

Manager Time & Absence Approval

Updated May 2015



University of Wisconsin
Stevens Point

Manager Time and Absence Approval

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THINGS TO KNOW BEFORE REPORTING TIME

1

WHAT IS MSS? MSS (Manager Self Service) is housed within the Human Resources System (HRS). The program allows for managers to approve time and absences electronically.

2

HOW TO SIGN IN MSS will work utilizing the Net Id Username and Password that you use to access your email through the myPoint System. Thorough instructions are included on Page 3.

3

APPROVAL TIMELINE

- Approvers review/resolve time exceptions (by 10am Monday).
- Approve payable time – if no exceptions (by 10am Monday).
- Approvers review and resolve time exceptions on approved/corrected time (after 2pm Monday)
- FINAL DEADLINE to approve payable time (by 4pm Monday).

The above is the ‘worst case’ of approval of payable time.

IF ALL THE TIME HAS BEEN ENTERED CORRECTLY, REVIEW AND APPROVAL WILL ONLY NEED TO BE DONE ONCE.

4

ALLOW FOR OVERNIGHT PROCESSING

- Time Administration must run to check for any corrections.
- **If absences have been approved please DO NOT approve timecards immediately as this will result in negative time.**

ACCESSING ESS

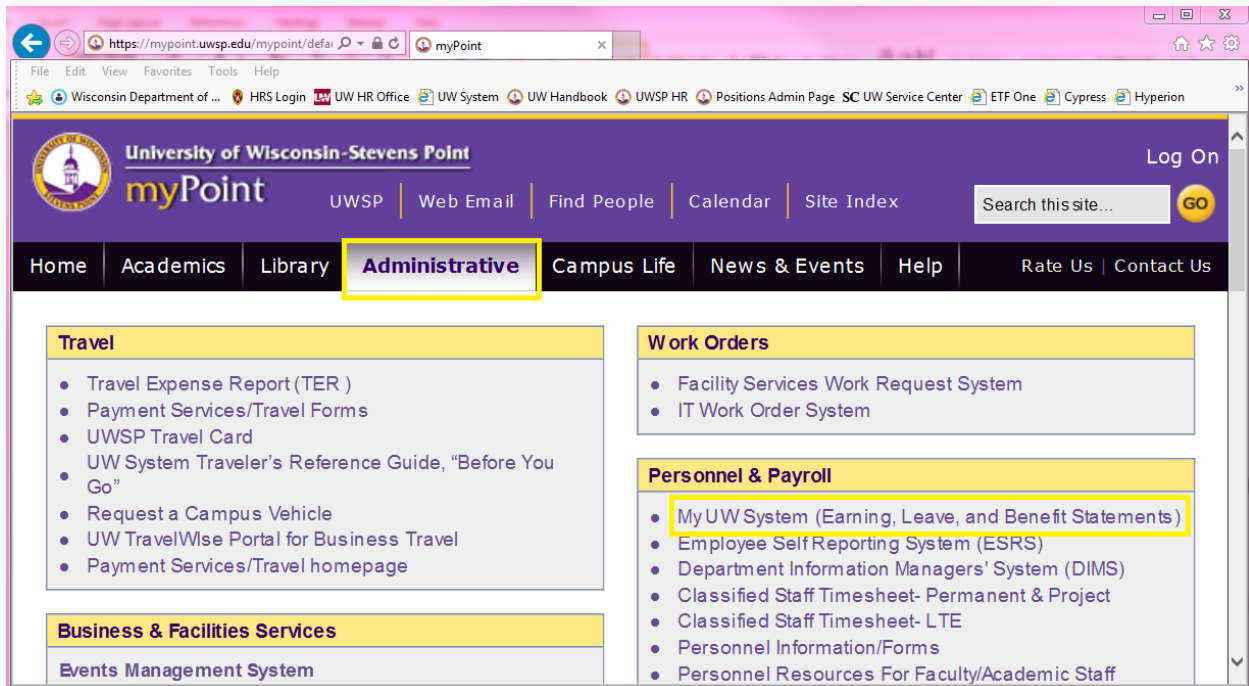
<http://mypoint.uwsp.edu/mypoint>

QUESTIONS?

