Supervisor and Alternate Supervisor Instructions

HOW TO REVIEW AN EMPLOYEES' TIMECARD

- https://thehub.hampshire.edu
- Select **Log In** in the upper right hand corner of the screen. Enter your User ID and Password. (Contact the Hampshire College Help Desk at (413) 559-5418 if you can't remember your log in information).
- Select **Employees** from the list on the right hand side of the screen; this will bring you to the Employees Menu.
- Under the section labeled **Supervisors** click on **Review Employee Timecards**.
- Here you will see a list of employees you supervise *(if you are an <u>alternate supervisor</u> see next bullet, and then return to this step)*. When an employee has finished and submitted their timecard a check mark will appear in the box in the **Ready to Review** column. If the box <u>does not</u> have a check mark, but you are ready to review it, click the box and a check mark will appear. Once you have selected all of the employee timecards you want to review click **SUBMIT**. Please note, only the employee timecards with a check mark in the Ready to Review column will appear for review in the next step.
- <u>Alternate supervisors</u> must first select a name from the **Approve time entries on behalf of** drop down menu. This will repopulate the list of employees.
- The timecard for the employee(s) selected will appear one by one for you to review. Select your decision from the **Supervisor Decision** drop down menu.
    - If you are satisfied with the employees' timecard select **Approve** and **SUBMIT**.
    - If you have an issue with the employees' timecard select **Reject ***, enter your comments as to why you are rejecting the timecard into the **Comments for Employee** and **SUBMIT**. An email will then be sent to the employee with your comments.
        > **** READ IN FULL:*** *ONLY if the Employee Submission Deadline** has NOT passed will the employee be able to go back into their rejected timecard to make corrections. If the Employee Submission Deadline** has passed, but a correction is needed, send an email to payroll@hampshire.edu with the employees' name and correction details, so that the change can be made prior to payroll processing.   (** See Monthly or Biweekly Pay Schedule for Employee and Supervisor deadlines.)*

Best practice is for an employee to complete their timecard well before the Employee Submission Deadline. This affords the supervisor time to review the timecard and reject it, if need be, allowing the employee to go back into the timecard, make the necessary corrections and resubmit. Employees <u>DO NOT</u> have access to their timecard once the Employee Submission Deadline has passed. A supervisor may review an employees' timecard any time before the Supervisor Approval Deadline. Each employee has a primary supervisor and an alternate. If the primary supervisor will be unable to approve timecards prior to the deadline please communicate with the alternate to ensure that the employees' timecards are reviewed before the deadline.

Thank you for your assistance!