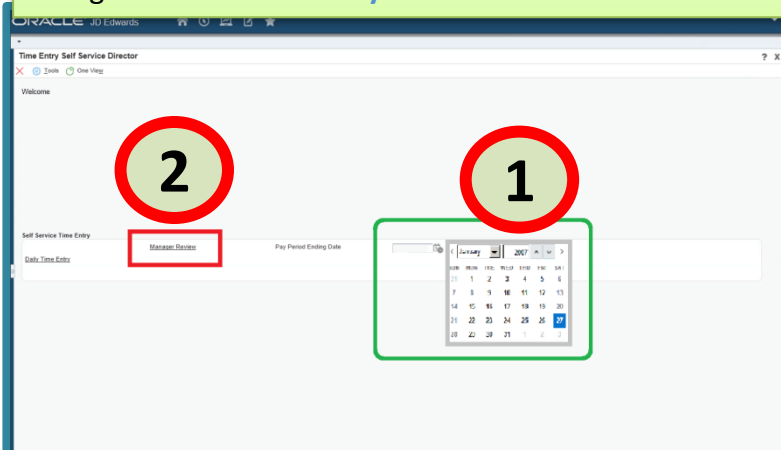
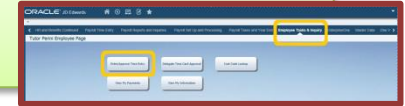



Approving Time Entry as a Delegate

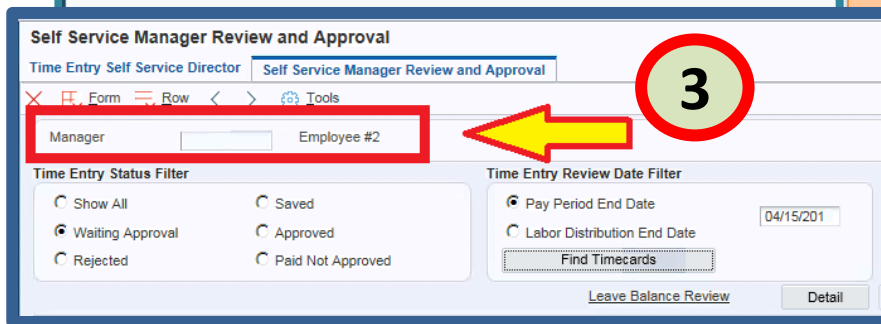
When a Manager has delegated to you time card approval for her subordinates, the process is similar to approving timecards for your subordinates, except that you search for employees under her name, not yours.

Navigate to the **Time Entry Self Service Director** via the **Employee Tasks & Inquiry**



When approving Time Entry for **delegated** subordinates, after navigating to the **Time Entry Self Service Director** Screen:

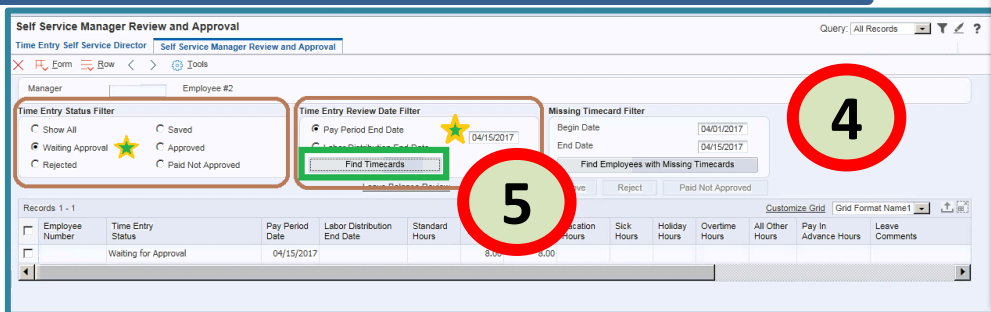
1. Enter **YOUR** Pay Period end date (*Weekly or Semi-Monthly*), not the subordinates Pay Period End Date you are seeking to approve.
2. Click **Manager Review**.
3. Enter the ID number (JDE A/B #) of the Manager you have been delegated to approve time for. IF needed, use the Visual Assist  to help you find the Manager.



