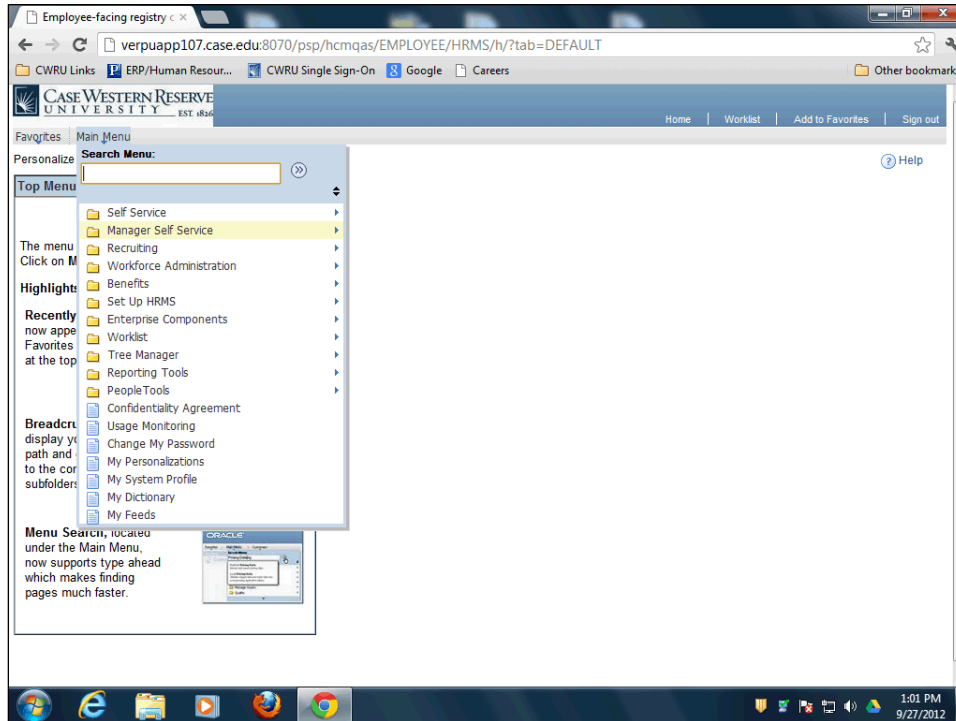
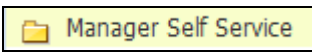
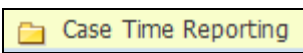
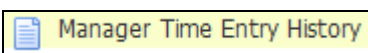


