



APPROVE PAYABLE TIME

QUICK REFERENCE GUIDE

Overview & Navigation

The Approve Payable Time page displays employee's time needing manager approval. The selection criteria is broken down by entry filtered to the user's search preference such as **Employee IDs, Groups, Supervisor IDs, Reports to Position Number**, and **date ranges** (for the current pay period criteria value should be entered.). **It is imperative that at least one selection criteria value be entered in addition to a range of dates.**

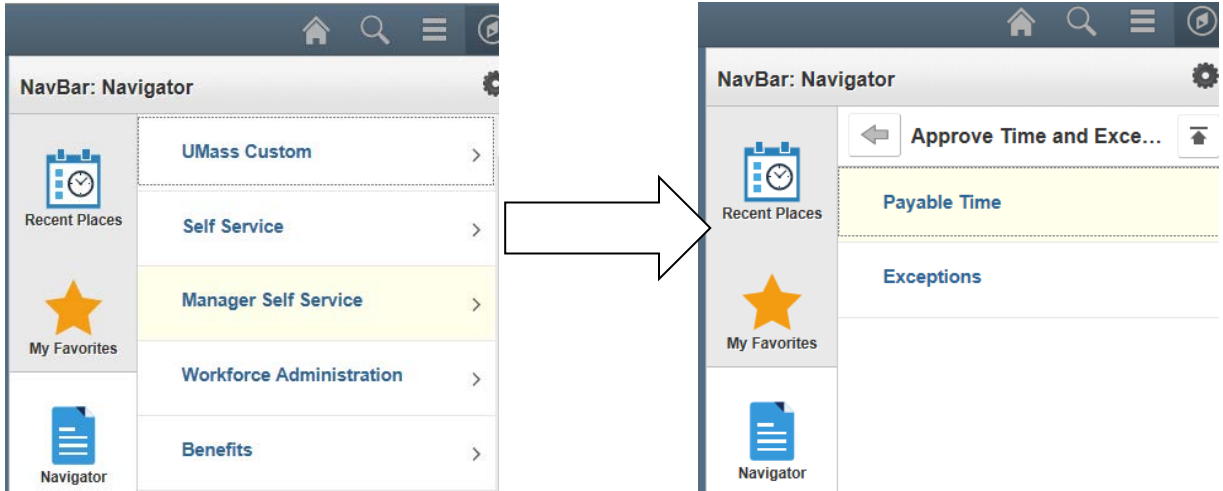
All time needs to be approved by a manager including an employee's base hours, (reg time). If there is no time reported on a time sheet, an employee's base hours will default from their job record for approval for exception based employees. For positive time reporters all hours will come from time entered into a timesheet. The time administration process needs to run on all time entered or defaulted in prior to a manager being able to approve it. This process typically runs twice daily at 12 noon and 5:00 pm. The first time administration run in the pay period is on Thursday at 5:00 pm of a pay week. This means that the first opportunity for a manager to approve time will be after the Thursday 5 pm time administration process has completed. There is an additional time admin run on the non paycheck Friday at 2:30 in addition to the normal noon and 5 pm runs. The Monday prior to paychecks being issued and the last day for decentralized time entry, the time administration process runs at 10:00 am, 1:30, 3:00 and 5:00 pm which will mean that any time entered after the last time administration process has begun, will not be able to be approved by a manager and will be approved by a batch process. This will result in a UMTL706 report being generated and requiring the department head's signature and submission to Central Time and Labor for audit purposes.

Time can be approved a week at a time or for the entire pay period. Any time a change is made to time that has previously been approved, a manager will have to reapprove the time once the time administration process has run on that change. Emails are generated towards the end of the pay cycle to alert managers that there is unapproved time for one of their employees. A process needs to be put in place so that the employee notifies the approver a change has been made. If the time was entered incorrectly, an exception, (error) will be generated and the time will not be able to be approved until the exception has been fixed and the time administration process runs on the corrected entry. It is the responsibility of the employee and/or a central timekeeper to correct the exception. If the manager doesn't see time to approve on a specific day, he/she can contact the employee to review their time for exceptions.

