



Manager Dashboard - Timesheet Transfer

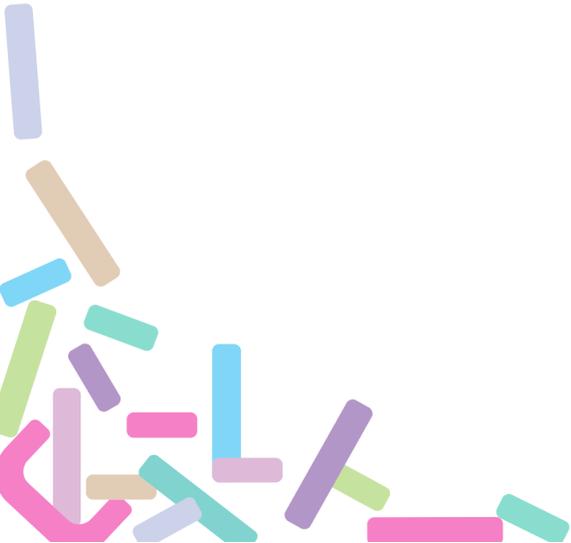
Core Time

29/09/2020

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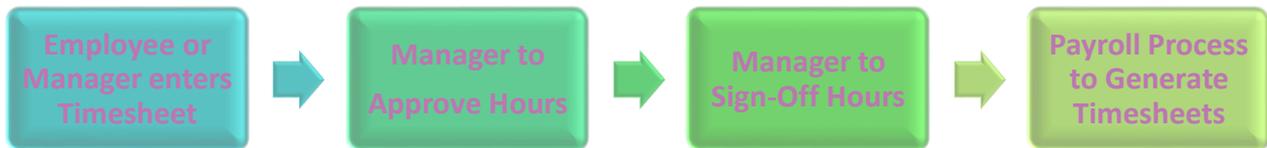
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Overview

CoreHR allows the transfer of Core Time timesheets from Core Time to Payroll. The procedure follows the below process:



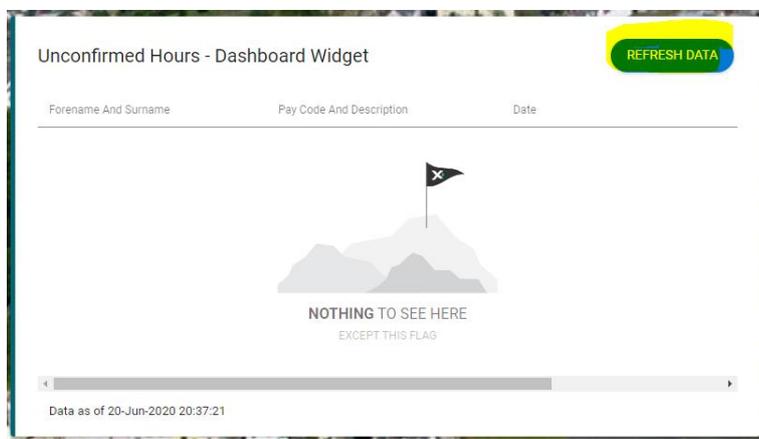
Timesheet Entry is covered in [“Delt Manager Dashboard – Timesheets”](#) Guide.

A Manager must take the following steps to process Timesheets to the Generate Stage

- Step 1 – Manager Approves ‘Pending’ Hours
- Step 2 – Manager Sign-off Hours
- Once a Manager has completed the Sign-Off Hours, the Payroll Team will Generate Timesheets. Once this process has completed, the hours/pay will appear in the Employees Pay Statement
- **If you do not complete this process, the employees hours/pay will not appear in their pay statement**

Unconfirmed Hours Widget

The Unconfirmed Hours Widget will provide Managers with data on which claims need to be signed off. Managers need to ensure that they refresh this widget each time they are referring to it for information, CoreHR is a real time system, therefore employees can input timesheets at any point, refreshing this widget will ensure that the most up to date information is displayed. This widget will advise of any unconfirmed hours that a manager needs to sign off.