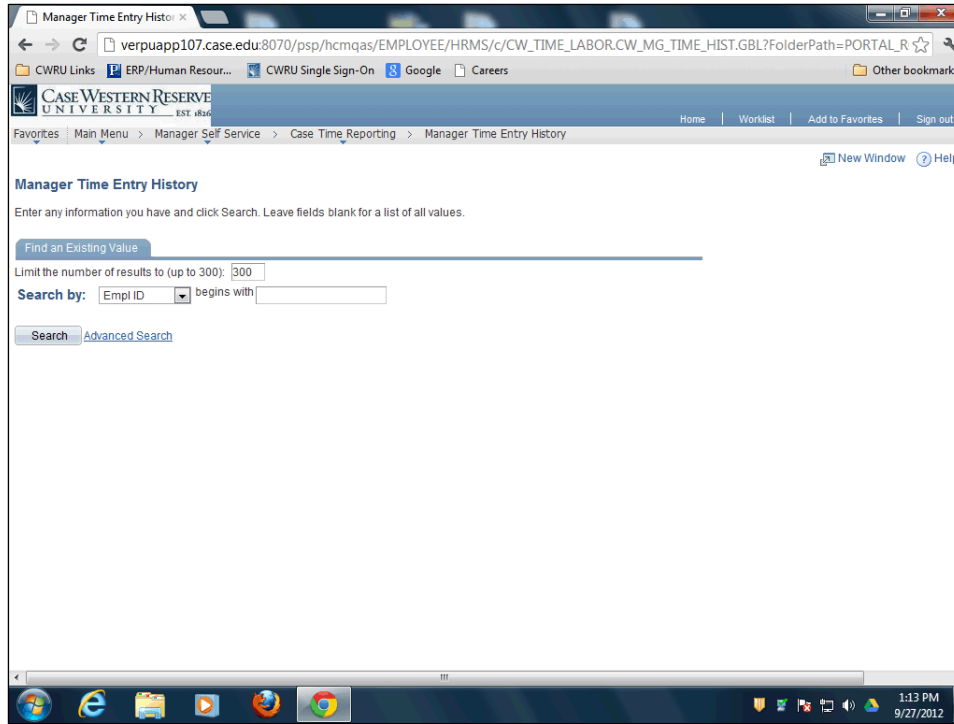
## Employee Time Entry History

### Procedure

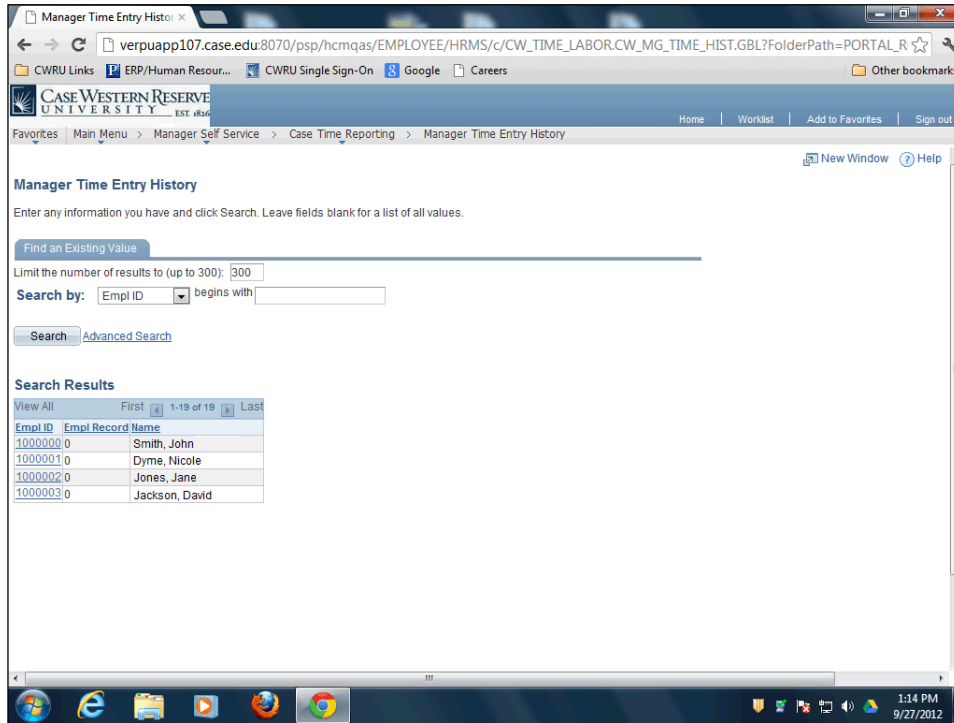
Managers can use the Time Entry History function to view an employee's time entries and approval history.



