SUPERVISOR INSTRUCTIONS FOR ELECTRONIC TIMETRACKER

1. Log into My.EDUCATION at https://my.education.illinois.edu.

2. Login with your AD NetID and Password or your UIUC Bluestem Login.

3. Under the green menu bar – under “Staff” – select Timetracker.

4. Click on TimeTracker from the list on the left side of the page. (If the URL above does not work, go to https://my.education.illinois.edu/timetracker - this will go directly to the login page where you will use your AD NetID and Password or your UIUC Bluestem Login.)

5. You will be logged into the main menu where you will have two options in the TimeTracker Home
   a. Manage your Employees – option 1
      i. You will be able to see timesheets from your employees who have submitted their timesheets and require your review.
      ii. The magnifying glass icon allows you to review the timesheet.
      iii. You can either approve the timesheet by clicking on Approve Sheet or reject the timesheet by stating the reason for the rejection, i.e., hours are not correct, wrong dates, shift over 6 hours, more than 8 hours in a day, etc. You then click on Reject Sheet and the timesheet will go back to the employee.
      iv. Once you approve the timesheet, you will immediately go back into Home – TimeTracker where you can approve or reject the next timesheet. You will have an Approved Sheets list added in the Manage Your Employees screen now that timesheets have been approved.

   b. In-Progress Sheets – option 2

      This portion of the menu shows all of the timesheets for employees who have put in time but have not submitted their timesheets yet. You can go in and view them by clicking the magnifying glass.

6. You can search for an employee by name or UIN.
   This menu will bring up the employee and allow you to view the individuals’ timesheet for whatever pay period you might want to view. Click on the magnifying glass icon to open the timesheet to view.