



UNIVERSITY OF
SOUTHERN MAINE

Time Approval **for** *Supervisors*

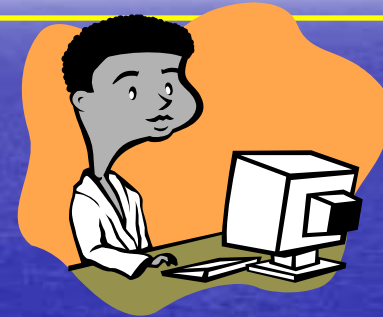
Time & Labor Process



Employee
enters time



Time
Administration runs
Nightly – applies rules



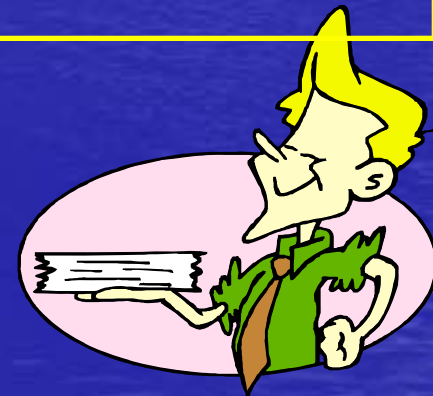
Time Administrator
manages exceptions



Supervisor
Approves time



Time sent to
Payroll



Employee gets paid

You Are Here In The Process:

- **Supervisor Approves time**



The time approval process begins:

- After an employee has entered time for a reporting period, and
- After time administration has run to create payable time, and
- After exceptions are managed.
- Time must be approved by 12 Noon every Monday or employee will not be paid.

Supervisor's Responsibility

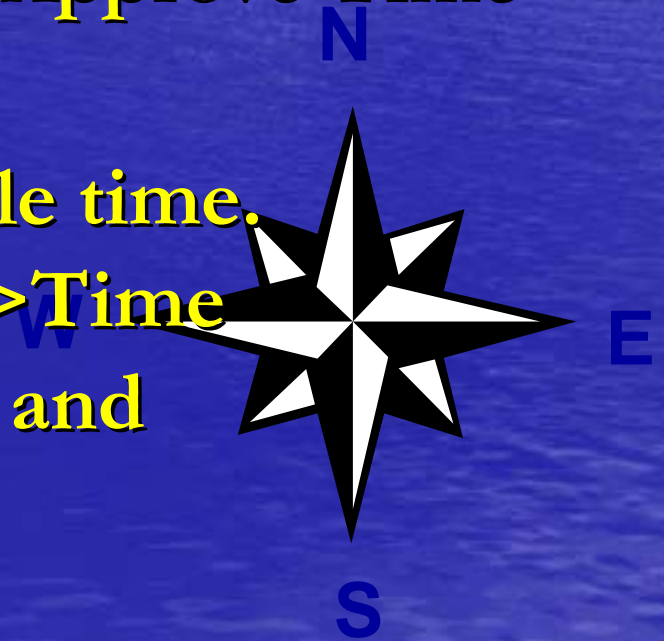
- Supervisors review all time for the employees assigned to them
- Manage exceptions
- Resolve discrepancies in reported hours with employee and/or time administrator
- Ask employees to make changes/re-enter their time online
- Review time that is resubmitted for approval
- Approve current and prior period hours for employees assigned to them when accurate.

Supervisors Are Advised...

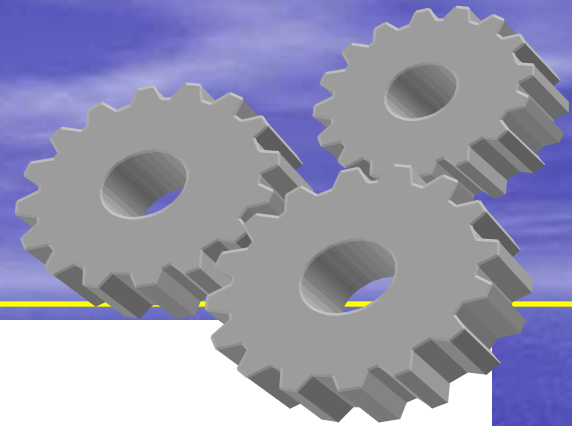
- Supervisors should ask the employee to make appropriate adjustments. However, supervisors can change time if employee is not available.
- Please don't leave time unapproved or unresolved.

