Time Management

Time Managers review all time reported by a Dynamic Group or individual employees assigned to them. This guide provides a walk-through about approving reported payable time and about managing exceptions.

Accessing the Approve Reported Time page:

1) In the Menu, navigate to Manager Self-Service > Time Management > Approve Time and Exceptions > Payable Time
Time Managers may search for employee payable time based on several different criteria. See last page of this quick guide for information about managing your search options.

1. Enter your search criteria.
2. Enter the appropriate Start and End Dates. The date range is not limited to the current time period.
3. Click Get Employees.

F Y I

- You can use more than one criteria to narrow your search results; for example, Group ID and Paygroup. Entering those two criteria will return all employees in a group paid on the same pay cycle.
- Be mindful that if you enter too specific criteria your search might result in incomplete results.
To approve time for a list of employees, click **Select All** and **Approve**. Be aware that if you click **Select All** and the list of employees comprises more than one page, time will be approved for employees listed on all pages.

**Note:** This page is very wide and it’s necessary to scroll right to view all columns. If more than one page returns, on the far right-hand side of the page click **View All** to see complete listing of all employees who match the search criteria.

To approve time for an individual employee place a checkmark next to their name and click **Approve**. To view an employee’s time for the week, click on the employee’s name to view the Approval Details page for the week.

### Employees for Susan Apgar

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Emp ID</th>
<th>EName</th>
<th>Job</th>
<th>Job Description</th>
<th>Total Pervable Hours</th>
<th>Department</th>
<th>Workgroup</th>
<th>Taskgroup</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elizabeth Employee</td>
<td>00xxxx</td>
<td>0068</td>
<td>Secretary</td>
<td></td>
<td>40.0000000</td>
<td>AARHU</td>
<td>FT HOURLY</td>
<td>PSNONTASK</td>
<td>UMS01</td>
</tr>
<tr>
<td></td>
<td>Susan Employee</td>
<td>00xxxx</td>
<td>0011</td>
<td>Administrative Assistant I</td>
<td></td>
<td>80.0000000</td>
<td>AMAPS</td>
<td>FT HOURLY</td>
<td>PSNONTASK</td>
<td>UMS01</td>
</tr>
<tr>
<td></td>
<td>Roberta Employee</td>
<td>00xxxx</td>
<td>0011</td>
<td>Administrative Assistant I</td>
<td></td>
<td>80.0000000</td>
<td>ANASS</td>
<td>FT HOURLY</td>
<td>PSNONTASK</td>
<td>UMS01</td>
</tr>
<tr>
<td></td>
<td>Bonita Employee</td>
<td>00xxxx</td>
<td>0013</td>
<td>Admin Asst II (Conf)</td>
<td></td>
<td>80.0000000</td>
<td>AARHU</td>
<td>FT HOURLY</td>
<td>PSNONTASK</td>
<td>UMS01</td>
</tr>
<tr>
<td></td>
<td>Cassandra Employee</td>
<td>00xxxx</td>
<td>0008</td>
<td>Secretary</td>
<td></td>
<td>40.0000000</td>
<td>ANASS</td>
<td>FT HOURLY</td>
<td>PSNONTASK</td>
<td>UMS01</td>
</tr>
<tr>
<td></td>
<td>Christopher Employee</td>
<td>00xxxx</td>
<td>0013</td>
<td>Admin Asst II (Conf)</td>
<td></td>
<td>80.0000000</td>
<td>ANASS</td>
<td>FT HOURLY</td>
<td>PSNONTASK</td>
<td>UMS01</td>
</tr>
<tr>
<td></td>
<td>William Employee</td>
<td>00xxxx</td>
<td>0015</td>
<td>Administrative Associate</td>
<td></td>
<td>80.0000000</td>
<td>AMAPS</td>
<td>FT HOURLY</td>
<td>PSNONTASK</td>
<td>UMS01</td>
</tr>
</tbody>
</table>

[Select All]  [Clear All]  [Approve]
To adjust time entered on employee’s Timesheet click **Adjust Reported Time**.

From here you can adjust the time entered on the Time Sheet.

**F Y I**

- On most pages you can select links to return to **<< Previous Week** or **<< Previous Employee** as well as advance to **Next Week >>** or **Next Employee >>**.
- You may leave a comment by clicking and filling out the comment field.
There are two severity levels for Exceptions: High and Low. Payable time is not created for reported time that generates an exception. In most cases you should ask the Time Reporter to correct the time that generated the exception and then submit the corrected time; Or, you can “allow” the exception so it becomes payable time when Time Admin runs. Follow these steps to lookup existing exceptions:

1. Search for a group of employees or an individual employee as you do to approve time.

2. To allow an exception, place a checkmark in the checkbox in the Allow column and click Save.

3. To allow all exceptions resulting from a search, click Allow All and then Save.

FYI

- Time administration will generate payable time for allowed exceptions and that payable time will need to be approved.
- If an exception is not allowed, the time will not become payable time. An employee will not be paid for any unresolved exceptions.
- A nightly purge process will delete any exceptions that have been allowed, approved and paid by payroll.
- Allowed (but not approved) exceptions remain exceptions in the system, until they are purged. The only way to eliminate exceptions before the scheduled purge is for the employee to delete the originally reported time and resubmit new time.
To modify what criteria appear on your Search pages, in your **Time Management** menu click **Manager Search Options**.

1. To include a criteria in your searches check the **Include in Criteria** box. Remove the checkmark to remove the criteria.

2. To include a column for specific criteria on your search result pages place a checkmark in the **Include in List** column. Remove the checkmark to hide the criteria.

3. Before you can save your search options, you must enter a value in at least one search criteria field. For example, if you frequently manage time for a group of employees, you could enter the Group ID assigned that group in the **Group ID** field.

4. Click **Save** when finished.