

NEOGOV

How to Use Timesheets as an Admin

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Preface

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Overview

This document covers the options admins use to create timesheets and add, edit, or delete timesheet lines.

Generating Timesheets

The following describes the basic setup for a weekly timesheet.

1. Click **Generate Timesheets** from the **Timesheets Processing** section of the **Dashboard**. The **Generate Timesheets** modal appears.

The screenshot displays the 'Time & Attendance Dashboard'. It features two main sections: 'Timesheets Summary' and 'Timesheets Processing'. The 'Timesheets Summary' section includes a date range selector set to 'BI-WEEKLY: 05/14/23 - 05/27/23' and a summary of timesheet statuses: 1 Unsubmitted, 0 Unapproved, 0 Approved, and 0 Sent to Payroll. The 'Timesheets Processing' section contains a 'Generate Timesheets' button, which is highlighted with a black box, and a description: 'Create new timesheets or re-generate existing.'.

Status	Count
Unsubmitted	1
Unapproved	0
Approved	0
Sent to Payroll	0

2. Complete these fields.

Field	Description
Create Separate Timesheet Per Week	Select Yes to create a separate timesheet for each week in the period.
Create All Weekly Timesheets for Period	If creating separate timesheets per week, select one of these options. <ul style="list-style-type: none"> • Yes: Creates all weekly timesheets for the period. • No: Only creates a timesheet for the current week.
Create Separate Timesheet Per Assignment	If employees have multiple assignments, select one of these options. <ul style="list-style-type: none"> • Yes: Creates a separate timesheet for each assignment. • No: Creates one consolidated timesheet for all assignments.

Generate Timesheets Cancel Generate

* Timesheet Period Start

06/28/2023 📅

Create Separate Timesheet Per Week ⓘ

Yes
 No

Create All Weekly Timesheets for Period ⓘ

Yes
 No

Create Separate Timesheet Per Assignment ⓘ

Yes
 No



Important: If payroll occurs monthly, weekly timesheets will not reflect the start and end date of the pay periods.

3. (Optional) Apply any filters as needed.

This will include all employees unless filters are added below.

APPLY FILTERS

Employee ✓ Work Rule Payroll Department Unit Group

Employee

Search here... Remove Filter

Employee #	Employee Name	
0078		

First Previous 1 Next Last Showing 1-1 of 1 items

4. Click **Generate**.

Generate Timesheets Cancel **Generate**

NEOGOV displays a confirmation.

Your report is processing. ×

When it is complete, the output file will automatically download in your browser.

Validating Generated Timesheets

After generating, timesheets are available for viewing and editing.

Employees

Employees view and edit their timesheets in the Self Service **Dashboard** under **Time & Attendance > My Timesheet**.

The screenshot shows the 'Time & Attendance' section of the dashboard. The user is Merell Q Chantal, an Office Supervisor - Police. The timesheet is for the period April 2 - April 15, 2023. The total hours are 80.00 REG HRS and 80.00 Total Hours. The timesheet table is as follows:

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 04/02								+
Monday 04/03	PRIMARY	REG HRS		08:00 AM	04:00 PM	8.00 hrs	8.00 hours	+ □ 🗑️
Tuesday 04/04	PRIMARY	REG HRS		-	-	8.00 hrs	8.00 hours	+ □ 🗑️

Managers

Managers view timesheets for their direct and indirect reports in the Self Service **Dashboard** under **Time & Attendance > My Team's Timesheet**.

Tab	Description
Unsubmitted	Displays timesheets not yet submitted by employees.
Unapproved	Displays timesheets that require approval.
Approved	Displays approved timesheets.
Show All	Displays all approved, unapproved, and unsubmitted timesheets.

Dashboard ▾ 🔍 Search

Time & Attendance

Overview My Timesheet My Team's Timesheets My Time Off My Team's Time Off

My Team's Timesheets

Pay Period

05/14/23 - 05/27/23 Show Indirect Reports

Unsubmitted (1) Unapproved (0) Approved (0) Show All (1)

Employee Name	Timesheet Start Date	Department	Manager
Dyan Carandang	05/14/2023	COMMIS	Merell Chantal

First Previous **1** Next Last 10 items per page

Admins

There are two ways for admins to access timesheets.

