



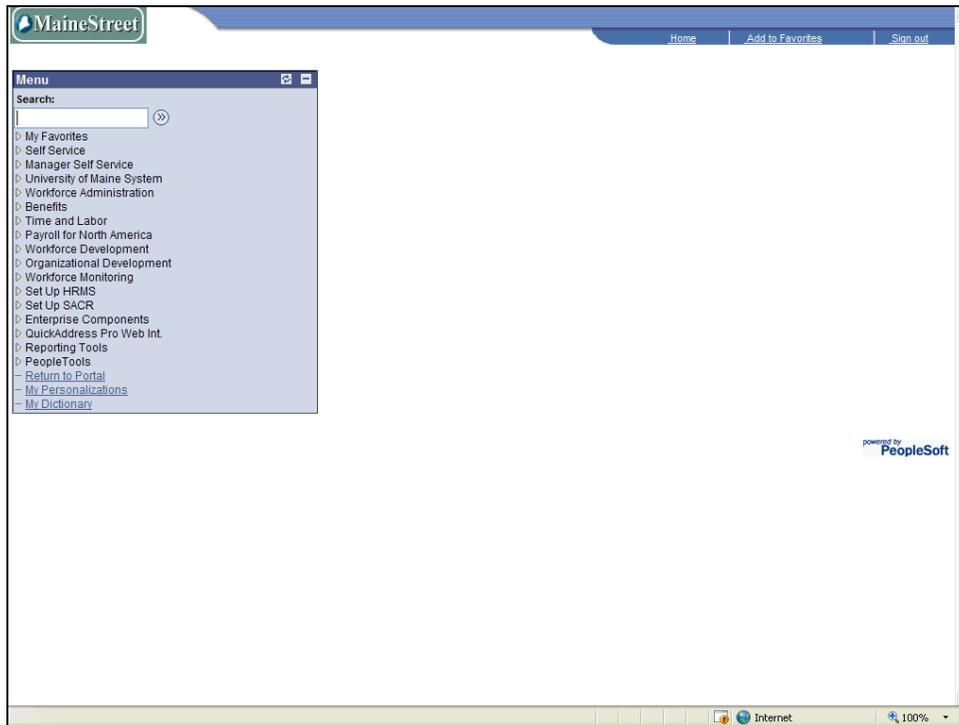
<b>Date Modified</b>	4/17/2008
<b>Last Changed by</b>	ASDS

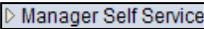
## **Approve Payable Time**

### **Concept**

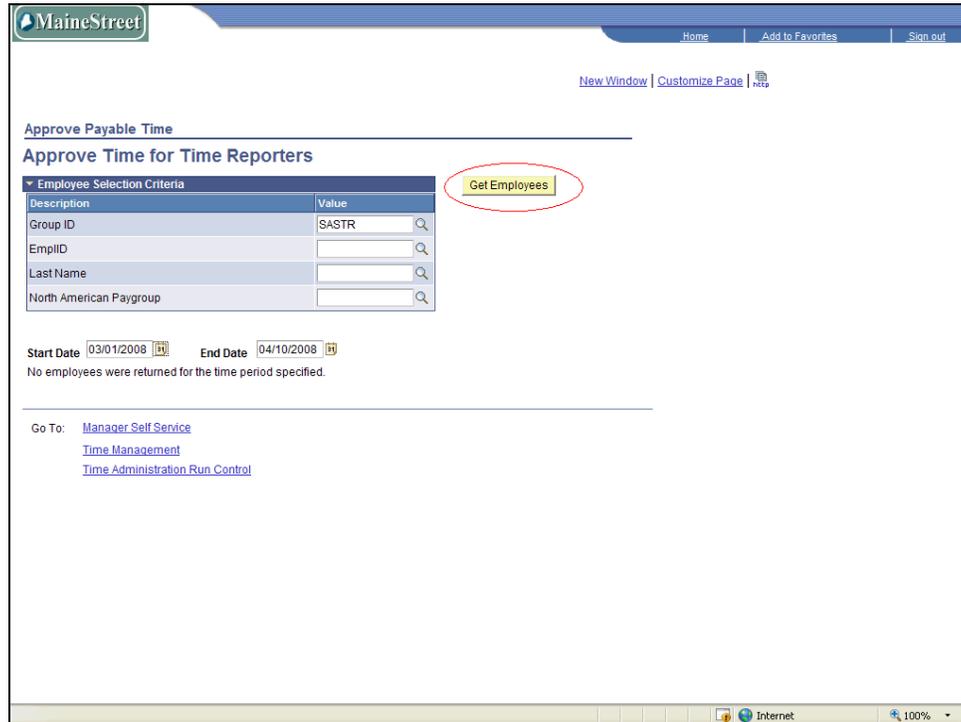
On the [Manage Search Options](#) page, time approvers can set what search criteria fields appear on *Time Management* employee lookup pages, what default values populate search criteria fields and set what fields are returned for a search. The options selected are user specific so will only apply to the users Time Management pages.

