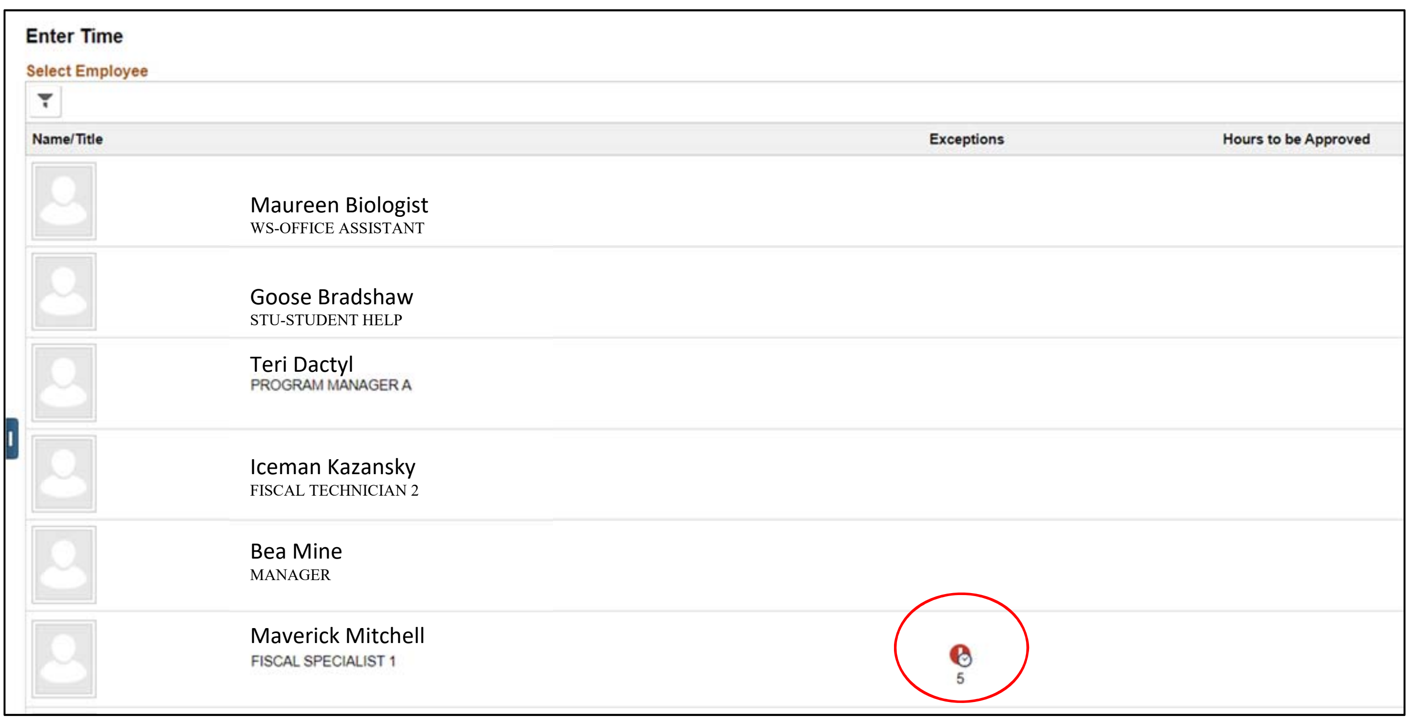
After you click on your employee this screen will open and you can select the days you want to approve. **DO NOT** click Deny or Push Back. These features do not work properly at this time. If an employee has an error on their timesheet you will need to communicate with them to correct their time. You can click approve from here or go to the **Approvals** tile.



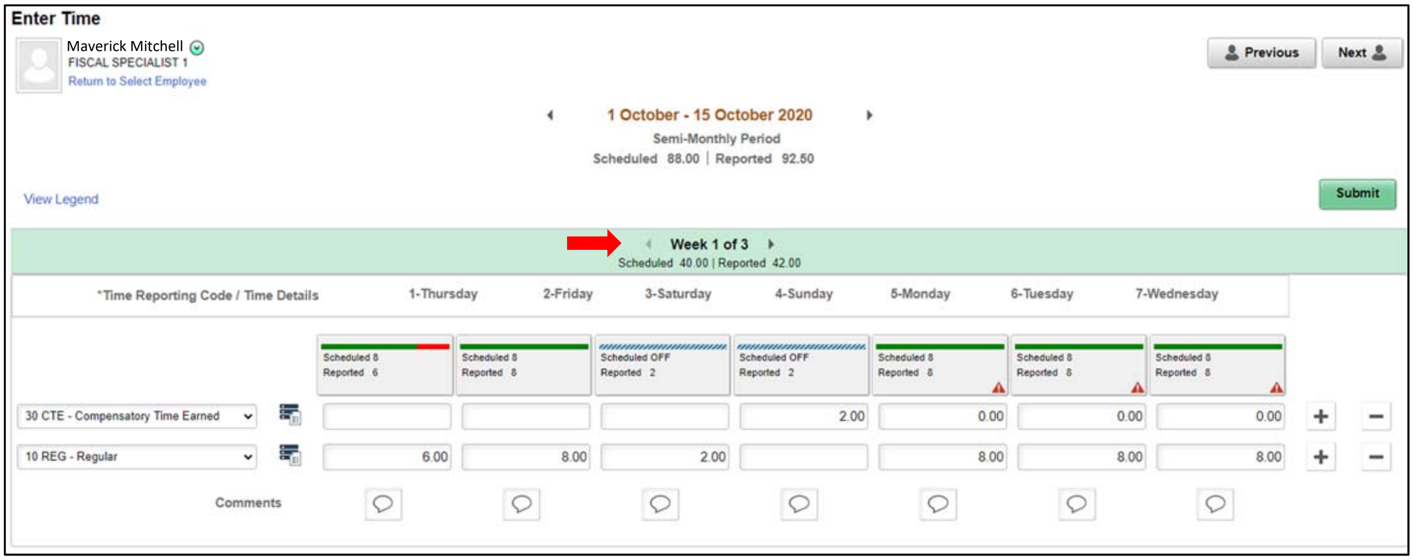
Another way to view employee timesheets is to use the **Team Time** tile.
Under **Timesheet** on the left side click on **Enter Time** and then click **Get Employees**.



