

Approving My Employees' Electronic Time Sheets

Manager & HR Professionals Only



How Do I Review My Employees' Time?

1. Click **My Direct Reports** under **Quick Links**.
2. Select **Employee Time Entry Approval** from the **Approvals** menu and click **Go**.
3. Click the for the appropriate payroll period in the **Overview** section.
4. Review the data in the various fields of the **Details** section of the **Employee Time Entry Approval** screen

NOTE: To view the actual time sheet, click on the Employee's ID in the Emp ID# field.

	Unsubmitted		Submitted		Approved		Rejected	Overtime	Hours	Overtime	
FLSA Sched	Sched Hrs	Hrs Worked	Hrs Leave	Hrs Worked	Hrs Leave	Hrs Worked	Hrs Leave	Hours	Hours	Missing	Reason
Monthly	<input type="text" value="160.00"/>	<input type="text" value="0.00"/>	<input type="text" value="160.00"/>								

How Do I Approve My Employee's Time?

1. Click the **Edit** button in the **Details** section.
2. Click the under the **App** column next to the Employee's name.
Tip: If this check box is grayed out, then this Employee has not submitted all the hours required for the entire pay period.
3. Click the **Save** button.

How Do I Reject My Employee's Time?

1. Click on the employee's ID in the **Emp ID #** column on the Overview screen. The employee's submitted time for the pay period will be displayed.
2. Click on the button for the appropriate FLSA Period/Pay Period in the **Overview** section.
NOTE: The current period is automatically selected upon entering.
3. Click on the **Edit** button.
4. Click on the under the **Reject** column located to the right of the line item.
5. Enter the reason for the rejection in the **Comments** field.
6. Click on the **Reject Entries** button.
7. Click on the **Time Approval** button.

Did You Know?

- An employee's time can only be approved if the employee:
 - Is within your direct reporting structure,
 - Has accounted for all scheduled work hours,
 - Has submitted the time sheet.
- To determine which employees have not submitted a time sheet, check the **Hours Missing** column on the **Employee Time Entry Approval** screen.
- A previously approved timesheet can be canceled (or un-submitted) by contacting the People First Service Center.

Change Details – Time Entry Approval Screen

- ◆ Timesheets can now be viewed and approved by any level manager within the employee's direct reporting structure above the employee.
- ◆ Any manager above a vacant manager position will now be able to view and approve timesheets for the employees assigned to the vacant position.
- ◆ Employee records will be sorted alphabetically starting with Last Name, First Name and Middle Name/Initial.
- ◆ 160 Hour employee timesheets will now be approved based on the FLSA period and will be separated from the other employees.
- ◆ Managers will now be able to approve time directly from the Overview screen or by accessing the employee's Detail record.
- ◆ A "Rejected Hours" column has also been added to indicate any rejected hours on an employee's timesheet. Managers will not be able to approve the FLSA or Pay Period for employees who have not met their required hours.
NOTE: This only applies to those pay periods after the Release 1B Go Live date. Earlier pay periods would still be handled using the current process even when submitted after the Release 1B Go Live.
- ◆ Time Keepers will now be able to view and approve time for those employees who do not have Direct Reports without having to access the associated managers' records.
- ◆ The Employee ID link will display either the employee's FLSA Period(s) associated with the time sheet they are approving (Page 2 of 2) or the Pay Period Overview depending on the employee type.
NOTE: 160 hour employees will display the 160 hour period.
- ◆ Managers will now be able to reject by the day instead of by the week.
- ◆ The following message will display on the Approval screen when there are missing hours for an employee: *Time for pay period does not meet your contracted hours requirement.*
- ◆ For additional information on Approving Timesheets, please refer to the associated Time Approval Quick Reference Card and User Guide.

