Lesson 3: Manager Self Service

Course Overview



In the second lesson, you learned how to enter reported time using Employee Self Service. You should now have an understanding of how to enter exceptions to your default schedule.

This final lesson is for employees who are also managers and/or supervisors. Not only do managers enter their own time using Employee Self Service, but they must also review and approve their employees' time. James will show you how to do this on the following screens.



Lesson Objectives

After completing this lesson, you will be able to:

- Approve Reported Time (Timesheets) for employees who report directly to you
- Approve Reported Time (Timesheets) for supervisors in your chain of command who are unavailable to approve their own employees' time

Lesson Topics

In this lesson you will learn about the following topic.



Whose Time Will I Approve?

There are two groups of employee whose time you have the ability to approve:



- Employees who report directly to you ("direct reports"). This is based on the SHARP position data field, "Reports To"
- Employees who report to the supervisors who report to you ("indirect reports")

TIP: The next few pages outline the approval process.



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How Do I Approve Reported Time?



Step 1: Sign into Employee Self Service using the information provided by your agency personnel office during New Employee Orientation.



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Access the Approve Reported Time - Timesheet Summary

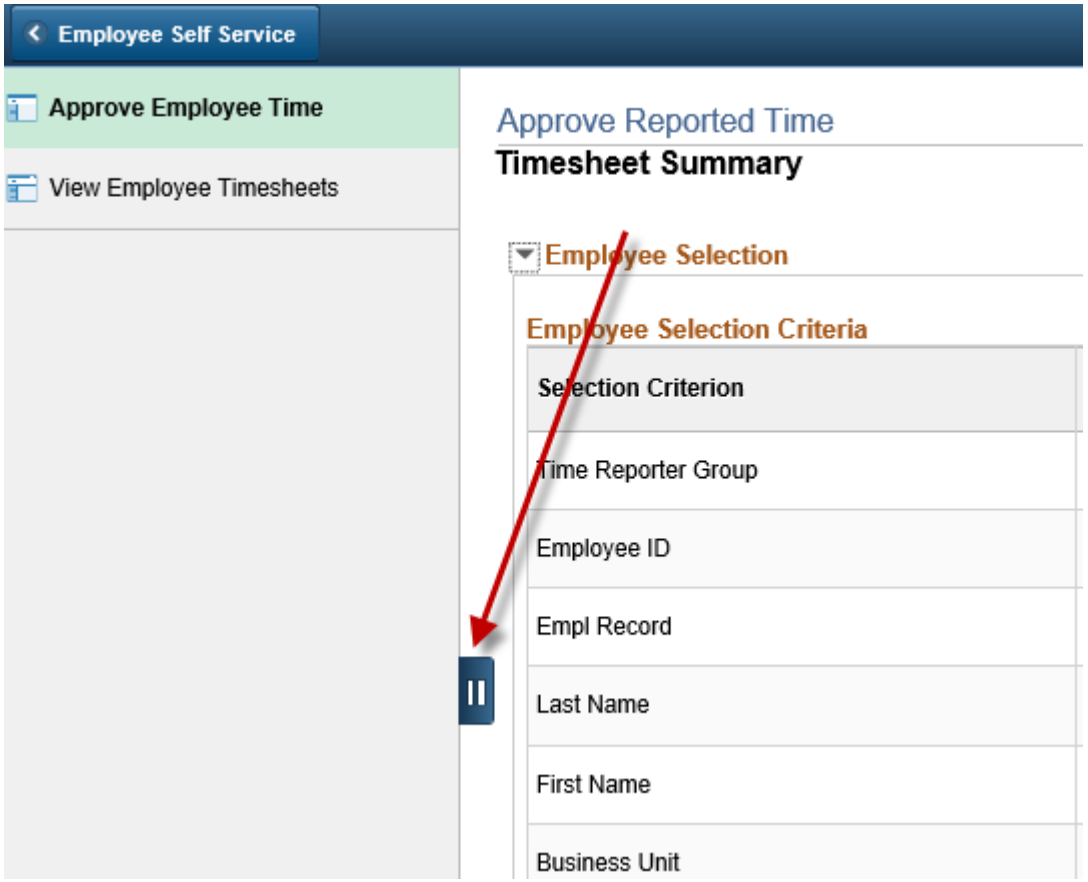


Step 2: Choose the **Team Time** tile.



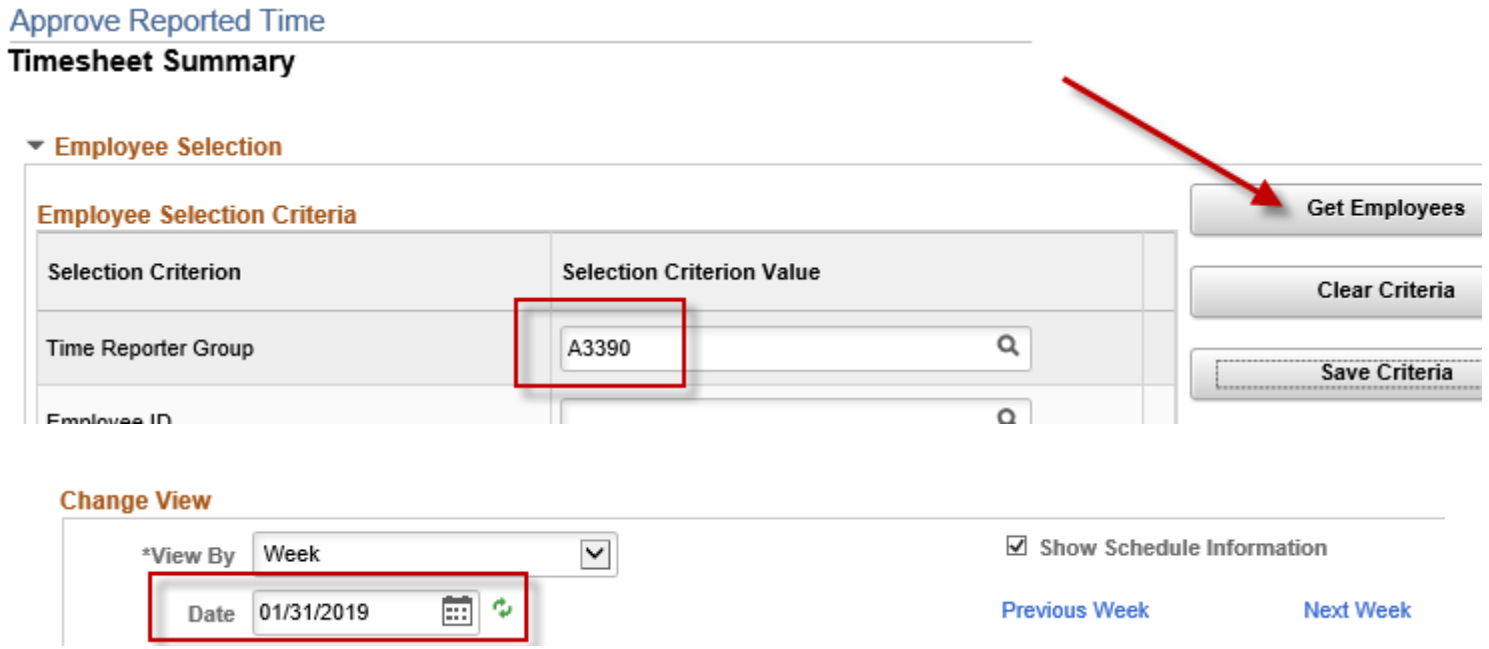
Maximize/Minimize Navigation Collections

To minimize the left side Navigation Collection, **Click** on the blue and white icon that separates the left and the right side of the page. To Restore the left side Navigation Collection, **Click** the icon again.



Approve Reported Time - Timesheet Summary

Ensure the **Date** falls within the range of the pay period and click "**Get Employees**" to see a list of employees who have submitted timesheets awaiting your review and approval. **NOTE**: Ensure your Time Reporter Group displays. See pages later in this section if you need to look up your Time Reporter Group ID.



