

IMS PAYROLL
online max

IMS Online

Understanding Timesheet Multiple Approvals

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Table of Contents

What are Multiple Approvals?	3
What looks different?	4
Timesheet Summary screen	4
Required Approvals	4
Controls who Managers see	4
Frequently asked questions	5
Setting up Multiple Approvals	5

What are Multiple Approvals?

Normally a timesheet will require a single approval from the employee's Manager.



Each employee is attached to a Work Area (same as the IMS Pay Point). Managers and Assistant Managers are then linked to each Work Area.

However, there are times when an employee may work across more than one Work Area, and you may require each Manager to approve that timesheet. Until all relevant Managers have approved the timesheet, the timesheet will show as 'partially approved'.

The following screenshot shows an example of timesheets that are fully approved, and some that are partially approved:

Timesheet summary Week beginning 10/04/2011

[◀ Prev Week](#)
[◀ Prev Day](#)
[▶ Next Day](#)
[▶▶ Next Week](#)
[↻ Refresh](#)
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Employee			Sun 10/4	Mon 11/4	Tue 12/4	Wed 13/4	Thu 14/4	Fri 15/4	Sat 16/4	Total
Code	Name	Work area								Hours
321	Anderson, James	Marketing		4	4	4	4	4		20
278	Gardner, Isabel	Marketing		8	8	8	8	8		40
207	Hawkesbury, Jane	Marketing								
243	Jackson, Daisy	Marketing	/	8	/	8	/	8	/	40
211	Johns, Katie	Marketing		8	8	8	8	8		40
92	McDonald, Tim	Marketing		AL	AL	8	AL	AL		40
241	Morrison, Bradley	Marketing		8	8	8				24
43	Parker, Peter	Marketing		6	6	6	6	6		30
86	Smith, Mollie	Marketing		8	8	8	8	8		40
344	Thompson, Richard	Marketing		8	8	8	8	8		40
320	Warden, Nicky	Marketing	/	8	/	8	/	8	/	40
342	Yardley, Oliver	Marketing								



The solid blocks of green indicate that the timesheet is fully approved, while the green and white timesheet lines indicate that the timesheet is only partially approved.

What looks different?

Timesheet Summary screen

As noted above, the Timesheet Summary screen will look different if there are timesheets that have only been partially approved:

- The Timesheet Summary for the employee will show in solid green if it has been fully approved (either only one Manager is required to approve it, or all Managers have approved it if the employee has worked against multiple Work Areas)
- The Timesheet Summary for the employee will show as striped green if it has not yet been fully approved (this means it has been approved by at least one Manager, but is awaiting approval from another).



If the timesheet has been approved by any of the Managers, then it will show as normal (for example, orange if Submitted, no colour if not yet submitted by the employee).

Required Approvals

A new section will appear underneath the timesheet if multiple approvals are required:

Required Approvals			
Work area	Date	Approved By	Status
Administration			
Marketing	18/04/2011	Smith, Mollie	Approved

Controls who Managers see

By default, Managers will just see employees that they are entitled to see by virtue of their Work Area settings (where they are set up as Manager or Assistant Manager).

However, if time has been assigned to their Work Area on an employee's timesheet who they wouldn't normally see, they will have access to view this employee's timesheet.



This access is only available for the current period. If no time has been assigned to this Work Area in the next period, then the Manager will no longer have access to view this employee's timesheet.

Frequently asked questions

Question	Answer
We use Timesheet Reminders to e-mail our Managers that they have timesheets that need to be approved. Will the e-mail go to all Managers that are listed for approval on the timesheet?	<i>No. The e-mail will be sent to the employee's normal Manager only.</i>
Can Managers enter time against any employee's timesheet (even if they're not in their Work Area)?	<i>No. The entry is initiated by either the employee when filling in their timesheet, or by that employee's Manager. Only then will the other Manager have access to the timesheet in order to approve the time.</i>
I have employees who work across multiple sites in Auckland – however they sometimes make errors and select Work Areas based in Dunedin. Can I prevent this from happening?	<i>Yes. We can modify the Business Rules to ensure employees only see Work Areas that you want them to be able to see. Contact support@timefiler.com to discuss your requirements.</i>

Setting up Multiple Approvals

Multiple approvals are only available in IMS Online Max, since they relate to timesheets only.

They will work automatically as long as the Work Area is being captured on the timesheet. However, you may need to contact us to spend a little bit of time on the configuration to ensure:

- The Work Area is available for selection on the timesheet.
- The Work Area is automatically generated from the employee's default if it is left blank.
- If, for example, you are capturing other organisational information on the timesheet such as Location or Cost Centre, we may be able to configure the system to generate the Work Area in the background – so you don't have to show it on the timesheet if prefer.
- Limit which Work Areas are available for selection on the timesheet.