Manager
Time & Absence
Approval

Updated May 2015

University of Wisconsin
Stevens Point

Manager Time and Absence Approval

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

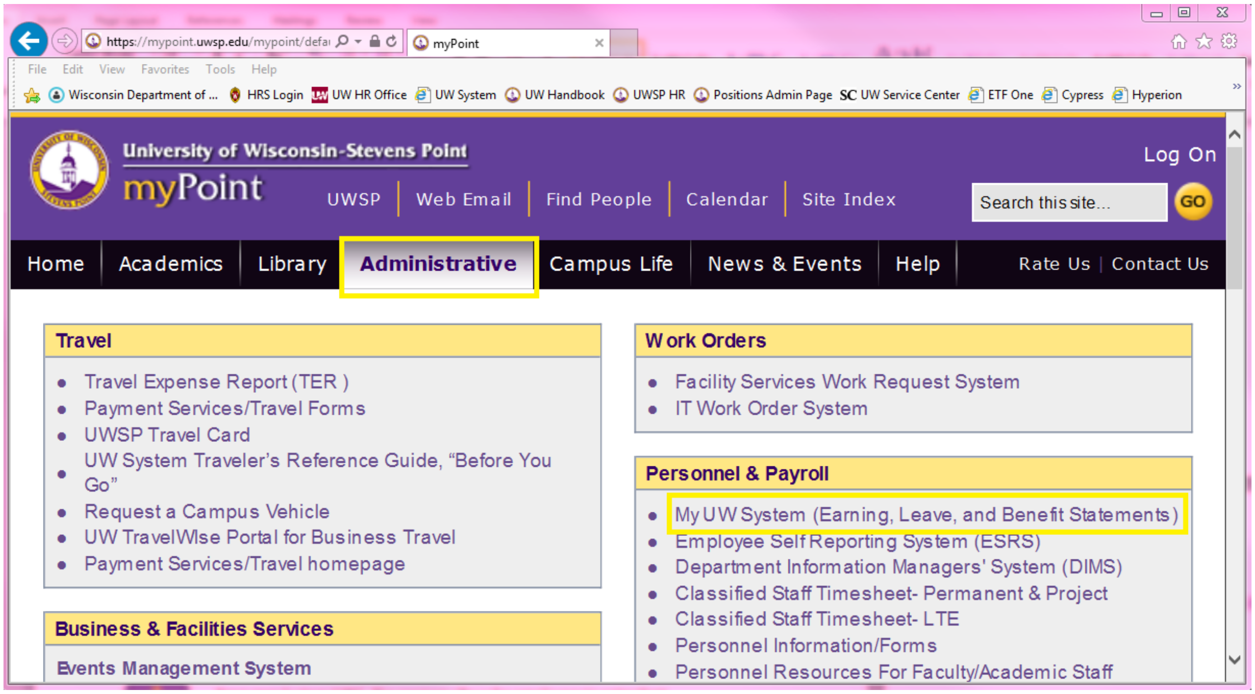
http://mypoint.uwsp.edu/mypoint

QUESTIONS?

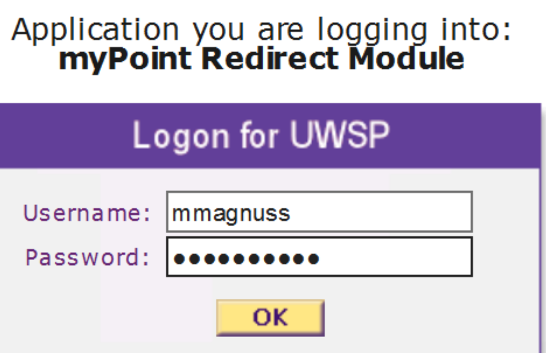
Contact Tina Rajski at 715.346.2607 or trajski@uwsp.edu

ACCESSING MSS THROUGH MYPOINT

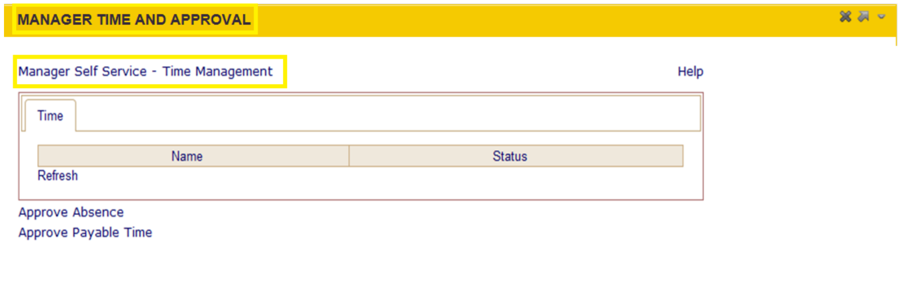
Via myPoint, under the Administrative section, click on ‘My UW System’.



