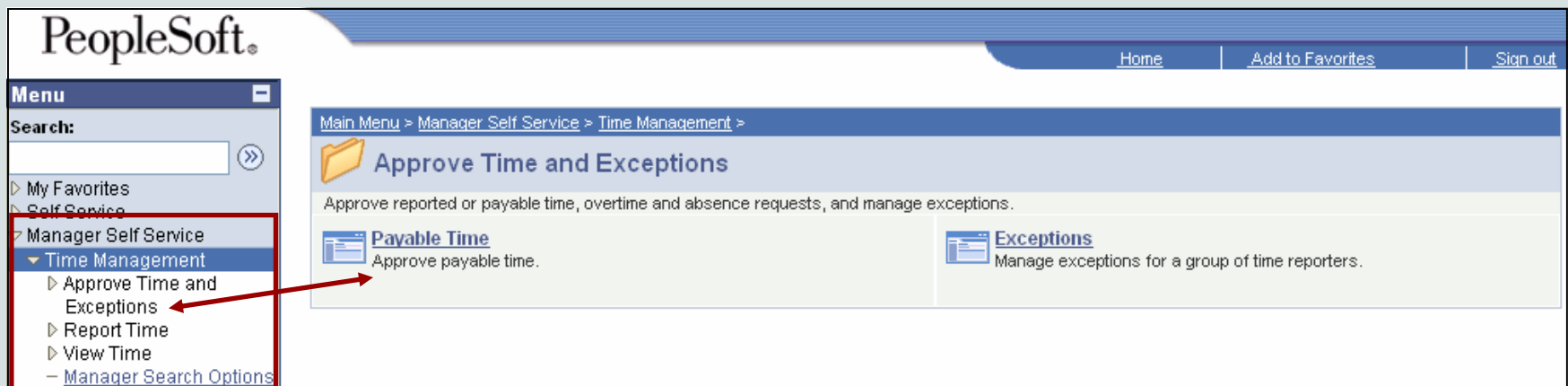


Time Management

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**



The screenshot displays the PeopleSoft user interface. On the left, a 'Menu' sidebar is visible with a search field and a tree view. The tree view is expanded to show 'Manager Self-Service' > 'Time Management'. A red box highlights the 'Time Management' section, and a red arrow points from it to the 'Payable Time' link in the main content area. The main content area shows the breadcrumb 'Main Menu > Manager Self-Service > Time Management >' and a folder icon for 'Approve Time and Exceptions'. Below this, there are two links: 'Payable Time' (with a sub-link 'Approve payable time.') and 'Exceptions' (with a sub-link 'Manage exceptions for a group of time reporters.').



▶ Search For Payable Time

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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**

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- 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.

Approve Payable Time

Approve Time for Time Reporters

3 **Get Employees**

Employee Selection Criteria

Description	Value
Group ID	ATA
EmpID	
Empl Rcd Nbr	
Last Name	
First Name	
Job Code	
Job Description	
Department	
Supervisor ID	
Company	
North American Paygroup	
Workgroup	
Position Number	

1

2

Start Date 11/19/2006 End Date 12/02/2006



▶ Approve Time

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1 To approve time for a list of employees, click [Select All](#) and . 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 .

2 To approve time for an individual employee place a checkmark next to their name and click . 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										
Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Workgroup	Taskgroup	Business Unit
<input type="checkbox"/>	Elizabeth Employee	00 xxxxx	0 0008	Secretary		40.000000	AARHU	FT HOURLY	PSNONTASK	UMS01
<input type="checkbox"/>	Susan Employee	00 xxxxx	0 0011	Administrative Assistant I		80.000000	AMAPS	FT HOURLY	PSNONTASK	UMS01
<input checked="" type="checkbox"/>	Roberta Employee	00 xxxxx	0 0011	Administrative Assistant I		80.000000	ANASS	FT HOURLY	PSNONTASK	UMS01
<input type="checkbox"/>	Bonita Employee	00 xxxxx	0 0013	Admin Asst II (Conf)		80.000000	AARHU	FT HOURLY	PSNONTASK	UMS01
<input type="checkbox"/>	Cassandra Employee	00 xxxxx	0 0008	Secretary		40.000000	ANASS	PT HOURLY	PSNONTASK	UMS01
<input type="checkbox"/>	Christopher Employee	00 xxxxx	0 0013	Admin Asst II (Conf)		80.000000	ANASS	FT HOURLY	PSNONTASK	UMS01
<input type="checkbox"/>	William Employee	00 xxxxx	0 0015	Administrative Associate		80.000000	AMAPS	FT HOURLY	PSNONTASK	UMS01

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




▶ Adjust Timesheet

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1 To adjust time entered on employee's Timesheet click [Adjust Reported Time](#).

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

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- 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.

Approve Payable Time

Roberta Employee EmpID: 00 Xxxxx
Job Title: Secretary Empl Rcd Nbr: 0

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: 11/19/2006 End Date: 12/02/2006

Approval Details Customize | Find | View All | First 1-10 of 40 Last

Overview | Time Reporting Elements | Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input type="checkbox"/>	11/27/2006	REG	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/27/2006	VAC	0.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/28/2006	REG	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/28/2006	VAC	0.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/29/2006	REG	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/29/2006	VAC	0.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/30/2006	REG	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/30/2006	VAC	0.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	12/01/2006	REG	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	12/01/2006	VAC	0.500000	Hours			Adjust Reported Time	

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

[Approve](#) [Next Employee](#)

Timesheet

Roberta Employee EmpID: 00 Xxxxx
Job Title: Secretary Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 11/27/2006 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)
[Next Employee >>](#)

Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours
Reported time on or before 01/27/2007 is for a prior period.

From Monday 11/27/2006 to Friday 12/03/2006

Mon 11/27	Tue 11/28	Wed 11/29	Thu 11/30	Fri 12/1	Sat 12/2	Sun 12/3	Total	Time Reporting Code	Taskgroup	Billable
7.50	7.50	7.50	7.50	7.50			37.50	REG	Regular	<input type="checkbox"/>
0.50	0.50	0.50	0.50	0.50			2.50	VAC	Vacation	<input type="checkbox"/>

[Submit](#)



▶ Manage Exceptions

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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**.

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input checked="" type="checkbox"/>	TLX50002	Near WS limit	12/01/2006	Benjamin Deschene	UMF Program Supervisor	Low
<input type="checkbox"/>	TLX01540	More than 24 hours reported	05/08/2006	Michaela Hitchcock	UMF Program Supervisor	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

2 **3**

Buttons: **Allow All**, **Save**, **Clean Up Exceptions**

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- 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 when finished.

Manager Search Options

Select Default Criteria and Options

Robin Sherman

Enter the Employee Selection Criteria you want to use when searching for employees. This sets the default for Time Management pages where there is an Employee Selection Criteria option. entered in any search field to get a list of employees with similar values.

Employee Selection Criteria			
Description	Value	Include in Criteria	Include in List
Group ID	ATA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EmplID		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Empl Rcd Nbr		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name		<input checked="" type="checkbox"/>	<input type="checkbox"/>
First Name		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Unit		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Code		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Description		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor ID		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports To Position Number		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location Code		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
North American Paygroup		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Global Payroll Paygroup		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workgroup		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taskgroup		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Position Number		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Auto Populate Option

Auto Populate Results

Prompt for Results

Criteria Defaults

Collapse Criteria

Expand Criteria