Click **View All Timesheets** from the **Time & Attendance Dashboard** or click **Timesheets > Manage Timesheets**.

The screenshot shows the 'Time & Attendance Dashboard' with a 'Timesheets Summary' section. The summary includes a dropdown for the pay period 'BI-WEEKLY: 05/14/23 - 05/27/23' and a circular progress indicator with five segments: Unsubmitted (1), Unapproved (0), Approved (0), Sent to Payroll (0), and Total (1). A 'View All Timesheets' button is highlighted with a black box.

The screenshot shows the navigation menu for the 'Time and Attendance' section. The 'Timesheets' menu item is selected, and its dropdown menu is open, showing 'Generate Timesheets' and 'Manage Timesheets'. The 'Manage Timesheets' option is highlighted with a black box.

Both options take the admin to the **Employee Timesheets** screen.

The screenshot shows the 'Employee Timesheets' screen. At the top right, the 'Pay Period' is set to 'BI-WEEKLY: 05/14/23 - 05/27/23'. Below the header, there are tabs for 'Unsubmitted (1)', 'Unapproved (0)', 'Approved (0)', 'Sent to Payroll (0)', and 'Show All (1)'. The 'Unsubmitted (1)' tab is active. A table displays the following data:

Employee Name	Employee #	Timesheet Start Date	Department	Manager	Total Hours
Dyan Carandang	14	05/14/2023	COMMIS	Merell Chantal	90.00

At the bottom, there is a pagination control showing '1' of 1 items and a 'Showing 1-1 of 1 items' message.

Click the employee's name to open their timesheet.

Unsubmitted (1)
Unapproved (0)
Approved (0)

Employee Name	Employee #
<input type="text" value="Search"/>	<input type="text" value="Search"/>
Dyan Carandang	14

First
Previous
1
Next
Last

10

items per page

After opening, the admin can view and edit the timesheet.

Employee Timesheets

Pay Period: 05/14/23 - 05/27/23

[← Back to View All](#)

Cancel

Submit

Period: May 14 - May 27

84.00	6.00	90.00
REG HRS	OVT HRS	Total Hours

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 05/14								+
Monday 05/15	PRIMARY	REG HRS		08:00 AM	05:00 PM	9.00 hrs	9.00 hours	+ □ 🗑️
Tuesday 05/16	PRIMARY	REG HRS		08:00 AM	05:00 PM	9.00 hrs	9.00 hours	+ □ 🗑️

Using Timesheets

Adding Lines

These are the most important fields when adding lines to a timesheet.

Field	Description
Date	The date that the employee worked.
Assignment	The employee's work assignment. The default value is PRIMARY , but admins can override this if an employee has multiple assignments.
Time Code	The code required for payroll to process the appropriate pay.
Cost Center	Optional; assigns a cost center to the hours the employee worked for time allocation.
Start Time	When the employee began their shift. This is optional and only required if tracking shift times.
End Time	When the employee ended their shift. This is optional only required if tracking shift times.
Amount	The total number of hours the employee worked on that day.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 05/14								+
Monday 05/15	PRIMARY	REG HRS		08:00 AM	05:00 PM	9.00 hrs	9.00 hours	+ □ 🗑️

1. Click the plus icon on the desired timesheet line. A new line appears.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 05/14								+
Monday 05/15	PRIMARY	REG HRS		08:00 AM	05:00 PM	9.00 hrs	9.00 hours	+ □ 🗑️

2. Add the desired time information to the line.

Q PRIMARY	Q OVT HRS	Q Cost Center	10:00	01:00	3.00	12.00 hours	+ □ 🗑️
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3. Click outside of the line to commit the change.

Monday 05/15	PRIMARY	REG HRS	12:00 PM	09:00 PM	9.00 hrs	+	□	🗑️
	PRIMARY	OVT HRS	10:00 PM	01:00 AM	3.00 hrs			



For **Start Time**, enter the number then tab to **End Time**. NEOGOV automatically formats the number. After entering the **End Time**, the **Total Hous** field automatically populates.

