

# Minnesota State Colleges and Universities

## Time and Leave Reporting - Changes for Supervisors

[www.its.mnscu.edu](http://www.its.mnscu.edu)

The Time and Leave Reporting application has been updated to ensure the most current technologies are being used, and to allow supervisors to immediately review, approve, or deny leave and additional pay requests when accessing the Time and Leave Reporting application. Along with these changes, some navigation enhancements have been made to the application.

Below are some of the key features you will be seeing on December 17, 2015:

## Time and Leave Reporting Changes for Supervisors:

- A new **Employee Requests** landing page that shows all Pending or Cancel Pending leave or additional pay requests. **Replaces Employees Leave Requests on Supervisor Home.**
- Supervisors will approve or deny requests directly on the **Employee Requests** page.
- Supervisors may review employee leave **balances** along with request details by clicking on the dots to the left of the employee name.
- Improved filtering and Search Options.
- An **Employee List** tab allows supervisors to see all employees who report to them, or those routed to them. In addition, Proxy access to **Manage Requests** can be accessed from the **Employee List** tab.
- Improved navigation from Timesheet Reporting to Time and Leave Reporting (landing page).

MnSCU ISRS Manage Profile Home Damaske, Todd M. Logout

Manage Requests Timesheet Routing Rules Employee Pay Details Help

Employee Requests Employee List

All pending  
 Specify  
reset Search

Employee ↑	Supervisor	Status	Type	Amount	Date	Action
Anklam, Andrea F ...	CrackCorn	Pending	VAC	8.00 h	12/14/2015	Approve Deny Undo
Damaske, Todd M. ...	CrackCorn	Pending	VAC	1.00 d	11/23/2015	Approve Deny Undo
Kerpan, Rickey ...	Damaske, Todd M.	Pending	PLV	1.00 d	11/05/2015	Approve Deny Undo
Sandow, Jefferey M. ...	Damaske, Todd M.	Pending	SIK	8.00 h	10/01/2015	Approve Deny Undo

# Supervisor Navigation Tips

The Timesheet tab gives you access to **Supervisor Home**, **Routing Rules**, and if you complete a timesheet, your timesheet will be available from this tab.

You may now access **Routing Rules** directly from the landing page or by going to the **Timesheet** tab.

Access to the **Pay Details Report** and **Employee Self Service**

This is the page that a supervisor lands on when entering Time and Leave Reporting. The default is your employee's requests, and to see your own requests, you can click on the dropdown, and choose Self.

If you are on the Timesheet page, go to this tab to return to the **Employee Requests** page.

The **Employee List** tab allows you to see all employees who report to you or are routed to you. You may also **Proxy** to their **Manage Requests** page from this list.

When the Timesheet Tab is chosen, a supervisor will be taken to **Supervisor Home**. You also have the option to view or maintain **Routing Rules**, or view and submit a Timesheet, if you are required to submit a timesheet.

Select Pay Period End

Pay Period Ending:  
 Dec 29, 2015

Employee Name: Brew, Tamara  
 Supervisor: Wales, Elicia Florence  
 Work Title: Director of Learning Resources  
 Record: 0

Employee Requests Employee List

All pending  
 Specify

Improved Filtering and Search Options

Start (e.g. 12/31/2015)

End (e.g. 12/31/2015)

Employee

Approved  
 Cancelled  
 Denied  
 Pending

MnSCU ISRS

[Manage Requests](#)
[Timesheet](#)
[Routing Rules](#)
[Employee Pay Details](#)

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some features may not work.

[Employee Requests](#)
[Employee List](#)

Employee List - Allows Proxy Access to Employee Manage Requests Page

Employee	Supervisor
Aagaard, Gillian F.	Damaske, Todd M.
Abare, Hanh F.	Damaske, Todd M.
Abarr, Merle	Damaske, Todd M.
Adermann, Zula F.	Damaske, Todd M.
Adolf, Providencia F.	Damaske, Todd M.
Alani, Eveline F.	Damaske, Todd M.
Anklam, Andrea F.	CrackCorn
Babbage, Dorla F.	CrackCorn
Bachand, Claude	Damaske, Todd M.
Barrand, Nannie F.	Damaske, Todd M.
Baucke, Rima F.	Damaske, Todd M.

## Resources

If you encounter issues or have questions, contact the MnSCU Service Desk at:

<https://servicedesk.mnscu.edu/CherwellPortal/MNSO>

**Sunday - Thursday:** 7:30 AM-11:30 PM

**Phone:** 877-466-6728  
877-GO-MNSCU

**Friday - Saturday:** 7:30 AM-6:00 PM

## Documentation

Go to **Help** in the Time and Leave Reporting application, then choose **User Guide** from the dropdown.