Contact Tina Rajski at 715.346.2607 or trajski@uwsp.edu

ACCESSING MSS THROUGH MYPOINT

Via myPoint, under the Administrative section, click on 'My UW System'.

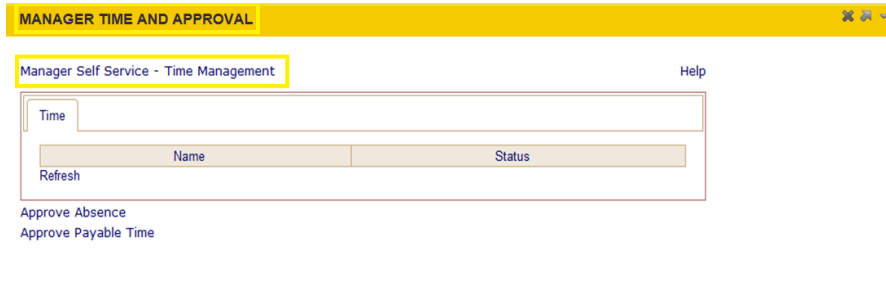


Access the page using your UW credentials. This is the same information used to access your email account. Please note you may need to click on your institution prior to entering your credentials.

Application you are logging into:
myPoint Redirect Module

A screenshot of a login form titled 'Lologin for UWSP'. The form has a purple header with the title in white. Below the header, there are two input fields: 'Username:' with the text 'mmagnuss' entered, and 'Password:' with a series of black dots representing a masked password. Below the password field is a yellow 'OK' button.

Click on 'Manager Self Service – Time Management' under Manager Time and Approval.



REVIEWING TIMESHEET

On the "Manager Self Service" menu page in HRS, click the **Timesheet** link.



Best practice is to review the employee's timesheet before approving absences to ensure the requested absences do not put the employee in overtime status.

View By: Time Period Date: 07/13/2014 [Refresh] << Previous Time Period Next Time Period >>

Populate Time Sheet with Screenshot Information

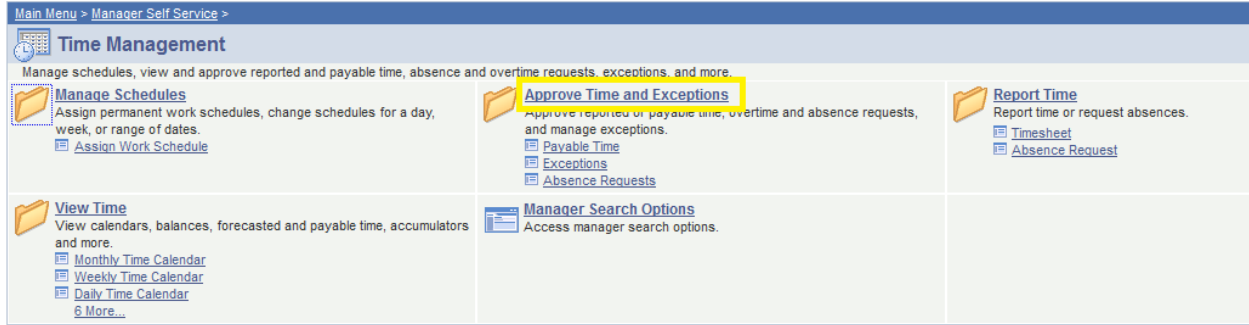
Reported Hours: 80.25 Hours Scheduled Hours: 80.00 Hours

