CNAV Time Sheets Training Manual for Supervisors

(Updated 4/2019)

General Overview:

A CNAV time sheet can be created, for an employee, **after** they have been hired into PeopleSoft and have been given access to CNAV. Supervisors are responsible for setting up each of their employee's time sheets within CNAV. Until the time sheet is created a paper time sheet should be completed by the employee.

Supervisor responsibilities 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 pay schedules 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**
2. Under **My Place**, click on **My Time sheet**.
3. 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: this is used to create *all* student time sheets)**
4. In the name field, type the first three letters of the **employee's last name**. When the drop down selections become available continue to type the employee's last name.
5. **Click on the appropriate employee name** - This will place the employee's name in the name field.
6. Click **New.**

7. 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 and should not be changed until the employee's final time sheet has been approved.
    - **Employee Record:** This defaults as a zero. If a support staff or casual employee has more than one job, please call the Payroll Office to obtain the correct employee record.
    - **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. We recommend that this remains checked.
    - **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. Select from the pull down menu the appropriate person. (If a person's name is not listed please notify the Payroll Office.)
        - Beside the supervisor name 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 Chooser page, **select the range** of the supervisor's last name and click search.
        - **A** pop up box will appear - **Click the supervisor's name** and then close the box.
        - Click on the **submit** button.
    - **Alternate 1 Supervisor**: This is the primary supervisor's backup. Select from the pull down menu the appropriate person. All time sheets should have at least two supervisors.
    - **Alternate 2 Supervisor**: This is the alternate 1 supervisor's backup.
    - **Limit Controller**: Please do not change this field.
    - **Processor**: Time Sheet Payroll will default.
8. Click on **Submit.**

Supervisor Time Sheet Processing (approving a time sheet):

1. Under **My Place**, click on the **My Time sheet** option.
2. Select the **Supervisor Processing** option from the My Workers panel.
3. Select the appropriate **Pay Schedule** to process.
    - Student Pay Schedule
    - Support Staff Pay Schedule
4. Select the appropriate **pay period**.
5. Click **Continue.**
6. 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) and **REVIEW** the actual hours submitted by your employee.
    - Please note any special occasions and the hours submitted for those days.
    - **EDIT/CHANGE** (please inform employee of any changes)
7. 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).
8. Click the back button on the browser
9. At the bottom of the page, click on the **Supervisor Status: approved**.
10. Click **submit** to save.

Editing a Timesheet Instance

1. Under **My Place**, click on **My Timesheet**
2. Click once on the employee's name
3. Click the **edit** button below
4. Click "**edit instance**" link on the right
5. **Employee Record**: This defaults to 0. The Payroll Office may notify you that the number has been changed depending on the number of jobs an individual has on campus.
6. **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.
7. **GL number**: Select from the pull down menu the appropriate general ledger account number to be charged. (If the gl number is not listed please notify the Payroll Office.)
8. **Deactivation date**: Select date from the pull down menu (**only change the deactivation date after the final time sheet has been approved)**
9. **Supervisor change:**
    - **a.** Beside the supervisor name click on the edit button.
    - b. 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.**
    - c. On the left hand side of the Chooser page, **select the range** of the supervisor's last name.
    - d. **Highlight their name** on the right hand side of the screen.
    - e. Click on the **submit** button.
10. Click on the submit button at the bottom of the page to save any changes made to the instance.