Original Screen Format

Employee Time Entry Approval->Overview

Payroll Period	Pay Period Type
11/18/2005-12/01/2005	Bi-Weekly
12/02/2005-12/15/2005	Bi-Weekly
12/16/2005-12/29/2005	Bi-Weekly

14/18

Menu New

Employee Time Entry Approval->Details

App.	Emp. ID#	Employee Name	Sched Hrs	Unsubmitted Hrs Worked	Unsubmitted Hrs Leave	Submitted Hrs Worked
<input type="checkbox"/>			64.00	0.00	0.00	0.00
<input type="checkbox"/>			64.00	0.00	0.00	0.00
<input type="checkbox"/>			64.00	16.00	16.00	0.00
<input type="checkbox"/>			64.00	31.75	0.00	0.00
<input type="checkbox"/>			64.00	26.00	0.00	0.00
<input type="checkbox"/>			64.00	0.00	0.00	0.00

* An employee(s) name in red designates that he/she has recorded hours for extra pay, pending approval. To view

Edit Save Cancel Page Up Page Down

New Screen Format

Employee Time Entry Approval->Overview

Payroll Period	Pay Period Type
02/01/2006-02/28/2006	Monthly
02/03/2006-03/02/2006	2nd Cycle 28 Day 160
03/01/2006-03/31/2006	Monthly

10/14

Menu New

Employee Time Entry Approval->Details

App.	Emp. ID#	Employee Name	FLSA Sched	Sched Hrs	Unsubmitted Hrs Worked	Unsubmitted Hrs Leave	Submitted Hrs Worked	Submitted Hrs Leave
<input type="checkbox"/>			Monthly	160.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>			Monthly	160.00	0.00	0.00	0.00	0.00

More detailed description has been added to the Pay Period Type column.

A FLSA Schedule column has been added to the Details section.

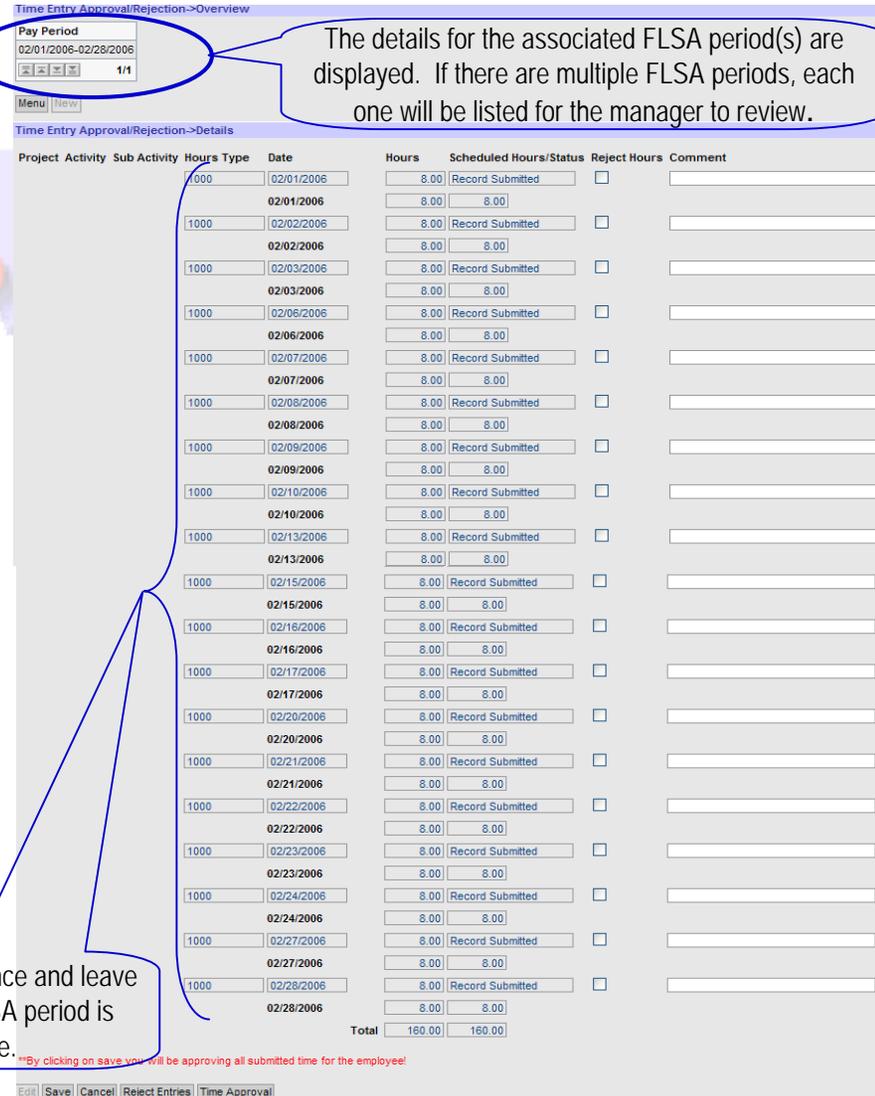
Change Details – Approval / Rejection Screen

