



Approving Reported Time in Manager Self Service (MSS)

This job aid will show managers how to review and approve or deny their employee's reported time. Managers will have the ability to approve time once it has been submitted.

Managers can also use this process to view the status of an employee's reported time and leave balances.

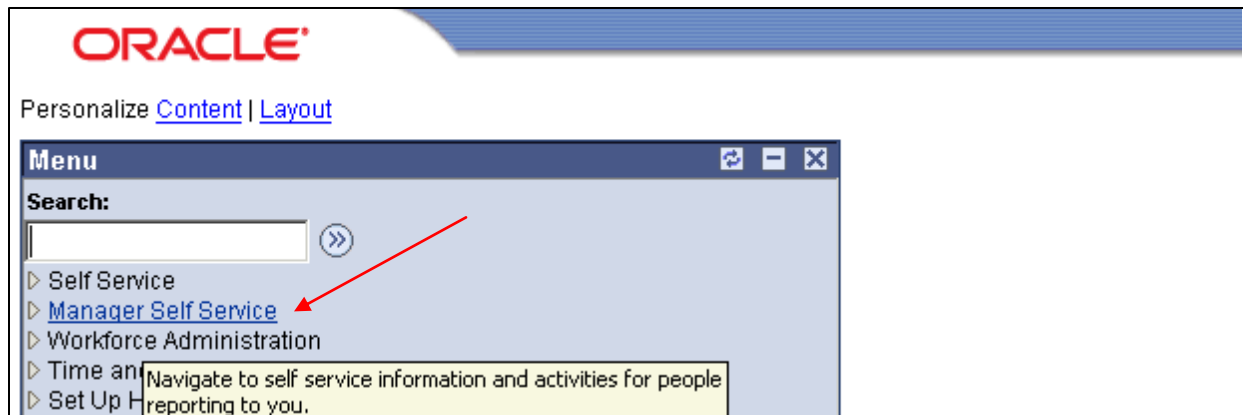
Reported time must be approved by the employee's supervisor in order to be picked up and processed by *Time Administration*. The approver can either approve or deny the time and add additional comments where necessary.

If approved, the time is assigned a status of "Approved" and is ready to be picked up by *Time Administration*.

If denied, the reported time is assigned a status of "Denied" and will not be picked up and processed by *Time Administration*. It will remain in Denied status until it is either modified or resubmitted by the employee, or the manager approves the time.

How to navigate to the Time Sheet Summary:

- Log into PeopleSoft:
Note: Do not attempt to log into PeopleSoft more than twice. If you cannot remember your password then click the link "Forgot your Password" and the system will email you a new password. If you attempt to log into PeopleSoft more than three times, your account will be "Locked" and you will be forced to contact the PeopleSoft Help Desk at 727-8700, to unlock your account.
- Select the Manager Self Service link.



- Select the Time Management link.
- Select the Approve Time and Exceptions link.
- Select the Reported Time link.



- Use the **Approve Reported Time – Time Sheet Summary** page to search for time that requires your approval. *Use the search criteria to specify the list of employees and the time you want to review.*

Approve Reported Time

Timesheet Summary ←

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>

[Click for Instructions](#)

View By: Time Period
Date: 04/22/2010
☐ **Include Absence**

[<< Previous Time Period](#)
[Next Time Period >>](#)

Employees For Last00016930 First00016930, Time Needing Approval From 04/25/2010 - 05/08/2010

Select	Name	Employee ID	Empl Rcd Nbr	Job Description	Department	Hours to be Approved	Reported Hours	Exception to be Approved	Absence	Approved/Submitted Hours	Denied Hours	Location Code
<input type="checkbox"/>	Name		0			0.000000	0.000000			0.000000	0.000000	

☒ [Select All](#)
☐ [Deselect All](#)

The **View By** field determines how much reported time you see in the summary list. The page must be refreshed each time you select an option.

- Select the **View By** list.

[Click for Instructions](#)

View By: Time Period
Date: 04/22/2010
☐ **Include Absence**

[<< Previous Time Period](#)
[Next Time Period >>](#)

All Time After
 All Time Before
 Day
Time Period
 Week

Employees For Last00016930, Time Needing Approval From 04/25/2010 - 05/08/2010

- In the **View By** drop down menu:
 - Select **Day** to display any reported time with a status of Needs Approval or Denied for the day specified.
 - Select **Week** to display any reported time with a status of Needs Approval or Denied for the week specified.
 - Select **Time Period** (default) to display any reported time with a status of Needs Approval or Denied for the two week period specified.
 - Select **All Time Before** to display all reported time with a status of Needs Approval that exists prior to the date specified in the Date field.
 - Select **All Time After** to display all reported time with a status of Needs Approval that exists in the future from the date specified in the Date field.

Filter by Timekeeping Group or select an individual Employee ID. In this example filter employees by Timekeeping Group.

