

Penny

Reviewer and Manager Procedures

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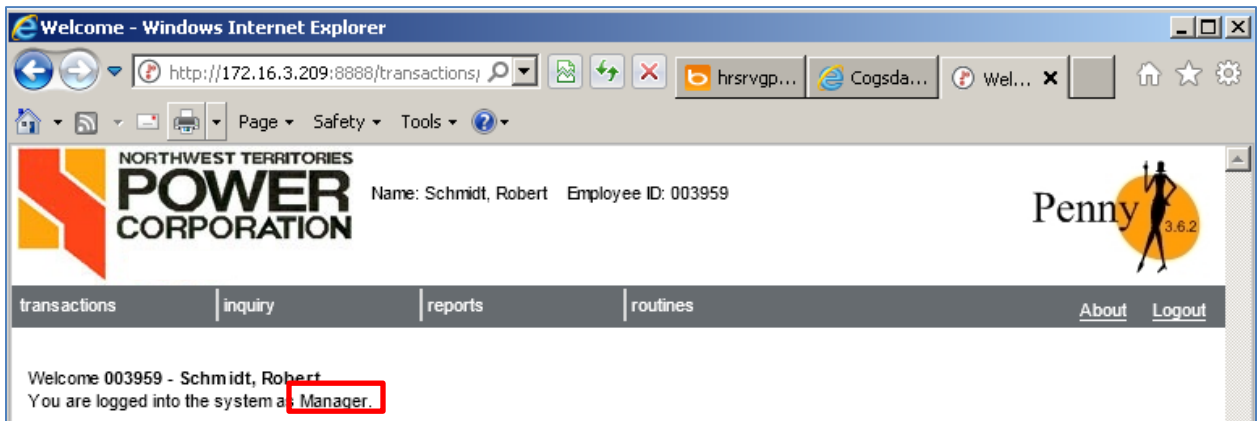
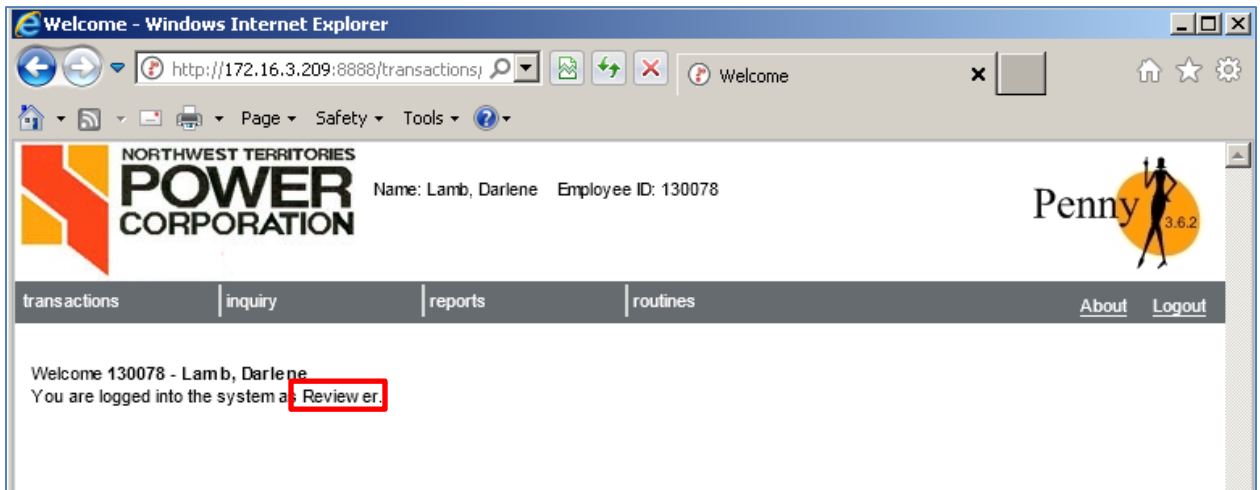
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There are two user roles in the Penny timesheet entry system that are used for reviewing and approving timesheets:

- **Reviewer** – a user configured as a reviewer can view, decline, modify and enter timesheets for those employees that have been assigned to them. A reviewer’s role is to assist a manager by checking timesheets for accurate coding and completeness before manager approval.
- **Manager** – a user configured as a manager can view, decline, modify and approve timesheets for those employees that have been assigned to them. Approval by the manager submits the timesheet for payroll to process. As a manager you are also responsible for approving or declining leave requests.