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.

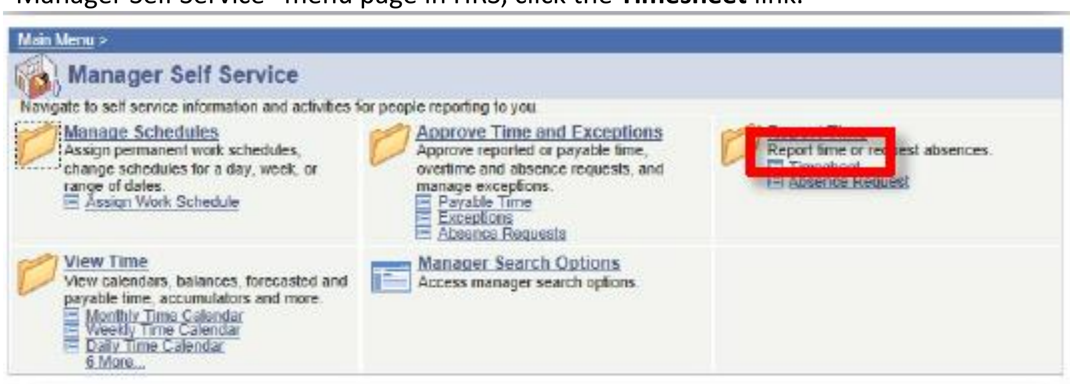


Click on ‘Manager Self Service – Time Management’ under Manager Time and Approval.

