

Roosevelt University TimeTech/iBrowse Supervisor Guide

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Overview

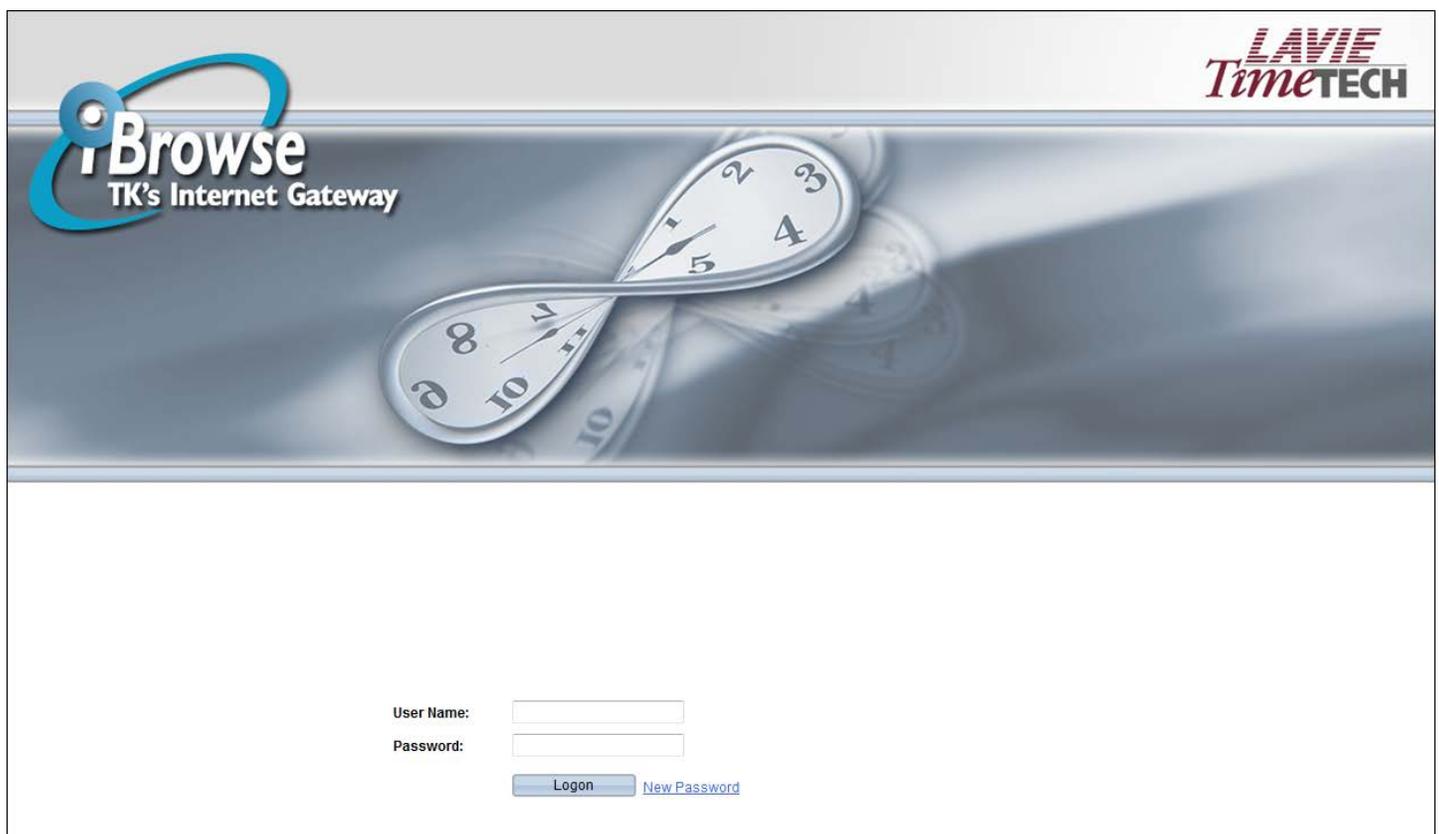
Supervisors of clerical and operations staff use iBrowse to:

- Approve electronic timesheets at the end of each pay period;
- Correct employees' clock in or clock out time as necessary;
- Approve or deny time off requests;
- Enter temporary schedule changes into the system.

