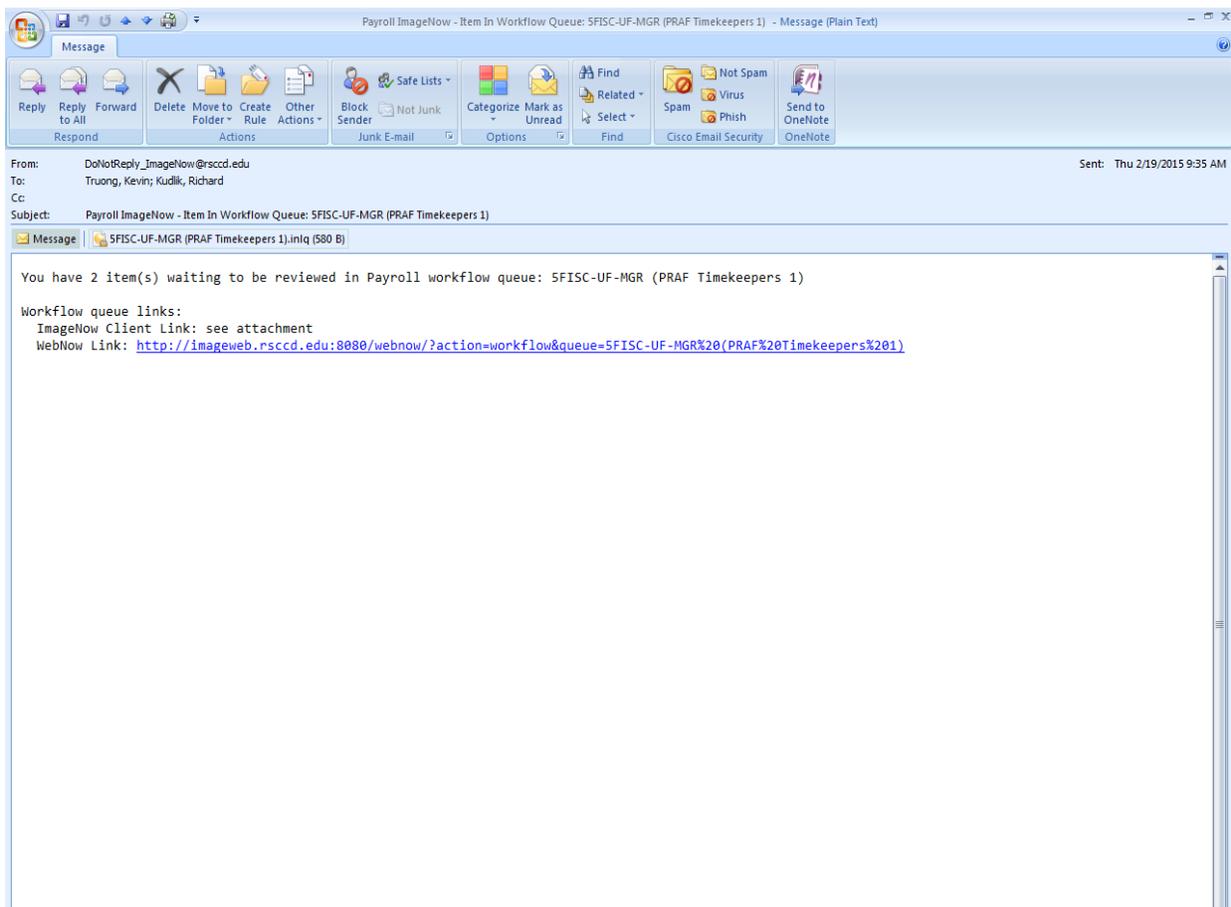


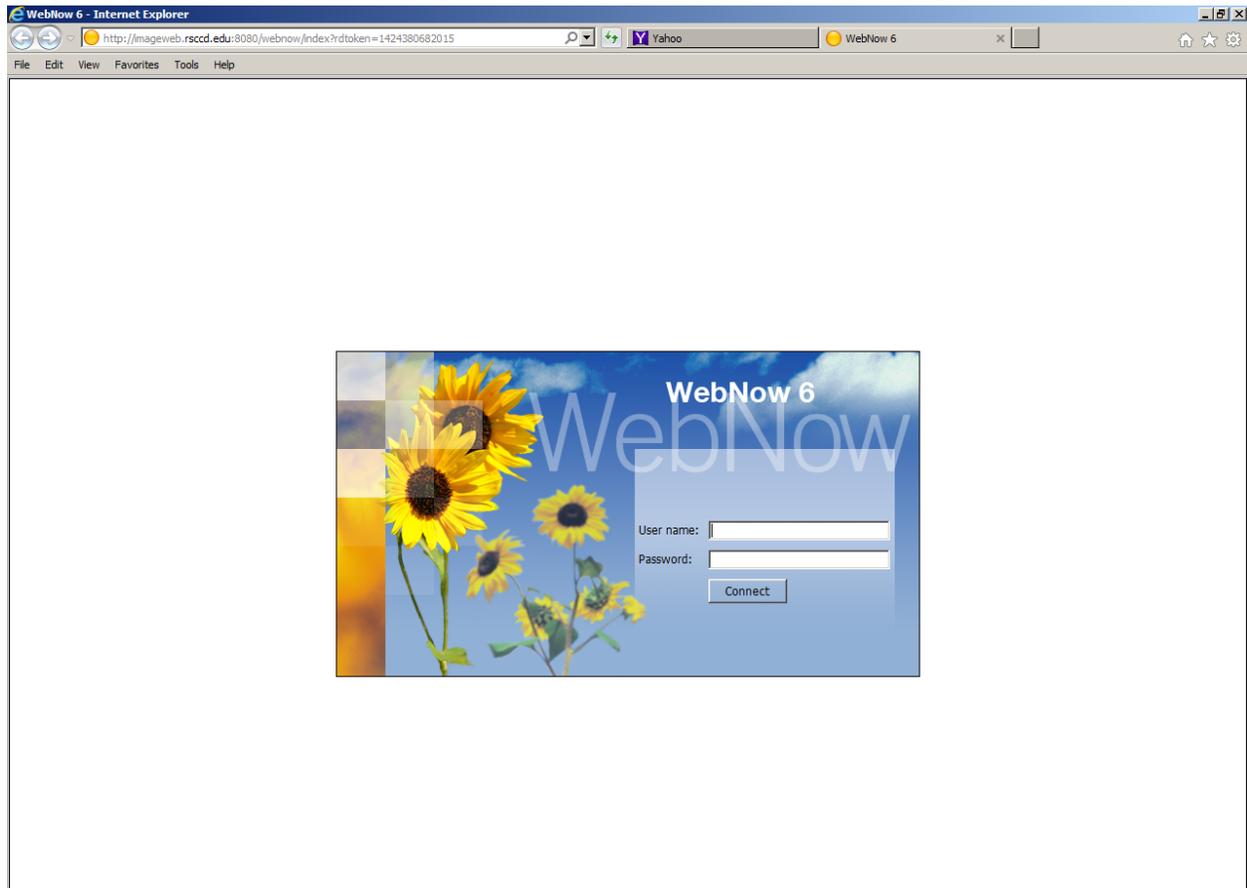
## Electronic Absence Reporting in WebNow for Timekeepers and Approvers

Once an employee in your department submits an electronic absence request through WebAdvisor, the Timekeeper(s)/Approver(s) assigned to that supervisor's queue will receive an email notifying them that there is an absence request in their queue. The system is set up to check each Timekeeper/Approver queue once per day and notify the user of any pending items in their queue.

The email will have a link that the Timekeeper/Approver should click in order to access the WebNow software directly and review the absence form that has been submitted.