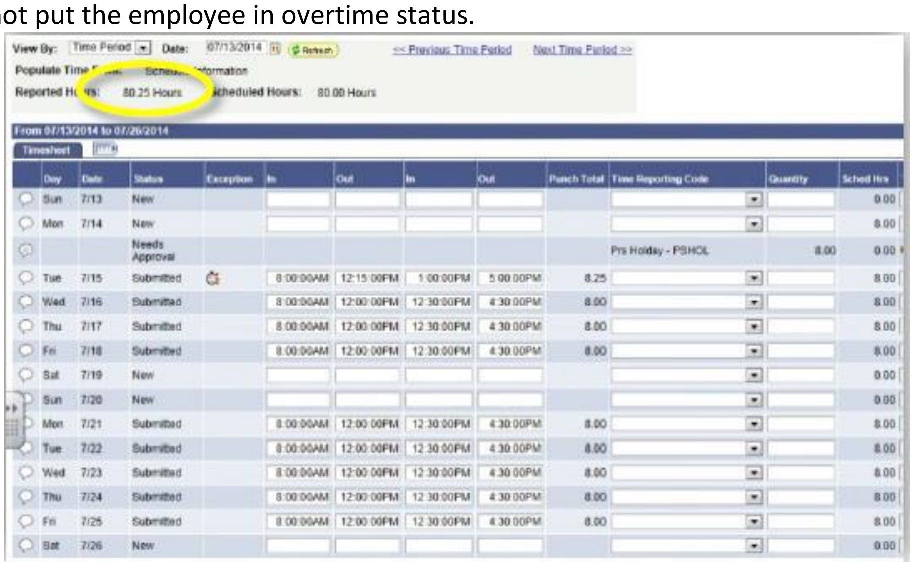


REVIEWING TIMESHEET

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

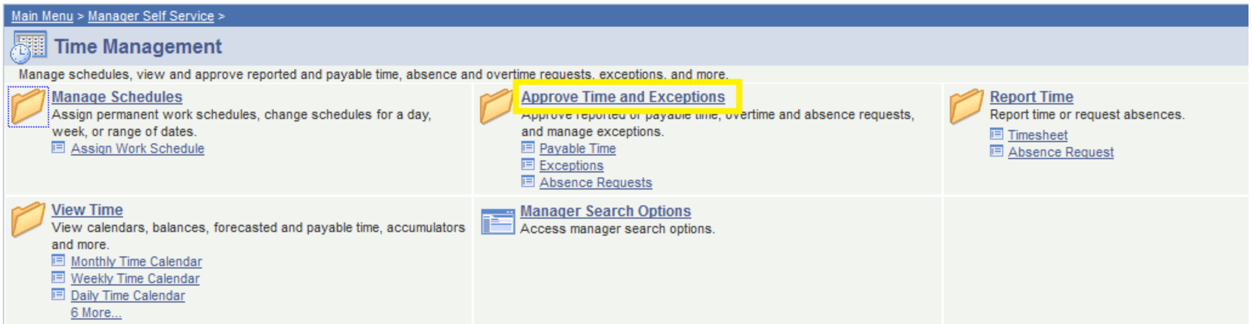


Best practice is to review the employee’s timesheet before approving absences to ensure the requested absences do not put the employee in overtime status.

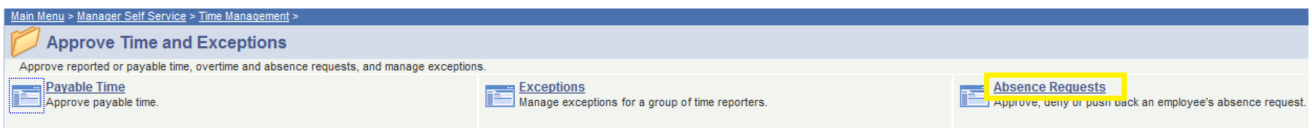


APPROVING ABSENCES

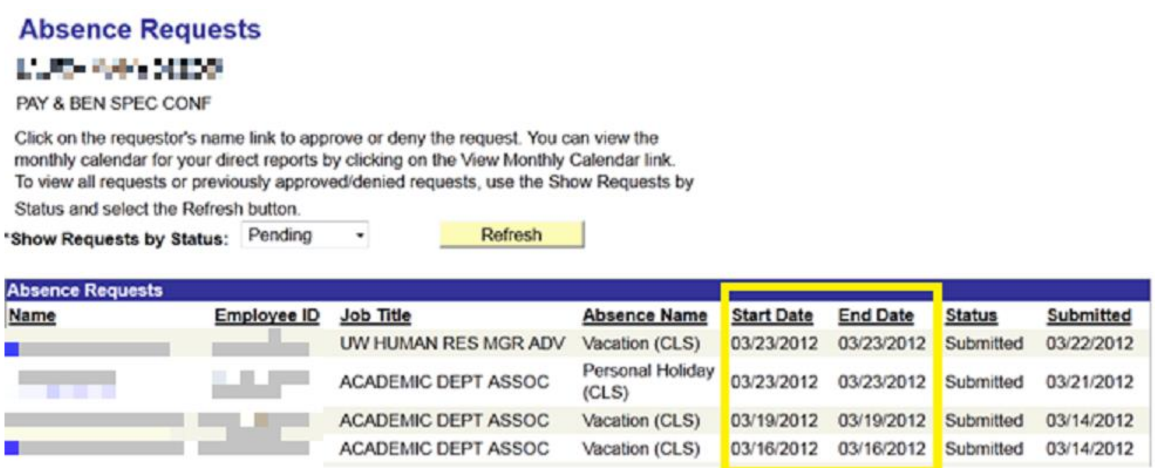
On the “Manager Self Service” menu page in HRS, click **Approve Time and Exceptions**, then the **Absence Requests** link. Although the system calls it an absence “request,” HRS is used to report absences that have already been approved through your unit’s normal process.



Click on ‘Absence Request’ as shown below.

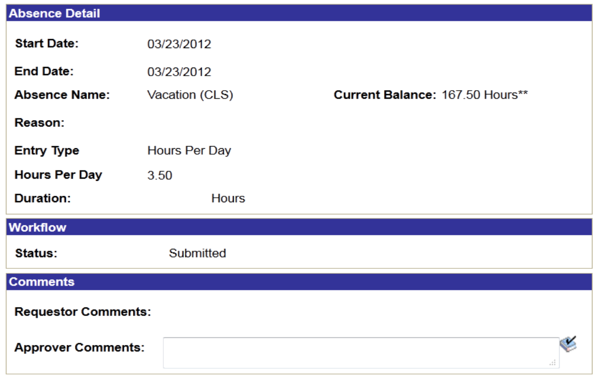


A list of all requests will be displayed. Here you can view the start and end date of absence and when it was submitted.