Timesheet Summary

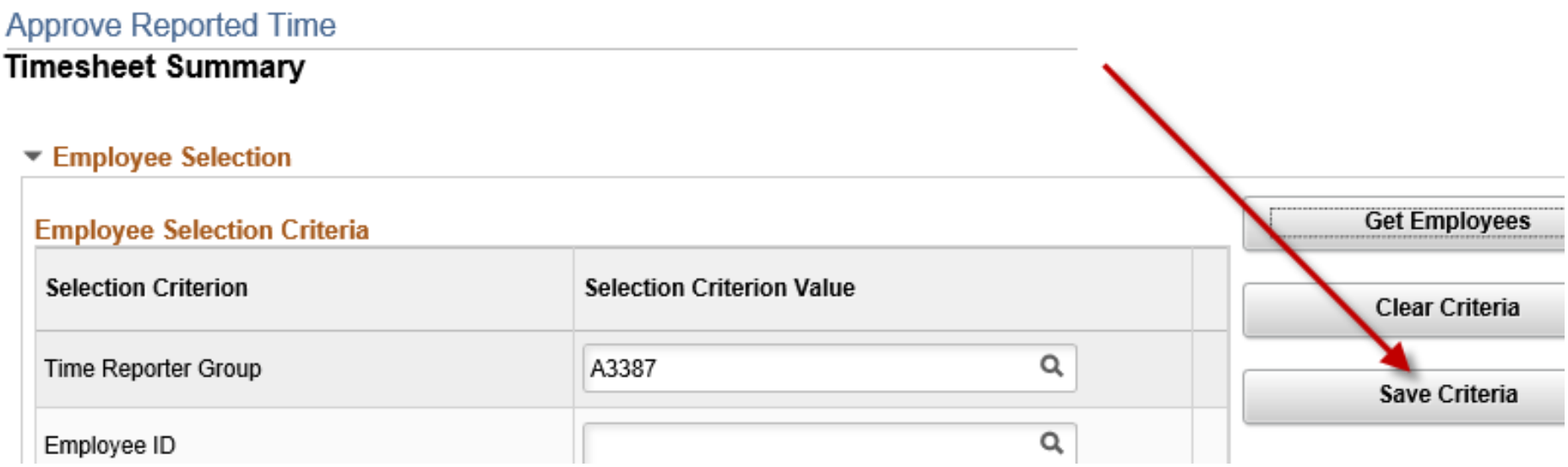
When you click "Get Employees," only your direct reports will display. The list includes employees who have submitted their timesheet and were active as of the date listed in the **Date** field.

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved
☐	Pummy	Poppy	K000017	0	Human Resource Professional	40.0000
☐	Bridges	Crystal	K000013	0	Human Resource Professional	40.0000
☐	Sagett	Iris	K000003	0	Human Resource Professional	40.0000

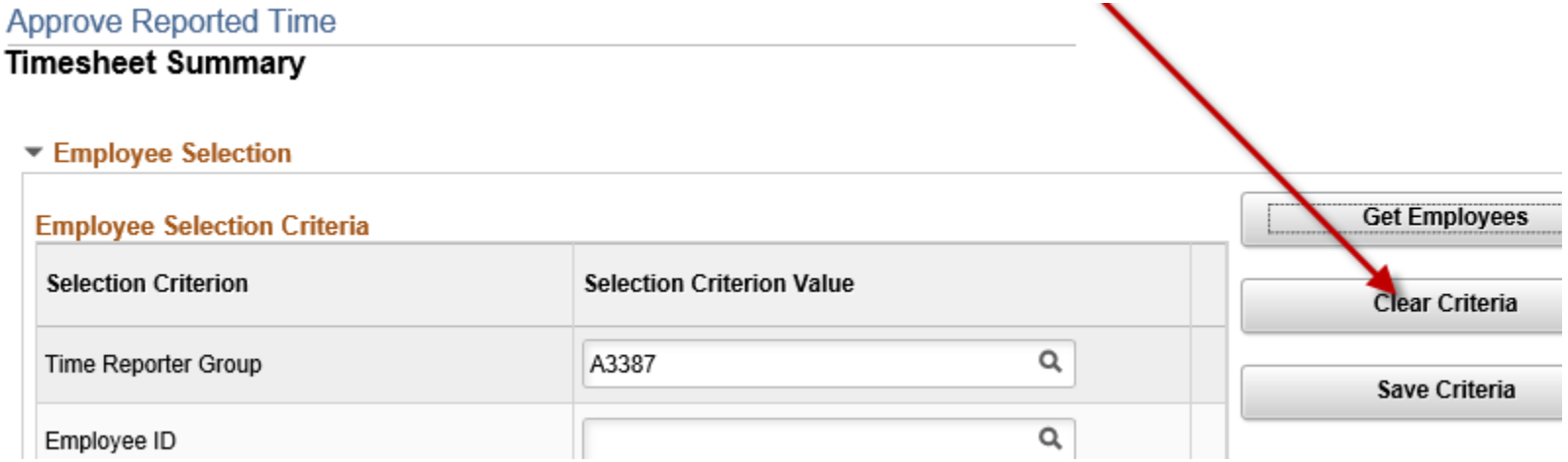
Saving your Criteria

If you want to display only those employees who directly report to you the next time you visit this page, click "**Save Criteria**."



Clearing your Criteria

If you want to remove your Time Reporter Group, click "**Clear Criteria.**" (Not recommended)



Demographics / Expand Icon (Optional)

Click on the “Demographics” folder tab to display more information that pertains to your employees.

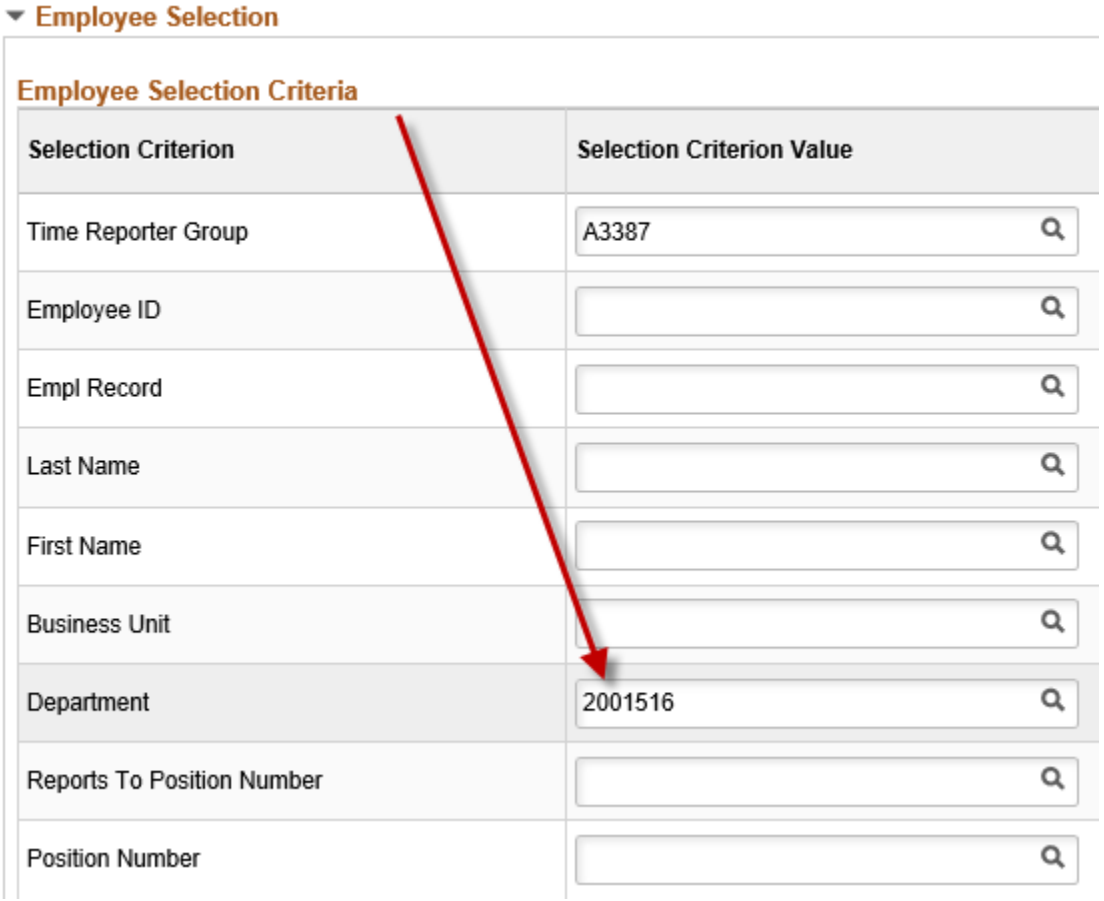


Click on the “Expand icon” to display all columns of information that pertain to your employees.