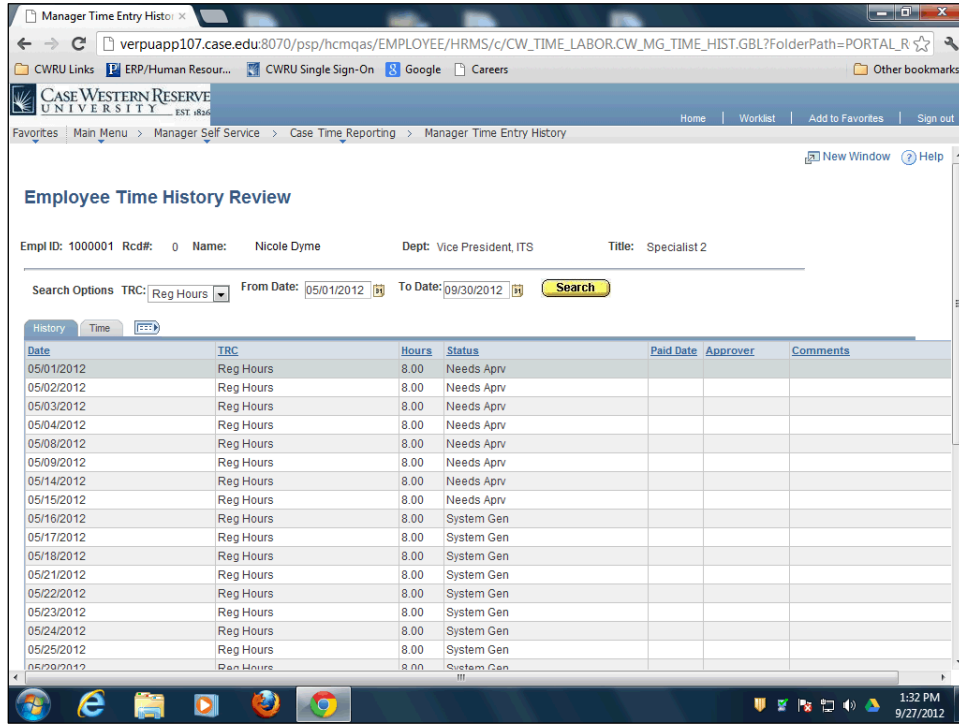
Step	Action
1.	From the HCM main menu, click the <b>Manager Self Service</b> link. 
2.	Click the <b>Case Time Reporting</b> link. 
3.	Click the <b>Manager Time Entry History</b> link. 




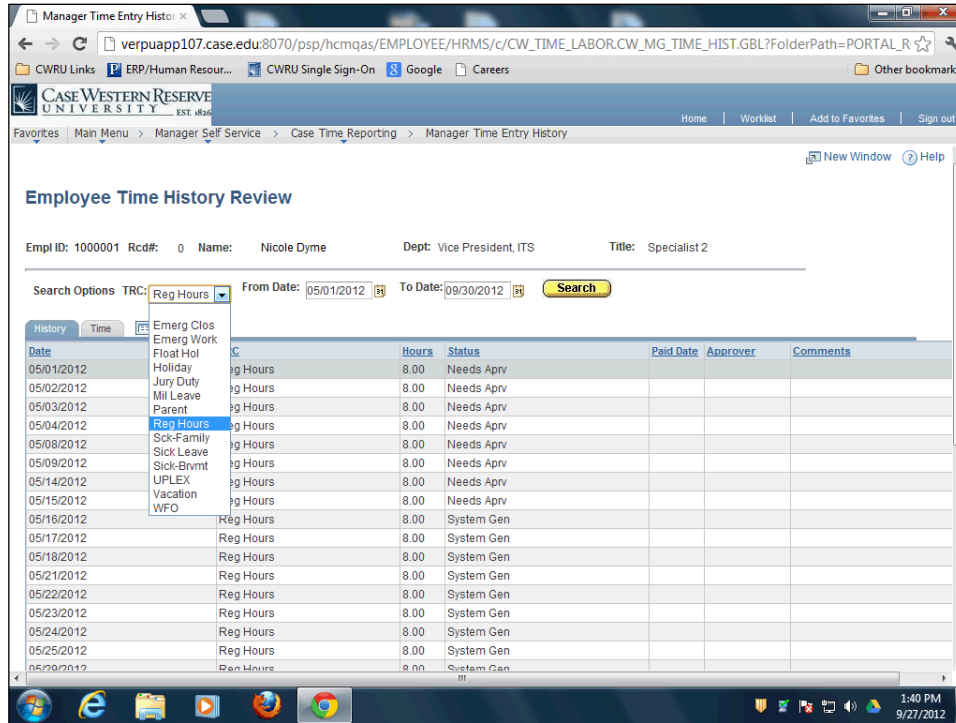
Step	Action
4.	<p>The Manager Time Entry History search screen appears.</p> <p>Click the <b>Search</b> button.</p> <div data-bbox="371 1423 532 1486" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Search</p> </div>