Editing Lines

1. Select a line and make any desired changes. In the example below, the **End Time** field changed from **1:00 AM** to **2:00 AM** on the second line.

Monday 05/15	PRIMARY	REG HRS	12:00 PM	09:00 PM	9.00 hrs	+	□	🗑️
	PRIMARY	OVT HRS	10:00 PM	02:00 AM	4.00 hrs			

2. Click outside of the line to commit the change.

Deleting Lines

1. On the desired row, click the trash can icon.

Monday 05/15	PRIMARY	REG HRS	12:00 PM	09:00 PM	9.00 hrs	+	□	🗑️
	PRIMARY	OVT HRS	10:00 PM	02:00 AM	4.00 hrs			

NEOGOV removes the line from the row.

Monday 05/15	PRIMARY	REG HRS	12:00 PM	09:00 PM	9.00 hrs	9.00 hours	+	□	🗑️
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Accessing Timesheets for Inactive Employees

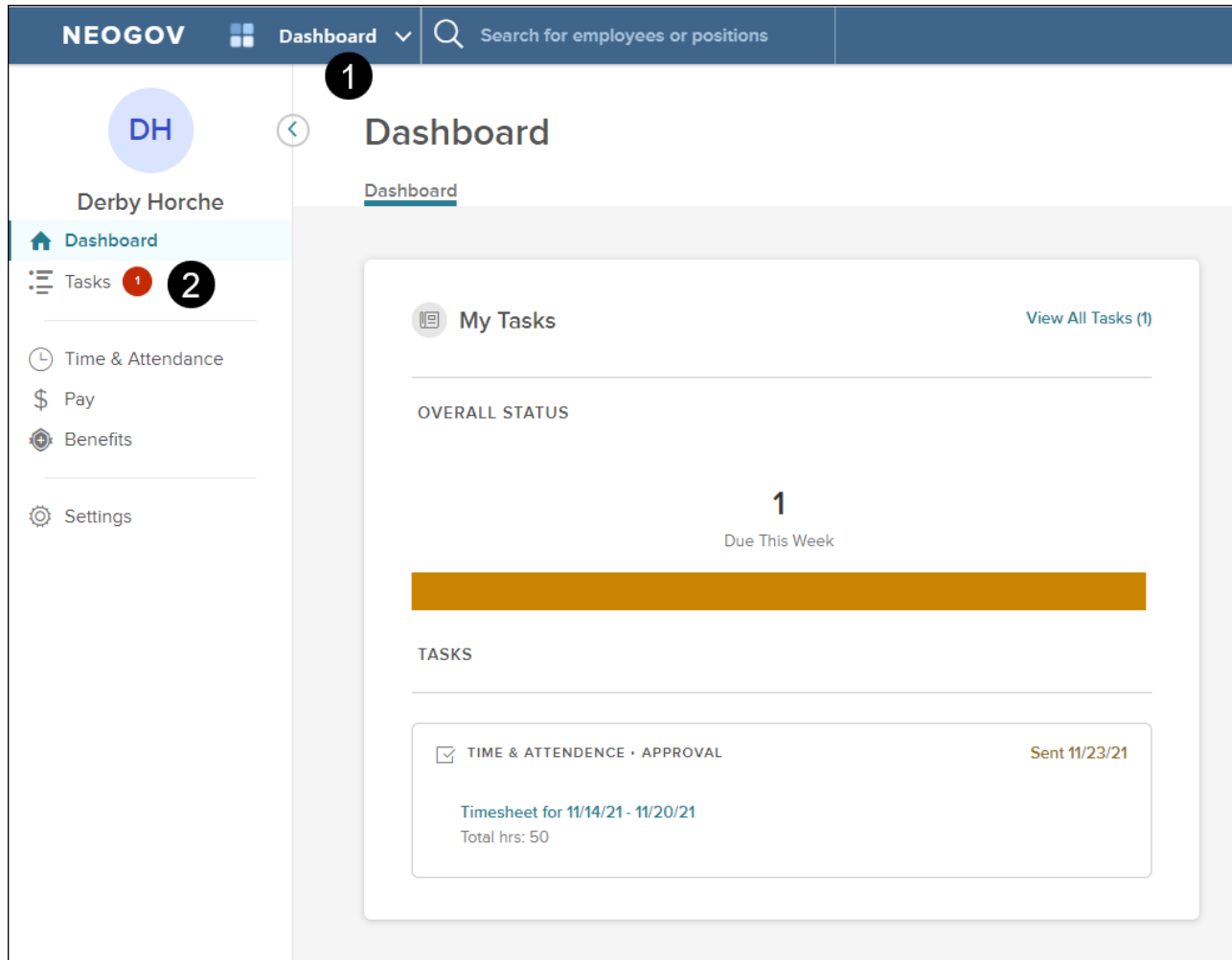
The **Employee Timesheets** screen displays active and inactive employees. Admins may need to view and edit a timesheet for an inactive employee (for example, an employee terminated in the middle of the period, but their timesheet needs correcting for final payout).