Navigate to Approval Screen

- Exceptions Manage exceptions for a group of time reporters. Home>Manager Self Service>Time Management>Approve Time and Exceptions>Exceptions
- Payable Time Approve payable time. Home>Manager Self Service>Time Management>Approve Time and Exceptions>Payable Time



Manage Exceptions



Home>Manager Self
Service>Time Management>
Approve Time and
Exceptions> Exceptions

Enter one of the following:
Group Id
Employee Id
North American Paygroup

Then click:
Get Employees

Manage Exceptions

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
North American Paygroup	STU

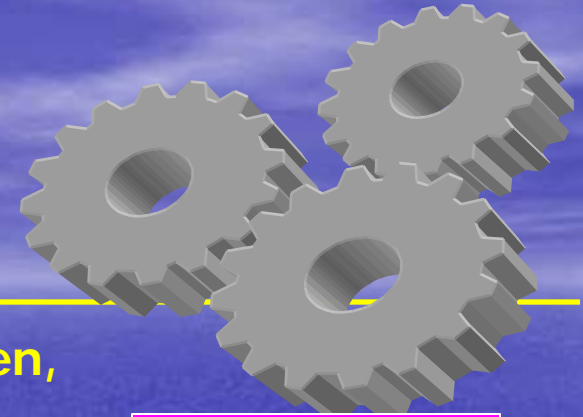
Get Employees

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions						
Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01540	More than 24 hours reported	03/23/2009	Chad V Chamberlain	USM Student Employee	High

Manage Exceptions



Any Exceptions will appear towards bottom of screen, resolve as needed.

Important
Please Note...

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions

Find | First 1 of 1 Last

Allow	Exception ID	Description	Date	John Doe <small>Name</small>	Job Description	Severity
<input type="checkbox"/>	TLX01540	More than 24 hours reported	03/23/2009	Chad V Chamberlain	USM Student Employee	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Allow All

Save

Go To: [Manager Self Service](#)
[Time Management](#)

Approve Payable Time



Home > Manager Self Service >
Time Management > Approve
Time and Exceptions >
Payable Time

Enter one of the following:

Group Id

Employee Id

Then:

Start Date (beginning of
employment or semester or
blank for prior hours)

Then click:
Get Employees

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Red Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
North American Paygroup	STU

Get Employees

Start Date

End Date

Use Saturday Date

No employees were returned for the time period specified.

Go To: [Manager Self Service](#)

[Time Management](#)

Approve Payable Time



Select employee you are approving
(this should done be one at a time)

Empl Rcd Nbr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Unit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
North American Paygroup	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Start Date End Date

Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date fields blank to return all employees with payable time that needs approval.

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Taskgroup	Business Unit	Position Number	Global Payroll Paygroup
<input type="checkbox"/>	Jacobb Etienne Charette	0493293	2	9600	USM Student Employee	8.000000	PGSL	PSNONTASK	UMS06	00015809	

Select All Clear All

Go To: [Manager Self Service](#)
[Time Management](#)



Approving Payable Time

If accurate check box under select, then click on "Approve" button

* Important, if approve button not selected time will not be approved!

Approve Payable Time

Jacobb Etienne Charette EmplID: 0493293
Job Title: USM Student Employee Empl Rcd Nbr: 2

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date End Date

Approval Details Customize | Find | View All | First 1-2 of 2 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	02/18/2009	STREG	5.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	03/15/2009	STREG	3.000000	Hours	<input type="text"/>	Adjust Reported Time	

[Select All](#) [Clear All](#)

[Return to Approval Summary](#)

Adjustments/Negative Hours

- If worked, time entered late still needs to be approved. By selecting the start date on the approval screen this will show any unapproved time from past pay periods.
- Negative hours can result from changes made after the time was approved. Negative hours need to be discussed with employee and approved.
- Approvers cannot change time on the approval screen. Communication needs to occur with an employee when changes are made (even if the approver has access to manager time entry function).



Troubleshoot:

-
- **Q: " Employee entered time and I can't see to approve".**
 - **A: Time was entered after time administration was ran, ask for a TA to be run.**

 - **Q: "I can't see time to approve".**
 - **A: Time may have already been approved. View details of an employee's payable time. Home>Manager Self Service>Time Management>View Time>Payable Time Detail. Enter in ID , click on name and enter date range. It will indicate: Needs approved, Approved goes to payroll or closed. Closed indicates they have already been paid for the time.**

For additional help please contact the student payroll 780-5202



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THE END