

APPROVER INSTRUCTIONS-UNIVERSITY STAFF

This document will outline instructions on how to approve your employee's electronic timesheet. In general, employees should enter their time and absences by the last Friday of the pay period. Then you may approve their time on Monday.

What you should know: If the above deadline is not met by the employee and time is entered on Monday after the pay period ends, you will need to know the following: You must wait to approve until the employee enters all hours on their timesheet. After that, you must also wait for the system process to run and "pick up" the hours entered by the employee. The system process (called Time Admin) runs at 9am, 11am, 1pm and 3pm every day. Once Time Admin finishes processing (about 2 hours) you may go in to approve your employee's time.

These instructions are broken down into four parts. Part 1 – Logging into HRS, Part 2 – Reviewing your employees' time as a whole, Part 3 – Approving Absences, Part 4 – Approving Time Worked.

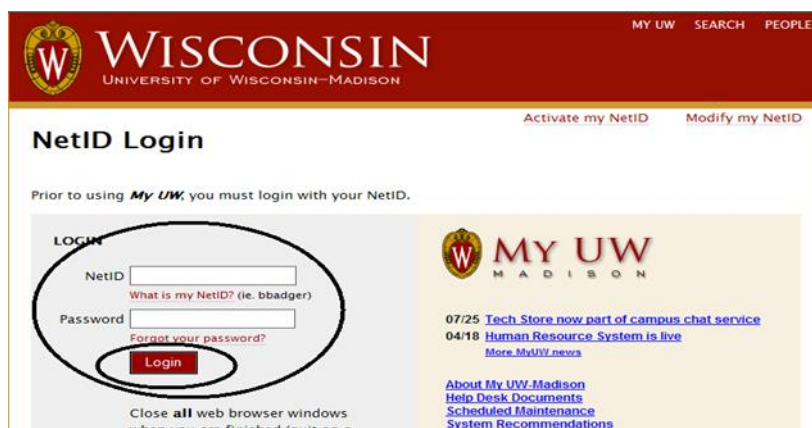
If you need assistance approving your employee's hours, contact asu.payrollbenefits@ohr.wisc.edu or call Leticia Krumscheid at 265-3654.

PART 1 – LOGGING INTO HRS

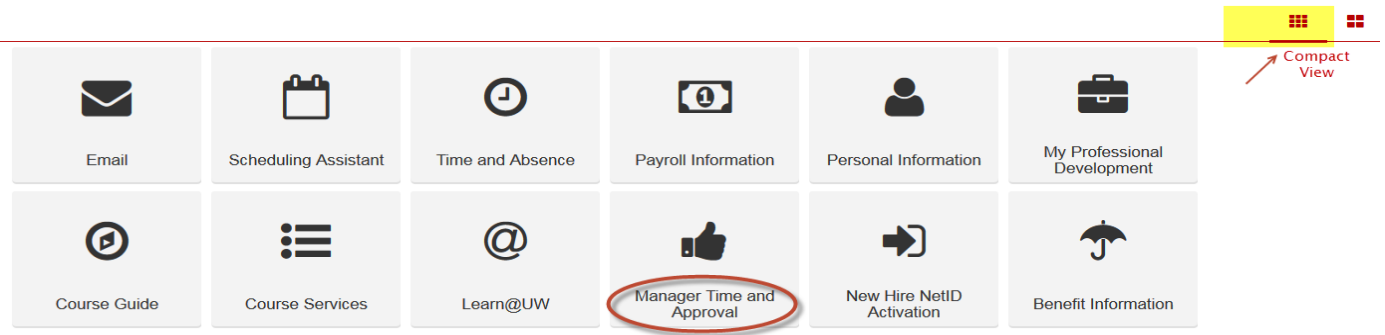
1. Log in to your MyUW portal at <http://www.wisc.edu>
 - a. Click on MY UW in the upper portion of the screen.



