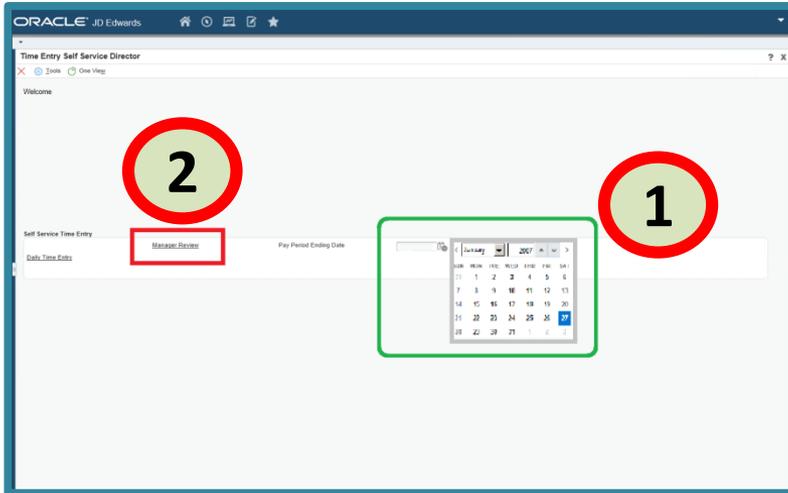


# Approving Time Entry as a Delegate



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 “Five Star Time Entry” menu.

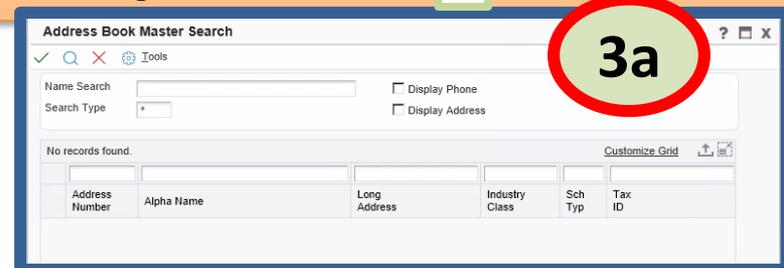
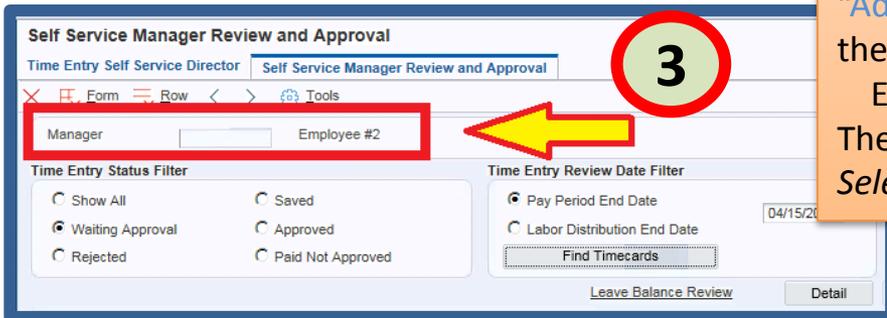


When approving Time Entry for **delegated** subordinates, after navigating to the Time Entry Self Service Director Screen:

1. Enter **YOUR** Pay Period End Date, not the subordinates Pay Period End Date you are seeking to approve. (For FSE, *always a Wednesday*)
2. Click **Manager Review**.
3. Enter the ID number(JDE A/B #) of the Manager you have been delegated to approve time.

---#3a IF needed, use the  Visual Assist to help you find the Manager. This method opens the “Address Book Master Search” dialog box to search in the “Alpha Name” Field.

Example, *\*Smith\** ... \* = *wildcard character*  
The Description field will populate with their name.  
Select to bring their Name over. 



# Approving Time Entry as a Delegate



**4** In the "Time Entry Status Filter" area, select "Waiting Approval."

**5** In the "Time Entry Review Date Filter" area, confirm the Pay Period End Date. Click "Find Timecards" and you will see the employees that have timecards waiting for Approval.

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	All Other Hours	Pay In Advance Hours	Leave Comments
	Waiting for Approval	04/15/2017		8.00	8.00								

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.

**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" (or Reject) the line will disappear from the screen.

Period Start	Period End	Regular	Sick	Expected	Total
04/30/2017	05/06/2017	8.00			8.00

Totals	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6
Regular Hours							
All Other Hours							8.00
Total Hours							8.00

Select	Time Card Status	Pay Type	Pay Type Description	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Time In	Time Out	Change Reason	Change Comments	Change Reas
<input checked="" 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" (or Reject) 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."

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

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	All Other Hours
	Approved	05/06/2017		80.00	80.00						
	Approved	05/06/2017		80.00	74.00	6.00					
	Approved	05/06/2017		81.00	80.50					.50	
	Approved	05/13/2017		8.00	8.00						
	Approved	05/06/2017		80.00	80.00						
	Approved	05/06/2017		64.00	64.00						
	Approved	05/06/2017		80.00	80.00						

\* A Process note: In the "Period Hours" section, you may see hours in the "Expected" box. IGNORE this value.