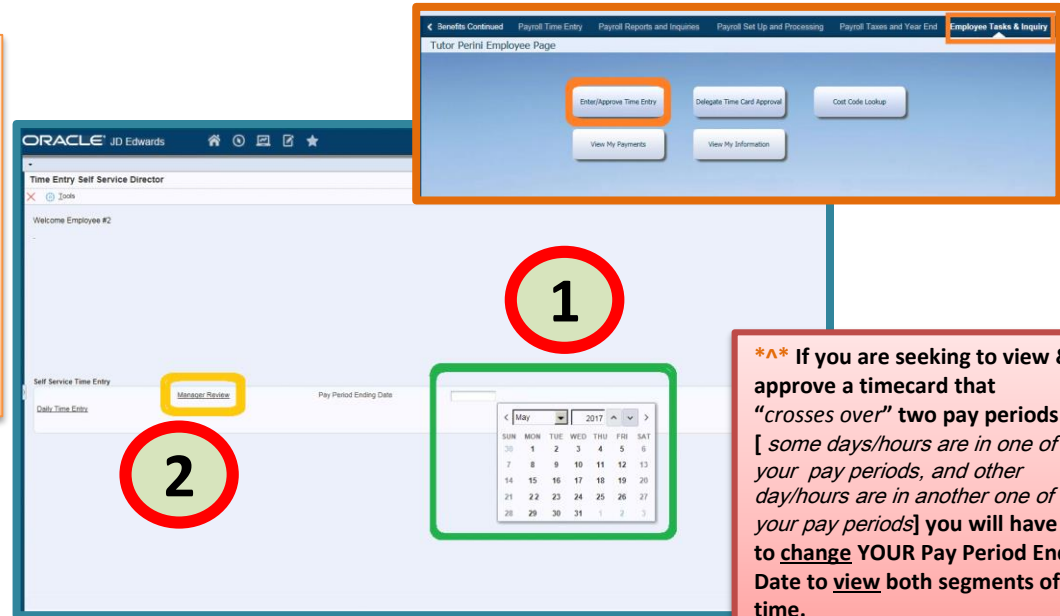


Approving Time Entry

Navigate to the “Employee Tasks & Inquiry “ Main Menu screen, click “Enter/Approve Time Entry”

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

1. Enter **YOUR** Pay Period Ending Date (Weekly or Semi-Monthly), not the subordinates “Pay Period End Date” that you are seeking to approve.
2. Click Manager Review.



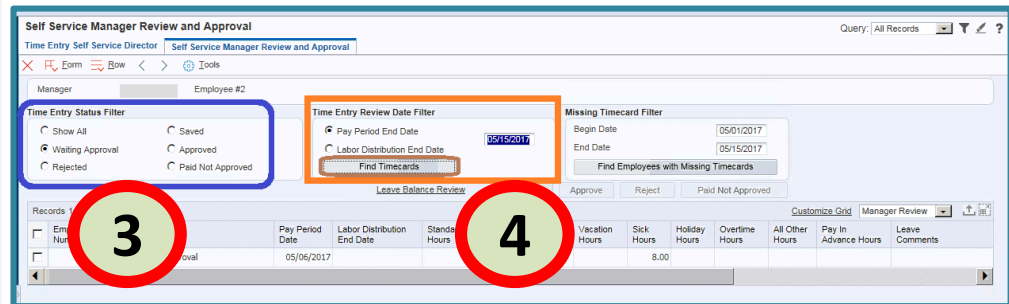
A If you are seeking to view & approve a timecard that “crosses over” two pay periods [some days/hours are in one of your pay periods, and other day/hours are in another one of your pay periods] you will have to change YOUR Pay Period End Date to view both segments of time.

3. 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. ***A***

4. Click “Find Timecards” and you will see the employees that have timecards waiting your Approval. *Select* the line, click the “Detail” button.



Approving Time Entry

Employee Daily Time Entry

Time Entry Self Service Director | Self Service Manager Review and Approval

Home Business Unit: 1001

Pay Type (Totals Only): Regular, Sick, Vacation, Holiday, Expected, Total

Period Hours: 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 4C	Mon 5I	Tue 5C	Wed 5I	Thu 5A	Fri 5S	Sat 5B	Time In	Time Out	Change Reason	Change Comments	Change Reas.
1	<input type="checkbox"/>	Waiting for Approval	820	Sick Pay								8.00				

5. In the **Employee Daily Time Entry Screen**, you will see each Time Entry from the Subordinate.

6. Once you review and select **“Approve”** the line will disappear from the screen. Continue on –or– *click* Close button to return to **“...Manager Review ...”** screen.

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, Paid Not Approved

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

Missing Timecard Filter: Begin Date, End Date, Find Employees with Missing 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	Regular Hours	Total	Vacation Hours	Sick Hours	Holiday Hours	Overtime Hours	All Other Hours
1		Approved	05/06/2017		80.00	80.00					
2		Approved	05/06/2017		80.00	74.00	6.00				
3		Approved	05/06/2017		81.00	80.50					
4		Approved	05/13/2017		8.00	8.00					
5		Approved	05/06/2017		80.00	80.00					
6		Approved	05/06/2017		64.00	64.00					
7		Approved	05/06/2017		80.00	80.00					

* **A Process note:** when approving Sick or Vacation time, make sure the employee has accrued enough time to cover the time requested. Confirm this under the **“Leave Balance Review”** link.

Paid Time Off

Employee Number: Last Check Date

Records 1 - 5	Description	Beginning Balance	Additions	Taken	Available	Customize Grid
1	Sick Accruals	4.30	25.30	21.00	18.60	
2	Vacation Accruals	75.76	27.72	8.00	95.48	

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, **Approved**, Waiting Approval, Rejected, Paid Not Approved

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

Missing Timecard Filter: Begin Date, End Date, Find Employees with Missing 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	Overtime Hours	All Other Hours
1		Approved	05/06/2017		80.00	80.00						
2		Approved	05/06/2017		80.00	74.00	6.00					
3		Approved	05/06/2017		81.00	80.50					.50	
4		Approved	05/13/2017		8.00	8.00						
5		Approved	05/06/2017		80.00	80.00						
6		Approved	05/06/2017		64.00	64.00						
7		Approved	05/06/2017		80.00	80.00						

7. You can verify Status by selecting **“Approved”** under the **“Time Entry Self Service Director”** tab and *clicking* **“Find Timecards.”** The **“Time Entry Status”** column will show **“Approved.”**