From 07/13/2014 to 07/26/2014

| Day | Date | Status | Exception | In | Out | In | Out | Punch Total | Time Reporting Code | Quantity | Sched Hrs |
|-----|------|----------------|-----------|-----------|------------|------------|-----------|-------------|---------------------|----------|-----------|
| Sun | 7/13 | New | | | | | | | | | 0.00 |
| Mon | 7/14 | New | | | | | | | | | 8.00 |
| | | Needs Approval | | | | | | | Prs Holiday - PSHCL | 8.00 | 0.00 |
| Tue | 7/15 | Submitted | | 8:00:00AM | 12:15:00PM | 1:00:00PM | 5:00:00PM | 8.25 | | | 8.00 |
| Wed | 7/16 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Thu | 7/17 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Fri | 7/18 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Sat | 7/19 | New | | | | | | | | | 0.00 |
| Sun | 7/20 | New | | | | | | | | | 0.00 |
| Mon | 7/21 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Tue | 7/22 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Wed | 7/23 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Thu | 7/24 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Fri | 7/25 | Submitted | | 8:00:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.00 | | | 8.00 |
| Sat | 7/26 | New | | | | | | | | | 0.00 |

APPROVING ABSENCES

On the “Manager Self Service” menu page in HRS, click **Approve Time and Exceptions**, then the **Absence Requests** link. Although the system calls it an absence “request,” HRS is used to report absences that have already been approved through your unit’s normal process.



Click on ‘Absence Request’ as shown below.



A list of all requests will be displayed. Here you can view the start and end date of absence and when it was submitted.

Absence Requests



PAY & BEN SPEC CONF

Click on the requestor’s name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

Show Requests by Status:

| Absence Requests | | | | | | | |
|------------------|-------------|----------------------|------------------------|------------|------------|-----------|------------|
| Name | Employee ID | Job Title | Absence Name | Start Date | End Date | Status | Submitted |
| [Redacted] | [Redacted] | UW HUMAN RES MGR ADV | Vacation (CLS) | 03/23/2012 | 03/23/2012 | Submitted | 03/22/2012 |
| [Redacted] | [Redacted] | ACADEMIC DEPT ASSOC | Personal Holiday (CLS) | 03/23/2012 | 03/23/2012 | Submitted | 03/21/2012 |
| [Redacted] | [Redacted] | ACADEMIC DEPT ASSOC | Vacation (CLS) | 03/19/2012 | 03/19/2012 | Submitted | 03/14/2012 |
| [Redacted] | [Redacted] | ACADEMIC DEPT ASSOC | Vacation (CLS) | 03/16/2012 | 03/16/2012 | Submitted | 03/14/2012 |

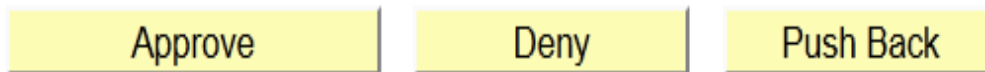
Check the following:

- Make sure the start and end dates are the same unless the employee has requested multiple days off in a row. As a reminder, employees can only be requested Monday-Friday and cannot be entered over a weekend into the following week.
- You can click on the employees name/request to view to make sure the employee has entered it correctly. If the employee entered it correctly the request will look like this:

| Absence Detail | |
|---------------------|---|
| Start Date: | 03/23/2012 |
| End Date: | 03/23/2012 |
| Absence Name: | Vacation (CLS) Current Balance: 167.50 Hours** |
| Reason: | |
| Entry Type | Hours Per Day |
| Hours Per Day | 3.50 |
| Duration: | Hours |
| Workflow | |
| Status: | Submitted |
| Comments | |
| Requestor Comments: | |
| Approver Comments: | <input type="text"/> |

Once you have reviewed the request you have three options:

****Disclaimer:** The current balance does not reflect absences that have not been processed.



Approve: If everything is entered correctly and the employee has enough hours in their absence balance, you may go ahead and approve their request.

