UNIVERSITY OF HRS

Timing:

- It is recommended that you approve your employee(s) time on the Monday following the end of a pay period.
- Supervisors have until Noon on Tuesday following a pay period to approve employee's hours.
- If you do NOT approve an employee's time correctly, they may NOT be paid!
- You should complete these steps in order: review timesheet, approve absences, clean up exceptions, approve payable time.

Log in:

- My UW System portal at <u>https://my.wisconsin.edu/</u>.
- A link is available from the HR Home Page or from the UW-L Home Page in the Quick Links drop down menu.
- Go to the "Manager Time and Approval" section on your portal.
- Click on the Manager Self Service Time Management link.
- If you are already in HRS, use the menu to access Manager Self Service.

Manager Self Service - Time Management Approve Absence		Help		Search:
Absence Time				▷ My Favorites
Name	Status			Inbound File Upload
	Needs Approval		OR	D Self Service
	Needs Approval		011	Manager Self Service
	Needs Approval			Lime Management
	Needs Approval			V Time Management
	Needs Approval			Manage Schedules
	Needs Approval			Approve Time and
	Needs Approval			Exceptions
	Needs Approval			Decet
	Needs Approval			Report Time
Refresh				- <u>Timesheet</u> - Absence Request

<u>Reviewing</u> time entry:

• On the "Manager Self Service" menu page in HRS, click the **Timesheet** link.

Main Menu >		
Manager Self Service		
Navigate to self service information and activities f	for people reporting to you.	
Manage Schedules Assign permanent work schedules, change schedules for a day, week, or range of dates.	Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions. Payable Time Exceptions Absence Requests	Report Time report une or representation of representation of the second
View Time View calendars, balances, forecasted and payable time, accumulators and more. Monthy Time Calendar WeekV Time Calendar Daily Time Calendar 6 More.	Access manager search options	

- You will now be able to search for your employees.
 - You can search by Group ID, Employee ID, or Name.
 - o Name searches use all CAPITAL LETTERS for Last Name, First Name, or both.
 - o Group ID searches use the magnifying glass icon to find your Group ID number.
 - Use Group ID "B" (primary supervisor) or Group ID "C" (back-up supervisor)
 - o Tip: you can save your search criteria as a time saver.
- Click the **Get Employees** button to search using your search criteria.
- Depending on your search criteria, one or more employees will be returned.
- Select the timesheet by clicking the **Employee's Name**.
- If you need to view other timesheets for this person, use the **Previous Time Period** and **Next Time Period** links.

Reviewing time entry (continued):

Non-exempt employees:

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- Time should be reported in quarter-hour increments. (see the following guidelines)
 - \circ 7:53 am to 8:07 am = 8:00 am
 - o 8:08 am to 8:22 am = 8:15 am
 - o 8:23 am to 8:37 am = 8:30 am
 - o 8:38 am to 8:52 am = 8:45 am
 - o 8:53 am to 9:07 am = 9:00 am
- Start, stop and lunch times should be in the appropriate boxes. (see examples)
 - For a shift without a break, the first "in" box and the last "out" box should be used.
 - For a shift with a break, the first "in" box and the last "out" box should be used for start/stop times and the center "in" and "out" boxes for the break.

rom Tim	106/29 ieshee	/2014 to 0 t	07/12/2014						
	Day	Date	Status	In	Out	In	Out	Punch Total	Т
2	Sun	6/29	New						C
2	Mon	6/30	Submitted	8:00:00AM			12:00:00PM	4.00	C
2	Tue	7/1	Submitted	7:45:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.25	C

• The "Reported Hours" field will automatically add together the reported time for each day in the pay period. Review this total for accuracy.

tep	orted H	me From: ours:	Schedule Ir 12.00 Hours	Scheduled Ho	ours: 0.00 H	Hours		Ne
tep ron	orted til n 01/01/	me on or i 2012 to	after 01/15/2012	is for a future	period.			
Ti	meshee	rt <u>}</u> ⊡⊡)					
	Day	Date	Status	In	Out	In	Out	Punch Tota
0	Day Sun	Date 1/1	Status New	In	Out	In	Out	Punch Tota
0	Day Sun Mon	Date 1/1 1/2	Status New New		Out	ln	Out	Punch Tota
0 0 0	Day Sun Mon Tue	Date 1/1 1/2 1/3	Status New New Submitted	In 12:30:00PM	Out		Out 4:30:00PM	Punch Tota
0000	Day Sun Mon Tue Wed	Date 1/1 1/2 1/3 1/4	Status New New Submitted Submitted	In 12:30:00PM 12:30:00PM	Out		Out 4:30:00PM 4:30:00PM	Punch Tota 4.0 4.0

Exempt employees:

- Time should be reported as total hours worked per day (see the following example).
- Additional rows will need to be added for differentials. If there are night/weekend differentials, those hours will be included in the "Reported Hours" total.

