



Manager Self Service Job Aid: Reviewing and Approving Payable Time

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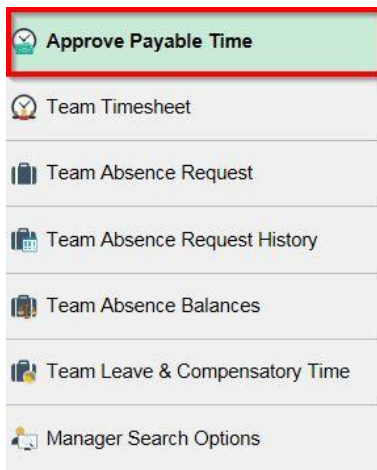


Review and Approve Payable Time

From the **Manager Self Service Homepage**, select **Team Time**.



Select **Approve Payable Time**



To review an employee’s payable time before it is approved:

1. Click **Get Employees** to view all of your employees with payable time pending approval.

[Approve Payable Time](#)

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Time Reporter Group	<input type="text"/>	Save Criteria
Employee ID	<input type="text"/>	
Empl Record	<input type="text"/>	
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Business Unit	<input type="text"/>	
Job Code	<input type="text"/>	
Job Description	<input type="text"/>	
Department	<input type="text"/>	
Reports To Position Number	<input type="text"/>	
Location Code	<input type="text"/>	
Company	<input type="text"/>	
Position Number	<input type="text"/>	

2. You will only see the names of employees who report to you and who have time to approve.
3. By default, the system will display a time range for the current pay period. If you are approving



within that pay period, you do not need to take any further action. If you are approving time outside of that pay period, you need to select the pay period you are approving time for from the Look Up drop down menu for the Start Date and the End Date and click the green refresh arrows to the right of the End Date.

Change Time in View

Start Date End Date

Department

Reports To Position Number

Position Code

Company

Position Number

Change Time in View

Start Date End Date

Look Up Start Date x

[Help](#)

Search by: =

[Advanced Lookup](#)

Search Results

View 100 1-123 of 123

Pay Period Begin Date	Pay Period End Date	Paycheck Issue Date
08/18/2019	08/31/2019	09/12/2019
08/04/2019	08/17/2019	08/29/2019
07/21/2019	08/03/2019	08/15/2019

Change Time in View

Start Date End Date

- In the **Last Name** column, click on the last name of the employee for which you want to review time.



Change View

*View By Show Schedule Information

Date

Employees For Nyia Kunert, Totals From 07/07/2019 - 07/13/2019 Personalize |

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted
Beetham	Shaina	100095169	0	PAYROLL BEN SPEC	0.00	0.00	168.00			0.00
Hagenbucher	Niesha	100098851	0	PAYROLL BEN SPEC	0.00	0.00	168.00			0.00
Longseth	Janelle	100108610	0	PAYROLL BEN SPEC	0.00	0.00	40.00			0.00
Louis	La Shawnda	100113540	0	PAYROLL BEN SPEC	0.00	0.00	40.00			0.00
Nienow	Malaina	100089044	0	PAYROLL BEN SPEC-ADV	0.00	0.00	168.00			0.00
Stehling	Elhadj	100094980	0	PAYROLL BEN SPEC-ADV	0.00	0.00	168.00			0.00

5. Click on **Adjust Reported Time** link

Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time
07/01/2019	REGLR	Needs Approval	1.75	Hours	<input type="text"/>	Adjust Reported Time
07/03/2019	REGLR	Needs Approval	1.75	Hours	<input type="text"/>	Adjust Reported Time
07/05/2019	REGLR	Needs Approval	1.75	Hours	<input type="text"/>	Adjust Reported Time
07/08/2019	REGLR	Needs Approval	1.75	Hours	<input type="text"/>	Adjust Reported Time
07/10/2019	REGLR	Needs Approval	1.75	Hours	<input type="text"/>	Adjust Reported Time
07/12/2019	REGLR	Needs Approval	1.75	Hours	<input type="text"/>	Adjust Reported Time

- Review all punches are in the appropriate columns
- Make sure all work hour's Reported Status are "Submitted" (not Saved status)
- Make sure absence's Reported Status is "Approved" Status (not Saved status)

Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code
Sun	7/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Mon	7/8	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	01 REGLR - Regular Hours Worked
Tue	7/9	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	01 REGLR - Regular Hours Worked
Wed	7/10	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	01 REGLR - Regular Hours Worked
Thu	7/11	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	01 REGLR - Regular Hours Worked
Fri	7/12	Submitted	7:00:00AM	<input type="text"/>	<input type="text"/>	12:00:00PM	5.00	01 REGLR - Regular Hours Worked
		Approved						VACTN - Paid Vacation Time Taken
Sat	7/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

View of incorrect timesheet entry:

- Saved absence on July 11 and punch out on 7/12 is in the Out column, not the Last Out column



(because no breaks taken during day). This timesheet will need to be corrected.

Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code
Sun	7/7	New						
Mon	7/8	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	6.50	01 REGLR - Regular Hours Worked
		Approved						PSHOL - Personal Holiday Hours Taken
Tue	7/9	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	01 REGLR - Regular Hours Worked
Wed	7/10	Approved						SICK - Paid Sick Leave
Thu	7/11	Saved						VACTN - Paid Vacation Time Taken
Fri	7/12	Submitted	7:00:00AM	12:00:00PM			6.00	01 REGLR - Regular Hours Worked
		Approved						PSHOL - Personal Holiday Hours Taken
Sat	7/13	New						

Review Combo Code (if you are an agency that uses combo codes)

Scroll to the right of the timesheet, click on the Chartfields link to the right of the Combo Code

Time Reporting Code	Quantity	Rule Element 1	Business Unit	Combination Code	ChartFields
01 REGLR - Regular Hours Worked			39500	000008618	ChartFields
01 REGLR - Regular Hours Worked			39500	000008618	ChartFields
01 REGLR - Regular Hours Worked			39500	000008618	ChartFields
01 REGLR - Regular Hours Worked			39500	000008618	ChartFields
01 REGLR - Regular Hours Worked			39500	000008618	ChartFields



Approve an Employee’s Payable Time:

1. Identify the days you wish to approve for the applicable employee by selecting the checkboxes in the **Select** column.
2. Click **Approve**. (If there is incorrect information entered on the employee’s timesheet, please talk with the employee and have them correct their time or you can correct on their behalf.

Note:

- If there are more than 5 days of payable time to be approved, click **View All** to display all payable time.
- To make adjustments to an employee’s reported time on a certain day; click **Adjust Reported Time** next to the appropriate day.

Approve Payable Time

PAYROLL BEN SPEC-ADV

Employee ID [redacted]
Employment Record 0

Start Date 03/25/2019
End Date 04/28/2019

Approval Details

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input checked="" type="checkbox"/>	04/08/2019	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input checked="" type="checkbox"/>	04/09/2019	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input checked="" type="checkbox"/>	04/10/2019	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input checked="" type="checkbox"/>	04/11/2019	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input checked="" type="checkbox"/>	04/12/2019	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	

Select All Deselect All

Approve

3. Click **Yes**.

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

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change. No to return to the page without updating the status.

Yes No

4. Click **OK**.

Save Confirmation

✓ The Save was successful.

OK



- When finished approving time, click on the **Return to Approval Summary** link.

Approve Payable Time

Employee ID [redacted]
Employment Record 0

PAYROLL BEN SPEC-ADV
Actions ▾

Start Date 03/25/2019
End Date 04/23/2019

No Leave Requests for this period

[Return to Approval Summary](#)

You do not need to approve each individual timesheet as you review. Click the **Next Employee link** to review the next employee's timesheet (see screenshot below). Then you can approve all from the approval page.

Timesheet

Employee ID 1000
Empl Record 0
Earliest Change Date 07/14/2019

CLERICAL HELPER LTE
Actions ▾

Select Another Timesheet

*View By Week
*Date 06/30/2019
Reported Hours 5.25

Previous Week Next Week
Previous Employee [Next Employee](#)
Print Timesheet

- Once you have reviewed all timesheets, you can click the Return to Approval Summary link at the bottom of the timesheet, click the Select All link, then the Approve button.



Review an Individual Timesheet

- < Manager Self Service
- Approve Payable Time
- Team Timesheet**
- Team Absence Request
- Team Absence Request History
- Team Absence Balances
- Team Leave & Compensatory Time
- Manager Search Options

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text" value="smith"/>
First Name	<input type="text" value="jane"/>

- Get Employees
- Clear Criteria
- Save Criteria

Employees For , Totals From 07/14/2019 - 07/20/2019



- Time Summary
- Demographics
- ||>

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
Smith	Jane	1000	0	ENVIR ANALYSIS REV SPEC-ADV	0.00	0.00	168.00

10. Review all punches are in the appropriate columns



- 11. Make sure all work hour's Reported Status are "Submitted" (not Saved status)
- 12. Make sure absence's Reported Status is "Approved" Status (not Saved status)

Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code
Sun	7/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Mon	7/8	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	01 REGLR - Regular Hours Worked
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Fri	7/12	Submitted	7:00:00AM	<input type="text"/>	<input type="text"/>	12:00:00PM	5.00	01 REGLR - Regular Hours Worked
		Approved						VACTN - Paid Vacation Time Taken
Sat	7/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>