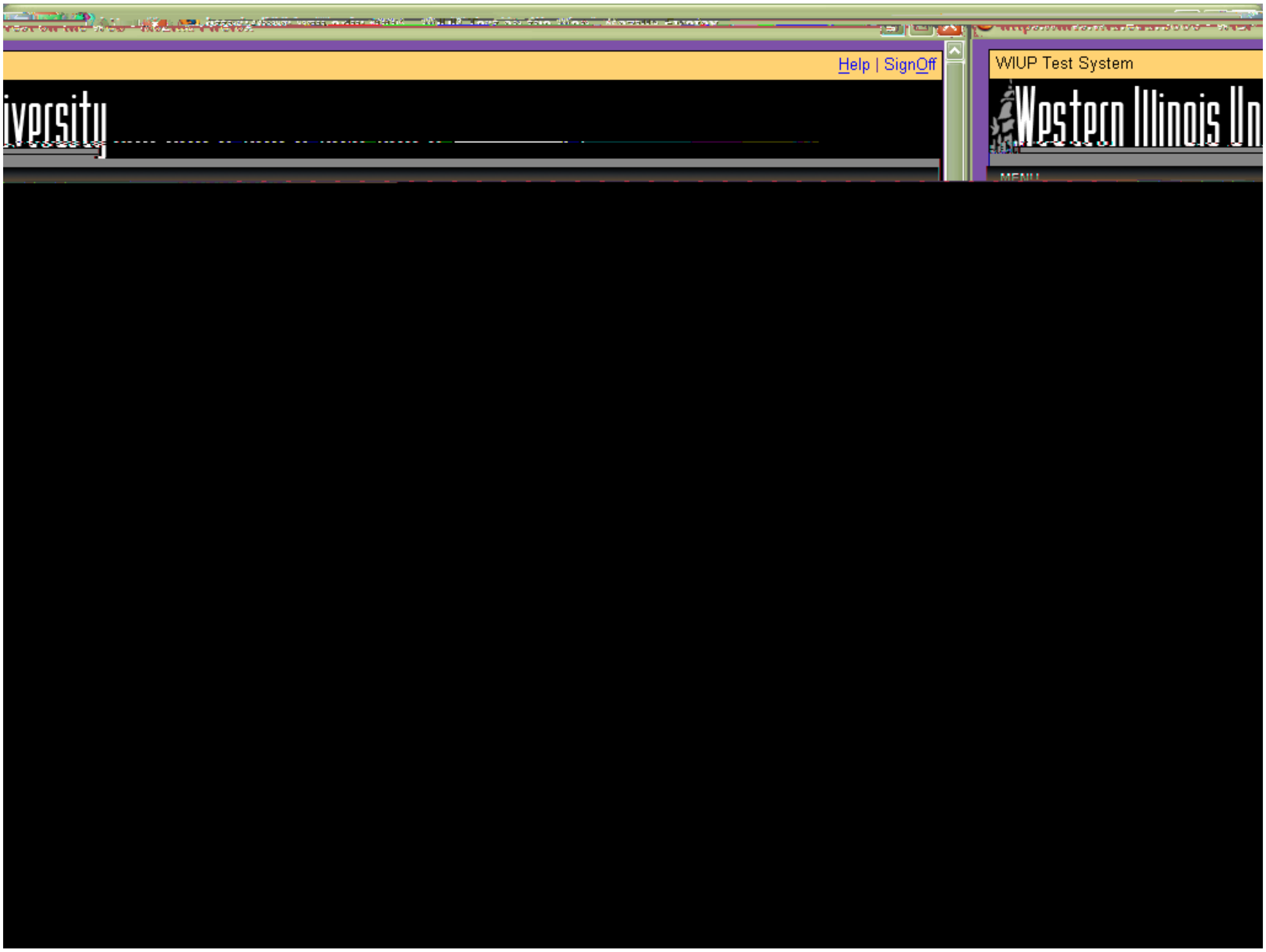
SUPERVISOR CONFIRMATION SCREENS

The CONF option will be used by supervisors to confirm employee(s) time. Office administrators can also use these screens to check the status of the screens for the employees in their department.

To access the screens online, go to http://mvs.wiu.edu/ and click on WIUP in the upper right hand corner of the screen.

The Access Agreement will then be displayed.

The Monthly Time Reporting screen will then be displayed for each of the user's employees.