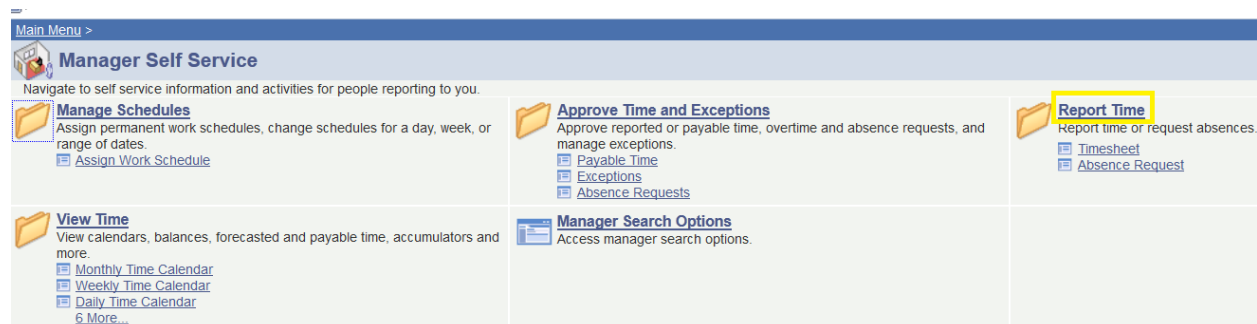
Deny: If the hours cannot be approved due to staffing or lack of hours, you may deny the request. **Try to use 'Push Back' in place of 'Deny'.** This will allow the employee to correct.

Push Back: Sends the request back to the requestor. This is often used if there is an error that needs attention from the employee.

Please Note: If the supervisor approves hours without reviewing them first, the only individuals who can edit or void the request is the payroll coordinator.

Can the supervisor enter an absence for the employee? Yes.

Under Manager Self Service, instead of approve time, click 'Report Time' and then click 'Absence Request':



Then select the employee's name, click "continue" and then fill out the absence request the same way the employee would fill it out themselves. If you are unsure of how to do this, please refer to the Reference Guide for Entering timesheets and absences for university staff.

VIEWING ABSENCE REQUEST HISTORY

While it is the employee's responsibility to check to see if their absences have been approved, denied or pushed back, it is best for you to let them know when you've denied or pushed back an absence and let them know why. You can view the absence request history in HRS to see the status of absences by clicking on the **View Absence Request History** link from the Absence Requests page.

Absence Requests

ASSOCIATE PROFESSOR

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

Show Requests by Status:

| Name | Employee ID | Job Title | Absence Name | Start Date | End Date | Status | Submitted |
|----------------------------|-------------|-----------|------------------------|------------|------------|-----------|------------|
| JANE SMITH | 00123456 | LIBRARIAN | Vacation (CLS) | 12/07/2012 | 12/07/2012 | Submitted | 12/07/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Sick Leave (CLS) | 11/15/2010 | 11/15/2010 | Submitted | 12/06/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Sick Leave (CLS) | 12/01/2010 | 12/01/2010 | Submitted | 12/06/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Personal Holiday (CLS) | 12/01/2010 | 12/01/2010 | Submitted | 12/06/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Personal Holiday (CLS) | 11/15/2010 | 11/15/2010 | Submitted | 12/06/2010 |

Go To: [Request Employee Absence](#)
[View Absence Balances](#)
[View Absence Request History](#)
[View Monthly Calendar](#)

Absence Request History

EMPLOYEE NAME
JOB TITLE

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: Through:

