

# Supervisor NuView Manager Self-Service Module Approving Employee Time Entry

## Introduction

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NuView System allows supervisors to review and approve hourly employee timecards online via the online portal on the Human Resources page.

## Logging In

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To log into the NuView system, go to Human Resources webpage for NuView to access the link ([HR NuView Page](#)).

### NuView Time Entry



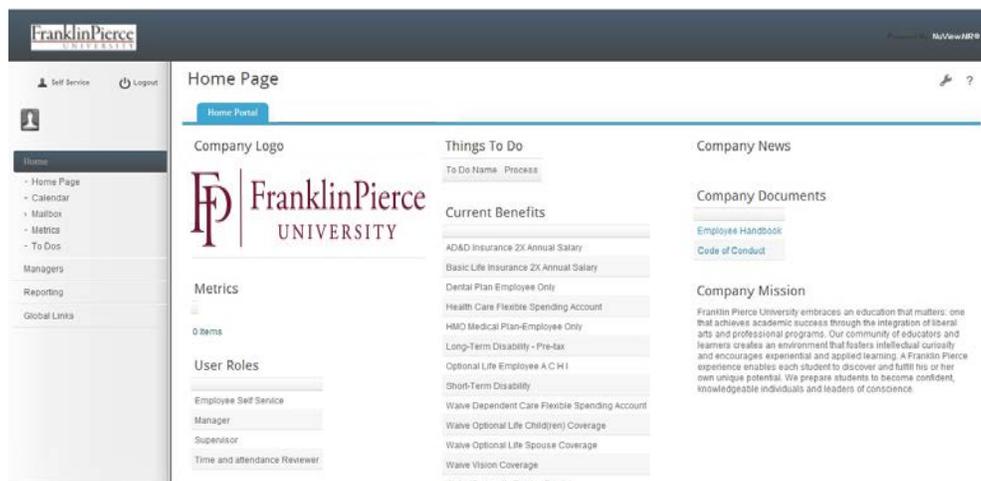
**Sign-In to NuView**  
Click the logo above for more info...

Click on the NuView Systems logo to sign into your profile.

## Navigating the Home Page

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As a supervisor, you will see the following home landing page.



The screenshot shows the NuView Home Page for a supervisor. The page is titled "Home Page" and features a navigation menu on the left with options like "Home Page", "Calendar", "Mailbox", "Metrics", "To Dos", "Managers", "Reporting", and "Global Links". The main content area is divided into several sections: "Company Logo" (Franklin Pierce University), "Things To Do" (To Do Name, Process), "Company News", "Company Documents" (Employee Handbook, Code of Conduct), "Company Mission", "Current Benefits" (AD&D Insurance 2X Annual Salary, Basic Life Insurance 2X Annual Salary, Dental Plan Employee Only, Health Care Flexible Spending Account, HMO Medical Plan-Employee Only, Long-Term Disability - Pre-tax, Optional Life Employee ACH1, Short-Term Disability, Waive Dependent Care Flexible Spending Account, Waive Optional Life Child(ren) Coverage, Waive Optional Life Spouse Coverage, Waive Vision Coverage, Waive Domestic Partner Dental), "Metrics", "User Roles" (Employee Self Service, Manager, Supervisor, Time and attendance Reviewer), and "0 Items".

On this page you will see the roles that have been allocated to you – including Manager, Supervisor, Time and Attendance Reviewer. All employees, regardless of roles allocated, will have Employee Self Service access.

As a supervisor, you will have the option to stay on this home landing page to process timecards and other managerial functions. You will also be able to select the Self Service option to review your own personal profile and view stubs etc.

