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. 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.
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.

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.

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

QUESTIONS?
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