Accessing iBrowse

1. In an Internet Explorer browser window type rutimetech into the address bar. You will be redirected to the iBrowse login page.

Note: You must do this from a computer on Roosevelt's network. You must also use an IE browser. You must also do this in a Windows operating system environment.



The screenshot shows the iBrowse login page. At the top left is the logo for 'iBrowse TK's Internet Gateway'. At the top right is the logo for 'LAVIE TimeTECH'. The background features several analog watches. Below the header is a login form with two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field are two buttons: 'Logon' and 'New Password'.

2. Enter your username and password and click Logon.
 - a. New Users - Your username will be your first initial and last name. To initially setup or change your password:
 - i. From the login page click New Password.
 - ii. Enter your user name. Leave the Current Password field blank.
 - iii. Enter and confirm your new password and click Set.
 - iv. You will be returned to the login page to use your user name and new password.

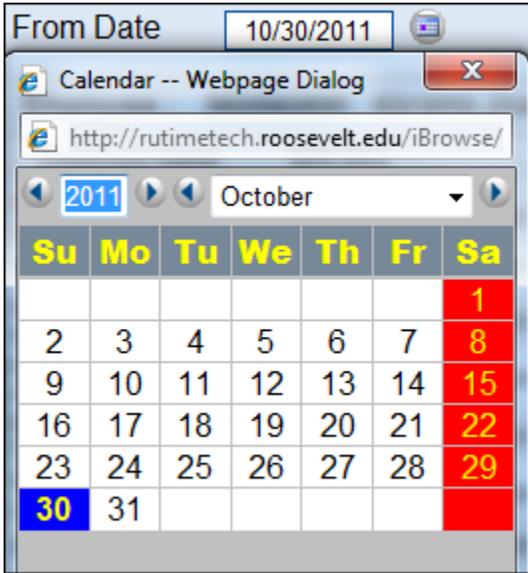
Accessing Electronic Timesheets for the Pay Period

To access electronic timesheets at the end of each pay period, log into iBrowse and select the appropriate start and end dates.

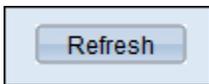
1. Uncheck "Sign All"



2. Enter the "From Date" (the first day of the pay period) by typing in the date or using the calendar.



3. Enter the "Until Date" (last day of the pay period) using the same method.
4. Click the "Refresh" button in iBrowse (not the refresh button on the IE browser window).



Approving Bi-weekly Time Sheets

1. Click on the box in the column marked SDS (Supervisor's Digital Signature) to indicate that the employee's clock in and out times are accurate for that day.

SDS	EDS		Not
<input type="checkbox"/>	<input type="checkbox"/>	10/30/2011	Su
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/31/2011	Mo
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/01/2011	Tu

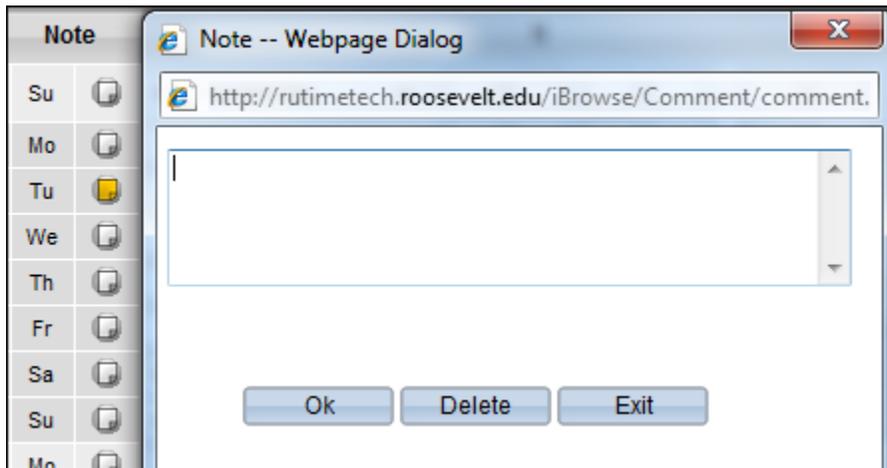
2. Document an employee's unplanned absence using the drop-down menu to select the appropriate reason for the absence.

