# 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 will NOT be paid!
- You should complete these steps in order: review timesheet, 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.

Aanager Self Service - Time Management		Help
Approve Absence		
pprove Payable Time		
Absence Time		
Name	Status	
	Needs Approval	

# **<u>Reviewing</u>** time entry:

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

<u>Main Menu</u> >  Manager Self Service		
Navigate to self service information and activities to	for people reporting to you.	
Anage Schedules Assign permanent work schedules, change schedules for a day, week, or range of dates. Assign Work Schedule	Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions. Payable Time Exceptions Absence Requests	Report Time Report and or request absences.
View Calendars, balances, forecasted and payable time, accumulators and more. Monthy Time Calendar Weeky 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)
  - 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.
  - If you supervise the same employee for multiple jobs, use the "Working Title", "Empl Rcd Nbr" and "Department Description" to identify each job.
- 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):**

- Time should be reported in quarter-hour increments. (see the following guidelines)
  - o 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.

Tin	neshee	t 🖂						
	Day	Date	Status	In	Out	In	Out	Punch Total
2	Sun	6/29	New					
2	Mon	6/30	Submitted	8:00:00AM			12:00:00PM	4.00
2	Tue	7/1	Submitted	7:45:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.25

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

		Time Peri me From:		01/01/2012	1 (CREFREST	)	<< Previous Time F	Period Ne Ne
	orted H		12.00 Hours	Scheduled Ho	ours: 0.0	0 Hours		<u></u>
Rend	orted ti	me on or	after 01/15/2012	is for a future	neriod			
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	Day	Date	Status	In	Out	In	Out	Punch Tota
<mark>ଚ</mark>				In	Out	In	Out	Punch Tota
0 0	Day	Date	Status	In	Out	In	Out	Punch Tota
0 0 0	Day Sun	Date 1/1	Status New	In 12:30:00PM		In	Out 4:30:00PM	]
0 0 0 0 0	Day Sun Mon	Date 1/1 1/2	Status New New					] ] 4.0

• 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.

View By: Time Per	iod 💌 Date:	06/15/2014 🛐 💋 R	efresh	<< Previous Time Period	Next Time Period >>
Populate Time From	n: Schedule I	nformation		<- Previous Employee	Next Employee >>
Reported Hours:	0.00 Hours	Scheduled Hours:	0.00 Hours		



# **Reviewing exceptions:**

On the Timesheet page, you can also 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	n 02/13/	2011 to							
Т	imeshee	<b>۱</b>							
	Day	Date	Status	Exception	In	Out	In	Out	Punch Total Time Reporting Code
$\bigcirc$	Sun	2/13	New						
$\bigcirc$	Mon	2/14	Submitted		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00
$\bigcirc$	Tue	2/15	Submitted	Či –	7:45:00AM	12:00:00PM		4:30:00PM	4.25
$\bigcirc$	Wed	2/16	Submitted		7:45:00AM	12:00:00PM			4.25
$\bigcirc$	Thu	2/17	Submitted		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00
$\bigcirc$	Fri	2/18	Submitted	Či.				4:30:00AM	
$\bigcirc$			Submitted	_	7:45:00AM	12:00:00PM	12:45:00PM		4.25
0	Sat	2/19	New						
0	Sun	2/20	New						

- Exceptions are created when the system detects errors, including: missed punches, incorrectly entering am/pm, hours in a day totaling more than 24, 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).
  - o Allowing exceptions: some exceptions are not due to time entry errors and should be approved.
    - Example: "punch hours greater than 12" exceptions should be "allowed" if the employee truly did work a 12+ hour shift (see instructions in 'Allowing Exceptions' section).

#### **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, 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  $\Im$ , selecting the exception, and clicking **Allow** and then **Save**.

