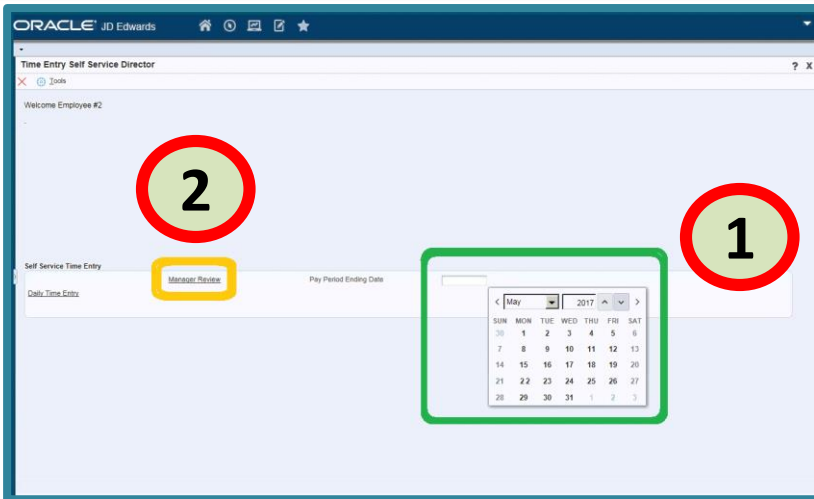


Rejecting Time Entry

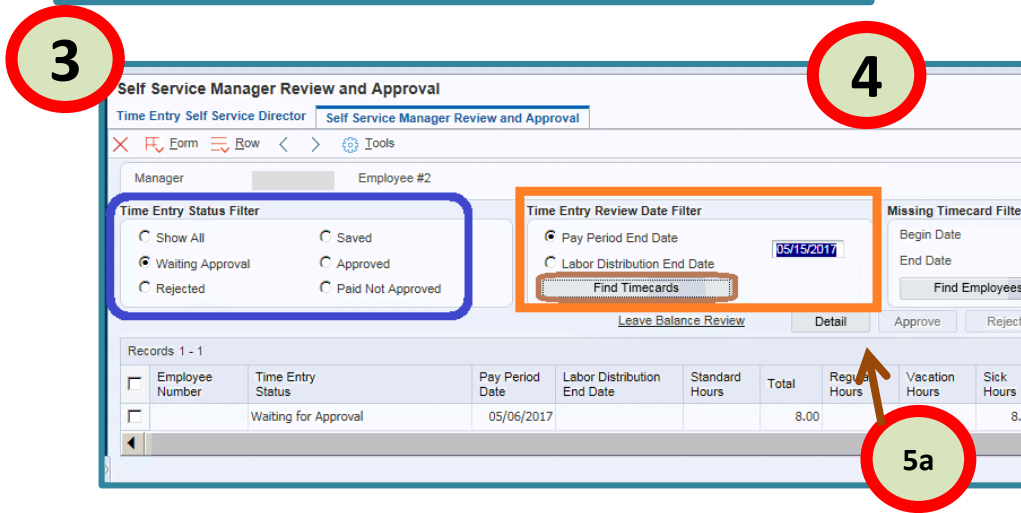


Start at the **Five Star Time Entry Screen**. Click on “Enter / Approve Time Entry.” Then navigate to the “Time Entry Self Service Director” Screen:



When rejecting Time Entry for subordinates :

1. Enter the Pay Period End Date (*Wednesday*).
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 (*employee*), click the “[Detail](#)” button.

Rejecting Time Entry



5b

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, Saved, Waiting Approval, Approved, Rejected, 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

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. *Click* the Close button (screen left), to return to the main Review & Approve screen.

7. You can verify Status by selecting “Rejected” under the “Time Entry Self Service Director” tab and *clicking* “Find Timecards” again.

7

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, Saved, Waiting Approval, Rejected, Approved, Paid Not Approved

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

Missing Timecard Filter: Begin Date: [], End Date: []

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
[]	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.