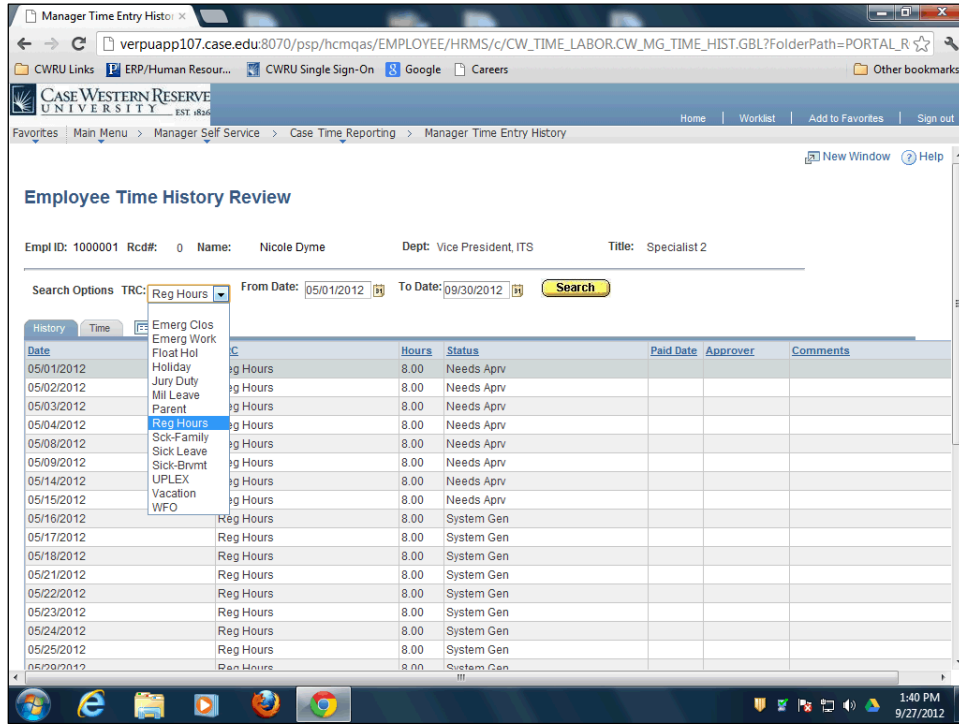
Step	Action															
5.	<p>All employees assigned to you for time approval will appear in the Search Results block. Select an employee to view by clicking on the <b>Empl ID</b> link (in blue).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Search Results</b></p> <p>View All First 1-19 of 19 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><a href="#">1000000</a></td> <td>0</td> <td>Smith, John</td> </tr> <tr> <td><a href="#">1000001</a></td> <td>0</td> <td>Dyme, Nicole</td> </tr> <tr> <td><a href="#">1000002</a></td> <td>0</td> <td>Jones, Jane</td> </tr> <tr> <td><a href="#">1000003</a></td> <td>0</td> <td>Jackson, David</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Name	<a href="#">1000000</a>	0	Smith, John	<a href="#">1000001</a>	0	Dyme, Nicole	<a href="#">1000002</a>	0	Jones, Jane	<a href="#">1000003</a>	0	Jackson, David
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<a href="#">1000001</a>	0	Dyme, Nicole														
<a href="#">1000002</a>	0	Jones, Jane														
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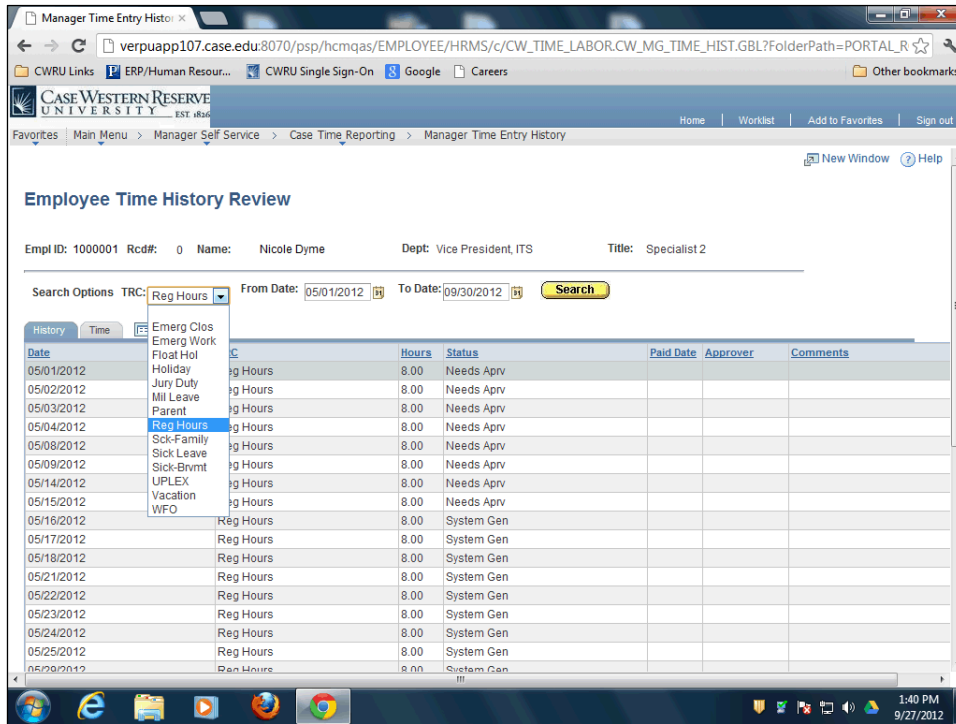
Step	Action
6.	<p>The Employee Time History Review page appears. It contains the employee's complete time entry history since his/her hire date.</p> <p>This screen can be sorted and filtered by <b>Time Reporting Code (TRC)</b> and <b>Date Range</b> by entering the desired values and clicking the <b>Search</b> button.</p> 




