Two Layer Time Card Approvals

Purpose: A Trade Foreman must provide first layer approval of Trade timecards and the Supervisor/Manager of the entire group needs to provide the second layer timecard approval.**It is the Supervisor/Manager's responsibility to ensure both approval layers are done at the end of each pay period.** This Job Aid shows how to provide first and second layer approval.

Reference Guide Details	
Guide Objectives	Upon completion, the user will: ● Understand the process for assigning a new Trade Foreman or other employee as a first layer approver. ● Know how to create a hyperfind query to show a Trade Foreman's Direct Reports. ● Know how to perform a second layer approval after the Trade Foreman performs 1st level approval.
Prerequisites	Fixing Timecard Issues Job Aid
Kronos Role	Trade Foreman or Employee (1st layer) Supervisors of Trade Foremans (2nd layer)
Revision Date	7/02/20

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Assign a New Trade Foreman or Employee as an Approver Process

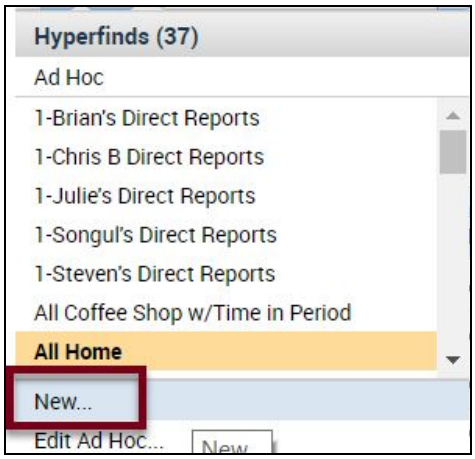
There always needs to be a First Layer Approval on Timecards. If a Trade Foreman or other employee is being assigned as an approver then Business groups must notify U Services Payroll. The District Admin receives AD/Director level approval then sends an email to Kronos-Notify@umn.edu with the following information:

- (Foreman or other) Employee Name
- Employee ID
- Supervisor name
- Supervisor position number

Create a Hyperfind Query that includes Trade Foremans Direct Reports

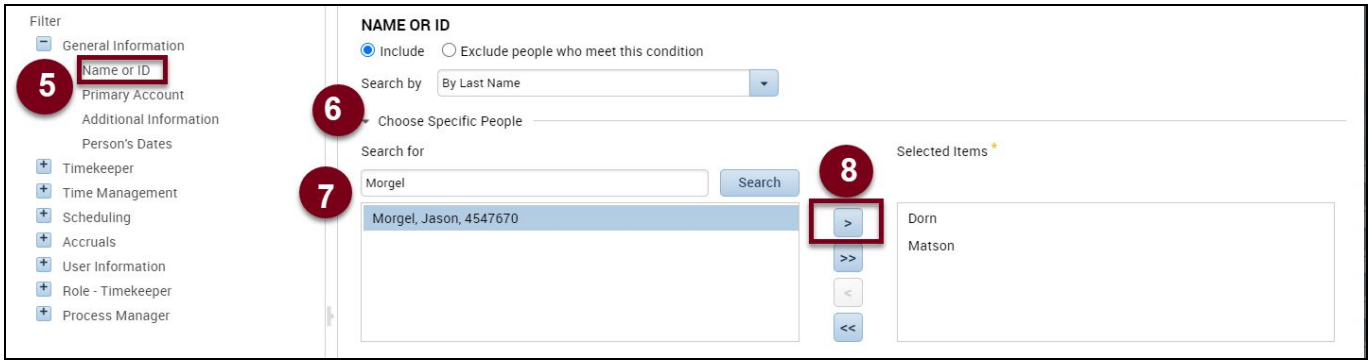
Follow these steps to create a Hyperfind Query that will filter only the employees of a Trade Foreman that you need to provide 2nd level timecard approval for. ***This set-up only needs to be done once or updated when a Trade employee needs to be added or removed.***

1. From the **Manage My Department** workspace, click on the **Hyperfind** drop-down list and select **New.**



2. Select **Personal** in the Visibility drop-down box so that this Query is only visible to you and is not public.

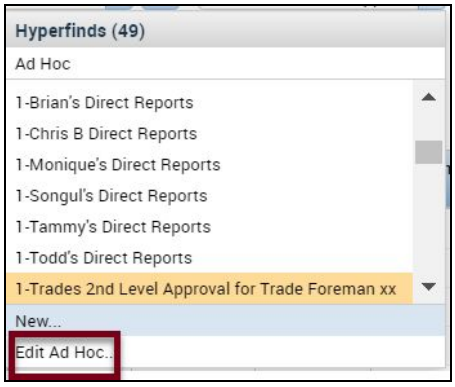
3. Enter a name in the Query Name field. Enter a 1- to have this query display at the top of the list so it is easier to access. It will be helpful to include the name of the Trade Foreman so you know whose direct reports there are.
4. Enter a Description for this query.



