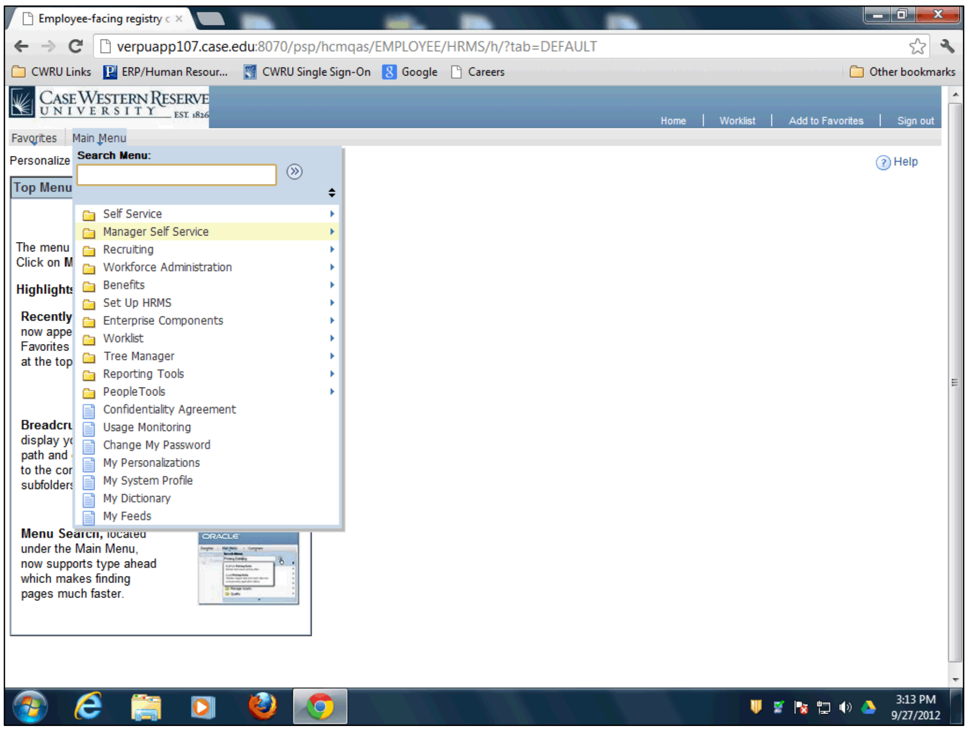
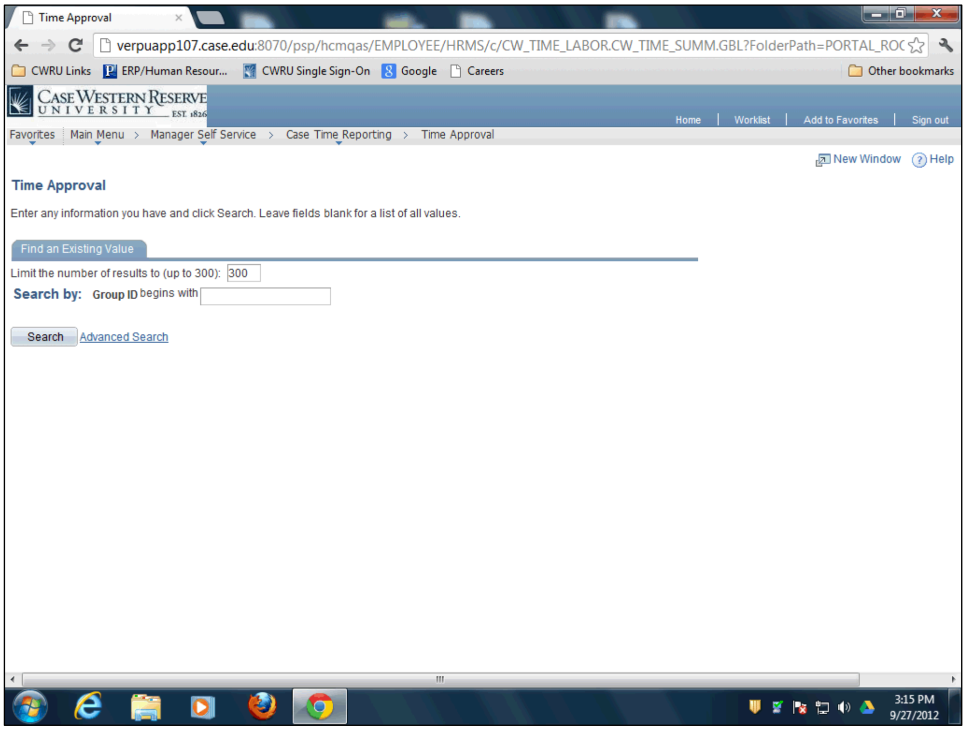
Employee Time Approval

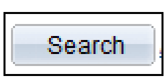
Procedure

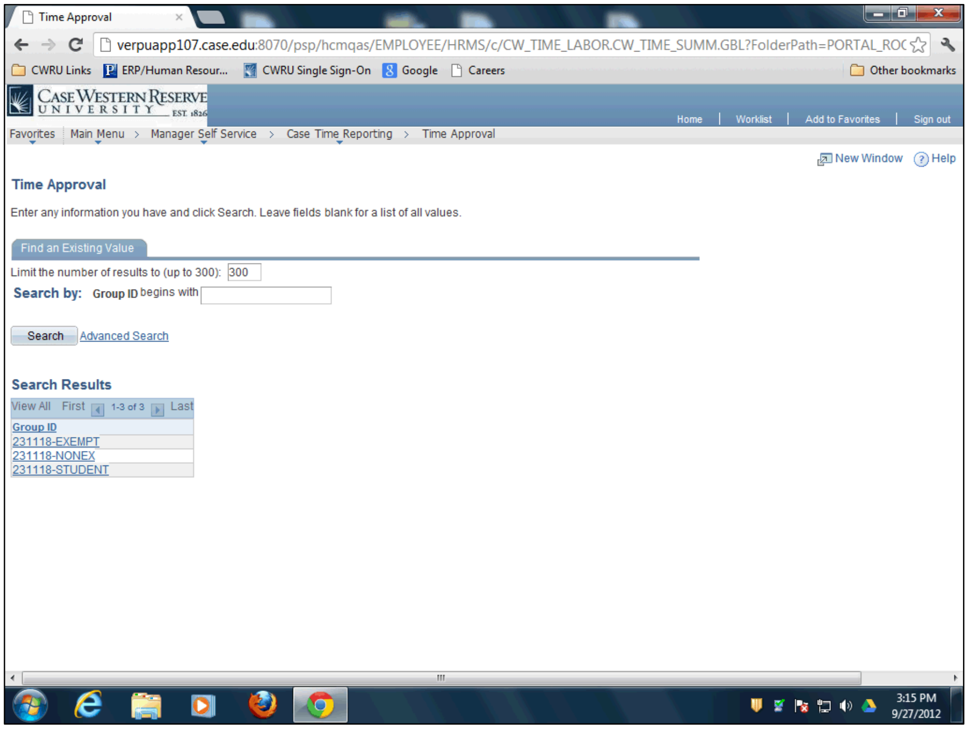
Managers can use the Time Approval function to view employee time sheets and approve their time entries. **Note**: Payroll cut-off dates can be found at this link: ***http://www.case.edu/finadmin/controller/deadlines.html***.



Step	Action
1.	From the HCM main menu, click the **Manager Self Service** link. Manager Self Service
2.	Click the **Case Time Reporting** link. Case Time Reporting
3.	Click the **Time Approval** link. Time Approval

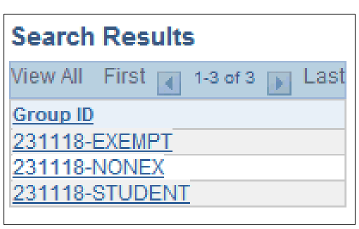


Step	Action
4.	The Time Approval search page appears. Click the **Search** button. 



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>The Group ID for all types of employees that you supervise will appear in the Search Results block.

Click on the Group ID link (in blue) to view the employee time entries for the particular group.