Popu Repo	late Tim rted Hoi	ur:	2.00 H	burs	Inform Schedu	ation uled Ho	urs: 80	00 Hours	<u>«</u>	< Previous	Employe	9	Next Em	ployee >>		
Time	sheet		2014 10	Saturua	iy 01120	#2014										
5un 7/13	Mon 7/14	Tuc 7/15	Wed 7/16	Thu 7/17	Fri 7/18	Sat 7/19	Sun 7/20	Mon 7/21	Tue 7/22	Wed 7/23	Thu 7/24	Fri 7/25	Sat 7/26	Total	Time Reporting Code	T
	8.00	8.00	8.00	8.00							8.00			40.00		1
										0.00		8.00	8.00	16.00		
_												4.00		4.00	EN045 - Exempt Night Differen	1
		-	-	-		1	-	1					8.00	8.00	EW060 - Exempt Weekend Dif 💌	I T
_						_										

All employees:

- You will need to review the status of each day to determine whether the employee has submitted their timesheet or if just the pre-filled work schedule is showing. "New" status hours cannot be approved, "submitted" status hours can.
- To review timesheets for other employees, click the Return to Select Employee link to enter new search criteria OR if your previous search pulled up multiple employees use the Next Employee button at the top of the page.



<u>Reviewing exceptions</u>:

• On the Timesheet page, you can see what dates have exceptions by looking for the Exceptions icon. Exceptions need to be corrected or approved before you're able to approve payable time.

ron	02/13/	2011 to								
T	Day	Date	Status	Exception	In	Out	In	Out	Punch Total Time Reporting Code	
0	Sun	2/13	New					· · · · · · · · · · · · · · · · · · ·		1
0	Mon	2/14	Submitted		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00	1
0	Tue	2/15	Submitted	Čí –	7:45:00AM	12:00:00PM		4:30:00PM	4.25	13
0	Wed	2/16	Submitted		7:45:00AM	12:00:00PM			4.25	1
0	Thu	2/17	Submitted		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00	R
0	Fri	2/18	Submitted	Čí –		1		4:30:00AM		1
0			Submitted		7:45:00AM	12:00:00PM	12:45:00PM		4.25	
Q	Sat	2/19	New						(1
0	Sun	2/20	New		-			1	[1

- Exceptions are created when the system detects errors, including: missed punches, incorrectly entering am/pm, hours in a day totaling more than 24, schedule deviations, and more. Exceptions must be either corrected or approved.
 - o Correcting exceptions: exceptions that are due to time entry errors will need to be corrected.
 - Example: "punch hours greater than 12" exceptions should be corrected if the exception is due to a missed or incorrect punch (see instructions in 'Correcting Time Entry' section).
 - Allowing exceptions: some exceptions are not due to time entry errors and should be approved.
 - <u>Non-exempt</u> example: "Early IN Punch" exceptions should be "allowed" if the employee truly did begin work early than their scheduled start time (see instructions in 'Allowing Exceptions' section).
 - <u>Exempt</u> example: "WORKEDPAID over 40hr in a week" exceptions are created when an exempt employee works more than 40 hours in a week. This is a schedule deviation and should be allowed, but the system will only pay the exempt employee for 40 hours per week (unless the exempt overtime TRC is used). (See instructions in 'Allowing Exceptions' section.)
 - Exceptions need to be resolved before time can be approved.

Correcting time entry:

- If the employee's timesheet is inaccurate or entered incorrectly, best practice is to have the employee correct the timesheet themselves.
 - If there are exceptions on the employee's timesheet, allow approximately two hours after correcting/allowing exceptions for HRS processing (after HRS Time Administration process is completed).
- If your employee is unable to correct their own timesheet, you may do it for them.
- When correcting a timesheet (for a non-exempt employee), enter the time using 24 hour time or standard time (see the following examples).