5. On the left-hand side, there is a list of potential condition categories. Click on the + (plus) sign to see additional conditions for each category. You can use multiple conditions in one hyperfind Query. Open the **General Information** condition category and select **Name or ID** to select each Direct Report.
6. Select a Search **By Last Name** or **By Full Name** from the drop-down list to search for each employee by last name or by their full name to eliminate getting multiple people with the same last name.
7. Type in the Employee's Last Name or Full Name (Last Name, First Name) in the **Search for** field and click the **Search** button. Use the Wild Card at the end of the name to type in only a partial name.
8. Select the name and click the Right Arrow key to add it to the Hyperfind.
9. Click the **Add** button after all the names are added to add the conditions to the Hyperfind.

10. Click the **Save** button to save this new Hyperfind Query. You will now see only the Trade Employees that you need to approve time for.

Note: This hyperfind query can be edited by selecting the Hyperfind Query name and using the **Edit Ad hoc** Option.



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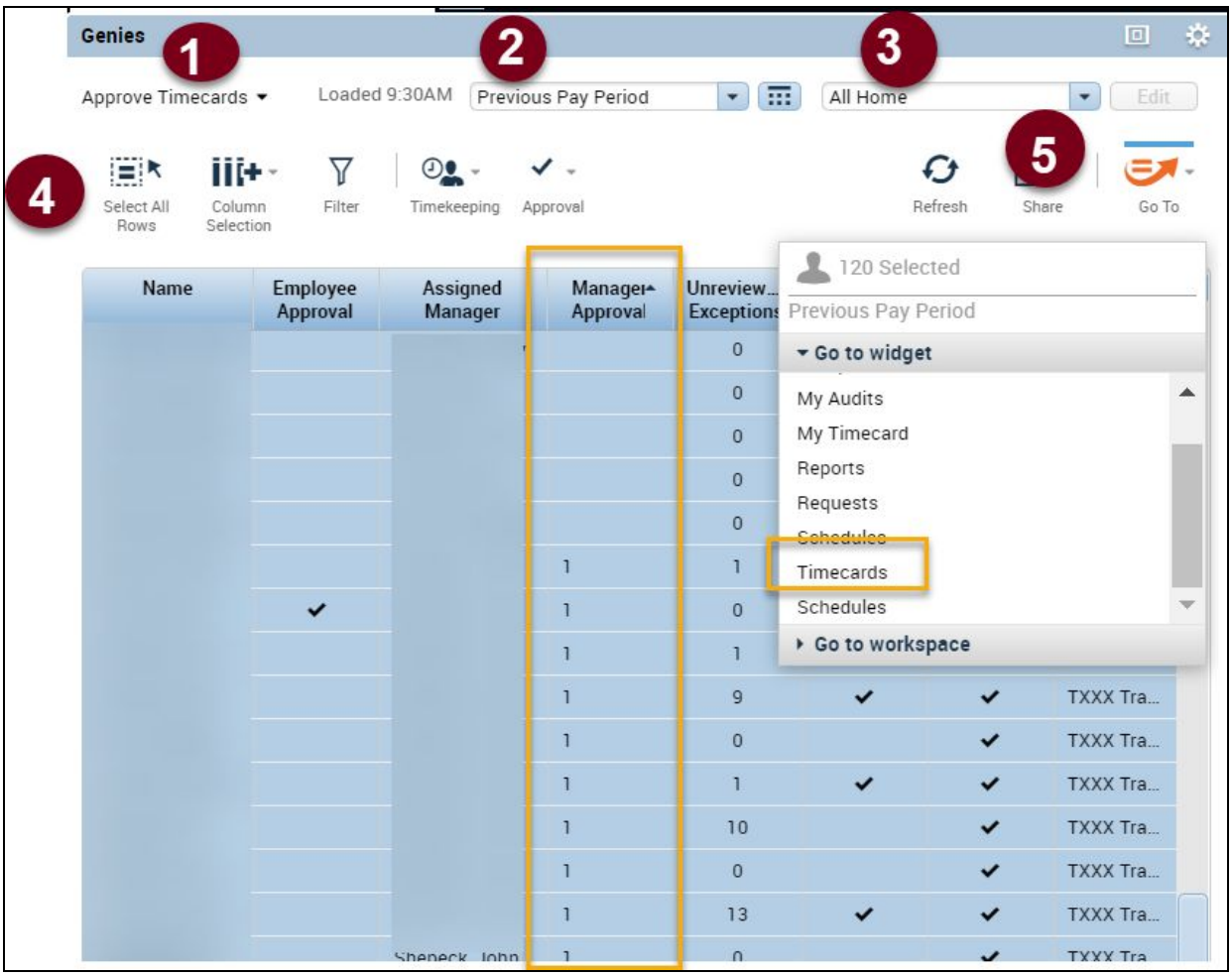
First and Second Layer Timecard Approval

Follow these steps to approve the time cards in the 1st layer (Trades Foreman) and the 2nd layer (Supervisor/Manager of the group). **Approval steps are the same for each approval layer.** Refer to the *Fixing Timecard Issues Job Aid* on the Kronos Web Page for additional information on how to fix any timecard issues.

