

Date Modified	4/17/2008
Last Changed by	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

MaineStreet			
	Home	Add to Favorites	Sign out
enu 🖾 🗖			
rch:			
(W)			
ly Favorites Self Service			
lanager Self Service			
Iniversity of Maine System			
Benefits			
ime and Labor			
Vorkforce Development			
Organizational Development			
Vorkforce Monitoring			
set Up SACR			
Interprise Components			
luickAddress Pro Web Int. Reporting Tools			
eopleTools			
Return to Portal			
ly Dictionary			
			powered by BoopleS
			reopies

Step	Action
1.	From the HRMS menu, click the Manager Self Service link.
	D Manager Self Service
2.	Click the <u>Time Management</u> link.
3.	Click the Approve Time and Exceptions link.
4.	Click the <b>Payable Time</b> link.



## Procedure

		<u>N</u>	ew Window Customize Pa	<u>De</u> http	
pprove Pavable Time					
pprove Time for Time Re	eporters				
Employee Selection Criteria	•	Get Employees			
escription	Value				
Group ID	SASTR	Q			
mpIID		Q			
ast Name		Q			
North American Paygroup		Q			
tart Date 03/01/2008 🕅 End Date o employees were returned for the time p	e 04/10/2008 🛐 period specified.				
tart Date 03/01/2008 🕅 End Date lo employees were returned for the time p	e 04/10/2008 ) period specified.				
tart Date 03/01/2008 III End Date to employees were returned for the time p	e 04/10/2008 📴 period specified.				
tart Date 03/01/2008 III End Date to employees were returned for the time p Go To: Manager Self Service Time Management Time Administration Run Contr	e 04/10/2008 (F) period specified.				
tart Date 03/0 1/2008 III End Date to employees were returned for the time p Manager Self Service Time Management Time Administration Run Contr	e [04/10/2008]]) period specified.				
tart Date 03/01/2008 IM End Date o employees were returned for the time p Manager Self Service Time Management Time Administration Run Contr	e [04/10/2008]]) period specified.				
tart Date 03/01/2000 🕅 End Date o employees were returned for the time p so To: <u>Manager Self Service</u> <u>Time Management</u> <u>Time Administration Run Contr</u>	e [04/10/2008]]) period specified.				
art Date 03/01/2008 IN End Date o employees were returned for the time p to To: Manager Self Service Time Management Time Administration Run Contr	e [04/10/2008]]) period specified.				
tart Date 03/01/2000 I End Date o employees were returned for the time p date of the time p so To: Manager Self Service Time Management Time Administration Run Contr	e [04/10/2008 ]B] period specified.				
tart Date 03/01/2008 I End Date o employees were returned for the time p date of the time p so To: Manager Self Service Time Management Time Administration Run Contr	e [04/10/2008 ]B] period specified.				

Step	Action
5.	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.
	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.
	When ready, click the <i>Get Employees</i> button.