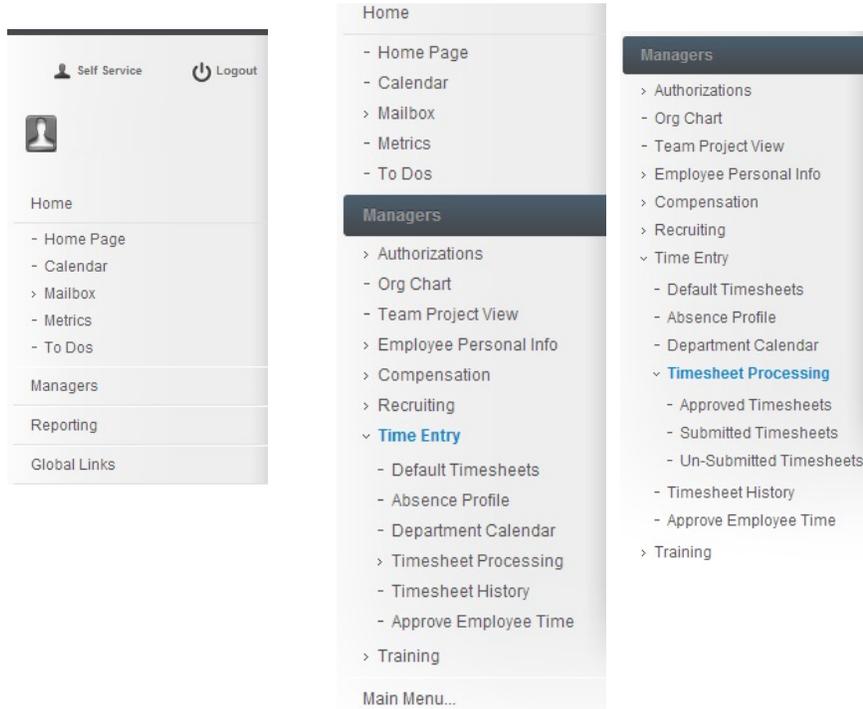


## Timesheet Approvals

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From this landing page, select from the menu on the left-hand side of the screen;

- Managers
- Time Entry
- Timesheet Processing
- Submitted Timesheets



Once the Submitted Timesheets has been selected from the menu, those hourly employees who report to you will appear on the list timesheets to approve. If you have more than one direct report, you will need to go into each employee to approve timesheets.

### Employee Timesheet Processing

Timesheet Flags: E=Employee S=System ES=Both

Pending

Timesheet Group: NONEX

Period Start Date: 09/28/2014 Period End Date: 10/11/2014

Flag	Employee Name	Department	Manager Name	Time Card Status	Regular Hours	OverTime Hours	Total Hours
	6			Submitted	0		80

NOTE: if the timesheet for one of your direct reports does not appear on the list, you can go back to the Managers menu and select “unsubmitted timesheets”.

### Employee Timesheet Processing

Timesheet Flags: E=Employee S=System ES=Both  
 Unsubmitted

Timesheet Group:

Period Start Date:    Period End Date:

Flag	Employee Name	Department	Manager Name	Time Card Status
	Gumshoe Harry	6	Spillaine, Mikey	Open
	Joe Schmoe	6	Spillaine, Mikey	Open
		6		Open

Select the employee name and open the timesheet and complete the approval process as per normal.

## To Approve the Timesheet

Select the employee’s name to open the timesheet for the pay period.  
 Review the entries made by the employee

Timesheet Entry

Notify	Flag	Add	Date	WeekDays	Time Activity	Start Time	Rounded Start Time	End Time	Rounded End Time	Hours
<input type="checkbox"/>		+	09/28/2014	Sunday	REGU (Regular)	<input type="text"/>				
<input type="checkbox"/>		+	09/29/2014	Monday	VACA (Vacation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>		+	09/30/2014	Tuesday	VACA (Vacation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>		+	10/01/2014	Wednesday	VACA (Vacation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>		+	10/02/2014	Thursday	VACA (Vacation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>		+	10/03/2014	Friday	VACA (Vacation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>		+	10/04/2014	Saturday	REGU (Regular)	<input type="text"/>				

Week Ending	Total Hours
10/04/2014	40

Note: the screen will show both weeks listed separately for bi-weekly employees. Please check to make sure that the employee has entered the appropriate hours in the correct week.

Once you have reviewed the employee’s timesheet and you are ready to approve, scroll back up the page and select “Approve”.



If there are questions regarding the accuracy of the entries, select the ‘Reject’ button and contact your employee and ask them to update accordingly. The system will NOT automatically notify the employee so you will need to reach out to them to go back in and update the timesheet and re-submit.



Once the timesheet has been approved by the supervisor, the entry will be sent automatically to payroll.

## Tips

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- To return to the previous page without saving, click on the menu list on the left-hand side of the screen.
- When closing out any page, do not click the X on the top of the browser; that will close everything without saving. 

## F.A.Q's.

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**Q: Will I receive an email notification when the employee submits their timesheet?**

A: NO. Please note, that unlike previous systems, NuView does not email the supervisor when the employee submits their timesheet for approval. Supervisors will have to set up a process to monitor the timesheet submissions when these are due (every second Monday unless during a holiday period).

**Q: How do I set up an approved delegate to authorize timesheets if I will be on vacation?**

A: Please contact Human Resources in advance and notify us of the timeframes that you will be away and who the delegate will be in your absence. Human Resources will set up the delegate with the ability to see the timesheets for the hourly employees and approve for payroll. This will revert back to your approval process at the end of the timeframe that you give to Human Resources.

**Q: How do I know that I am in the correct pay period?**

A: The pay period start and end date is listed when you open the Submitted Timesheets page. You can check this before starting to open employee submissions.

## Employee Timesheet

Timesheet Group: NONEX

Pay Period Start: 09/28/2014 Pay Period End: 10/11/2014

**Q: What browsers can I access this from?**

A: Internet Explorer, Firefox and Google Chrome, and Mac.