Narrowing the List (Optional)

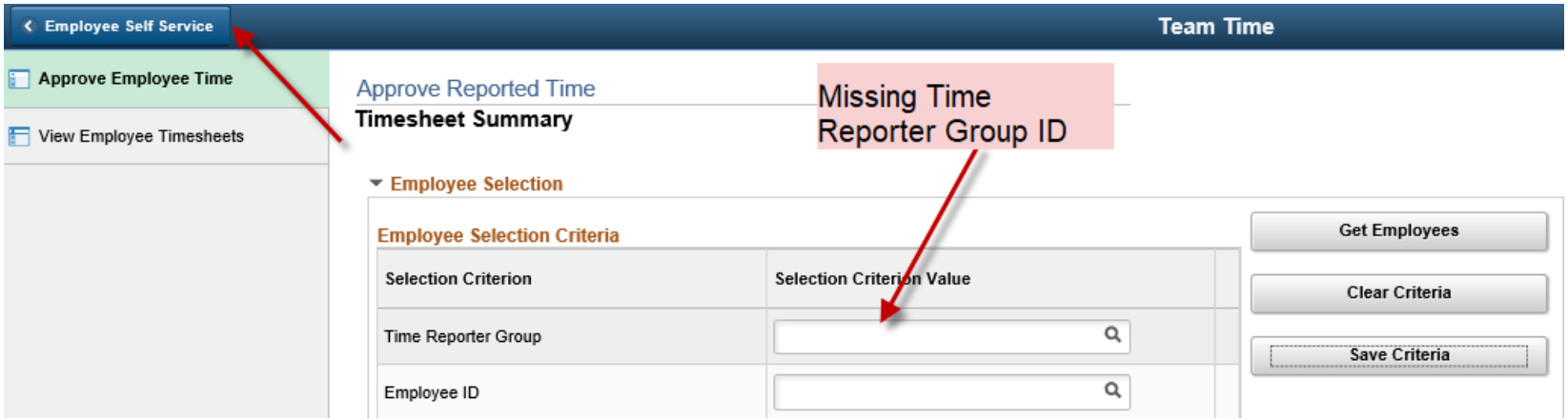
If you approve time for more than one department, remove your “Group ID,” enter a value in the **Department** field, and click on the **Get Employees** button. Only those employees in the department entered will display.



Look Up Your Time Reporter Group ID (Optional)

If your Time Reporter Group ID no longer displays, follow the following steps to look up your Position Number so you can find you Time Reporter Group ID.

Step 1: Click “Employee Self Service” to return to the Home page.



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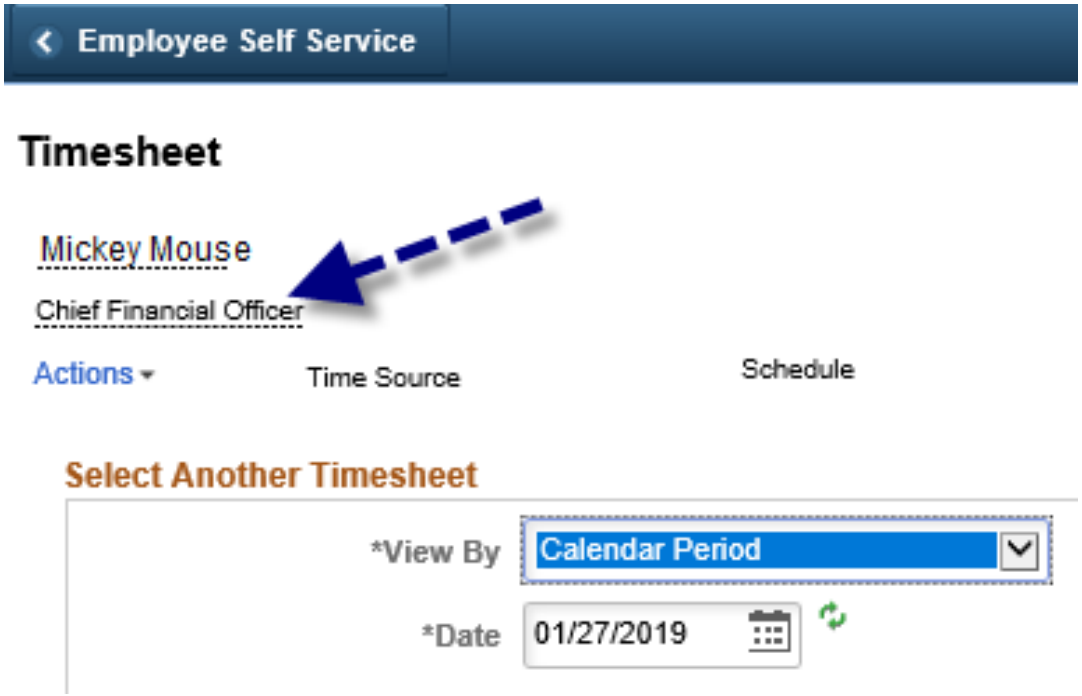
Look Up Your Time Reporter Group ID (Optional)

Step 2: Click the My Time tile.



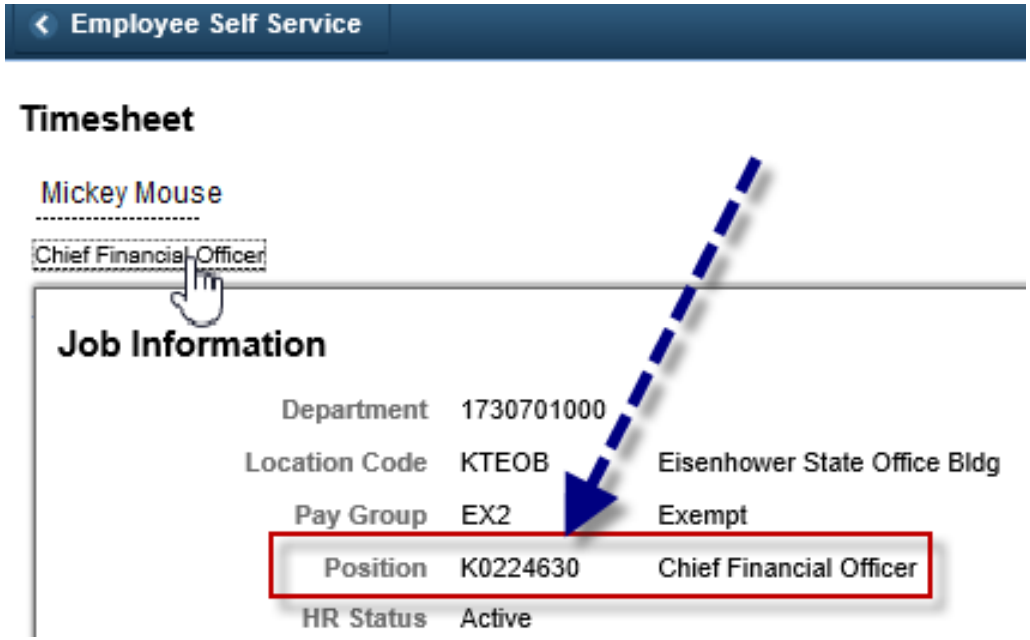
Look Up Your Time Reporter Group ID (Optional)

Step 3: Click on your Title (In the example below, the Title is "Chief Financial Officer.")



