

Time Tracker Instructions for Supervisors

1. Log into Time Tracker at <http://my.aces.illinois.edu/timetracker>. You will use your netID and password to log in.
2. Click on “My Employees” to see the time sheets that have been submitted. The settings on this page will default to:

Year	Pay Period	Timesheet Status	Criteria
All ▾	–Select a year– ▾	* Submitted	<input type="text"/> ✕

If you leave these settings you will see time sheets from all pay periods that require your approval. This setting can be used if past pay period time sheets are submitted late to ensure that you see them.






3. The time sheets that have been submitted will appear here. Under queue it should look like

Queue	Action
Supervisor <input type="checkbox"/>	  

this:

You have two options to review the time sheet. If you hover over the symbols on the right you can choose which way you will review. Review the time worked for accuracy and click on “Tag as Approve” or if you see a mistake click on “Tag as Decline”.

4. If you approve the time sheet you will see a green thumbs up under the status approval and the box next to supervisor will be checked:

Status						
Submitted	Approval	Processed	Campus	Requested	Queue	Action
					Supervisor <input checked="" type="checkbox"/>	  

In order to complete the approval you must click on the blue “Process” box to move the time sheet forward.

5. If the time sheet is incorrect you will click on “Tag as Decline”, enter the reason and click on Save.
6. In order to send the time sheet back to the employee for correction you will need to click on the blue “Process” box to send the time sheet back.
7. Please note that if you see a blue box next to the week number that you should click on it as the employee has entered relevant information:

Week 1 [View Work Descriptions](#)

8. If an employee works overtime they must enter what they were doing into this memo field for your review. If you are unable to view the work description, or the box isn't there, then nothing was entered. The time sheet shouldn't be approved without an explanation.
9. Employees working full time are required to take an unpaid meal break. This must be reflected on their time sheet.

If you have any questions or concerns please contact Linda at kemplin@illinois.edu.