- ◆ This is a new screen that will display the employee's FLSA period(s) associated with the time sheet that is being viewed.
- ◆ This allows Approvers to view the entire reporting period(s) for that time sheet.
- ◆ If there is more than one FLSA period associated with the employee's pay period, then an Overview section will be displayed to allow the Approvers to choose which FLSA period to be viewed.

How Do I View The FLSA Period For A Time Sheet?

1. Click **My Direct Reports** under **Quick Links**.
2. Select **Employee Time Entry Approval** from the **Approvals** menu and click **Go**.
3. Click the  for the appropriate payroll period in the **Overview** section. A listing of employees will be displayed.
4. Click on the Employee's ID in the Emp ID# field to view the employee's Time Entry details.
5. Click on the  for the FLSA Period wanted in the **Overview** section.
NOTE: This step will not apply unless there are more than one FLSA period associated with the time sheet.
6. Click on the **Time Approval** button to exit the screen and return to the Time Entry.

New Screen Format



The details for the associated FLSA period(s) are displayed. If there are multiple FLSA periods, each one will be listed for the manager to review.

Project	Activity	Sub Activity	Hours	Type	Date	Hours	Scheduled Hours/Status	Reject Hours	Comment
1000			8.00		02/01/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/01/2006	8.00	8.00		
1000			8.00		02/02/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/02/2006	8.00	8.00		
1000			8.00		02/03/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/03/2006	8.00	8.00		
1000			8.00		02/06/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/06/2006	8.00	8.00		
1000			8.00		02/07/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/07/2006	8.00	8.00		
1000			8.00		02/08/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/08/2006	8.00	8.00		
1000			8.00		02/09/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/09/2006	8.00	8.00		
1000			8.00		02/10/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/10/2006	8.00	8.00		
1000			8.00		02/13/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/13/2006	8.00	8.00		
1000			8.00		02/15/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/15/2006	8.00	8.00		
1000			8.00		02/16/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/16/2006	8.00	8.00		
1000			8.00		02/17/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/17/2006	8.00	8.00		
1000			8.00		02/20/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/20/2006	8.00	8.00		
1000			8.00		02/21/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/21/2006	8.00	8.00		
1000			8.00		02/22/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/22/2006	8.00	8.00		
1000			8.00		02/22/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/23/2006	8.00	8.00		
1000			8.00		02/23/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/24/2006	8.00	8.00		
1000			8.00		02/24/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/24/2006	8.00	8.00		
1000			8.00		02/27/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/27/2006	8.00	8.00		
1000			8.00		02/28/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/28/2006	8.00	8.00		
Total						160.00	160.00		

**By clicking on save you will be approving all submitted time for the employee!

Buttons: **Save** **Cancel** **Reject Entries** **Time Approval**

The employee's attendance and leave information for the FLSA period is displayed here.