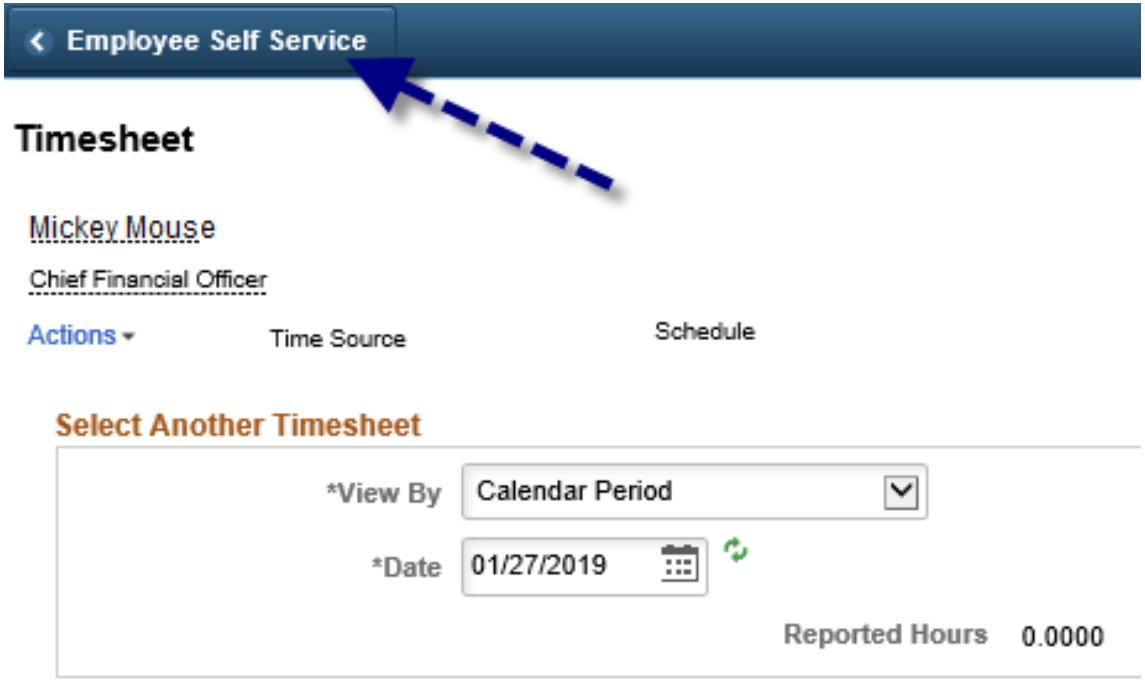
Look Up Your Time Reporter Group ID (Optional)

Step 4: Your Position number is listed on the page. Copy or write down your Position Number.



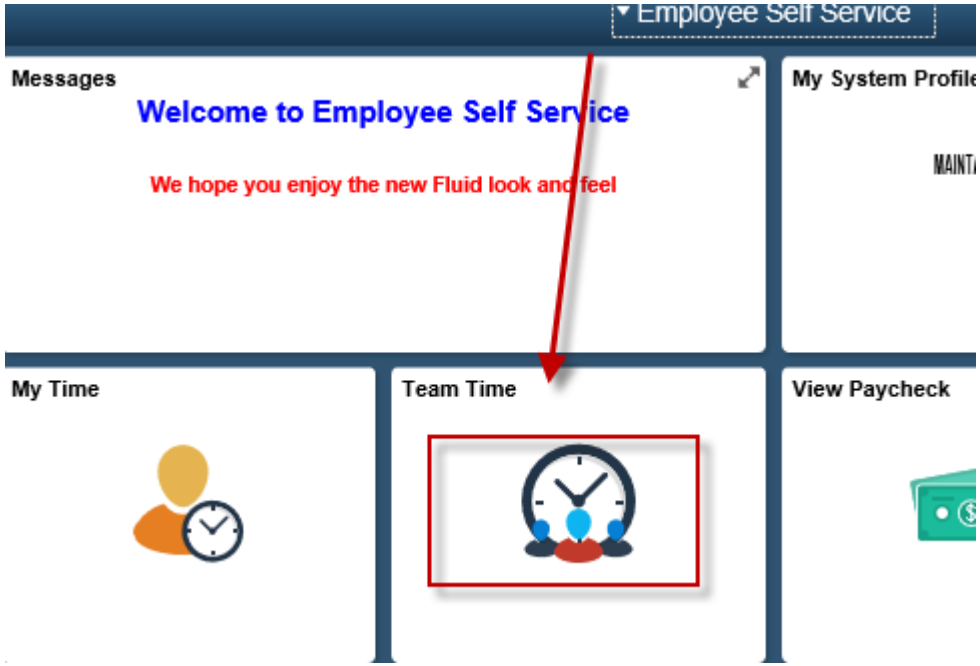
Look Up Your Time Reporter Group ID (Optional)

Step 5: Click on “Employee Self Service” to return to the Home page.



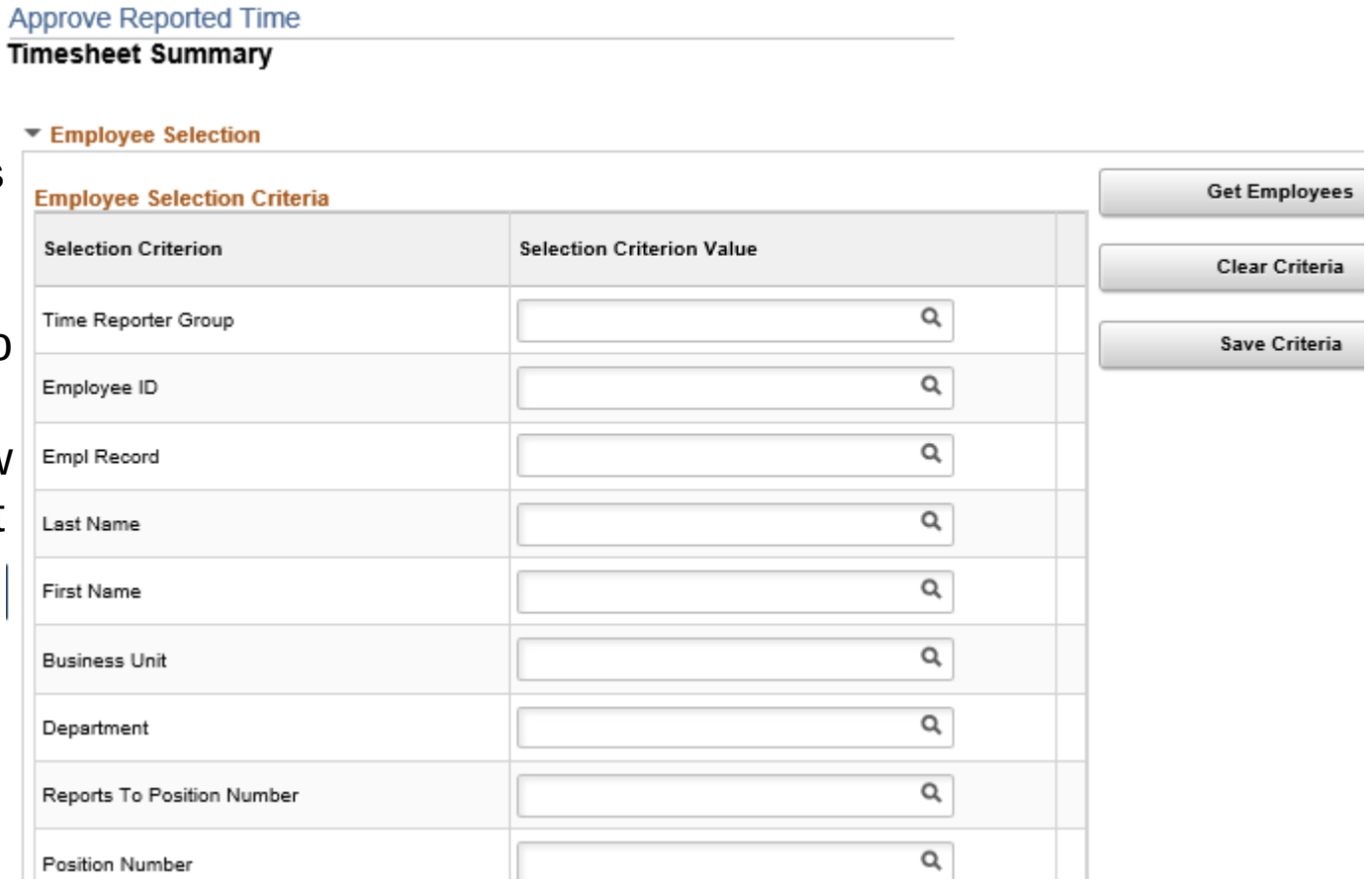
Look Up Your Time Reporter Group ID (Optional)

Step 6: Click on the Team Time tile. Then, continue with the steps listed in the next section, "**Manager Covering for a Supervisor**."