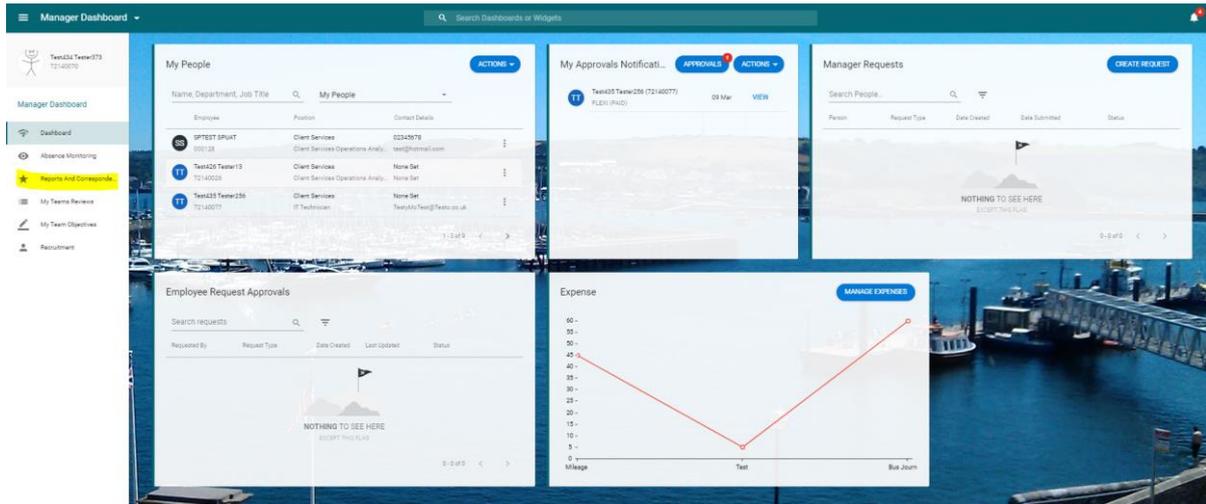


1. Manager to Approve Hours

1.1. Manager Approve Hours

Login to the Manager Dashboard to Approve Hours

1. Manager logs on to CorePortal.
2. Manager needs to check the Reports And Correspondence Module to see which of their employees have Unconfirmed Hours.

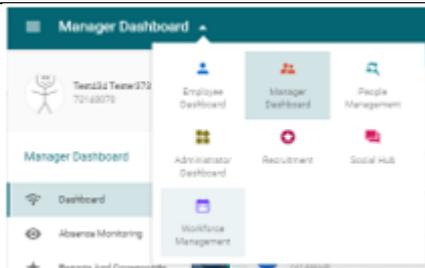


Unconfirmed Hours - Dashboard Widget REFRESH DATA

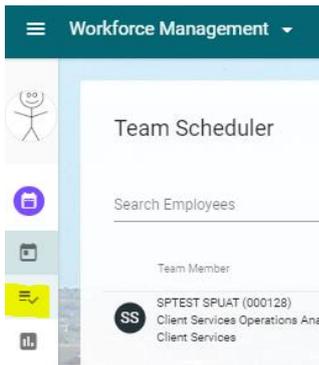
Forename And Surname	Pay Code And Description	Date
Test424 Tester33	2050 - AforC Overtime x 1.0	18/11/2019
Test424 Tester33	2050 - AforC Overtime x 1.0	20/11/2019
Test435 Tester256	2037 - DELT Overtime x 1.25	25/03/2020
Test435 Tester256	2037 - DELT Overtime x 1.25	06/04/2020
Test435 Tester256	2037 - DELT Overtime x 1.25	07/04/2020

