



LSUNO Online Attendance Certification - Supervisor

Version Date: December 1, 2016

Training Guide
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Warning! We recommend against using public or shared computers to access Employee Self-Service. To protect the security of this information, it is important for you to follow the sign out procedures in the training documents, **delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session.**

Procedure

In this topic you will learn the [Online Attendance Certification - Supervisor](#) process.

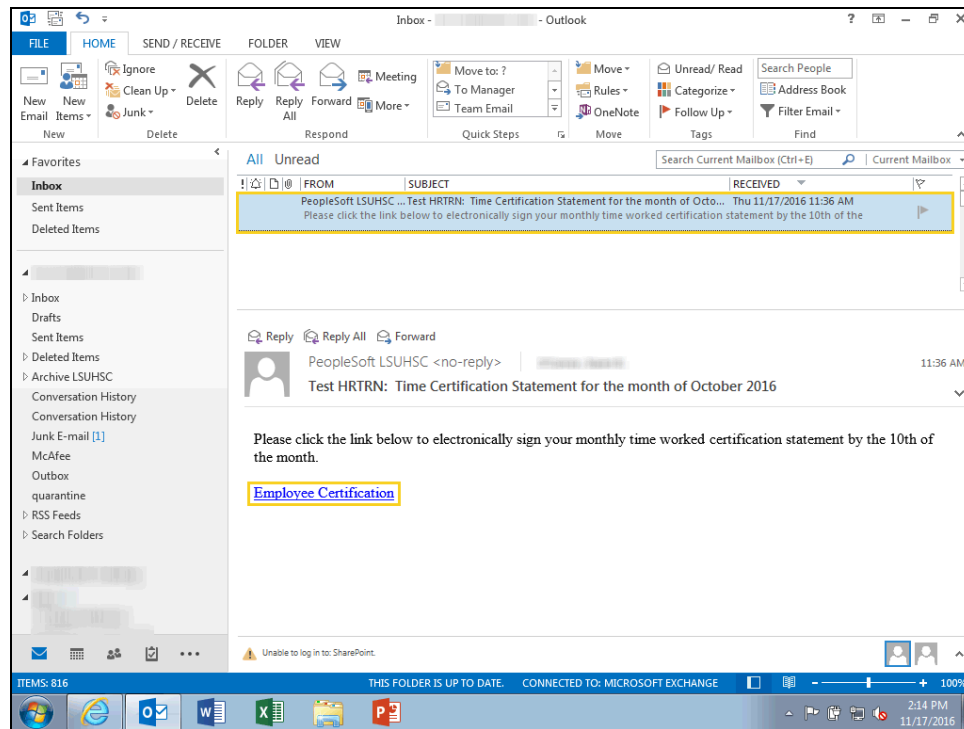
Step	Action
1.	<p>Beginning December 1, 2016 through February 1, 2017, LSUNO will implement the use of an online attendance certification process for all salaried employees. Departments will be notified of their scheduled rollout date. The online process will replace the current paper/email process for certifying attendance.</p> <p>Outlook will be used as the means of notifying 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>

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Step	Action
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 leave and unable to certify, Supervisors can complete their required certification by providing an override reason (transfer, termination, extended leave, 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.

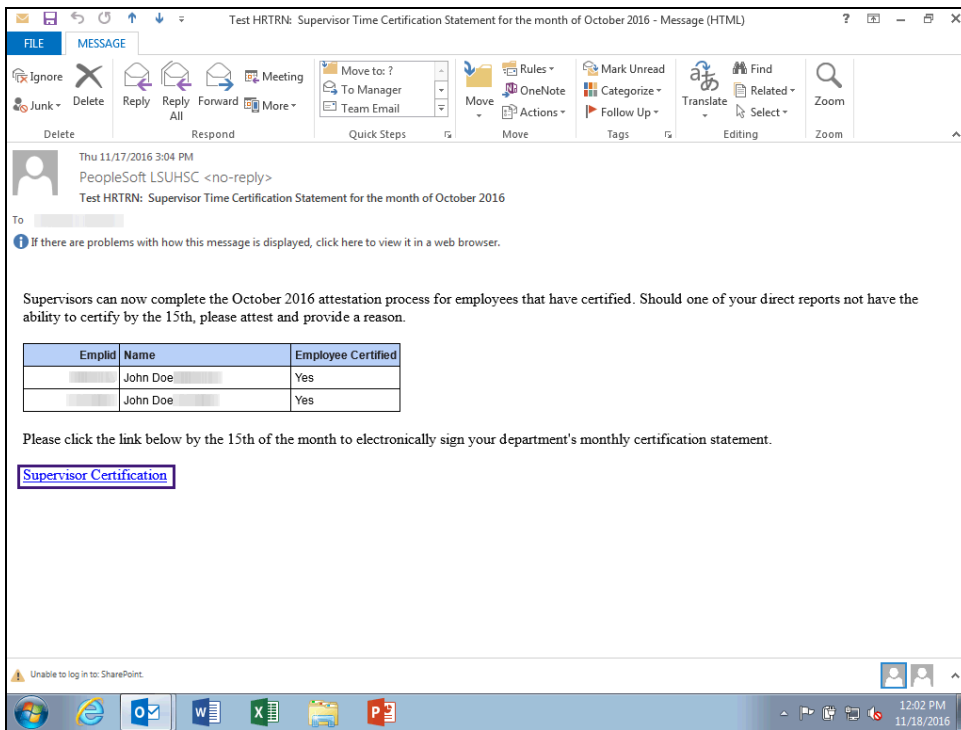
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Step	Action
3.	On the 5th of each month , employees will receive the email displayed here to begin the certification process.