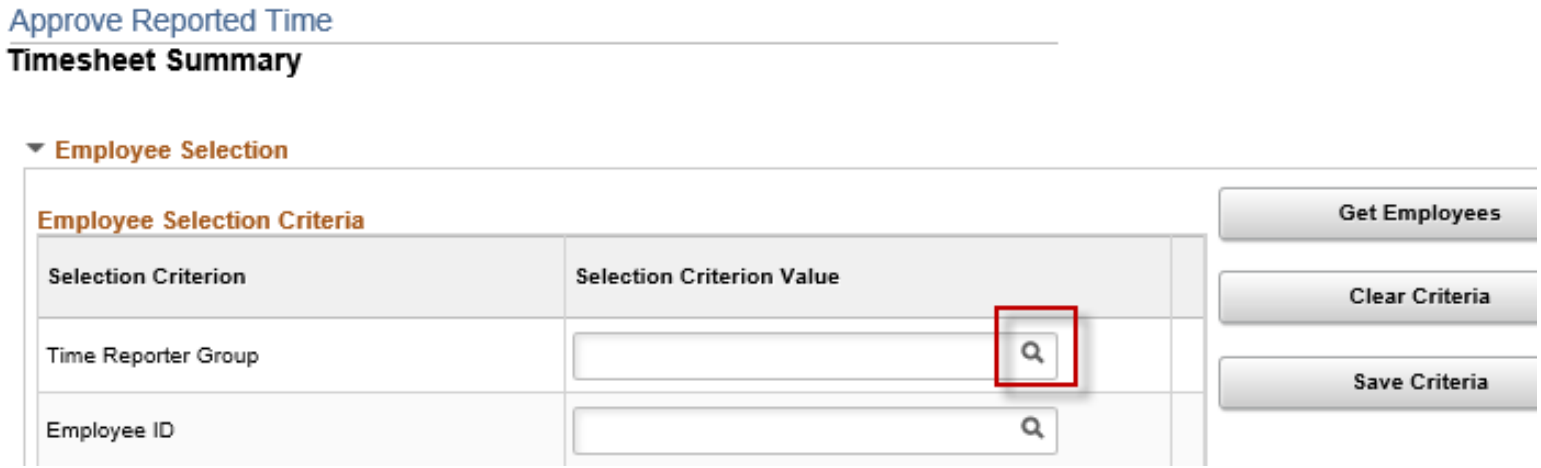
Manager Covering for a Supervisor

If you are a manager who needs to approve time for subordinate employees during a supervisor's absence, you can use the supervisor's position number to locate employees that report directly to them. Follow the steps in the next few slides to locate a list of employees who are not your direct reports.



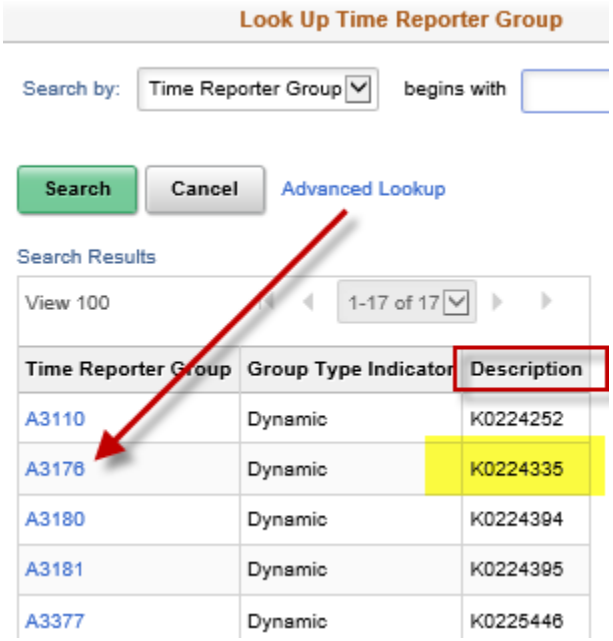
Manager Covering for a Supervisor (cont.)

Step 1: Click on the Time Reporter Group ID lookup button.



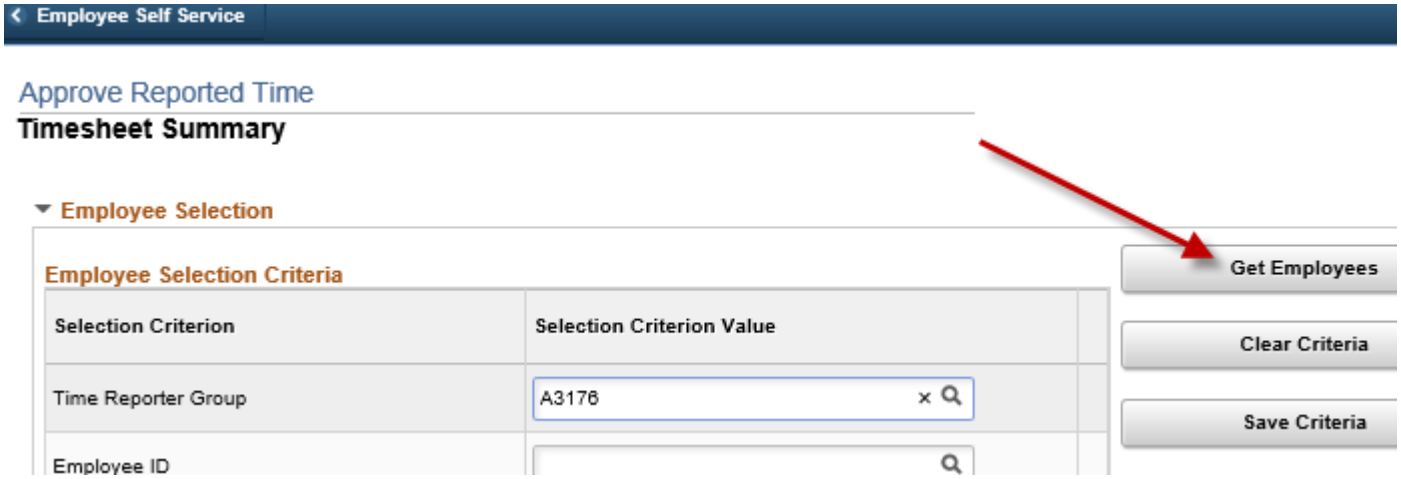
Manager Covering for a Supervisor (cont.)

Step 2: Click on the Time Reporter Group ID for the supervisor for which you are approving time and the search page will display again with this supervisor's Time Reporter Group ID. NOTE: the Position Numbers are located in the **Description** column). If you are unsure of the supervisor's position number, ask your Personnel Office for help.



Manager Covering for a Supervisor (cont.)

Step 3: . Click “Get Employees” and the employees who report to that particular position number will display if there is time to be approved.



Total Hours Summary



Employees For Poppy Flower, Time Needing Approval From 02/03/2019 - 02/09/2019

1-3 of 3

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
☐	Mouse	Minnie	K000004	0	Public Service Executive	40.0000	40.0000	40.0000		0.0000	0.0000
☐	Taggart	Maria	K000007	0	Public Service Executive	40.0000	40.0000	40.0000		0.0000	0.0000
☐	Wayne	John	J00012	0	Public Service Executive	40.0000	40.0000	40.0000		0.0000	0.0000

The list of employees shows a summary of Hours to be Approved, Reported Hours, Scheduled Hours, and Approved/Submitted Hours. On the search screen, only one week of hours displays. Once you access the employee's timesheet, you will be able to view the entire pay period.