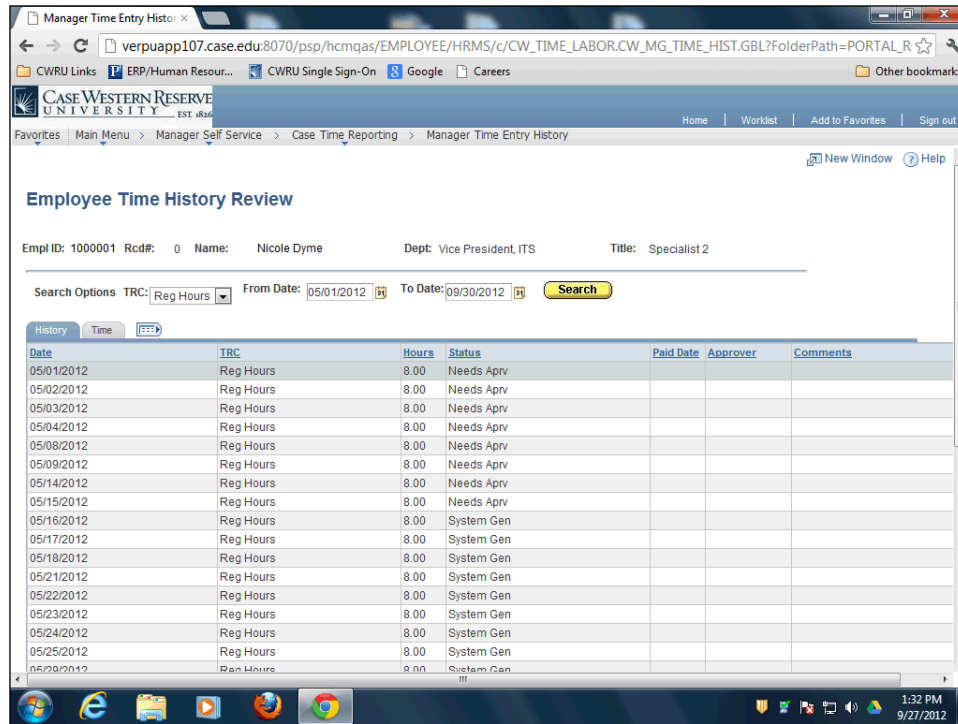
Step	Action
7.	<p>You can select a <b>TRC</b> from the drop down list to see only the time entries utilizing that code.</p> 