## Navigation



Step	Action
1.	From the HRMS menu, click the <a href="#">Manager Self Service</a> link. 
2.	Click the <a href="#">Time Management</a> link.
3.	Click the <a href="#">Approve Time and Exceptions</a> link.
4.	Click the <a href="#">Payable Time</a> link.

### Procedure



Step	Action
5.	<p>Use the <b>Approve Time for Time Reporters</b> page to lookup employees for whom you have approval authority and who have payable time that needs approval.</p> <p>Enter your search criteria and use the <i>Start Date</i> and <i>End Date</i> fields to search for just time records you need to approve between these two dates.</p> <p>When ready, click the <i>Get Employees</i> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Get Employees</div>

# Process Document

## Approve Payable Time



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**Approve Payable Time**

**Approve Time for Time Reporters**

Employee Selection Criteria Get Employees

Description	Value
Group ID	SASTR
EmplID	
Last Name	
North American Paygroup	

Start Date: 03/01/2008 End Date: 04/10/2008

Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date fields blank to return all employees with payable time that needs approval.

Select	Name	Employee ID	Total Payable Hours	Taskgroup	Position Number	Global Payroll Paygroup
<input type="checkbox"/>	<a href="#">Employee1 Name</a>	0022226	40.000000	PSNONTASK	00013916	
<input type="checkbox"/>	<a href="#">Employee2 Name</a>	0039734	16.000000	PSNONTASK	00019852	

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

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Time Administration Run Control](#)

Step	Action
6.	<p>The list of employees who match your search request appear listed in the <i>Employees For ...</i> section.</p> <p>On this page, you can click the <a href="#">Select All</a> link and approve time for all employees.</p> <p>You can also click an employee's name to see the payable time entries for that employee.</p> <p>For this example, we'll click the <a href="#">Employee1 Name</a> link.</p> <p><a href="#">Employee1 Name</a></p>

Step	Action
7.	<p>You can use the <b>Approve Payable Time</b> page to approve time entries for individual days or for all days the employee submitted time for.</p> <p>The <b>Date</b> field displays the date/s the employee worked. One row will appear for each date and type of time. <b>Time Reporting Codes</b> (TRCs) show which type of time the employee has reported. The <b>Quantity</b> field displays the number of hours for the TRC in this row.</p> <p>The <a href="#">Select All</a> link lets you select all of the listed time records for this employee.</p> <p>The <a href="#">Adjust Reported Time</a> links allow you to open the <b>Timesheet</b> page where you can adjust the time reporter's reported time.</p> <p>For this example, click the <a href="#">Adjust Reported Time</a> link for <b>03/04/2008</b>.</p> <p><a href="#">Adjust Reported Time</a></p>

# Process Document Approve Payable Time



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### Timesheet

Employee Name: \_\_\_\_\_ EmplID: 0099999  
 Job Title: Human Resources Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 03/04/2008 [Refresh](#) << Previous Time Period Next Time Period >>  
 Reported Hours: 32.00 Hours Scheduled Hours: 0.00 Hours [Next Employee >>](#)  
 Reported time on or before 04/05/2008 is for a prior period.