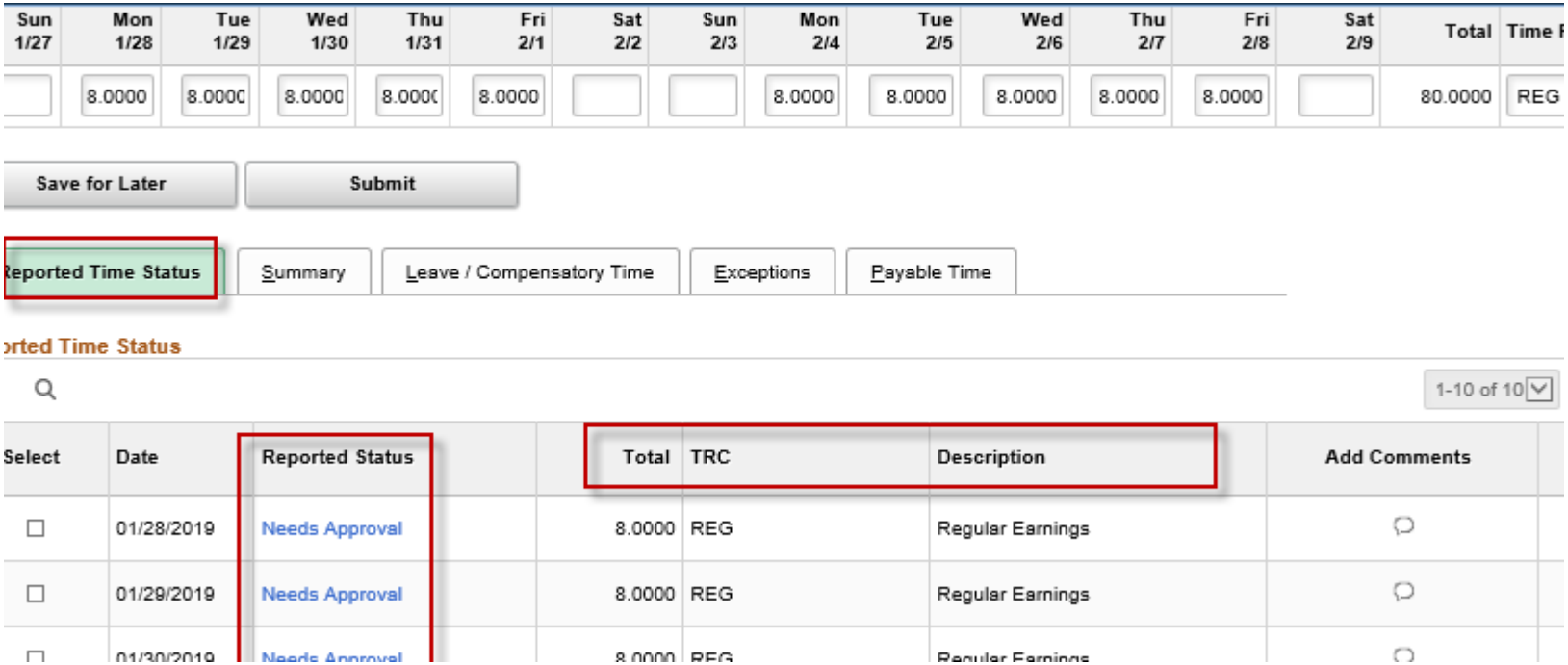
Approve Timesheets Individually

Click on the first employee's last name to pull up that employee's timesheet to review and approve. **Note**: You can sort your list by clicking on most of the column headers. For example, if you want to sort by First Name, click on the First Name column header either once or twice depending on whether you want to sort in ascending or descending order.



Review Timesheet

Notice the information listed under the “Reported Status” folder tab. Ensure that the rows display “Needs Approval” and that the appropriate time reporting codes (TRCs), taskgroups and task profiles (not displayed in the page print below) have been used to reflect the actual hours worked or leave taken.



Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total	Time F
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG

Save for Later | Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

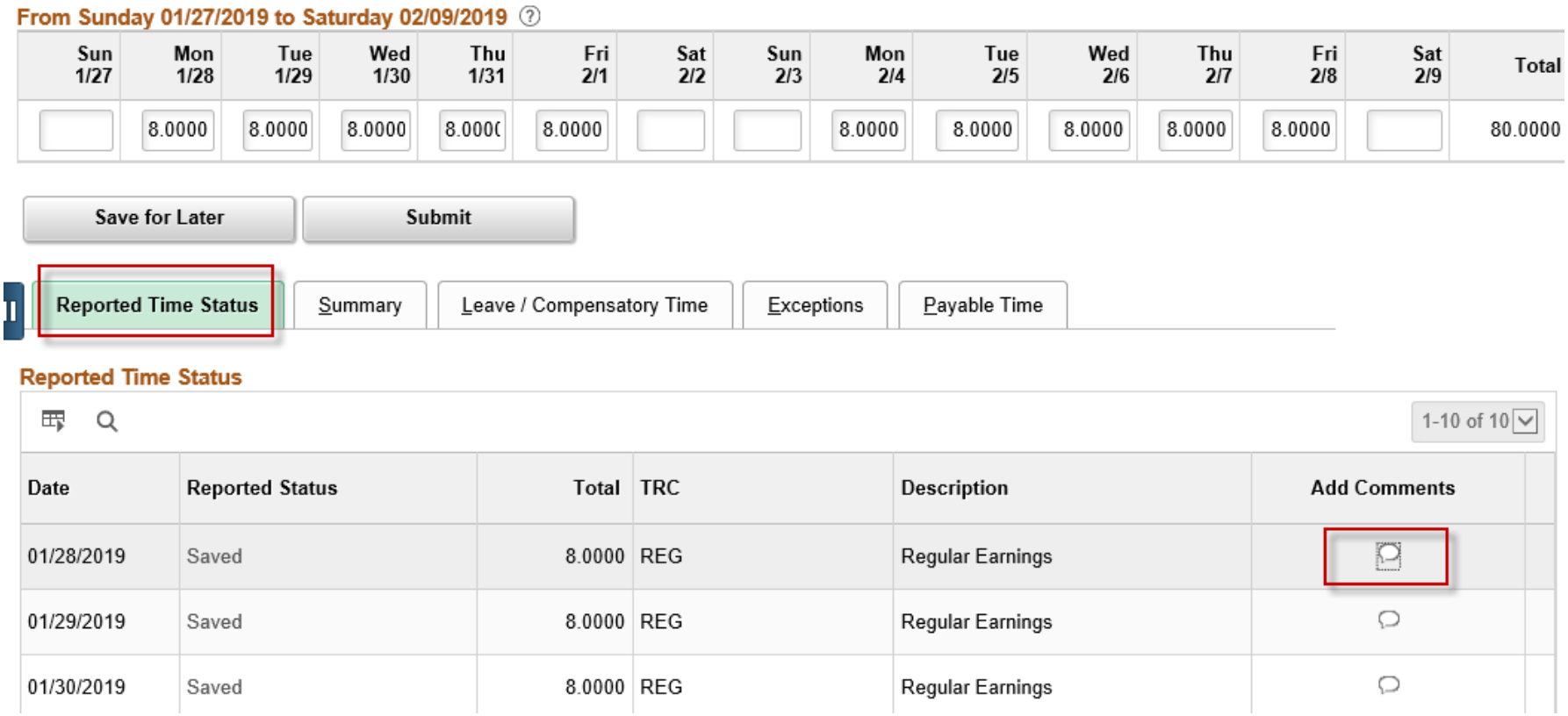
orted Time Status

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Select	Date	Reported Status	Total	TRC	Description	Add Comments
☐	01/28/2019	Needs Approval	8.0000	REG	Regular Earnings	
☐	01/29/2019	Needs Approval	8.0000	REG	Regular Earnings	
☐	01/30/2019	Needs Approval	8.0000	REG	Regular Earnings	

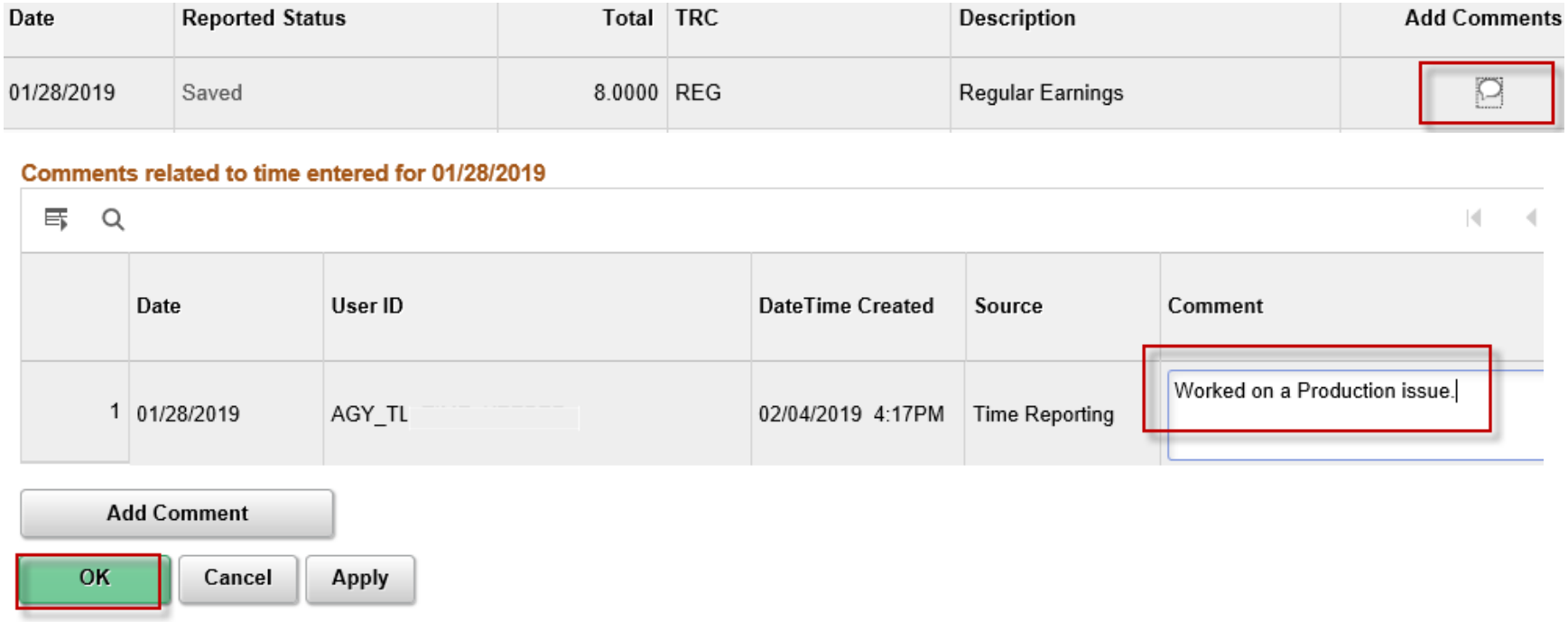
Adding Comments (Optional)

Use the **Comments** field to add or review work-related comments. **Note:** This field should not be used to track any medical, disciplinary or other personnel-related information.