</td></tr>
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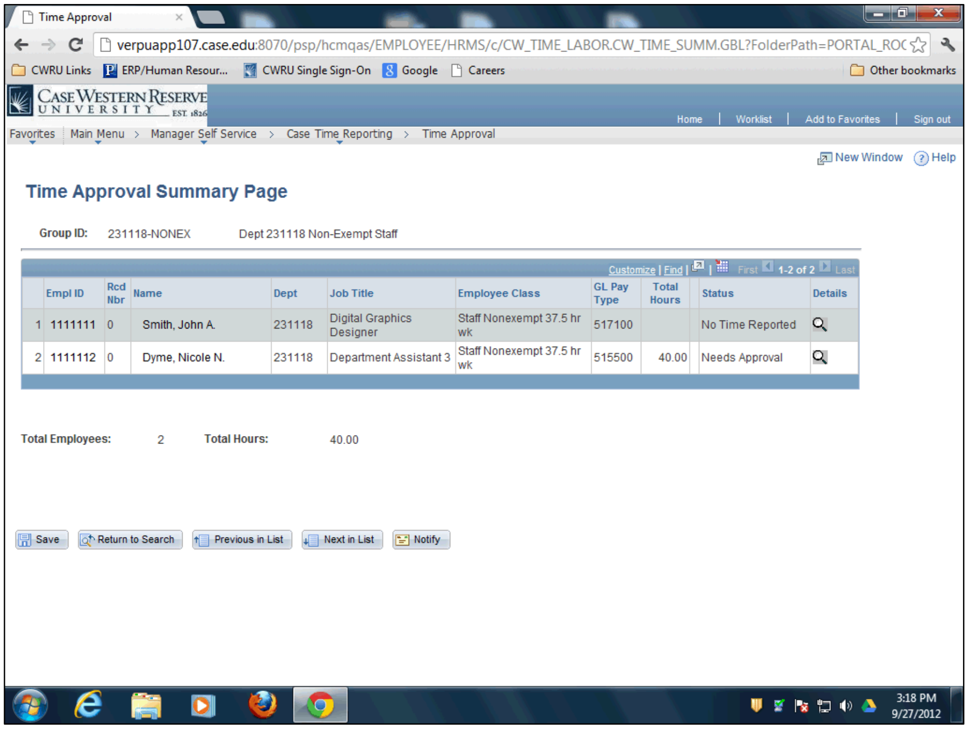
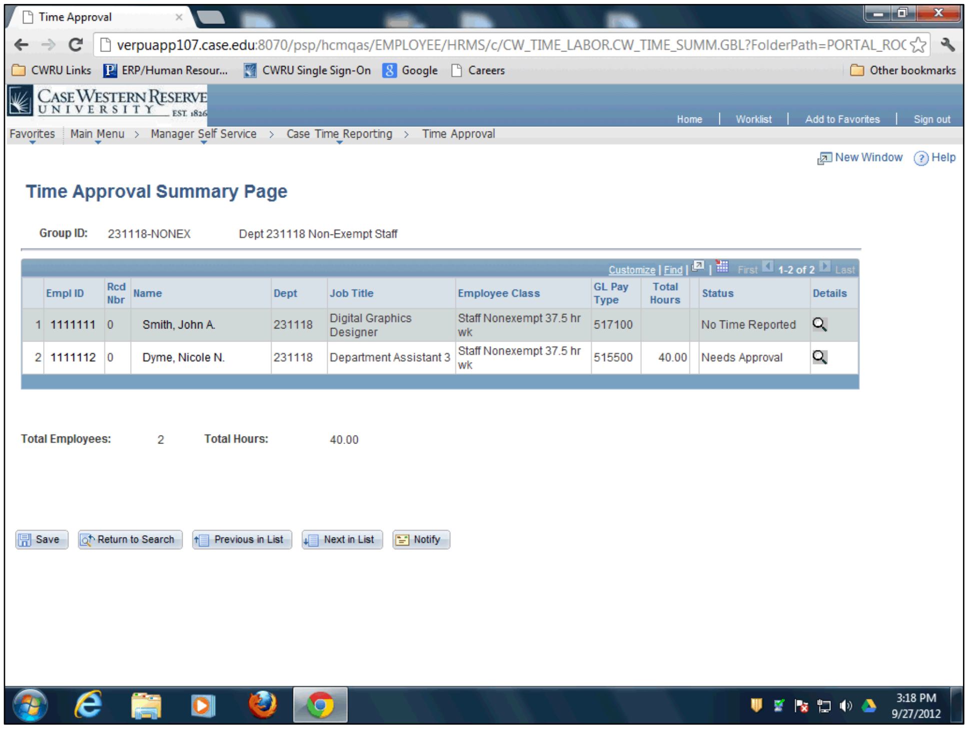
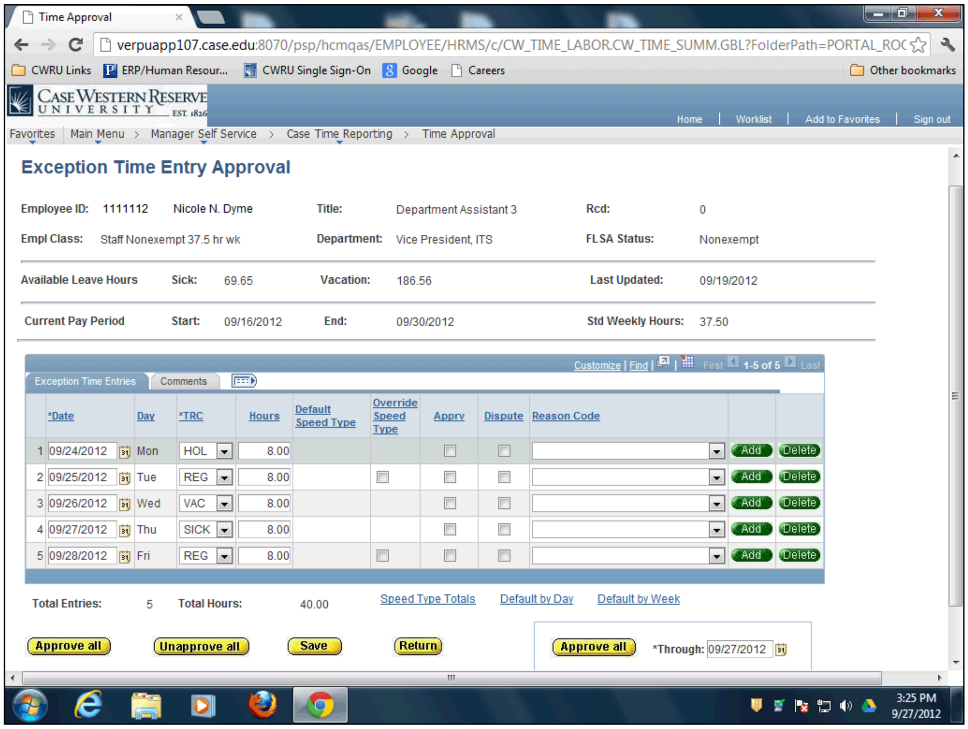


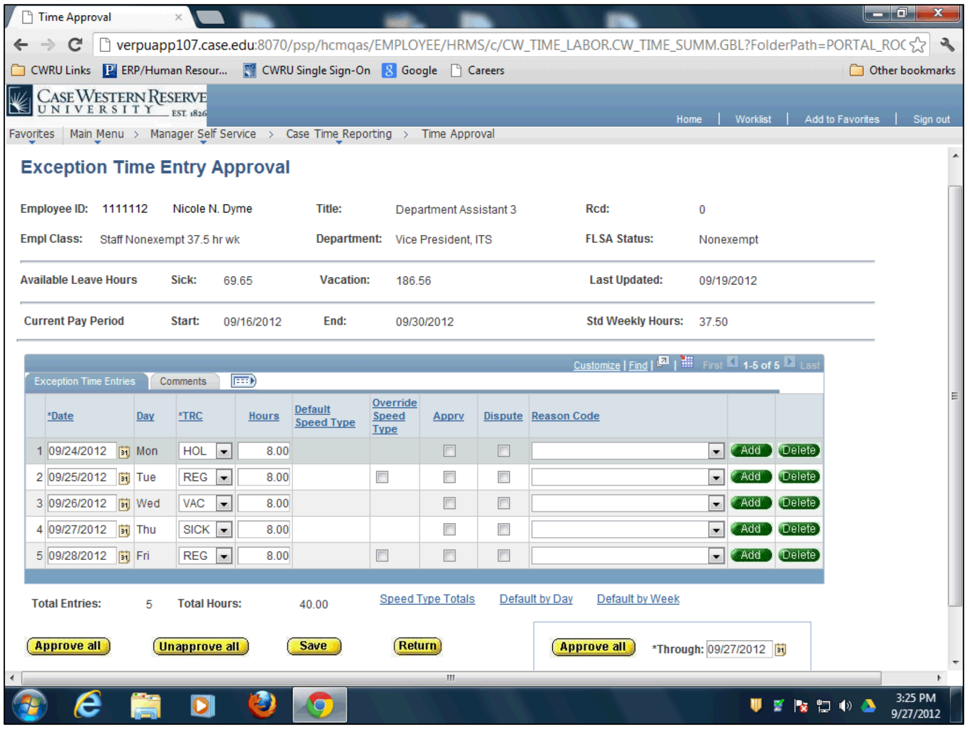
Step	Action
6.	The Time Approval Summary page appears. All employees that you supervise in the selected department will appear in the list. Group ID: 231118-NONEX Each employee has a data row, which includes the following items: **Empl ID** (employee ID) **Name** **Dept** (department) **Job Title** **Employee Class** **Total Hours** (year to date) **Status**.



