Time Clock Review and Paid Leave Management

Manager Job Aid

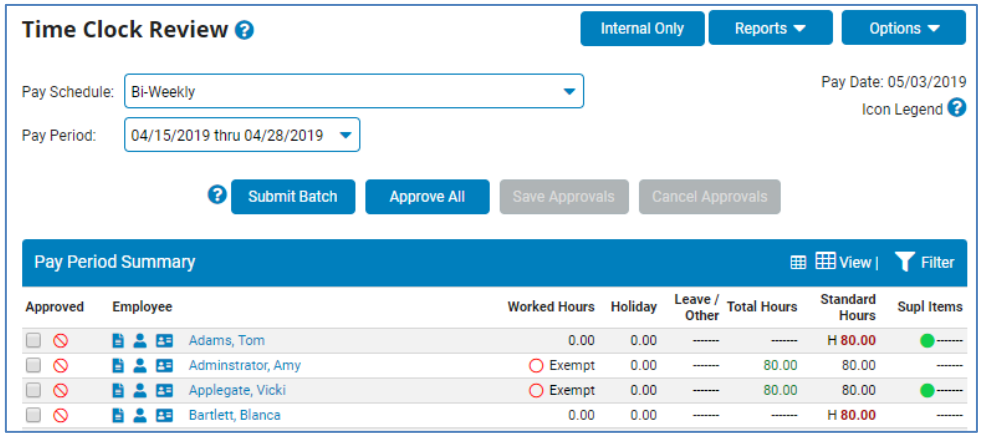
Time Clock & Paid Leave Management.

When a pay period closes, managers will receive a notification letting them know they need to review the employees time and make sure the paid leave for those days are correct. Employees can also request time off in the system for a manager to approve.

How Do I Review an Employee's Time?

Wage & Tax > Time Clock Review

- A manager can review the reported time for all the employees they have rights to for each pay period on the **Time Clock Review** page.
- When accessing the **Time Clock Review** page, select the **Pay Schedule** you wish to review and the open **Pay Period** information will display to complete your review of the time and leave reported by your employees. If necessary, you can view past or future pay period information by changing the selection in the **Pay Period** drop-down box.
- Click the **Filter** button Filter to filter the information displayed on the page to help with your review.
- To view additional columns or limit those included on the **Time Clock Review** page, click the **Filter** button Filter and check the box next to the option you want applied.
- To view details about the time reported for a single employee, click the **View** icon next to the employee's name to see the **Time Clock Report.**



- To view a summary of the time reported for multiple employees, select the **Pay Period Summary Report** found by clicking the **Reports** button.
- On the Time Clock Review page, you may also click on the employee's name to see the reported time and make any needed adjustments for that employee.

How Do I Approve an Employee's Time?

Wage & Tax > Time Clock Review

- After reviewing an employee's time, check the box next to the employee's name to indicate the reported time is ready to be approved.
- When ready to approve the selected employees' time, click the **Save Approvals** button.
- If all the employees displayed are ready to be approved, you may also click the **Approve All** button to approve all employees' reported time.
- Click the **OK** button to confirm that you want to approve the employees' time

Result: This creates a timestamp for when the time was approved by you and indicates that the employee's time is ready to be processed for payroll.

- You may also click the **Cancel Approvals** button to uncheck the boxes next to employees' name for those who were checked but time was not yet approved.

How Do I Approve a Request for Time Off?

Wage & Tax > Paid Leave Approval

- As the employee's Time Clock supervisor, you will get a **Paid Leave Approval** notification whenever a future dated request for time off is made.
- On the **Paid Leave Approval** page, review the details of the request.
- To approve or reject individual days in a multi-day leave, click the **Expand** Icon to expand the entry then select the check box next to each day you want to reply to.
- Click the **Approve** or **Reject** button next to the request.
- If you do not approve or reject this paid leave request prior to pay period close, it will be approved automatically and submitted to Payroll.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support desk at: (866) 612-3200 or support@exponenthr.com.