What role you are assigned will display on the welcome screen when you sign in.



Follow the instructions [Penny Timesheet Entry – Employees](#) found in the [Training Library](#) on [Powerbox](#) for further details on accessing Penny and entering timesheets.

- Double click on the timesheet you wish to review. The timesheet will open in a new window.

Employee ID: 102031 Gostick, William Close

Pay Period: 01/20/2013 - 02/02/2013 Weekend Days

Project	20 (S)	21 (M)	22 (T)	23 (W)	24 (T)	Reg	OT	Non	Pay Code	Reason for OT
Information Technology	<input type="checkbox"/>	7.50	7.50	7.50	7.50	75.00	0.00	0.00	Regular	
Replace Jackfish Telephone Sys	<input type="checkbox"/>	2.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	2.00	0.00	OT Bank 7.5 @ 2.0	Controllable
	<input type="checkbox"/>					0.00	0.00	0.00		
	<input type="checkbox"/>					0.00	0.00	0.00		
	<input type="checkbox"/>					0.00	0.00	0.00		
	<input type="checkbox"/>					0.00	0.00	0.00		
	<input type="checkbox"/>					0.00	0.00	0.00		
	<input type="checkbox"/>					0.00	0.00	0.00		
	<input type="checkbox"/>					0.00	0.00	0.00		
	<input type="checkbox"/>					0.00	0.00	0.00		
Status: Submitted	0.00	9.50	7.50	7.50	7.50	75.00	2.00	0.00		

Note(s):
Date format: MM/DD/YYYY.

- Review the timesheet and if correct, click **ok** to mark as reviewed and submit to the manager for approval. If there is a problem with the timesheet, click **decline**. A decline reason note box will open. Enter your reason and click **ok**.

Decline Reason Close

Incorrect pay code on line 2. |

119 characters left.

The timesheet will be available for the employee to make changes as you've indicated and resubmit for review or approval.

- Double click on the timesheet you wish to approve. Click **approve** to submit to payroll for processing. If there is a problem with the timesheet click **decline** and enter a decline reason in the note box.

Employee ID: 102031 Gostick, William Close

Pay Period: 02/03/2013 - 02/16/2013 Weekend Days

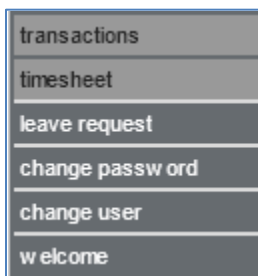
Project	3 (S)	4 (M)	5 (T)	6 (W)	7 (T)	Reg	OT	Non	Pay Code	Reason for OT
Information Technology	7.50	7.50				15.00	0.00	0.00	Regular	
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
						0.00	0.00	0.00		
Status: Submitted	0.00	7.50	7.50	0.00	0.00	15.00	0.00	0.00		

Note(s):
Date format: MM/DD/YYYY.



Entering Time for another user

As a reviewer and a manager you have the ability to enter timesheets for employees that have been assigned to you.

- Click on **transactions** in the menu bar and select **timesheet**.



- Click the lookup to select an employee from a list of employees that have been assigned to you.

transactions		inquiry	
Employee ID		003959	
Pay Period Ending		12/08/2012	

- Follow the instructions [Penny Timesheet Entry – Employees](#) found in the [Training Library](#) on [Powerbox](#) for further details on entering timesheets.

Leave Request Processes

As a manager it is your responsibility to manager your employees' leave.