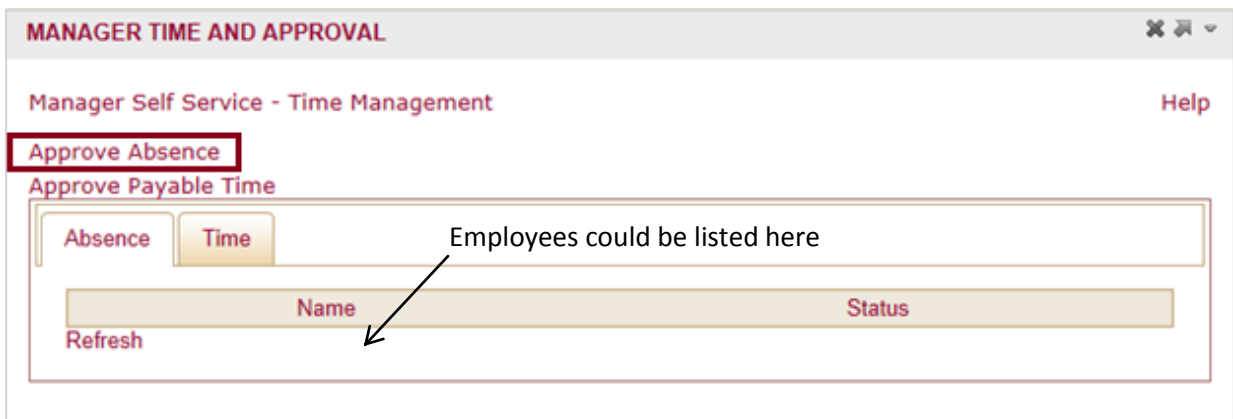
- b. Enter your UW NET ID and Password. Then click the Login Button.



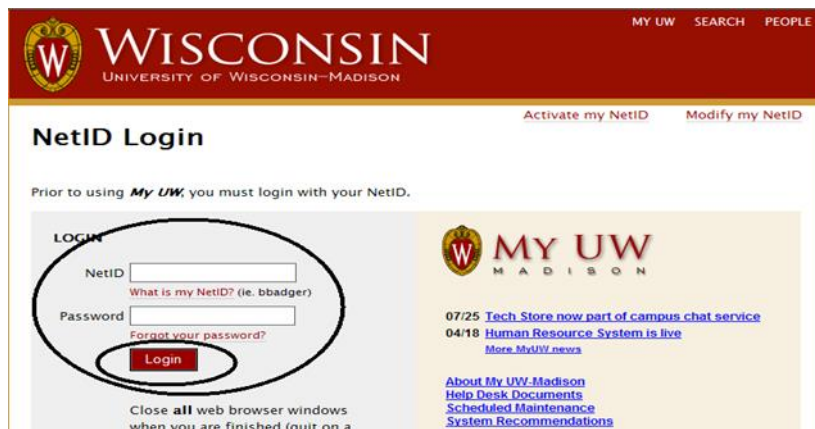
2. Click on “Manger Time and Approval”. If screen differs from below change to compact view, as show below (highlighted).



- On the Manager Time and Approval page – click the Approve Absence link.
- You may have employees listed in this box which means they have absences or time that needs approval. If you see no employees listed here, you must still go into the system to check for employees needing approval. This box is not always reliable.

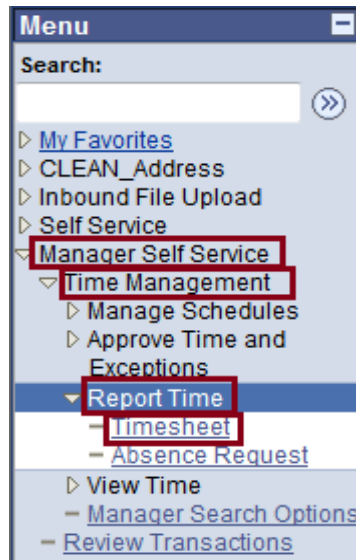


3. Log in with your credentials again



PART 2 – REVIEWING EMPLOYEES’ TIME AS A WHOLE

- After logging in, you will be brought to HRS. On the left hand menu click Manager Self Service → Time Management → Report Time → Timesheet









- You will be taken to the Timesheet Summary screen. To pull up your employees, click the magnifying glass next to the Group ID box.

