Webtime Entry Instructions - Supervisors
Log-in to my.CU through the Concordia University Intranet (http://intranet.cu-portland.edu/)
Click on my.CU.

Click on, Enter Secure Area
Enter User ID (G#) and Pin. Select Login.

If you have forgotten your pin number click on Forgot PIN?
If you need to create a pin number select My Profile.

Once you have logged-in, click on the Employee link.
Under the Employee tab click *Time Sheet*

*Time Reporting Selection* click on *Approve or Acknowledge Time* and *Select*
Under the *Appover Selection* section click on the *Department and Description* you want to approve. Also, select the *Pay Period and the Pay ID* from the drop down box (F2, L2, P2, S1 or S2) and click on *Select*.

The following screen will appear, *Department Summary*.

There are four different status groups of a time card: *Not Started*. *In Progress* (the employee has opened the time card and started to record time but not submitted). *Pending* (the time card is pending supervisor approval). *Approved* (Supervisor has approved the time card and nothing can be changed or updated after this point, contact your payroll administrator).
Correcting Time Card Errors

If there is a time card error the time card can be returned to the employee for correction or can be updated by the supervisor.

Option 1: Select *Return for Correction* on the *Department Summary* page.

Save

Option 2: Select the employee’s name (Under Name, Position and Title). Under the *Employee Details* click on the *Return for Correction* button. The system will not automatically alert employees when their time cards have been returned for correction. It is the supervisor’s responsibility to alert employees that they need to make a correction.
Option 3: Instead of returning the time card for correction supervisors can make changes to the time card. Click on the employee’s name on the Department Summary page.
Changes/Updates can be made to time by selecting the Earnings type and day. To move to the subsequent week click next.

Leave Time Availability

To review an employee’s leave availability click on the Leave Balances link under Other Information on the Department Summary page. A copy of Concordia’s Leave policy information can be found by going to I:\campus\Webtime Entry-Hourly Staff.

The following screen will appear. Available Balance represents the time an employee has available. This does not include what they have currently recorded on the present time card.
Approving Time Card

Once the time card has been reviewed it must be approved by the supervisor or proxy (see proxy set-up below). Time cards can be approved as soon as employees have submitted them. You don’t need to wait for the submission deadline. However, once the time card is approved changes and updates will need to be made by your payroll administrator.

The submission deadline for Non-Exempt Hourly Employees is the 16th of each month. If the 16th falls on a weekend please have staff submit time cards the Friday prior to the 16th. Supervisors have until 5:00 pm on the first working day after the 16th of each month to approve.

Option 1: The time card can be approved by clicking on the Approve or FYI and selecting Save.

Option 2: Select the employees name
The following screen will appear and select Approve

After you have clicked Approve the following screen will appear letting you know that the *Time transaction was successfully approved*. You can exit Webtime/my.CU.
Set-up a Proxy Time Card Approver

A Proxy time card approver can be set up under the Time Reporting Selection. Click on Proxy Set Up. A Proxy can approve time cards on your behalf if you are out of the office and are unable to approve time cards.

Select the employees name from the drop down list and click the Add box. Save.

Time Card Email Reminders & Deadlines

The payroll department will send email reminders to supervisors of timesheet deadlines approximately one week in advance. In addition, an email reminder of deadline will go out to all employees who have opened a time card in Webtime. It is also the supervisor’s responsibility to remind staff of when time cards are due.

Be sure to notify the backup authorizer (Proxy) for your department if you will be unable to approve timesheets by the deadline, so that they can approve them.

A list of Time Card Deadlines and Estimated work hours can be found at I:\campus\Webtime Entry- Hourly Staff.