| Absence Name | Status | Start Date | End Date | Duration | Requested By | Edit |
|--|-----------|------------|------------|-----------|--------------|-------------------------------------|
| Vacation (CLS) | Saved | 03/01/2011 | 03/08/2011 | 46 Hours | Manager | <input type="button" value="Edit"/> |
| Vacation (CLS) | Saved | 01/27/2011 | 01/27/2011 | 8 Hours | Employee | <input type="button" value="Edit"/> |
| Sick Leave (CLS) | Submitted | 01/05/2011 | 01/05/2011 | 1.5 Hours | Employee | <input type="button" value="Edit"/> |
| Vacation (CLS) | Denied | 01/05/2011 | 01/05/2011 | 2 Hours | Employee | <input type="button" value="Edit"/> |
| Furlough Unpaid Non Paid (CLS) | Approved | 01/03/2011 | 01/03/2011 | 4 Hours | Employee | <input type="button" value="Edit"/> |
| Vacation (CLS) | Push Back | 01/03/2011 | 01/03/2011 | 4 Hours | Employee | <input type="button" value="Edit"/> |
| Sick Leave (CLS) | Submitted | 12/29/2010 | 12/29/2010 | 4 Hours | Employee | <input type="button" value="Edit"/> |
| Vacation (CLS) | Submitted | 12/27/2010 | 12/27/2010 | 8 Hours | Employee | <input type="button" value="Edit"/> |
| Vacation (CLS) | Denied | 12/22/2010 | 12/24/2010 | 16 Hours | Employee | <input type="button" value="Edit"/> |
| Vacation (CLS) | Submitted | 12/17/2010 | 12/17/2010 | 8 Hours | Employee | <input type="button" value="Edit"/> |

Go To: [Request Absence](#)
[View Absence Balances](#)

VIEWING ABSENCE BALANCES

To check the employee's balances, click on the **"View Absence Balances"** link from the Absence Requests page.

Absence Requests

ASSOCIATE PROFESSOR

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

Show Requests by Status:

| Name | Employee ID | Job Title | Absence Name | Start Date | End Date | Status | Submitted |
|----------------------------|-------------|-----------|------------------------|------------|------------|-----------|------------|
| JANE SMITH | 00123456 | LIBRARIAN | Vacation (CLS) | 12/07/2012 | 12/07/2012 | Submitted | 12/07/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Sick Leave (CLS) | 11/15/2010 | 11/15/2010 | Submitted | 12/06/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Sick Leave (CLS) | 12/01/2010 | 12/01/2010 | Submitted | 12/06/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Personal Holiday (CLS) | 12/01/2010 | 12/01/2010 | Submitted | 12/06/2010 |
| JANE SMITH | 00123456 | LIBRARIAN | Personal Holiday (CLS) | 11/15/2010 | 11/15/2010 | Submitted | 12/06/2010 |

Go To: [Request Employee Absence](#)
[View Absence Balances](#)
[View Absence Request History](#)
[View Monthly Calendar](#)

Enter the date on which you would like to start searching. Best practice is to use the last date of the previous pay period to ensure accuracy. Entering a prior date will show you balances as of that pay period.

View Absence Balances

Instructions

Use this transaction to view current absence entitlement balances. In order to proceed with this transaction, some additional information is required. Please provide the information requested below, then click the Continue button.

Enter the Effective Date

Enter the effective date for determining your direct reports. **As Of:**

The first column, "Entitlement Name," lists the types of absences the employee earns. The second column lists the "Balances as of..." the last Time Administration process.

View Absence Balances

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

| Entitlement Name | Balance as of 03/26/2011 | From | To | Accrual Period |
|--------------------------------|--------------------------|------------|------------|----------------|
| Classified Legal Holiday | 16.00 Hours | 01/01/2011 | 12/31/2011 | Year to Date |
| Classified Sick Leave | 1012.70 Hours | 01/01/2011 | 12/31/2011 | Year to Date |
| Classified FMLA | 0.00 Hours | 01/01/2011 | 12/31/2011 | Year to Date |
| Classified Catastrophic Leave | 0.00 Hours | 01/01/2011 | 12/31/2011 | Year to Date |
| Classified Sabbatical | 101.00 Hours | 01/01/2011 | 12/31/2011 | Year to Date |
| Classified Leg. Hol. Allocated | 72.00 Hours | 01/01/2011 | 12/31/2011 | Year to Date |
| Classified Furlough | 9.84 Hours | 07/01/2010 | 06/30/2011 | Year to Date |
| Classified Sick Lv Threshold | 1012.70 Hours | 01/01/2011 | 12/31/2011 | Year to Date |

Go To: [Request Absence](#)
[View Absence Request History](#)
[View Monthly Calendar](#)
[Forecast Balance](#)
[Direct Reports](#)

REVIEWING AND APPROVING PAYABLE TIME

On the “Manager Self Service” menu page in HRS, click the **Timesheet** link.