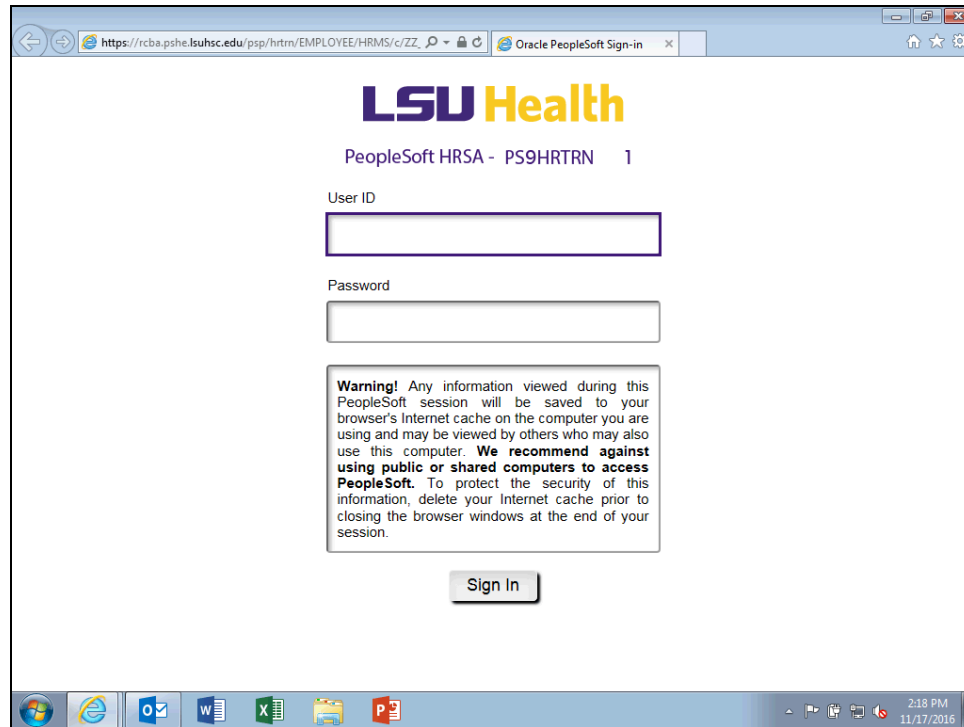
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Step	Action
4.	<p>On the 11th of each month, Supervisors will receive the email displayed here.</p> <p>Click the Supervisor Certification link.</p> <p>Supervisor Certification</p>

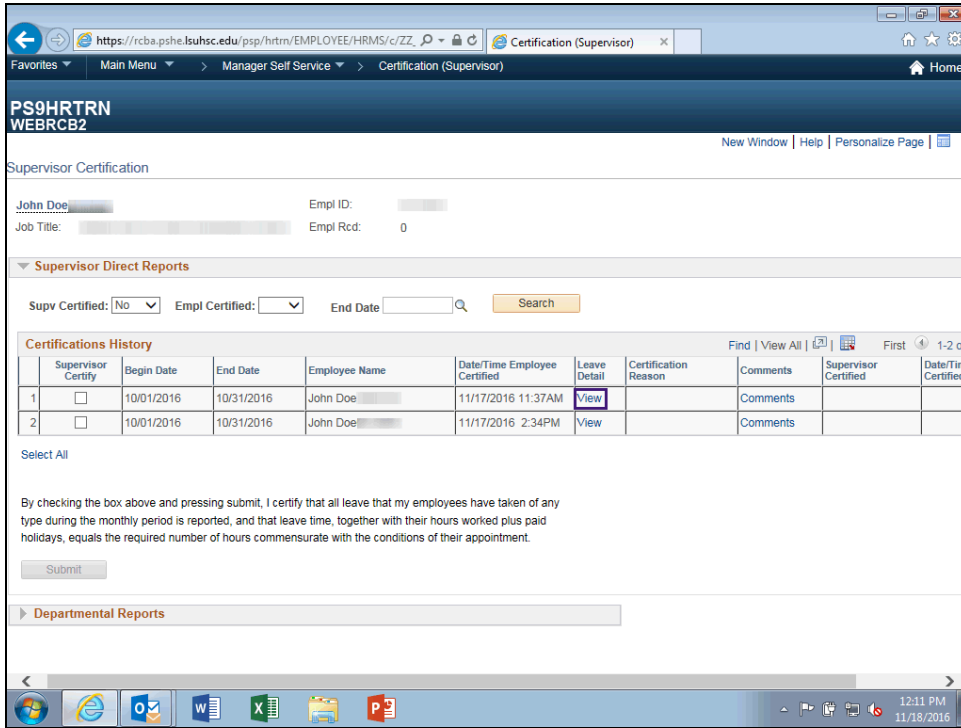
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Step	Action
5.	Enter the desired information into the User ID field. Enter " Your PeopleSoft User ID ".
6.	Enter the desired information into the Password field. Enter " Your PeopleSoft Password ".

