

FAMIS Web Time

Supervisor Approval

Haight, Timothy 6/22/2012

University of Idaho Facilities Services

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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

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FAMIS Web Time Supervisor Approval

BOTERUM A & E SERVICES	5 BLDG SERVICES	BLDG TRADES	LND & EXT SVCS	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.

Supervisor Approval Fo Open Calendar Close Calendar SUPERVISOR:	User Manual For The Week: 17-Jun-2012 - 23-Jun-2012 READER, CAROLYN S (REACAR)
SUPERVISOR LIST:	READER. CAROLYN S
EMPLOYEES: ABDALLAH, TRACEY BENSON, RICHARD	Employee: No Records for Selected Week
HAIGHT, TIMOTHY W HATFIELD, CHARLES JOHNSON, BRIAN MCALEED, CARDOL	Work Order/Hours No Records for Selected Week
WCALEER, CAROL	Rejection Reason: INVALID OVERTIME CHARGED Comments:
	Approve Edit Employee Time Card Return to Your Time Card Refresh Logout

8. Select an employee from the list.

of our our of ou	Calendar User Manual	For Th	e Week	17-Jun-	2012 - 2	23-Jun	-2012					
JPERVISOR:	READER, CAROLYN S (RE	ACAR)										
JPERVISOR LIST:	READER, CAROLYN S			•								
	Time In/Time Out			_								
ADLOYEES.	Employee: HATTIM											
BDALLAH TRACEY	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABS	EXE	HOURS
ENSON, RICHARD	MONDAY, 06/18/2012	07:00A	11:30A	12:30PM	04:00PM							8
ATFIELD, CHARLES	TUESDAY , 06/19/2012	07:00A	11:30A	12:30PM	04:00PM							8
ICALEER, CAROL	WEDNESDAY, 06/20/2012	07:00A	11:30A	12:30PM	04:00PN							8
	THURSDAY , 06/21/2012	07:00A	11:30AM	12:30PM	04:00PN							8
	FRIDAY, 06/22/2012	07:00A	11:30AM	12:30PM	04:00PM							8
												40.00
												40.00
	Work Order/Hours											40.00
	Work Order/Hours	HOURS	WONUM	BER	DESC	RIPTIO	N		STATUS	3		40.00
	Work Order/Hours	HOURS	WO NUM 5120032	BER D FACILI	DESC TIES DEFA	RIPTIO	N 1E	E AP	STATUS	3	R	40.00
	Work Order/Hours WORK DATE MONDAY, 06/18/2012 TUESDAY, 06/19/2012	HOURS 8	WO NUM 51200320 51200320	BER D FACILI D FACILI	DESC TIES DEFA TIES DEFA	RIPTIO	N 1E 1E	E AP	STATUS PROVE PROVE	5	R	40.00 EJECT EJECT
	Work Order/Hours WORK DATE MONDAY, 06/18/2012 TUESDAY, 06/19/2012 WEDNESDAY, 06/20/201	HOURS 8 2 8	WO NUM 5120032 5120032	BER D FACILI D FACILI	DESC TIES DEFA TIES DEFA	RIPTIO	N 1E 1E	E AF E AF	STATUS PROVE PROVE PROVE	5		40.0C EJECT EJECT EJECT
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	Work Order/Hours WORK DATE MONDAY , 06/18/2012 TUESDAY , 06/19/2012 WEDNESDAY , 06/19/2012 THURSDAY , 06/21/2012 FRIDAY , 06/21/2012	HOURS 8 8 2 8 2 8 8 8 8	WO NUMI 5120032/ 5120032/ 5120032/ 5120032/ 5120032/	BER D FACILI D FACILI D FACILI D FACILI D FACILI	DESC TIES DEFA TIES DEFA TIES DEFA TIES DEFA	RIPTIO	N 1E 1E 1E	E AF E AF E AF E AF	STATUS PROVE PROVE PROVE PROVE PROVE	5	R R R	40.00 EJECT EJECT EJECT EJECT EJECT
	Work Order/Hours WORK DATE MONDAY, 06/18/2012 TUESDAY, 06/19/2012 WEDNESDAY, 06/20/2011 THURSDAY, 06/22/2012 FRIDAY, 06/22/2012	HOURS 8 2 8 2 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	WO NUM 5120032/ 5120032/ 5120032/ 5120032/ 5120000/	BER FACILI FACILI FACILI FACILI FACILI ANNUA	DESC TIES DEFA TIES DEFA TIES DEFA TIES DEFA	RIPTIO	N 1E 1E 1E	E AF E AF E AF E AF	STATUS PROVE PROVE PROVE PROVE PROVE	3	R R R R	40.00 EJECT EJECT EJECT EJECT EJECT
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	Work Order/Hours WORK DATE MONDAY, 06/18/2012 TUESDAY, 06/19/2012 WEDNESDAY, 06/19/2012 THURSDAY, 06/12/2012 THURSDAY, 06/22/2012 FRIDAY, 06/22/2012 Rejection Reason:	HOURS 8 2 8 2 8 3 8 40.00 VALID O	WO NUM S120032 S120032 S120032 S120032 S120032 S120000 VERTIM	BER FACILI FACILI FACILI FACILI FACILI FACILI FACILI FACILI FACILI FACILI FACILI FACILI	DESC TIES DEFA TIES DEFA TIES DEFA TIES DEFA L LEAVE ED	RIPTIO	N 1E 1E 1E	E AF E AF E AF E AF	STATUS PROVE PROVE PROVE PROVE PROVE	;		40.00 EJECT EJECT EJECT EJECT EJECT

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:

Work Order/Hours

	WORK DATE	HOURS	WO NUMBER	DESCRIPTION	STATUS	
	MONDAY, 06/25/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE	REJECT
	TUESDAY , 06/26/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE	REJECT
	WEDNESDAY, 06/27/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE	REJECT
	THURSDAY , 06/28/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE	REJECT
	FRIDAY, 06/29/2012	9	S1200320	FACILITIES DEFAULT TIME	E APPROVE	REJECT
		41.00				
n	niaction Descent				-	-

Rejection Reason:	INVALID OVERTIME CHARGED	•	
Comments:			

- 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.

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Change History

Date	Description	Changed By
22 June 2012	Initial Document	Tim Haight
25 Jun 2012	Added Rejected Time Card Section	Tim Haight