The process to adjust these timesheets is the same as for an active employee.

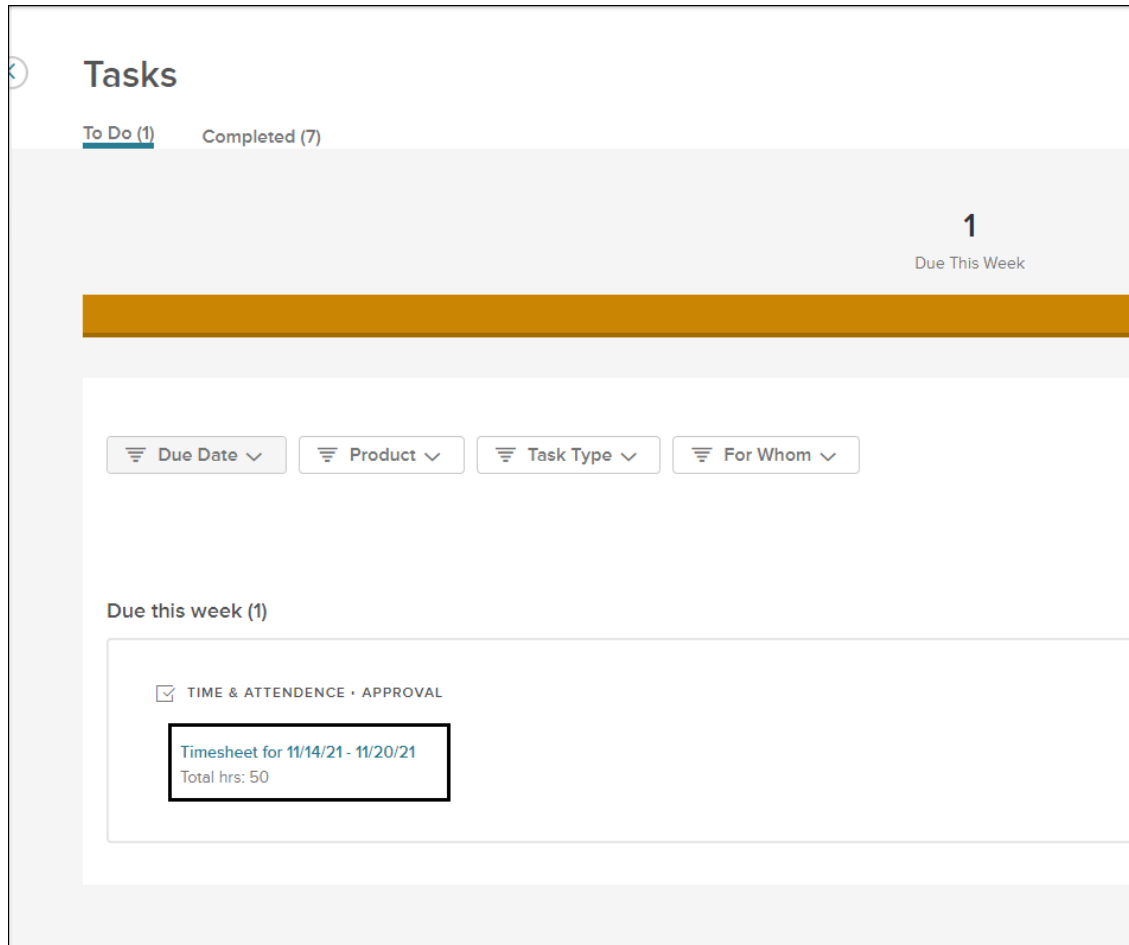
Approving or Denying Timesheets

When an employee submits their timesheet, the approval appears as a task for the approver to complete.