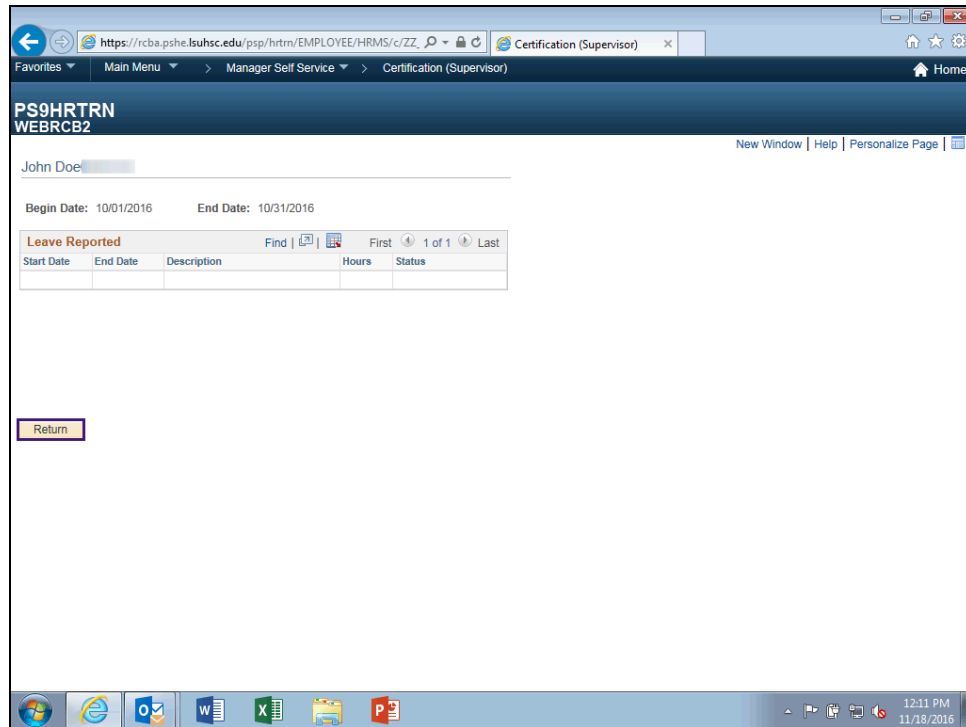
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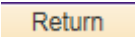
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Step	Action
7.	<p>You can view an employee's leave detail by clicking the View link in the Leave Detail column.</p> <p>Click the Line 1 View link.</p> <p>View</p>

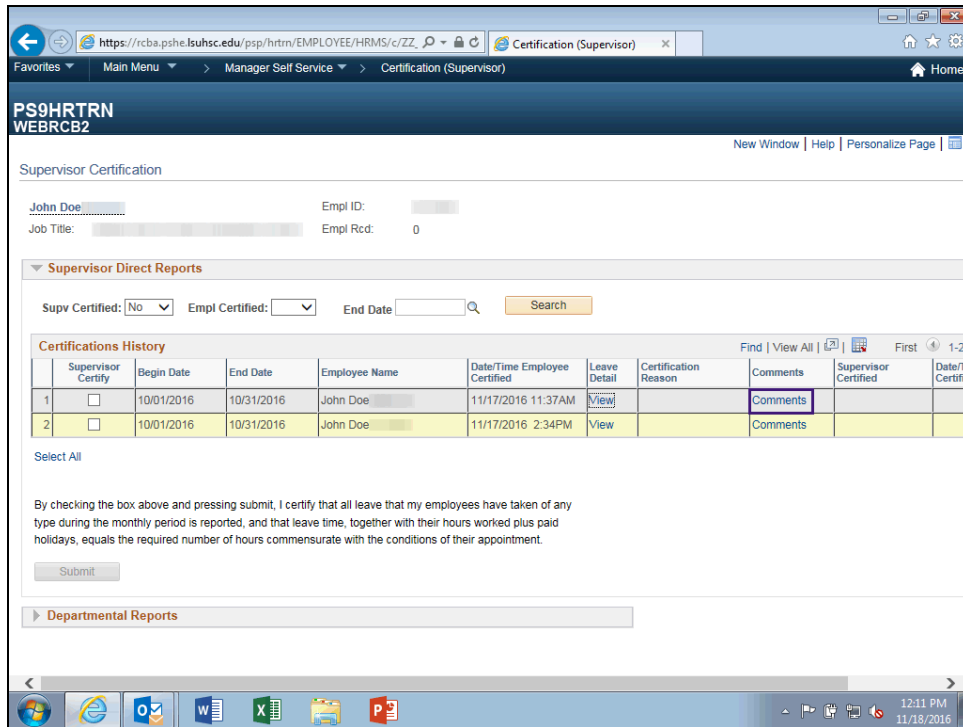
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Step	Action
8.	<p>In this example, the employee had no leave taken during the month.</p> <p>Click the Return button.</p> 

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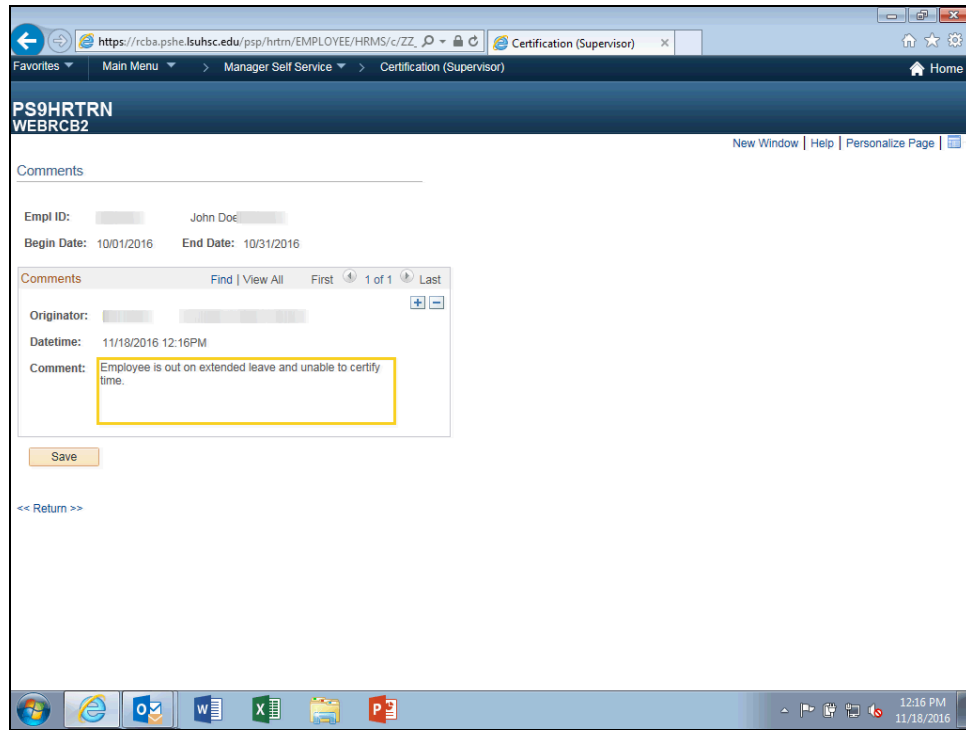
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Step	Action
9.	Click the Line 1 Comments link. Comments