	Morning	Noon	Afternoon	Midnight
24 Hour Time	0745	1200	1630	0000
Standard Time	7:45AM	12:00PM	4:30PM	12:00AM

• Use the **Submit** button to save any changes or corrections that you make. Submitting will update the "reported hours" field.

Allowing exceptions:

• If the exception cannot be resolved by correcting the timesheet, you can allow it by clicking on the exception icon ⁽³⁾, selecting the exception, and clicking **Allow** and then **Save**.

		► Fille	r Options					
		Ехсер	ions				Find 🖓 🕍	First C 18 of 5 C L
1 1		Over	Exception ID	Description	Date	Name	Job Description	Severity
active check			UW_PCHMS	Missed Punch	07/19/2014			High
ox = allow	>		UW_PCHOT	Early Out Punch	07/04/2014			Low
			UW_PCHOT	Early Out Punch	07/03/2014			Low
Freyed check	\rightarrow		UW_PCHMS	Missed Punch	07/26/2014			High
ov = compact			UW_PCHOT	Early Out Punch	07/04/2014			Low
$\log - \operatorname{context}$		Click t correct source	his button to reso led using the Tim of Time Validatio	ive non-setup related ex esheel page. This buttor on-Elapsed or Punch.	ceptions once reporter will only resolve exce	I time has been ptions with a	Clean Up Exceptions	
		Allow	All					

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Approving payable time:

- After allowing exceptions and/or correcting the timesheet, you will need to wait until the next Time Administration process is complete before you will able to approve the payable time. Time Administration runs approximately every 2 hours throughout the day.
- Review the timesheet before you approve time.
- On the "Manager Self Service" menu page in HRS, click the **Payable Time** link.

Main Menu >		
Manager Self Service Navgate to self service information and activities f Assign permanent work schedules, change schedules for a day, week, or range of dates. Assign Work Schedule	for people reporting to you. Approve Time and Exceptions overtime and absence requests, and the provement of the provided of the provided of the provided the provided of t	Report Time Report time or request absences. Timesheet Absence Request
View Time View calendars, balances, forecasted and payable time, accumulators and more. Monthly Time Calendar Distribution Time Calendar <u>6 More</u>	Manager Search Options Access manager search options.	

- You will now be able to search for your employees and approve their time.
- You can search by Group ID, Employee ID, or Name.
 - 0 Name searches use all CAPITAL LETTERS for Last Name, First Name, or both.
 - o Group ID searches use the magnifying glass icon to find your Group ID number.
 - Use Group ID "B" (primary supervisor) or Group ID "C" (back-up supervisor).
- Tip: you can save your search criteria as a time saver.
- Click the **Get Employees** button to search using your search criteria.
- The date range for finding an employee's submitted time will default to the current pay period. If you need to approve time for a different pay period, contact Human Resources.

Employee Se	lection Criteria						
Description					2	Value	
Group ID							Q
EmpliD							Q
Empl Rod Nor							a
Last Name							a
First Name							a
Business Unit							a
Job Code							Q
Department							Q
Workgroup							Q
Clear Select	on Criteria	Save	Selection Criter	a 🔽 0	Het Err	npioyees	q
No employees	were returned f	or the ti	me period spec	fied.			
	00.00.0014	(12)	Ford Dates	03/04/00	44 02	SRattesh)	

• If there is time awaiting your approval, employee's names will display. Only employees who have time waiting to be approved will be listed. Click on the **Employee's Name**.

Start Date: 02/26/2010	End Date: 03	/04/2011 🗒 🦨	Refresh	
Employees For JASKIE				
Select Name	Employee ID	Empl Rcd Job Nbr	Job Description	Working Title
	00587677	0 16000	OFFICE ASSOCIATE	OFFICE ASSOCIATE
Select All Clear All Approve				
Go To: <u>Manager Self Service</u> Time Management				

Approving payable time (continued):

• After clicking an **Employee's Name**, you will see the "Approve Payable Time" page. This page will show you any time that has yet to be approved for that employee. You should make sure that the information appears correct.

