

TKS Supervisor Quick Reference Guide

Revised: 01/2022

Employee Numbers:

An employee's number can be found by clicking on the  button.

Then click on the employee's name and select the  tab.

Employee Leave Balances:

Employees should not load a leave request utilizing the leave accrual for the current pay period that has not been earned yet.

An employee's available leave balances can be found by clicking on the  button.

Then click on the employee's name and select the  tab.

REPORTS: *To reduce timeform corrections, run the reports that are highlighted below each pay period prior to signing as supervisor.*

Reports⇒**Leave Request**

This report lists the employee's leave requests and the status of the request. You may run the report by dates to view past and future requests.

Reports⇒**Weekly Hours Report**

This report lists a summary of hours worked and leave types for an individual employee by day per week. This report will show approved and disapproved leave types and hours worked by day.

Reports⇒Additional Leave Reports⇒**Leave Balances**

The leave balances report lists the current leave balances of all your direct reports.

Reports⇒Additional Leave Reports⇒**Leave Scheduling**

The leave scheduling report lists all employees who requested leave for a particular date range. This report is used when you want to ensure adequate staffing for a particular time period before approving leave. Enter the range of dates for which you are interested and click the "Run" button. The "Filter" button allows you to further define the types of leave in which you are interested.

Reports ⇒**Average Daily Hours for Holiday**

The average daily hours report lists the number of hours of holiday pay for which part-time employees are eligible. Use this report if you are entering the timeform for a part-time employee and you need to determine the appropriate number of prorated holiday hours for which the employee should be paid.

The average daily hours report also lists the number of hours loaded on the timeform for Holiday, Admin, and Court & Jury Leave.

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Reports⇒Additional Mgr Reports⇒**Employee Hours by Work Period**

This report lists employees and their hours for each work period in the pay period.

Reports⇒Additional Mgr Reports⇒**Employee Time & Leave Summary by Mgr**

This report lists by pay period the leave and hours worked by all your employees.

Reports⇒Additional Mgr Reports⇒**Inconvenience Usage**

Reports⇒Additional Mgr Reports⇒**Long Hours**

Verify that sick leave does not give them more than 40 hours for the work week.

Reports⇒Additional Mgr Reports⇒**Multiple Usage**

Sort by total and verify that total hours are not over their daily scheduled hours. The exception to this would be LWOP or Banked Holiday Pay.

Reports⇒Additional Mgr Reports⇒**Salaried Employee Hours**

Reports⇒Additional Mgr Reports⇒**Short Hours**

You can double click between two reports: **Short Hours With LA=1** and **Short Hours for a Completed Work Period**.

Reports⇒Additional Mgr Reports⇒**Skip A Meal**

Reports⇒Additional Mgr Reports⇒**Clocking Errors**

Run by the correct pay period and verify that there aren't any clocking transactions in error.

Reports⇒Additional Mgr Reports⇒**Timeform Detail**

This report will show two views of employee's timeform, in a summary or detailed listing of hours per employee rather than having to open each timeform individually. This will not allow changes but rather a view of the detail on timeforms. This view is a simpler method of verifying hours on a timeform because it allows the supervisor to scroll down and look at each employee in one report.

There is also a report when signing timeforms as supervisor called "Timeform Detail Report".

SD Time Keeping System Help

Additional TKS references can be found on the BHR website (<https://intranetbhr.sd.gov/tks/default.aspx>).

- **SD Time Keeping Help for Employees** (<https://intranetbhr.sd.gov/tks/employee.aspx>)
- **SD Time Keeping Help for Supervisors** (<https://intranetbhr.sd.gov/tks/supervisor.aspx>)
- **TKS Time Study Rules** (<https://intranetbhr.sd.gov/TKSTimeStudyRules.pdf>)