From Tuesday 03/04/2008 to Monday 03/10/2008

Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Mon 3/10	Total	Time Reporting Code	Taskgroup
8.00	8.00	8.00	8.00				32.00	ANLV - Salaried Vacation	PSNONTASK

[Submit](#)

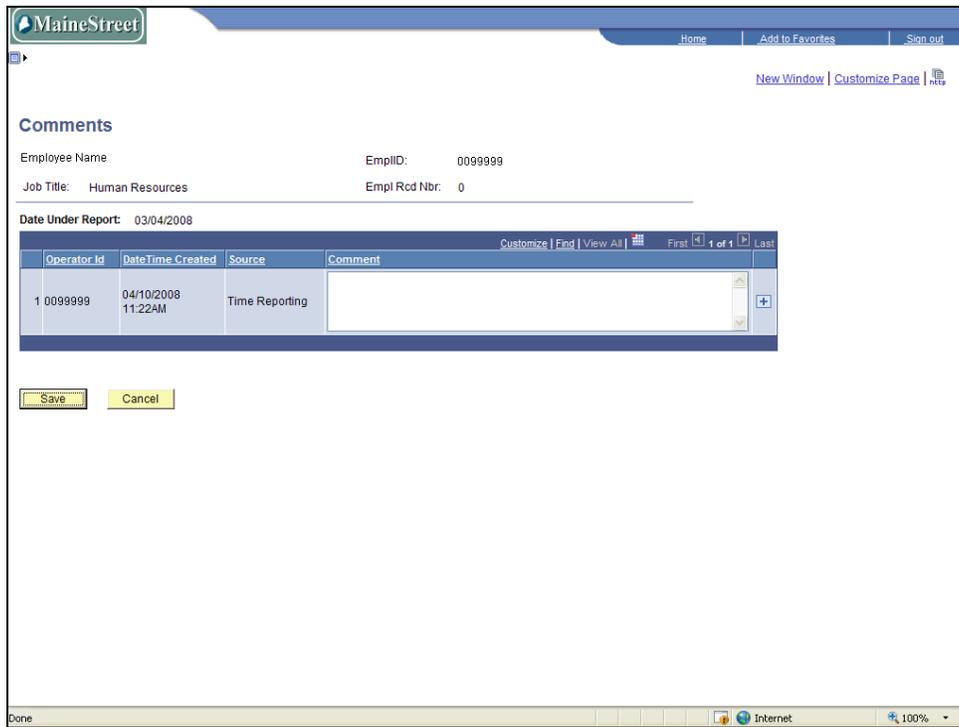
[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
03/04/2008	Submitted	8.00	ANLV	
03/05/2008	Submitted	8.00	ANLV	
03/06/2008	Submitted	8.00	ANLV	
03/07/2008	Submitted	8.00	ANLV	

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Return to Select Employee](#)  
[Return to Approval Details](#)

Step	Action
8.	<p>On the <b>Timesheet</b> page, you can adjust the reported time entries and can enter comments regarding the reported time.</p> <p><b>Note:</b> <i>be very cautious when entering comments. They <u>cannot</u> be deleted!</i></p> <p>Click the <b>Comments</b> button.</p> 



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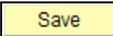
**Comments**

Employee Name \_\_\_\_\_ EmplID: 0099999  
Job Title: Human Resources Empl Rcd Nbr: 0