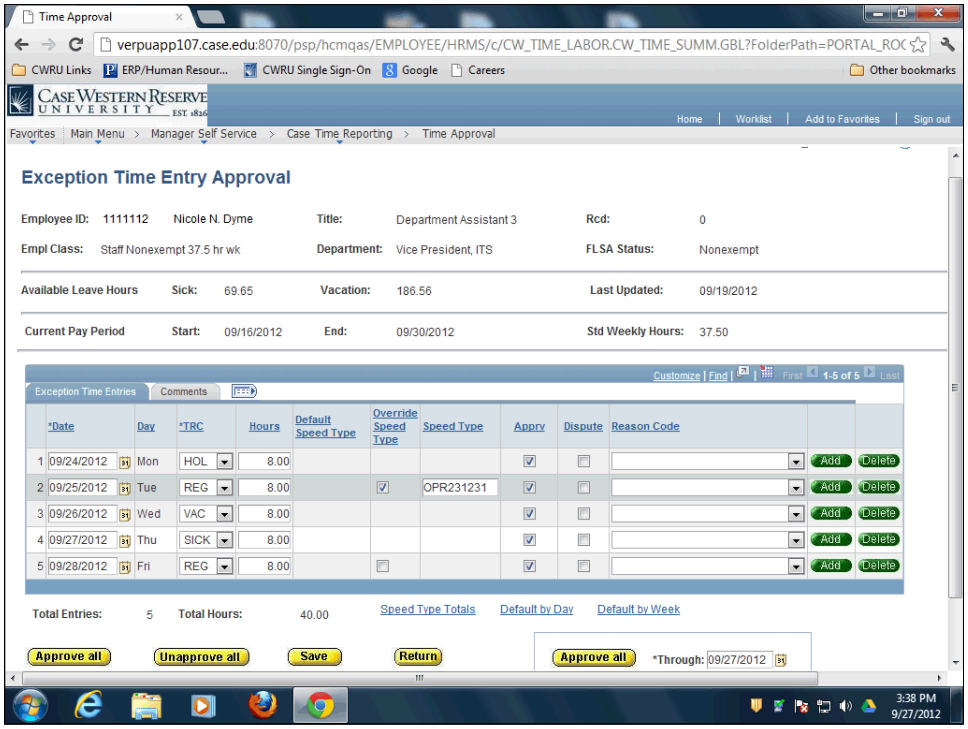
Step	Action
7.	To view an employee's time sheet, click the **Details** look up button (magnifying glass). 

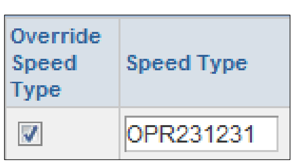


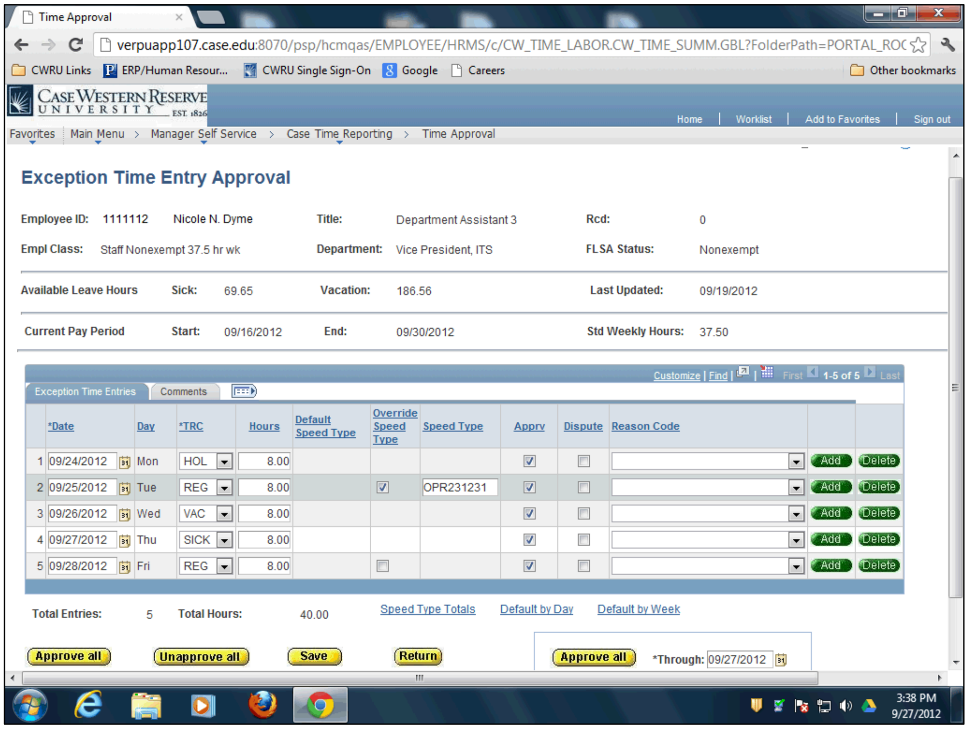
Step	Action
8.	The **Exception Time Entry Approval** page appears. The **Current Pay Period** field displays the **Start** and **End** date of the employee's current pay period. Current Pay Period



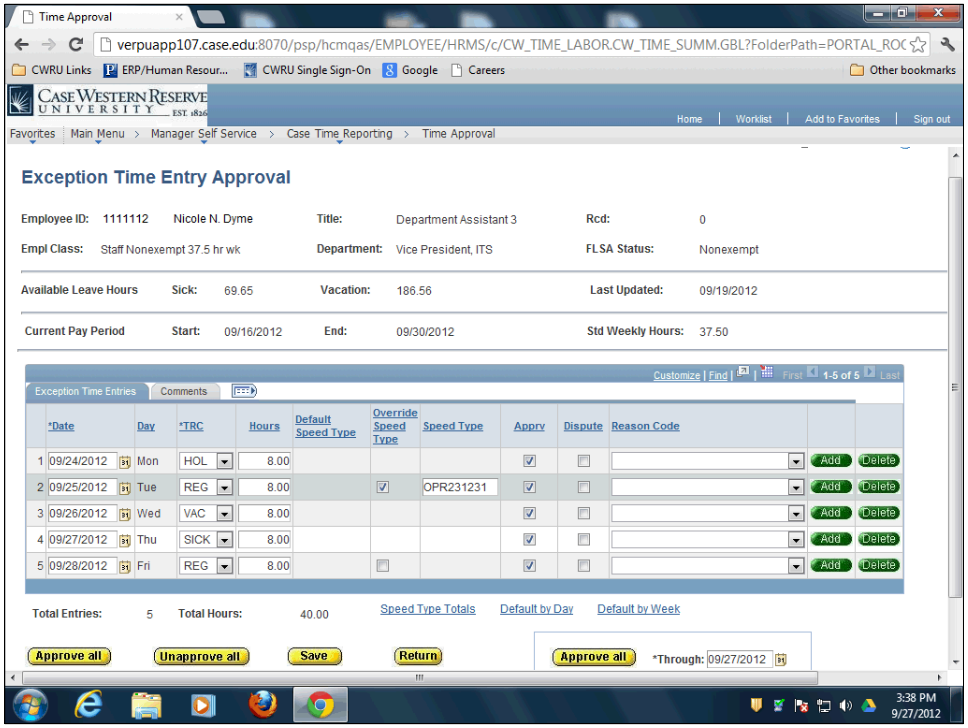
Step	Action
9.	The **Date** column displays the date for each time entry row. Each row can represent a maximum of one calendar day. Single days may be split into more than one time entry row if multiple Time Reporting Codes (TRCs) or Speed Types are used. *Date
10.	The **TRC** column displays the **Time Reporting Code** for each time entry row. To change a TRC, select an entry from the drop down list. *TRC



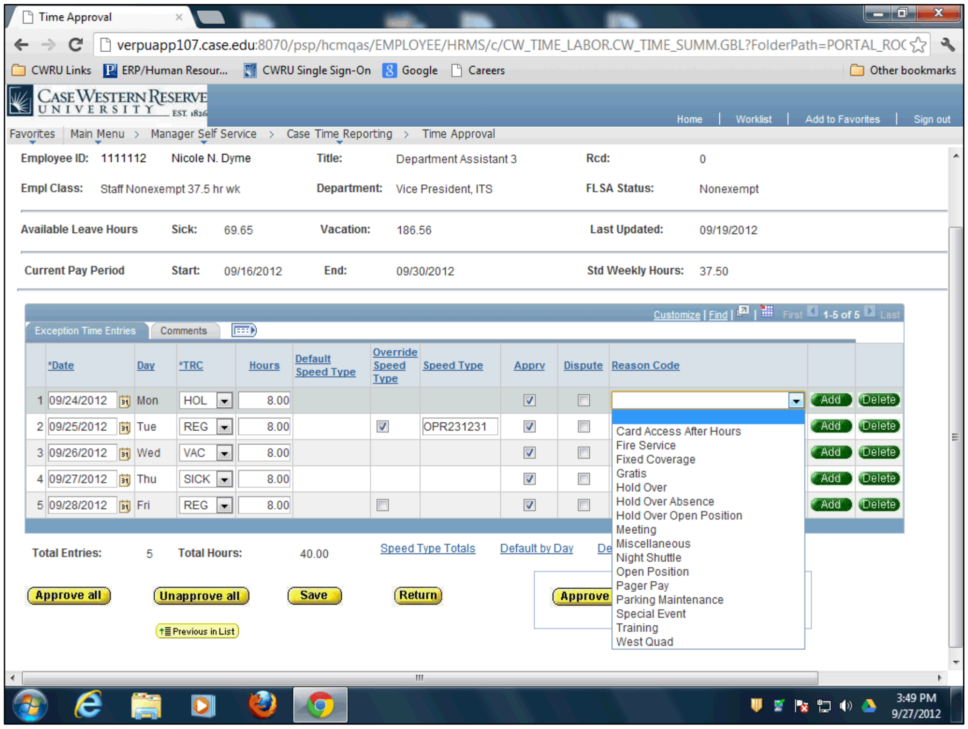
Step	Action
11.	The **Hours** field contains the total hours the employee worked for a single time entry row. 
12.	Click the **Override Speed Type** check box to enter a different Speed Type and enter the new **Speed Type** code into the block provided. 