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 

- Select your Supervisor Group ID.

Look Up Value

Search by: begins with

[Advanced Lookup](#)

Search Results

View All 1-2 of 2

Group ID	Group Type	Indicator	Description
E4988	Static		UW_Supervisor_00347191
C2563	Static		UW_Spvr_Backup_00347191

If you are a back-up approver for someone, you will choose your Back-Up Supervisor ID.

7. Change "View By" field to "Time Period".

- a. Click "Get Employees" (Note: hitting the Enter button will not bring up your employees)

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value="B4988"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>
North American Paygroup	<input type="text"/>
Workgroup	<input type="text"/>

View By: Time period ▼
Date:
 Refresh
[<< Previous Week](#)

Day

Time period

Week

- 8. Once your employee list populates, click on the employee's name to bring up their timesheet to review.

Employees For		Totals From 03/24/2013 - 04/06/2013					
Name	Job Description	Working Title	Reported Hours	Hours to be Approved	Exception	Reported Absence Hours	Approved/Submitted Hours
EMPLOYEE NAME	↓	↓	80.00	0.00			80.00
EMPLOYEE NAME			32.25	0.00			32.25
EMPLOYEE NAME			26.75	0.00			26.75
EMPLOYEE NAME			23.75	0.00			23.75
EMPLOYEE NAME			23.50	0.00			23.50
EMPLOYEE NAME			21.75	0.00			21.75

9. View the employee's timesheet which will include hours worked and absences requested. This screen will not show Legal Holiday hours, Comp Time, Overtime, Nighttime Differential or Weekend Differential. If your employee has any of these types of hours, they will appear in the Approve Payable Time screen (explained later in the instructions).

View By: Date: 03/24/2013 << Previous Time Period Next Time Period >>
 Populate Time From: Schedule Information
 Reported Hours: 80.00 Hours Scheduled Hours: 0.00 Hours

Exempt

From Sunday 03/24/2013 to Saturday 04/06/2013

Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5	Sat 4/6	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00				64.00	
										1.50	8.00			9.50	Vacation - VACTN
										6.50				6.50	Prs Holiday - PSHOL

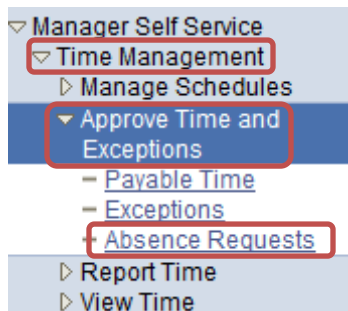
OR

Non - Exempt

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
Sun	3/10	New							
Mon	3/11	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00		
Tue	3/12	Submitted	7:00:00AM			2:00:00PM	7.00		
		Approved						Sick Leave - SCKLV	1.00
Wed	3/13	Submitted	7:00:00AM	11:45:00AM	1:15:00PM	3:30:00PM	7.00		
		Approved						Sick Leave - SCKLV	1.00
Thu	3/14	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00		
Fri	3/15	Submitted	7:00:00AM			7:30:00AM	0.50		
		Approved						Sick Leave - SCKLV	7.50
Sat	3/16	New							
Sun	3/17	New							
Mon	3/18	Submitted	7:00:00AM	9:15:00AM	11:00:00AM	3:30:00PM	6.75		
		Approved						Sick Leave - SCKLV	1.25
Tue	3/19	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00		
Wed	3/20	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00		
Thu	3/21	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00		
Fri	3/22	Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00		
Sat	3/23	New							

PART 3 – APPROVING ABSENCES

10. Once you have reviewed your employees' timesheets as a whole, you will now need to approve absences and time worked in two separate areas of HRS. Start with Absence Requests. On the left hand menu click Manager Self Service → Time Management → Approve Time and Exceptions → Absence Requests.