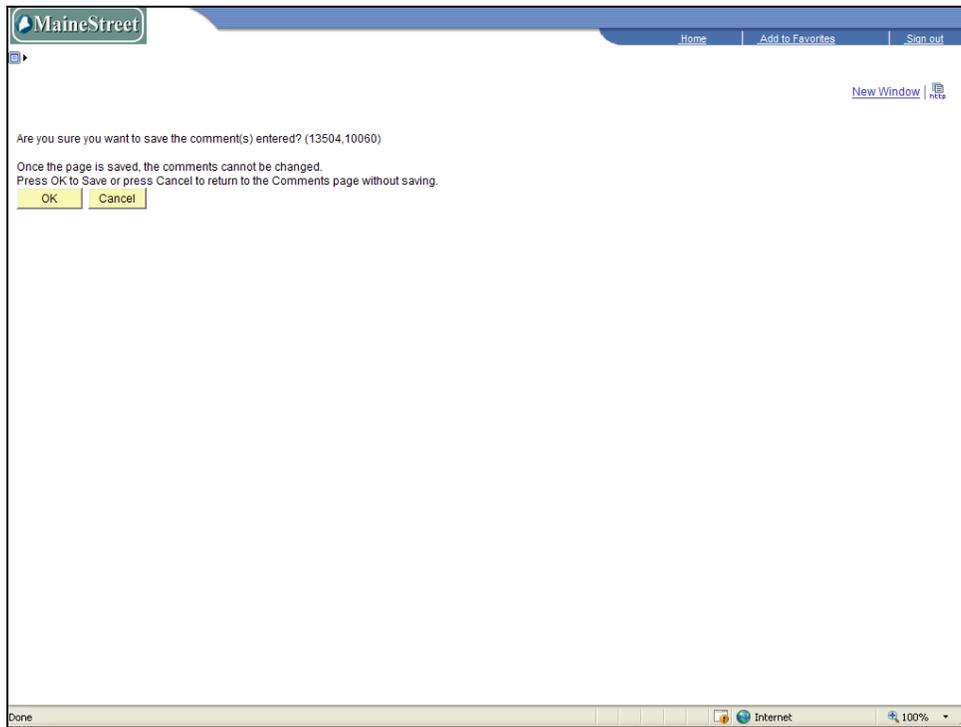
Date Under Report: 03/04/2008

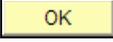
Operator Id	DateTime Created	Source	Comment
1 0099999	04/10/2008 11:22AM	Time Reporting	

