

The first step to creating Supervisors is creating Departments. Departments can also be a good way to filter groups of employees.

Step One: Create Departments

Features menu: Departments



Department	Internal Note	Remove
<input type="text" value="Accounting"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Management"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Operations"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Security"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Add New Dept"/>	<input type="text" value="Add Optional Note"/>	

Step Two: Assign Employees to Departments

Features menu: Assign Departments and Supervisors

Employee	Member Of	Supervisor	Edit Access
David Miller	<input type="text" value="Accounting"/>	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security
Elizabeth Lee	<input type="text" value="Operations"/>	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security
James Smith	<input type="text" value="Security"/>	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security

Step Three: Assign Supervisors

Employee	Member Of	Supervisor	Edit Access
David Miller	<input type="text" value="Accounting"/>	 <input checked="" type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security	 <input checked="" type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security

Supervisor Column:
Allows user to **view** and **approve** the time cards of the members of that Department.

Edit Access Column:
Allows user to **edit** the time cards of the members of that Department.

Standard employees will have **no checkmarks**, but must be a "Member Of" a Department to be managed by a Supervisor.

Employee	Member Of	Supervisor	Edit Access
James Smith	Operations	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security

Standard employee assigned to a Dept.

Employee	Member Of	Supervisor	Edit Access
Robert Johnson	None	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security	<input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Security

Standard employee NOT assigned to a Dept.
No Supervisor can view his time cards!

Supervisors can be set up in various ways, depending on what level of access they should have.

Here are some examples:

Employee	Member Of	Supervisor	Edit Access
Elizabeth Lee	Accounting	<input checked="" type="checkbox"/> Accounting <input type="checkbox"/> Operations <input type="checkbox"/> Security	<input checked="" type="checkbox"/> Accounting <input type="checkbox"/> Operations <input type="checkbox"/> Security

Supervisor with access to **edit her own Dept, including herself.**

Employee	Member Of	Supervisor	Edit Access
James Smith	Accounting	<input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Security	<input type="checkbox"/> Accounting <input type="checkbox"/> Operations <input type="checkbox"/> Security

Supervisor with access to **view/approve everyone assigned to a Dept, including himself.**

Employee	Member Of	Supervisor	Edit Access
David Miller	Operations	<input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Security	<input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Security

Supervisor with access to **edit everyone assigned to a Dept, including himself.**

Employee	Member Of	Supervisor	Edit Access
Robert Johnson	Security	<input type="checkbox"/> Accounting <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Security	<input type="checkbox"/> Accounting <input type="checkbox"/> Operations <input checked="" type="checkbox"/> Security

Supervisor with access to **edit his own Dept, including himself, and access to view/approve another Dept.**

Employee	Member Of	Supervisor	Edit Access
James Smith	None	<input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Security	<input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Security

Supervisor with access to **edit everyone assigned to a Dept.**
CANNOT edit himself, because he is not assigned to a Dept.

Step 4 (optional): Give Additional Access

Features menu: Administrative Access

Filter by:
 Department All Employee Robert Johnson

Robert Johnson	
Time Card	Access
Admin Approval	<input type="checkbox"/>
Setup	Access
Employee Setup*	<input checked="" type="checkbox"/>
Employee HR Setup*	<input type="checkbox"/>
Shifts	<input type="checkbox"/>
Assign Shifts*	<input type="checkbox"/>
Reader Download	<input type="checkbox"/>
Fingerprint and Badge Readers	<input type="checkbox"/>
Monitor*	<input type="checkbox"/>
Access*	<input type="checkbox"/>

If your Supervisors have additional responsibility, such as adding new employees or adjusting PTO accruals, you can grant access to various Admin pages.

Note: Some pages will show all employees, and some will be restricted by Department (indicated by an asterisk*).

FAQ

I just added an employee, but the Supervisor for that Department can't see the new employee in the list...
 Make sure you assign the new employee to a Department. If set to "None," only the Admin will have access to their time cards.

I need Supervisor 1 to have access to edit time cards, but I don't want him editing his own time card. Supervisor 2 should be the only one that can edit Supervisor 1's time cards.
 Supervisor 1 will need to be in a separate Department from all of the employees he's managing. That way, you can allow Supervisor 2 to edit the Department Supervisor 1 is a "member of."

Employee	Member Of	Supervisor	Edit Access
Supervisor 1	Supervisors	<input checked="" type="checkbox"/> Accounting <input type="checkbox"/> Operations <input type="checkbox"/> Security <input type="checkbox"/> Supervisors	<input checked="" type="checkbox"/> Accounting <input type="checkbox"/> Operations <input type="checkbox"/> Security <input type="checkbox"/> Supervisors
Supervisor 2	Supervisors	<input type="checkbox"/> Accounting <input type="checkbox"/> Operations <input type="checkbox"/> Security <input checked="" type="checkbox"/> Supervisors	<input type="checkbox"/> Accounting <input type="checkbox"/> Operations <input type="checkbox"/> Security <input checked="" type="checkbox"/> Supervisors

Supervisor 2 can edit himself and Supervisor 1.
 Supervisor 1 can only edit members of the Accounting Dept.

How can I set my Supervisor up to approve time cards?
 You can give your Supervisor approval buttons from the General Setup Options page, located under Setup. "Display Approval for Payroll buttons" is the last option on the page. Then, put a checkmark in the "Supervisor" column for the Departments he will be approving.