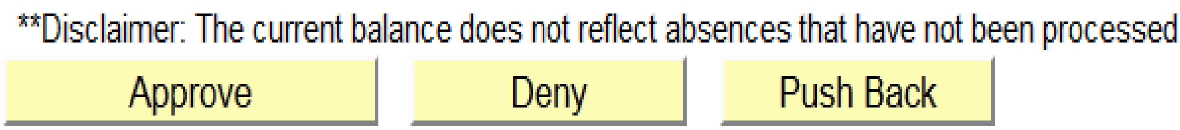


Check the following:

- 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:



Once you have reviewed the request you have three options:



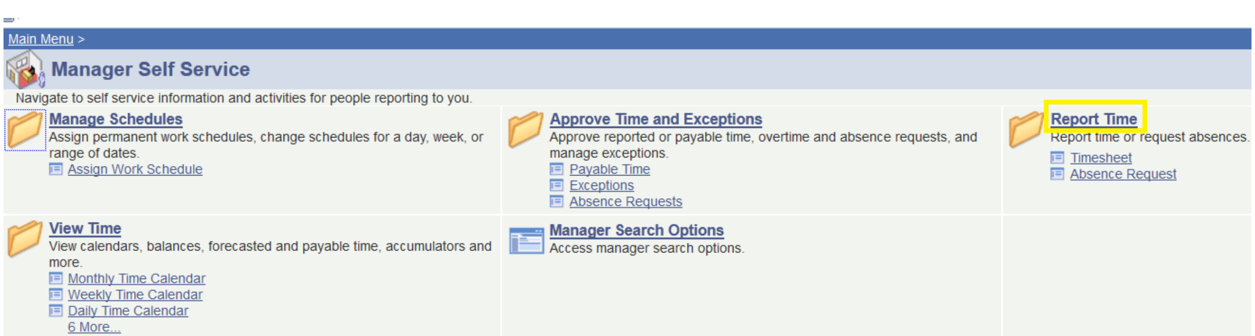
Approve: If everything is entered correctly and the employee has enough hours in their absence balance, you may go ahead and approve their request.

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: Pending Refresh

Absence Requests

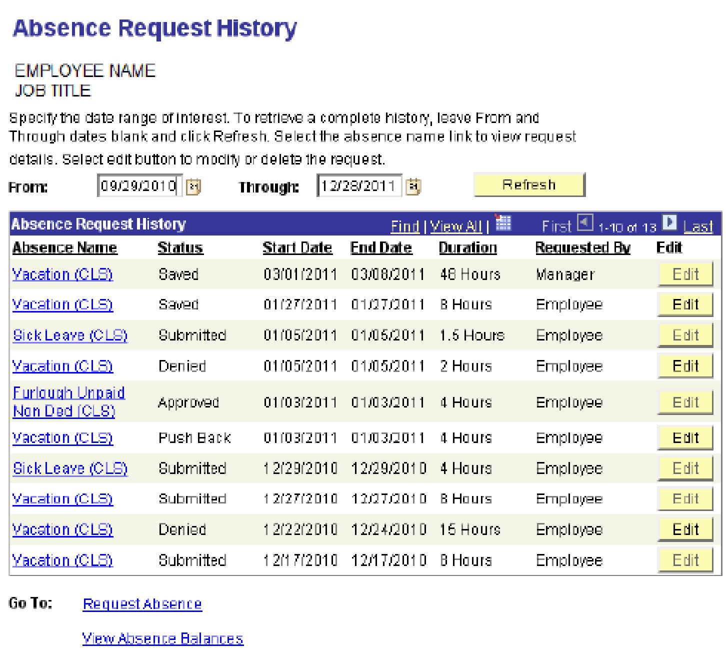
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
JANE SMITH	00123456	LIBRARIAN	Vacation (CLS)	12/07/2012	12/07/2012	Submitted	12/07/2010
JANE SMITH	00123456	LIBRARIAN	Sick Leave (CLS)	11/15/2010	11/15/2010	Submitted	12/06/2010
JANE SMITH	00123456	LIBRARIAN	Sick Leave (CLS)	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: 09/29/2010 Through: 12/28/2011 Refresh