- You will now be able to search for your employees.
- You can search by Group ID, Employee ID, or Name.
 - Name searches – use all CAPITAL LETTERS for Last Name, First Name, or both.
 - Group ID searches – use the magnifying glass icon to find your Group ID number.
 - Use Group ID “B” (primary supervisor) or Group ID “C” (back-up supervisor)
 - Tip: you can save your search criteria as a time saver.
- Click the **Get Employees** button to search using your search criteria.
- Depending on your search criteria, one or more employees will be returned.
- Select the timesheet by clicking the **Employee’s Name**.
- If you need to view other timesheets for this person, use the **Previous Time Period** and **Next Time Period** links.

Non-exempt employees:

- Time should be reported in quarter-hour increments. (see the following guidelines)
 - 7:53 am to 8:07 am = 8:00 am = 0800
 - 8:08 am to 8:22 am = 8:15 am = 0815
 - 8:23 am to 8:37 am = 8:30 am = 0830
 - 8:38 am to 8:52 am = 8:45 am = 0845
 - 8:53 am to 9:07 am = 9:00 am = 0900
- Start, stop and lunch times should be in the appropriate boxes. (see examples)
 - For a shift without a break, the first “in” box and the last “out” box should be used.
 - For a shift with a break, the first “in” box and the last “out” box should be used for start/stop times and the center “in” and “out” boxes for the break.

| From 06/29/2014 to 07/12/2014 | | | | | | | | | |
|-------------------------------|-----|------|-----------|-----------|------------|------------|------------|-------------|----|
| Timesheet | | | | | | | | | |
| | Day | Date | Status | In | Out | In | Out | Punch Total | Ti |
| | Sun | 6/29 | New | | | | | | |
| | Mon | 6/30 | Submitted | 8:00:00AM | | | 12:00:00PM | 4.00 | |
| | Tue | 7/1 | Submitted | 7:45:00AM | 12:00:00PM | 12:30:00PM | 4:30:00PM | 8.25 | |

Exempt employees:

- Time should be reported as total hours worked per day (see the following example).

View By: Time Period Date: 07/13/2014 Refresh << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 92.00 Hours Scheduled Hours: 80.00 Hours << Previous Employee Next Employee >>

From Sunday 07/13/2014 to Saturday 07/26/2014

| Timesheet | Sun 7/13 | Mon 7/14 | Tue 7/15 | Wed 7/16 | Thu 7/17 | Fri 7/18 | Sat 7/19 | Sun 7/20 | Mon 7/21 | Tue 7/22 | Wed 7/23 | Thu 7/24 | Fri 7/25 | Sat 7/26 | Total | Time Reporting Code |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|
| | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 40.00 | |

All employees:

- You will need to review the status of each day to determine whether the employee has submitted their timesheet or if just the pre-filled work schedule is showing. "New" status hours cannot be approved, "submitted" status hours can.
- To review timesheets for other employees, click the **Return to Select Employee** link to enter new search criteria OR if your previous search pulled up multiple employees use the **Next Employee** button at the top of the page.

View By: Time Period Date: 06/15/2014 Refresh << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information << Previous Employee Next Employee >>

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Watch for time! Too much or too little could cause the employee to get paid overtime when they shouldn't or it could cause them to not get paid enough.

CHECKING AND CORRECTING EXCEPTIONS

On the Timesheet page, you can see what dates have exceptions by looking for the Exceptions icon,



. Exceptions need to be corrected or approved before you're able to approve payable time.

Reported time on or before 02/26/2011 is for a prior period.