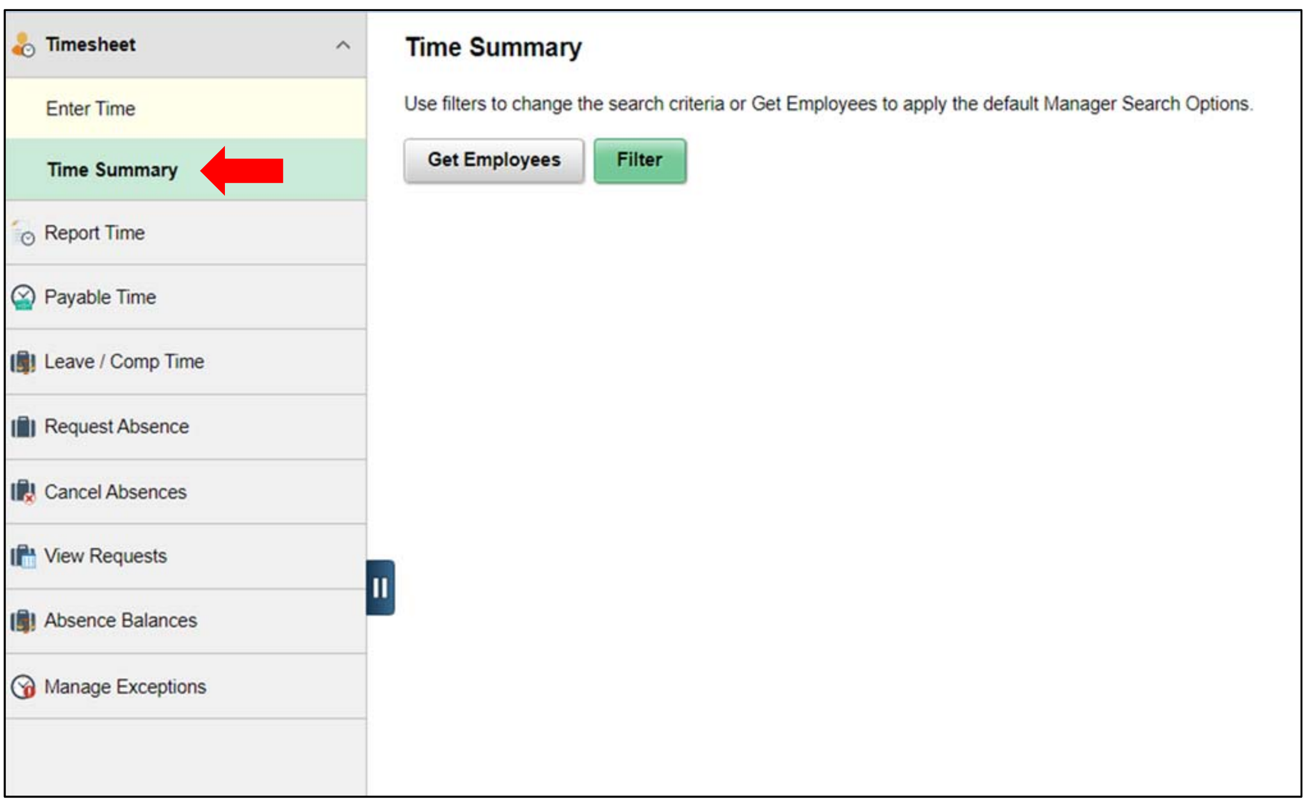
This will give you a list of all your employees. It will also show any that have **exceptions**. Just click on the employee you want to view.



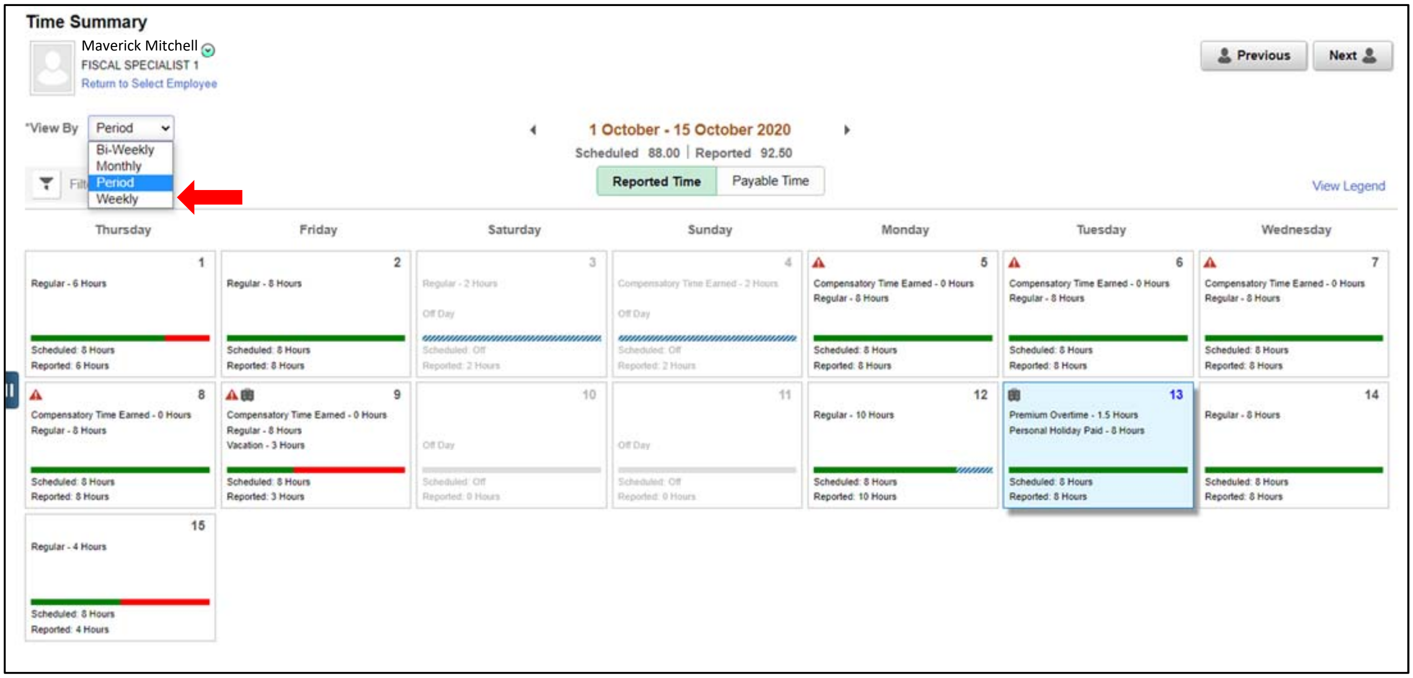
This view is a little different because it starts with the beginning of the pay period not the beginning of the week. But you can scroll through the weeks to view the entire timesheet.