Step	Action
8.	<p>You can type in <b>From</b> and <b>To Dates</b> manually or click the calendar icon to select them from the calendar pop-up menu.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>From Date: <input type="text" value="05/01/2012"/>  To Date: <input type="text" value="09/30/2012"/> </p> </div>

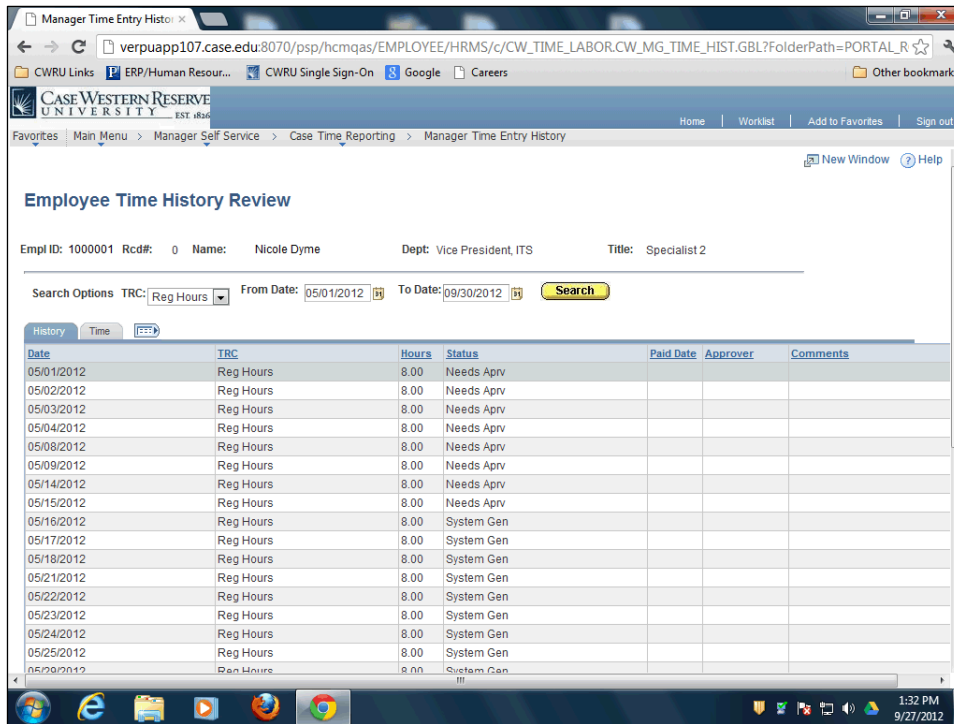


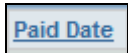
Step	Action
9.	Click the <b>Search</b> button to apply the TRC and date filters. <div style="text-align: center; margin-top: 10px;">  </div>