Startt	Alte: 0.3/11	EVILE EI	d Date: 103/24/20	16.		_
pprova	Details		a contractor de la contra	Gustomize	Find View All 📒 🛛 First	🗄 1-10 of 22 🕨 🛓
Overv	iew Time F	Reporting Elements	Task Reporting Elem	ents (TTT)		
Select	Date	Time Reporting Code	Quantity Type	Accounting Date	Adjust Reported Time	Comments
0	03/11/2012	ND045	8.000000 Hours	3	Adjust Reported Time	0
13	03/11/2012	REG00	8.000000 Hours		Adjust Reported Time	0
23	03/11/2012	WD060	2.000000 Hours	8	Adjust Reported Time	0
8	03/12/2012	ND045	8.000000 Hours	B	Adjust Reported Time	0
8	03/12/2012	REG00	8.000000 Hours		Adjust Reported Time	0
8	03/13/2012	ND045	8.000000 Hours	8	Adjust Reported Time	0
1	03/13/2012	REG00	8.000000 Hours	19	Adjust Reported Time	0

- Several items may appear on the "Payable Time" screen and can be distinguished by the "Time Reporting Code" (TRC) field (see list of exempt and non-exempt Time Reporting Codes).
- If anything appears to be incorrect, click on the **Adjust Reported Time** link to be taken back to the employee's timesheet. After reviewing the employee's timesheet, you can return to the "Payable Time" screen by clicking on the **Return to Approval Details** button.
- If everything is correct, click the **Select** check box for the days you want to approve or click the **Select All** button. Click the **Approve** button to approve an employee's time.

1	Approval Details Customize Find View All 🗰 Fi								
ſ	Overview Time Reporting Elements Task Reporting Elements								
	Select	Date	Time Reporting Code	Quantity	Туре	Accounting Date	Adjust Reported Time		
I		03/12/2012	REG00	8.000000	Hours	B	Adjust Reported Time		
I		03/13/2012	REG00	8.000000	Hours		Adjust Reported Time		
I		03/14/2012	REG00	8.000000	Hours	Ħ	Adjust Reported Time		
I		03/15/2012	REG00	8.000000	Hours	(iii)	Adjust Reported Time		
I		03/16/2012	REG00	8.000000	Hours	E.	Adjust Reported Time		
I		03/19/2012	REG00	8.000000	Hours		Adjust Reported Time		
I		03/20/2012	REG00	8.000000	Hours	Ħ	Adjust Reported Time		
I		03/21/2012	REG00	8.000000	Hours	Ē	Adjust Reported Time		
I		03/22/2012	REG00	8.000000	Hours	Ħ	Adjust Reported Time		
I		03/23/2012	REG00	8.000000	Hours) B	Adjust Reported Time		
	Sel Ap	ect All prove	Clear All						

- You will see an Approval Verification message. Click **OK** if you are sure you want to approve the time.
- Finally, you will see the Save Confirmation page. Click **OK** again.

Are you sure	you want to approve the time selected? (13504,2500)	- Save Confirmation
Once the page Press OK to A	e is saved, the time cannot be "Unapproved" opprove or press Cancel to not save the approval.	The Save was successful.
ОК	Cancel	OK

- After clicking **OK**, you will be brought back to the employee's job for which you just approved time.
- To review timesheets for other employees, click the **Return to Approval Summary** link to enter new search criteria OR if your previous search pulled up multiple employees use the **Previous Employee** and/or **Next Employee** buttons at the top of the page.

Approve Payable Time		
NAME	Employee ID:	00000000
Job Title:	Employee Record Numbe <u> << Previous Employee</u> <u> Next Employee >></u>	r: 0



Logout:

• Logout and close your browser. It is very important to do this when using shared computers or computer labs.

Supervisor FAQ's:

- My employee does not come up in the "Approve Payable Time" search. Why not?
 - There are 3 reasons this could happen, the employee hasn't submitted their time, the time admin process hasn't run since the time was submitted or corrected, or the time has already been approved.
- I've already approved time, but now there is additional time to be approved for my employee. Why?
 - Time admin needs to run after corrections are made to timesheet. This could create the need for additional approvals. Verify the timesheet and approve as necessary. HR can assist with questions if you have them.
- My employee made a mistake/error on their timesheet. How do I fix it?
 - Best practice is to have the employee correct errors. If the employee is unable to correct their own timesheet, the supervisor may do so. Be sure to discuss the mistake/error with the employee to avoid future problems. Contact HR for assistance, further training or clarification.

Questions? Need assistance? Contact HR at 785-8013