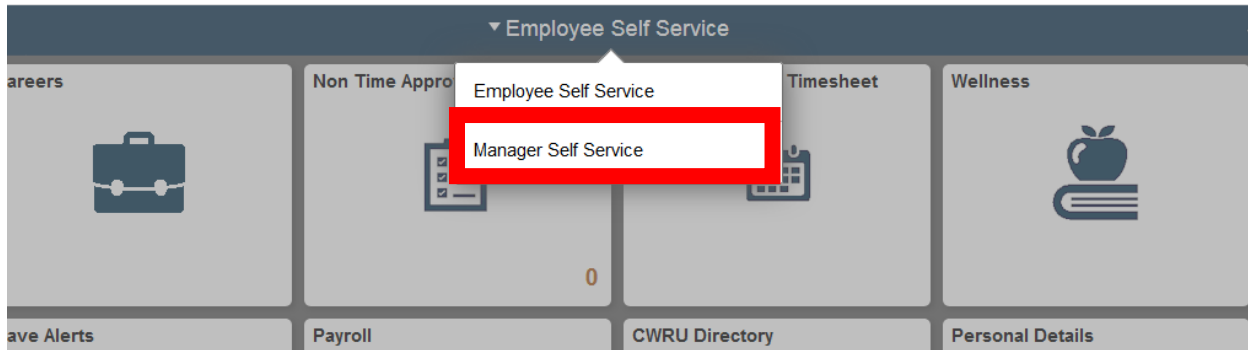


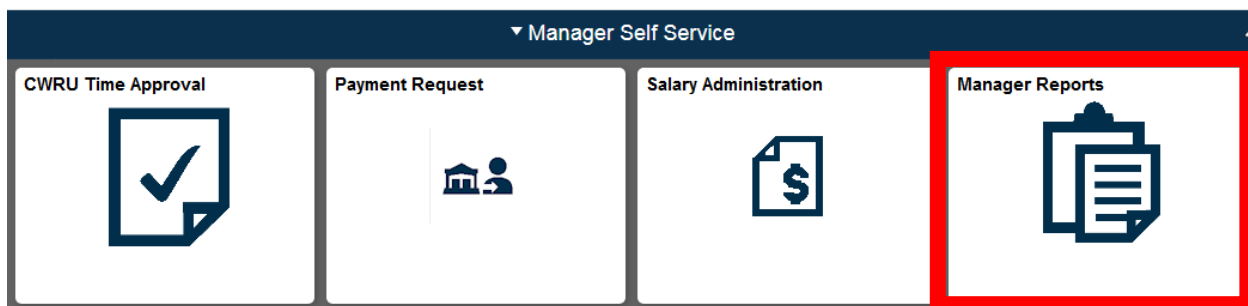
Employee Time Entry History

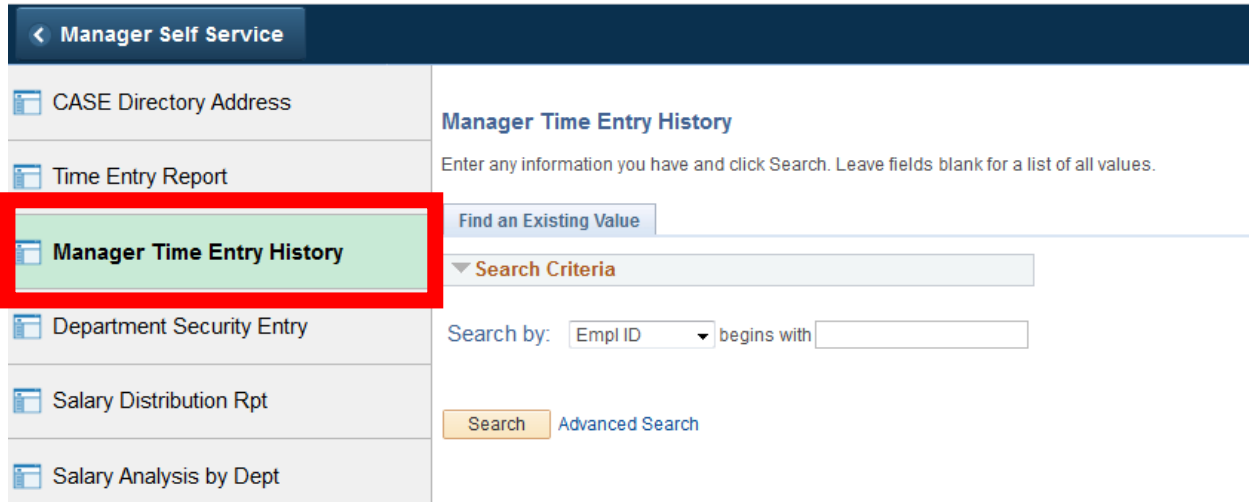
Procedure

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



| Step | Action |
|------|---|
| 1. | Select the Manager Self Service Homepage |
| 2. | Click the Manager Reports tile. |





The screenshot shows the 'Manager Self Service' interface. On the left is a navigation menu with the following items: CASE Directory Address, Time Entry Report, **Manager Time Entry History** (highlighted with a red box), Department Security Entry, Salary Distribution Rpt, and Salary Analysis by Dept. The main content area is titled 'Manager Time Entry History' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search bar with a 'Find an Existing Value' button. Underneath is a 'Search Criteria' section with a dropdown menu set to 'Empl ID' and a 'begins with' text input field. At the bottom of the search area are 'Search' and 'Advanced Search' buttons.

| Step | Action |
|------|---|
| 3. | Select Manager Time Entry History from the left menu and search screen appears. Click the Search button for a list of employees assigned to you or enter the EMPLID. |



The screenshot shows the search results page. At the top, it says 'Manager Time Entry History' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search bar with a 'Find an Existing Value' button. Underneath is a 'Search Criteria' section with a dropdown menu set to 'Empl ID' and a 'begins with' text input field. At the bottom of the search area are 'Search' and 'Advanced Search' buttons. Below the search area is a 'Search Results' section with a table of results. The table has columns for 'Empl ID' and 'Empl Record Name'. The results are as follows:

