TimeFiler

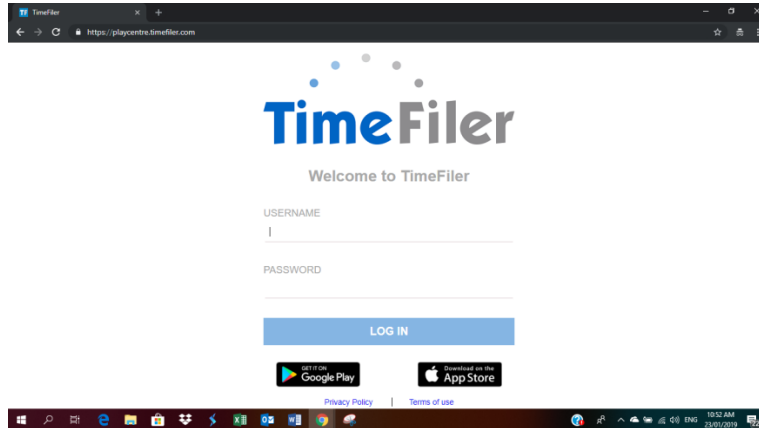*How to Approve a Timesheet in TimeFiler (Manager's Guide)*

Step 1:

Copy and paste this link into your web browser

https://playcentre.imsonline.co.nz

Step 2:

To **log in**, use your Employee ID as your username and the initial password is your IRD number (9 digits, no dashes). Your employee ID is found on your payslip. It is the 4-digit code before your name.

. NB: IRD number must be 9-digits long with no spaces. If your IRD number is 12-345-678 you will need to enter a zero before your number ie. 012345678

PAYSLIP

Employee **2510**
Pay Point Management Team - CFO
Job Title Accounts Manager

Step 3:

You can **change your password** after you log on to TimeFiler by clicking on the "My Password" tab

IMS Online - NZ Playcentre Federation

| My time | My leave | My payslips | My documents | My details | My password |

Change my password

| Current Password | | New Password * | |
| Confirm Password * | | | |

Step 4:

Entering Timesheets on behalf of Employees
(Please see How to Complete a Timesheet in Timefiler PDF).
In exceptional circumstances a manager can enter a timesheet on behalf of an employee.
In these situations, the manager can approve the timesheet straight away.

Step 5:

Approving Employees' Timesheets

Employees will submit their timesheets for their manager's approval. To approve a timesheet, on the My Time page select the appropriate employees' timesheet from the drop-down box by clicking on it. Or by typing the employee/s name on the field.

This can also be done via the My Time, timesheet summary screen – the status of employees' timesheets is represented via colour coding (clicking on Show Legend will inform the colour coding).

NB: You should check the:
- timesheet entries
- the timesheet notes
- the date and time the employee submitted the timesheet (to check for timesheets submitted early/before the roster had fully updated the timesheet)
- timesheet warnings; and
- the payment section at the bottom of the screen before approving.

To approve the timesheet, click **Approve**.
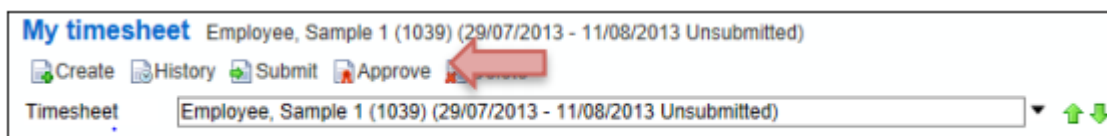
After approving, the Action buttons are reduced to Create / History / Unsubmit.

NB: A coloured border is added for warnings (yellow) or critical alerts (red) on any day. Using your mouse, you can hover over the coloured warning and a popup message appears advising what the warning is.