From 02/13/2011 to

| Day | Date | Status | Exception | In | Out | In | Out | Punch Total | Time Reporting Code |
|-----|------|-----------|-----------|-----------|------------|------------|-----------|-------------|---------------------|
| Sun | 2/13 | New | | | | | | | |
| Mon | 2/14 | Submitted | | 7:45:00AM | 12:00:00PM | 12:45:00PM | 4:30:00PM | 8.00 | |
| Tue | 2/15 | Submitted | | 7:45:00AM | 12:00:00PM | | 4:30:00PM | 4.25 | |
| Wed | 2/16 | Submitted | | 7:45:00AM | 12:00:00PM | | | 4.25 | |
| Thu | 2/17 | Submitted | | 7:45:00AM | 12:00:00PM | 12:45:00PM | 4:30:00PM | 8.00 | |
| Fri | 2/18 | Submitted | | | | | 4:30:00AM | | |
| | | Submitted | | 7:45:00AM | 12:00:00PM | 12:45:00PM | | 4.25 | |
| Sat | 2/19 | New | | | | | | | |
| Sun | 2/20 | New | | | | | | | |

- Exceptions are created when the system detects errors, including: missed punches, incorrectly entering am/pm, hours in a day totaling more than 24, schedule deviations, and more. Exceptions must be either corrected or approved.
 - Correcting exceptions: exceptions that are due to time entry errors will need to be corrected.
 - Example: “punch hours greater than 12” exceptions should be corrected if the exception is due to a missed or incorrect punch (see instructions in ‘Correcting Time Entry’ section).
- Exceptions need to be resolved before time can be approved.


CORRECTING TIME ENTRY

- If the employee’s timesheet is inaccurate or entered incorrectly, best practice is to have the employee correct the timesheet themselves. If there are exceptions on the employee’s timesheet, allow approximately two hours after correcting/allowing exceptions for HRS processing (after HRS Time Administration process is completed).
- If your employee is unable to correct their own timesheet, you may do it for them.
- When correcting a timesheet (for a non-exempt employee), enter the time using 24 hour time or standard time (see the following examples).

| | Morning | Noon | Afternoon | Midnight |
|---------------|---------|---------|-----------|----------|
| 24 Hour Time | 0745 | 1200 | 1630 | 0000 |
| Standard Time | 7:45AM | 12:00PM | 4:30PM | 12:00AM |


- If you use 0000 or 12:00AM as an out punch this must go on the next day. Use the + sign to create a new row.
- Use the **Submit** button to save any changes or corrections that you make. Submitting will update the “reported hours” field.

ALLOWING EXCEPTIONS

If the exception cannot be resolved by correcting the timesheet, you can allow it by clicking on the exception icon , selecting the exception, and clicking **Allow** and then **Save**.

Active check box = allow

Greyed check box = correct



APPROVING PAYABLE TIME

- After allowing exceptions and/or correcting the timesheet, you will need to wait until the next Time Administration process is complete before you will be able to approve the payable time. Time Administration runs approximately every 2 hours throughout the day.
- Review the timesheet before you approve time.
- On the “Manager Self Service” menu page in HRS, click the **Payable Time** link.



- You will now be able to search for your employees and approve their time.
- You can search by Group ID, Employee ID, or Name.
 - Name searches – use all CAPITAL LETTERS for Last Name, First Name, or both.
 - Group ID searches – use the magnifying glass icon to find your Group ID number.
 - Use Group ID “B” (primary supervisor) or Group ID “C” (back-up supervisor).
- Tip: you can save your search criteria as a time saver.
- Click the **Get Employees** button to search using your search criteria.
- The date range for finding an employee's submitted time will default to the current pay period. If you need to approve time for a different pay period, contact Human Resources.

The screenshot shows the 'Approve Payable Time' page. The title is 'Approve Time for Time Reporters'. Below the title is a table for 'Employee Selection Criteria' with columns for 'Description' and 'Value'. The table has rows for Group ID, EmplID, Empl Rod Nbr, Last Name, First Name, Business Unit, Job Code, Department, and Workgroup. Below the table are three buttons: 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'. The 'Get Employees' button is highlighted with a red box. Below the buttons, there is a message: 'No employees were returned for the time period specified.' Below this message are two date pickers: 'Start Date: 02/26/2011' and 'End Date: 03/04/2011'. A 'Refresh' button is next to the date pickers. At the bottom, there is a 'Go To:' link pointing to 'Manager Self Service' and 'Time Management'.