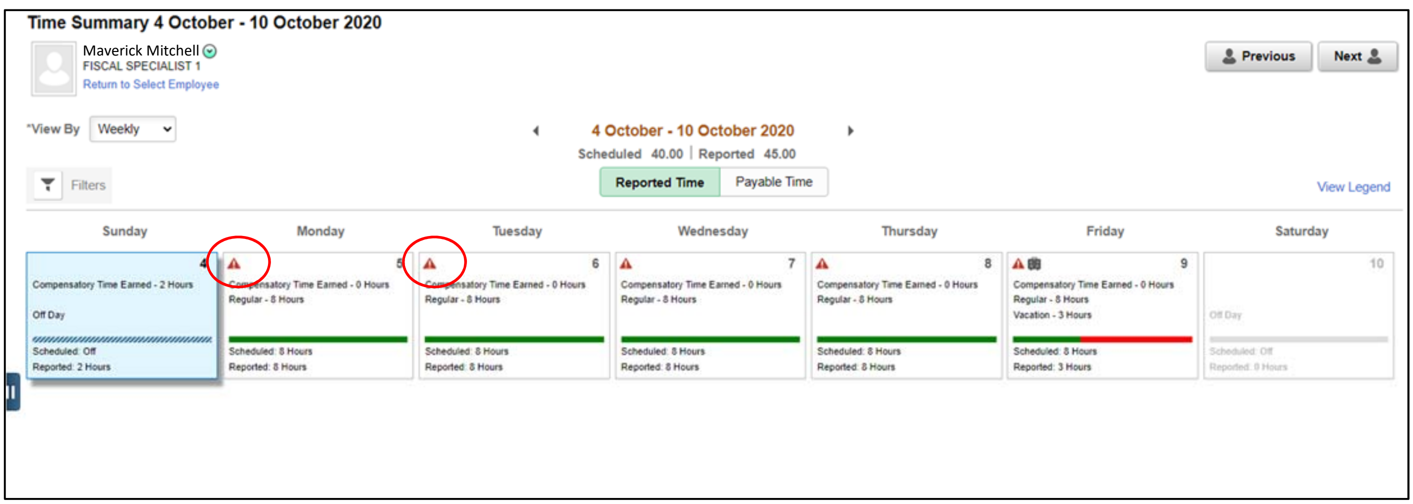
The best way to view in **Team Time** is to use the **Time Summary** option under **Timesheet**. This will give you the same list of employees and you select the one you want to view.



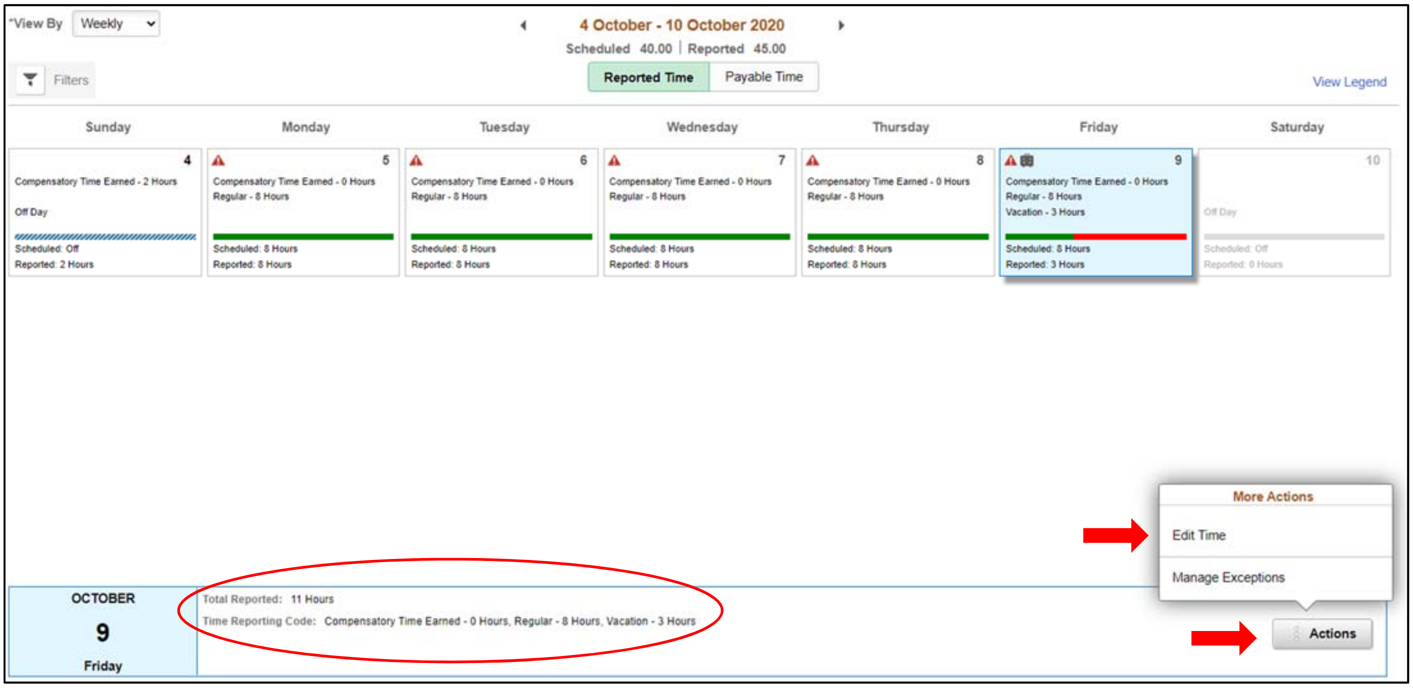
When it first opens it will show the entire pay period. But you can change the view by selecting weekly.



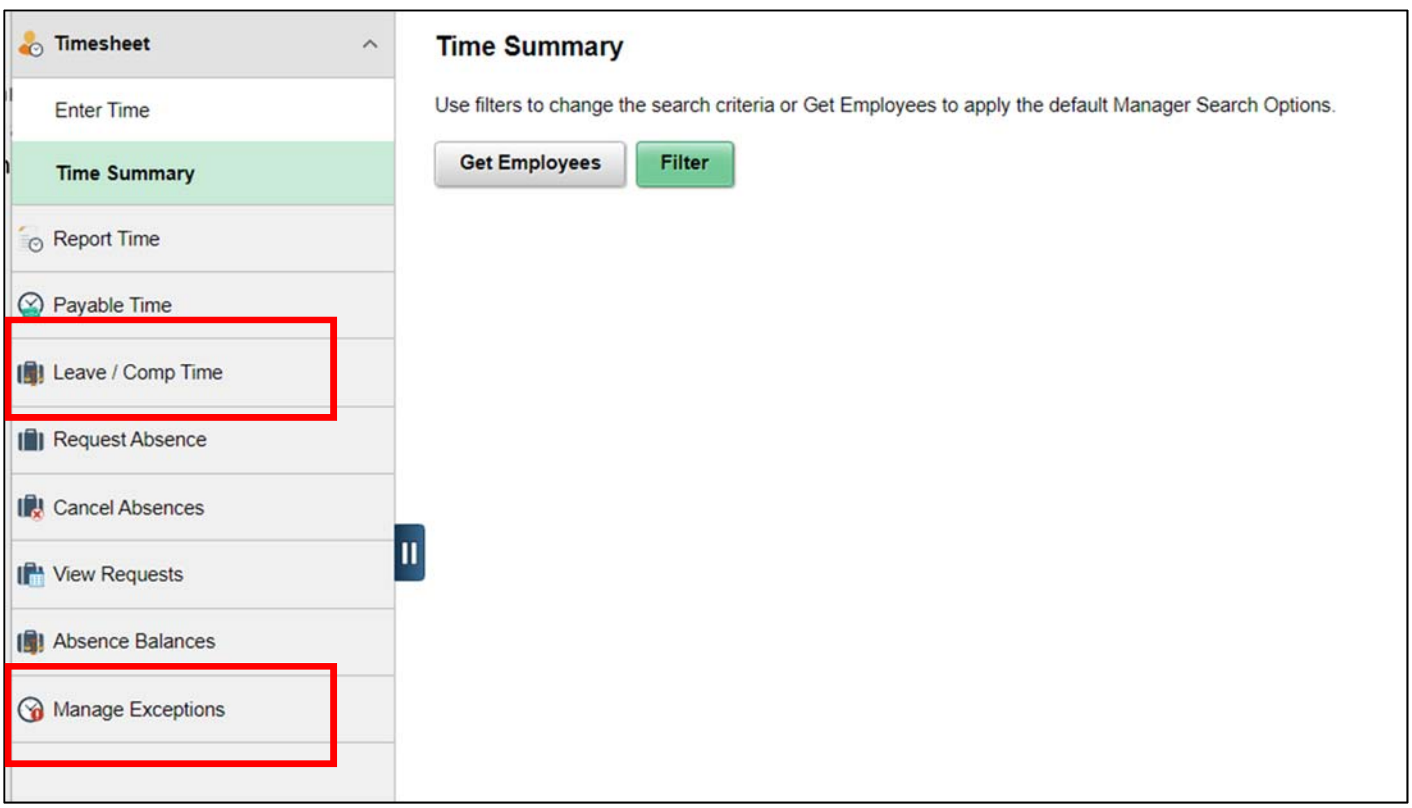
This will give you the week view starting with Sunday of each week. You can then scroll through each week to view the timesheet.
You will notice the **red triangle** on the days that have errors.



