

Superuser Instructions – Updated December, 2004

Basic superuser information

A superuser has the ability to affect all electronic timesheets without being limited to a specific ORGN code. In order to minimize the possibility of acting upon a timesheet in error, Superusers are requested to use the Web4U whenever it is necessary to Start and/or Submit a timesheet. Once a superuser starts a timesheet, only the superuser can enter hours and submit the timesheet. The employee can only view their timesheet-they will have no 'Submit' button.

Moving a Timesheet from 'Not Started' to 'In Progress' to 'Pending' status in Web4U:

Starting either web or department timesheets from Web4U instead of PHATIME will avoid starting other timesheets in error.

Web4U Selection Criteria Page:

Click on 'Act as Superuser' and 'Select'

Choose the appropriate Pay # and 'Select'

Choose the appropriate Department ORGN code and 'Select'

Scroll down to the 'Not Started' section of the timesheets.

Scroll down to the employee timesheet you wish to start

Click on 'Extract', 'OK' to extract time.

Enter any hours worked or leave taken (hourly employees require time in/time out entry)

Scroll down to the appropriate earn code, then across to a date, enter time.

Click on 'Submit for Approval' button at top of timesheet – this will move to 'Pending' status.

Superuser can Approve the timesheet by clicking on the 'Approve' button at end of timesheet

OR let the Approver know the timesheet is ready for their approval.

PWRETIM

This report can be run anytime during a pay period. It will show all timesheets that have been started in your ORGN code as well as who completed the action (started, submitted, approved).