Supervisor Timecard Management

Purpose
Use this procedure to view and approve time cards as a supervisor.

Trigger
Perform this procedure when viewing and approving employee time cards.

Prerequisites
- WVU Login account
- Supervisor role in the WVU Position Hierarchy

If you need assistance with your Login account, visit the login.wvu.edu website, or contact the ITS Service Desk at 304-293-4444, toll-free at 1-87-327-9260, or ITSHelp@mail.wvu.edu.

Menu Path
Use the following menu path(s) to begin this task:
- Log into MyAccess.wvu.edu using your Login and password.
- Under the MyTime heading, click the Time Card button.

Procedure
1. Login to MyAccess.wvu.edu.

MyAccess.wvu.edu

2. Click on the Time Card application located under the MyTime program group.
MyTime menu

3. This will open the Time Card application under the supervisor search pane. From here, you are able to search for time cards by Employee Name, Pay Period, or Time Card Status.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>drop down list of all individuals who report to you</td>
</tr>
<tr>
<td>Pay Period</td>
<td>drop down list of pay cycles--you will be able to select a pay period from a list of the previous 24 pay cycles</td>
</tr>
<tr>
<td>Status</td>
<td>allows you to search time cards using the following criteria: All Statuses, Approved, Error, No Time, Signed Off, or Working</td>
</tr>
</tbody>
</table>
The Status drop down will allow you as a Supervisor to see at a glance which employees have different statuses or discrepancies on their time cards.

Please note that supervisors are able to approve cards at any time during the pay period, so don't wait until the last minute. Time cards may be approved daily or weekly if desired.

4. Once you have chosen your search criteria, be sure to execute it by clicking the search button on the right.
You have not chosen any specific search criteria, so you will see all employees who report to Thomas Trainer.
5. Now, you are ready to approve the time cards of your employees. You can approve individual time cards by clicking the checkbox next to their time card status.
To approve all employee time cards, simply click the checkbox above all others next to the Time Card Status.
6. Once all the boxes are checked on the time cards that you wish to approve, click the Approve checked boxes.
7. You will receive a confirmation window asking if you are certain you wish to approve the displayed employee time cards. If certain, click submit.
8. You will then see a window appear alerting you that the time cards were successfully approved. Click OK to close this alert.
This will take you back to the Supervisor Search. To display the time cards again, simply click on Search.
Notice now, all time card statuses have been changed to Approved.

9. To end your session within the Oracle Time & Labor system, just close the browser window or tab containing the time card application.

⚠️ You will still be logged into MyAccess. Please log out of MyAccess when you have finished working in the MyAccess applications to protect your employee records.

**Result**

You have successfully viewed and approved time cards as a supervisor.