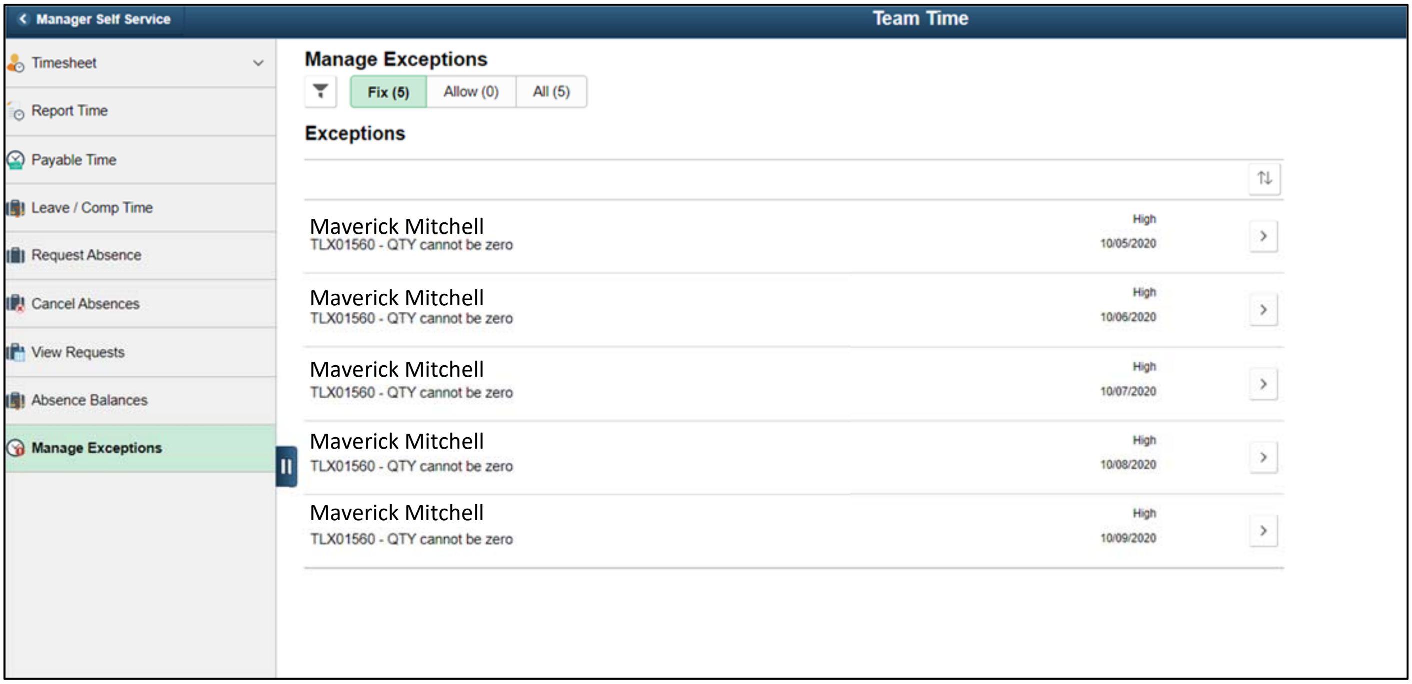
When you click on a day it gives information on the bottom of the screen on what is being reported. In this example October 9th has 11 hours reported. It also states that Time Reporting Code Compensatory Time Earned is 0 hours. That is what is causing the error. You can then click on **Actions** and got to **Edit Time** or **Manage Exceptions**. You should first tell your employee to fix the errors on their timesheet and resubmit. (They should have received a warning when they submitted their time.) If an employee is unable to correct the errors before the payroll deadline you can click **Edit Time** and make the corrections.



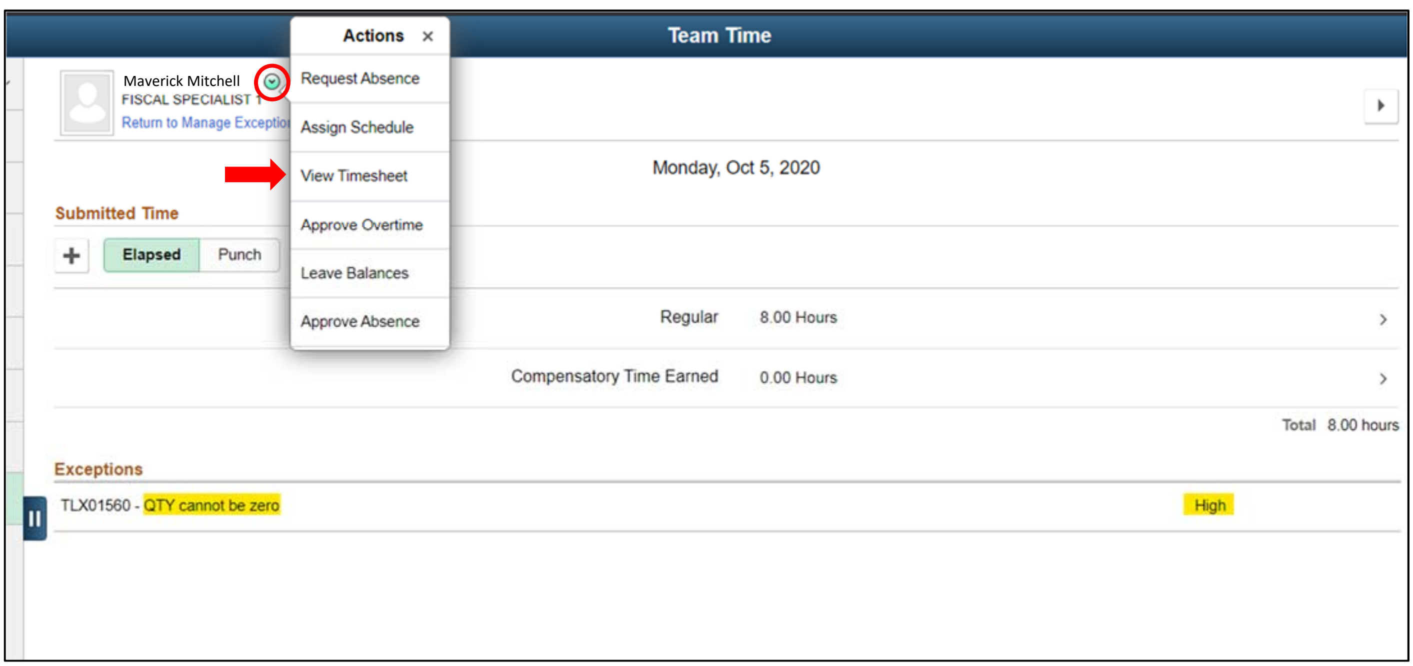
Leave/Comp Time and **Manage Exceptions** can also be viewed in **Team Time**.



