

Online Attendance Certification – Supervisor

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.**

1. 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.

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.

NOTE: Employee Attendance Certification must be completed by the 10th of each month.

2. The Email notification life cycle is defined as follows:
 - **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.

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.

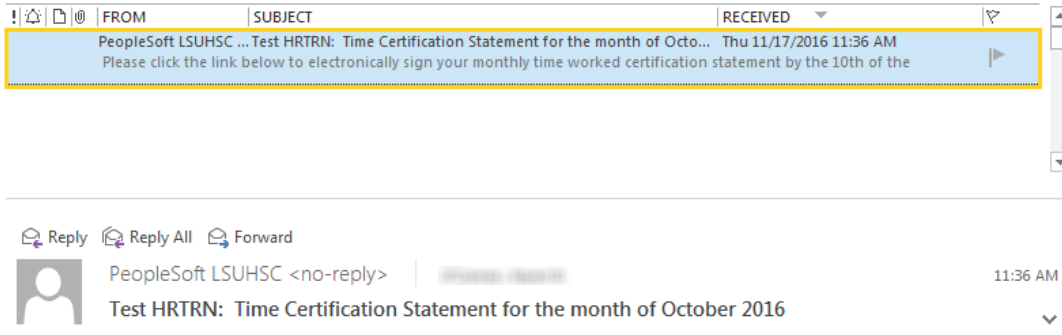
- **14th of each month** - Supervisors failing to certify for one or more employees will receive a reminder.

NOTE: If the employee and/or supervisor have not certified by the 15th, overdue notices will be sent.

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



4. On the **11th of each month**, Supervisors will receive the email displayed here. Click the **Supervisor Certification** link.



- Enter the desired information into the **User ID** field. Enter a valid value e.g. "**Your PeopleSoft User ID**".

Enter the desired information into the **Password** field. Enter a valid value e.g. "**Your PeopleSoft Password**".

PeopleSoft HRSA - PS9HRTRN 1

User ID

Password

- You can view an employee's leave detail by clicking the View link in the Leave Detail column. Click the **Line 1 View** link.

Certifications History										
	Supervisor Certify	Begin Date	End Date	Employee Name	Date/Time Employee Certified	Leave Detail	Certification Reason	Comments	Supervisor Certified	Date/Time Certified
1	<input type="checkbox"/>	10/01/2016	10/31/2016	John Doe	11/17/2016 11:37AM	View		Comments		
2	<input type="checkbox"/>	10/01/2016	10/31/2016	John Doe	11/17/2016 2:34PM	View		Comments		

- In this example, the employee had no leave taken during the month. Click the **Return** button.

John Doe

Begin Date: 10/01/2016 End Date: 10/31/2016

Leave Reported					
Start Date	End Date	Description	Hours	Status	

- Click the **Line 1 Comments** link.

Certifications History										
	Supervisor Certify	Begin Date	End Date	Employee Name	Date/Time Employee Certified	Leave Detail	Certification Reason	Comments	Supervisor Certified	Date/Time Certified
1	<input type="checkbox"/>	10/01/2016	10/31/2016	John Doe	11/17/2016 11:37AM	View		Comments		
2	<input type="checkbox"/>	10/01/2016	10/31/2016	John Doe	11/17/2016 2:34PM	View		Comments		

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9. 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:

- Employee transfer
- Employee termination
- Employee is on extended leave
- Employee is on FMLA

Click the **Save** button.

Comments

Empl ID: [redacted] John Doe [redacted]
Begin Date: 10/01/2016 End Date: 10/31/2016

Comments Find | View All First 1 of 1 Last

Originator: [redacted] [redacted] + -

Datetime: 11/18/2016 12:16PM

Comment: Employee is out on extended leave and unable to certify time.

Save

[<< Return >>](#)

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

By checking the box above and pressing submit, I certify that all leave that my employees have taken of any type during the monthly period is reported, and that leave time, together with their hours worked plus paid holidays, equals the required number of hours commensurate with the conditions of their appointment.

11. You will click the Supervisor Certify checkbox for each employee whose attendance you wish to certify.
Click the **Supervisor Certify Checkbox** option.

