



Manager Dashboard - Timesheet Transfer

Core Time

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Overview

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



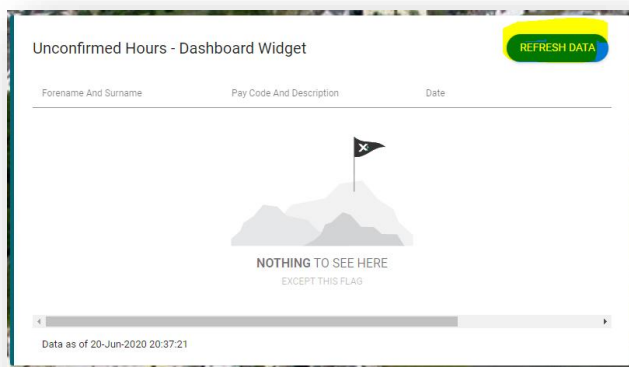
Timesheet Entry is covered in [“Delt Manager Dashboard – Timesheets”](#) Guide.

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

- Step 1 – Manager Approves Hours that require approval
- 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 Manager 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 employee 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 need to sign off. This widget is located on the Manager Dashboard.



1. Sign-Off Hours

1.1. Manager Sign-Off Hours

! Approve Hours vs Sign-Off Hours:

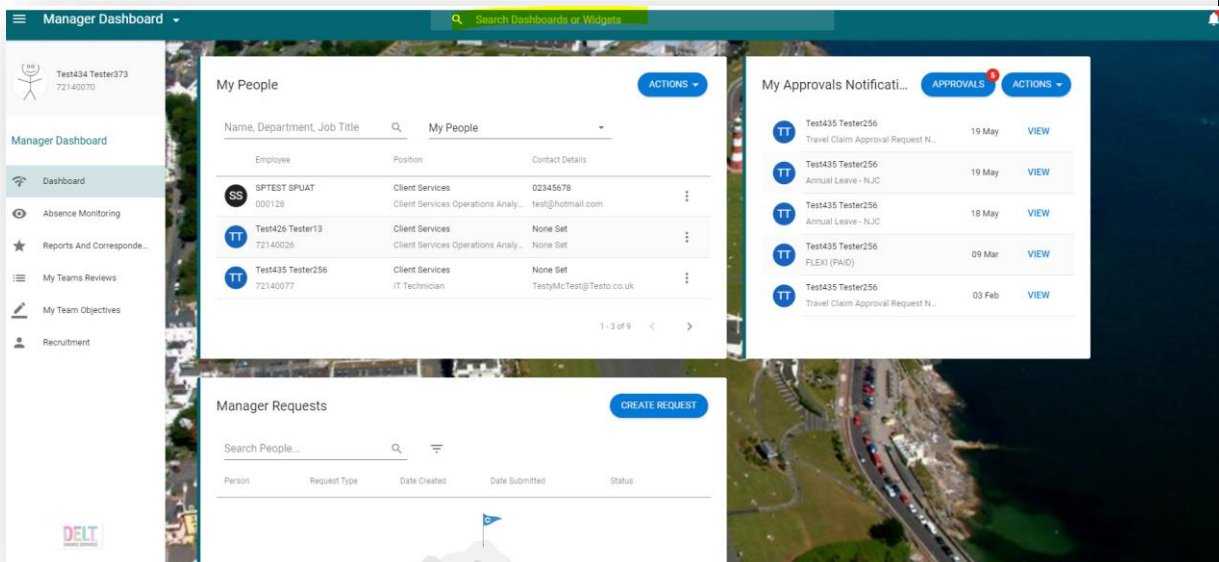
Some hours require approval before they can be signed off. If the hours aren't approved, then they cannot be signed off.

Some hours can be signed off without approving first.

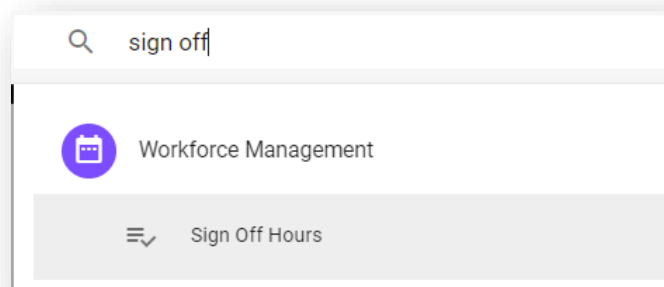
Hours that are not signed off will not be transferred to payroll and the employee will not receive payment for them.