The **Manage Exceptions** area is another place where you can view errors on timesheets. Below you will see that the list shows that Maverick Mitchell can't have QTY zero.



Click on a day and it will show you the error. Then if you click on the little arrow next to the employee's name you can go directly to the timesheet.

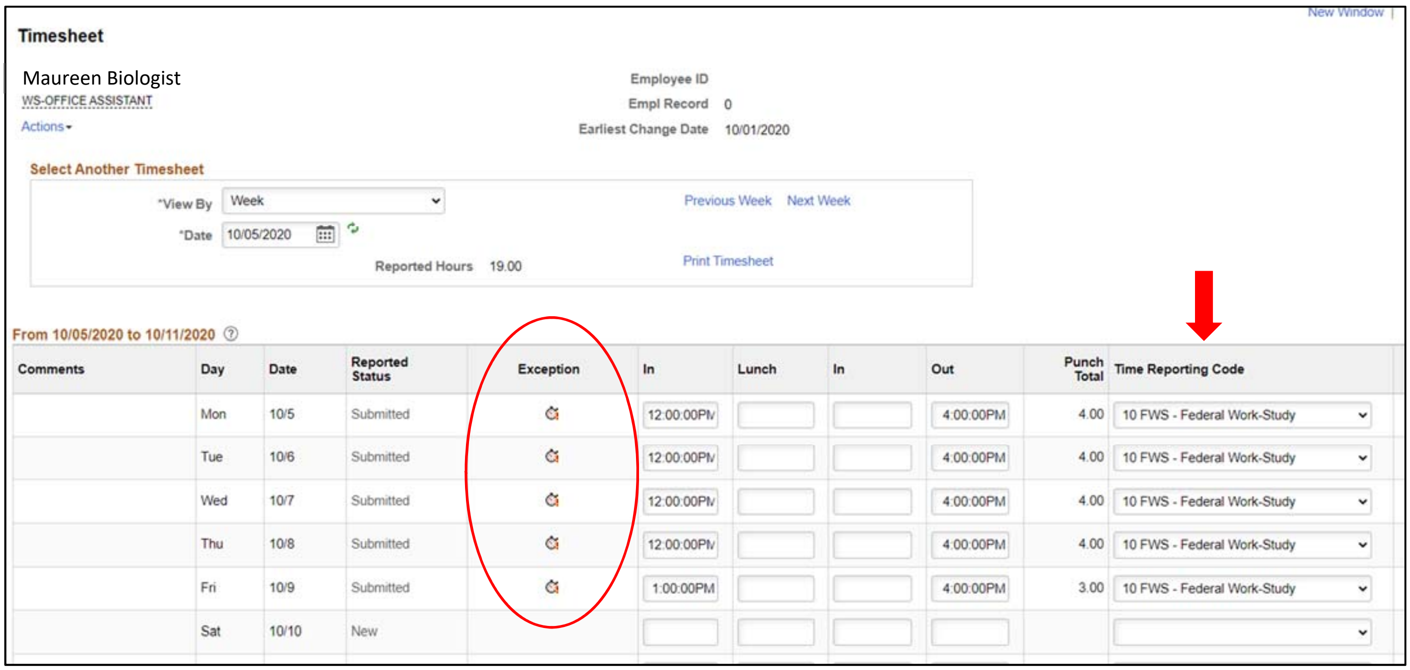


Hourly and Student Timesheets

Hourly and Student timesheets have a place to clock in, out for lunch, in from lunch, and out for the day. If an employee does not take a lunch then they must only use the first In and the Out area to enter times. All hourly and students must enter start and end times. A student can enter multiple rows for one day by clicking the plus sign on the far right of the timesheet.

You can view their timesheets in either **CTC Team** or **Team Time** tile.

Below is the view from the **CTC Team** tile, **Timesheet, Get Employees**. You notice they have exceptions. This is a Work Study employee. Most exceptions are because they chose the wrong Time Reporting Code. All Work Study employees have to choose either Federal, State or WorkFirst Work Study. Employees that are eligible for both Federal and State must choose State first. Once those funds are used they can choose Federal. It is very important that the correct Time Reporting Code is selected or the employee won't be paid.