	► Fi	ter Options					
		ptions				End   🖓   👹	First 🖬 1-5 of 5 🖬 Last
	Allow	rview Detail Exception ID	Description	Date	Name	Job Description	Severity
Active check		UW_PCHM	S Missed Punch	07/19/2014			High
box = allow		UW_PCHO	Early Out Punch	07/04/2014			Low
		UW_PCHO	Early Out Punch	07/03/2014			Low
Greyed check	$\rightarrow$	UW_PCHM	S Missed Punch	07/26/2014			High
box = correct		UW_PCHO	Early Out Punch	07/04/2014			Law
	com	cled using the Tir	olve non-setup related exc mesheet page. This button tion-Elapsed or Punch.	eptions once reporte will only resolve exc	ed time has been ceptions with a	Clean Up Exceptions	
	Alle	IIA we					
	5	lave					

# MSS - Approving LTE Time

# UNIVERSITY OF HRS

# 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.

<u>Main Menu</u> >		
Manager Self Service           Navgate to self service information and activities to the service and activities to the servities to	or people reporting to you. Approve Time and Exceptions overtime and absence requests, and the payable Time Approve Time Approve The Approve Approve The Approve The Approve Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve The Approve Approve The Approve The Approve The Appr	Report Time Report time or request absences. Entresheet Absence Request
View Time View calendare, balances, forecasted and payable time, accumulators and more.	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.

	lection Criteri						
Description						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
Norkgroup Clear Select	ion Criteria	Save	Selection Criter	ia (	Get Em	ployees	_
	The second second second second	_	time period spec			(10.00)	
Start Date:	02/26/2011	(and	End Date:	03/04/2	011 92	SRefresh	

• 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 B	End Date: 03	3/04/2011 👿 🔇	Refresh	
mployees 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: Manager Self Service				
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.

Approval Detai	5		Customize	Find   View All   🔤 First	1-10 of 22 🕨 L
Overview	Time Reporting Elem	ents / Task Reporting Elem	ents IIII)		
Select Date	Time Reporting Code	Quantity Type	Accounting Date	Adjust Reported Time	Comments
03/11	1/2012 ND045	8.000000 Hours	B	Adjust Reported Time	0
03/11	/2012 REG00	8.000000 Hours		Adjust Reported Time	0
03/11	1/2012 WD060	2.000000 Hours	8	Adjust Reported Time	0
03/12	22012 ND045	8.000000 Hours	B	Adjust Reported Time	0
03/12	2/2012 REG00	8.000000 Hours	B	Adjust Reported Time	0
03/13	2012 ND045	8.000000 Hours	8	Adjust Reported Time	0
03/13	2012 REG00	8 000000 Hours	R	Adjust Reported Time	0

- The following items may appear on the "Payable Time" screen and can be distinguished by the "Time Reporting Code" field:
  - o Regular Hours (REG00)
  - o Night Differential (ND045)
  - o Weekend Differential (WD060)
  - o Overtime (OT150)
- 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.

Select	Date	Time Reporting Code	Quantity	Туре	Accounting Date	Adjust Reported Time
	03/12/2012	REG00	8.000000	Hours	(ii)	Adjust Reported Time
	03/13/2012	REG00	8.000000	Hours	B	Adjust Reported Time
	03/14/2012	REG00	8.000000	Hours	8	Adjust Reported Time
[9]	03/15/2012	REGOD	8.000000	Hours	(1)	Adjust Reported Time
121	03/16/2012	REG00	8.000000	Hours	1	Adjust Reported Time
	03/19/2012	REG00	8.000000	Hours	1	Adjust Reported Time
192	03/20/2012	REG00	8.000000	Hours	6	Adjust Reported Time
12	03/21/2012	REG00	8.000000	Hours	1	Adjust Reported Time
191	03/22/2012	REG00	8.000000	Hours	8	Adjust Reported Time
1	03/23/2012	REG00	8.000000	Hours	E	Adjust Reported Time

- 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.



- 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 Number: <u> &lt;&lt; Previous Employee</u> <u> Next Employee &gt;&gt;</u>	0



## Logout:

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

# LTE 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