						IVEW WINDO	W   Customize   age   http
prove Payable Time					_		
oprove Time for Time Re	porters						
Employee Selection Criteria			Get Emplo	oyees			
escription	Value						
oup ID	SASTE	R Q	•				
nplID		Q					
ist Name		Q					
orth American Paygroup art Date 03/01/2008 (5) End Date lect an employee and click on the approv riod. Click on the employee's name to te date range by changing the start and en ank to return all employees with payable ti	04/10/2008 is e button below to ap aw and/or approve th d dates or by leaving me that needs appr	oprove the emp he employee's g them blank. I roval.	loyee's time for the time. You may exp .eave both date fiel	time and Ids			
hth American Paygroup Art Date 03/01/2008 (B) End Date lect an employee and click on the approv rod. Click on the employee's name to vie date range by changing the start and en ink to return all employees with payable the ployees For	04/10/2008 [9] e button below to ap ew and/or approve th d dates or by leaving me that needs appr	oprove the emp he employee's g them blank. I roval.	loyee's time for the time. You may exp .eave both date fiel	time and Ids <u>Find  </u> View All Find	st 💜 1-2 of 2 🕨 Las	Ī	
In the American Paygroup Int Date O3/01/22008 II Int Date O3/01/2008 II Int Date O3/01/	04/10/2008 ii) e button below to age wand/or approve th dates or by leaving me that needs approve Employee ID	oprove the emp he employee's g them blank. I roval. Total Payable Hours	loyee's time for the time. You may exp .eave both date fiel <u>Faskgroup</u>	time and Ids Find   View All Fin Position Number	st ৰ 1.2 of 2 🕨 Lass		
hth American Paygroup Int Date 03/01/2008 B End Date lect an employee and click on the approv iddale range by changing the start and en nik to return all employees with payable th ployees For select Name Employee1 Name	04/10/2008 ii) e button below to ap w and/or approve the variable of the optimization of the optimization of the optimization of the optimization of the optimization for the optimization of the optimization	oprove the employee's g them blank. I roval. Total Payable Hours 40.000000	loyee's time for the time. You may exp .eave both date fiel <u>faskaroup</u> PSNONTASK	time and Ids Ind View All Fit Position Number 00013916	st € 1-2 of 2 ▷ Lass Global Payroll Payoroup		
American Paygroup  Int Date O3/01/2008 D Int Date O3/01/2008 D Int Date Int	04/10/2008 3 b button below to ag w and/or approve th d dates or by leaving me that needs approve Employee 0022226 0039734	poprove the employee's g them blank. I roval. Total <u>Payable</u> Hours 40.000000 16.000000	loyee's time for the time. You may exp eave both date fiel Taskgroup PSNONTASK PSNONTASK	time and Ids Eng   Vew All Fil Position Number 00013916 00019852	st 🕄 1-2 of 2 🕑 Lass Global Payroll Payroup		
Arth American Paygroup  art Date O3/01/2008  C End Date lect an employee and click on the approve to date range by changing the start and en ink to return all employees with payable to ployees For Select Hame Employee1 Name Employee2 Name Select All C Clear All C Clear All	04/10/2008 3 b button below to ag w and/or approve th d dates or by leaving me that needs approve Employee 0 0022226 0039734	Contract of the employee's g them blank. I roval.	loyee's time for the time. You may exp eave both date fiel Taskgroup PSNONTASK PSNONTASK	time and Ids End   Vew All Fil Position Number 00013916 00019852	st C 1.2 of 2 D Lass Global Payroll Payroup		
In the American Paygroup Int Date O3/01/22008 Int Date O3/01/22008 Int Date O3/01/22008 Int End Date Int Context and end Int Constrained to the approve Int Constrained International Internation International International International International Inte	04/10/2008       9       button below to agrowe the wand/or approve the wand/or approve the tar needs approve the tar needs approve the tar needs approve to a second	Oprove the employee's g them blank. I roval. Total Hours 40.000000 16.000000	loyee's time for the time. You may exp .eave both date fiel Taskgroup PSNONTASK PSNONTASK	time and Ids Find   View All Fil Position Number 00013916 00019852	st 📢 1-2 of 2 🕑 Las Sibbal Payroli Payroup		
orth American Paygroup art Date 03/01/2008  Control Date 03/01/2008  Co	04/10/2008       ebutton below to age wand/or approve the wand/or approve the dates or by leaving me that needs approve the needs appro	Q oprove the employee's g them blank. I roval. Total Pavable Hours 40.000000 16.000000	loyee's time for the time. You may exp .eave both date fiel f Taskgroup PSNONTASK PSNONTASK	time and Ids End   View All Fil Position Number 00013916 00019852	st 🗹 1.2 or 2 🕑 Las Global Parroll Payaroup		

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



Mai	neStree	t)								Home	Add to Fav	<u>vorites</u>	Sign ou	ut
∎ ►											New Wind	low Customia	te Page	10,0
Appr	ove Pay	able T	ime											
Employe	e Name				EmpliD:	nnaaaa	20							
Job Title	Human I	Resources			Empl Ro	INbr: 0								
Select the time to be	e time you wi e published.	sh to appro If you wish	ove and the n to use the	en click the Ap	prove button. Enter as the publish date,	a specific Accou you may leave t	unting Date fo the Accountin	or each row o ng Date field b	f payable blank.				_	
Start Dat	e 03/01/200	18	End Date	04/10/2008							5			
Approval	Details ew Time	Reporting E	lements	Task Reporting	Elements			Custo	omize   Find	View All	First 🔍	1-5 of 5 🕒 Last		
Select	Date	Time Reporting Code	Quantity	Туре	Accounting Date	<u>User ID</u>				Adjust Repo	orted Time	Comments		
	03/03/2008	ANLV	8.000000	Hours	. B					Adjust Repo	rted Time	$\bigcirc$		
	03/04/2008	ANLV	8.000000	Hours	B				<	Adjust Repo	rted Time	<b>∽</b> ∽		
	03/05/2008	ANLV	8.000000	Hours	31					Adjust Repo	rted Time	$\bigcirc$		
	03/06/2008	ANLV	8.000000	Hours	H					Adjust Repo	rted Time	$\Diamond$		
	03/07/2008	ANLV	8.000000	Hours	) B					Adjust Repo	rted Time	$\Diamond$		
Sele	ct All 🔲 🧕	<u>Clear All</u>						Next Emp	loyee					
<u>Return to</u>	Approval Su	mmary												
Done											] Internet		<b>a</b> 100%	•

