

# Hub Set-up & Supervisor

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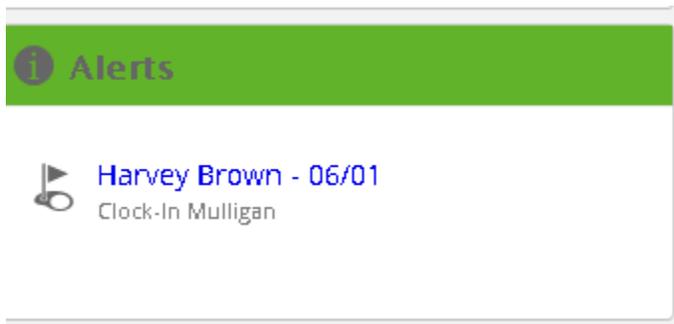
## Supervisor Homepage

Allows you to see who has clocked in that you are responsible for. If employees aren't logged in you may send them a message reminding them to login.

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## Mulligan Approval

If an employee forgets to clock in/out they may request a mulligan. This request will come to the supervisor in the form of an email, which directs the supervisor to the HUB login. Mulligans can be viewed from the alerts drop down or under Alerts on the Clock tab.



Double click on the employee's name in blue to open the mulligan. You may approve the time, change the time and/or send a message back to the employee.

Mulligan Approval - Clock In Request by Harvey Brown

### HARVEY'S REQUEST

Requested Clock In Time

06/01 08:00 AM

Time Allocation

Department: 1 - Group A

Additional Message

*None provided*

### YOUR RESPONSE

1. Should the requested clock in time be accepted?

Yes  No

2. If No, what should be used as the clock in time?

Date

3. Would you like to add a note/message to your response?

\*\* This will be viewable to the employee \*\*

[Submit Response](#)

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## Clock

View, approve, adjust, make notes or add additional pay to employees

To review a prior period select the period from the drop down next to Change.

To view a specific employee click view and the timesheet will expand for the details. To close, click the X on the right of the expanded timesheet.

To add time click the + next to the date.

To edit time click Edit next to the Total Hours

To add PTO click on PTO and enter as you would if you were the employee.

To add One Time Pay:

- Click One Time Pay
- Select type of pay you are adding from drop down list
- Enter a description if desired
- Select Yes or No for the employee to be able to see the additional pay
- Then click Add One Time Pay

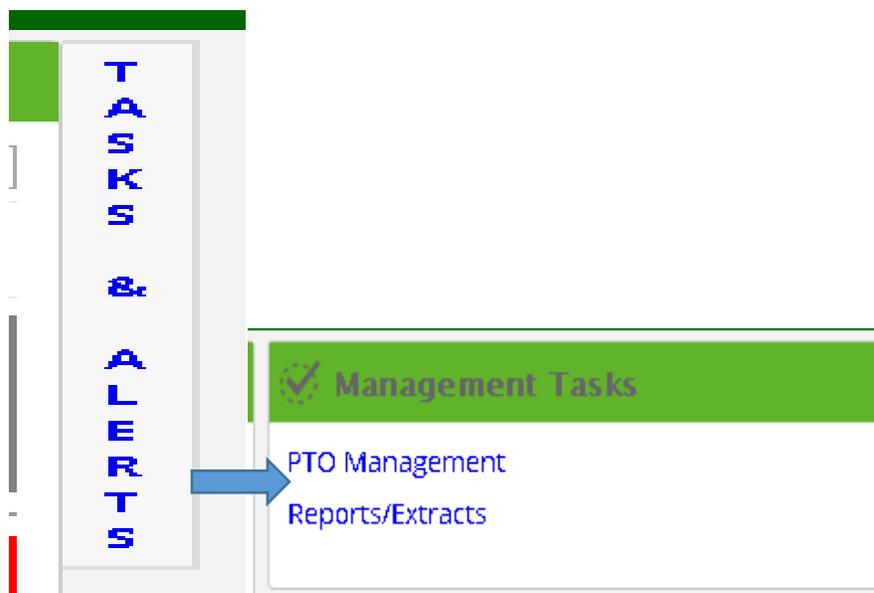
Once the timesheet is ready click Approve. This tells the payroll manager that the time card has been approved by the supervisor.

After all time sheets are approved, a summary can be viewed by clicking Summary Report in the Period Totals Bar.

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## PTO Management

Available under tasks & Alerts by clicking in that area of the page.



When you click on PTO Management, a calendar color-coded by employee PTO will appear. This helps to visually see who else is off that day.

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## Admin Tab

HUB Administration			
Admin:	<a href="#">Features/Styles</a>	<a href="#">Security</a>	<a href="#">Communication Center</a>
Time:	<a href="#">Payroll Lists</a>	<a href="#">Time Entry Rules</a>	<a href="#">Alerts &amp; Reports</a>

### Features/Styles

Here you can upload your company logo and color scheme.

PTO review is also controlled here. You can permit one-touch review. This means that when a request is submitted an email is generated. Supervisors can approve the request by clicking Approve in the body of the email without logging into HUB. However, this does skip the step of reviewing the calendar.

### Security

Allows you to assign managers to departments. Find the employee from the list on the right and drag them to the appropriate department.

### Communication Center

Use the Communication Center to communicate to employees via messages and documents.

#### Messages

Transmitted via text/email and can be scheduled in advance.

#### Documents & Links

This feature can be used for a wide variety of applications. Just a few examples:

- Open enrollment forms for health insurance renewal
- Employee handbook
- Current year W-4
- LST exemption Form
- Enrollment forms for new employees

These can be set with start and end dates. Read receipts can also be set and viewed by the supervisor.

### Payroll Lists

Payroll lists allow for specific calculations to be set on pay items. These should already be established by PaySmart, please contact PaySmart when making changes.

### Time Entry Rules

Your work week should already be established. Please contact PaySmart if it is not correct.

- Rounding Rules may be adjusted based on your preference.
- Overtime Rules should not be changed.
- Input Rules may be customized to the company's needs.
- Text and mobile clock in/out are available.
- IP address specification is also available.
- Break Rules can be established but aren't recommended.
- Holidays, including custom holidays, can be automatically accounted for.

### **Alerts & Reports**

Employee activations can be reviewed and new activation letters sent. To send a new letter to an inactive employee go to Employee Activation Attempts and click Search. A list of activations will be listed. Those in yellow or red can be resent.

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### **Employee Forgot Login**

Employees can request a new access code via email from the login page. The supervisor can also reset the passcode by clicking on the employee in the list on the HUB Administration page.

### **Individual Employee Settings**

If an employee is set up differently than the rest this can be addressed in the setting/features of the employee.