Critical (red) warning – this warning must be addressed; you will not be able to Save or Approve the Timesheet until it has been resolved.
Information (yellow) warning – this warning is for information purposes only; you should read the warning, take action if necessary, otherwise Save or Approve the timesheet as normal.
The following section outlines the different Timesheet and Leave Warnings, and any action required:

*Timesheet Warnings***:**

TimeFiler has a number of warnings built into the system. The warnings are to help users and managers ensure the information in the timesheets are correct, to ensure employees are correctly paid. In TimeFiler the warnings can be viewed by moving your mouse over the yellow or pink/red highlighted area in the timesheet. There can be more than one warning showing on the timesheet at the same time, so please review carefully.

For a timesheet to be able to calculate wages and/or a leave payment, each time entry in a timesheet must have the following fields completed:

- A start time (when an employee started work)
- And end time (when an employee finished work)
- Break (number of minutes where an employee had a break, such as a lunch break)
- Work Type (for casual employees only)
- Cost Centre (where an employee worked, such as the name of a Playcentre, or the name of the Regional Office or Programme area)
- Role (what role the employee worked in)
- Leave Type, where applicable (ie what type of leave an employee is taking, Sick Leave, Leave Without Pay, Annual Leave, etc)

The warnings can be split into two groups –

- Warnings of an error in the timesheet or leave application, which must be fixed to ensure the employee is correctly paid, or leave is correctly recorded and paid. These warnings are typically highlighted in a dark pink/red colour.

- Warnings that inform an employee or manager, for example: that a leave entitlement has been used and Leave Without Pay will be recorded, or that an employee has worked more hours than they were rostered. These warnings are typically highlighted in a yellow colour.

Warnings involving an error in the timesheet:

Where any of the above listed fields have not been completed in a timesheet entry, a warning will appear such as:

- Please enter a start and/or end time for this entry

    Please enter a Start Time for this entry

- Please select a role for this entry

    Please select a role for this entry

- Please enter a Work Type

    Please enter a Work type

All of the above warnings will need to be corrected, before a timesheet is submitted and approved, to ensure that a wage payment is calculated in TimeFiler.

- Entries cannot be added for a future date

    Entries cannot be added for a future date

TimeFiler sends rostered hours to employees' timesheets each night. If an employee tries to add hours in their timesheet for a future date, this can create overlaps in time for future days. The entry will need to be removed.

Where leave has been applied for in the Leave Application, but the leave was not fully approved before the date of the leave taken, the following errors may also appear:

- Approved leave entered via Leave Request, please add to Timesheet

> Approved leave entered via Leave Request, please add to Timesheet (Sick Leave)

This warning means that the leave was approved by the manager, but not before the leave was taken. For this warning, the time entry in the employees' timesheet needs to be updated to include the leave taken.

- Unapproved leave entered via Leave Request, please add to Timesheet if req'd.
This warning means that the leave has not been approved by the manager.
For this warning, you will need to check if the employee took the leave, and ensure the timesheet is updated to record the leave.

Warnings involving an error in the Leave Request, or in a leave entry in a timesheet:

- Leave entries may not exceed rostered hours for the day

> Leave entries may not exceed rostered hours for the day

This warning means that the leave request or the timesheet entry with leave entered, is for more hours than the current roster for that day. To correct the error, please check the employees rostered hours for the day, and update the leave request or leave entry in the timesheet, to the hours in their roster.
This can also occur where an employee's rostered hours have been recently changed, but the update has not been received by the Payroll Team.