Note			
10/30/2011	Su		Unscheduled Day
10/31/2011	Mo		
11/01/2011	Tu		

3. Scroll to the far right of the page to view daily and weekly totals.
4. Click on Send Updates to save approvals and/or changes.

Adding Notes

Supervisors and employees can click on the Note icon  to permanently document important information related to that day. If the icon is yellow, a note has been added for that day. Hovering over the icon will display the message.



Correcting Clock In and Clock Out Records

The Error icon  indicates there is a problem with the time record on that particular day. This will appear if an employee missed one or more clock in or clock out punches. Hovering over the icon will also display more detail about what is causing the Error icon to display. All entries must be complete and accurate before the time sheet can be submitted. Once the incorrect entry is corrected, the icon will disappear.

Supervisors have the authority and the ability to correct an employee's time sheet within the context of union rules and Roosevelt University Pay Practices. To change or add a clock in or clock out entry, highlight the entry and enter the correct time. Once all entries are correct, click Send Updates.

When making changes to a clock in or clock out time, use the Note function to explain the reason for the change.

Absence Planning

Clerical and operation employees must request time off using iBrowse. An email is sent to supervisors when an employee enters a time off request. Clicking on the link in the email message will open iBrowse to the Absence Approval screen.

Note	From date	To date	Absence code	Status			
	11/10/2011	11/10/2011	Annual Leave	Request not yet approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11/22/2011	11/22/2011	Annual Leave	Approved (Planned Absence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12/28/2011	12/29/2011	Floating Holiday	Deleted Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11/23/2011	11/23/2011	Annual Leave	Approved (Planned Absence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11/08/2011	11/08/2011	Floating Holiday	Request not yet approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12/28/2011	12/28/2011	Winter Floating Holiday	Approved (Planned with exception)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisors have three options.

1. Approve
2. Decline
3. Delete

The system will automatically send an email to the employee with the response. Additionally, on that day, iBrowse will auto-fill the reason for the absence on that day.

If a partial absence is requested and approved, iBrowse will calculate hours worked and default the balance to time off.

Scheduling Module

Supervisors also have the ability to approve temporary schedule changes within guidelines defined in labor agreements or Roosevelt University Pay Practices. Temporary schedule changes must be made in advance.

1. Click on the "Scheduler" tab.
2. Select the appropriate employee class from the "Group No." drop down.

The image shows a dropdown menu for 'Group No.' with the following options: 1 - *, 10 - Clerical (highlighted), 20 - Electricians, 30 - Engineers, 40 - Janitors, and 50 - Police.

- 3.
4. Change the sort method if needed.
5. Enter the date to be changed.
6. Click Display.
7. Highlight the schedule time for the employee on the date of the schedule change.

11/07 Mo	11/08 Tu	11/09 We	11/10 Th	11/11 Fr	
08 : 30a	05 : 00p	08 : 30a	05 : 00p	08 : 30a	05 : 00p

8. Enter the change and click Update Records.

Reporting

Supervisors have access to several reports in the system. To access reports, select the Reports tab toward the top of the iBrowse screen. Select a report, make the appropriate selections and click Execute. Supervisors have access to the following reports:

1. Daily Attendance/Tardiness/Absence Report – Shows which employees are in attendance for the selected day, which employees were late, and which were absent. If an absence code has already been assigned to the day for that employee, it will be indicated on the report.
2. Daily Default Activity Report – Displays an employee’s clock in and out activity for the selected date and the total number of hours calculated for that day.
3. Period Errors and Exceptions Report – Use this report to assure that all exceptions and missed entries are corrected before submitting the timesheet for the close of the pay period.
4. Period Detailed Timecard Report – Displays all entries and pay categories earned for a specific pay period.
5. Year-to-Date Annual Activity Report – Displays an employee’s absence records.