| Empl ID | Empl Record Name |
|----------|------------------|
| 10000000 | Smith, John |
| 10000001 | Dyme, Nicole |
| 10000002 | Jones, Jane |
| 10000003 | Jackson, David |

| Step | Action | | | | | | | | | | | | | | | |
|-------------------------|--|----------------|-------------|------|-------------------------|---|-------------|-------------------------|---|--------------|-------------------------|---|-------------|-------------------------|---|----------------|
| 4. | <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 Empl ID link (in blue).</p> <div data-bbox="467 674 959 926" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Search Results</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>1000000</td> <td>0</td> <td>Smith, John</td> </tr> <tr> <td>1000001</td> <td>0</td> <td>Dyme, Nicole</td> </tr> <tr> <td>1000002</td> <td>0</td> <td>Jones, Jane</td> </tr> <tr> <td>1000003</td> <td>0</td> <td>Jackson, David</td> </tr> </tbody> </table> </div> | Empl ID | Empl Record | Name | 1000000 | 0 | Smith, John | 1000001 | 0 | Dyme, Nicole | 1000002 | 0 | Jones, Jane | 1000003 | 0 | Jackson, David |
| Empl ID | Empl Record | Name | | | | | | | | | | | | | | |
| 1000000 | 0 | Smith, John | | | | | | | | | | | | | | |
| 1000001 | 0 | Dyme, Nicole | | | | | | | | | | | | | | |
| 1000002 | 0 | Jones, Jane | | | | | | | | | | | | | | |
| 1000003 | 0 | Jackson, David | | | | | | | | | | | | | | |


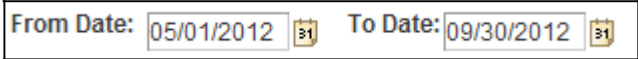
Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