Yellow/Information Messages:

- You have Annual Leave available, please use this instead – if an employee has applied for, or recorded Leave Without Pay, but have Annual Leave available, this message will appear to highlight that an employee has Annual Leave available to use.
- This Leave was not previously approved – if leave has been entered directly into the timesheet, and the leave was not previously applied for, this message will appear. Please review and approve, once the timesheet has been submitted.
- You have exhausted your available AL, some (or all) will be paid as LWOP,
You have exhausted your available SL, some (or all) will be paid as LWOP, or
This leave type will not be paid, LWOP is payable instead – this is highlighting that some or all of the Leave applied for/added to a timesheet has now been used up, and Leave Without Pay will be recorded.
- Leave without Pay auto-generated today – this message will often appear in a timesheet where the pay period is a School Holiday, for employees who are rostered to work during Term Time only.
- Statutory Holiday payment auto-generated today – this message highlights that the day is a Statutory Holiday, and TimeFiler has calculated a Stat Holiday payment. Please note that employees cannot record time worked on a Stat Day, a critical red warning will appear if they try to enter time worked on a Stat Day. The time entered will need to be removed. If the employee has in fact worked, a separate/manual claim will need to be sent to the Payroll Team for processing.
- Hours exceed rostered hours today – this message appears to notify managers that the total hours worked are higher than the total rostered hours for the day
- Worked time entered on a school holiday – this message highlights that an employee has recorded hours worked, during a School Holiday.

The Status section will be updated to show the date and time the timesheet was approved.

Status			
Date	**Description**	**Role**	**Status**
15/08/2013 11:15:16 a.m.	MANAGER, Sample	ManagerRoles	Approved
15/08/2013 11:12:37 a.m.	MANAGER, Sample	ManagerRoles	Unsubmitted
15/08/2013 11:11:06 a.m.	MANAGER, Sample	ManagerRoles	Approved
7/08/2013 6:37:42 p.m.	EMPLOYEE, Sample 1	Employee	Submitted
7/08/2013 6:33:10 p.m.	EMPLOYEE, Sample 1	Employee	Unsubmitted

Step 6:

Un-submitting Employees' Timesheets

In some instances, the manager may not want to approve the timesheet and would like the employee to change it and re-submit. To un-submit a timesheet, on the **My Time** page select the appropriate employees' timesheet from the drop-down box by clicking on it.

Click **Unsubmit**.

A 'comments' box appears – add a comment here to explain why the timesheet is being unsubmitted.

Click **Delete** if you need to remove a timesheet that has been loaded.

Step 6:

Viewing Historical Timesheets
You can view historical timesheets from the **My time** page. Click on the History button
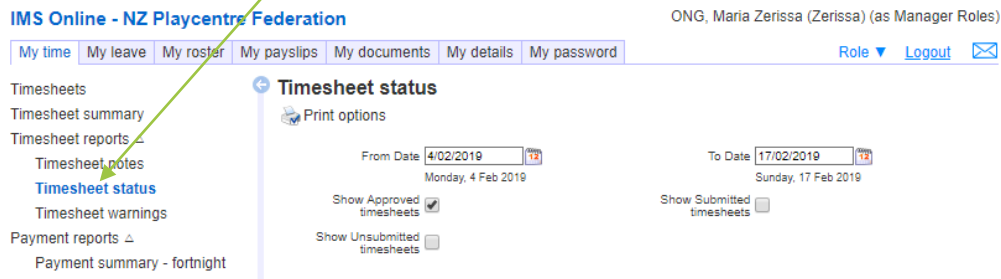

Step 7:

Viewing Reports.
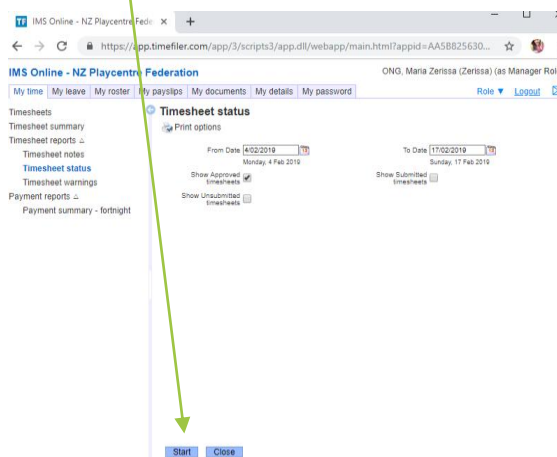Go to **My time** and click **Timesheet status**.
Input the date range you wish to view.
Tick **Show Approved Timesheets** to view all timesheets that a manager has approved.
You can also Tick **Unsubmitted timesheets** for employees who have not logged in to submit them.