Navigation:

1. Click on the compass icon in the upper right corner of the page to display the NavBar.
2. Click or tap the Navigator button. This presents a menu list.
3. Select the menu item and drill down to Manager Self Service → Time Management → Approve Time and Exceptions → Payable Time.

APPROVE PAYABLE TIME QUICK REFERENCE GUIDE



Employee Selection

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Change Time in View


Start Date
End Date




Use the Employee Selection Criteria section to select a group of employees, or an individual employee, and a date range as applicable to view time entries needing manager approval. *(Note: The image above does not reflect all selection criteria.)*

It is imperative that at least one selection criteria value be entered in addition to a range of dates.



APPROVE PAYABLE TIME QUICK REFERENCE GUIDE

1. **Time Reporter Group:** Enter the Group ID of your direct reports needing time approval in the text field or look up the Group ID using the  icon. Please note once you click on the icon you will also need to click on the words Look up to display the values. A "Z" group is created once you have been assigned the approver role which will consist of all your direct reports. You will need to log into peoplesoft to activate the "Z" group. A process runs nightly to create your group once you have logged in. The group is refreshed as new employees are added and deleted. This will display with a time reporter group starting with a Z and the description will reflect APPROVAL- YOUR NAME.
2. **Employee ID:** Enter the Employee ID of the individual needing time approval in the text field You can enter the individual's name in the Last Name and First Name text boxes if you do not know their emplid. It is not recommended that you search on the employee id field.

3. **Reports To Position Number:** Enter your position number and it will bring up all the employees that report to your position number in their job records. If you don't know what your position number is you can enter one of the emplid's of an employee that you approve in the Employee ID search box and click get employees. The position number will now display in the search results at the bottom of the page. You will need to scroll to the right to find this number. This can now be entered into the reports to position number and saved by clicking on the Save Criteria button at the top of the page if you choose this as your search criteria.
4. **Start/End Date:** The Start Date field defaults to 31 days prior to today's date and the End Date field defaults to the Sunday of the following week. Enter the range of dates for the time needing approval by entering dates in the text field or by using the  icon. Once entered click the  icon to reload the page. **Get Employees:** Click  to return search results and refresh the page.



APPROVE PAYABLE TIME QUICK REFERENCE GUIDE

Employee Search Results

Employees For **John Doe** ?

Time Summary | **Demographics** ☰

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Smith	John	11010999	0	Database Administrator	80.000

Select All | Deselect All

Approve

The results of the search are viewable at the bottom of the page under the Employees For Your Name section, and display totals for **Total Payable Hours, Base Hours, Time Off, Additional Reported Time, Shift and Differentials, and Paid as Units**. To approve summarized payable time **select the checkbox** next to the employee’s last name.

Total Payable Hours	Base Hours	Time Off	Additional Reported Time	Shift and Differentials	Paid as Units
80.000	80.000	0.000	0.000	0.000	0.000

To review and approve an employee’s detailed hours by day, click the hyperlinked **Last Name** to view the time entry by date, time reporting code and hours associated with that code.



APPROVE PAYABLE TIME QUICK REFERENCE GUIDE

Approve Payable Time

Approve Payable Time

John Smith

Database Administrator

Employee ID 11010999

Employment Record 0

Start Date 12/02/2013

End Date 07/27/2014

Approval Details ? Personalize | Find | View All | First 1-10 of 10 Last

Overview	Time Reporting Elements	Cost	Task Reporting Elements				
Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments
<input type="checkbox"/>	12/02/2013	REG	Needs Approval	8.000	Hours	Adjust Reported Time	
<input type="checkbox"/>	12/03/2013	REG	Needs Approval	8.000	Hours	Adjust Reported Time	
<input type="checkbox"/>	12/04/2013	REG	Needs Approval	8.000	Hours	Adjust Reported Time	

Select the checkboxes correlating to time that is to be approved or at the bottom of the page to 'Select All' time on the screen. Click to submit your approval. Once submitted, a confirmation page will appear stating the time has been successfully submitted which will require you to click OK.