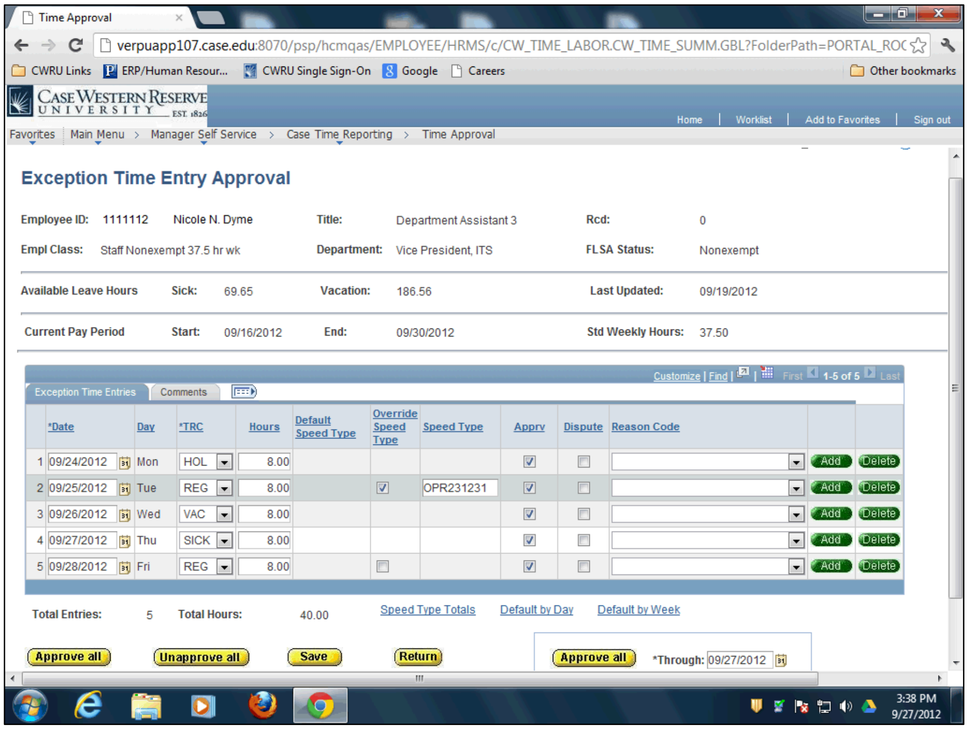
Step	Action
14.	Place a check mark into the **Apprv** check box for each time entry row you wish to approve. 



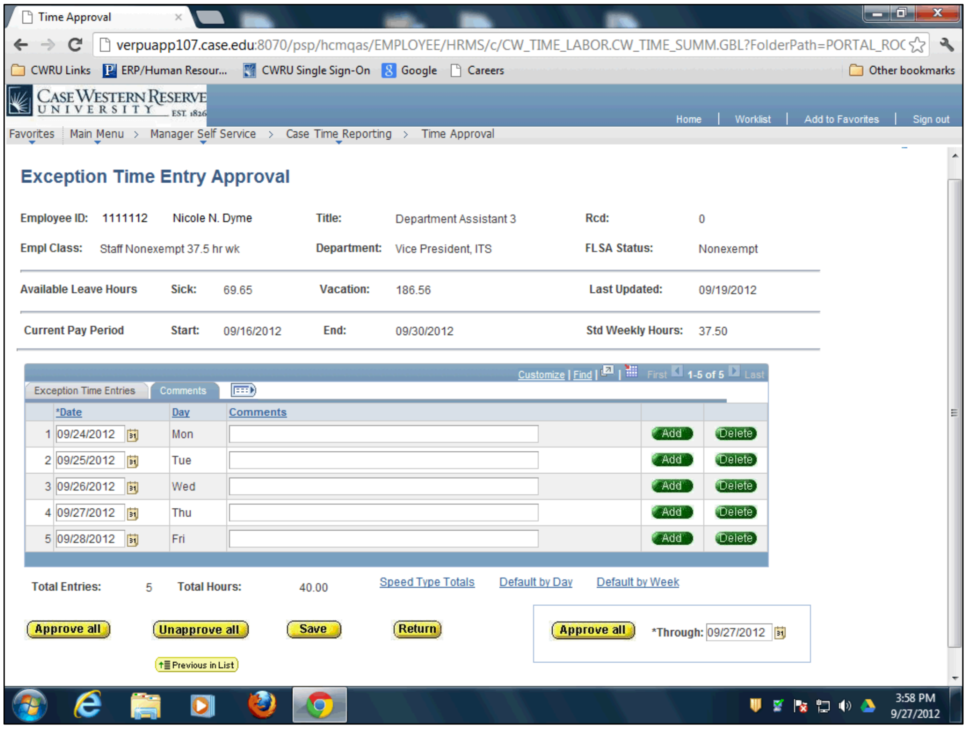
Step	Action
15.	If you disagree with the way an employee coded a particular time entry, you can notify the HR department using the **Dispute** check box. 



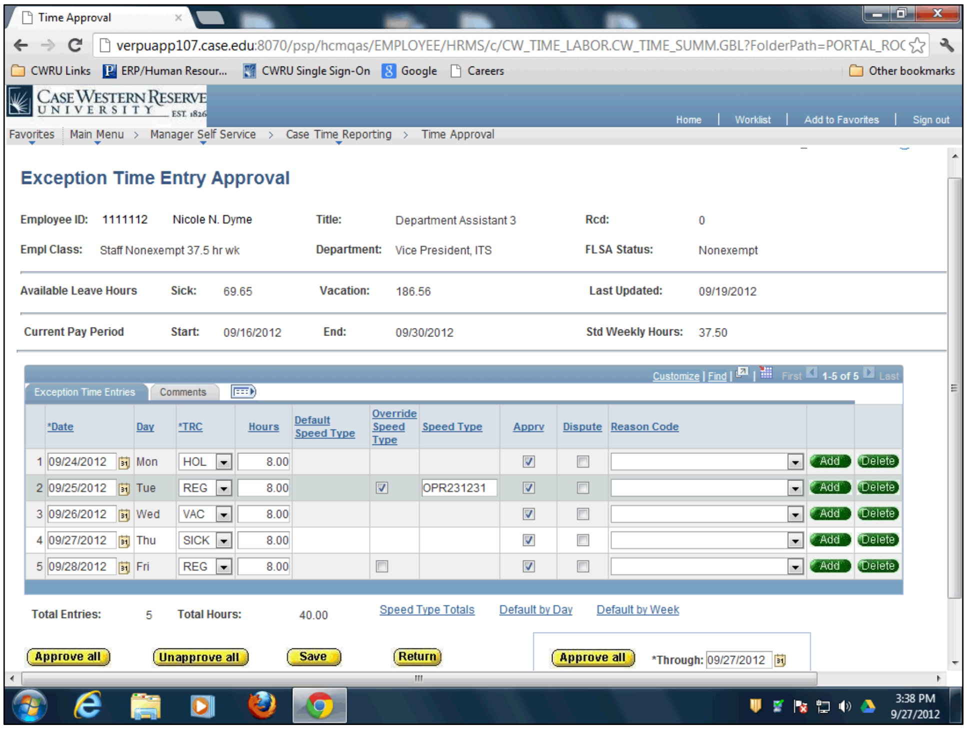
Step	Action
16.	**Non-exempt** employees have a **Reason Code** drop down list for each time entry row. This list contains descriptions that are typically entered for non-standard TRCs and should only be used when the Reason Code specifically applies to the time entry. **Exempt** employees have a **Comment** field in this position and are able to enter comments related to non-standard TRCs. Reason Code



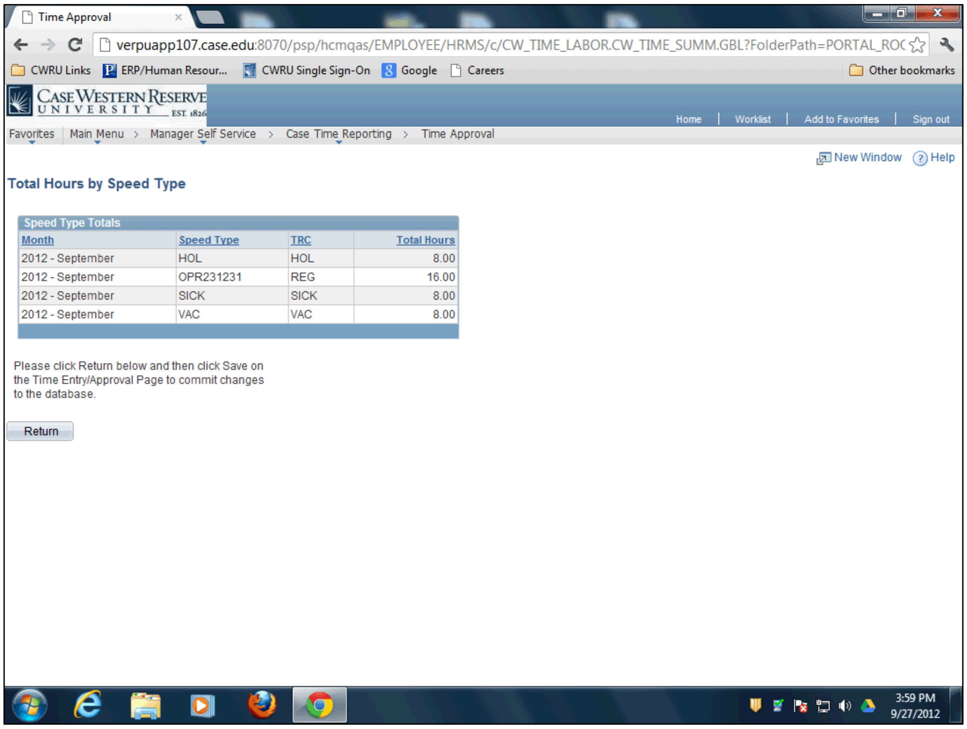
Step	Action
17.	You can add or remove time entry rows using the **Add** and **Delete** buttons. 