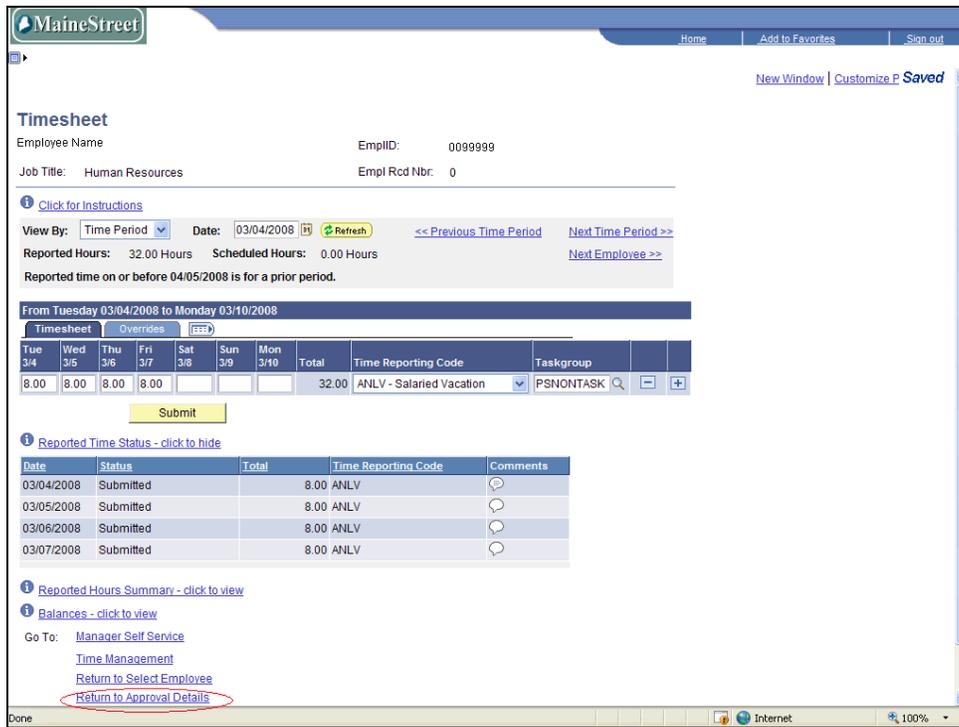
Save Cancel

Step	Action
9.	Enter your comment in the <i>Comment</i> field.
10.	Click the <i>Save</i> button. 

# Process Document Approve Payable Time



Step	Action
11.	Click the <b>OK</b> button. 



**Timesheet**  
Employee Name: \_\_\_\_\_ EmplID: 0099999  
Job Title: Human Resources Empl Rcd Nbr: 0

View By: Time Period Date: 03/04/2008 Refresh << Previous Time Period Next Time Period >>  
Reported Hours: 32.00 Hours Scheduled Hours: 0.00 Hours Next Employee >>  
Reported time on or before 04/05/2008 is for a prior period.

From Tuesday 03/04/2008 to Monday 03/10/2008

Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Mon 3/10	Total	Time Reporting Code	Taskgroup
8.00	8.00	8.00	8.00				32.00	ANLV - Salaried Vacation	PSNONTASK

Submit

Date	Status	Total	Time Reporting Code	Comments
03/04/2008	Submitted	8.00	ANLV	
03/05/2008	Submitted	8.00	ANLV	
03/06/2008	Submitted	8.00	ANLV	
03/07/2008	Submitted	8.00	ANLV	

Return to Approval Details

Step	Action
12.	When finished on the <b>Timesheet</b> page, scroll down and click the <a href="#">Return to Approval Details</a> link to return to the <b>Approve Payable Time</b> page. <a href="#">Return to Approval Details</a>

# Process Document

## Approve Payable Time



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### Approve Payable Time

Employee Name: \_\_\_\_\_ EmplID: 0099999  
 Job Title: Human Resources 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: 03/01/2008 End Date: 04/10/2008

Approval Details Customize | Find | View All |  First 1-5 of 5 Last

Overview | Time Reporting Elements | Task Reporting Elements |

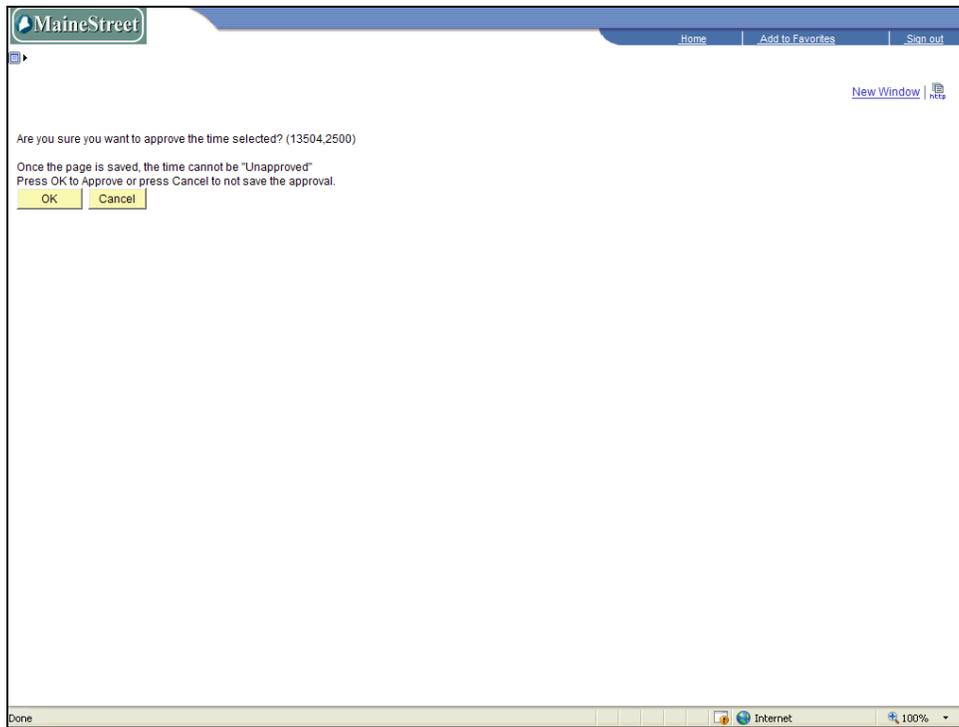
Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input type="checkbox"/>	03/03/2008	ANLV	8.000000	Hours	<input type="text"/>		<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	03/04/2008	ANLV	8.000000	Hours	<input type="text"/>		<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	03/05/2008	ANLV	8.000000	Hours	<input type="text"/>		<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	03/06/2008	ANLV	8.000000	Hours	<input type="text"/>		<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	03/07/2008	ANLV	8.000000	Hours	<input type="text"/>		<a href="#">Adjust Reported Time</a>	

