CNAV Time SheetsTraining Manual for Supervisors

(updated 1/23/09)

General Overview:

Employees can be set up in the CNAV time sheet system **after** they have been hired into PeopleSoft and have been given access to CNAV. As a Supervisor you will be responsible for setting up each of your employee's time sheets within CNAV. Until the time sheet is created, a paper time sheet will need to be completed by the employee.

Supervisor Roles include:

- Notifying payroll of any additions or deletions to your department's supervisor list (you need to be included in the supervisor group before you can access time sheets).
- Creating an employee time sheet within CNAV.
  Please note: Setting up your employees within the CNAV System is a one time set up as long as there are no changes to the employee's key information.
- Set an expectation with employees of the deadline you would like their time sheets completed and approved to allow for you to review and approve.
- For employees who worked but did not enter hours on their timesheet during the pay period, you will need to enter appropriate hours (and encourage employee to complete hours daily).
- Review and approve employee(s) time sheet(s) each pay period prior to the payroll deadline. See http://www.gettysburg.edu./about/offices/fa/financial_services/payroll/pay_schedules/index.dot for a list of deadlines. Email reminders are sent out each Monday morning, but it may be helpful to add these deadlines to your calendar as weekly reminders.

Creating an Employee Time Sheet:

1. Log into **CNAV** (https://cnav.gettysburg.edu)
2. Under **My Place**, click on **My Time sheet**. (You can also get to the CNAV time sheets using Campus Tools, My Time Sheet.)
3. On the Time sheet tools screen, click on **Time sheet**.
4. In the **Add New Workers section**, on the My Workers Panel.
   Select type of time sheet:
   - Support Staff
   - Casual Support Staff
   - Non Work-Study **(please note: Financial Aid will set up work-study time sheet and make appropriate changes as necessary – DO NOT edit work-study time sheets)**

   In the name field, type the first initial of the **employee's last name**. When the selections become available on the right-hand side of the screen continue to type the employee's last name to more quickly find the employee's name.
   Click on the appropriate employee name.
   This will place the employee's name in the name field.
   Click **New.**

Complete or double-check the following key pieces of information for your employee:

- **Department**: This is the name of the department in the HR Payroll system. Please select the department name from the pull down menu. Please notify the payroll office if you cannot locate your department.
- **Description:** This is a free field for you to complete if you would like.
- **Activation date**: This will default to the current pay period.
- **Deactivation date**: This defaults to 7 years from the set up date.
- **Limits**: Not applicable – DO NOT USE.
- **Employee Record:** This defaults as a zero. You may be notified by the payroll office to change this to a different number if your employee has more than one job on campus.
- **Hours per week**:
  - Students: 40 hours
  - Casual Support Staff: 40 hours
  - Full time and part time support staff: Enter the employee's budgeted hours per week.
- **Hourly rate**: Enter approved rate for students and casual support staff. For all other support staff enter 1.00.
- **Gl number**: Select from the pull down menu the appropriate general ledger account number to be charged. Notify the payroll office if the account number is not in the pull down list.
- **Exceed base allowed:** This defaults with the box checked. This indicates that the employee can submit hours above their weekly budgeted hours. If this box is unchecked an employee will be prevented from entering hours over their budgeted hours per week.
- **Only payroll & limit editing:** If this box is checked only payroll can edit certain fields for this time sheet.
- **Primary supervisor**: This is the person ultimately responsible for verifying and approving their employee's time sheet. This will default to the name of the person creating the time sheet. If the primary supervisor should be someone other than the person creating the time sheet following the steps below.
  - Click on the **edit** button.
  - You will get the following message: To edit the groups your changes to this point must be saved. Would you like to continue? Click on **Ok.**
  - On the left hand side of the Chooser page, **select the range** of the supervisor's last name.
  - **Highlight their name** on the right hand side of the screen.
  - Click on the **submit** button.
- **Alternate 1 Supervisor**: This is the primary supervisor's backup. This field will also default to the person creating the time sheet. Please edit!

  Note: We recommend having at least one alternate supervisor.
- **Alternate 2 Supervisor**: This is the alternate 1 supervisor's backup.
- **Limit Controller**: This is only used in the work-study set up. **DO NOT EDIT**
- **Processor**: Time Sheet Payroll will default.
- Click on **Submit.**

Supervisor Time Sheet Processing (approving a time sheet):

1. Under **My Place**, click on the **My Time sheet** option.
2. On the Time sheet tools screen click on **Time sheet**.
3. Select the **Supervisor Processing** option from the My Workers panel.
   Select the appropriate **Pay Schedule** to process.
      - Student Pay Schedule
      - Support Staff Pay Schedule

   Select the appropriate **pay period**.
   Click **Continue.**
4. On the Supervisor's Processing Screen you will see a quick overview of your employee's total hours.
   - Click on the **edit time sheet** icon (magnifying glass) **REVIEW** the actual hours submitted by your employee.
   - Please note any special occasions and the hours submitted for those days.
   - **EDIT/CHANGE** (if this is necessary and the employee has already approved their time sheet you will need to unapproved the employee portion, click submit, then make the necessary changes.)
   - At the bottom of the page, click on the **print preview** button and double check that the hours in each column are correct (i.e. holiday, sick, vacation, etc).
   - Click the back button on the browser
   - At the bottom of the page, click on the **Supervisor Status: approved**.
   - Click **submit** to save.

Printing the Time Sheet (only necessary if notified by Payroll)

- Click on the **Print Preview** Button on the bottom of the screen **(this is only a preview of the time sheet DO NOT PRINT)**.
- At the bottom of the Print Preview screen, click on the **Time Sheet** button.
- When that page appears click on **File,** from your tool bar, then select **Print.**
- Sign and submit to payroll or for work-study time sheets submit to Financial Aid.