Absence Request History — Find | View All | First 1-10 of 13 Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Vacation (CLS)	Saved	03/01/2011	03/08/2011	48 Hours	Manager	Edit
Vacation (CLS)	Saved	01/27/2011	01/27/2011	8 Hours	Employee	Edit
Sick Leave (CLS)	Submitted	01/05/2011	01/05/2011	1.5 Hours	Employee	Edit
Vacation (CLS)	Denied	01/05/2011	01/05/2011	2 Hours	Employee	Edit
Furlough Unpaid Non Ded (CLS)	Approved	01/03/2011	01/03/2011	4 Hours	Employee	Edit
Vacation (CLS)	Push Back	01/03/2011	01/03/2011	4 Hours	Employee	Edit
Sick Leave (CLS)	Submitted	12/29/2010	12/29/2010	4 Hours	Employee	Edit
Vacation (CLS)	Submitted	12/27/2010	12/27/2010	8 Hours	Employee	Edit
Vacation (CLS)	Denied	12/22/2010	12/24/2010	16 Hours	Employee	Edit
Vacation (CLS)	Submitted	12/17/2010	12/17/2010	8 Hours	Employee	Edit

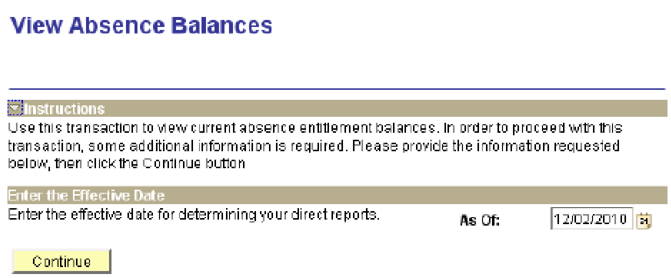
Go To: Request Absence

View Absence Balances

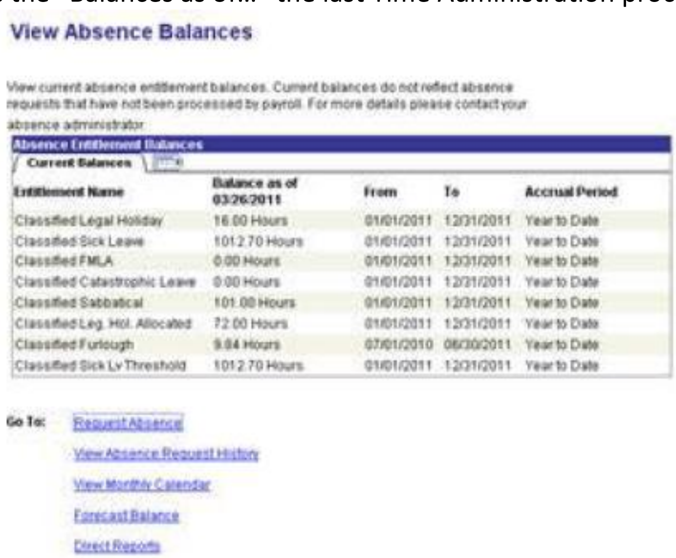
VIEWING ABSENCE BALANCES

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

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.



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.



REVIEWING AND APPROVING PAYABLE TIME

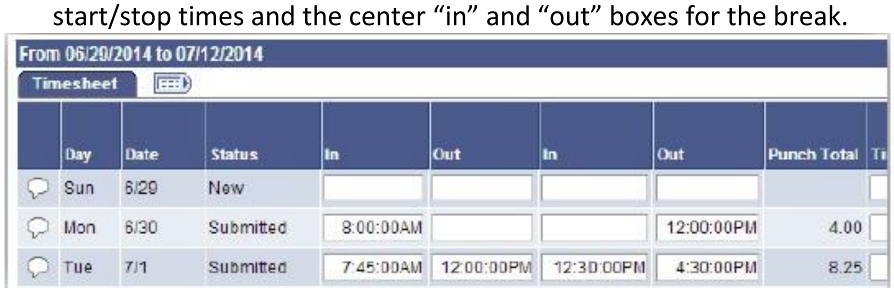
On the "Manager Self Service" menu page in HRS, click the **Timesheet** link.

