

# Supervisor/Timekeeper Locating your Employee Population



This guide will demonstrate the following:

1. When you can't locate an employee, use **Find EE Timesheet Group**
2. Supervisors and timekeepers accessing and viewing shared employee with multiple positions

## How to use Find EE Timesheet (TS) Group

To identify which users you have access to, perform the following steps:

1. You will have the same results, logged in as a supervisor or timekeeper to locate an employee that is assigned to you, select **Manager Tasks, Find EE TS Group**

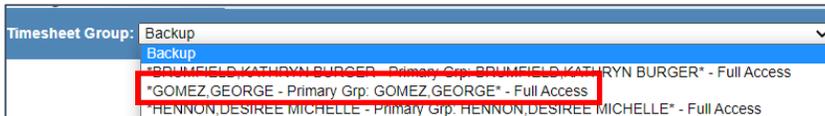


2. In **Find EE TS Group, Name**, enter employee last name, e.g. Poon, click **Find**

3. Results display in **User List**, if employee is found, you have access to view this employee

User List				
Search Result for Employee Name LIKE "poon"				
Employee Name	Timesheet Group	Manager Name	Supervisor Name	Supervisor e-mail
POON, GLORIA ANN (000665995/10412768)	000301075	GOMEZ, GEORGE	GOMEZ, GEORGE	ggomez@ucsd.edu

4. To view this employee's timesheet, select **Manager Tasks, Employee Timesheets**
5. In **Timesheet Group**, select **Manager Name**, seen above, e.g. George Gomez, scroll through list, you may be assigned multiple **Timesheet Groups**



6. Select **Period**, verify **BW** or **MO** employees, **Timesheet Groups** are divided, click **go**

7. Employee **Timesheet Group** displays; including, e.g. Poon

Hours Summary for 07/				
Timesheet Group	Employee Name	Regular	Exception	Total Hours
40652135 Full Access	CARLSON, SHIELA MARIE F NonExempt/Hourly/BW	73.50	12.25	85.75
40652135 Full Access	MENDOZA, JANELLE ROSE AGUILER NonExempt/Hourly/BW	72.00	8.00	80.00
40652135 Full Access	POON, GLORIA ANN NonExempt/Hourly/BW	72.00	8.00	80.00

### Display of Employee with Multiple Positions

1. As the supervisor or timekeeper of an employee with multiple positions, the **Timesheet Groups** in the Manager Dashboard are unique
2. In this example, Karin and Jacqueline are the primary and secondary supervisors for Daryl the employee with multiple positions, the terms of primary and secondary aren't implicit of ranking, just different terms used in system
3. Select **Manager Tasks**, select **Employee Timesheets**, select **Timesheet Group**, click **go**
  - a. The following screenshots, will demonstrate viewing an employee that has 2 positions and 2 supervisors, logging in as both supervisors
  - b. Logged in as Karin
    - i. If user selects **Karin/Karin**, all her direct reports will display
    - ii. If user selects **Karin/Jacqueline**, only shared direct report will display

Timesheet Group: Primary Period: 06/28/2020 - 07/11/2020 BW

Primary

\*MARSOLAIS.KARIN.B - Primary Grp: MARSOLAIS.KARIN.B\* - Full Access

\*MARSOLAIS.KARIN.B - Primary Grp: VO.JACQUELINE.T\* - Full Access

Hours Summary for 07/01/2020 - 07/31/2020 - MO											
Timesheet Group	Employee Name	Regular	Exception	Total Hours	Addl Hours	Complete	Notes	Attachments	# Messages	Approved	Action
000530278 Full Access	DARYL BRIAN Exempt/Salary/MO										<input type="checkbox"/> Approve

Press the button to the right to approve/unapprove all checked items

- c. Logged in as Jacqueline
  - i. If user selects **Jacqueline/Jacqueline**, all her direct reports will display
  - ii. If user selects **Karin/Jacqueline**, only shared direct report will display

Timesheet Group: Primary

Primary

Backup

DE.SOLISA.SANDBA.CARMO - Primary Grp: DE.SOLISA.SANDBA.CARMO\* - Full Access

\*MARSOLAIS.KARIN.B - Primary Grp: VO.JACQUELINE.T\* - Full Access

VO.JACQUELINE.T - Primary Grp: VO.JACQUELINE.T\* - Full Access

Hours Summary for 07/01/2020 - 07/31/2020 - MO											
Timesheet Group	Employee Name	Regular	Exception	Total Hours	Addl Hours	Complete	Notes	Attachments	# Messages	Approved	Action
000530278 Full Access	DARYL BRIAN Salary/MO										<input type="checkbox"/> Approve

Press the button to the right to approve/unapprove all checked items