11. You will be brought to the Absence Request screen in HRS. Your employees will show on this screen if they have entered an absence.

- a. You will need to approve absences one at a time. Click on the employee's name to approve the absence for the day(s) listed.

Absence Requests

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

* Show Requests by Status:

If you are named as a back-up approver and need to view those employees, click the magnifying glass next to Absence Backup.

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
EMPLOYEE NAME	00777111	UNIV BENEFIT SPEC	Sick Leave (CLS)	03/22/2013	03/22/2013	Submitted	03/25/2013
		UNIV BENEFIT PRGM ANA	Personal Holiday (CLS)	03/21/2013	03/21/2013	Submitted	03/22/2013
		UNIV BENEFIT SPEC	Sick Leave (CLS)	03/11/2013	03/11/2013	Submitted	03/22/2013
		HR SPECIALIST ADV	Personal Holiday (CLS)	03/11/2013	03/11/2013	Submitted	03/20/2013

12. Once you click on an employee's name, you will be brought to the detailed absence screen. This screen will detail:

- a. The day the employee took the absence
- b. What absence type they are using and their current balance for that leave type
- c. How many hours they are requesting off for that day(s)
- d. They may have also put comments for you to read (optional)

Absence Detail	
Start Date:	03/22/2013
End Date:	03/22/2013
Absence Name:	Sick Leave (CLS) Current Balance: 144.50 Hours**
Reason:	
Entry Type	Hours Per Day
Hours Per Day	8.00
Duration:	8.00 Hours
Workflow	
Status:	Submitted
Comments	
Requestor Comments:	Out Sick
Approver Comments:	<input type="text"/>

13. You will need to Approve, Deny or Push Back the absence.

- a. Approve – if you approve of the absence, click Approve.
- b. Deny – if you are not allowing the employee to take this absence, you may Deny it (this instance will be very rare).
- c. Push Back – Pushing Back the absence gives the employee the ability to adjust or cancel their absence. If you think the employee made an error in their absence entry that needs to be fixed, click Push Back. This will allow the employee to edit their absence.
- d. **NOTE: The employee does NOT get notified if you Push Back or Deny an absence.** You must notify your employee if the absence was Pushed Back/Denied.
- e. You may enter comments about why you Denied or Pushed Back an absence.

Hours Per Day	8.00
Duration:	8.00 Hours
Workflow	
Status:	Submitted
Comments	
Requestor Comments:	Out Sick
Approver Comments:	<input type="text"/>

**Disclaimer: The current balance does not reflect absences that have not been processed.

14. Once you click Approve (Deny or Push Back), you will need to confirm on the next page.

Approval Confirmation

✓ Are you sure you want to Approve this Absence Request?

Approve Confirmation

✓ The Absence Request was successfully approved.

If your employee entered hours worked on the same day they entered an absence, you will receive the below warning.



In most instances, this will be due to an employee taking a partial day absence. I.e. Taking 4 hours of Vacation and working 4 hours. However, if the employee took a full day absence and this warning appears, their time entry for that day will need to be reviewed (in upcoming steps). Click OK to clear the warning.

15. Repeat these steps for all absences listed in your Absence Request screen. Once all absences are approved, your screen will appear as follows:

Absence Requests

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

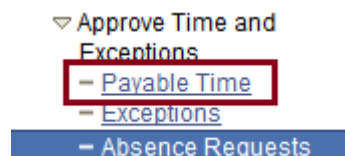
*Show Requests by Status:
Absence Backup

There are no results to display. Please select a different Status and select the Refresh button.

- Go To: [Request Employee Absence](#)
[View Absence Balances](#)
[View Absence Request History](#)
[View Monthly Calendar](#)

PART 4 – APPROVING TIME WORKED

16. Next you need to approve your employee's time worked. Go to the left menu bar and click Payable Time.









17. You will be brought to the Approve Payable Time screen in HRS. To pull up employees assigned to you – click the magnifying glass next to the Group ID box.