Login to the Manager Dashboard to Sign-Off Hours

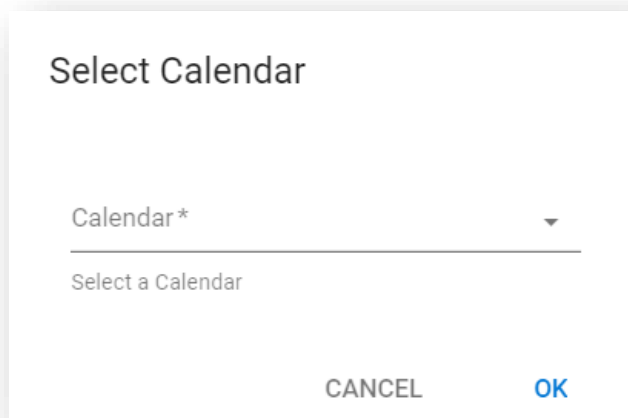
1. Manager logs on to CorePortal.



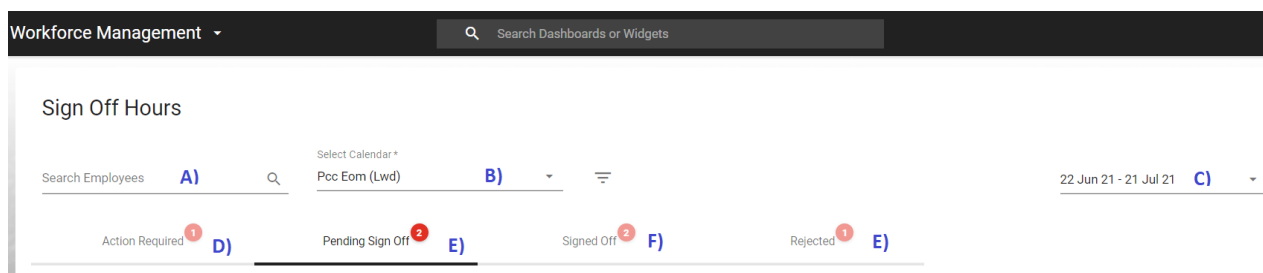
2. Use **Quick Jump** to search for "Sign Off"



3. Click *Sign Off Hours*
4. Workforce Management Dashboard opens and the *Sign Off* widget displays.
5. If you manage employees that have different pay dates then you will be prompted to select a Calendar. The Calendar relates to the relevant pay dates. You need to select the appropriate calendar – which will then display all employees with that pay date, who need hours signing off. If all your employees are paid on the same date, then you do not need to specify a calendar.



Sign-Off Hours Screen



- A. **Search Employees** – Use this to search for a specific employee
- B. **Calendar** – This relates to the employees’ pay day. If you have employees on different pay dates then you can change the calendar to display employees linked to that pay day.
- C. **Current Input Period** - This displays the current input period. Hours dated before this date will still appear for sign off – if they have not been previously signed off or rejected
- D. **Action Required Tab** – Any hours that require approval prior to Sign off will appear here
- E. **Pending Sign Off** - Any Hours requiring Sign off will appear here
- F. **Signed Off** – Claims already signed off in the current input period will appear here
- G. **Rejected** – Claims that you have rejected in the current period will appear here
- H.

The number next to each heading denotes the number of items action is required for.

Action Required Tab

This tab shows all employees that have hours which require approval prior to Sign Off. For these employees it will display all their hours, not just the ones that require approval.

1. Click on the ellipsis at the end of the of the employee line and choose 'Sign Off Detail'

| Overtime | Enhancements | Standby/Cash | TOIL | Cash | |
|----------|--------------|--------------|---------|---------|---|
| 23 hours | 14 hours | 9 hours | 1 hours | 6 Value | ⋮ |
| | | | | | Sign Off Detail View Timesheet |

2. This will display all hours that require approval for the employee you have selected

| Items Requiring Action | | | | | |
|------------------------|---|--------|-----------|--------------------------|--|
| Pay Code | Sign Off Period: 22-Jun-2021 to 21-Jul-2021 | | | | |
| Hours | Description | Reason | Narrative | Approve | |
| 1 Units | Time In Lieu Accrued Mon 28-Jun-2021 | | | <input type="checkbox"/> | |

3. You can add a reason from the pick list (if applicable) and add a narrative (if applicable). For some hours this is mandatory. If you are happy to approve, then select the toggle slider at the end of the row. Once all lines have been marked as approved, then hit save. This will then make these hours available for Sign off.

Pending Sign Off Tab

This tab shows all employees that must be signed off to be paid in the current period. From this screen you view the hours, sign off the hours or reject the hours.