Click **Start** on the bottom of the page.

Report will be generated and you can save the file.

Note - reviewing the Timesheet Summary screen provides a visual picture of status.

NB: Permanent and fixed term employees have rosters pre-loaded by Payroll. Casual (as required employees) must complete a timesheet with the hours they worked.

Please be aware that unsubmitted timesheets will not be included in the payrun.

Submitted but unapproved timesheets will still be processed by Payroll and authorisation obtained retrospectively. The CFO will follow up with the managers who regularly need reminding to authorise employees' timesheets in time.

Step 8:

Click **Logout** on the top right-hand side of the screen to ensure you are out of the system

FAQ's

When can employees enter hours into TimeFiler?

Timesheets will be available in TimeFiler from 10am on Tuesdays (non-payroll weeks)

What is the deadline for employees to submit their timesheets?

This is your discretion. Managers have until midday Monday of pay week to approve any timesheets.

Do employees have to submit a timesheet if they work regular hours?

Yes they do. Unsubmitted timesheets cannot be paid until they have been submitted in TimeFiler.

New employees on rostered hours may need to manually enter their timesheet for the first payrun. TimeFiler will generate a timesheet based on their roster in subsequent payruns.

What happens if an employee misses the deadline for submitting their timesheet?

You, as their Manager, have the ability enter and approve the timesheet on their behalf until midday on Monday prior to payday.

What do employees put on their timesheets for Statutory holidays?

Nothing – TimeFiler will generate a Statutory Holiday payment if it falls on a day that the employee is normally rostered to work.

What if an employee makes a mistake after they have submitted their timesheet?

If you have not approved it yet, the employee can just click Unsubmit, edit the timesheet and submit again. Once it has been approved by their Manager, they will need to contact you and request you to Unsubmit their timesheet. Note this must be done before midday on Monday before Payday.

What happens if an employee or I forget my password and get locked out of TimeFiler?

Contact Payroll who will reset the password for you

What happens if an employee works more than their rostered hours?

If an employee has exceeded their rostered hours, you will be alerted as the line will be highlighted in yellow. Hover over this line to see what the message is. If it says "hours have

exceeded roster" you, as the employee's manager, will need to decide if you are going to approve the additional hours.

What if an employee has taken leave unexpectedly in the current pay period?

The employee (or their Manager) will need to enter the leave on the timesheet if it occurs in the current pay period. Otherwise if employees are applying for leave in the future, they need to use the My Leave tab (see instructions on how to apply for leave in TimeFiler).

If employees have more than one manager who approves their timesheet?

Timesheets need to be approved by the relevant manager/s.

What happens if employee works in two different centres on the same day?

Employees need to select the correct role ie. Playcentre and the Cost Centre eg. Akaroa

Employees must ensure they put each piece of work on a separate line including extra hours worked over and above their roster ie. planning meetings.

Remember that TimeFiler uses the 24 hour clock – 4-6pm is 1600-1800 hours.

What is the cut-off for getting new employee information and new or amended schedules to the Payroll team?

5pm on Wednesdays (non Payroll weeks). Any information submitted after this date will not be processed until the following payrun

Other notes for Managers:

- Please review the Notes section on the timesheets – employees often put notes in this section.

- If you are approving timesheets for Program staff, please check that the employee has the correct role listed/selected, to ensure the correct hourly rate is paid.

- Please make a final check of the "unsubmitted timesheets" report prior to the deadline of midday Monday. The payroll system will not import unsubmitted timesheets.

- Please check for any Fixed Term contracts due to expire.

- After a payrun, please do ask for feedback from your staff and share queries or issues with Payroll.