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 

18. Select your Supervisor Group ID.

Look Up Value

Search by: begins with

[Advanced Lookup](#)

Search Results

View All First 1-2 of 2 Last

Group ID	Group Type	Indicator	Description
B4988	Static		UW_Supervisor_00347191
C2563	Static		UW_Sprv_Backup_00347191












If you are a back-up approver for someone, you will choose your Back-Up Supervisor ID.

19. Click “Get Employees” (Note: hitting the Enter button will not bring up your employees)

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	B4988 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 
Job Code	<input type="text"/> 
Department	<input type="text"/> 
Company	<input type="text"/> 
North American Paygroup	<input type="text"/> 
Workgroup	<input type="text"/> 

No employees were returned for the time period specified.

Start Date: End Date:

Go To: [Manager Self Service](#)
[Time Management](#)

Dates will automatically populate to the payroll that is currently calculating.

20. The employees that have hours ready for approval will show up below. Their total hours worked will appear under Total Payable Hours. This will NOT include any hours reported as absences. It will include hours for Overtime, Comp Time, Nighttime Differential, Weekend Differential and Floating/Legal Holiday Hours.

Employees For							Total Payable Hours	Department
Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Working Title		
<input type="checkbox"/>	McDonald, Ronald	00999999	0	94870			12.500000	Y401000
<input type="checkbox"/>	Pooh, Winnie	00111111	0	94870			36.000000	Y503500

[Select All](#) [Clear All](#)

21. Click on the employee's name and it will bring up their detailed payable time. After reviewing their detailed hours, click the box next to the hours and days you approve of (may click Select All to select all days). Then click Approve.

Approve Payable Time

McDonald, Ronald Employee ID: 00999999

Job Title: Employee Record Number: 0

Be sure to click on [View All](#) if it's highlight to capture all hours.

[Next Employee >>](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details Customize | Find **View All** | First 1-3 of 3 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	01/15/2013	REG01	4.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	01/17/2013	REG01	4.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	01/19/2013	REG01	4.500000	Hours	<input type="text"/>	Adjust Reported Time	

[Select All](#) [Clear All](#)

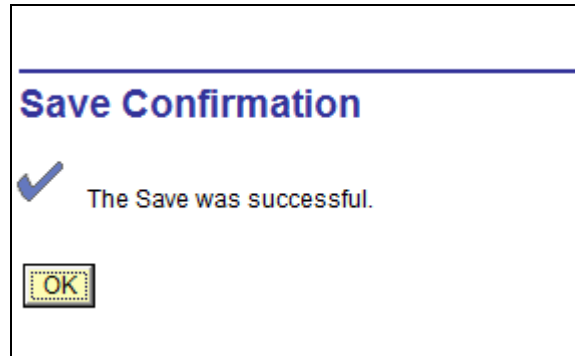
[Return to Approval Summary](#)

22. An authorization screen will appear – click OK. (Note: Time can be changed after it is approved, please contact me if this is necessary.)

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.

23. You will receive a confirmation that the hours were approved. Click OK and you will be returned to the Approval Details page. Click Return to Approval Summary to return to the main Payable Time Screen.



Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details Customize | Find | View All | First 1 of 1 Last

Overview **Time Reporting Elements** Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>			0.000000		<input type="text"/>	Adjust Reported Time	

[Select All](#) [Clear All](#)

[Return to Approval Summary](#)

24. Once back on the main screen, repeat for all employees until you see the message "No employees were returned for the time period specified" – that means all the hours available for approval have been approved.

Department	<input type="text"/>	
Company	<input type="text"/>	
North American Paygroup	<input type="text"/>	
Workgroup	<input type="text"/>	

No employees were returned for the time period specified.

Start Date: End Date:

Go To: [Manager Self Service](#)
[Time Management](#)

25. You may now exit HRS.