Sign Off Hours

Search Employees **A)** Select Calendar* **B)** Pcc Eom (Lwd) 22 Jun 21 - 21 Jul 21 **C)**

| | Action Required | Pending Sign Off ² | Signed Off ² | Rejected ¹ | | | | | |
|--------------------------|-----------------------|-------------------------------|-------------------------|------------------------|------------------------|----------------|----------------|--|--|
| <input type="checkbox"/> | Team Member D) | Post Title E) | Overtime F) | Enhancements G) | Standby/Cash H) | TOIL I) | Cash J) | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | 78 hours | 6 hours | 4 hours | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | 23 hours | 14 hours | 9 hours | 1 hours | 6 Value | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | 46 hours | | | | | | |

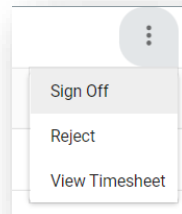
- A. Search Employees** – Use this to search for a specific employee
- B. Calendar** – This relates the employees pay day. If you have employees on different pay dates then you can change the calendar to display employees linked to that pay day.
- C. Current Input Period** - This displays the current input period. Hours dated before this date will still appear for sign off – if they have not been previously signed off or rejected
- D. Team Member** – This shows the name of the employee to which the hours relate
- E. Post Title** – This shows the job to which the hours relate. Please note that if you manage employees with multiple jobs then you will need to ensure hours are claimed against the correct job.
- F. Overtime** – This shows the number of overtime\additional hours that require Sign off for the period.
- G. Enhancements** – This shows the number of hours relating to enhancements that require sign off. These can include, but not limited to, Saturday\Sunday enhancements, acting up enhancements. Please not that this only relates to enhancements claimed on timesheets, not enhancements that are paid as part of the employee’s contract
- H. Standby/Cash** – This shows hours\cash which relate to stand-by payments. These can include, but not limited to, Stand-by payments, Sleeping in payments. Please not that this only relates to enhancements claimed on timesheets, not enhancements that are paid as part of the employee’s contract
- I. TOIL** – This shows any claims for Time in Lieu or Bank holidays worked by an employee, where the hours for working the bank holiday needs to be credited back to the employee.
- J. Cash** – This shows any cash items that require sign off for the current period.

Signing off hours

Sign off Individual employees

To sign off an individual employee, go to the ellipsis (the three dots) at the end of the line for the employee. You will have 3 options;

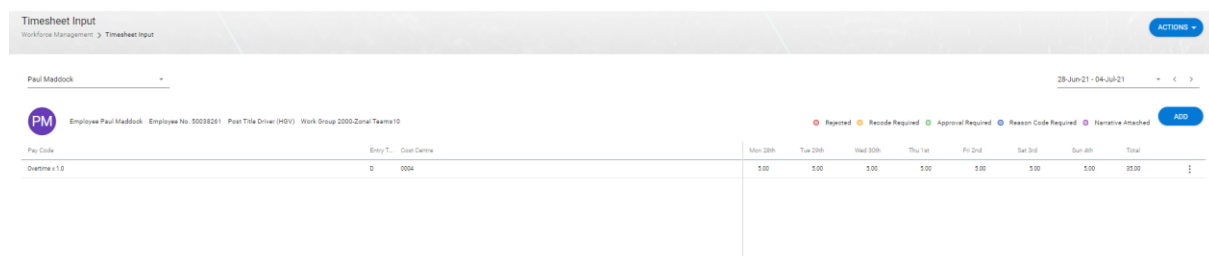
1. Sign Off
2. Reject
3. View Timesheet



If you are happy with all the hours claimed by the employee and want them paid then you can select sign off. This will then pass the hours to payroll for payment.

If you do not want **ANY** of the hours claimed by the employee to be paid then you can select reject. **Please note that rejecting here will reject the entire claim. If you only want to reject some of the hours then follow the next step.**

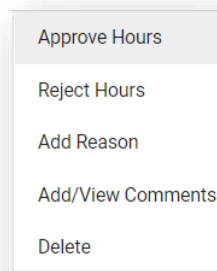
If you need to have a closer look at the hours claimed by the employee then you can choose the View Timesheet option. This will bring you to the employee timesheet – which will allow you to scrutinise the claim in more detail and reject individual entries. You will be taken to the 1st week of the current input period. You can use the date scroll to go to the relevant weeks of the claim.