Approving or Declining Leave Requests

When an employee submits a leave request, you will receive an email notification.

- Login to Penny and click **routines** in the menu bar and select **approve leave**.

routines
approve timesheet
approve leave
missing time notice
out of office

- All leave requests currently awaiting approval will be listed in the window.

Leave Requests Currently Awaiting Approval		
Employee ID	Employee Name	Requested Period
102031	Gostick, William	05/13/2013 - 05/13/2013
004499	McMeekin, Cheryl	05/20/2013 - 05/22/2013

- Double click on a request to open it.

[View Employee Calendar](#) [View Employee Banked](#) Close

Employee ID: 102031 Pay Code: 300

Start Date: 05/20/2013 End Date: 05/21/2013 Notes: Status: Submitted

Hrs Requested: 15.00 Days Requested: 2 Reg. Hrs/Day: 7.50

May 2013							June 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20 7.50	21 7.50	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Note(s):
Date format: MM/DD/YYYY.

To assist in managing leave you have 2 report options accessible from the leave request approval window: [View Employee Calendar](#) and [View Employee Banked](#).

View Employee Calendar

The Employee Calendar provides a month by month look at all leave approved for your employees.


Employees with Approved Leave Request Close

May 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	Gortick, w1 330 7.50	7	8	9	10	11
12	13	14	15	16	17	18
19	McNeekin, Ch 320 7.50	McNeekin, Ch 320 7.50	22	23	24	25
26	27	28	29	30	31	

View Employee Banked

The Banked Time Report provides all hours available for each bank as well as any pending hours.

The **Pending** column reflects what is actually saved to the timesheet, not necessarily what is approved. If you approve 7.5 hours leave, the 7.5 hours is entered automatically into the employee's timesheet and the Pending column on the Banked Time Report will show 7.5 hours. If the employee then only takes 5.5 hours and modifies their timesheet, the 5.5 hours will now show as Pending until the timesheet is exported to payroll when it then is accounted for in the **Hrs Used in Current Yr** column.



Banked Time Report [Close](#)
Printed: 5/11/2013 3:29:04 PM

102031 - Gostick, William

Bank	Hrs Carried Over	Hrs Earned/Banked in Current Yr	Hrs Used in Current Yr	Pending	Hrs Available
ANNUAL LEAVE UNION					
DISCRETIONARY LEAVE					
OT BANK					
SICK LEAVE					
STAT BANK					

- To approve the leave request, click **approve**. Approved leave is automatically entered into the employee's timesheet.

To decline the leave request, click **decline** and enter a decline reason in the note box.

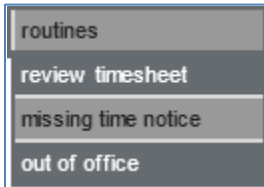
Employees will receive an email if a leave request is denied. They can then review the decline reason, delete the request and submit a new one for your approval.

Reports

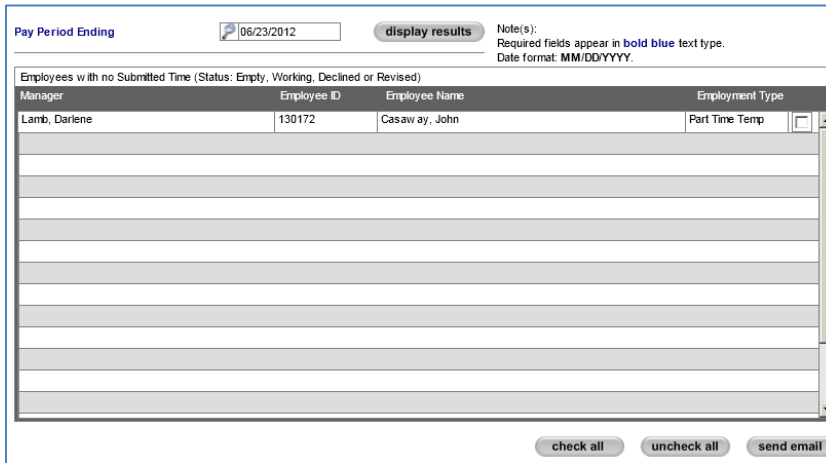
Missing Time Notice

As a reviewer or as a manager, you can do a check for timesheets that have not yet been submitted for a particular pay period.