- ○ 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.



Exempt employees:

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

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 R**eturn 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.

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.

- 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).

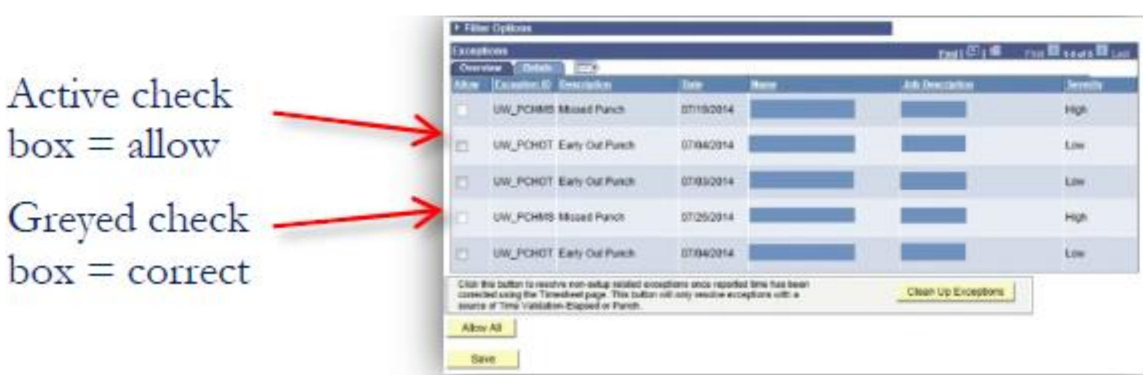
- If your employee is unable to correct their own timesheet, you may do it for them.
- When correcting a timesheet (for a non-exempt employee), enter the time using 24 hour time or standard time (see the following examples).

	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.