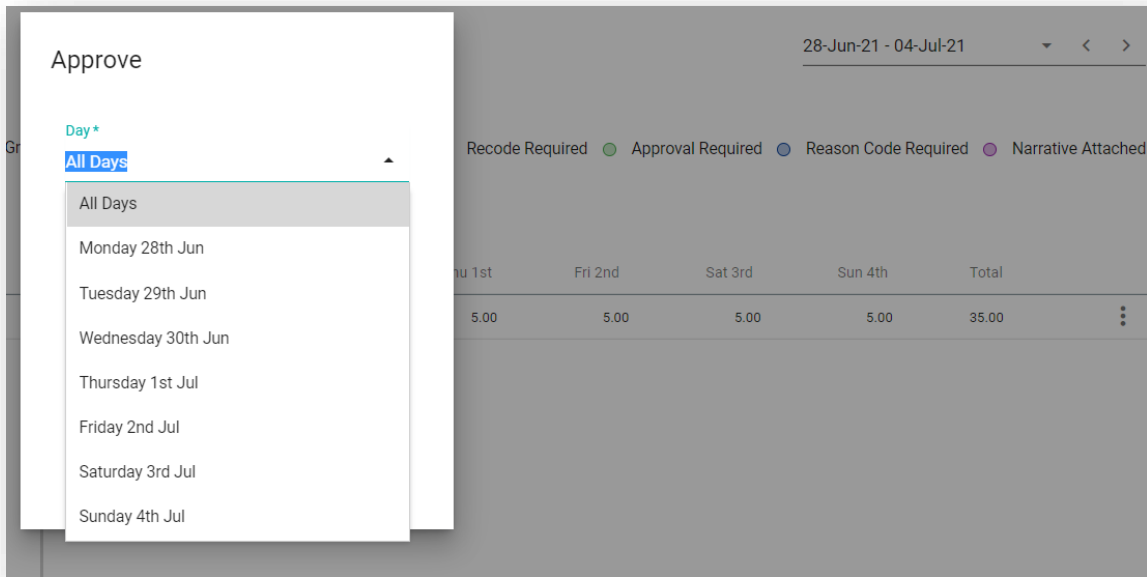
| Pay Code | Entry T. | Cost Centre | Mon 20th | Tue 20th | Wed 20th | Thu 1st | Fri 2nd | Sat 3rd | Sun 4th | Total |
|---------------|----------|-------------|----------|----------|----------|---------|---------|---------|---------|-------|
| Overtime x1.0 | 0 | 0000 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 35.00 |

Once you are on the relevant week you can use the ellipsis at the end of the line to either;

1. Approve Hours
2. Reject Hours
3. Add Reason
4. Add/View Comments
5. Delete



If you choose any of these options, then you will be given the option of applying to all days or you can just select an individual day.



Once you are happy with the timesheet and completed any necessary actions then hit save.

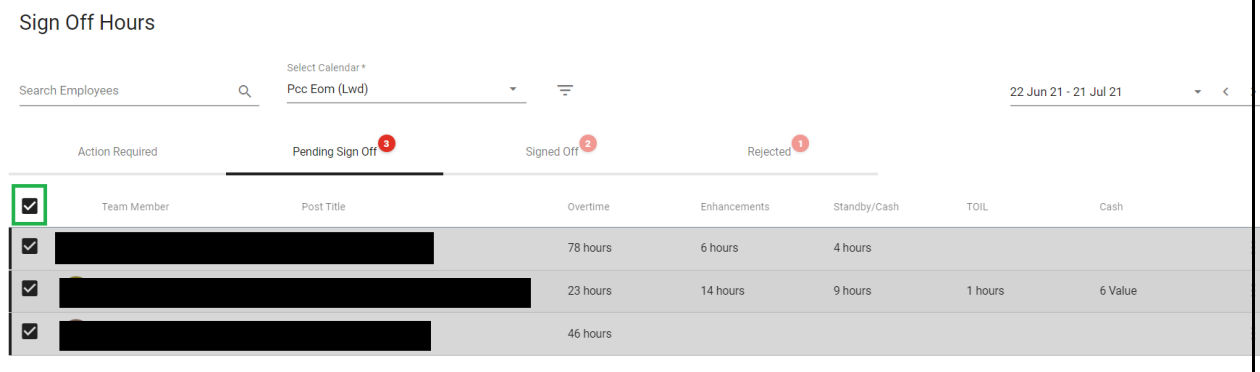
Please note that if you approved hours here then you will still need to sign off the hours to get them paid. Approving hours and signing off hours are different things in CoreHR.

Return to the Sign off hours screen and sign off.

Sign off multiple lines

You can sign off more than one employee at a time. To do this tick the box preceding the employee name. Then either select the Sign Off or Reject Button at the bottom of the screen. Any employees that have this box ticked will be included in any action performed.

You can select all employees by checking the first box on the column;



Signed Off Tab

This tab shows all employees that have had their hours signed off in the current period. Any employees on this tab will have their hours transferred to pay for the current period.

Rejected Tab

This tab shows **any claims** that have been rejected. Please note that if individual entries on a claim have been rejected, but the rest of the claim has been signed off then they won't appear here, this tab only shows claims that have been rejected in their entirety.

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 transferred to Payroll. 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.