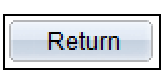


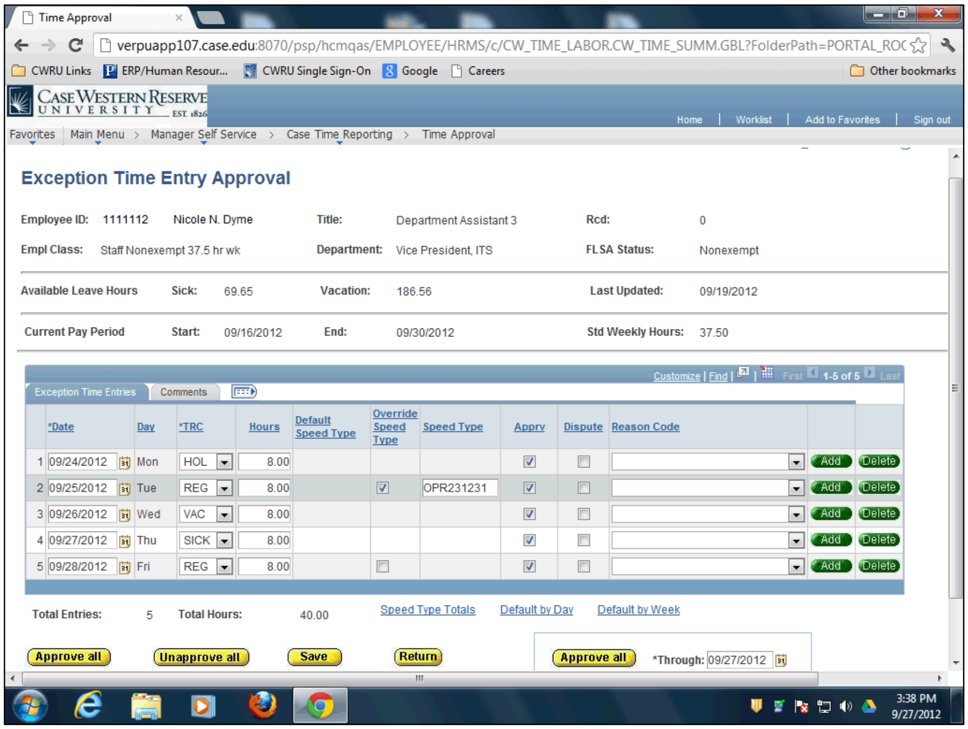
Step	Action
18.	**Non-exempt** employees also have a **Comments** tab, which employees and managers can use to enter additional comments concerning the time entry row. 



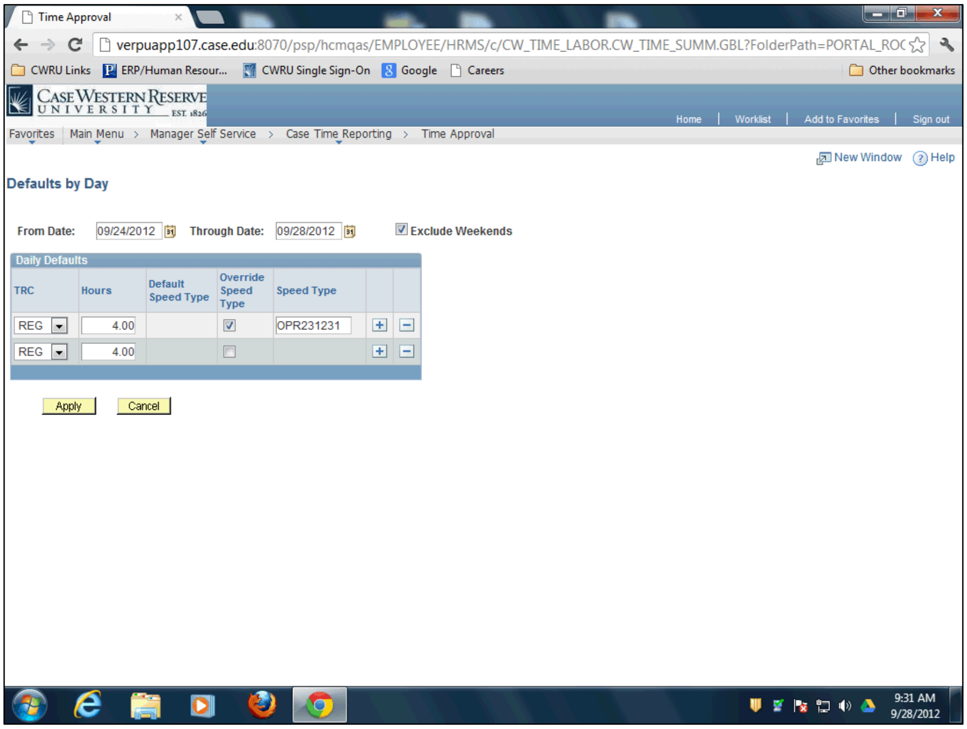
Step	Action
19.	**Non-exempt** employee time sheets have three helpful links included at the bottom of the screen. Click the **Speed Type Totals** link. Speed Type Totals



Step	Action
20.	The **Total Hours by Speed Type** page displays the total hours per TRC, Speed Type and Month for the employee. **Note**: Vacation, Sick and Holiday pay are provided from the department's home Speed Type.
21.	Click the **Return** button. 



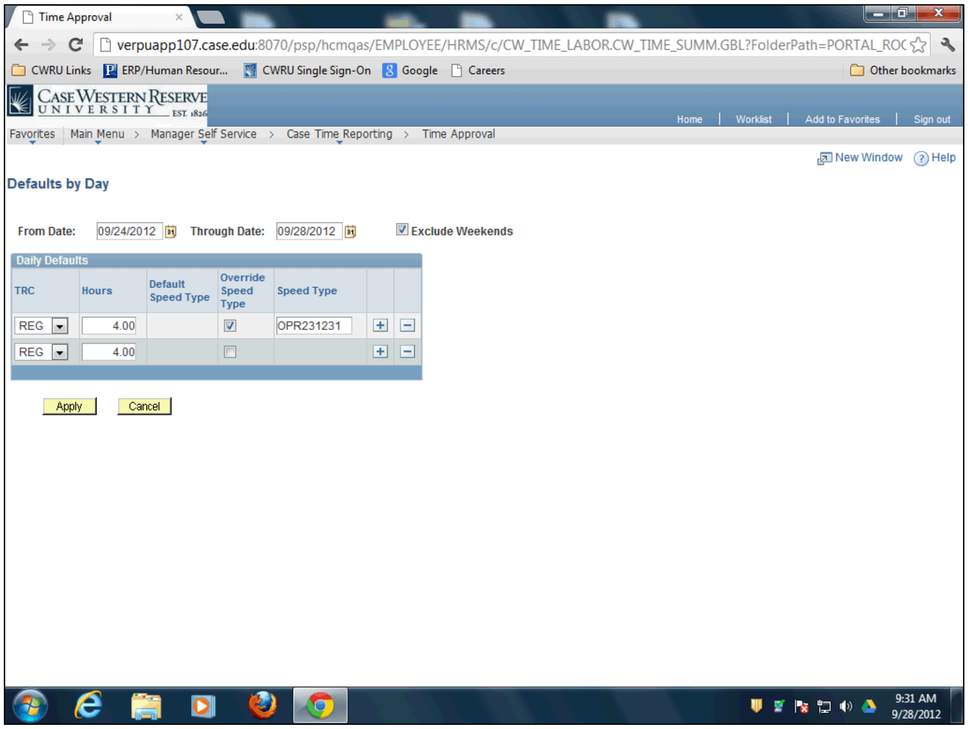
Step	Action
22.	Click the **Default by Day** link. Default by Day



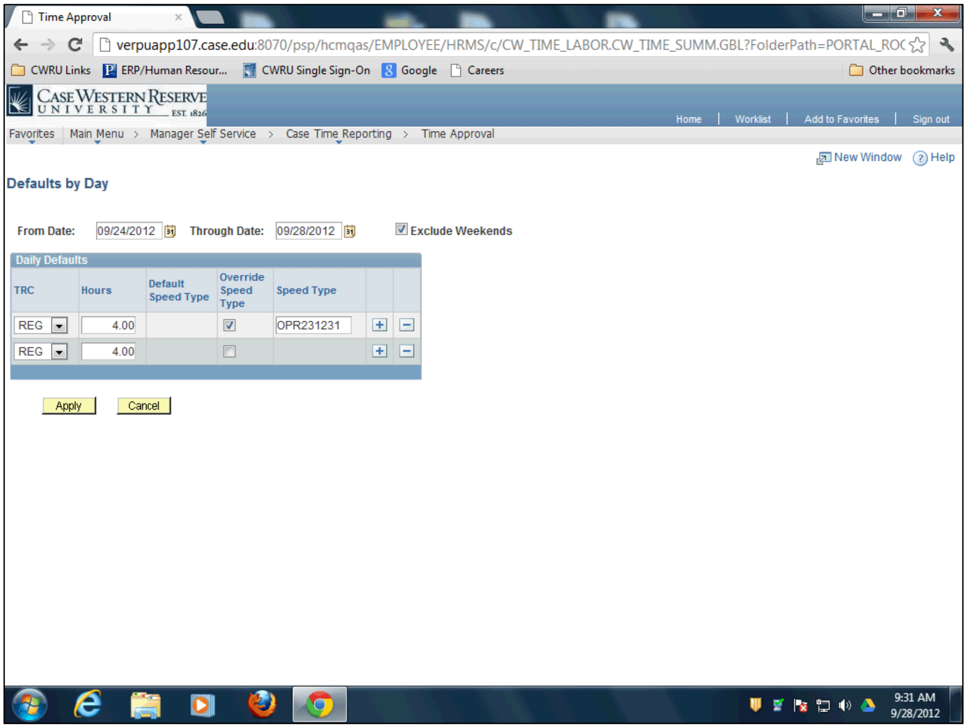
Step	Action
23.	The **Defaults by Day** page allows managers to set up employee time sheets to use a default setting for a given date range.

