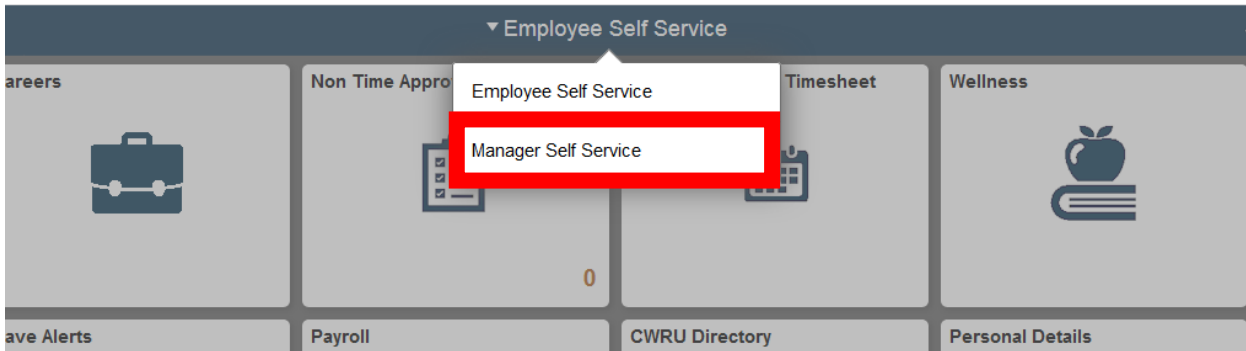


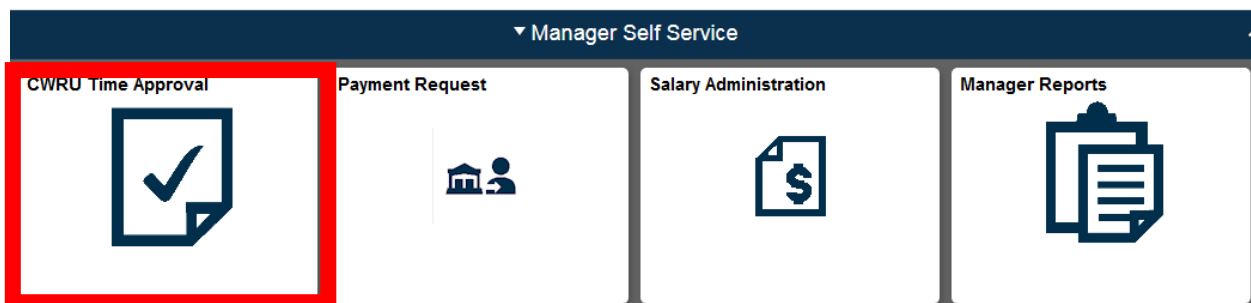
Employee Time Approval

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/controller/>



Step	Action
1.	Select the Manager Self Service home page.
2.	Select the Time Approval tile.