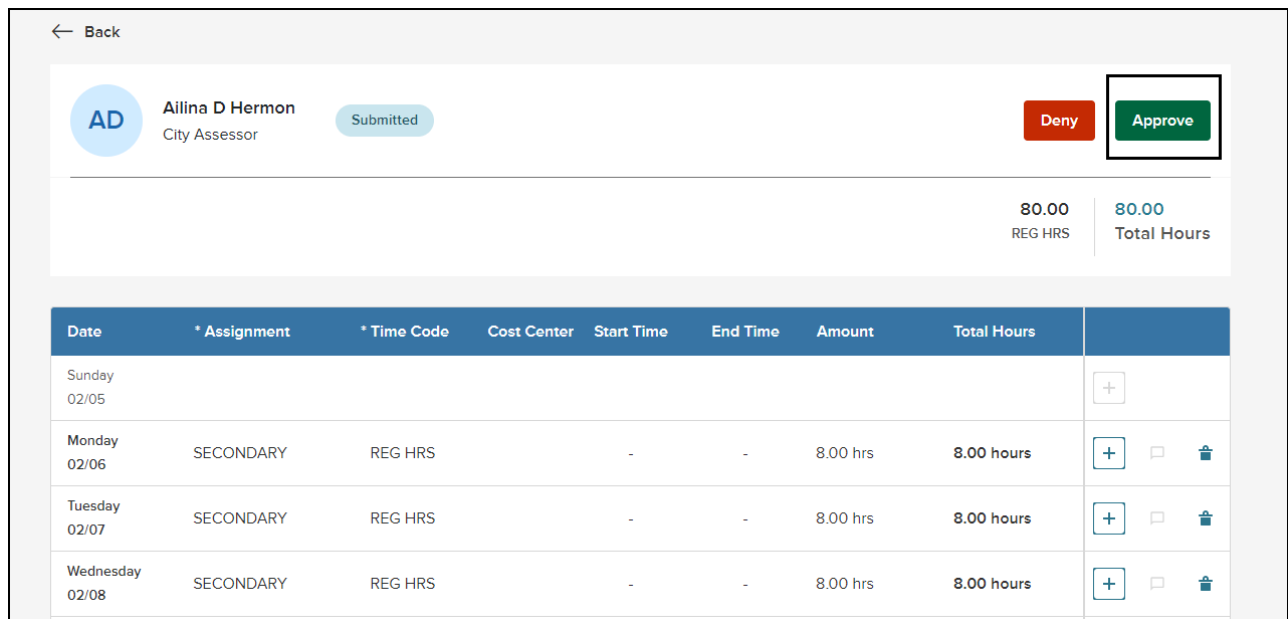
1. In the **Time and Attendance** product, navigate to the Self Service **Dashboard**.
2. Click **Tasks**. The **Tasks** screen appears with the **To Do** tab active.