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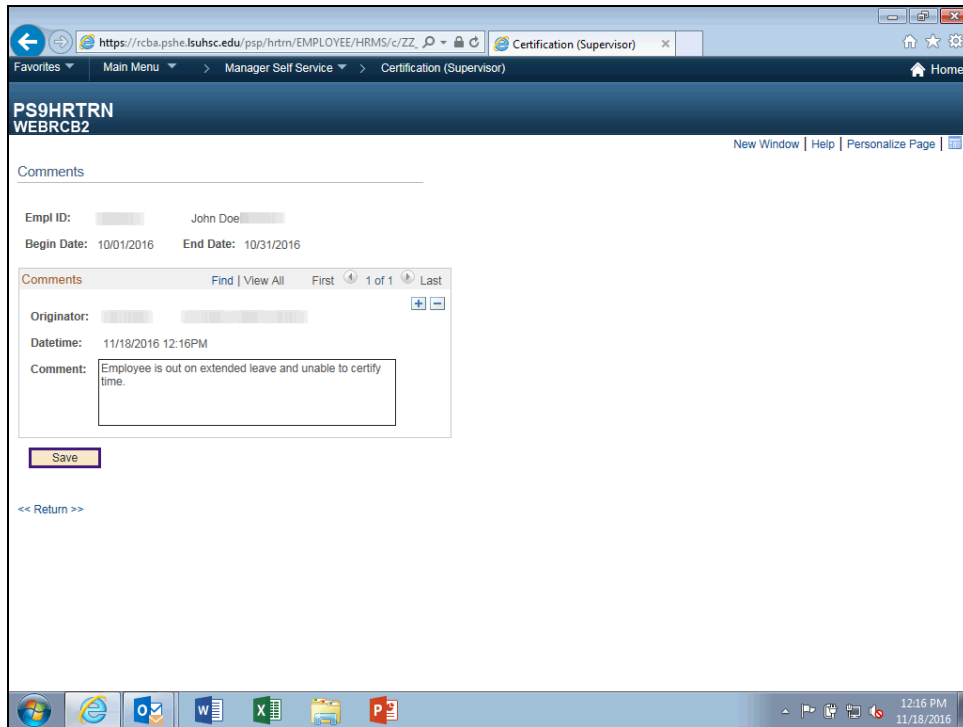
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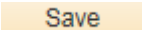


Step	Action
10.	<p>Comments, such as the one shown here, are added to the Comments panel to indicate a supervisor override for an employee's attendance certification. Comments should be added when the following conditions occur:</p> <ul style="list-style-type: none"> • Employee transfer • Employee termination • Employee is on extended leave • Employee is on FMLA

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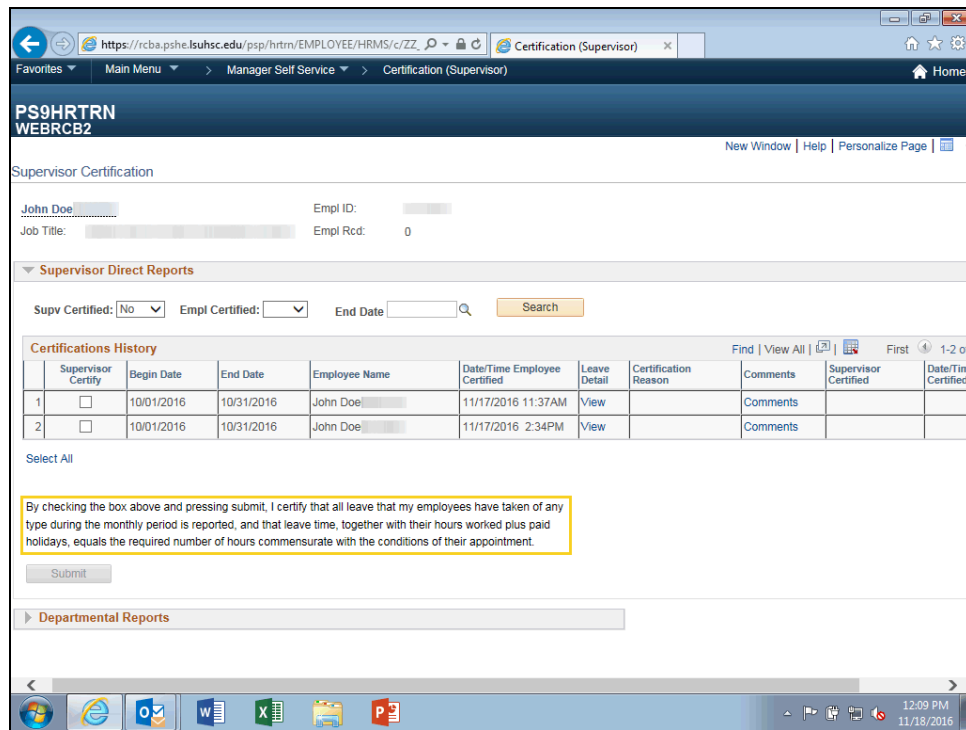
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Step	Action
11.	Click the Save button. 

