

Time and Leave – Supervisor Cheat Sheet

Manager Self Service Access

To gain access to manager Self Service, please go online and submit the 105-45 found here: <https://eforms.nvcc.edu/FormsLibrary/105-045/Default.aspx>

If your access is not yet granted by the end of the pay period, you will want to request assistance from another colleague that has access to manager self-service. Typically, we recommend you working with your lateral supervisor but anyone with manager access can assist. Please note, whomever you choose can also serve as your backup approver in the case of your absence or if future assistance is needed.

Once the 105-045e form is submitted and all signatures are received, IT will work to provide you with access and request a group ID number from VCCS. This will take some time to receive (group ID) however, once your manager self-service access is granted you will be able to look up the time-sheets using the employees EMP ID# on your approval screen. Once access has been granted, you should check and see if you have been assigned a group ID#. Sometimes, this does not occur until sometime after your manager access has already been provided. You may look up your group ID# here <https://www.nvcc.edu/apps/2/admin/dyngrp/index.asp>. Please see detailed steps below to request access to manager self-service and be certain to keep your confirmation number to track your approval status:

- Reason - "Change an employee IT account"
- Use the next day for effective date
- Enter your "NOVA employee email address" (this will automatically fill in the remaining fields under employee)
- Select "Other" as the Application Type
- Select "Unlisted" under Application name (You MUST enter notes below)
- Select "Add Access" under Action
- Click "Add to Cart"
- In the NOTES section please type the following: "Access to manager self service needed"

Review and then Click Next to route the form to the IT department.

Path to approve timesheets

Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Path to approve leave requests

Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests

Path to Payable Time Detail

Employee Navigation: Self Service > Time Reporting > View Time > Payable Time Detail

Manager Navigation: Manager Self Service > Time Management > View Time > Payable Time Detail

When approving timesheets

- Look at each timesheet individually before approving. Ensure that the hours worked match the hours entered onto the timesheet.
- Approve all timesheets and leave requests promptly.
- Ensure employees are submitting their timesheets and leave requests by the end of the pay period.

Location of forms library

<https://www.nvcc.edu/forms/formlist.aspx?attr=f&searchstr=-1>

Specific forms

- Classified employee leave without pay form : <https://www.nvcc.edu/forms/pdf/105-038B.pdf>
- Community service/school participation leave form : <https://www.nvcc.edu/forms/pdf/105-041.pdf>
- Faculty leave without pay form : <https://www.nvcc.edu/forms/pdf/105-038A.pdf>

Link to Holiday Calendars

<https://www.nvcc.edu/calendars/holiday.html>

Affordable Care Act – things to remember!

- Your wage/student employee cannot work more than 1500 hours in a year (May 1st - April 30th)
- This is an average of 29 hours a week.
- If they reach the 1500-hour limit before May, they will not be allowed to work until May 1st to remain compliant.
- Reminder emails will be sent if your employee is above the expected hours worked.

HR Data Operations contact information

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703-323-3110, option 6