New Window

Timesheet

Maureen Biologist
WS-OFFICE ASSISTANT
Actions

Employee ID
Empl Record 0
Earliest Change Date 10/01/2020

Select Another Timesheet

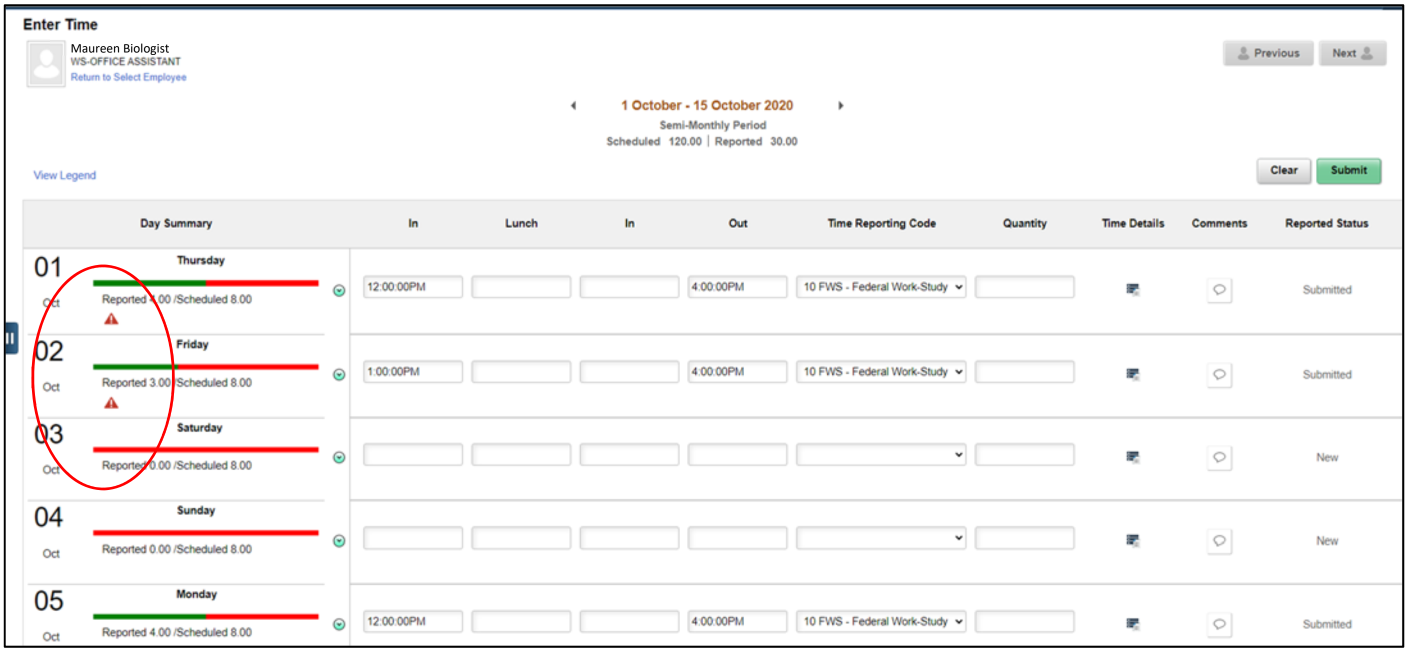
*View By Week
*Date 10/05/2020
Previous Week Next Week
Reported Hours 19.00
Print Timesheet

From 10/05/2020 to 10/11/2020

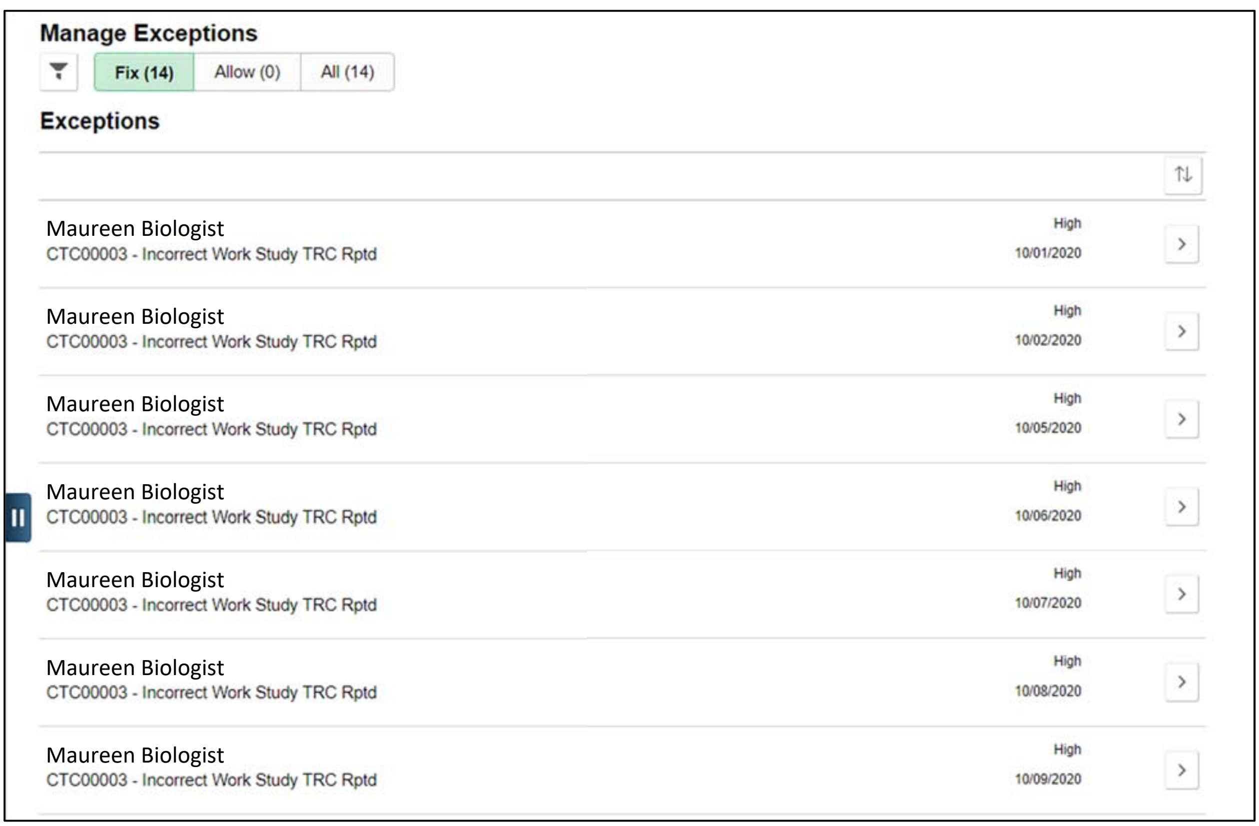
Comments	Day	Date	Reported Status	Exception	In	Lunch	In	Out	Punch Total	Time Reporting Code
	Mon	10/5	Submitted		12:00:00PM			4:00:00PM	4.00	10 FWS - Federal Work-Study
	Tue	10/6	Submitted		12:00:00PM			4:00:00PM	4.00	10 FWS - Federal Work-Study
	Wed	10/7	Submitted		12:00:00PM			4:00:00PM	4.00	10 FWS - Federal Work-Study
	Thu	10/8	Submitted		12:00:00PM			4:00:00PM	4.00	10 FWS - Federal Work-Study
	Fri	10/9	Submitted		1:00:00PM			4:00:00PM	3.00	10 FWS - Federal Work-Study
	Sat	10/10	New							

This is the view from the **Team Time** tile, **Timesheet**, **Enter Time, Get Employees**. Notice the **red triangle** for the exceptions.

DO NOT use the quantity box. Hourly and Student employees must enter In and Out times only.

