

MoveTime Guide for Supervisors

This guide will show you how to review, correct, and approve leave reports for your direct reports.

Please use the **Accessing Leave Report** guide to log into SeaNet. Once you have followed the instructions to open up the Leave Reporting tab in SeaNet, continue with the instructions below.

Proxy Set Up:

To set up a proxy, click the Proxy Set Up link on the bottom of the screen.

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

Proxy Set Up, continued:

Select the proxy from the drop down list. If you do not see the person you wish to make your proxy, please contact your leave keeper.

Click the box next to the drop down to add the proxy and click **Save**.

To remove a proxy, click the remove box next to the proxy's name and click **Save**.

To return to the leave report main menu, click the **Leave Reporting Selection** link on the bottom of the page.

You can have as many proxies set up as you have need. Please be sure that you set your leave keeper up as your proxy. As a proxy, your leave keeper can help correct errors, ensure leave reports are ready for you to approve by the deadline, and approve leave reports on your behalf if you are unavailable.

Proxy Set Up

Name	Add	Remove
Employee A, aemployee	<input type="checkbox"/>	<input type="checkbox"/>
Employee B, bemployee	<input type="checkbox"/>	<input type="checkbox"/>
Employee C, cemployee	<input type="checkbox"/>	<input type="checkbox"/>

[Leave Reporting Selection](#)

Reviewing Leave Reports:

Select the radio button next to **Approve or Acknowledge Time** and click **Select**.

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

Selecting Department and Leave Period to Approve:

Select the radio button next to the appropriate department and select the leave report you want to approve from the drop down list. Click **Select**.

You may have one department or several, depending on how many departments you supervise.

Approver Selection

Leave Report

Department and Description	My Choice	Leave Period
W, 25000, Chancellor	<input type="radio"/>	MN, Oct 01, 2015 to Oct 31, 2015 ▾
W, 25400, Internal Audit	<input type="radio"/>	MN, Oct 01, 2015 to Oct 31, 2015 ▾
W, 55000, VC ITSD	<input checked="" type="radio"/>	MN, Nov 01, 2015 to Nov 30, 2015 ▾



Sort Order

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select



Summary Screen for Employee Leave Report:


The summary screen tells you what department, leave period, and deadline date that you are working on. Your employees will fall into 1 of 6 statuses (described on this page and the following page).

Pending: Leave reports that are ready for your review and approval.

Summary

 Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: W, UNCW Chart of Accounts
Department: 55000, VC ITSD 
Leave Period: Nov 01, 2015 to Nov 30, 2015
Act as Proxy: Patricia C Hale, HALEP
Leave Period Leave Entry Status: Open until Dec 31, 2015, 11:59 PM

Pending 										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
850000000	Employee Name 001283 - 00 Bus & Tech Appl Specialist	Approve	.00	1.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance Warning

Employee Statuses, continued:

Returned for Correction: Leave reports that you have returned to the employee to correct.

In Progress: Leave reports that have been started by the employee, but not submitted to the supervisor.

Not Started: Employees that have not opened their leave report.

Completed: Leave reports that you have approved.

Error: (not shown) Leave reports in some sort of error. Please contact Human Resources.

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
850000000	Employee Name 001623 - 00 Networking Specialist	.00	18.00	.00	Comments Leave Balance Warning	

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
850000000	Employee Name 007268 - 00 Bus & Tech Appl Analyst	.00	.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
850000000	Employee Name 007404 - 00 Bus & Tech Appl Analyst	

Completed										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
850000000	Employee Name 007281 - 00 IT Project Analyst		.00	1.00	.00	Approved				Leave Balance Leave Updated Warning

Summary Page, Key Navigation:

Change Selection: Navigates back to the department leave report selection page. Allows you to change the department you are viewing.

Select All, Approve or FYI: Allows you to select all Pending leave reports to approve at one time.

Reset:

Save: Saves your changes. For example, if you selected all (or certain) leave reports to approve, clicking the save button will transition the leave reports to Completed.

To view the details of a pending leave report, click on the employee's name.

Summary

 Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: W, UNCW Char of Accounts
Department: 55000, VC ITSD
Leave Period: Nov 01, 2015 to Nov 30, 2015
Act as Proxy: Patricia C Hale, ALEP
Leave Period Leave Entry Status: Open until Dec 31, 2015 11:59 PM


Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
850000000	Employee Name 001283 - 00 Bus & Tech Appl Specialist	Approve	.00	1.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance Warning

Parts of the Employee Leave Report:


Leave Report: The current leave report that you are approving.

Leave Balances: Leave available to use by the employee.


Routing Queue: When the employee submitted the leave report and where the leave report is in the process. In this example, the leave report is in the supervisor's queue waiting to be approved.

Leave Report 

Earnings	Total Hours	Total Units	Sunday, Nov 01, 2015	Monday, Nov 02, 2015	Tuesday, Nov 03, 2015	Wednesday, Nov 04, 2015	Thursday, Nov 05, 2015	Friday, Nov 06, 2015	Saturday, Nov 07, 2015	Sunday, Nov 08, 2015	Monday, Nov 09, 2015	Tuesday, Nov 10, 2015	Wednesday, Nov 11, 2015	Thursday, Nov 12, 2015	Friday, Nov 13, 2015	Saturday, Nov 14, 2015	Sunday, Nov 15, 2015	Monday, Nov 16, 2015
Leave Report Certification	1		1															
Total Hours:	1		1															
Total Units:		0																

Leave Balances as of Oct 19, 2015 

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Adverse Weather Leave	Hours	0	Feb 01, 2003	0	0	0	0
Bonus Leave	Hours	0	Feb 01, 2003	104	0	0	104
Community Service	Hours	0	Feb 01, 2003	24	0	0	24
Comp 1x	Hours	0	Feb 01, 2003	0	0	0	0
Sick Leave	Hours	0	Feb 01, 2003	376	40	8	408

Routing Queue 

Name	Action and Date
Employee Name	Originated Oct 19, 2015 08:54 pm
Employee Name	Submitted Oct 19, 2015 08:55 pm
Patricia C Hale	Pending

Entering a Comment:

Click in the **Edit Comment** box to add your comment. Be sure to include dates and any information that may be needed for the employee or for audit purposes.

Save the comment.

Click **Previous Menu** to return to the employee's leave report.

Comments

Enter a comment in the text area below. If this comment is Confidential, be sure to check the indicator.

Employee: 85000000 Employee Name

Leave Report Period: Nov 01, 2015 to Nov 30, 2015

Made By: Deanna L Tirrell

Comment Date: Oct 19, 2015


Confidential Indicator:

Enter or Edit Comment:



Save

Previous Menu



Returning an Employee Leave Report for Correction, continued:

Click the cell that you need to enter hours in. Enter the hours and click save (just as you would to enter time in your own leave report).
 Once all corrections have been entered, click the **Previous Menu** button at the bottom of the screen.
 Click **Approve** on the next screen to approve the leave report.

Leave Report

Name: Employee Name
Title and Number: Bus & Tech Appl Specialist -- 001283-00
Department and Number: VC ITSD -- 55000
Leave Report Period: Nov 01, 2015 to Nov 30, 2015
Submit By Date: Dec 31, 2015 by 11:59 PM

Earning	Total Hours	Total Units	Sunday Nov 01, 2015	Monday Nov 02, 2015	Tuesday Nov 03, 2015	Wednesday Nov 04, 2015	Thursday Nov 05, 2015	Friday Nov 06, 2015	Saturday Nov 07, 2015
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closing Hours	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shift Premium .10	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	1		1	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0