Approving Reported Time in Manager Self Service (MSS)

This job aid will show managers how to review and approve or deny their employee's reported time. Managers will have the ability to approve time once it has been submitted.

Managers can also use this process to view the status of an employee's reported time and leave balances.

Reported time must be approved by the employee’s supervisor in order to be picked up and processed by Time Administration. The approver can either approve or deny the time and add additional comments where necessary.

If approved, the time is assigned a status of “Approved” and is ready to be picked up by Time Administration.

If denied, the reported time is assigned a status of “Denied” and will not be picked up and processed by Time Administration. It will remain in Denied status until it is either modified or resubmitted by the employee, or the manager approves the time.

How to navigate to the Time Sheet Summary:

- Log into PeopleSoft:
  
  Note: Do not attempt to log into PeopleSoft more than twice. If you cannot remember your password then click the link “Forgot your Password” and the system will email you a new password. If you attempt to log into PeopleSoft more than three times, your account will be “Locked” and you will be forced to contact the PeopleSoft Help Desk at 727-8700, to unlock your account.

- Select the Manager Self Service link.
Select the Time Management link.
Select the Approve Time and Exceptions link.
Select the Reported Time link.

Use the Approve Reported Time – Time Sheet Summary page to search for time that requires your approval. Use the search criteria to specify the list of employees and the time you want to review.
The **View By** field determines how much reported time you see in the summary list. The page must be refreshed each time you select an option.

- Select the **View By** list.

- In the **View By** drop down menu:
  
  - Select **Day** to display any reported time with a status of Needs Approval or Denied for the day specified.
  - Select **Week** to display any reported time with a status of Needs Approval or Denied for the week specified.
  - Select **Time Period** (default) to display any reported time with a status of Needs Approval or Denied for the two week period specified.
  - Select **All Time Before** to display all reported time with a status of Needs Approval that exists prior to the date specified in the Date field.
  - Select **All Time After** to display all reported time with a status of Needs Approval that exists in the future from the date specified in the Date field.
Filter by Timekeeping Group or select an individual Employee ID. In this example filter employees by Timekeeping Group.

- Select the Group ID Look up Value button.

Use the Look Up Value page to select the Timekeeping Group that you would like displayed.

- Select the relevant Group ID link.
• Select the Get Employees button to display the results of the Select Employee filter.

**Note:**
If you select the "Get Employees" button without entering anything in the "Group ID" or "Employee ID" search boxes, the system will search for all employees that you have access to.

All employees in the group with time to be approved are displayed.
  • Select an employee's name to display this employee's time.
REMEMBER:

When approving **Exception time** employees (G6E or G9E), you will only approve the exceptions, annual or sick leave, holiday etc…

When approving **Positive time** employees (G1N or G6N), you will approve each day posted.

Use the Timesheet page to approve or deny time. If you have timekeeping access you can also make adjustments to time on this page.

- The top section displays the employee timesheet as it was entered by the employee.
- The **Reported Time Status** section displays the employee time to be approved.
- Each line displays the date, hours and time to be approved. You must check each line for the hours that you want to approve or deny.
Date: Displays the dates that time was worked.

Status: Displays the current status of the Reported Time. Possible status includes "Saved", "Needs Approval”, "Denied" and "Approved".

Total: Displays the total hours reported for that Time Reporting Code (TRC) line.

Time Reporting Code: Displays a short description of the TRC reported.

Comments: This feature allows you to add notes for a particular day. You can also see comments that are left by the employee.

- Use "Select All" and "Deselect All" to check and uncheck ALL boxes in the Select column instead of checking them individually.

- You can either Approve or Deny time. To Approve or Deny time make sure that the "Select" checkbox of the lines are checked.

Note:
The Time Administration process only processes Approved time, therefore, time must be approved before Payable time is created.

- In the next example you will see how to approve all the time except for time on 4/23.
- You would choose the Select All link.

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Status</th>
<th>Total</th>
<th>Time Reporting Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/13/2010</td>
<td>Needs Approval</td>
<td>8.00 REG</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>04/13/2010</td>
<td>Needs Approval</td>
<td>8.00 REG</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>04/14/2010</td>
<td>Needs Approval</td>
<td>8.00 REG</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>04/15/2010</td>
<td>Needs Approval</td>
<td>8.00 REG</td>
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<tr>
<td></td>
<td>04/16/2010</td>
<td>Needs Approval</td>
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<td></td>
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<tr>
<td></td>
<td>04/19/2010</td>
<td>Needs Approval</td>
<td>8.00 REG</td>
<td></td>
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<tr>
<td></td>
<td>04/20/2010</td>
<td>Needs Approval</td>
<td>8.00 REG</td>
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<tr>
<td></td>
<td>04/21/2010</td>
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<td>8.00 REG</td>
<td></td>
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<tr>
<td></td>
<td>04/22/2010</td>
<td>Needs Approval</td>
<td>8.00 SLT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>04/23/2010</td>
<td>Needs Approval</td>
<td>8.00 SLT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SelectAll   DeselectAll   Approve Selected   Deny Selected
- You see that all the blank check boxes are filled.
- You would uncheck the 4/23/2010 Select option.

- You would then choose the **Approve Selected** button.
You would see the following message:

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Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.

OK  Cancel

Ok (Enter)
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- You are asked to confirm that you want to approve this time.
- If you do not want to approve you would "Cancel", otherwise you would select "OK".
- If you select the OK button, the **Approval Confirmation** page acknowledges that your approval was successful.

![Image of Timesheet Approve Confirmation]

- You would select the OK button.
In this example time will be denied on 4/23.

- Select the 4/23 select option
- Select the Comments icon and add a comment for why this employee's time is denied.

- Enter the desired information into the Comment field, for example "Please change to annual leave".
- You would then select the Save button.
You are asked to confirm that this comment should be saved.

**Note:**
Notice that when a comment is entered the comment icon is shaded. Comments apply to the entire day and not just for the line submitted.

- Select the Deny Selected button
  - You are asked to confirm that you want to deny this time.
  - If you do not want to deny you would "Cancel", or otherwise select "OK"

The Deny was successful.

- The Deny Confirmation page acknowledges that your denial was successful.
  - You would select the OK button.
To view a summary of the employees reported hours select the Reported Hours Summary - select to view link.

A summary of hours reported for each week is displayed.

To view the employees leave balances select the Balances - select to view link.
The employee's current leave balances are displayed:

**Leave Type/Plan:** Refers to the Leave plan the employee is in enrolled.

**Balance:** Refers to the balance that exists for all Leave and Compensation time up to the end of the last pay period.

**Processed Through:** Refers to the last date that the hours in the Leave Plan were updated. *For the Regular Leave Plans the “Processed Through” will always be the last date payroll was run.* This date is the last time the employee had a change in the balance.

**Reported and Unprocessed:** Refers to time not processed by Payroll. Situations where this may occur include:
- Time entered for the existing pay period.
- Time entered in this pay period for a prior pay period.
- Time entered for a future pay period.