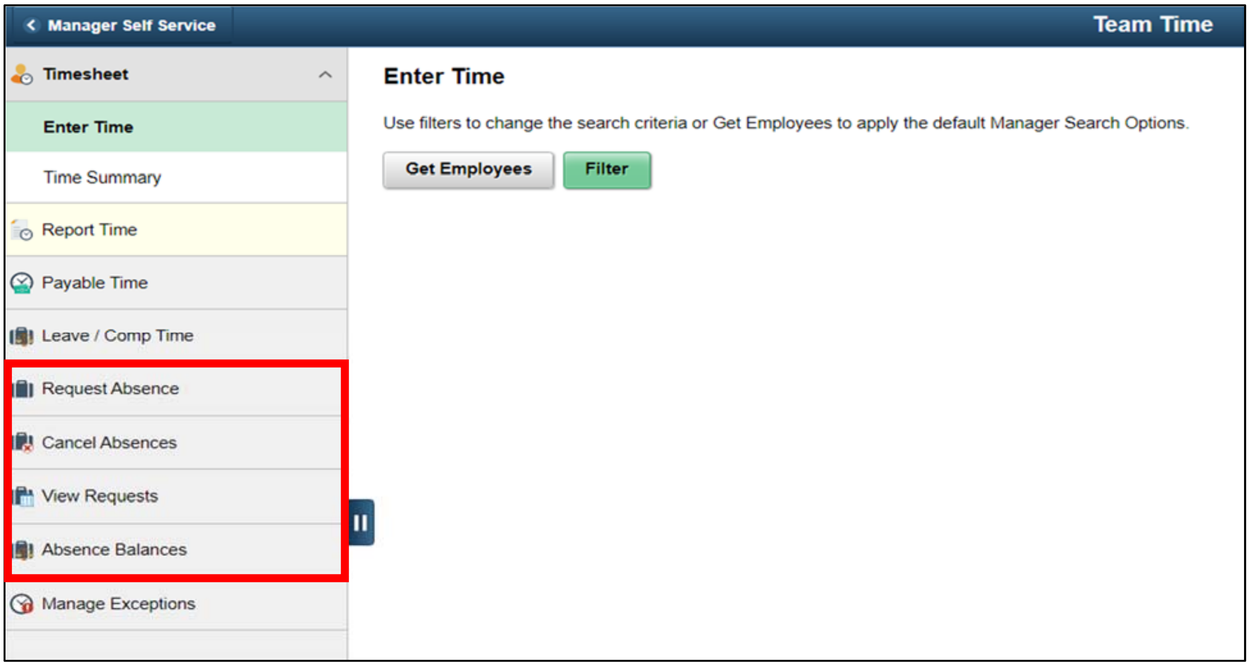


In the **Team Time** tile you can click on **Manage Exceptions** and view the errors you are getting on that student employee timesheet. This shows that the Incorrect Work Study TRC reported.



Absence Requests

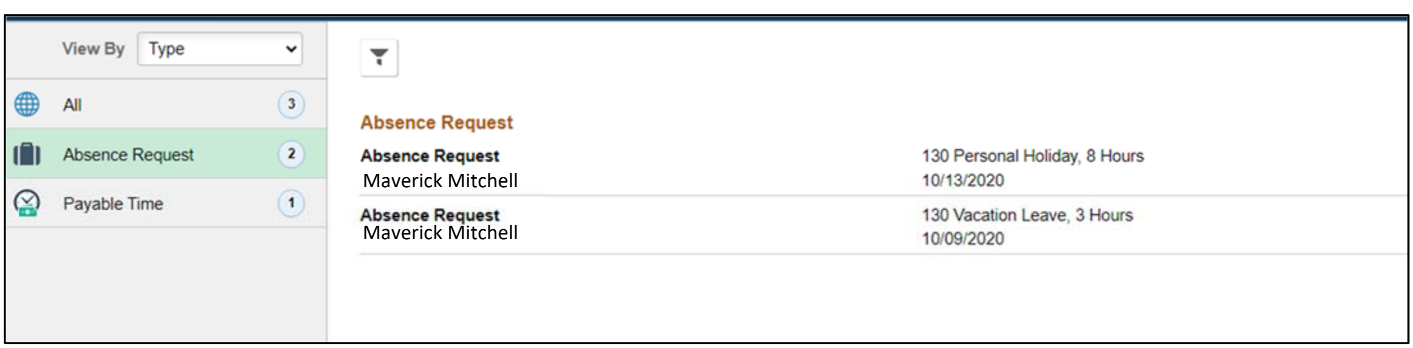
Managing absence for your employees can be done in **Team Time**. You can enter requests for you employees. But **DO NOT** cancel a request. If you cancel you will not be able to correct and resubmit an absence for that day on behalf of your employee. Your employee will not be able to correct and resubmit either. Always have your employee cancel the request so they can adjust their time. You can also review balances for employees in this area.



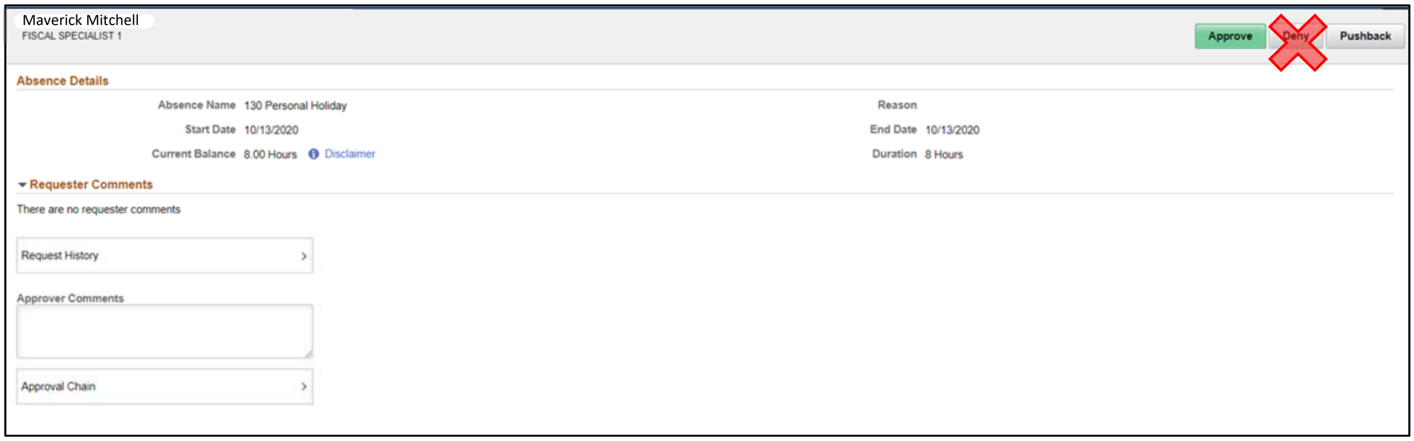
Approvals Tile

This is where you will approve absences and payable time for your employees after you have reviewed timesheets in either **CTC Time** or **Team Time**.