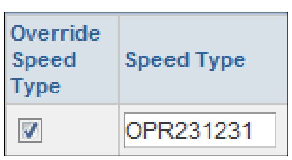
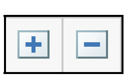
If an employee spends half of his/her time working for a sponsored project, the manager can create a Default by Day rule to have 4.0 REG hours per day charged to the normal department Speed Type and 4.0 REG hours per day charged to the project Speed Type.

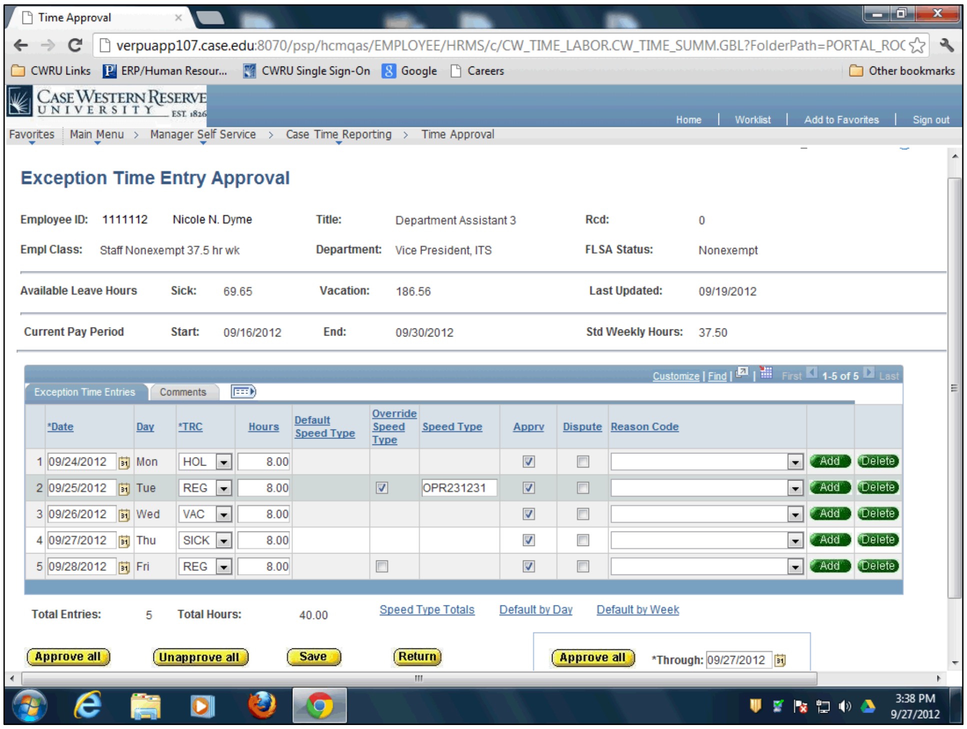
If the given date range is one work week (five days), then 20 hours of the employee's compensation comes from the department Speed Type and 20 hours comes from the project Speed Type.



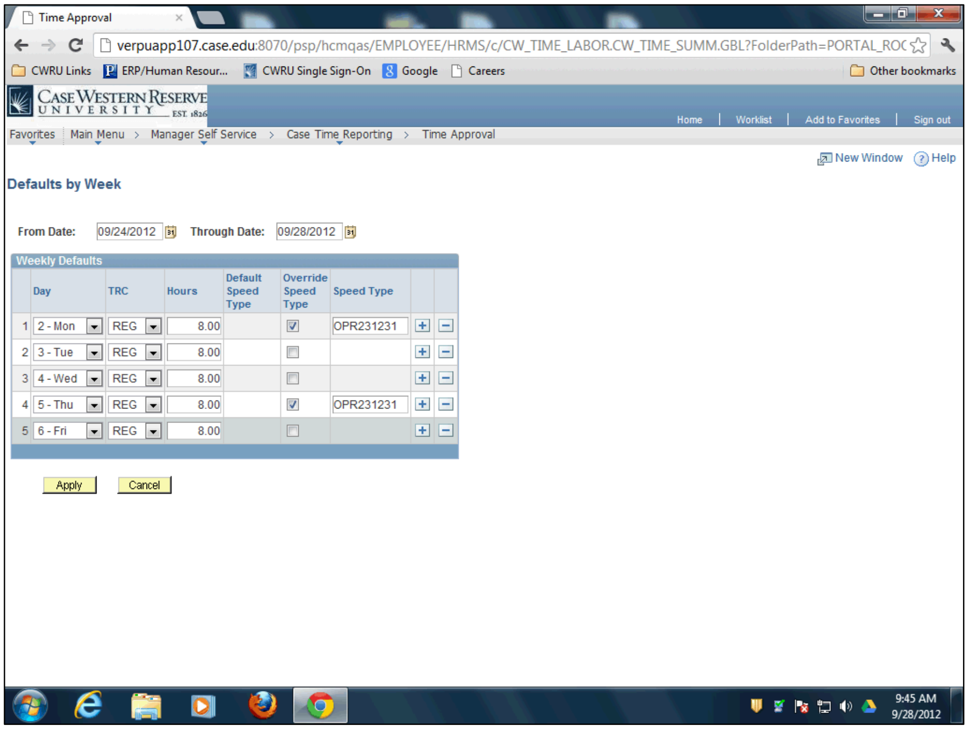
Step	Action
24.	Enter the **Date Range** manually or click the calendar icons to select the dates from the calendar pop-up menus. The **Exclude Weekends** check box is selected by default. From Date: 09/24/2012 Through Date: 09/28/2012 ☑ Exclude Weekends
25.	Select a **TRC** from the drop down list. TRC
26.	Enter the **hours** (per day) you wish to assign to another Speed Type. Hours

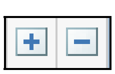


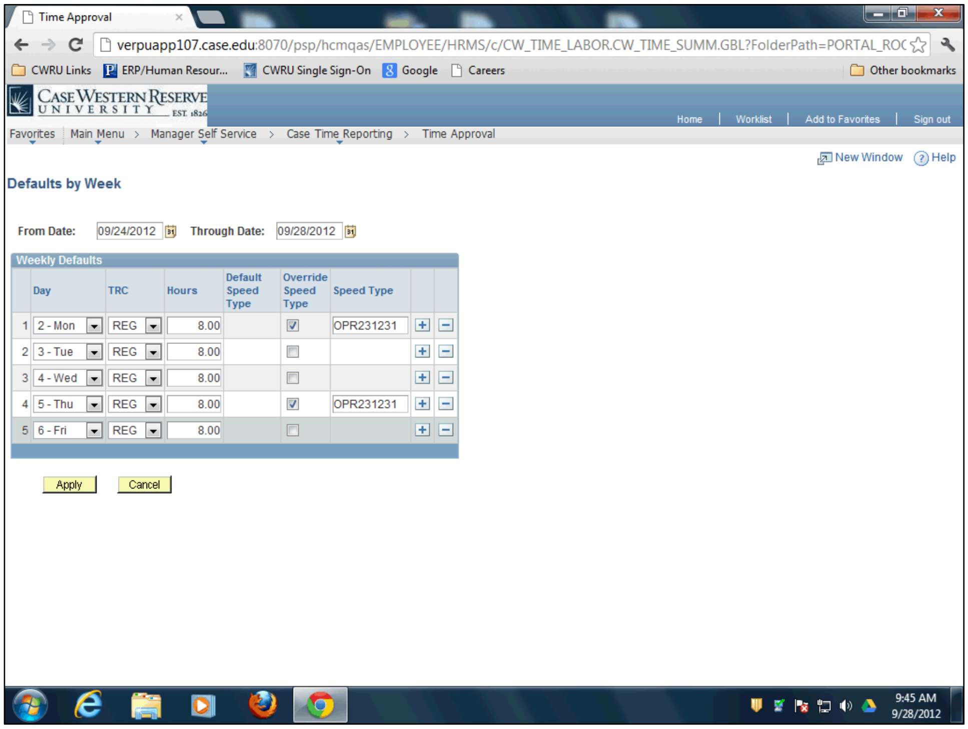
Step	Action
27.	Click the **Override Speed Type** option and enter the new **Speed Type** into the field provided. 
28.	Click the **(+)** and **(-)** buttons as needed to add/remove rows for assigning additional **Speed Types**. 
29.	Click the **Apply** button. 

