



Insperity®

Total Hours - User Guide

Reference Guide for Time & Attendance Users

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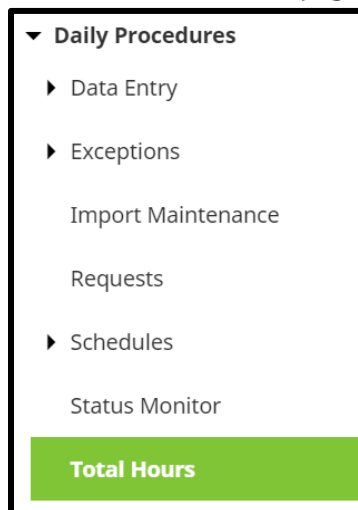
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Introduction

The Total Hours page in Time and Attendance is used to review up-to-the-minute hour totals for the entire pay period. Approvals can also be done from this page.

Navigating to the Total Hours Page

1. In the **Main Navigation** menu, open the **Daily Procedures** folder.
2. Click on the **Total Hours** page.



Reviewing the Total Hours Page

Total Hours

Total Hours 43h 0m Punches: 43h 0m / Hours: 0h 0m	Employee Number 3113066	Employee Badge	Approvals NO EMPLOYEE	NO SUPERVISOR
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Display

Daily Summary

Eff. Date	Pay Type	Shift	Lunch	Hours
12/06/2020	Regular	No Shift	60	3h 0m
12/07/2020	Regular	No Shift	60	7h 0m
12/08/2020	Regular	No Shift	60	9h 0m

1. Summary Bar
 - a. **Total Hours** – Total recorded time from the Punches and Hours pages
 - b. **Employee Number** – Assigned employee number
 - c. **Badge Number** – Employee’s badge number if hardware clocks are in use
 - d. **Approvals** – Status of employee and supervisor approvals
2. Total Hours – Employee’s total hours. For definitions of each drop down and column, see the section titled “[Total Hours Definitions.](#)”

Total Hours Definitions

Below is a list of the fields in alphabetical order that may be seen on the main Total Hours page. Access to these fields is dependent on company setup and individual security.

1. **Display** – Changes the display of the hours. Select from the following options:
 - a. **Daily Summary** –Hour totals by day separated by Pay Type and Shift
 - b. **Detail View** – Hour calculations for each day of the week
 - c. **Combine by Pay Type** – Combines hours by Pay Type
 - d. **Weekly Summary** – Total hours by week
 - e. **Weekly Summary by Pay Type** – Hours by week, broken out by Pay Type
 - f. **Daily by Org Level** – Daily hours by Organization Level Item

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- g. Summary by Org Level** – Total hours by Organization Level Item for the entire pay period
 - 2. Effective Date** – Date that the hours are effective
 - 3. Pay Type** – Pay Type associated with the hours
 - 4. Shift** – Shift code associated with the hours
 - 5. Lunch** – Total lunch minutes recorded within a time block
 - 6. Hours** – Number of hours
 - 7. Start Time** – Start time of an hours block
 - 8. Stop Time** – Stop time of an hours block
 - 9. Source** – Source for the hours calculated. Will redirect the user to the punches or hours page.
 - 10. Detail** – Hour calculation detail for the selected line
 - 11. Organization Level Items** – Vary based on company set up
 - 12. Week** – Start and end date of the week

Show Time as of Now Button

When clicked, the **Show Time as of Now** button will recalculate the hours to display up-to-the-minute totals. This is helpful if the employee is in the middle of a time block as it displays the totals as if the employee were to punch out at that moment.

SHOW TIME AS OF NOW

Once clicked, the button will update to **Deactivate Time as of Now**. If clicked, it will reset the display to show totals as of the last full time block.

Approving Time

An employee's timesheet can be approved from the Total Hours page. In general:

- Timesheets should not be approved until all time has been entered for the pay period. When paying current, time may also need to be approved prior to exporting data for payroll.
- Timesheets can only be approved for the current pay period.
- Approving a timesheet will lock it down, preventing any further edits by the approver unless unapproved.
- Depending on company set up, timesheets may need to be approved by employees as well as supervisors.
 - When both employees and supervisors must approve time, the order in which the approvals must occur is based on company set up.

- Supervisors System Administrators can often approve for an employee in case of absence. System Administrators will have access to approve for anyone in the Time and Attendance system. An audit log is kept of each approval.
- Should a supervisor wish to approve many timesheets at once, the “[Approvals](#)” User Guide should be referenced.

Employee Approval

To make an employee approval from the Total Hours page, follow the steps below:

1. Click the **Employee Approve** button.
A confirmation message displays.
2. Click **OK**.
If any missing punches or outstanding requests exist, an error will appear and the time will not be approved for the employees with the outstanding errors. These errors must be resolved prior to completing the approvals.

Once clicked, the button will either be greyed out, or change to **Employee Unapprove** depending on company setup and individual security. Should a timesheet need to be unapproved and the security of an individual dictates that they are unable to do so, those above them in the chain of command will often have the access to complete the unapproval.

Supervisor Approval

To make a supervisor approval from the Total Hours page, follow the steps below:

1. Click the **Supervisor Approve** button.
A confirmation message displays.
2. Click **OK**.
If any missing punches or outstanding requests exist, an error will appear and the time will not be approved for the employees with the outstanding errors. These errors must be resolved prior to completing the approvals.

Once clicked, the button will either be greyed out, or change to **Supervisor Unapprove** depending on company setup and individual security. Should a timesheet need to be unapproved and the security of an individual dictate that they are unable to do so, those above them in their chain of command will often have the access to complete the unapproval.