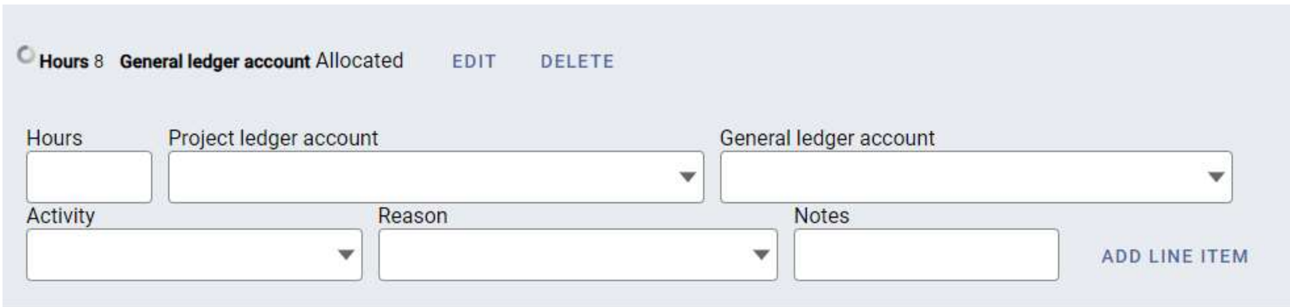
Supervisor ESS Notes

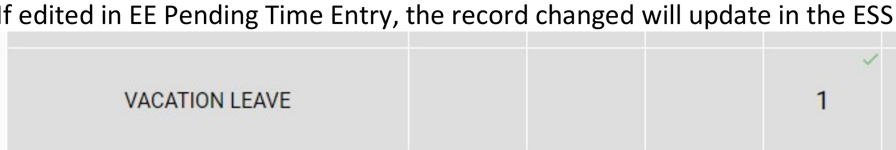
Editing Employee's ESS Timesheets

The Supervisor can edit the EE timesheet prior to approving the record. When the Supervisor goes into the time entry detail and Edit's the timesheet, the edit option will be provided in the line detail. Once edited, the record needs to be Saved > Submitted > Approved



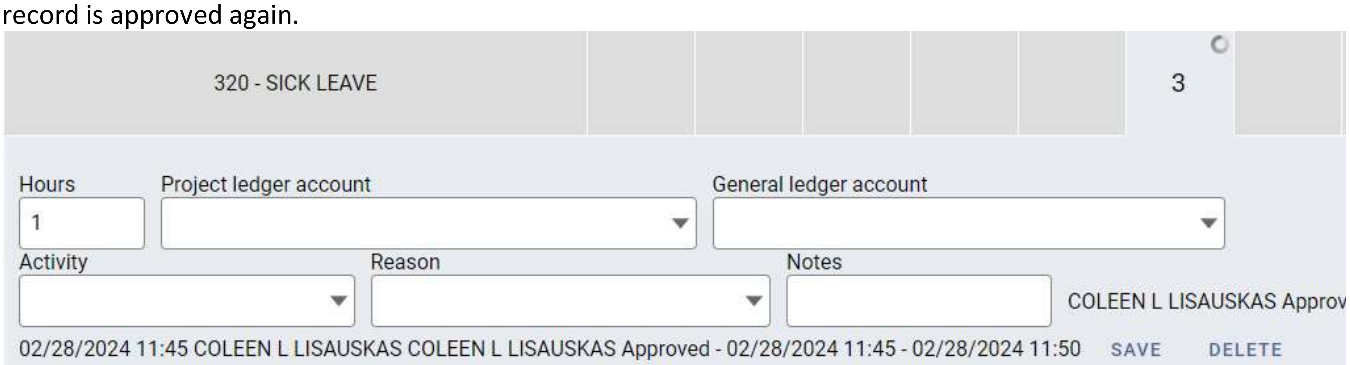
Once Approved (green check on time entry grid), the entry can be edited in the ERP system - either in EE Pending Time Entry or once it's pulled into the time entry batch.

If edited in EE Pending Time Entry, the record changed will update in the ESS display:

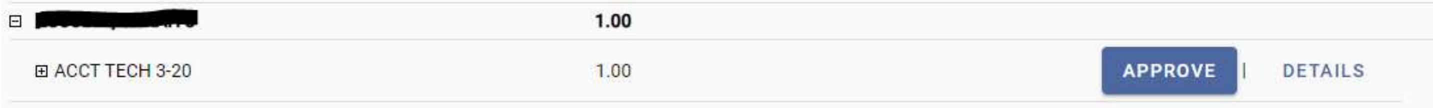


<u>Instead of having the PR Clerk edit in EE Pending Time Entry or the Time Entry Batch:</u>
Option 1 is to re-release the time entry record from EE Pending Time Entry. This will then restart workflow and allow the Supervisor to Edit the entry in ESS again. In ESS, the Supervisor will need to go to Time Entry > Details > Edit > go to the line that needs correction > Edit on that line. Make the change > Save > Submit the timesheet.

The re-released record will note in the comments the original approval but this will be overridden once the revised record is approved again.



The Supervisor will need to then Approve the timesheet again.



Option 2 is to delete the record from EE Pending Time Entry. The employee or Supervisor can then re-enter the item on the ESS timesheet with the correct information. Normal workflow/approvals will apply.

Basically if there's a correction needed for an ESS entry once it's been approved by the Supervisor and you want the Supervisor to be able to edit/approve the correction, there's three options:

- In ERP (Munis) go to EE Pending Time Entry > find the needed entry and **re-release** it. This will restart workflow and allow the Supervisor to edit the timesheet in ESS and then submit/approve again.
- In ERP (Munis) go to EE Pending Time Entry > find the needed entry and **delete** the entry. The employee can then enter it correctly OR the Supervisor can edit the EE's timesheet and add the new entry.
- In ERP (Munis) go to EE Pending Time Entry > find the needed entry and **Update** the record with the necessary changes. The revision will be visible in ESS Time Entry *but* workflow won't be reset so the record will still be in Approved status. You'll then need to re-release the entry to restart workflow for the Supervisor to approve again.

The other two options that wouldn't go back to ESS workflow for approval would be:

- In ERP (Munis) go to Time Entry batch (once Find Pending is done) and manually edit the entry.
- In ERP (Munis) go to EE Pending Time Entry > find the needed entry and **Update** the record with the necessary changes and don't re-release the entry.