1. Click on **routines** in the menu bar and select **missing time notice**.



2. Select a **Pay Period Ending** date. Click **display results**. All employees with no submitted time for the selected Pay Period Ending date will be displayed.



The screenshot shows a web interface for viewing missing time notices. At the top, there is a 'Pay Period Ending' field with the date '06/23/2012' and a 'display results' button. A note indicates that required fields are in bold blue text and the date format is MM/DD/YYYY. Below this is a table with the following data:

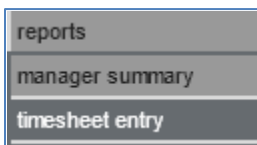
Manager	Employee ID	Employee Name	Employment Type
Lamb, Darlene	130172	Casaway, John	Part Time Temp

At the bottom of the table, there are three buttons: 'check all', 'uncheck all', and 'send email'.

Manager Summary

The manager summary report, accessible by all managers, will display all your employees time along with the status of the time entered.

1. Click on **reports** in the menu bar and select **manager summary**.



2. Select a pay period ending date. The report will appear in the current window. Click printable version button if you wish to print the report.

Pay Period Ending

Grand Total: 77.00 Hours

Home Cost Centre	Employee No.	Pay Period Ending	Employee Name	Project	Cost Category	Pay Code	Reg Hours	OT Hours	Work Performed	Status
HO8160	102031	2 February 2013	Gostick, William	3508160000000 Information Techn	5001.0001	001	75.00	0.00		Approved
HO8160	102031	2 February 2013	Gostick, William	1205672000000 Replace Jackfish	1912.0001	211	0.00	2.00	UPS Failed	Approved
							75.00	2.00	Total: 77.00	

Grand Total: 77.00 Hours

Banked Time Report

As a manger, in order to approve leave requests you need to see all hours available in an employees' leave banks.

1. Click on **reports** in the menu bar and select **banked time report**.

Employee ID	Employee Name	
004499	McMeekin, Cheryl	<input type="checkbox"/>
004814	Walsh, Matthew	<input type="checkbox"/>
004848	Forsyth, Jim	<input type="checkbox"/>
072549	Smith, Glenn	<input type="checkbox"/>
102031	Gostick, William	<input type="checkbox"/>
112862	Hurty, Leigh	<input type="checkbox"/>
130030	Delorey, Darcy	<input type="checkbox"/>
130151	Abu-Obeid, Waleed	<input type="checkbox"/>

2. Click [printable version](#) to print off the report.

NORTHWEST TERRITORIES POWER CORPORATION TEST

Leave Entry Report
Printed: 05/05/2013

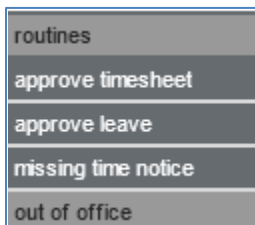
Employee ID 004499 McMeekin, Cheryl
Selected Period 03/01/2013 - 06/30/2013

Employee ID	Start Date	End Date	Pay Code	Units	Status
004499	05/20/2013	05/21/2013	320	15.00	Approved
004499	05/20/2013	05/22/2013	300	22.50	Submitted

Out of Office

As a reviewer or manager, it is important to have someone else review or approve your employees' time if you are going to be out of the office. Penny gives you the ability to set an out of office indicator and assign an alternate reviewer or approver.

1. Click on [routines](#) in the menu bar and select [out of office](#).



2. Select the [start date](#) and [end date](#). Click the magnifying glass to select a reviewer or manager to be your alternate. Reviewers can only select other reviewers and managers can only select other managers as their alternates.

3. Click [save](#).