Data as of 06-Jul-2020 12:30:08

3. Next Click on the drop-down arrow in your Manager Dashboard and select Workforce Management



4. Now click on the Approve/Sign Off Module from the left-hand navigation bar.

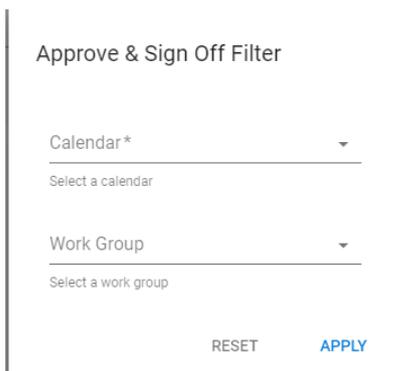


5. Manager Dashboard opens and the *Approve/Sign Off* widget displays.

Manager Approve Hours

To approve hours for team:

1. You will be presented with the following screen, please select the correct Calendar from the drop-down list and Click Apply – Please note that depending on the types of employee you manage, you may well have different employees attached to different Calendar's please see [Core HR FAQ's](#) for more information

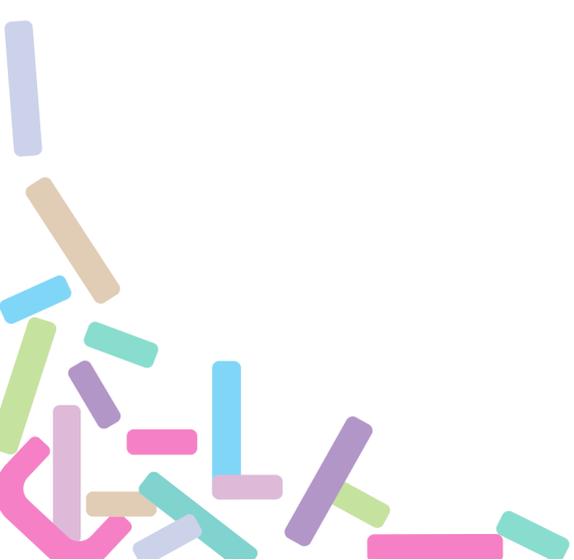


2. Next Select the correct Period from the drop-down list. This is the period of the claims you wish to approve.



3. Once you have made the correct selections, you will see that the employees you wish to sign off hours for, will appear. If this is not the case, please ensure the correct calendar and the correct period has been chosen
4. **Please note that** Hours to be actioned are highlighted as 'Pending'.
5. Click on the ellipses
6. Click View Timesheet
7. This will bring you to the start of the first week of the period you have selected in Step 2.
8. Now scroll through the form to find the claim that needs actioning.
9. When you find a claim, click on the ellipses and either
 - Approve Hours & Save
 - Reject the Hours; Choose either to Reject the Day; Reject All Days; Enter a Comment; (please note that rejecting the hours, will return the timesheet to the employee)
 - **Save**
10. Repeat for all team members until complete.