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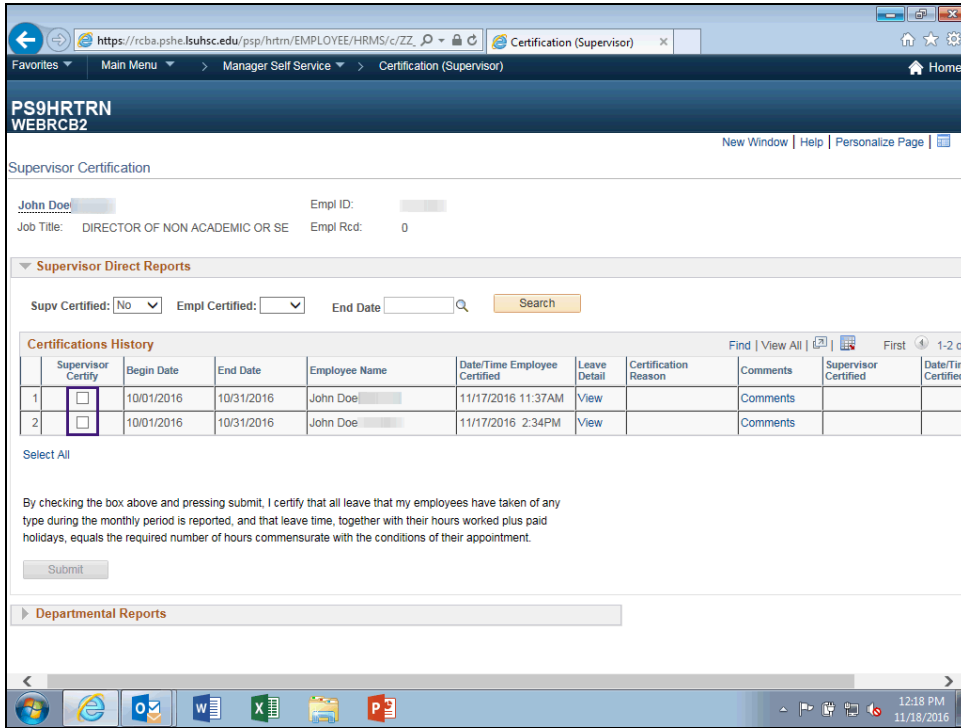
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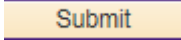


Step	Action
12.	Review the certification message located above the Certification History section. By clicking the Submit button, you are attesting that the information provided is correct.

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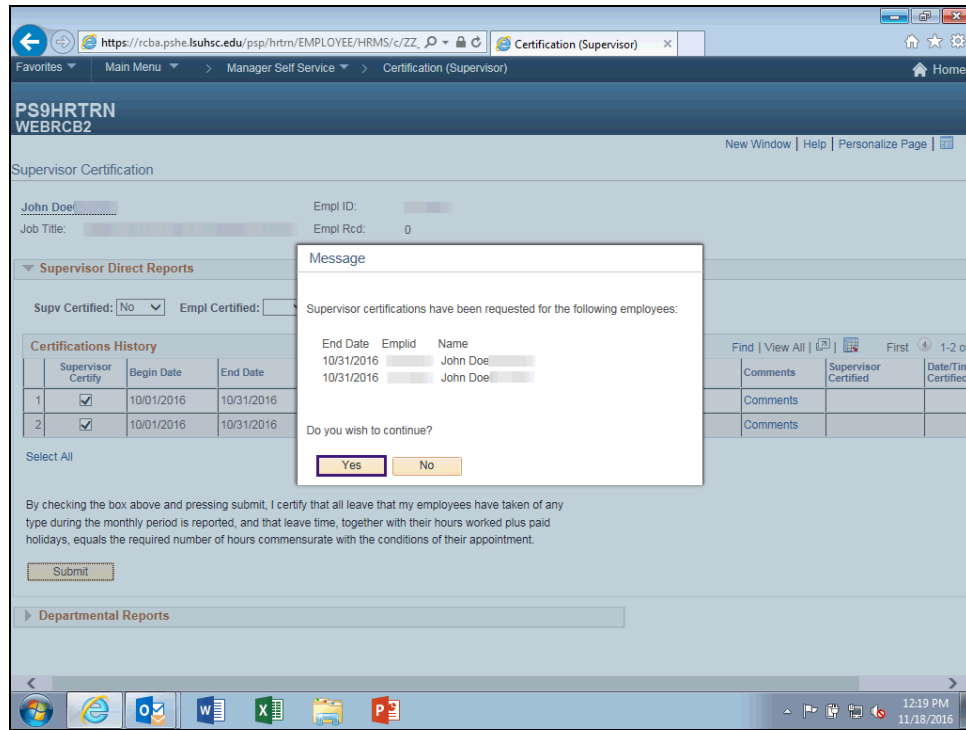
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Step	Action
13.	<p>You will click the Supervisor Certify checkbox for each employee whose attendance you wish to certify.</p> <p>Click the Supervisor Certify Checkbox option.</p> 
14.	<p>Click the Submit button.</p> 

