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Innovation & Technoloc

## What's New in eTime for Supervisors?

State of Illinois	🕑 eTime	Welcome, ETIME SUPERVISOR Role: Supv Release 2.1.8	et illinois			SUPERVISOR, ETIME	
10			A Home Request -	Time Report Search History	Team Calendar Management		
Benefit Time	Supervisor Dashboard		Ť				
eave Request	Leave: 1 Overtime Pre-approval:	Supervisor Dashh	Supervisor Dashboard Leave: 20 Overtime Pre-Approval: 0 Overtime: 10 Time Report: 3				
Overtime Pre-approval Request		Leave: 20 Ove					
Overtime Worked	Benefit Time						
Daily Time Report	Benefit Summary Benefit Project	tions Benefit Estimate	Benefit Time				
earch History			Denent Time				
eam Calendar	Note: 1 Day = 7 Hours, 30 Minutes	Last timekeeping clos	Last timekeeping close date is 12/15/2015				
upervisor Management	Show Time As:       O Day:						
rofile	C Hour	Benefit Summary Benefit F	Benefit Summary Benefit Projections Benefit Estimate Adjusted Balances				
Contact Us	State of Illinois Holiday Calendar						
ogout		NOTE: 1 Day = 7 hours 30 r	NOTE: 1 Day = 7 hours 30 minutes Show time as:		State of Illinois Holiday Calendar     Monthly Vacation Earning Rate		
Employee Information	Vacation						Show time as:
Name	Vacation:	20 days 6 hours 15 minutes	<ul> <li>Days, Hours, and Minutes</li> </ul>	es			
IME SUPERVISOR	Maximum Vacation Carryover:	20 days 0 hours 0 minutes	i i i i i i i i i i i i i i i i i i i				
NIOR PUBLIC SERVICE	Days Earned Per Year:	10					
MINISTRATOR	Earning Date:	05/01/2012					
Supervisor ETIME CFO	Earning Schedule:	Monthly Vacation Earning Rate	Va	cation		Sick	
	Sick		Current Balance:	29 days 1 hour 15 minutes	Current Balance:	56 days 2 hours 30 minutes	
	Sick:	58 days 2 hours 30 minutes	Maximum Carryover:	20 days 0 hours 0 minutes	Sick Bank Member:	No	
	Sick Bank Member:	No	Days Earned Per Year:	10			
	Personal		Earning Date:	05/01/2012			
	Personal:	4 days 0 hours 0 minutes					
	Other		Per	rsonal		Other	
	EET:	13 days 2 hours 30 minutes	Current Palanee:	4 down R hours R minutes	EET Palanao	12 days 3 hours 30 minutos	
	Holiday:	18 days 0 hours 0 minutes		4 days o nodio o minaco	Holiday Balance:	18 days 0 hours 0 minutes	
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- Supervisor Approval, now called Workbox.
- Delegated Approval, now called **Delegated Workbox**.
- Subordinate Summary, now called **Employee Summary**.
- **Team Calendar** (for viewing the team calendars of your subordinate units). Note: use the top Team Calendar menu item to view your supervisory peers.

## Changes to Overtime Pre-Approval and Overtime Worked Requests

Supervisors can now pre-approve overtime based on **Location**, **Type** and **Pay Method**. **Location** and **Pay Method** are now required on the overtime worked requests for your review.

## **New Supervisory Functions**

The following functions were added to the top **Management->Supervisor Management** menu:

- **Call-In Request** Enter a reminder that appears on an employee's timesheet for the employee to create a Leave Request when the employee calls in. Employee will not be allowed to submit that timesheet if a Leave Request has not been entered to replace the Call-In.
- **Supervisor Report Viewer** Supervisors can now run reports to list any pending leave, overtime or timesheets as well as any incomplete timesheets not yet submitted by the team.

eTime now employs a mobile-friendly interface. The interface will scale and shift elements to properly accommodate all screen sizes.

Navigation - The system menu is now located across the top instead of at the lefthand side. On normal screens, the full menu will be visible. On smaller screens, the menu will be minimized - click or tap the symbol in the upper right-hand to show the full menu.



**Help** link - click to view quick reference and what's new guides along with timekeeper contact information.

**Buttons** - Default buttons in views are blue while other buttons are gray. This aids the eye in moving to those buttons more intuitively.

**Icons** - Icons and images have been replaced with textual links or buttons to reduce visual clutter.