FAMIS Web Time

Supervisor Approval

Haight, Timothy

6/22/2012
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FAMIS Web Time Supervisor Approval

Introduction
When employees approve their time card, the status is set to E Approve. As a supervisor, you need to approve their time cards each week, which changes the status to S Approve. The FAMIS Web Time system allows you to approve an employee’s time card a week at a time.

To Approve Employee Time Cards
1. Go to the FAMIS Home Page (http://banner.uidaho.edu/famis)
2. Go to Self Service
3. Click FAMIS Web Time
4. Log Into FAMIS Web Time

5. If you are a supervisor, the Supervisor Approval button will be visible.

6. Click the Supervisor Approval button.

7. Your employees will appear in a list on the left hand side.

8. Select an employee from the list.

9. If the time card is correct, click Approve button. This will change the status to S Approve for the selected week.
Rejected Time Cards

If the time card is incorrect and needs to be rejected:

1. Select the reason in the Rejection Reason drop down list
2. Click the Reject button for the day and work order that is wrong. This will generate an email to the employee that their time card has been rejected.

Sample Email

From: facilities@uidaho.edu
Sent: Monday, July 1, 2012 9:59 AM
To: Haight, Timothy
Subject: Automated Labor Disapproval EMail

Your time card for work date 29-JUN-2012 has been disapproved by your supervisor.
SUPERVISOR: READER, CAROLYN S
LABOR STATUS: OTHER BAD
LABOR STATUS DESCRIPTION: OTHER REALLY GOOD REASON
Please make the corrections to your time card and resubmit.

This gives the employee an opportunity to make corrections and resubmit their time card.
FAMIS Web Time Supervisor Approval

Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 June 2012</td>
<td>Initial Document</td>
<td>Tim Haight</td>
</tr>
<tr>
<td>25 Jun 2012</td>
<td>Added Rejected Time Card Section</td>
<td>Tim Haight</td>
</tr>
</tbody>
</table>