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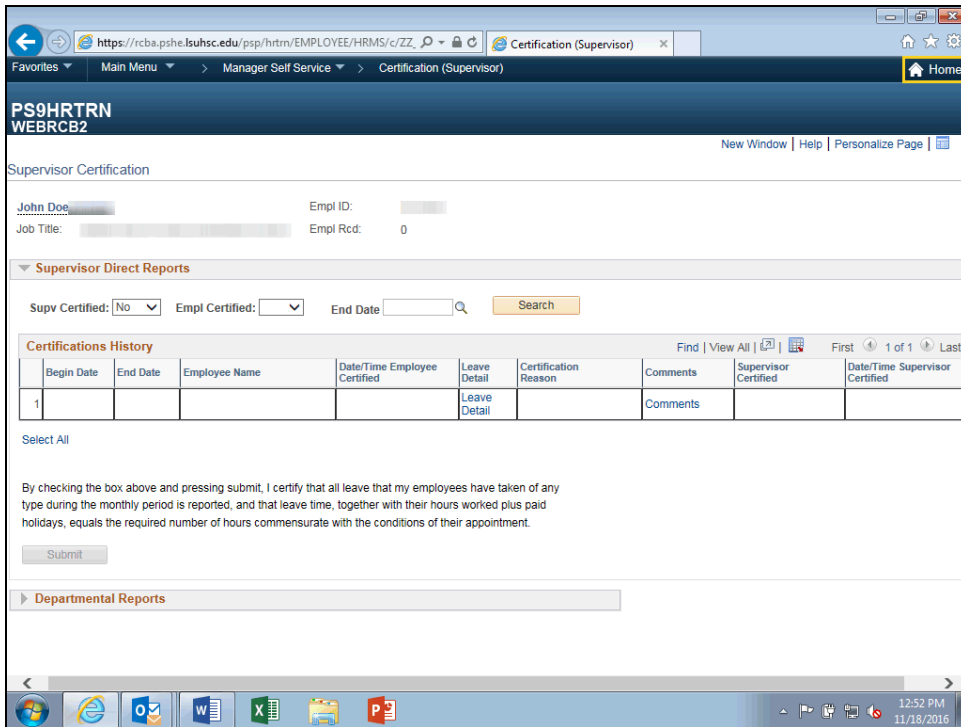
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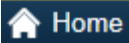


Step	Action
15.	<p>A confirmation message displays.</p> <ul style="list-style-type: none"> • Click the Yes button to certify attendance for the displayed employees. • Click No to return to the Supervisor Certification panel to make changes. <p>Click the Yes button.</p> <div style="text-align: center; margin-top: 10px;"> Yes </div>

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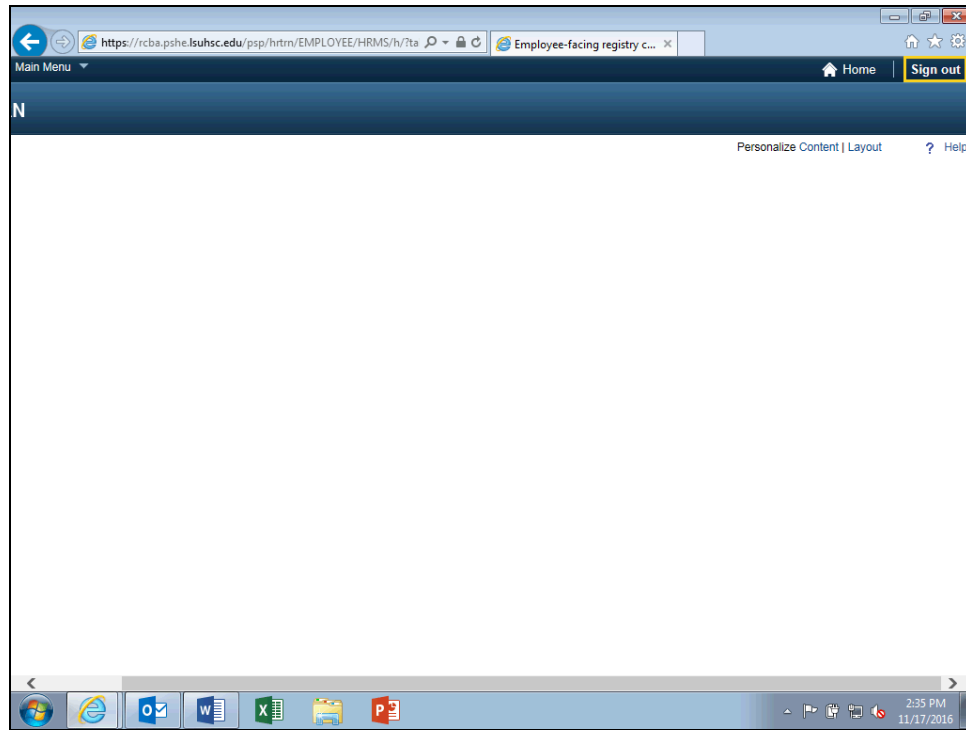
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Step	Action
16.	Click the Home link. 

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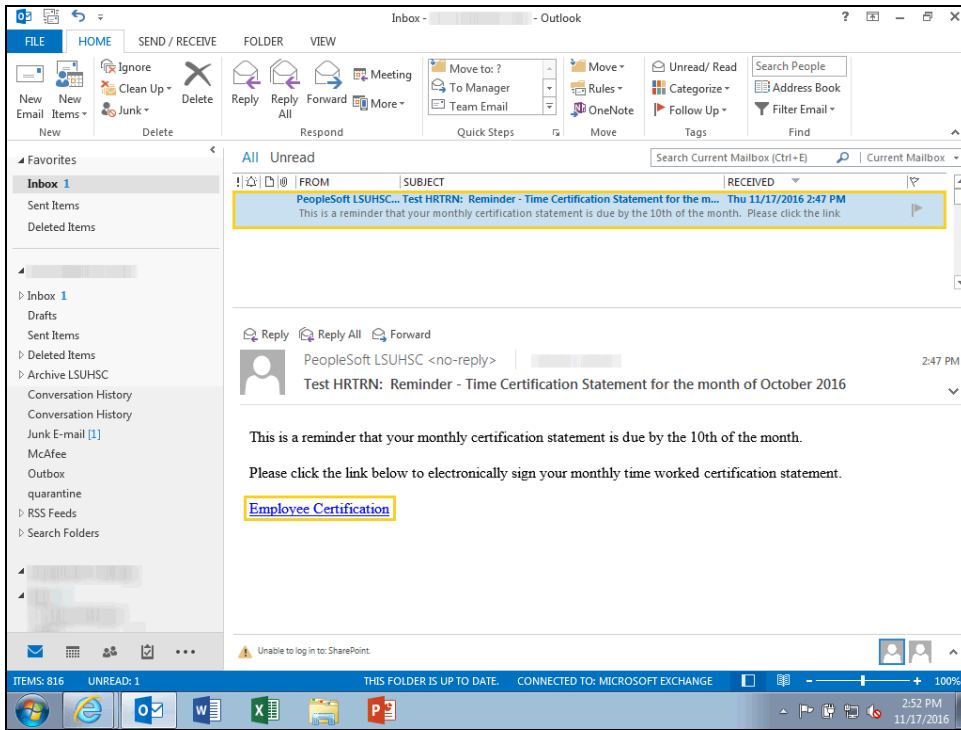
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Step	Action
17.	Click the Sign out link. Sign out
18.	Additional Email Notifications