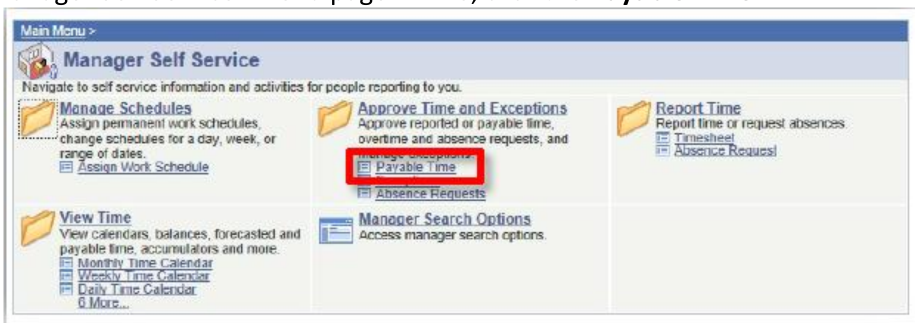
ALLOWING EXCEPTIONS

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.**

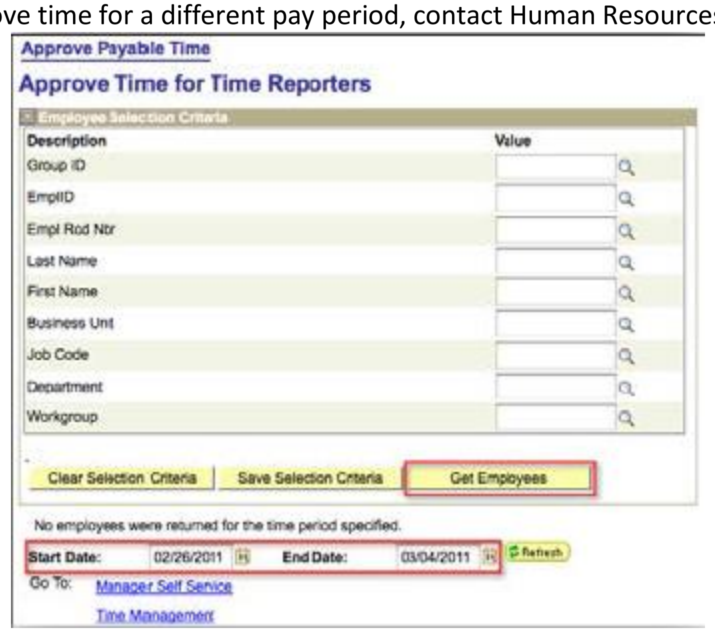


APPROVING PAYABLE TIME

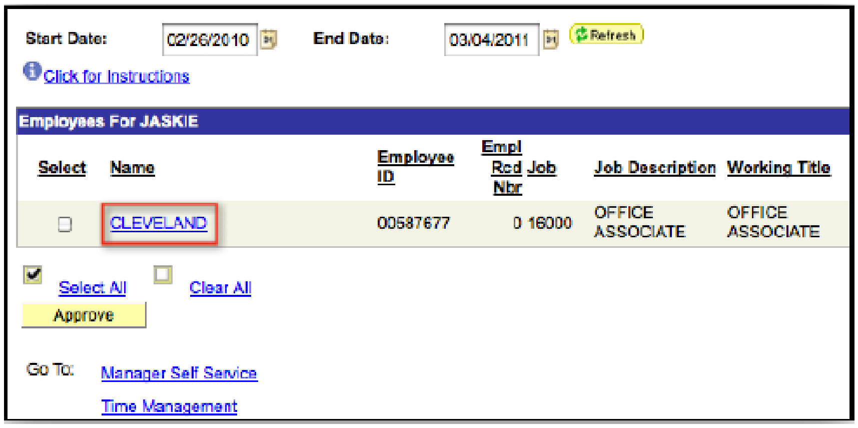
- After allowing exceptions and/or correcting the timesheet, you will need to wait until the next Time Administration process is complete before you will able to approve the payable time. Time Administration runs approximately every 2 hours throughout the day.
- Review the timesheet before you approve 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.

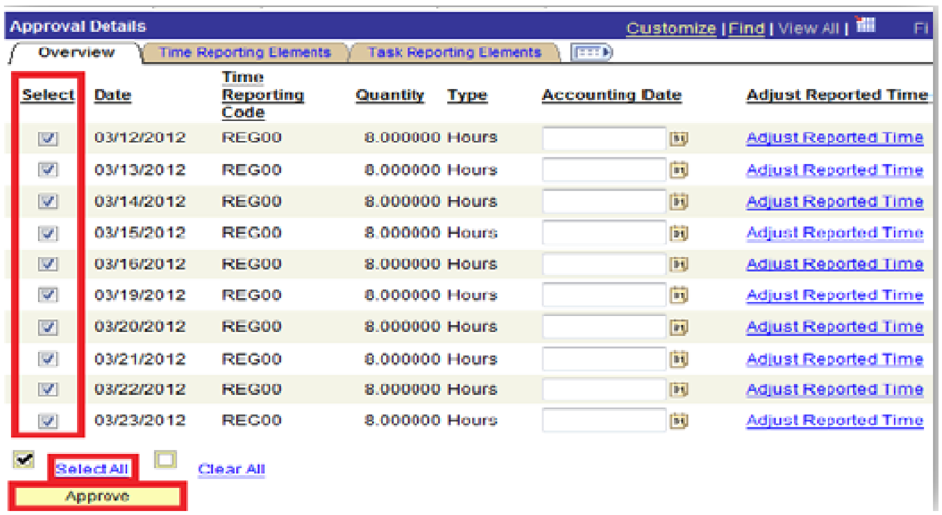


If there is time awaiting your approval, employee’s names will display. Only employees who have time waiting to be approved will be listed. Click on the **Employee's Name**.

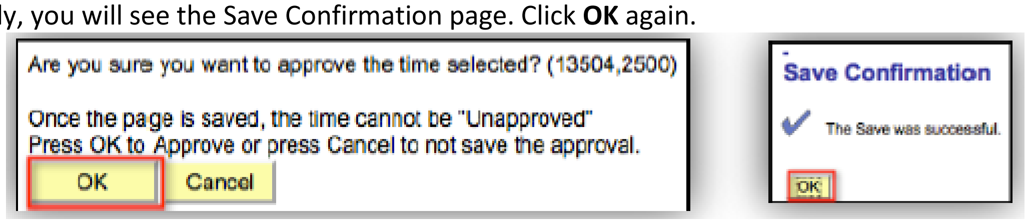


After clicking an **Employee's Name**, you will see the "Approve Payable Time" page. This page will show you any time that has yet to be approved for that employee. You should make sure that the information appears correct.

- 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.



- 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.



- 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.