- Select the Group ID Look up Value button.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value=""/>
EmpID	<input type="text" value=""/>

Look up Value (Alt+5)

Clear Selection Criteria Save Selection Criteria Get Employees

[Click for Instructions](#)

View By: Date: ☐ Include Absence

[<< Previous Time Period](#) [Next Time Period >>](#)

Look Up Value

Search by: begins with

[Advanced Lookup](#)

Search Results

View All First 1-2 of 2 Last

Group ID	Group Type Indicator	Description
G2272	Dynamic	KT_00016804_LOCDC00125
KT001	Dynamic	Department of Public Works

- Use the Look Up Value page to select the Timekeeping Group that you would like displayed.
- Select the relevant Group ID link.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value="02272"/>
EmplID	<input type="text"/>

[Click for Instructions](#)

View By:
Date:
☐ **Include Absence**

[<< Previous Time Period](#)
[Next Time Period >>](#)

- Select the Get Employees button to display the results of the Select Employee filter.

Note:

If you select the "Get Employees" button without entering anything in the "Group ID" or "Employee ID" search boxes, the system will search for all employees that you have access to.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value="02272"/>
EmplID	<input type="text"/>

[Click for Instructions](#)

View By:
Date:
☐ **Include Absence**

[<< Previous Time Period](#)
[Next Time Period >>](#)

No AcctCd Overrides exists

Employees For Last00016930 First00016930, Time Needing Approval From 04/11/2010 - 04/24/2010

Select	Name	Employee ID	Empl Rcd Nbr	Job Description	Department	Hours to be Approved	Reported Hours	Exception to be Approved	Absence	Approved/Submitted Hours	Denied Hours	Location Code
<input type="checkbox"/>	Last00058933 First00058933	00058933		MOTOR 0 VEHICLE OPERATOR	KT11221000	80.00	80.00			0.00	0.00	LOCDC00125

☒ [Select All](#)
☐ [Deselect All](#)

All employees in the group with time to be approved are displayed.

- Select an employee's name to display this employees time.

REMEMBER:

When approving **Exception time** employees (G6E or G9E), you will only approve the exceptions, annual or sick leave, holiday etc...

When approving **Positive time** employees (G1N or G6N), you will approve each day posted.

Timesheet

Last00058933 First00058933 Employee ID: 00058933
Job Title: MOTOR VEHICLE OPERATOR Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/11/2010 Refresh << Previous Time Period Next Time Period >>

Workgroup: C11NONEXM Schedule: Standard
Reported Hours: 80.00 Hours Scheduled Hours: 0.00 Hours

From: Sunday 04/11/2010 to Saturday 04/24/2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	64.00	Regular Pay - REG
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00				16.00	Sick Leave Taken - SLT

Save for Later Submit

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	04/12/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/13/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/14/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/15/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/16/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/19/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/20/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/21/2010	Needs Approval	8.00	REG	
<input type="checkbox"/>	04/22/2010	Needs Approval	8.00	SLT	
<input type="checkbox"/>	04/23/2010	Needs Approval	8.00	SLT	

☒ Select All ☐ Deselect All Approve Selected Deny Selected

Use the Timesheet page to approve or deny time. If you have timekeeping access you can also make adjustments to time on this page.

- The top section displays the employee timesheet as it was entered by the employee.
- The **Reported Time Status** section displays the employee time to be approved.
- Each line displays the date, hours and time to be approved. You must check each line for the hours that you want to approve or deny.

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	04/12/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/13/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/14/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/15/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/16/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/19/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/20/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/21/2010	Needs Approval		8.00 REG	
<input type="checkbox"/>	04/22/2010	Needs Approval		8.00 SLT	
<input type="checkbox"/>	04/23/2010	Needs Approval		8.00 SLT	

☒ [Select All](#)
☐ [Deselect All](#)

Date: Displays the dates that time was worked.

Status: Displays the current status of the Reported Time. Possible status includes "Saved", "Needs Approval", "Denied" and "Approved".

Total: Displays the total hours reported for that Time Reporting Code (TRC) line.

Time Reporting Code: Displays a short description of the TRC reported.


Comments: This feature allows you to add notes for a particular day. You can also see comments that are left by the employee.











- Use "**Select All**" and "**Deselect All**" to check and uncheck ALL boxes in the Select column instead of checking them individually.
- You can either Approve or Deny time. To Approve or Deny time make sure that the "Select" checkbox of the lines are checked.

Note:

The Time Administration process only processes **Approved time**, therefore, time must be approved before Payable time is created.


- In the next example you will see how to approve all the time except for time on 4/23.
- You would choose the **Select All** link.