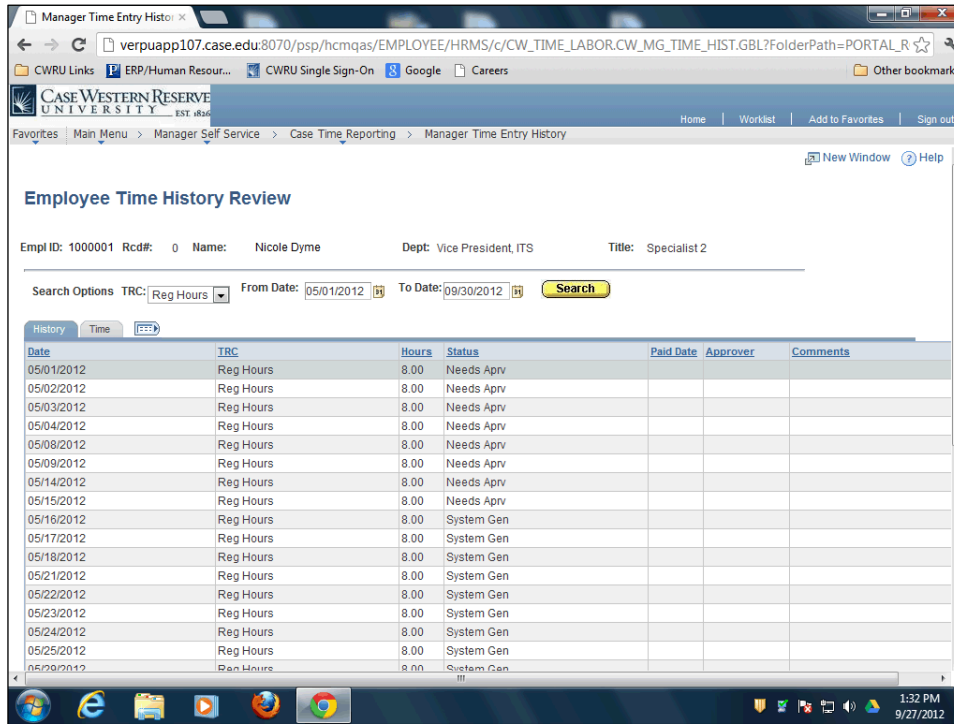


Step	Action
10.	<p>The Time Entry History Review page displays columns for the date, TRC and hours worked.</p> <p>The <b>Status</b> column displays whether or not the time entry has been approved by the manager.</p> <p>Approved time appears as <b>Supv Aprv</b>.            Non-approved time appears as <b>Needs Aprv</b>.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Status</b></p> <p>Needs Aprv</p> </div>

