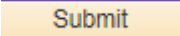
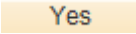
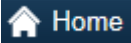
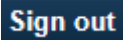


Online Attendance Certification - Supervisor

Step	Action
1.	<p>Outlook is used notify employees that certification is required via email. The employee will certify his/her attendance within PeopleSoft Self-Service.</p> <p><i>NOTE: Employee Attendance Certification must be completed by the 10th of each month.</i></p>
2.	<p>The Email notification life cycle is defined as follows:</p> <ul style="list-style-type: none"> • 5th of each month - an email notification will be sent to employees requesting that they electronically sign their attendance certification statement. • 9th of each month – email reminder sent to those that have not yet certified. • 11th of each month - Supervisors will receive an email notification to certify attendance for each of their direct reports. The email will provide the status of each direct report’s certification. <p><i>NOTE: Supervisor Overrides: In the event that an employee is on extended absence and unable to certify, Supervisors can complete their required certification by providing an override reason (transfer, termination, extended absence, FMLA) and comments explaining the need for the override. When the employee returns s/he will certify attendance for previous months.</i></p> <ul style="list-style-type: none"> • 14th of each month - Supervisors failing to certify for one or more employees will receive a reminder. <p><i>NOTE: If the employee and/or supervisor have not certified by the 15th, overdue notices will be sent.</i></p> <ul style="list-style-type: none"> • 15th of each month - Employees failing to certify receive an Overdue Notice. Their supervisor is also notified that the employee’s certification is overdue. • 20th of each month – Supervisors failing to certify for their direct reports receive an Overdue Notice. Their immediate supervisor also receives a notice. • 25th of each month – HR is notified of all employees and supervisors who have not certified.
3.	<p>On the 5th of each month, employees will receive the email displayed here to begin the certification process.</p>

Job Aid

Step	Action
4.	<p>On the 11th of each month, Supervisors will receive the email displayed here.</p> <p>Click the Supervisor Certification link.</p> <p><i>NOTE: If you are using a cellphone, ipad, or other type of mobile device, clicking the link will take you to the remote LSUHSC logon page and the fluid menu. Please see the last page of this document for remote access logon on and fluid menu navigation instructions.</i></p> <p>Supervisor Certification</p>
5.	Enter the desired information into the User ID field. Enter " LSUTIGER1 ".
6.	Enter the desired information into the Password field. Enter " GeauxTigers ".
7.	<p>You can view an employee's absence detail by clicking the View link in the Leave Detail column.</p> <p>Click the Line 1 View link.</p> <p>View</p>
8.	<p>In this example, the employee had no absence taken during the month.</p> <p>Click the Return button.</p> <p>Return</p>
9.	<p>Click the Line 1 Comments link.</p> <p>Comments</p>
10.	<p>Comments, such as the one shown here, are added to the Comments panel to indicate a supervisor override for an employee's attendance certification. Comments should be added when the following conditions occur:</p> <ul style="list-style-type: none"> • Employee transfer • Employee termination • Employee is on extended absence • Employee is on FMLA
11.	<p>Click the Save button.</p> <p>Save</p>
12.	Review the certification message located above the Certification History section. By clicking the Submit button, you are attesting that the information provided is correct.
13.	<p>You will click the Supervisor Certify checkbox for each employee whose attendance you wish to certify.</p> <p>Click the Supervisor Certify Checkbox option.</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Step	Action
14.	Click the Submit button. 
15.	A confirmation message displays. <ul style="list-style-type: none"> • Click the Yes button to certify attendance for the displayed employees. • Click No to return to the Supervisor Certification panel to make changes. Click the Yes button. 
16.	Click the Home link. 
17.	Click the Sign out link. 
18.	Additional Email Notifications
19.	On the 9th of each month, employees will receive the email displayed here as a reminder to certify their attendance if they have not already done so.
20.	On the 14th of each month, Supervisors will receive the email displayed here as a reminder to certify attendance for their direct reports. <i>NOTE: Complete steps 4 - 16 to certify direct reports attendance.</i>
21.	On the 15th of each month, employees who have failed to certify attendance will receive the Overdue Notice displayed here.
22.	On the 20th of each month, Supervisors who have failed to certify attendance for their direct reports will receive the Overdue Notice displayed here <i>NOTE: Complete steps 4 - 16 to certify direct reports attendance.</i>
23.	On the 25th of each month , Human Resource Management (HRM) is notified of all employees and supervisors who have <i>not</i> certified attendance for the indicated month.
24.	Off campus from a cellphone, ipad, or other mobile tablet device: <ol style="list-style-type: none"> 1. Login into remote.lsuhscc.edu, 2. Click the Employee Self-Service bookmark. 3. Login to the LSUHSC network. 4. Login to PeopleSoft Self Service 5. Click or tap the compass icon in the upper right corner. The NAV bar will appear on the right side of your screen. 6. Click or tap on the “Classic Home” icon. (<i>NOTE: If the “Classic Home” icon is not immediately visible, scroll the NAV bar up until it appears.</i>) 7. Navigate to Main Menu > Manager Self Service > Certification (Supervisor).
25.	This completes <i>Online Attendance Certification - Supervisor.</i> End of Procedure.