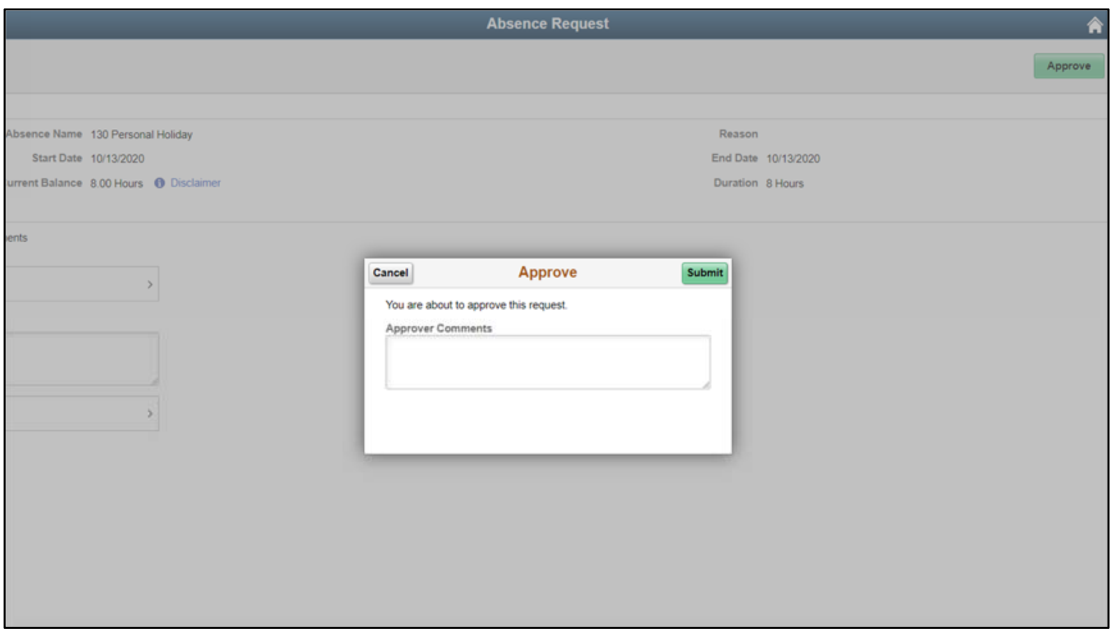
Select **Absence Request** on the left side and then you will only have a list of absences. Click on the absence you would like to view for approval.



You can add comments and click **Approve**. **DO NOT CLICK DENY!!!** (This makes it impossible for the employee to correct the absence and resubmit.) Communicate with your employee that leave is not approved and have them correct. Or you can choose to click the **Pushback** button and enter comments. It is important to have other communication with your employee so they know to correct the absence.



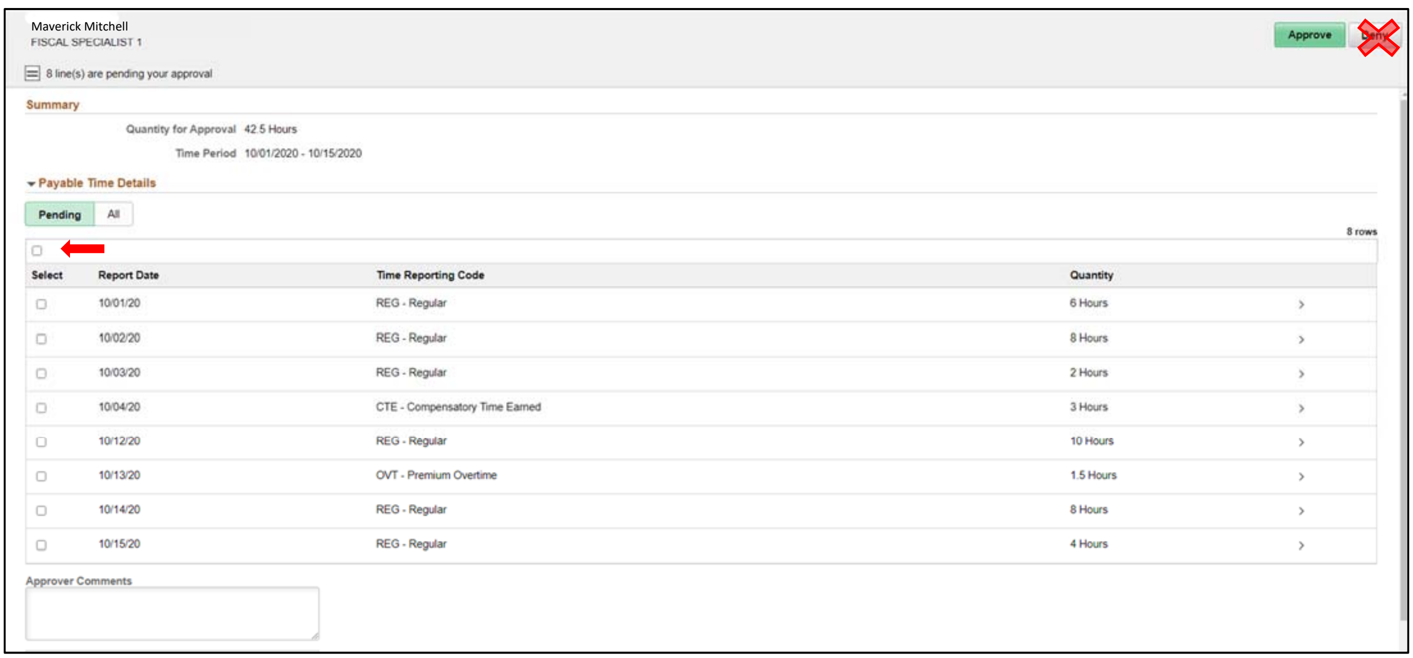
Once you click **Approve** or **Push Back** a box will open where you can add comments if you haven't already entered comments on the screen.



Payable Time Approval

Click **Payable Time** on the left side and it will list all timesheets that need approval. Click on the arrow on the far right of the employee and it will open up with a breakdown of time.

You can select which days you want to approve. Or if you have reviewed the timesheet in **CTC Team** or **Team Time** you can click the box at the top and it will select all. You can then click **Approve** and a box will open where you can add comments if needed. **DO NOT CLICK DENY!!!** (Doing this has resulted in employees being paid incorrectly!) Communicate with your employee and let them know the corrections that are needed.



TIPS:

If you approve hours on a timesheet and your employee later makes changes you will receive a negative approval. Please approve these negative amounts. This is removing the original hours. Then you will need to approve the new hours.

NEVER click DENY!!!!

Set reminders on your calendar for payroll deadlines. The payroll schedule can be found on the LCC website. Please remember that you may be asked to approve something by payroll after the deadline. If you aren't responding to emails Payroll may call your personal phone. If we don't get a response we will reach out to your supervisor or Vice President for assistance.

If you are going to be absent around payroll deadlines please Delegate your approval authority! Make sure you communicate with the person you are delegating so they know to expect requests. Also email Payroll with delegation information so that we know who to contact if there are any issues with absences or timesheets. Unfortunately, there is not a way for Payroll to see delegation authority.

Delegations

This is where you can assign another supervisor to approve absence and time for your employees while you are out of the office.

You will enter start and end dates and comments. However, please have a conversation with the person you are giving authority so you they are aware and available.

Next you will select a supervisor. Click on Add Delegate. Please be aware that when you open the list there may be names from other colleges. Confirm you are choosing the correct employee.

Then you will have to choose from a list of transactions that the supervisor can do while you are away. It is easiest to select all.

The final screen is there for your review. If it looks correct click Submit.