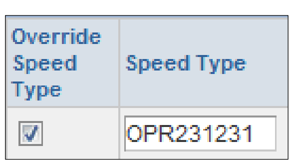


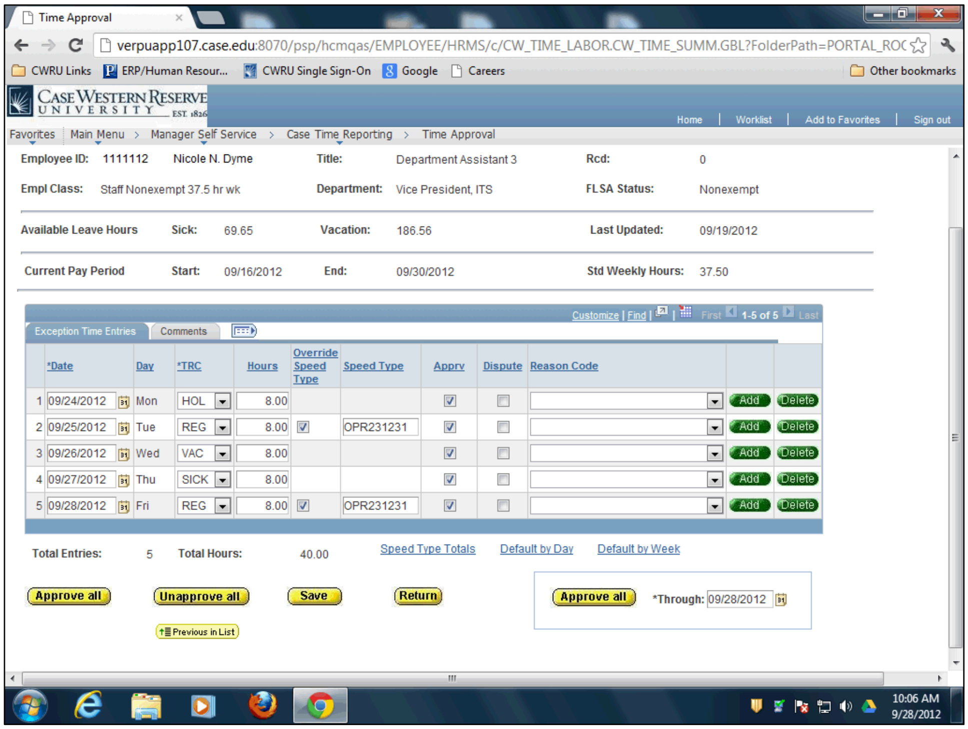
Step	Action
30.	Click the **Default by Week** link. Default by Week

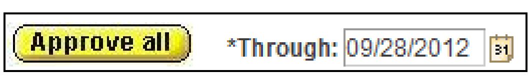


Step	Action
31.	The **Defaults by Week** page allows managers to set up a default pay distribution by TRC and Speed Type for one or more days in a weekly range. Manually enter the date range or use the calendar icons to select the dates from the calendar pop-up menu.
32.	Select the **Day** from the drop down list. 
33.	Click the **(+)** and **(-)** buttons as needed to add/remove rows. 



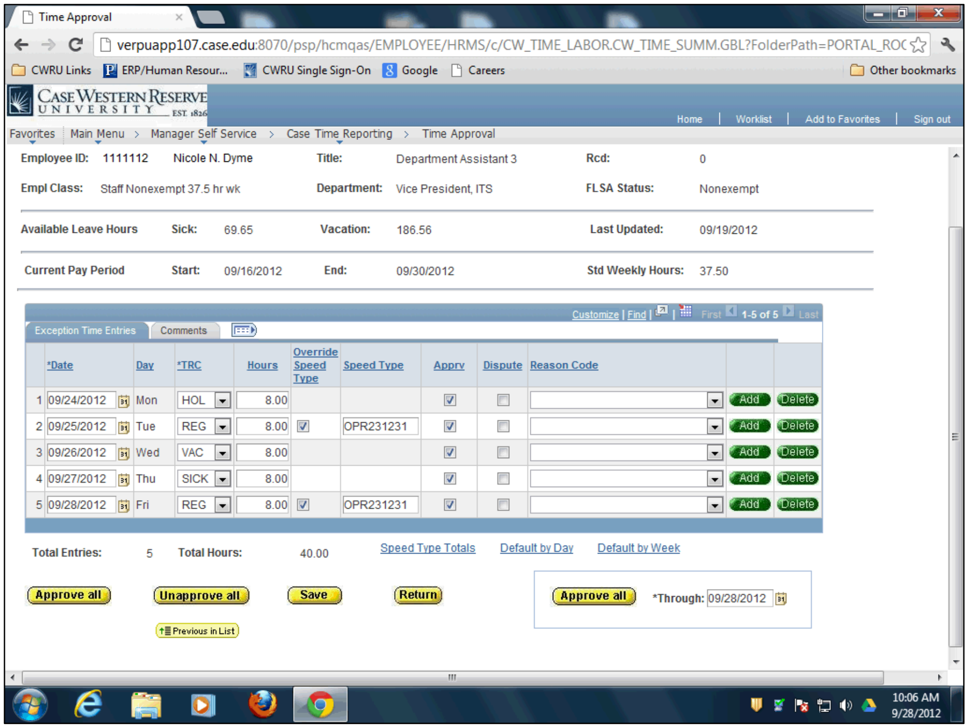
Step	Action
34.	Select the **TRC** from the drop down list. 
35.	Enter the **Hours** for the time entry row. 
36.	Click the **Override Speed Type** option and enter the new **Speed Type** into the field provided. 
37.	Click the **Apply** button. 



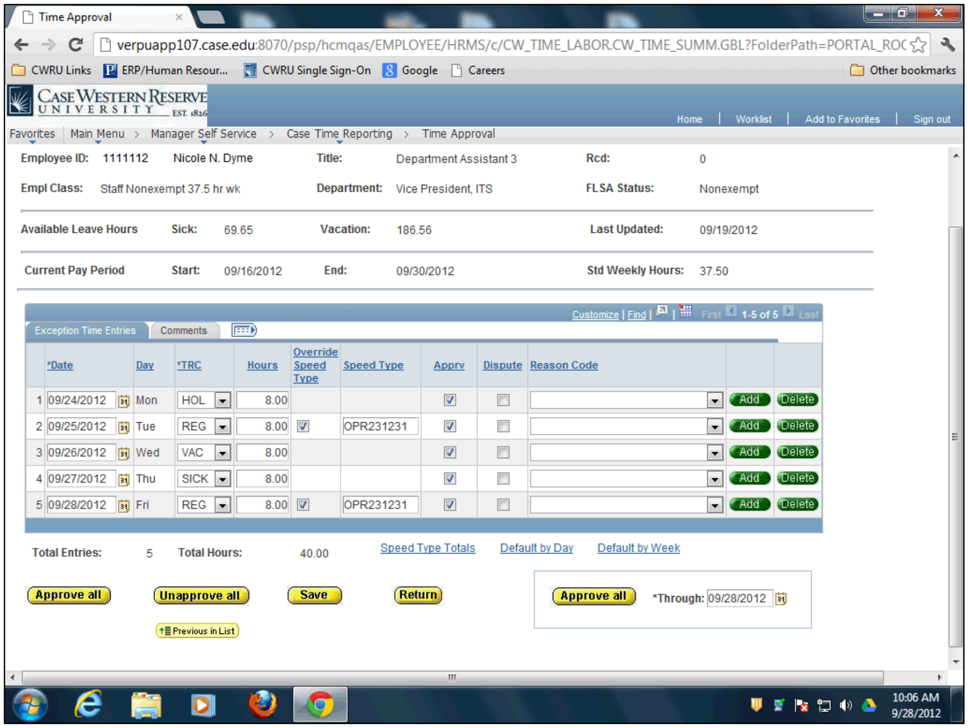
Step	Action
38.	To approve all employee time entry rows up to the current date, click the **Approve All** button. **Note**: The current system date is initially displayed in the **Through** field. 

Payroll cut-off dates can be found at this link: ***http://www.case.edu/finadmin/controller/deadlines.html***.

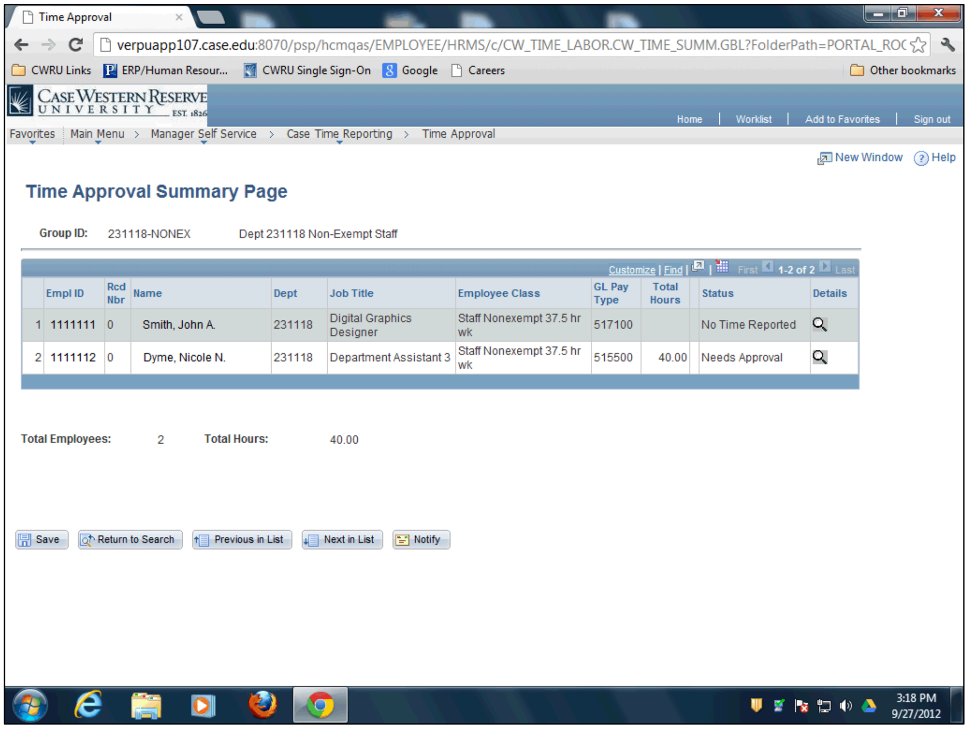
Time entry must be completed and approved by the appropriate cut-off dates.



