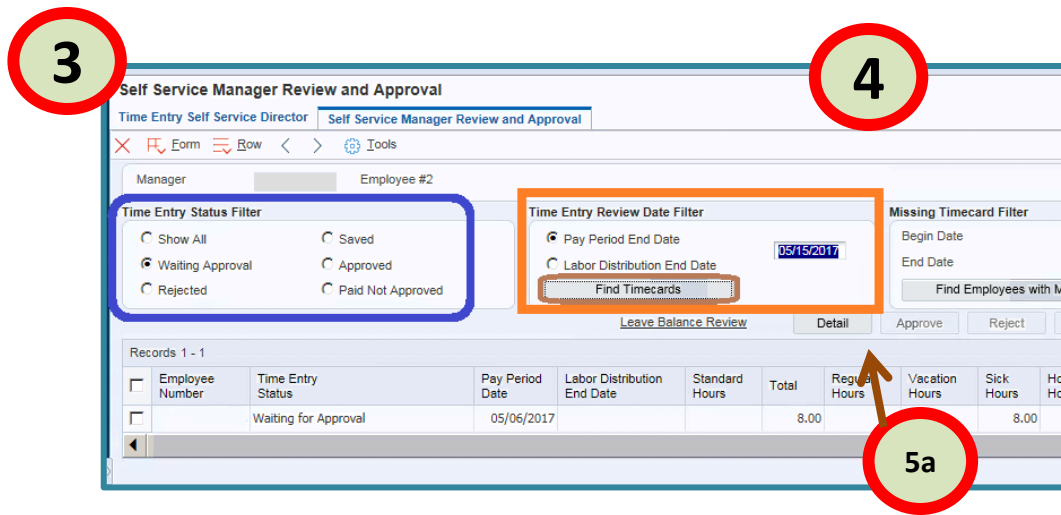
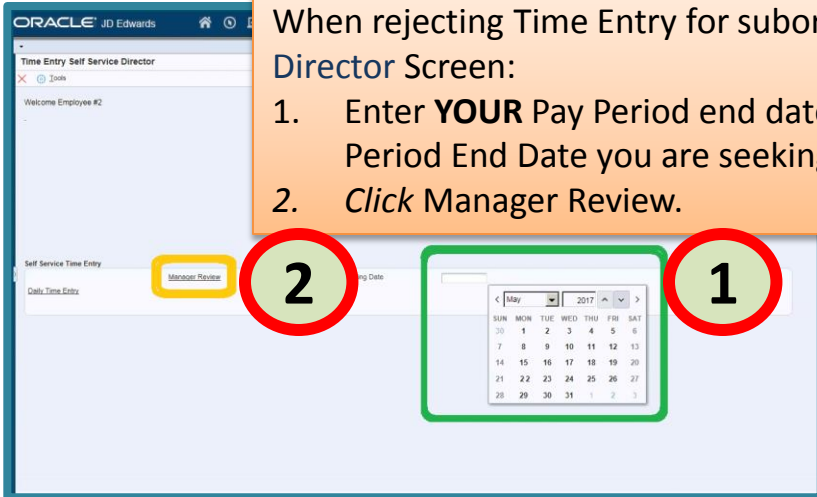


# Rejecting Time Entry

When rejecting Time Entry for 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. Now you are 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.

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

5a. *Select the line, click the “Detail”* button.

# Rejecting Time Entry

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,  Rejected,  Saved,  Approved,  Paid Not Approved

Time Entry Review Date Filter:  Pay Period End Date,  Labor Distribution End Date

Missing Timecard Filter: Begin Date: 05/01/2017, End Date: 05/15/2017

Buttons: Find Timecards, Find Employees with Missing Timecards, Approve, Reject, Paid Not Approved

Records 1 - 1	Employee Number	Time Entry Status	Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours	Vacation Hours	Sick Hours	Holiday Hours	Overtime Hours
		Waiting for Approval	05/06/201			8.00			8.00		

5b. Now you are in the **Employee Daily Time Entry** Screen. You will see each Time Entry from the Subordinate.

6. Once you review and *select* “Reject” the line will disappear from the screen.

7. You can verify Status by selecting “Rejected” 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,  Rejected,  Saved,  Approved,  Paid Not Approved

Time Entry Review Date Filter:  Pay Period End Date,  Labor Distribution End Date

Missing Timecard Filter: Begin Date, End Date

Buttons: Find Timecards, Find Employees with Missing Timecards, Approve, Reject, Paid Not Approved

Records 1 - 1	Employee Number	Time Entry Status	Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours	Vacation Hours	Sick Hours	Holiday Hours
		Rejected	05/13/201			8.00			8.00	

**\* A Process note:** When rejecting time, notify the employee that you have rejected their time. This will assist with getting the “corrected” time card processed before the Payroll deadline for processing.