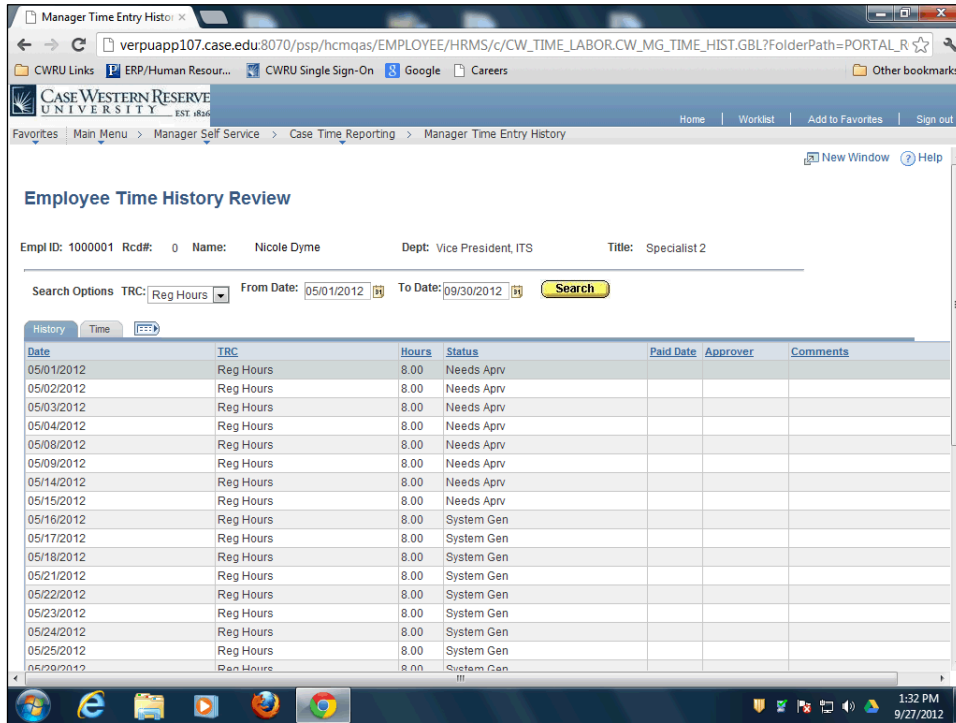




Step	Action
11.	<p>If applicable, the date that the employee was paid for a particular time entry row is displayed in the <b>Paid Date</b> column.</p> <p></p> <p>If the employee is non-exempt, the <b>Default Speed Type</b> column will appear and display the Speed Type used for each entry.</p>

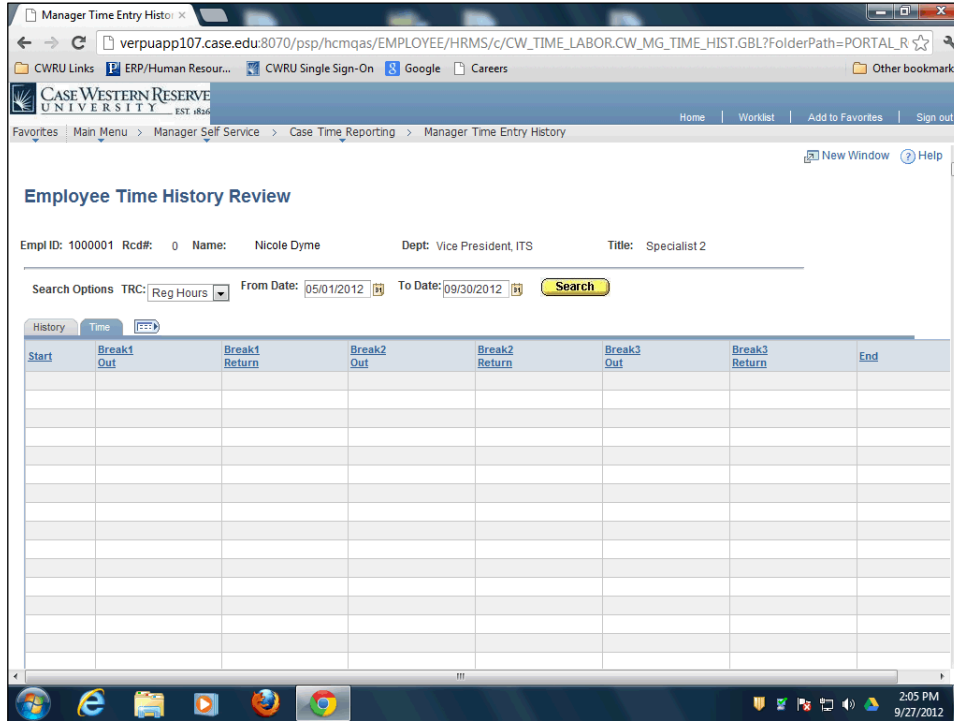


Step	Action
12.	<p>The time sheet approver's name and any comments entered by the employee or manager will appear in the <b>Approver</b> and <b>Comments</b> fields.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px 10px;">Approver</span> <span style="border: 1px solid black; padding: 2px 10px; margin-left: 20px;">Comments</span> </div>



Step	Action
13.	Click the <b>Time</b> tab.

Time



Step	Action
14.	<p>The Time tab contains fields that are only found on student employee timesheets.</p> <p>If the employee is a student, then the <b>Start</b> and <b>End</b> time fields will be populated, along with any break fields that were utilized.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <span>Start</span>      <span>Break1 Out</span>      <span>Break1 Return</span> </div>
15.	<b>End of Procedure.</b>