Help | SignOff
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WIUP Test System
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MENU

The supervisor should check the hours entered and be sure Employee Confirm is "Yes." **The supervisor cannot confirm the timecard until the employee has confirmed**. Once the employee has confirmed, the supervisor can click on the "Yes" in the Supervisor Confirm drop down box and click or press enter. If the

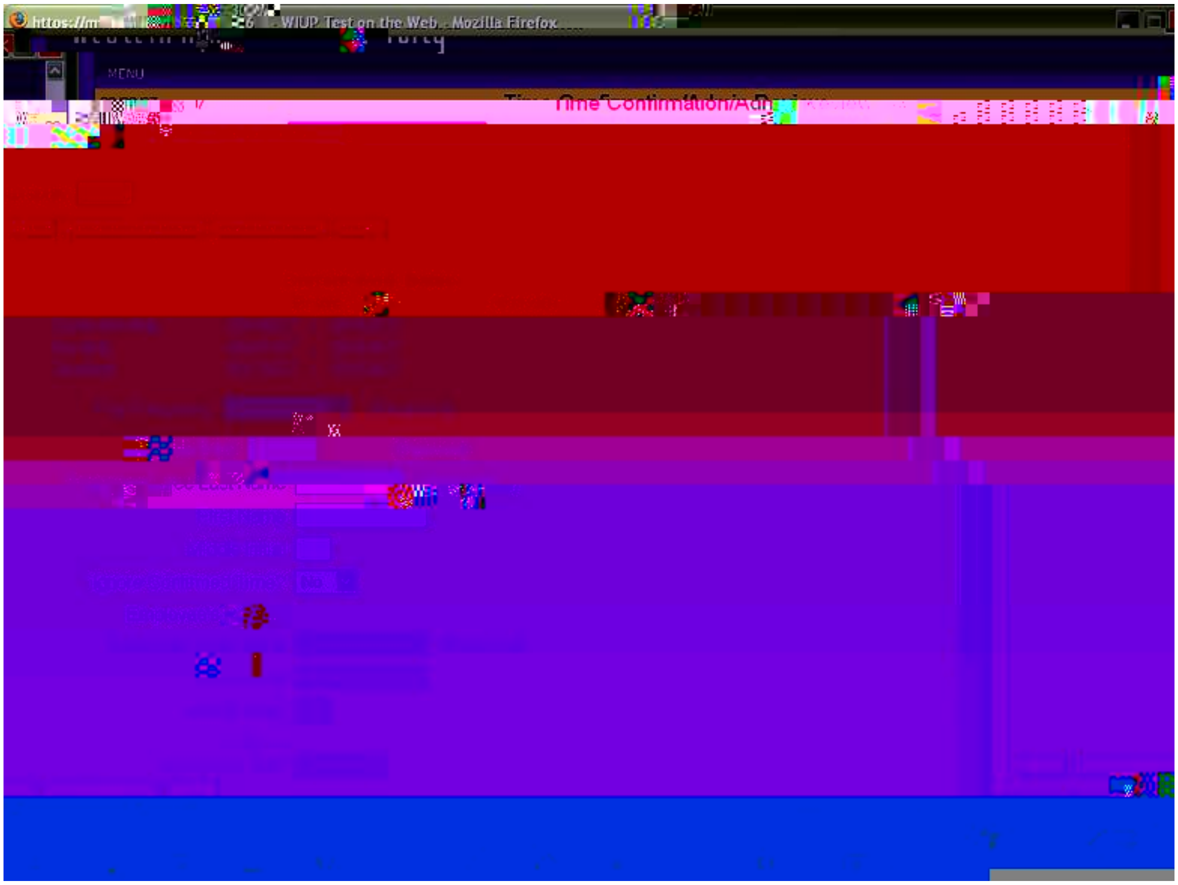
A reminder email will be sent to the employee and the employeeôs supervisor on the last working day of the month if the screen has not already been confirmed. If the Time screen has not been confirmed, the employee and/or supervisor will continue to receive daily email reminders until the screen has been confirmed.

The Time screen is created on the first day of the month and can be confirmed any time until the 10th of the following month.