11. You then must go to the Sign Off Process below.



2. Manager to Sign-Off Hours

2.1. Manager Sign-Off Hours

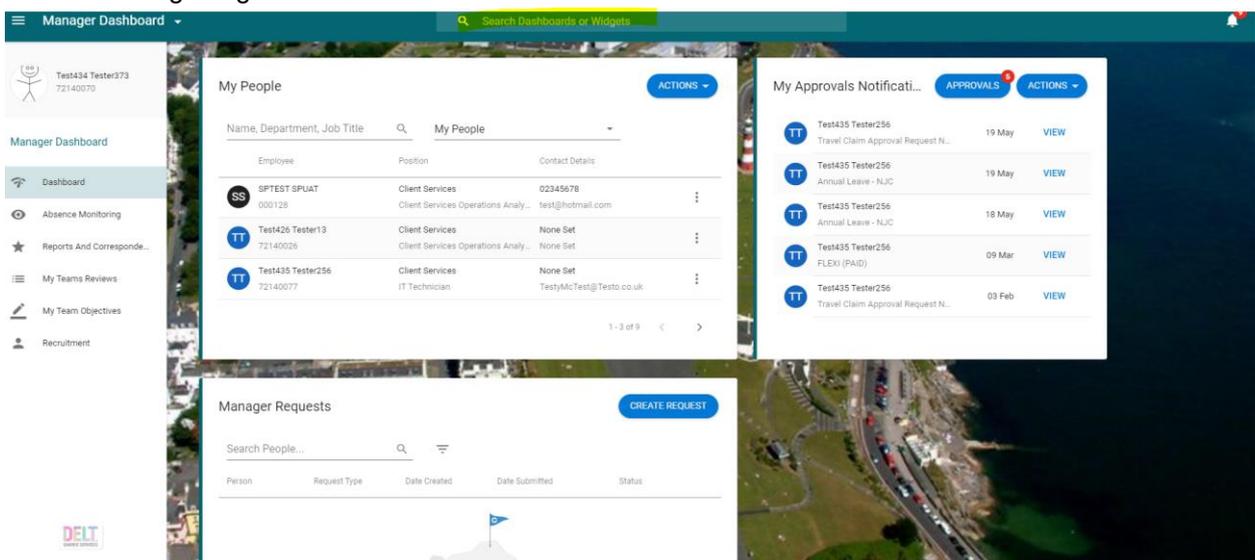
! Approve Hours vs Sign-Off Hours:

Once the Manager has approved all relevant hours, they must next be signed off for the transfer to Payroll to take place. E.g. Overtime Hours. So please ensure that you have approved your hours and that they are in **'Pending'** status before you start the next process.

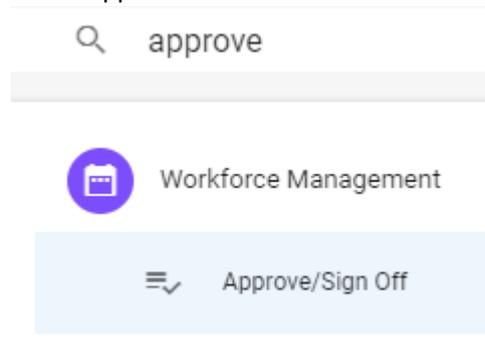
Please note that if you click Sign Off, this will sign off the entire period (DO not do this unless you intend to)

Login to the Manager Dashboard to Sign-Off Hours

1. Manager logs on to CorePortal.



2. Use Quick Jump to search for "Approve".



3. Click *Approve/Sign Off*.

4. Manager Dashboard opens and the *Approve/Sign Off* widget displays.

Manager Sign-Off Hours

To approve hours for team:

1. Select the relevant Period

Period*
22 Oct 19 - 19 Nov 19

2. Hours awaiting sign-off are highlighted as *Pending*.
3. Change the filter to "Pending". (See Screen shot below)
4. Click **Select All**. (See Screen shot below)
5. Click **Sign Off**.

Approve/Sign Off

Mon 1-Apr-2019 to Tue 30-Apr-2019

Search Employees

Date: 01-Apr-2019

Team Member	Basic	Overtime	Late/Missed OI	Annual Leave	Other Leave	Status
Jacob Brown Payroll Assistant Payroll		4 hours				pending
Jessica Evans Operations Payroll		2 hours				pending
Emily Taylor Payroll Assistant Payroll		3 hours				pending
Lily Thomas Operations Payroll		2 hours				pending
Harry Williams Operations Payroll	16 hours		Under 160 hours 0 mins			pending

0 rows selected.

1 - 5 of 5

 **Approve Hours vs Sign-Off Hours:**

Once the above steps, Approve Hours and Sign-Off Hours have been completed by the Manager, the Timesheets will be moved into the Back Office for the Payroll Team to deal with. The Managers process has now been completed.

Managers can view the status of Employees Timesheets in the Manager Dashboard>Reports Module.

- Employee Time Claim Status – Shows the Manager and the Employee the status of their Timesheets (i.e. Approved; Not Approved)
- Unconfirmed Hours – Will provide Manager with which Hours have not yet been Approved or Signed off.