 [Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input checked="" type="checkbox"/>	04/12/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/13/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/14/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/15/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/16/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/19/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/20/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/21/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/22/2010	Needs Approval		8.00 SLT	
<input checked="" type="checkbox"/>	04/23/2010	Needs Approval		8.00 SLT	

☒ [Select All](#)
☐ [Deselect All](#)

- You see that all the blank check boxes are filled.
- You would uncheck the 4/23/2010 Select option.

 [Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input checked="" type="checkbox"/>	04/12/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/13/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/14/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/15/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/16/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/19/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/20/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/21/2010	Needs Approval		8.00 REG	
<input checked="" type="checkbox"/>	04/22/2010	Needs Approval		8.00 SLT	
<input type="checkbox"/>	04/23/2010	Needs Approval		8.00 SLT	

☒ [Select All](#)
☐ [Deselect All](#)

- You would then choose the **Approve Selected** button.

You would see the following message:


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.

- You are asked to confirm that you want to approve this time.
- If you do not want to approve you would "Cancel", otherwise you would select "OK".
- If you select the OK button, the **Approval Confirmation** page acknowledges that your approval was successful.

Timesheet

Approve Confirmation

 The Approve was successful.



- You would select the OK button.

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	04/12/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/13/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/14/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/15/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/16/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/19/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/20/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/21/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/22/2010	Approved		8.00 SLT	
<input type="checkbox"/>	04/23/2010	Needs Approval		8.00 SLT	

☒ [Select All](#)
☐ [Deselect All](#)

Comments can be added at any point in time and can be seen by anyone that has access to the employee's timesheet.

In this example time will be denied on 4/23.

- Select the 4/23 select option
- Select the Comments icon and add a comment for why this employee's time is denied.

Comments

Last00058933 First00058933 Employee ID: 00058933
 Job Title: MOTOR VEHICLE OPERATOR Employee Record Number: 0

Date Under Report: 04/23/2010

Operator Id	DateTime Created	Source	Comment
1	04/21/2010 2:09PM	Time Reporting	

- Enter the desired information into the Comment field, for example "Please change to annual leave".
- You would then select the Save button.

Are you sure you want to save the comment(s) entered? (13504,10060)

Once the page is saved, the comments cannot be changed.
Press OK to Save or press Cancel to return to the Comments page without saving.

- You are asked to confirm that this comment should be saved.

Note:

Notice that when a comment is entered the comment icon is shaded. Comments apply to the entire day and not just for the line submitted.

<input type="checkbox"/>	04/21/2010	Approved	8.00 REG	
<input type="checkbox"/>	04/22/2010	Approved	8.00 SLT	
<input checked="" type="checkbox"/>	04/23/2010	Needs Approval	8.00 SLT	

☒ [Select All](#) ☐ [Deselect All](#)

- Select the Deny Selected button
- You are asked to confirm that you want to deny this time.
- If you do not want to deny you would "Cancel", or otherwise select "OK"

Are you sure you want to deny the time selected? (13504,10034)

Click OK to save the Deny action. Click Cancel to maintain the "Needs Approval" status.

- You would select the OK button

Timesheet

Deny Confirmation

The Deny was successful.

- The Deny Confirmation page acknowledges that your denial was successful.
- You would select the OK button.

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	04/12/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/13/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/14/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/15/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/16/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/19/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/20/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/21/2010	Approved		8.00 REG	
<input type="checkbox"/>	04/22/2010	Approved		8.00 SLT	
<input type="checkbox"/>	04/23/2010	Denied		8.00 SLT	

☒ [Select All](#)
☐ [Deselect All](#)

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

- To view a summary of the employees reported hours select the **Reported Hours Summary - select to view** link.
- A summary of hours reported for each week is displayed

[Reported Hours Summary - click to hide](#)

Category	WEEK 1 (from 04-11 to 04-17)	WEEK 2 (from 04-18 to 04-24)	Total
Total Reported Hours	40.00	40.00	80.00

[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

- To view the employees leave balances select the **Balances - select to view** link.

Reported Hours Summary - click to hide			
Category	WEEK 1 (from 04-11 to 04-17)	WEEK 2 (from 04-18 to 04-24)	Total
Total Reported Hours	40.00	40.00	80.00

Balances - click to hide			
Leave Type/Plan	Balance	Processed Through	Reported and Unprocessed
AN	20.00	19-DEC-09	16.000000
SI	20.00	19-DEC-09	16.000000

The employee's current leave balances are displayed:

Leave Type/Plan: Refers to the Leave plan the employee is in enrolled.

Balance: Refers to the balance that exists for all Leave and Compensation time up to the end of the last pay period.

Processed Through: Refers to the last date that the hours in the Leave Plan were updated. *For the Regular Leave Plans the "Processed Through" will always be the last date payroll was run.* This date is the last time the employee had a change in the balance.

Reported and Unprocessed: Refers to time not processed by Payroll. Situations where this may occur include:

- Time entered for the existing pay period.
- Time entered in this pay period for a prior pay period.
- Time entered for a future pay period.