Supervisor Secondary Timecard Quick Step Guide
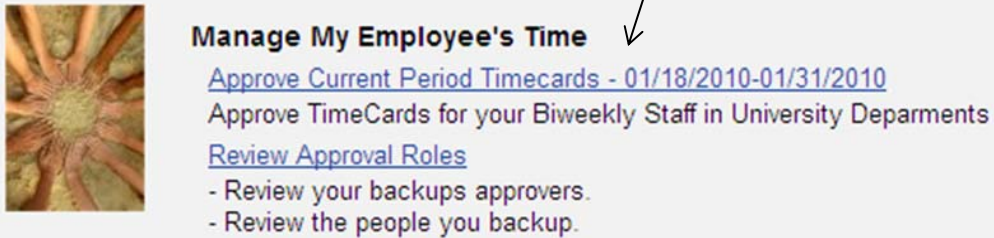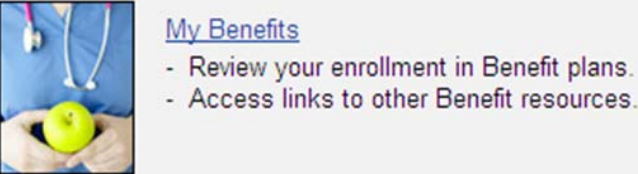
1. Login to Duke@Work (work.duke.edu)
2. Select "MyInfo" Tab
3. Select "MyTeam" Tab
4. List of employees you supervise is provided with links to their timecards.
5. If you are approving as a backup, select Backup Approvals from the Biweekly Staff Approvals dropdown.
6. Click on hyperlink in Approve Time column of timecard grid to launch timecard.
7. Click checkbox is lower right corner certifying firsthand knowledge of time.
8. Click **Approve** to approve timecard or **Return** to return it to the employee for correction.

Supervisors login to Duke@Work
(work.duke.edu)

- Supervisors approve timecards by selecting the **"MyTeam"** tab in Duke@Work
- From "MyTeam," the supervisor chooses the link to **Approve Current Period Timecards**
  - The link includes the begin and end date of the current pay period.
  - The link will be disabled if the period is no longer open for time card approvals.

Click Here to view the list of employees

Supervisors are presented with a List of employees.

- There is a dropdown for Primary Approvals and Backup Approvals.
- Primary and secondary cards are presented in one list.
- The Timecard Type column will indicate if the timecard is a Primary timecard or a Secondary Timecard.
- The hyperlink on the far right side of the grid displays the current status of the timecard.
- Clicking on the hyperlink in the Approve Time column will open the timecard for approval.

Biweekly Staff Approvals: Primary Appr... ▼

Personalize | Filter On

Employee	Pers No	Position	PYA	Personnel Subarea Text	Org Key	Status	Timecard Type	E-Mail	Approve Time
JENNIFER D JONES	00264344	50011995	UB	NONEXEMPT	DDD4	A	Primary	Send	Approved
JANELLE N TARPEY	00102701	50014384	UB	NONEXEMPT	DDD4	A	Primary	Send	Submitted
JANELLE N TARPEY	00102701	50014384	UB	NONEXEMPT	DDD4	A	Secondary 01	Send	Not Entered
KIMBERLY HUDSON	00227321	50034777	UB	UGRAD STUDENT	DDBV	A	Secondary 01	Send	Not Entered
JENNIFER D JONES	00264344	50011995	UB	NONEXEMPT	DDD4	A	Secondary 02	Send	Approved
JENNIFER D JONES	00264344	50011995	UB	NONEXEMPT	DDD4	A	Secondary 03	Send	Not Entered

Duke | HUMAN RESOURCES

DTS Electronic Timecard Layout

1. Employee & Secondary Position Information

Employee Information

					Initial
Name:	JENNIFER D JONES	Overtime Option:	1	Cont Serv Date:	04/10/2000	Minute to Decimal Conversion Chart
Duke Unique ID:	00264344	Daily Work Schedule:	8.00	Org Key:	DDGV	Supervisor Name: ELIZABETH SMITH
Secondary Position:	50000001	Personnel Subarea:	NONEXEMPT			
Position Description:	Biology Dept					

webCard

Pay Period 06.2010		Mon Mar 01	Tue Mar 02	Wed Mar 03	Thu Mar 04	Fri Mar 05	Sat Mar 06	Sun Mar 07	Week 1 Total	Mon Mar 08	Tue Mar 09	Wed Mar 10	Thu Mar 11	Fri Mar 12	Sat Mar 13	Sun Mar 14	Week 2 Total	Pay Period Total
Hours Worked									0.0								0.0	0.0

2. Daily Time Information

3. Funding Sources

4. Comments

Cost Distribution

Funding Source	ST/SC	Percent
1573070	6071	100.00

Comments

Existing:

New:

5. Employee Certification

6. Supervisor Certification

certify that this is an accurate record of my time for the period indicated: ☐

I certify the hours recorded, that I have first-hand knowledge of all work performed and that the distribution represents a reasonable estimate of effort expended: ☐

CHECK   SAVE   SUBMIT   ← **7. Action Buttons**

⚠ The timecard is empty.   ← **8. Message Area**

DTS Electronic Timecard Section Descriptions

Section	Description
1. Employee & Secondary Position Information	Employee master data related to reporting time. Includes master data related to the secondary position for which the time is being reported.
2. Daily Time Information	Report hours in the appropriate cell for a given day.
3. Funding Sources	Cost distribution for the employee's secondary position for which time is being reported.
4. Comments	An area in the timecard to provide additional information to your supervisor. This will be a permanent record.
5. Employee Certification	A checkbox for the employee to attest they worked the hours they reported.
6. Supervisor Certification	A checkbox for the supervisor to attest that they have first hand knowledge of the hours worked .
7. Action Buttons	Buttons to trigger a check, save and submit of the timecard. **Check** validates the timecard. **Save** option saves the timecard but does not submit it for approval. **Submit** sends the time card to the supervisor for approval. This step should not be done until all hours are recorded and time card is complete.
8. Message Area	The area of the timecard where error and other messages are displayed based on user input.

Supervisor View of
DTS Electronic Timecard

- The supervisor will see a display only version of the timecard entered by employees. Supervisors cannot change any time data on a secondary timecard.
- The table below provides additional information about the card that differs from the employee view.

Section	Description
Daily Time Information	The daily time information displays only rows with time recorded.
Comments	Any comments entered by the employee are visible to the supervisor and can not be changed. Additional comments can be added by the supervisor.
Employee Certification	There is a date and time associated with the last employee certification.
Action Buttons	The action buttons for the supervisor view of the secondary timecard include **Return** and **Approve**. **Return** sends the timecard back to the employee for corrections. **Approve** approves the timecard.
Supervisor Certification	To approve the time, the supervisor must click the checkbox before selecting the **Approve** action button.

Timecard Statuses

Timecard Status	Description	Applicable to Primary/Secondary Timecard
Not Entered	No timecard has been created	Primary and Secondary
Saved	Employee saved timecard but it is not ready to be approved	Primary and Secondary
Submitted	The timecard is ready for review and can be approved or returned to employee for correction	Primary and Secondary
Returned to Employee	The timecard was returned to the employee for correction	Primary and Secondary
Approved	Timecard has been approved by a supervisory or a backup approver. Once approved, timecard cannot be changed.	Primary and Secondary
Approver created, submitted and approved	Approver added Time Off and/or Premium Pay on behalf of the employee	Primary Only