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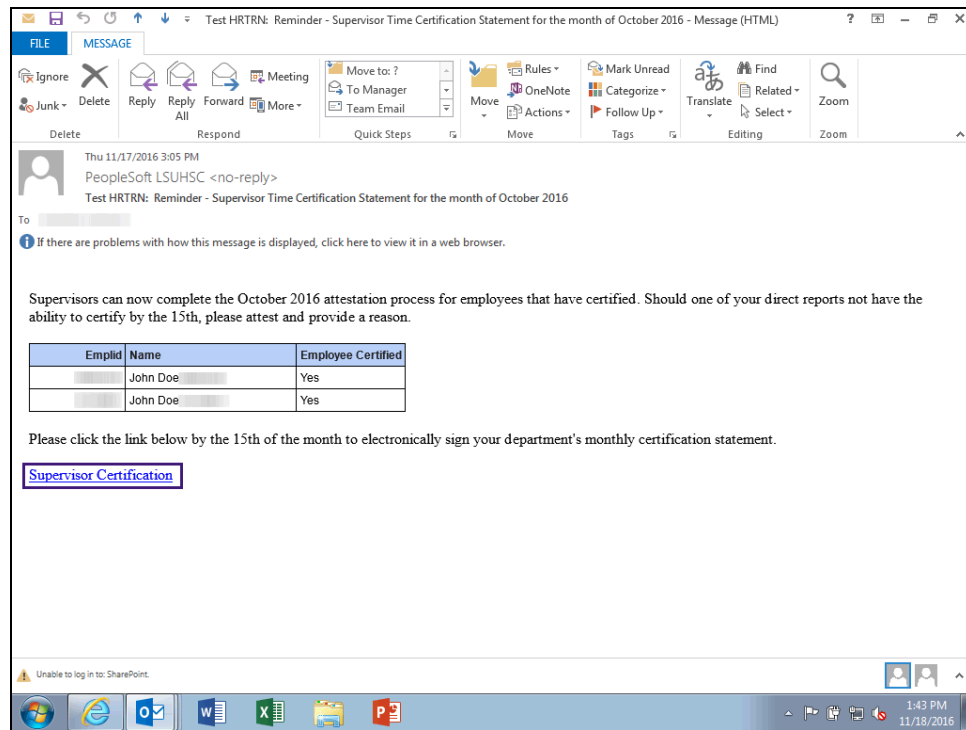
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Step	Action
19.	On the 9th of each month , employees will receive the email displayed here as a reminder to certify their attendance if they have not already done so.

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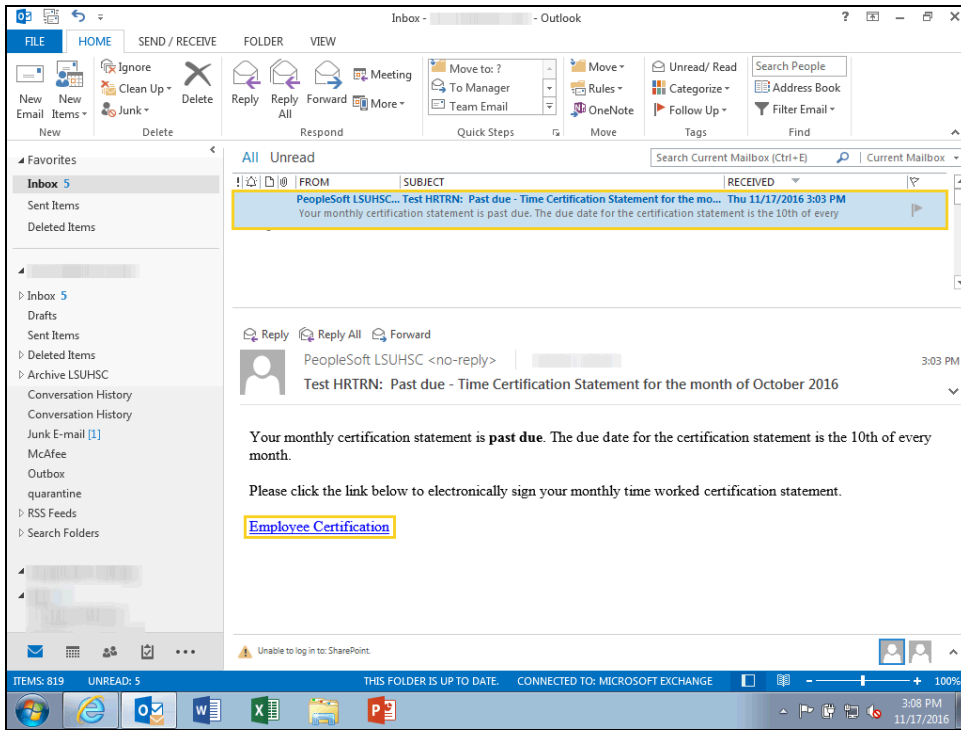
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Step	Action
20.	<p>On the 14th of each month, Supervisors will receive the email displayed here as a reminder to certify attendance for their direct reports.</p> <p><i>NOTE: Complete steps 4 - 16 to certify direct reports attendance.</i></p>