Search Options TRC: From Date: To Date:

| Date | TRC | Hours | Status | Paid Date | Approver | Comments |
|------------|-----------|-------|------------|-----------|----------|----------|
| 05/01/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/02/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/03/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/04/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/08/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/09/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/14/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/15/2012 | Reg Hours | 8.00 | Needs Apv | | | |
| 05/16/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/17/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/18/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/21/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/22/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/23/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/24/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/25/2012 | Reg Hours | 8.00 | System Gen | | | |
| 06/29/2012 | Reg Hours | 8.00 | System Gen | | | |

| Step | Action |
|------|---|
| 5. | <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 Time Reporting Code (TRC) and Date Range by entering the desired values and clicking the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> Search Options TRC: <input type="text" value="Reg Hours"/> From Date: <input type="text" value="05/01/2012"/> To Date: <input type="text" value="09/30/2012"/> <input type="button" value="Search"/> </p> </div> |

| Step | Action |
|------|---|
| 6. | <p>You can select a TRC from the drop down list to see only the time entries utilizing that code.</p>  |
| 7. | <p>You can type in From and To Dates manually or click the calendar icon to select them from the calendar pop-up menu.</p>  |
| 8. | <p>Click the Search button to apply the TRC and date filters.</p> |

Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

Search Options TRC: From Date: To Date:

| Date | TRC | Hours | Status | Paid Date | Approver | Comments |
|------------|-----------|-------|------------|-----------|----------|----------|
| 05/01/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/02/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/03/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/04/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/08/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/09/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/14/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/15/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/16/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/17/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/18/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/21/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/22/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/23/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/24/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/25/2012 | Reg Hours | 8.00 | System Gen | | | |
| 06/28/2012 | Reg Hours | 8.00 | System Gen | | | |

| Step | Action |
|------|--|
| 9. | <p>The Time Entry History Review page displays columns for the date, TRC and hours worked.</p> <p>The Status column displays whether or not the time entry has been approved by the manager.</p> <p>Approved time appears as Supv Apprv. Non-approved time appears as Needs Aprv.</p> |

| Step | Action |
|------|---|
| 10. | <p>If applicable, the date that the employee was paid for a particular time entry row is displayed in the Paid Date column.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px 0;">Paid Date</div> <p>If the employee is non-exempt, the Default Speed Type column will appear and display the Speed Type used for each entry.</p> |

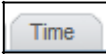
Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

Search Options TRC: Reg Hours From Date: 05/01/2012 To Date: 09/30/2012

| Date | TRC | Hours | Status | Paid Date | Approver | Comments |
|------------|-----------|-------|------------|-----------|----------|----------|
| 05/01/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/02/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/03/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/04/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/08/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/09/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/14/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/15/2012 | Reg Hours | 8.00 | Needs Aprv | | | |
| 05/16/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/17/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/18/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/21/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/22/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/23/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/24/2012 | Reg Hours | 8.00 | System Gen | | | |
| 05/25/2012 | Reg Hours | 8.00 | System Gen | | | |

| Step | Action |
|------|--|
| 11. | <p>The time sheet approver's name and any comments entered by the employee or manager will appear in the Approver and Comments fields.</p> |

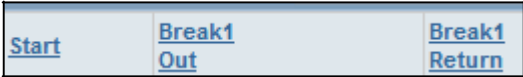
| Step | Action |
|------|--|
| 12. | Click the Time tab.  |

Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

Search Options TRC: Reg Hours From Date: 05/01/2012 To Date: 09/30/2012

| Start | Break1 Out | Break1 Return | Break2 Out | Break2 Return | Break3 Out | Break3 Return | End |
|-------|------------|---------------|------------|---------------|------------|---------------|-----|
| | | | | | | | |
| | | | | | | | |
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| Step | Action |
|------|--|
| 13. | <p>The Time tab contains fields that are only found on student employee timesheets.</p> <p>If the employee is a student, then the Start and End time fields will be populated, along with any break fields that were utilized.</p>  |
| 14. | End of Procedure. |