Employee Time Approval

Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Time Approval** link. Time Approval
3.	The Time Approval search screen appears. Click the **Search** button. Search
4.	All groups of employees that you supervise appear in the search results. Groups are designated by department, as well as by student employees. Click on a link to see the employees in that group.
5.	The Time Approval Summary Page appears. All employees that you supervise in the selected department appear in the list. Each employee has a data row. Relevant data included in each row are **EmplID**, **Name**, Department (**Dept**), **Job Title**, **Employee Class**, **Total Hours** (year to date), and the **Status** of the employee's time sheet. Empl ID · Rcd Nbr · Name 1 1020811 · 0 · Kidden,Jess
6.	To see an employee's timesheet, click the **Details** button.
7.	The Exception Time Entry Approval screen appears. The **Current Pay Period** field displays the start and end date of the current pay period. Current Pay Period
8.	The **Date** column displays the date for each time entry. Each time entry row represents a maximum of one calendar day. A single day may be split into more than one time entry row if multiple TRC's or Speed Types are used (see following steps). 05/01/2009 Fri
9.	The TRC column contains the Time Reporting Codes for each time entry. Click the **TRC** list. REG
10.	All TRC's available to the employee for time reporting are shown in the dropdown list.

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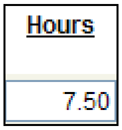
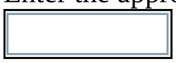
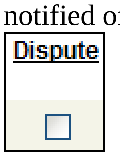
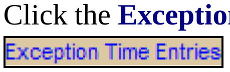
11.	The **Hours** field contains the total hours that the employee worked for a single time entry. 
12.	For non-exempt employees, a **Default Speed Type** column appears on the time sheet. This is the Speed Type from which the employee is paid.
13.	Non-exempt employees that are being paid by more than one Speed Type can distribute their time between Speed Types. This can be adjusted by the time approver. To change the Speed Type for a time entry, click the **Override Speed Type** checkbox option. 
14.	Enter the appropriate Speed Type into the **Speed Type** field. 
15.	To approve a single time entry, click the **Apprv** checkbox option in the time entry row.
16.	If you disagree with the way that an employee entered a particular time entry, HR can be notified of this problem by clicking the **Dispute** checkbox option in the time entry row. 
17.	Non-exempt employees have a **Reason Code** dropdown box for each time entry row. The dropdown box contains reasons that are typically given for non-standard TRC's. It should only be used when a reason in the dropdown box applies to the time entry. Exempt employees have a **Comment** field in this position. They are able to enter comments related to non-standard TRC's.
18.	Time entry rows can be added or deleted using the **Add** and **Delete** buttons. 
19.	If an employee is non-exempt, the time sheet will have a Comments tab. Click the **Comments** tab. 
20.	The **Comments** field is used by employees and their managers to leave comments about exceptions to their regular work time.
21.	Click the **Exception Time Entries** tab. 
22.	For non-exempt employee timesheets ONLY, there are three helpful links at the bottom of the screen. Click the **Speed Type Totals** link. 

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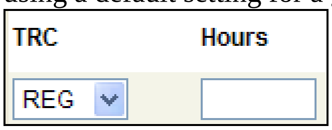
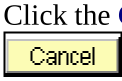
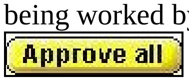
23.	The Total Hours by Speed Type screen displays the amount of hours per TRC that were entered per Speed Type for the time entry sheet. Please note: Vacation, Sick, and Holiday pay come from the department's home Speed Type.
24.	Click the **Return** button. 
25.	Click the **Default by Day** link. 
26.	The Defaults by Day screen allows managers to update and correct employee time sheets using a default setting for a given date range. 
27.	Click the **Cancel** button. 
28.	Click the **Default by Week** link. 
29.	The Defaults by Week screen allows managers to set up a default hourly pay distribution by TRC and/or Speed Type for one or more days in a given date range.
30.	Click the **Cancel** button. 
31.	To approve all employee time entry rows up to the current date, click the **Approve All thru Date** button. The current system date is displayed in the **Through** field. 
32.	Please note: Clicking the **Approve all** button may cause future time entry rows to be approved. It is University policy that time entry cannot be approved prior to the time being worked by the employee. 
33.	To remove all approval checkmarks from all time entry rows, click the **Unapprove All** button. 
34.	When all changes have been made, click **Save** to save the time sheet. 
35.	This completes the process of approving an employee's time sheet. **End of Procedure.**