4. In the “Self Service Manager Review and Approval” screen.
- In the “Time Entry Status Filter” area, select “Waiting Approval.”

- In the “Time Entry Review Date Filter” area, confirm the Pay Period End Date.

5. Click “Find Timecards” and you will see the employees that have timecards waiting for Approval.



Approving Time Entry as a Delegate

Employee Daily Time Entry

Time Entry Self Service Director Self Service Manager Review and Approval

Home Business Unit 1001

Period Dates: 04/30/2017 to 05/06/2017

Pay Type (Totals Only): Regular 8.00, Vacation 8.00, Total 8.00

Time Card Status: Waiting for Approval

Pay Type: Sick Pay

Time In: 8.00

Buttons: Close, Save, Delete, Refresh, **Approve**, Reject, Paid Not Approved

Records 1 - 2

Select	Time Card Status	Pay Type	Pay Type Description	Sun 4/	Mon 5/	Tue 5/	Wed 5/	Thu 5/4	Fri 5/5	Sat 5/6	Time In	Change Comments
<input type="checkbox"/>	Waiting for Approval	820	Sick Pay								8.00	

6. Select the line, click the “Detail” button... In the Employee Daily Time Entry Screen, you will see each Time Entry from the Subordinate.

7. Once you review and select “Approve” the line will disappear from the screen.

8. You can verify Status by selecting “Approved” under the “Time Entry Self Service Director” tab and clicking “Find Timecards.”

Self Service Manager Review and Approval

Time Entry Self Service Director Self Service Manager Review and Approval

Manager Employee #2

Time Entry Status Filter: Show All, Waiting Approval, **Approved**, Rejected

Time Entry Review Date Filter: Pay Period End Date 05/15/2017

Missing Timecard Filter: Find Timecards

Buttons: Leave Balance Review, Detail, Approve, Reject, Paid Not Approved

Records 1 - 7

Employee Number	Time Entry Status	Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours	Vacation Hours	Sick Hours	Holiday Hours	Overhead
<input type="checkbox"/>	Approved	05/06/2017			80.00	80.00				
<input type="checkbox"/>	Approved	05/06/2017			80.00	74.00	6.00			
<input type="checkbox"/>	Approved	05/06/2017			81.00	80.50				
<input type="checkbox"/>	Approved	05/13/2017			8.00	8.00				
<input type="checkbox"/>	Approved	05/06/2017			80.00	80.00				
<input type="checkbox"/>	Approved	05/06/2017			64.00	64.00				
<input type="checkbox"/>	Approved	05/06/2017			80.00	80.00				

Employee Daily Time Entry

Time Entry Self Service Director Self Service Manager Review and Approval

Home Business Unit 1001

Period Dates: 04/30/2017 to 05/06/2017

Pay Type (Totals Only): Regular 8.00, Vacation 8.00, Total 8.00

Time Card Status: Waiting for Approval

Pay Type: Sick Pay

Time In: 8.00

Buttons: Close, Save, Delete, Refresh, Approve, Reject, Paid Not Approved

Records 1 - 2

Select	Time Card Status	Pay Type	Pay Type Description	Sun 4/	Mon 5/	Tue 5/	Wed 5/	Thu 5/4	Fri 5/5	Sat 5/6	Time In	Time Out	Change Reason	Change Comments
<input type="checkbox"/>	Waiting for Approval	820	Sick Pay								8.00			

Paid Time Off

Employee Number

Last Check Date

Records 1 - 5

Description	Beginning Balance	Additions	Taken	Available	Accrued but not yet available
<input type="checkbox"/> Sick Accruals	4.50	35.50	21.00	19.00	
<input type="checkbox"/> Vacation Accruals	70.76	27.72	8.00	90.48	
<input type="checkbox"/> Holiday Accruals					
<input type="checkbox"/> Fam/Med Leave Accruals					
<input type="checkbox"/> Other Accruals					

All values are in hours

*** A Process note:** when approving Sick or Vacation time, make sure the employee has accrued enough time to cover the time requested.