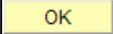
[Select All](#)  [Clear All](#)

[Return to Approval Summary](#)

Done | Internet | 100%

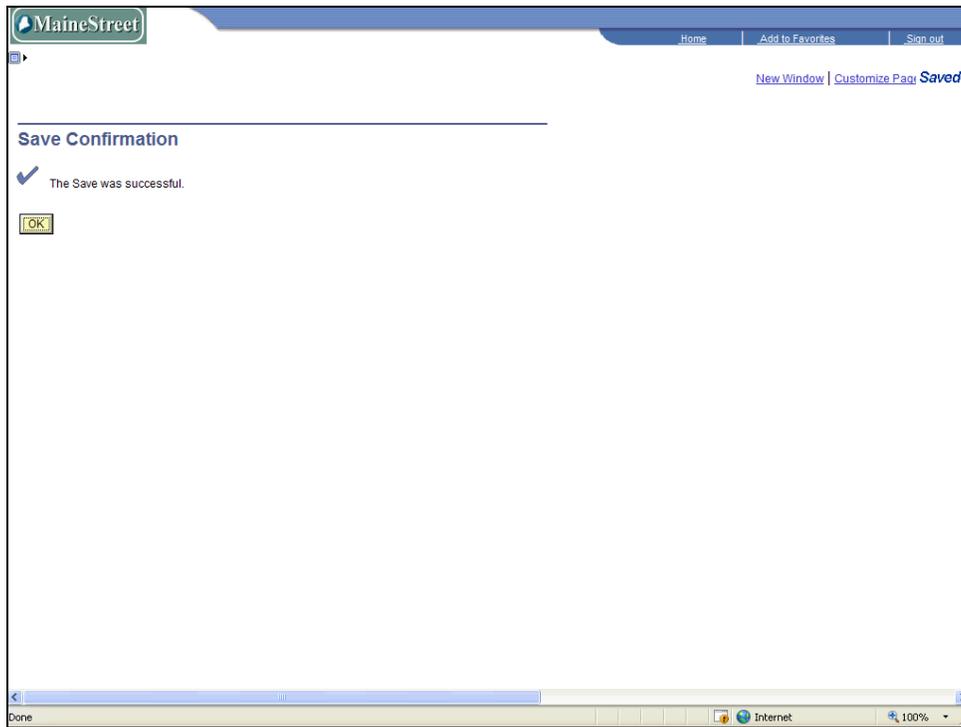
Step	Action
13.	On the <b>Approve Payable Time</b> page, to approve all time submitted by the employee. Click the <a href="#">Select All</a> link. <a href="#">Select All</a>
14.	Click the <b>Approve</b> button. <input type="button" value="Approve"/>