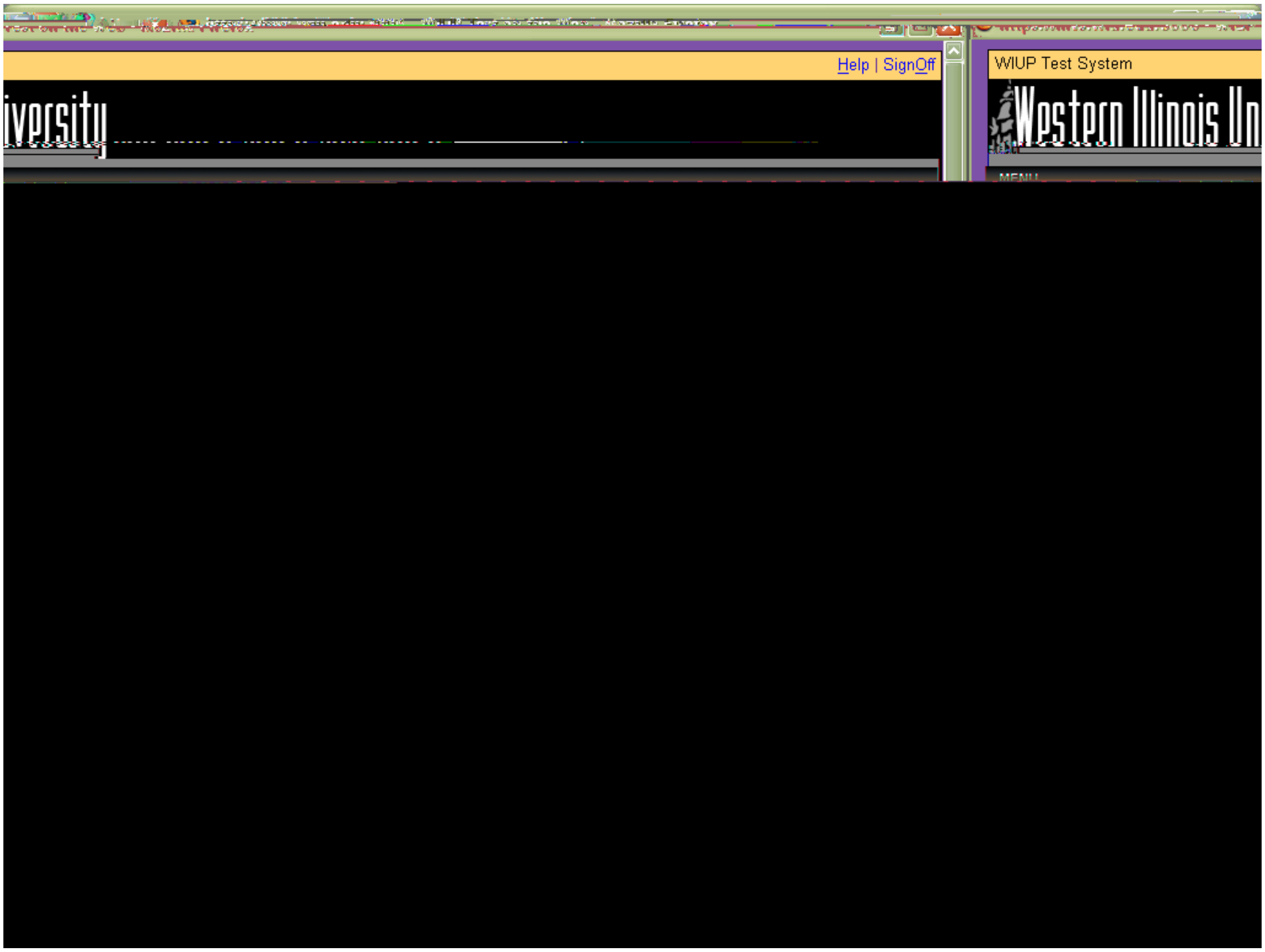
If an employee has not confirmed the screen and is out of the office the day the confirmations are due, the staff in the Academic Personnel Office can confirm this screen with a ñPò in the employee confirm space. The Academic Personnel Office can also enter any hours that have not been entered. If the supervisor has not confirmed the screen and is out of the office the day the confirmations are due, there are two options. First, if there is another designated supervisor in the office, that person can do the confirmation. Second, the Academic Personnel Office can put a ñPò in the supervisor confirm space. If the Academic Personnel Office confirms the information, an email will be sent to the employee and/or supervisor, asking that person to confirm the usage. If there are no changes, the employee can just reply to the email. If there are adjustments to be made, the employeeôs supervisor must send an email or memo to the Academic Personnel Office requesting a change.

To confirm a timecard for another supervisor, click on the circle next to ñConfirmation for Another Supervisor.ò

The user is required to enter the Pay Frequency and the name of the supervisor timecards are being confirmed for.


WIUP Test on the Web - Mozilla Firefox
MENU
Time Confirmation/Admin Review

The Monthly Time Reporting screen will be displayed.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After checking that the hours are correct, the supervisor should click on the ñYesòin Supervisor Confirm Box and click or press enter. The supervisor can then click on the ñNext Employeeòbox to proceed to the next employee timecard. When all timecards have been confirmed, the supervisor can click on ñSignoffòin the upper right hand corner of the screen.

The Overtime Confirmation by Fiscal Agent option is only to be used when confirming overtime for Bi-weekly employees.

The Review by Office Administrator option can be used by the designated department office administrator to check all the time records for the department. To2 Tm82 0 612 792 reWfIT1s 1gs-8(or to) 5no f 1gs-8(or to) 5no f 1gs-8(or to) 5no f

The Monthly Reporting screen will be displayed. The office administrator can then check the timecards to be sure theyôve been confirmed by employees and supervisors.

Confirmation by Alternate Supervisor is used to confirm an employeeôs time screen when the employeeôs supervisor is unable to confirm the screen. Click on the ñConfirmation by Alternate Supervisorò option. The Time Confirmation/Admin Review screen will be displayed.

This will then automatically bring up all employees listed for the alternate supervisor.

For questions concerning the Time Confirmation screens, please contact the Academic Personnel Office at 298-2216 or email the office at AcademicPersonnel@wiu.edu.