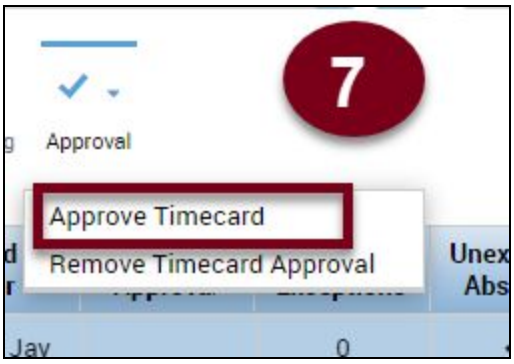
1. From the Manage My Department window, select the **Approve Timecards** Genie from the drop-down menu. If the Trades Foreman has approved the timecards, there will be a "1" in the Manager Approval column if you are doing the second layer approval. If there is not an approval done by the Trade Foreman, follow-up to have them approve timecards.



2. Select the correct Pay Period from the drop-down list. **This will vary depending on when you are doing the review and approval. NOTE:** For example, if you are approving timecards on the Friday of a Pay Period close, you would select "Current Pay Period". If you are approving timecards on the Monday following the Pay Period close, you would select "Previous Pay Period".

3. Select the Hyperfind that shows the Trade Foreman's Direct Reports if you have one created.
4. Select the **Select All Rows** button to select all your employees.
5. Select **Timecards** from the **Go To** drop-down.
6. Click the **Arrow** button to advance to each timecard to review it. The only way to know if a timecard is correct is to look at it. Even if it reflects 80 hours, that doesn't always mean 80 regular hours.

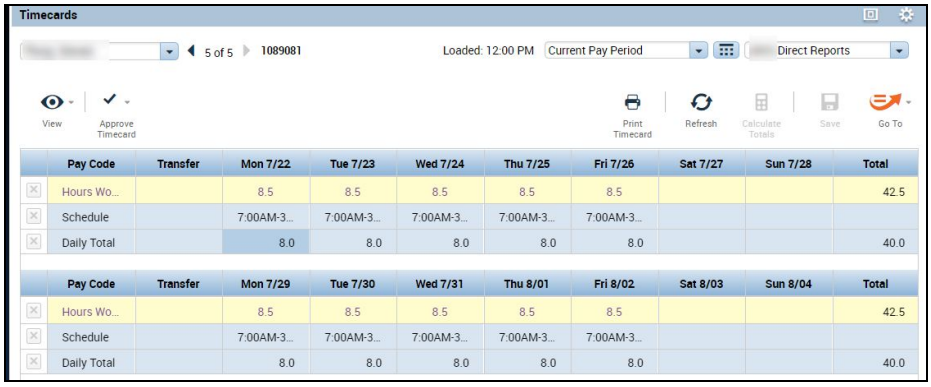
7. Click the **Approval** button to approve all of the timecards for the selected rows.



Note: You can remove a timecard approval by selecting **Remove Timecard Approval.** Timecard approvals can only be removed by the person who did the approval.

8. Click the **Yes** button to approve.

Note: Individual timecards display in yellow when they are approved



	Pay Code	Transfer	Mon 7/22	Tue 7/23	Wed 7/24	Thu 7/25	Fri 7/26	Sat 7/27	Sun 7/28	Total
	Hours Wo...		8.5	8.5	8.5	8.5	8.5			42.5
	Schedule		7:00AM-3...	7:00AM-3...	7:00AM-3...	7:00AM-3...	7:00AM-3...			
	Daily Total		8.0	8.0	8.0	8.0	8.0			40.0

	Pay Code	Transfer	Mon 7/29	Tue 7/30	Wed 7/31	Thu 8/01	Fri 8/02	Sat 8/03	Sun 8/04	Total
	Hours Wo...		8.5	8.5	8.5	8.5	8.5			42.5
	Schedule		7:00AM-3...	7:00AM-3...	7:00AM-3...	7:00AM-3...	7:00AM-3...			
	Daily Total		8.0	8.0	8.0	8.0	8.0			40.0