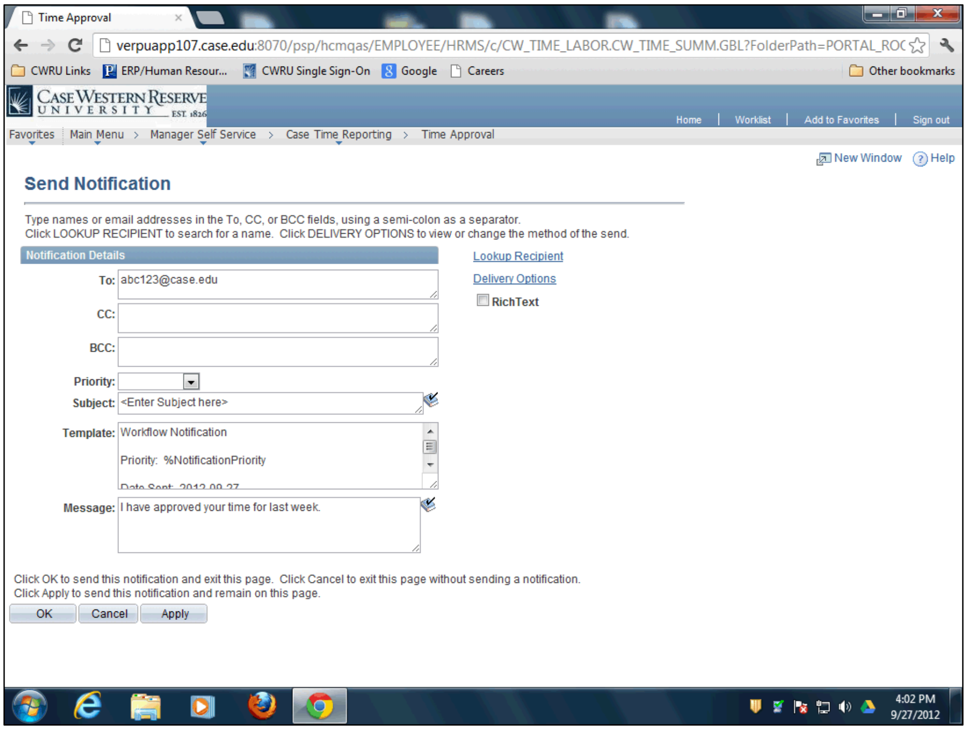
Step	Action
39.	**Note**: Clicking the **Approve all** button (without the **Through Date**) may cause future time entry rows to be approved. It is university policy that time cannot be approved in advance of the employee actually working it. 
40.	To remove the approval check marks from all time entry rows, click the **Unapprove All** button. 

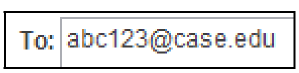
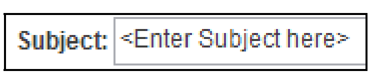
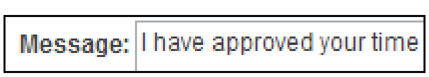


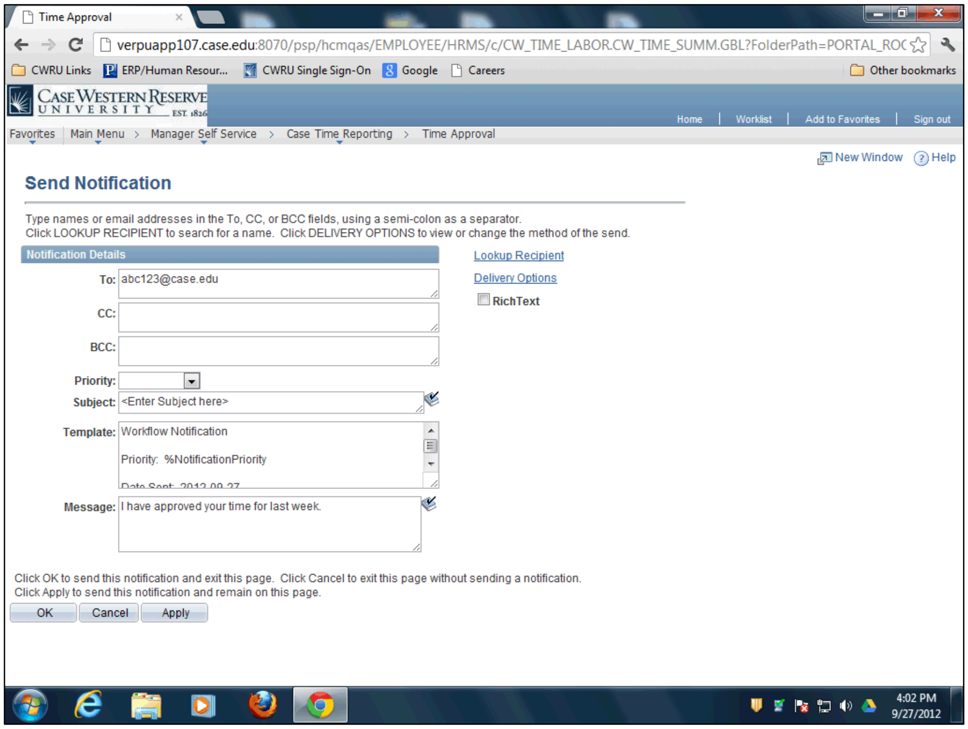
Step	Action
41.	Click the **Save** button. Save
42.	Click the **Return** button. Return

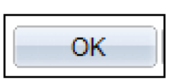


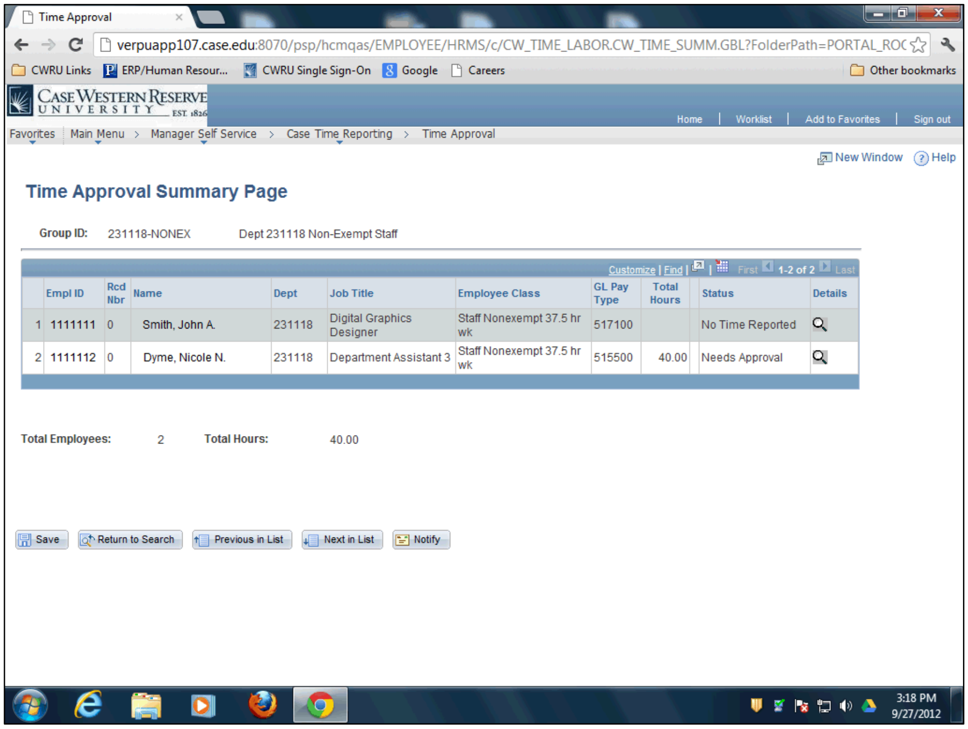
Step	Action
43.	Click the **Save** button from the **Time Approval Summary Page**. 
44.	You can click the **Notify** button to send the employee an email notification that the time was approved. 



Step	Action
45.	Enter the employee's email address into the **To** field. 
46.	Enter a subject in the **Subject** field. 
47.	Enter a message in the **Message** field. 



Step	Action
48.	You can use the **Spell Check** icons to check the spelling of your subject and message text if desired. 
49.	Click the **OK** button. 



Step	Action
50.	Please remember to use the **Sign out** link when your session is finished. 
51.	**End of Procedure.**