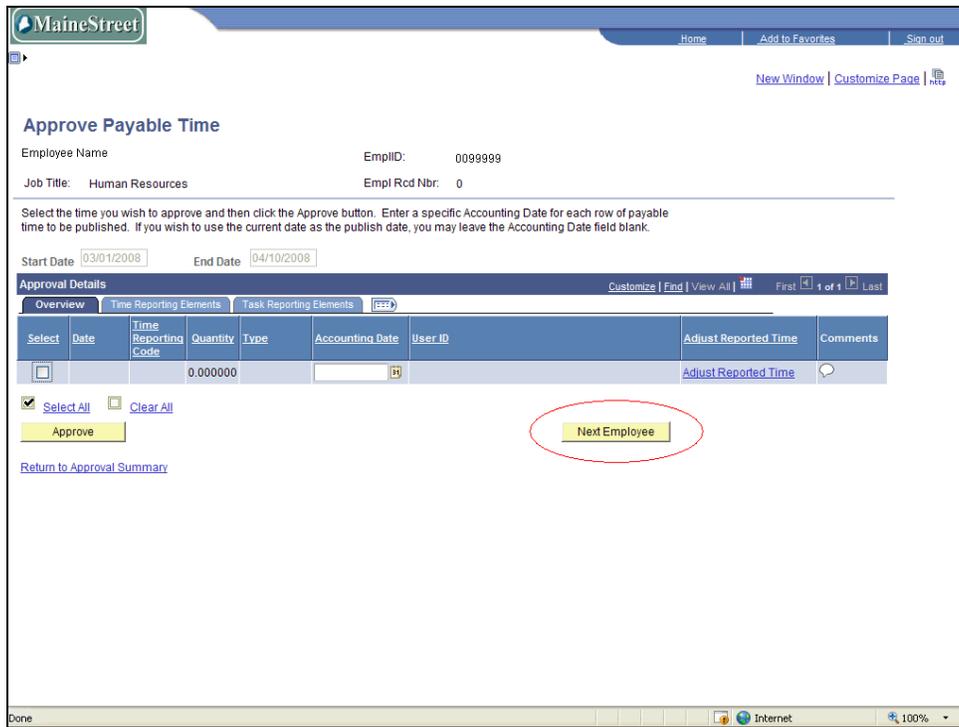
Step	Action
15.	Click the <b>OK</b> button. 

# Process Document

## Approve Payable Time



Step	Action
16.	On the <b>Save Confirmation</b> page, click the <b>OK</b> button. 



Approve Payable Time

Employee Name: \_\_\_\_\_ EmplID: 0099999  
 Job Title: Human Resources 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: 03/01/2008 End Date: 04/10/2008

Approval Details

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input type="checkbox"/>			0.000000				Adjust Reported Time	

Select All  Clear All

[Return to Approval Summary](#)

Step	Action
17.	To approve time for another employee, click the <i>Next Employee</i> button. <input type="button" value="Next Employee"/>

# Process Document

## Approve Payable Time



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### Approve Payable Time

Employee Name \_\_\_\_\_ EmplID: 0099999  
Job Title: Information Technology 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: 03/01/2008 End Date: 04/10/2008

Approval Details Customize | Find | View All | First 1-2 of 2 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"/>	03/10/2008	DISA	8.000000	Hours			<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	03/11/2008	DISA	8.000000	Hours			<a href="#">Adjust Reported Time</a>	

Select All  Clear All

[Approve](#) [Previous Employee](#)

[Return to Approval Summary](#)

Step	Action
18.	When finished approving and/or adjusting time for this employee click the <a href="#">Return to Approval Summary</a> page. <a href="#">Return to Approval Summary</a>
19.	<b>End of Procedure.</b>