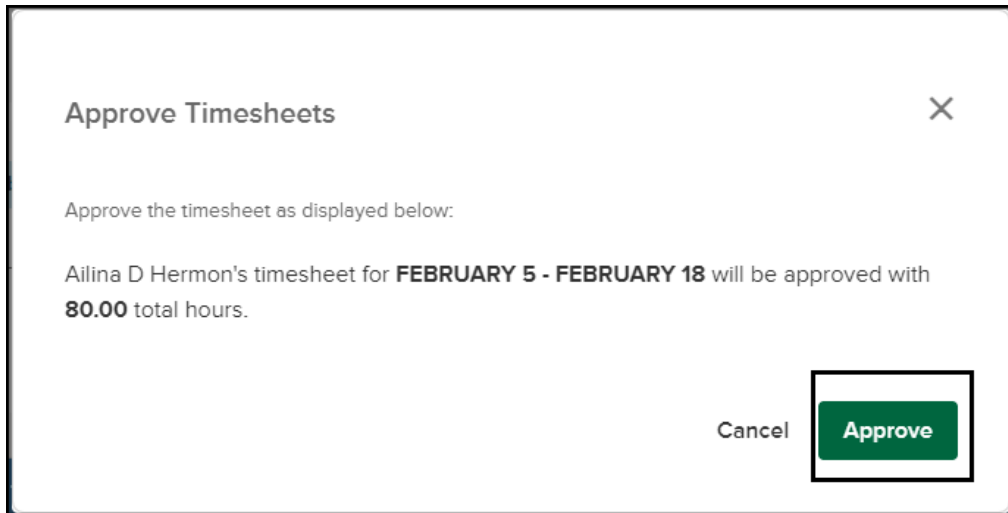
3. Click the desired timesheet under **Due this week**. The timesheet opens.



4. If approving, click **Approve**. The **Approve Timesheets** dialog appears.

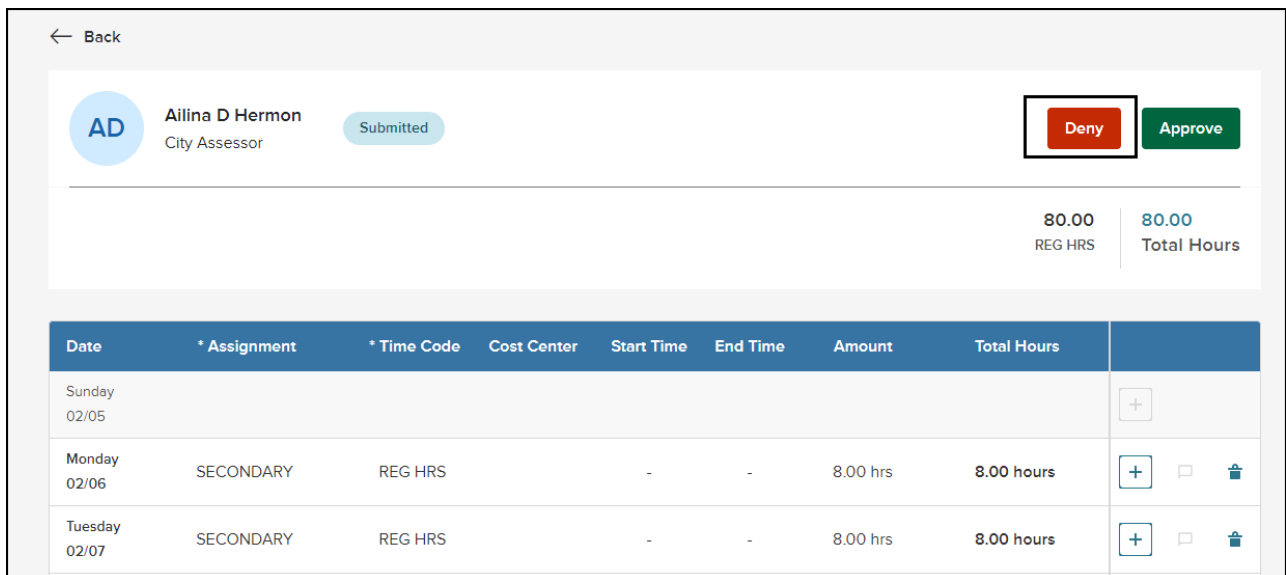


5. Click **Approve** to process the timesheet or click **Cancel** to back out.



NEOGOV displays a confirmation indicating the approval and the timesheet status displays **Approved**.

6. If denying, click **Deny**. The **Deny Timesheets** dialog appears.



- 7. If needed, enter a reason for the denial in the **Note** filed.
- 8. Click **Deny** to send the timesheet back to the employee or click **Cancel** to back out.

Deny Timesheets ✕

Deny the timesheet as displayed below:

Ailina D Hermon's timesheet for **FEBRUARY 5 - FEBRUARY 18** will be denied with **80.00** total hours.

Note:

Cancel Deny

NEOGOV displays a confirmation indicating the denial and the timesheet status displays **Open**.