

# TECHTIME MANAGERS

## QUICK REFERENCE GUIDE

To streamline the process for bi-weekly time reporting, Georgia Tech has built a new online time entry application.

As a manager, TechTime allows you to review, update and approve hours worked by your direct reports for each bi-weekly pay period.

### STOP!

Overtime must be approved prior to working. If your employee's hours from Thursday to Wednesday may total more than 40, talk to them right away.

### ATTENTION!

Time must be approved by **noon on the Friday** following each pay period. Contact employees to encourage submission if they have not submitted their time by Thursday.

**1** Log into TechWorks, and visit the **My Work** tab. Click the **Time Approvals** icon.



**2** [Time Entry Approval](#)  
View and approve time for your employees.

[View/Approve Time Entry](#)  
View, Edit, and Approve time for an employee.

To view current timesheets saved or submitted by your employees, click **Time Entry Approval**.

To search for an employee ID or for a specific pay period end date, select **View/Approve Time Entry**.

**3** To edit or approve a timesheet, click the employee's name.



**TIP!** Employees can save 'future' timesheets in the system. When approving an employee's timesheet, ensure you have selected the correct date range.

**5** Review timesheet fields and make any required changes to ensure information is accurate and complete before approving.

*(condensed sample time sheet)*

Day	Date	Hour Type	In	Meal	In	Out	Hours	Project	Description	Comment
1 Thu	09/01/2015	REG	10:00:00 AM	12:00:00 PM	12:30:00 PM	03:00:00 PM	4.50	6271100	HRIS	
2 Thu	09/01/2015	REG	03:00:00 PM			05:00:00 PM	2.00	6531115	Oit-Enterprise Information Sys	
3 Fri	09/02/2015	REG	08:30:00 AM	12:00:00 PM	01:00:00 PM	05:30:00 PM	8.50	6531115	Oit-Enterprise Information Sys	
4 Sat	09/03/2015	REG								
5 Sun	09/04/2015	REG								
6 Mon	09/05/2015	REG								
7 Tue	09/06/2015	REG								
8 Wed	09/07/2015	REG								
9 Thu	09/08/2015	REG					4.50	6271100	HRIS	

By default, all hours are regular (REG). Click the magnifying glass and select a new **Hour Type** to enter other kinds of paid hours like vacation, sick, or jury duty.

For each day worked, the following should be entered: a time **In**, a **Meal** time out for lunch, a time back **In** from lunch, and a time **Out** at the end of the day.

If your employee charges hours to different projects, they will need to change the default ID in the **Project** column. Click the magnifying glass to view/select available **Project IDs** for each time entry line.

While not required, the **Comment** field can be a useful communications tool for explaining any changes. If an employee reviews the timesheet later, they will see your comments.

## Need to make a change?

As a manager, you are able to edit timesheets for accuracy and completeness. You can also submit timesheets on your employee's behalf when needed. To protect the employee's rights, an audit trail is maintained to track the source of each change.

**6** To submit the timesheet for processing, click **Approve** and confirm your submission.



**QUESTIONS?**  
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## Time to delegate?

To avoid potential delays in payroll processing, managers can delegate their approval authority to another exempt individual for a defined period of time.

1. Click **View/Update Delegates** on your TechTime home page.
2. The first time you setup a delegate, you'll need to establish your delegation account:
  - Click the **Add a New Value** tab.
  - Enter **your** ID in the **Empl ID** field.
  - Click **Add**.
3. With your Empl ID selected, select any exempt Georgia Tech employee to serve as your delegate.
  - If you know the individual's employee ID, enter the number in the **Delegate** field.
  - If not, click the **Magnifying Glass** icon to select from the list of all available delegates.
4. Delegates can only serve for a defined period of time within the next 180 days. Specify an acceptable date range using the **Date From** and **Date To** fields.
5. Click **Save** to finalize your delegation.