FAMIS Web Time

Supervisor Approval

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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.
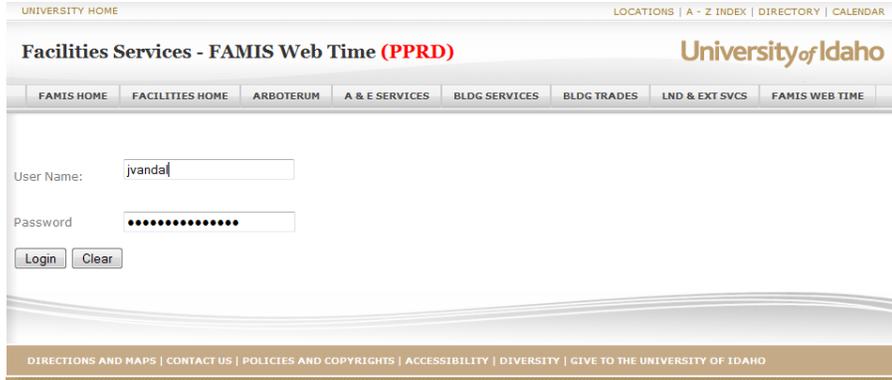
To Approve Employee Time Cards

1. Go to the FAMIS Home Page (http://banner.uidaho.edu/famis)
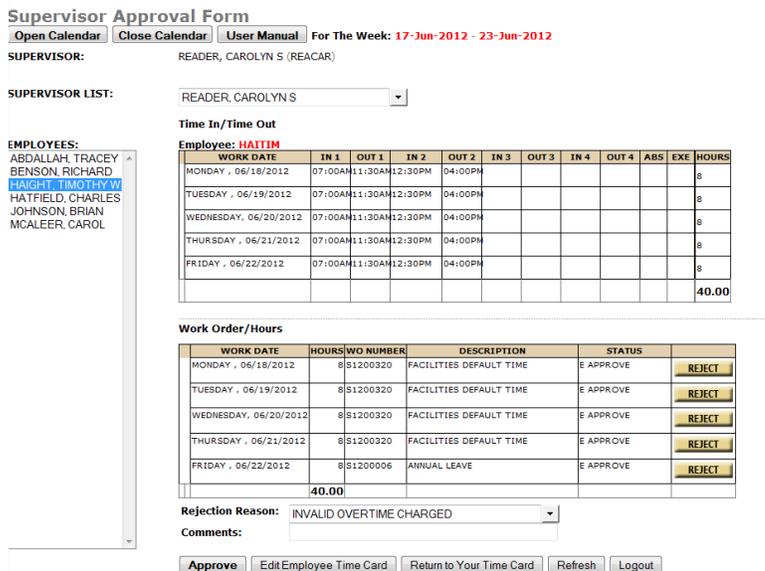
2. Go to Self Service
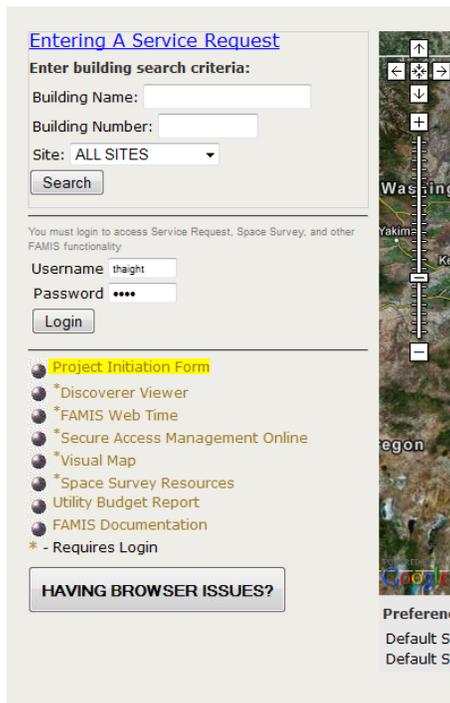
3. Click FAMIS Web Time

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.

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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				

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.

Change History

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