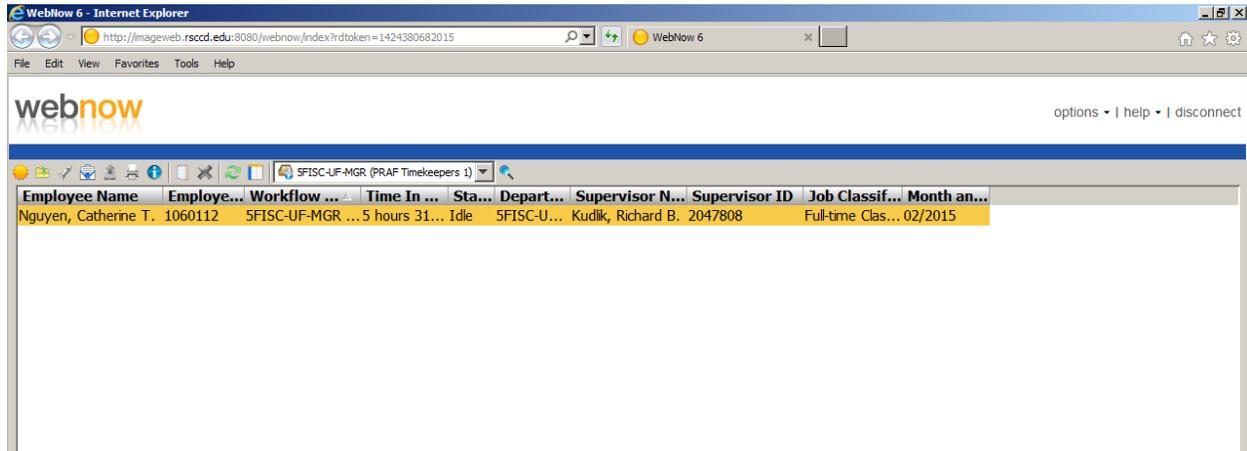
Once the Timekeeper clicks on the link, they will be asked to login to WebNow



The Username and Password are the same as the Timekeeper's network login. There is no new Username and/or Password associated with the WebNow software. The Username should be two letters followed directly by five numbers (e.g. aaXXXXX), and the Password is the same as the network password when they login to their computer each day.

Should you receive a warning regarding the version of Java that is running, and whether to update the software, always click on "Later" in order to access the WebNow software immediately. By clicking on "Update" you will be required to have ITS come out and input the Administrator password that only they have.

Once the Timekeeper/Approver has logged in to WebNow, they will be directed to the queue which contains the absence request that has been submitted, as follows:



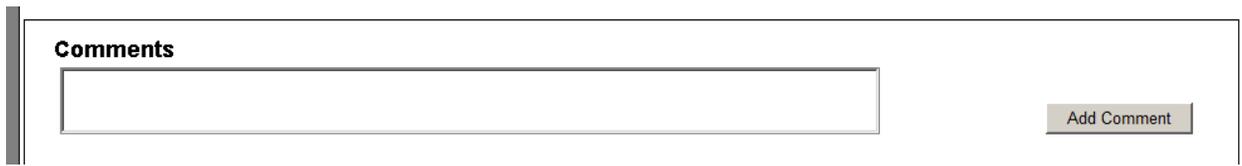
By double clicking on the highlighted line in the queue above, it will open up the absence form request for the Timekeeper/Approver to review below.

The screenshot shows the 'Absence Form' interface in the WebNow system. At the top, there is a logo for 'RANCHO SANTIAGO Community College District' and the title 'Absence Form'. Below this is a 'Job Category' dropdown menu set to 'Full-time Classified/Administrator'. The form is divided into several sections:

- Employee Information:** Includes fields for ID (1060112), Name (Nguyen, Catherine T.), Employee Position (5ACCT-CF-ACTS4 CF-Senior Accountant), Supervisor Location (DO - District Office), Supervisor (Kudlik, Richard B. - 2047808), Year (2015), Pay Period (2/1-2/28), Supervisor Division (5FIS - DO Business, Operatns, & Fiscal Svc), and Supervisor Position (5FISC-UF-MGR UF-Fiscal Services Manager).
- Absence Information:** Includes a 'Code 1' dropdown menu set to 'VAC - Vacation', 'Start Date' (02/19/2015), 'End Date' (02/19/2015), and 'Hrs' (8.00). There is an 'Add' button and a row of checkboxes for days of the week (SU, M, T, W, TH, F, SA), with M, T, W, TH, and F checked.
- Payroll Use Only:** Includes a table with columns for Row, Date, Day of Week, Hrs, Posted Hrs, and Notes. The first row shows Date: 2/19, Day of Week: Thursday, Hrs: 0:15, and Posted Hrs: 0:15. There is a 'Delete' button next to the Hrs field. Below the table is a 'Code 1 Total Hours (HH:MM):' field showing 0:15.