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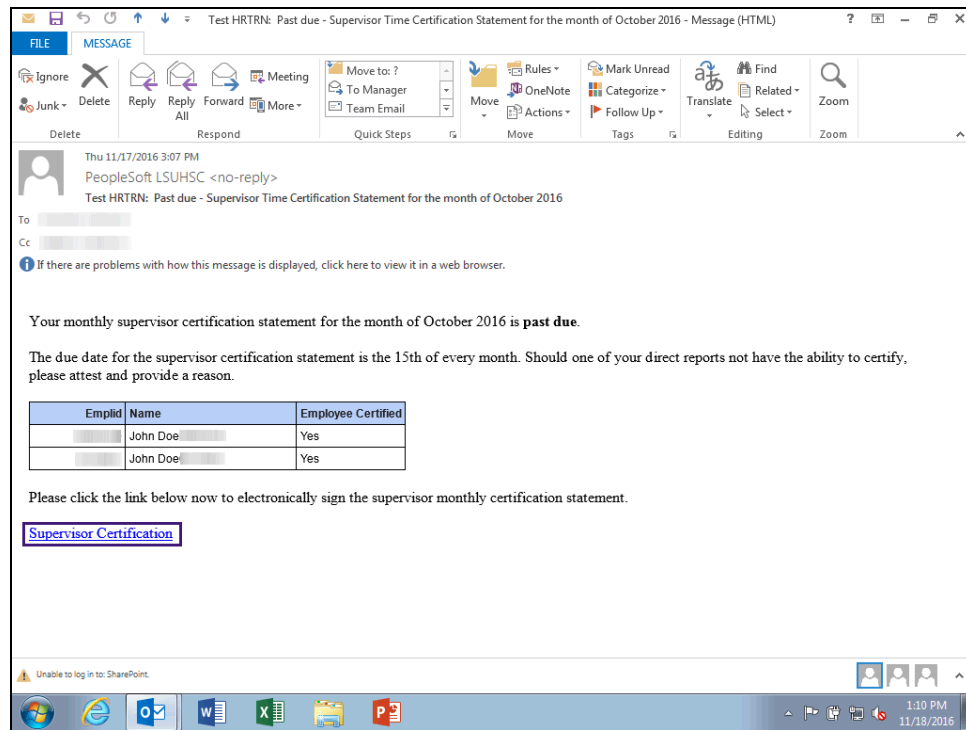
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Step	Action
21.	On the 15th of each month , employees who have failed to certify attendance will receive the Overdue Notice displayed here.

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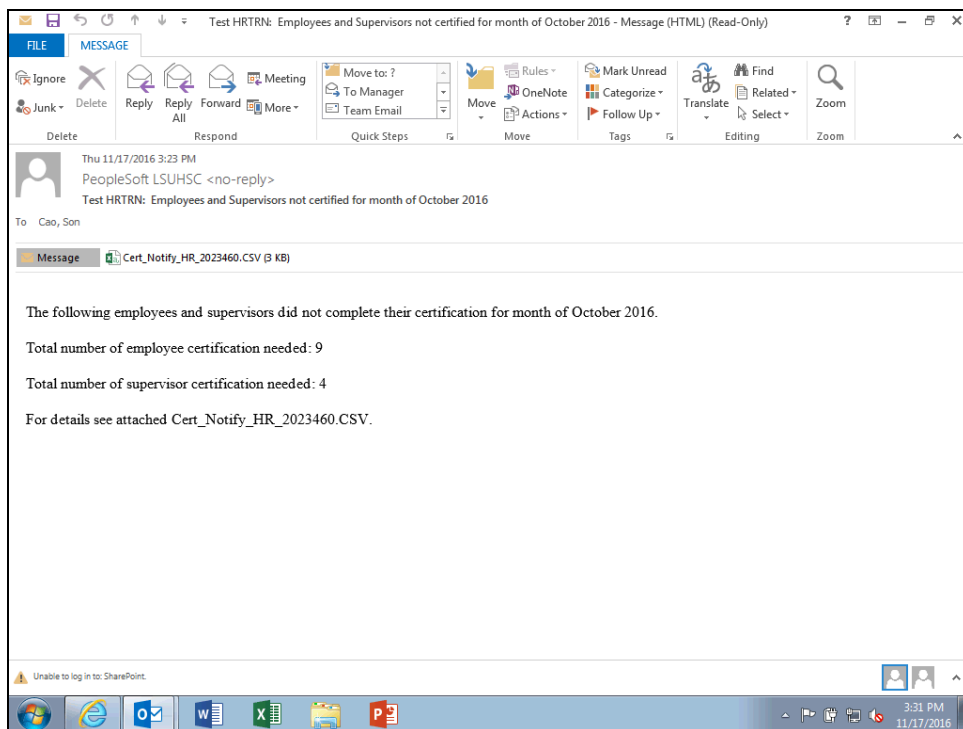
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Step	Action
22.	<p>On the 20th of each month, Supervisors who have failed to certify attendance for their direct reports will receive the Overdue Notice displayed here</p> <p><i>NOTE: Complete steps 4 - 16 to certify direct reports attendance.</i></p>

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Step	Action
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.	This completes <i>Online Attendance Certification - Supervisor</i> . End of Procedure.