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



			Home	Add to Favorites	Sign out
•				New Window Custo	mize Page   틙
imesheet					
Employee Name	EmpliD:	0099999			
ob Title: Human Resources	Empl Rcd Nbr:	0			
Click for Instructions					
/iew By: Time Period 🐱 Date	: 03/04/2008 🕫 (# Refresh) <<< F	revious Time Period Next	Time Period >>		
Reported Hours: 32.00 Hours	Scheduled Hours: 0.00 Hours	Next	Employee >>		
Reported time on or before 04/05/20	08 is for a prior period.				
rom Tuesday 03/04/2008 to Monday	03/10/2008				
Timesneet Overnoes	Sup Mon				
14 3/5 3/6 3/7 3/8	3/9 3/10 Total Time Reporting	Code Taskgroup			
8.00 8.00 8.00 8.00	32.00 ANLV - Salaried	Vacation 🛛 🖌 PSNONTAS	к 🔍 🖃 🛨		
Submit					
Reported Time Status - click to hid					
ate Status 2/04/2009 Submitted	O     O     ANI V	e Comments			
3/05/2008 Submitted	8.00 ANLV	~~~~			
12/06/2008 Submitted	8.00 ANLY	~			
3/07/2008 Submitted	8.00 ANI V	0			
310172000 Odbiningd	0.00 / 4427	2-			
Reported Hours Summary - click to	o view				
Balances - click to view					
So To: Manager Self Service					
Time Management					
Time Management Return to Select Employee					

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



MaineStreet			Home	Add to Favorites	Sign out
•				New Window Custom	ize Page   💼
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	<u>Customize   Find</u>   View All	First 🗹 1 of 1 🕑	Last	
1 0099999 04/10/2008 Time Reporting			~	•	
			<u>~</u>		
Save Cancel					

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

MaineStreet	_	Home	Add to Favorites	<u>Sign out</u>
•			!	New Window
Are you sure you want to save the comment(s) entered? (13504,10060)				
Once the page is saved, the comments cannot be changed.           Press OK to Save or press Cancel to return to the Comments page without saving.           OK         Cancel				
2nne			Internet	100% -

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

Maine Street



MaineStreet	
	Home Add to Favorites Sign out
	New Window   Customize P Saved
Timesheet	
mployee Name EmpIID: 0099999	
lob Title: Human Resources Empl Rcd Nbr: 0	
Oliekter Instructions	_
View By: Time Period View Date: 03/04/2008 (1) (2) Kettern <a href="https://www.eventues.com">&lt;</a> Previous Time Period Next Time Period >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	<u>&gt;</u>
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	
Timesheet Overrides (FFF)	
Tue Wed Thu Fri Sat Sun Mon 3/4 3/5 3/6 3/7 3/8 3/9 3/10 Total Time Reporting Code Taskgroup 1	
8.00 8.00 8.00 8.00 32.00 ANLV - Salaried Vacation 🗸 PSNONTASK Q 🖃	<b></b>
Submit	
9	
Reported Time Status - click to hide	
Date Status Total Time Reporting Code Comments	
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	
C Return to Approval Details	

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



Step	Action
13.	On the <b>Approve Payable Time</b> page, to approve all time submitted by the employee.
	Click the <u>Select All</u> link. Select All
14.	Click the <i>Approve</i> button.
	Approve

 ${f M}$ aine Stree



MaineStreet	_	Home	Add to Favorites	Sian out
			<u></u>	
				New Window
Are you sure you want to approve the time selected? (13504,2500)				
Once the page is saved, the time cannot be "Unapproved" Press OK to Approve or press Cancel to not save the approval. OK Cancel				
Done			Internet	100% • .:

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



MaineStreet			
	<u>Home</u>	Add to Favorites	Sign out
<b>)</b> ,		New Window   Cust	omize Page Saved
			onneer ag, eurou
Save Confirmation			
The Save was successful.			
<b>IOK</b>			
			/

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



MaineStreet			Home	Add to Favor	ites	Sign out
•				New Windov	v Customize	Page Bage
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 ime to be published. If you wish to use the current date as the	button. Enter a specific Accounting Da publish date, you may leave the Accou	te for each row of payable inting Date field blank.				_
Start Date 03/01/2008 End Date 04/10/2008						
Approval Details		Customize   Fir	id   View All   🕌	First 🛃 1	of 1 🕨 Last	
Overview Time Reporting Elements Task Reporting Elements	nts 🛛 📖		1			
Select         Date         Ime Reporting Code         Quantity         Type         According	unting Date User ID		Adjust Repor	ted Time	Comments	
0.000000	31		Adjust Repor	ted Time	Q	
Select All     Clear All     Approve	(	Next Employee	>			
Return to Approval Summary						

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



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

**Maine** Stree