At this point, the Timekeeper/Approver should review the submitted absence form and ensure that it is properly formatted and that it includes the correct information (e.g. proper code usage, correct day(s) of the week requested, proper formatting of Hrs as HH:MM not percentages, etc.).

Should the absence form require any corrections, it is strongly recommended that that Timekeeper/Approver make the necessary change(s) and then insert a Comment describing the nature of the change made and click “Add Comment.”



**Comments**

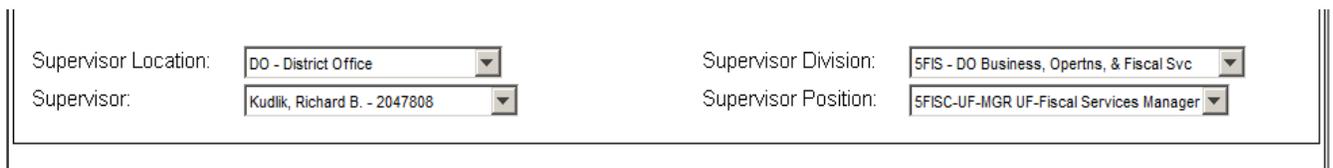
Once any comments are added, or if the absence form is correct and requires no changes, the Timekeeper must now “Route Forward” the absence form to the Approver (Supervisor) for review/approval. When the Approver clicks on “Route Forward” it will typically go to Payroll for review and posting to the employee’s account.



Form [Navigation icons] Route forward Employee Docs \ 1060112 \

If the Timekeeper notices that the employee has submitted an absence request to the wrong supervisor, they can move the absence request to the correct supervisor’s queue.

In order to do so, the Timekeeper should change the Supervisor Location, then Supervisor Division, then select the appropriate Supervisor from the drop down list.



Supervisor Location:

Supervisor Division:

Supervisor:

Supervisor Position:

Once the correct supervisor for the employee has been selected, the Timekeeper must not sign the form. This is imperative, because if the Timekeeper signs the form, it will be routed to the supervisor initially selected as opposed to the updated supervisor selected. Once the correct supervisor is selected, and the form is not signed, they will hit route forward at the bottom of the form, which is the white paper with the blue arrow pointing to the right. By placing the arrow over the icons, a description will appear denoting the function of each item.



At times, the Timekeeper or Approver may receive a request from the employee to disregard the absence form submitted for various reasons. Should this occur, it is strongly recommended that the Timekeeper/Approver document the reason in the comment section.

**Comments**

And then click on “Archive” which is the fourth icon from the far right hand side. By placing the arrow over the icons, a description will appear identifying the function of each item.



As there is no option for Approvers to “Disapprove” an absence request, the Approver should simply “Archive” the absence request submitted and then follow-up with an email to the employee documenting the reason for the denial of the absence request.

Following are some general guidelines regarding the use of WebNow:

- If you would like to add/change/remove a Timekeeper in your department, the Approver must send an email to Richard Kudlik, Manager of Fiscal Services, detailing the name of the employee and their Datatel ID#
- No more than two (2) Timekeepers or Approvers can be assigned to a given department
- An Approver can also be assigned as a Timekeeper
- A Timekeeper is not required in any department, and is typically excluded for small departments with only one or two employees reporting directly to a supervisor
- The system does not differentiate between a primary and backup Timekeeper/Approver
- All Timekeepers/Approvers will be notified with an email when an absence request is submitted to their queue and it is up to the established departmental procedures as to who will be responsible for reviewing and Routing Forward submitted absence forms
- The system will generate an email to the Timekeeper/Approver every 24 hours that an item remains in the respective person's queue until it is Routed Forward or Archived
- Payroll is able to Route Forward absence requests at any point in the process upon request should a Timekeeper or Approver be absent in order to prevent absence requests from sitting idle in a queue
- If an Interim Supervisor is assigned to manage a department, Richard Kudlik, Manager of Fiscal Services, must be notified in order to assign the supervisor to WebNow so that they can access the appropriate queue to address submitted absence requests
- If a classified employee has no supervisor, or an incorrect supervisor, listed on WebAdvisor, you must email John Birk in District Human Resources to update the information in Datatel so that the appropriate routing can take place