< Manager Self Service
Case Time Approval

Group ID Begins with

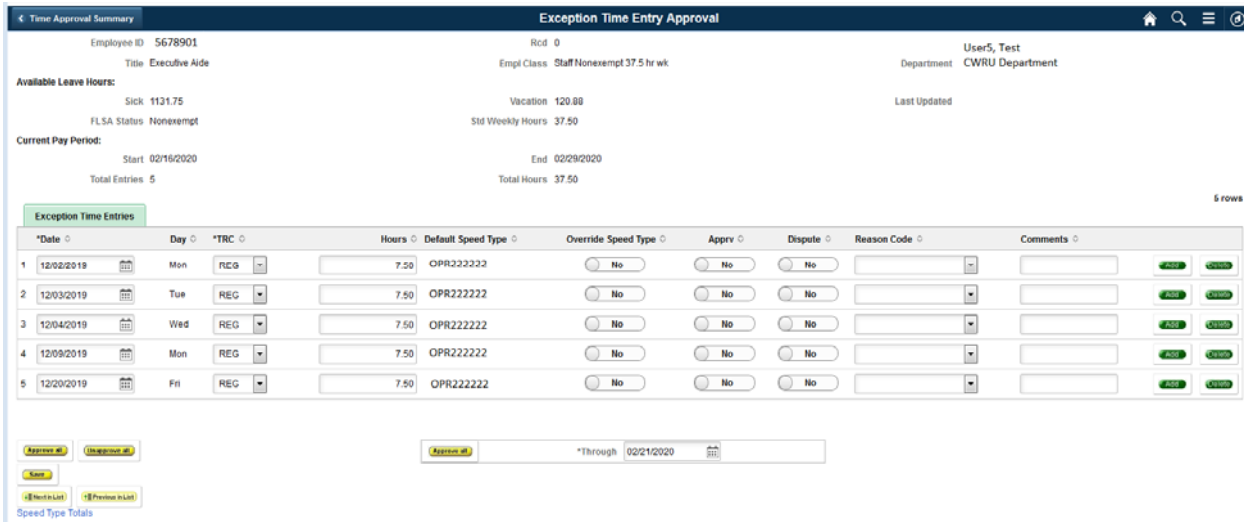
942 rows

1	101000-EXEMPT
2	101000-NONEX
3	101000-STUDENT
4	101701-EXEMPT
5	101701-STUDENT
6	101703-NONEX

Step	Action
3.	The Time Approval search page appears. The departments available to approve will be displayed.
4.	Scroll through the list or type in the department and select Search .
5.	<p>The Time Approval Summary page appears. All employees that you supervise in the selected department will appear in the list.</p> <p>Each employee has a data row, which includes the following items:</p> <ul style="list-style-type: none"> Empl ID (employee ID) Name Dept (department) Job Title Employee Class Total Hours (year to date) Status.

Case Time Approval		Time Approval Summary							
Group 222222 -NONEX				Dept 222222 Non-Exempt Staff					
Empl ID	Rcd Nbr	Name	Dept	Job Title	Employee Class	GL Pay Type	Total Hours	Status	Details
1 1234567	0	User1, Test	222222	Department Assistant 3	Staff Nonexempt 37.5 hr wk	515500	90.00	Needs Approval	
2 2345678	0	User2, Test	222222	Department Assistant 3	Staff Nonexempt 37.5 hr wk	515500	75.00	Needs Approval	
3 3456789	0	User3, Test	222222	Coordinator	Staff Nonexempt 37.5 hr wk	515500	150.00	Partially Approved	
4 4567890	0	User4, Test	222222	Coordinator NE	Staff Nonexempt 40 hr wk	515600	160.00	Partially Approved	
5 5678901	0	User5, Test	222222	Executive Aide	Staff Nonexempt 37.5 hr wk	515500	150.00	Needs Approval	
6 6789012	0	User6, Test	222222	Coordinator	Staff Nonexempt 37.5 hr wk	515500	150.00	Partially Approved	
Total Employees 6					Total Hours 775.00				

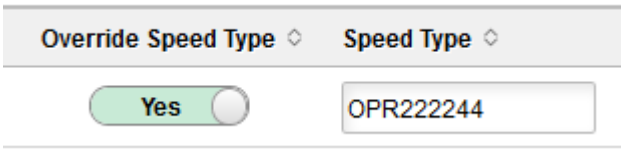
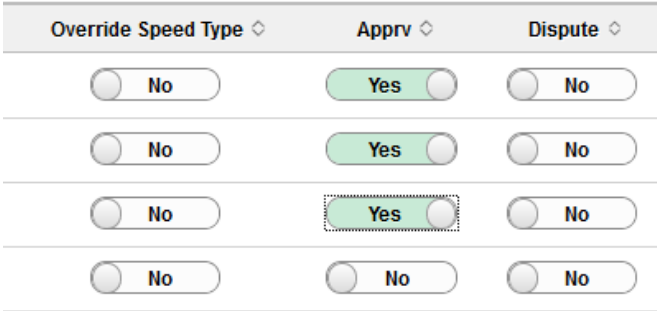
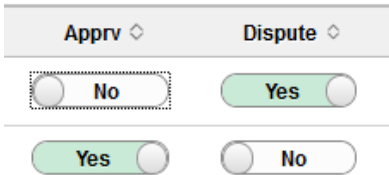
Step	Action
6.	<p>To view an employee's time sheet, click the Details look up button (magnifying glass).</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Details</p> <div style="text-align: center;"></div> </div>

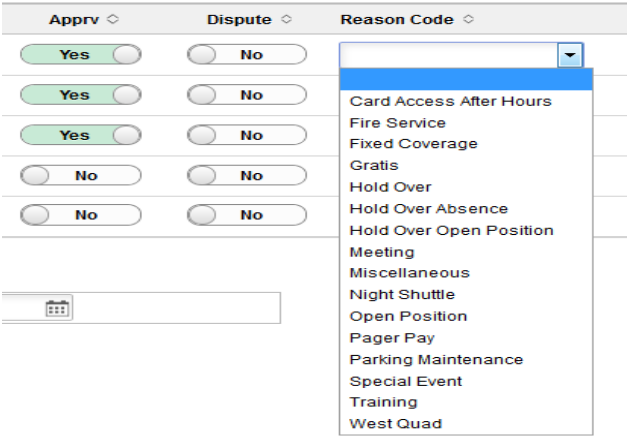
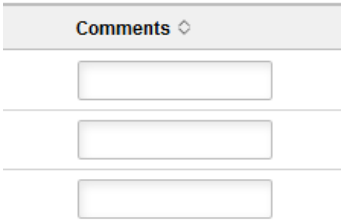




