

SmartTime Supervisor Responsibilities

1. Name a Proxy
 - a. Train Your Proxy to Approve Leave Reports
 - b. Be sure your employees know who your proxy is.

2. Set Standards for your employees to complete and submit leave reports and check SSB weekly
 - a. Employees should open leave reports on the first day of the cycle
 - b. Leave Reports should be updated daily
 - c. Leave Reports should be submitted for approval on the last work day before the employees goes on leave.
 - d. Leave reports should be submitted on the last work day of the leave report cycle (usually every 2nd Friday afternoon)

3. Ensure your employees have access to the Internet for entering hours worked and leave taken daily

4. Report any difficulty your employees encounter in accessing their leave reports on SSB to Human Resources.

5. Attend training seminars and read HR Leave Admin announcements to be sure you understand timekeeping requirements. HR will provide guidance when Adverse Weather Events or Official University Closings occur. They will also provide guidance for time and leave keeping during the end of the year holiday season. Be sure your employees understand the guidance and comply.

6. Review your employees' leave reports late morning on Monday so you will have time to return any with errors to for correction.
 - a. Ensure that your employees have accounted for 40 hours (times FTE) each week with Regular Hours Worked and Paid Time Off. Be sure extra hours worked are recorded as "Extra Hours Worked."
 - b. On official university holidays, be sure employees have entered 8 hours in "Paid Holiday." And, if they are "REQUIRED" to work on the holiday, they should ALSO enter the number of hours worked in "Holiday Worked."
 - c. Employees who work 2nd or 3rd shifts should enter their shift premium hours in "Shift Premium .10" as well as Regular or Extra Hours Worked.
 - d. Employees who are in an "official on-call" status should enter the on-call hours in the appropriate line. If they are called back to work, they should enter the hours worked in the "On-Call Hours Worked" Line. SmartTime will adjust the On Call Scheduled Hours by the On-Call Hours Worked prior to sending to Payroll.

- e. If you detect errors on the leave report, return the report to the employee for correction. Notify the employee at once so it can be corrected and re-submitted prior to the Monday at 11:59pm deadline.
7. Do a final review of leave reports on Tuesday morning and give final approvals before the 12:30pm deadline.
 8. Make changes to the leave report if the employee fails to respond or is not available. Always add a comment as to why changes were made by the supervisor. Follow up with the employees on his/her responsibility to remit timely and correct leave reports.
 9. Remember that keeping a record of hours worked and leave taken is required by Federal Law. Compliance with rules concerning use of paid time off, and premium pay is required by the Office of State Human Resources. Supervisors have the responsibility to ensure full compliance by their employees and by themselves.