

# Help Sheet / Procedure for COLTS II Employees — #106

## APPROVING ENTRIES

(Note: the steps for approving your entries are the same regardless of which time-entry method you use for entering hours worked.)

1. Launch Bear Access.
2. Launch COLTS II, signing in with your NetID and password.
3. If you see the word "Function" in the menu bar near the top of the COLTS II window, click on it and select "My Time Cards" (see figure 1). If you do not use COLTS II as a supervisor or payroll rep, you will not see the word "Function" in the menu bar. In the blue Selector Bar, you will see only one blue tab, marked "Job". Under that tab you will see a number of pay periods listed with the current pay period at the top.
4. If you have only one job for which you report hours through COLTS II, click on the current pay period (see figure 2).

If you have more than one job for which you report hours through COLTS II, you will see a list of your jobs under the dates of the current pay period. (If you do not see a list of your jobs, click on the plus sign next to the current pay period and the list will be displayed.) Click on the job for which you are entering time now (see figure 3).

5. If you enter your time on the **In/Out** panel, this is a good time to double-check that your hours are entered correctly:
  - a) In the main panel, click on the **In/Out** tab. The **In/Out** panel will be displayed.
  - b) Check the *Hours* column at the far right. There should be a number listed for each day. If, instead, there are red question marks, it means COLTS II cannot interpret your time entries for that day. The most likely cause is that one or more entries do not include "am" or "pm". Correct the entries before proceeding to the next step.
6. In the main panel, click on the **Approval** tab. The **Approval** panel will be displayed (see figure 4).



Figure 1



Figure 2

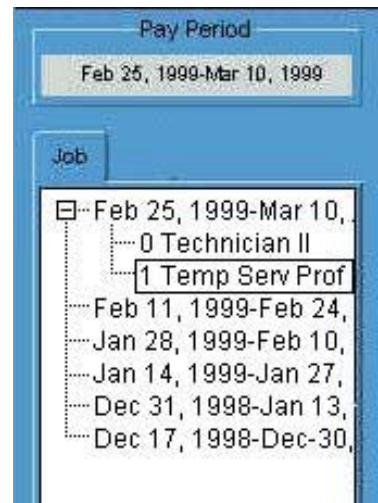


Figure 3

Type	Description	Week 1	Week 2	Period
Work	Regular	31.2	23.4	54.6
Leave	Vacation Hourly Pay	7.8	0	7.8
Leave	Sick Pay Hourly	0	15.6	15.6
TOTAL		39.0	39.0	78.0

Remarks:

Employee:

Supervisor:

Payroll:

Sent to Payroll:

Figure 4

7. You need to review the upper and middle sections of the panel.
  - The upper section shows a summary of the hours reported in each of the two weeks of the pay period. (Note: if this panel is used to view a summary of hours reported for a prior pay period, it will not reflect any corrections which have been made on the **Corrections** panel.)
  - The center section shows remarks automatically generated by the system. Events which will trigger remarks include:
    - a change in the employee's time-entry option by his or her supervisor or payroll representative, or
    - any changes made by a supervisor or payroll rep to an employee's reported hours.

The remarks list grows over time, with new remarks appearing at the bottom of the list. Be sure to scroll to the bottom to make sure you have read any new remarks.

8. When you are satisfied that the hours reported and the remarks shown are appropriate, you approve the entries by clicking on the "Approve" button on the line labeled "Employee". The system will ask for your password. After approving, your name will appear on this line, along with a date stamp, and the button's label will change to "Remove Approval".