Comments (Optional)

To add a new comment or review comments previously entered by your employee, you can click the bubble in the Add Comments column that corresponds to the relevant date. Note that once a new comment has been entered and either OK or Apply has been clicked, the comment can no longer be modified or deleted.



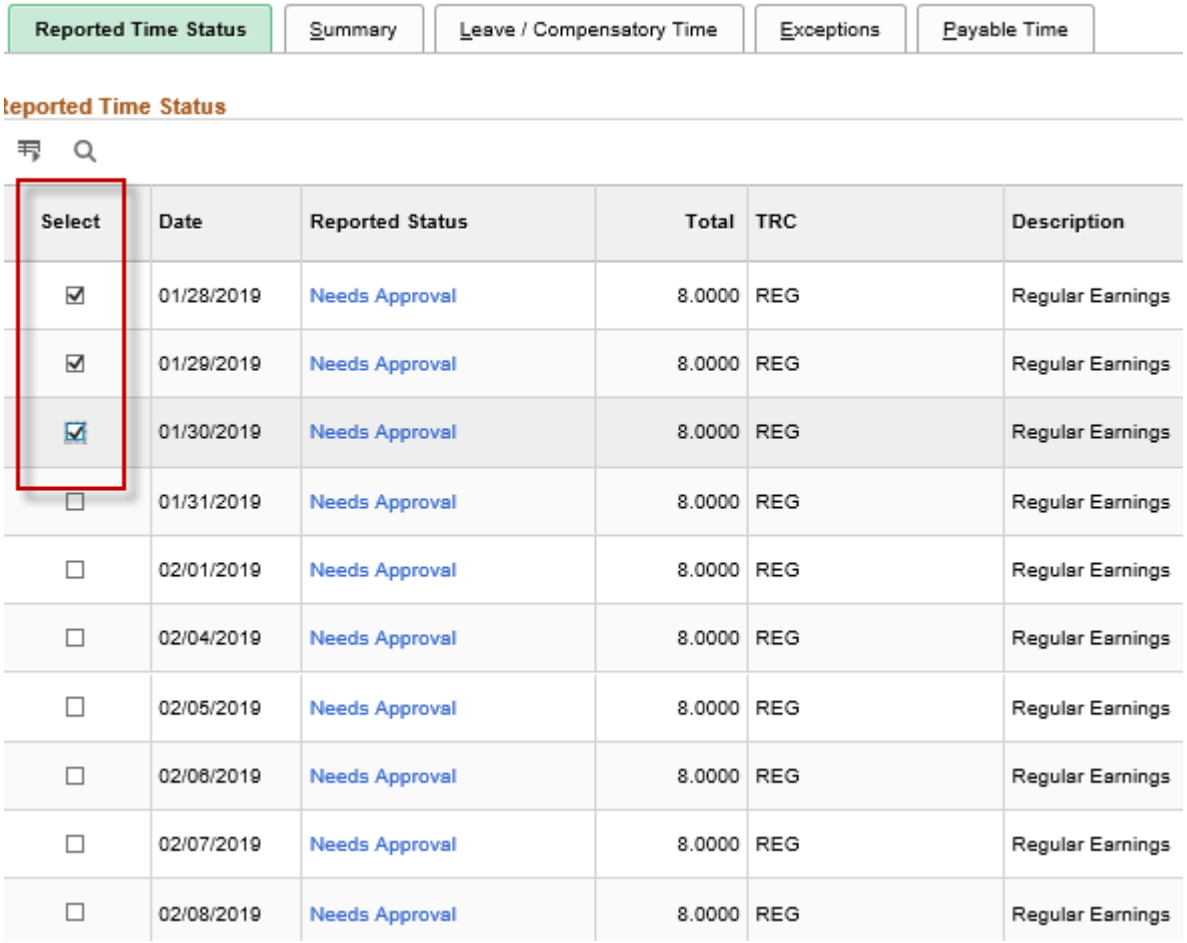
Selecting Time for Approval

If all of the reported time is correct, use the **Select All** button to select all rows and click the **Approve** button. Each time you approve a timesheet, an e-mail is sent to your employee within 1 ½ hours (excluding weekends and evenings).



Approve Buttons

If some rows of reported time are incorrect, use the **Select** checkbox next to each row you want to approve. Use the **Approve** button to approve the selected rows.



Select	Date	Reported Status	Total	TRC	Description
☑	01/28/2019	Needs Approval	8.0000	REG	Regular Earnings
☑	01/29/2019	Needs Approval	8.0000	REG	Regular Earnings
☑	01/30/2019	Needs Approval	8.0000	REG	Regular Earnings
☐	01/31/2019	Needs Approval	8.0000	REG	Regular Earnings
☐	02/01/2019	Needs Approval	8.0000	REG	Regular Earnings
☐	02/04/2019	Needs Approval	8.0000	REG	Regular Earnings
☐	02/05/2019	Needs Approval	8.0000	REG	Regular Earnings
☐	02/06/2019	Needs Approval	8.0000	REG	Regular Earnings
☐	02/07/2019	Needs Approval	8.0000	REG	Regular Earnings
☐	02/08/2019	Needs Approval	8.0000	REG	Regular Earnings

Approve Timesheet

Use the **Approve** button to approve the selected rows. Note: You may need to scroll to the right or use your Ctrl key on your keyboard and the scroll bar on your mouse to minimize the page.

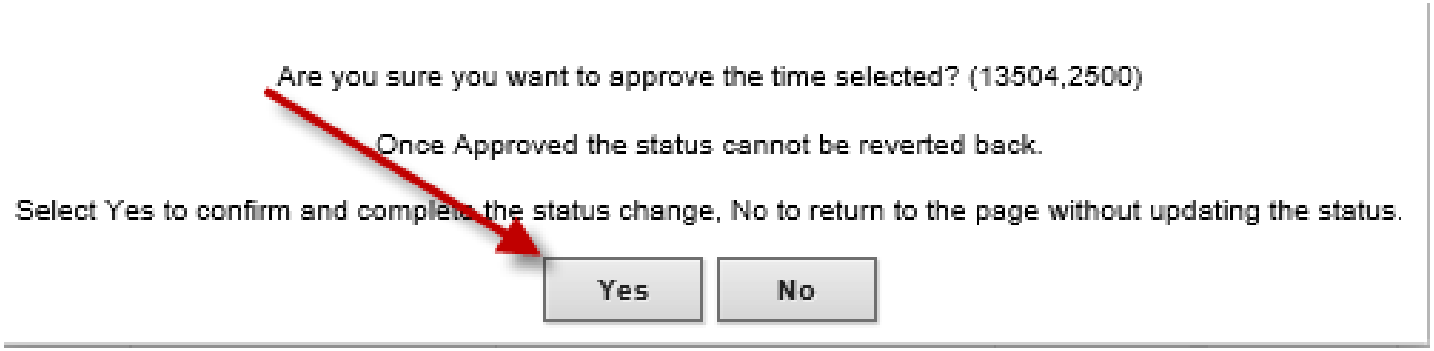


Total	TRC	Description	Add Comments
8.0000	REG	Regular Earnings	
8.0000	REG	Regular Earnings	
8.0000	REG	Regular Earnings	



