

**Time and Attendance System (TAS)**

**Supervisor Role – Reviewing & Approving Requests/Time Records**

TAS Home Page:



* Select Current Employment Role (shown above).
* Click on Time and Attendance button to work on your Time Record, Time off Request, or to review your work roster.

Supervisor Work Roster:



* Select Work Roster (shown above)
* Will show all Time Records and/or Pending Leave Requests that require action.

Pending Time Records Approvals:



* To Approve employees time record– select APPROVE radio button
* To Disapprove – select DENY radio button. When denying an employee’s time record, a comment field will open. Comments are required by the supervisor to let the employee know the reason for denial.
* IGNORE radio button can be selected if supervisor does not wish to take action on the employees time record at that time.
* Supervisor also has the option of clicking on the VIEW DETAILS button to see the employees time record in its entirety for more information.
* Once action has been selected, click Submit.

Pending Leave Requests:

* + To Approve employees Time off Requests – select APPROVE radio button
	+ To Disapprove – select DENY radio button. When denying an employee’s time record, a comment field will open. Comments are required by the supervisor to let the employee know reason for denial.
	+ IGNORE radio button can be selected if supervisor does not wish to take action on the employees time record at that time
* Once action has been taken, click submit

Employee Roster:



* List of all employees that reports to the supervisor.
* A supervisor sees all the employees that they supervise.  If there is a […] under one of their employees, then that employee is also a supervisor.  If you click on the […] you get the supervisor roster for that supervisor, and you have all the same supervisor privileges.
* Supervisors are able to view Employee Information Detail, Time Record, History and Time off Requests from their work roster.