If there is time awaiting your approval, employee’s names will display. Only employees who have time waiting to be approved will be listed. Click on the **Employee's Name**.

Start Date: End Date: [Refresh](#)

[Click for Instructions](#)

Employees For JASKIE

| Select | Name | Employee ID | Empl Rcd Job Nbr | Job Description | Working Title |
|--------------------------|---------------------------|-------------|------------------|------------------|------------------|
| <input type="checkbox"/> | CLEVELAND | 00587677 | 0 16000 | OFFICE ASSOCIATE | OFFICE ASSOCIATE |

[Select All](#) [Clear All](#)

[Approve](#)

Go To: [Manager Self Service](#)
[Time Management](#)

After clicking an **Employee's Name**, you will see the "Approve Payable Time" page. This page will show you any time that has yet to be approved for that employee. You should make sure that the information appears correct.

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-19 of 22](#) | [Last](#)

Overview | **Time Reporting Elements** | Task Reporting Elements

| Select | Date | Time Reporting Code | Quantity | Type | Accounting Date | Adjust Reported Time | Comments |
|--------------------------|------------|---------------------|----------|-------|----------------------|--------------------------------------|----------------------|
| <input type="checkbox"/> | 03/11/2012 | ND645 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time | <input type="text"/> |
| <input type="checkbox"/> | 03/11/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time | <input type="text"/> |
| <input type="checkbox"/> | 03/11/2012 | WD360 | 2.000000 | Hours | <input type="text"/> | Adjust Reported Time | <input type="text"/> |
| <input type="checkbox"/> | 03/12/2012 | ND645 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time | <input type="text"/> |
| <input type="checkbox"/> | 03/12/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time | <input type="text"/> |
| <input type="checkbox"/> | 03/13/2012 | ND645 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time | <input type="text"/> |
| <input type="checkbox"/> | 03/13/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time | <input type="text"/> |

- Several items may appear on the "Payable Time" screen and can be distinguished by the "Time Reporting Code" (TRC) field (see list of exempt and non-exempt Time Reporting Codes).
- If anything appears to be incorrect, click on the **Adjust Reported Time** link to be taken back to the employee's timesheet. After reviewing the employee's timesheet, you can return to the "Payable Time" screen by clicking on the **Return to Approval Details** button.
- If everything is correct, click the **Select** check box for the days you want to approve or click the **Select All** button. Click the **Approve** button to approve an employee's time.

| Approval Details | | | | | | |
|-------------------------------------|------------|-------------------------|-------------------------|-------|----------------------|--------------------------------------|
| Overview | | Time Reporting Elements | Task Reporting Elements | | | |
| Select | Date | Time Reporting Code | Quantity | Type | Accounting Date | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/12/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/13/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/14/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/15/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/16/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/19/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/20/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/21/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/22/2012 | REG00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |
| <input checked="" type="checkbox"/> | 03/23/2012 | REC00 | 8.000000 | Hours | <input type="text"/> | Adjust Reported Time |

Select All **Clear All**

- You will see an Approval Verification message. Click **OK** if you are sure you want to approve the time.
- Finally, you will see the Save Confirmation page. Click **OK** again.

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.

Save Confirmation

✓ The Save was successful.

- After clicking **OK**, you will be brought back to the employee's job for which you just approved time.
- To review timesheets for other employees, click the **Return to Approval Summary** link to enter new search criteria OR if your previous search pulled up multiple employees use the **Previous Employee** and/or **Next Employee** buttons at the top of the page.

Approve Payable Time

NAME: _____ Employee ID: 00000000

Job Title: _____ Employee Record Number: 0