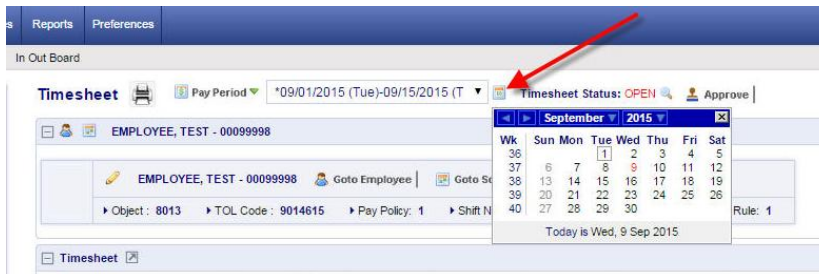
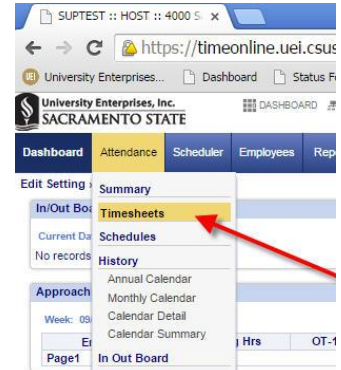


TIMEONLINE

Supervisor – Approve Benefited Employee Timesheets

Each pay period, you will need to approve your employees' timesheets. This can be accomplished in these easy steps:

1. Login to TimeOnline and select "Attendance/Timesheets" from tab menu.
2. Review the Pay Period to ensure you are in the correct pay period. If you need to change it, select the "Calendar" to the right of the pay period.

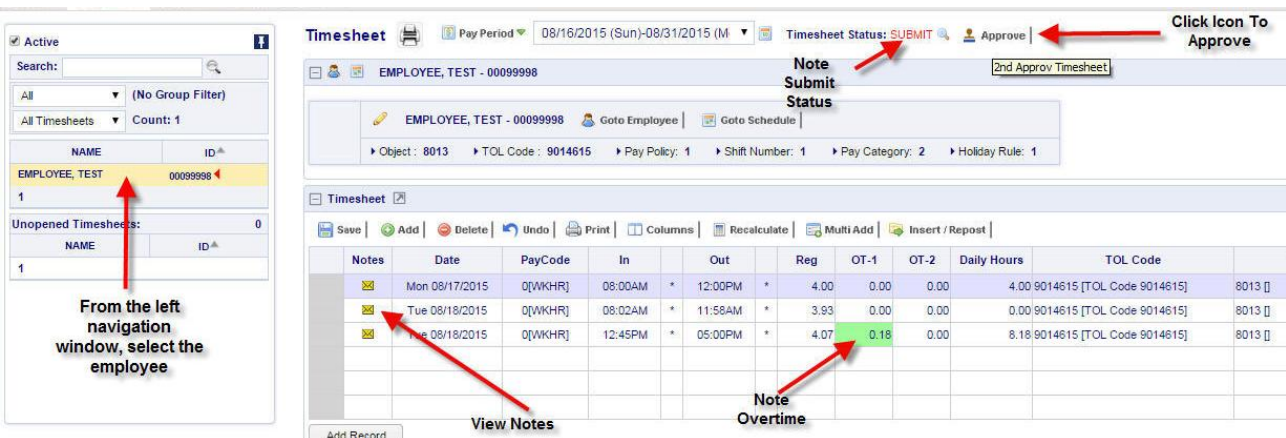


3. Review each day to ensure accuracy.
 - Be sure the correct account, object code and job code are used.
 - Be sure there are no "pending" leave requests needing your approval.
 - You will also need to review the number of hours in the timesheet summary at the bottom of the timesheet. The total hours should be the total for the pay period.
 - Pay period hours can be 80, 88 or 96.
 - Look for color highlights to indicate areas of the timesheet that need to be addressed.

Yellow: A punch is missing.

Pink: The employee does not have enough time recorded.

Green: Indicates overtime. Note that you may not change an employees' timesheet to remove overtime as this violates California Labor Law.

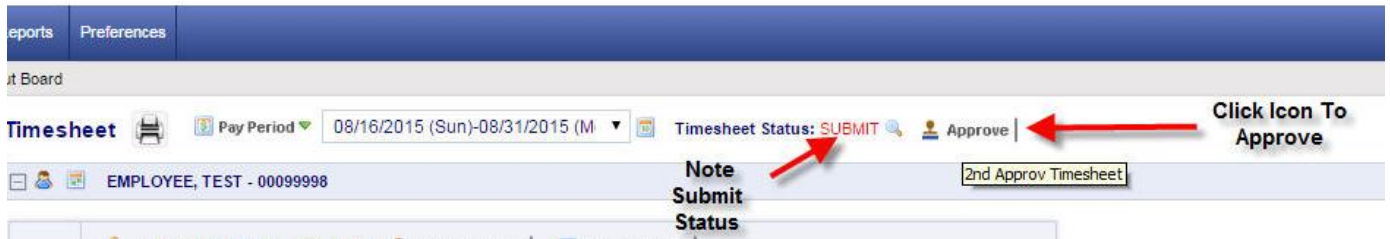


From the left navigation window, select the employee

Notes	Date	PayCode	In	Out	Reg	OT-1	OT-2	Daily Hours	TOL Code
	Mon 08/17/2015	0[WKHR]	08:00AM	12:00PM	4.00	0.00	0.00	4.00	9014615 [TOL Code 9014615]
	Tue 08/18/2015	0[WKHR]	08:02AM	11:58AM	3.93	0.00	0.00	0.00	9014615 [TOL Code 9014615]
	Tue 08/18/2015	0[WKHR]	12:45PM	05:00PM	4.07	0.18	0.00	8.18	9014615 [TOL Code 9014615]

4. Approve the time sheet.

NOTE: Do NOT approve an open timesheet, unless your employee is absent or they do not have access to TimeOnline (employees that use a bio-metric time clock).



If you need to change/update an employees' timesheet once you have approved it, you will need to call UEI Payroll Services at (916) 278-7427, so that they may re-open the timesheet.

Any updates to a prior pay period that is already closed (in payroll status), will need to be a prior period adjustment. Again, please contact Payroll Services for help with this process.