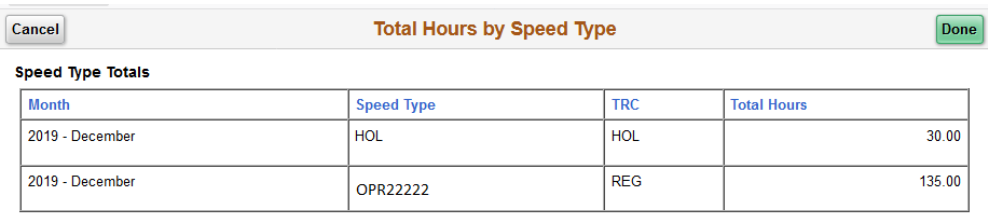
The screenshot shows the 'Exception Time Entry Approval' page for Employee ID 5678901. Key details include: Title: Executive Aide, Empl Class: Staff Nonexempt 37.5 hr wk, Department: CWRU Department, Vacation: 120.00, and Current Pay Period: 02/16/2020 to 02/29/2020. The main table lists 5 entries, each for 7.50 hours on a regular (REG) speed type. The interface includes navigation buttons for 'Approve All', 'Unapprove All', 'Save', 'Next Entry List', and 'Previous Entry List', along with a date range filter set to 'Through 02/21/2020'.


*Date	Day	*TRC	Hours	Default Speed Type	Override Speed Type	Apprv	Dispute	Reason Code	Comments
12/02/2019	Mon	REG	7.50	OPR222222	No	No	No		
12/03/2019	Tue	REG	7.50	OPR222222	No	No	No		
12/04/2019	Wed	REG	7.50	OPR222222	No	No	No		
12/09/2019	Mon	REG	7.50	OPR222222	No	No	No		
12/20/2019	Fri	REG	7.50	OPR222222	No	No	No		

Step	Action
7.	<p>The Exception Time Entry Approval page appears.</p> <p>The Current Pay Period field displays the Start and End date of the employee's current pay period.</p>
8.	<p>The Date column displays the date for each time entry row. Each row can represent a maximum of one calendar day.</p> <p>Single days may be split into more than one time entry row if multiple Time Reporting Codes (TRCs) or Speed Types are used.</p>
9.	<p>The TRC column displays the Time Reporting Code for each time entry row.</p> <p>To change a TRC, select an entry from the drop down list.</p>

Step	Action
10.	The Hours field contains the total hours the employee worked for a single time entry row.
11.	Click the Override Speed Type check box to enter a different Speed Type and enter the new Speed Type code into the block provided. 
12.	Change the radio button to Yes into the Apprv column for each time entry row you wish to approve. 
13.	If you disagree with the way an employee coded a particular time entry, use the Dispute check box. You will need to contact the employee and HR if need be. 

Step	Action
14.	<p>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.</p> 
15.	<p>A Comment field is available to enter more information.</p> 
16.	<p>You can add or remove time entry rows using the Add and Delete buttons.</p> 

Step	Action												
17.	<p>Non-exempt employee time sheets have helpful links included at the bottom of the screen.</p> <p>Click the Speed Type Totals link.</p> 												
18.	<p>The Total Hours by Speed Type page displays the total hours per TRC, Speed Type and Month for the employee.</p> <p>Note: Vacation, Sick and Holiday pay are provided from the department's home Speed Type.</p>  <table border="1" data-bbox="373 1186 1339 1312"> <thead> <tr> <th>Month</th> <th>Speed Type</th> <th>TRC</th> <th>Total Hours</th> </tr> </thead> <tbody> <tr> <td>2019 - December</td> <td>HOL</td> <td>HOL</td> <td>30.00</td> </tr> <tr> <td>2019 - December</td> <td>OPR22222</td> <td>REG</td> <td>135.00</td> </tr> </tbody> </table>	Month	Speed Type	TRC	Total Hours	2019 - December	HOL	HOL	30.00	2019 - December	OPR22222	REG	135.00
Month	Speed Type	TRC	Total Hours										
2019 - December	HOL	HOL	30.00										
2019 - December	OPR22222	REG	135.00										
19.	Click the Return button.												

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

Payroll cut-off dates can be found at this link:

<http://www.case.edu/controller/>

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

Step	Action
21.	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.
22.	To remove the approval check marks from all time entry rows, click the Unapprove All button.
23.	Click the Save button.
24.	Click the Return button.