

CNAV Time Sheets
FAQ for Supervisors
(Updated 1/23/09)

I've just created a time sheet, why can't I see it and why can't my employee see it?

When setting up a time sheet instance, the effective date will default to the current pay period, but may take about 5 minutes to appear.

Why aren't all my employees showing in the supervisor processing list?

This list can be found in CNAV/Campus Tools/Time Sheet/My Workers Screen – Supervisor Processing. If an employee has not entered data or even viewed their time sheet for the pay period, they will NOT appear in the supervisor processing list until after 10:15 a.m.

If an employee has not entered data or even viewed their time sheet for the pay period, the employee will lose access to this time sheet. For example, if your employee waits until the day the time sheet is due to the Payroll Office to enter their time, they will not see that time sheet in their list. It will be unavailable to them until after 10:15 a.m. At that time, they will only be able to view it, not enter any data. Also at that time, it will appear in your supervisor processing list and you will be responsible for filling out the time sheet and approving it. To prevent this, you may want to gently remind them to enter time into their time sheet on a daily basis.

Do I need to approve a time sheet with zero hours?

It depends on the time sheet. If your employee is a student or casual employee not working over the summer or winter breaks and you can recognize this, then you can simply ignore that time sheet, no action is necessary. This is the same with full time employees on short-term disability or workers comp, no action is necessary. However, if you do see a zero hour time sheet and it is an employee who is on vacation or sick leave, you must modify the time sheet to display this and approve it.

How do I deactivate a time sheet?

Timing is very important in this matter. You will need to go to CNAV/Campus Tools/Time Sheet/My Workers Screen, click on the individual's time sheet you want to deactivate and then click the edit button at the bottom of the box. You will now be in that particular individual's time sheet, click on the blue link "edit instance" and change the deactivation date to the next beginning pay period, which, if you're doing this on the last day of a pay period, will be the next day. When the date rolls over to the next pay period, the time sheet will have an inactive status, thereby locking everyone from it. Therefore, it is important that you and the employee approve the last time sheet **before** it is deactivated.

Some other items to note:

When a "Back" button is provided on the bottom of the screen, this button should be used to navigate between screens. Choosing to use the browser back button instead of the CNAV back button may cause problems.

When creating a new time sheet and you do not see your department or your account number in the pull down menu, please call payroll for verification.

Please call the Payroll Office at x6216 if you have any questions.