Certifications History						
	Supervisor Certify	Begin Date	End Date	Employee Name	Date/Time Employee Certified	Leave Detail
1	<input type="checkbox"/>	10/01/2016	10/31/2016	John Doe [REDACTED]	11/17/2016 11:37AM	View
2	<input type="checkbox"/>	10/01/2016	10/31/2016	John Doe [REDACTED]	11/17/2016 2:34PM	View

12. Click the **Submit** button.

Certifications History						
	Supervisor Certify	Begin Date	End Date	Employee Name	Date/Time Employee Certified	
1	<input checked="" type="checkbox"/>	10/01/2016	10/31/2016	John Doe [REDACTED]	11/17/2016 11:37AM	
2	<input checked="" type="checkbox"/>	10/01/2016	10/31/2016	John Doe [REDACTED]	11/17/2016 2:34PM	

[Select All](#)

By checking the box above and pressing submit, I certify that all leave that my employees have taken of any type during the monthly period is reported, and that leave time, together with their hours worked plus paid holidays, equals the required number of hours commensurate with the conditions of their appointment.

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13. A confirmation message displays.
- 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.

Message

Supervisor certifications have been requested for the following employees:

End Date	Emplid	Name
10/31/2016		John Doe
10/31/2016		John Doe

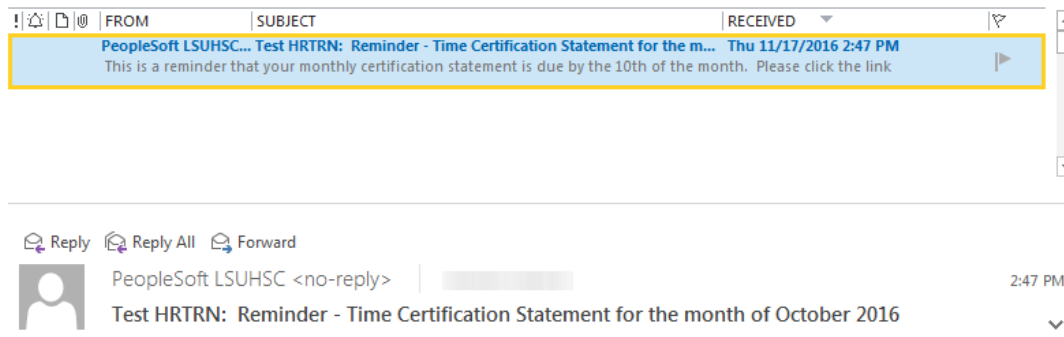
Do you wish to continue?

14. Click the **Home** link.
Click the **Sign out** link.



Additional Email Notifications

15. 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.



This is a reminder that your monthly certification statement is due by the 10th of the month.

Please click the link below to electronically sign your monthly time worked certification statement.

[Employee Certification](#)

16. On the **14th of each month**, **Supervisors** will receive the email displayed here as a reminder to certify attendance for their direct reports.



NOTE: Complete steps 4 - 14 to certify direct reports attendance.

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

The screenshot shows an email interface. At the top, there is a header bar with icons for search, print, and other actions, followed by fields for FROM, SUBJECT, and RECEIVED. The email subject is "PeopleSoft LSUHSC... Test HRTRN: Past due - Time Certification Statement for the mo..." and the sender is "PeopleSoft LSUHSC <no-reply>". The email body contains the following text:

Your monthly certification statement is **past due**. The due date for the certification statement is the 10th of every month.

Please click the link below to electronically sign your monthly time worked certification statement.

[Employee Certification](#)

18. On the **20th of each month**, Supervisors who have failed to certify attendance for their direct reports will receive the Overdue Notice displayed here.

The screenshot shows an email interface. The header bar includes a profile picture, the date and time "Thu 11/17/2016 3:07 PM", and the sender "PeopleSoft LSUHSC <no-reply>". The subject is "Test HRTRN: Past due - Supervisor Time Certification Statement for the month of October 2016". The email body contains the following text:

Your monthly supervisor certification statement for the month of October 2016 is **past due**.

The due date for the supervisor certification statement is the 15th of every month. Should one of your direct reports not have the ability to certify, please attest and provide a reason.

Emplid	Name	Employee Certified
[REDACTED]	John Doe	Yes
[REDACTED]	John Doe	Yes

Please click the link below now to electronically sign the supervisor monthly certification statement.

[Supervisor Certification](#)

NOTE: Complete steps 4 - 14 to certify direct reports attendance.

19. On the **25th of each month**, Human Resource Management (HRM) is notified of **all employees and supervisors** who have ***not*** certified attendance for the indicated month.




Thu 11/17/2016 3:23 PM

PeopleSoft LSUHSC <no-reply>

Test HRTRN: Employees and Supervisors not certified for month of October 2016

To Cao, Son

Message

 Cert_Notify_HR_2023460.CSV (3 KB)

The following employees and supervisors did not complete their certification for month of October 2016.

Total number of employee certification needed: 9

Total number of supervisor certification needed: 4

For details see attached Cert_Notify_HR_2023460.CSV.

20. This completes *Online Attendance Certification - Supervisor*.