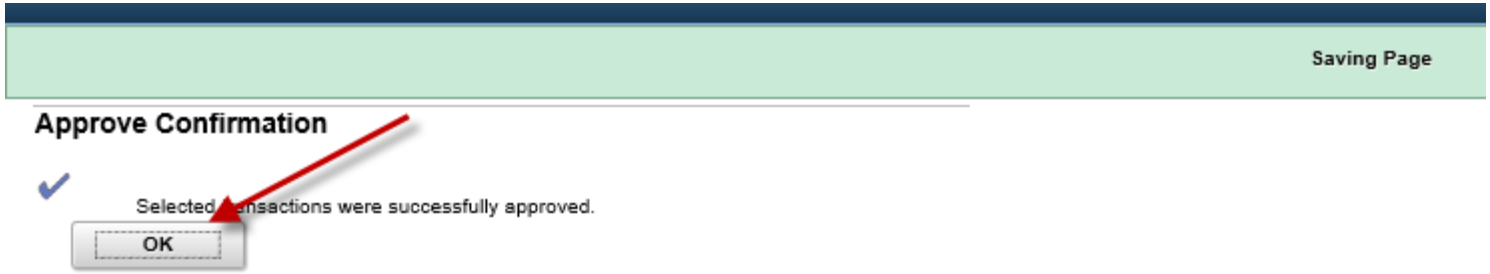
Confirm Approval

After clicking the Approve button, the following message displays, *"Are you sure you want to approve the time selected? (13504,2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change, No to return to the page without updating the status."* Select **Yes** to confirm your approval or **No** if you are not yet ready to approve the timesheet.



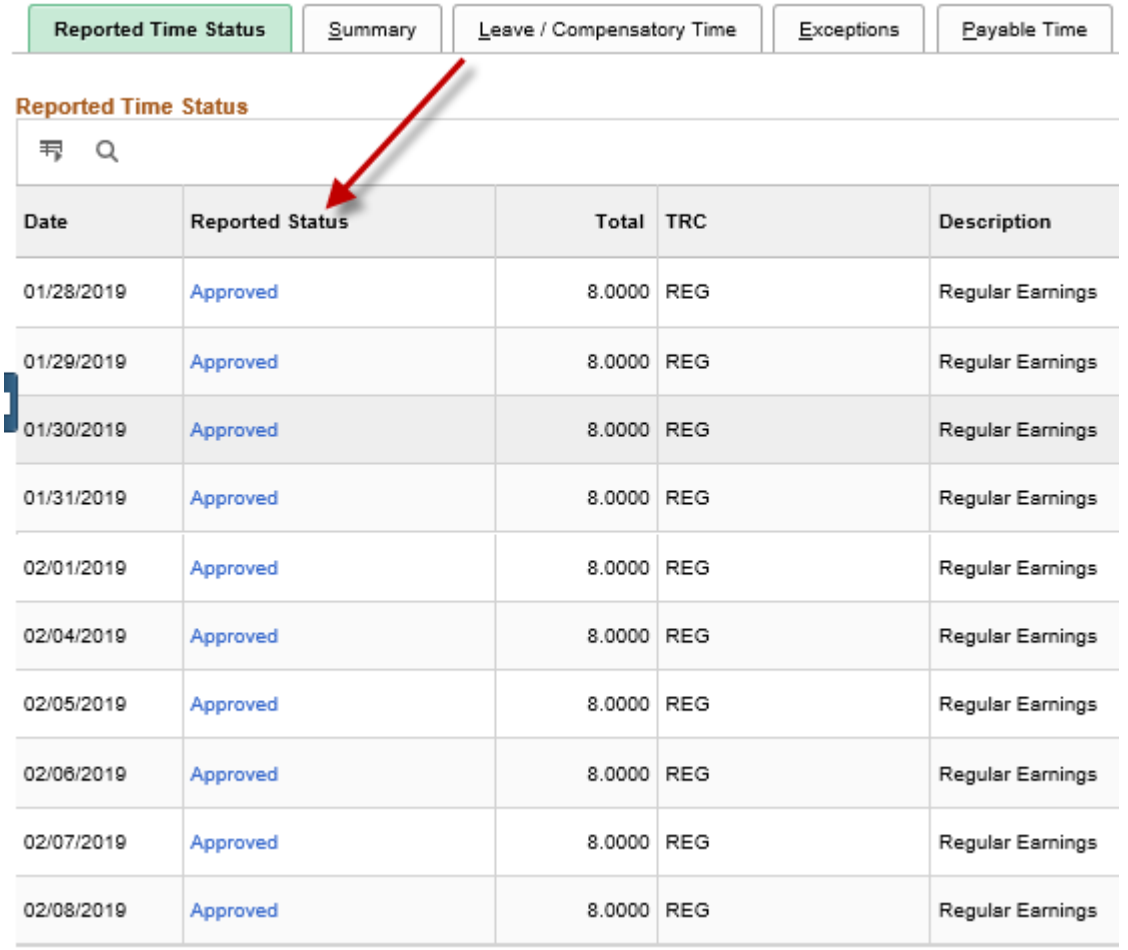
Approve Confirmation Message

After clicking Yes to confirm your approval, the blue processing icon may appear, followed by a green Saving page message. The following Approve Confirmation messages displays. Click **OK**.



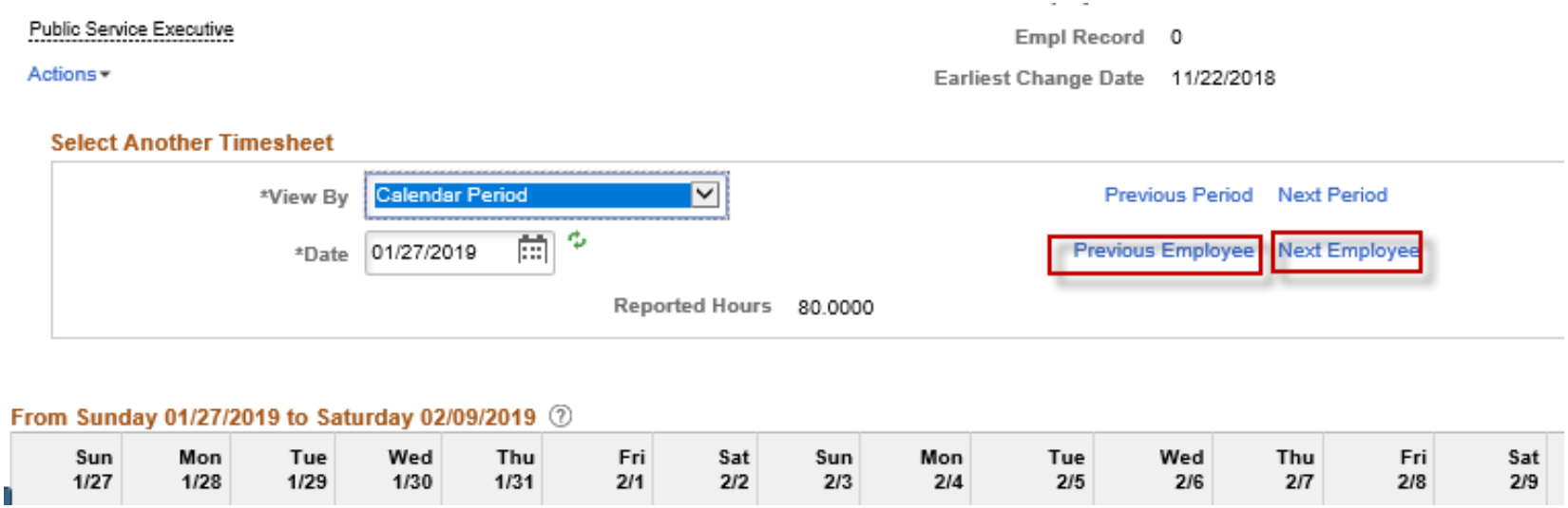
Reported Time Status

After clicking OK to the previous message, the timesheet displays. Once reported time is approved, the **Status** is updated to reflect your approval.



Date	Reported Status	Total	TRC	Description
01/28/2019	Approved	8.0000	REG	Regular Earnings
01/29/2019	Approved	8.0000	REG	Regular Earnings
01/30/2019	Approved	8.0000	REG	Regular Earnings
01/31/2019	Approved	8.0000	REG	Regular Earnings
02/01/2019	Approved	8.0000	REG	Regular Earnings
02/04/2019	Approved	8.0000	REG	Regular Earnings
02/05/2019	Approved	8.0000	REG	Regular Earnings
02/06/2019	Approved	8.0000	REG	Regular Earnings
02/07/2019	Approved	8.0000	REG	Regular Earnings
02/08/2019	Approved	8.0000	REG	Regular Earnings

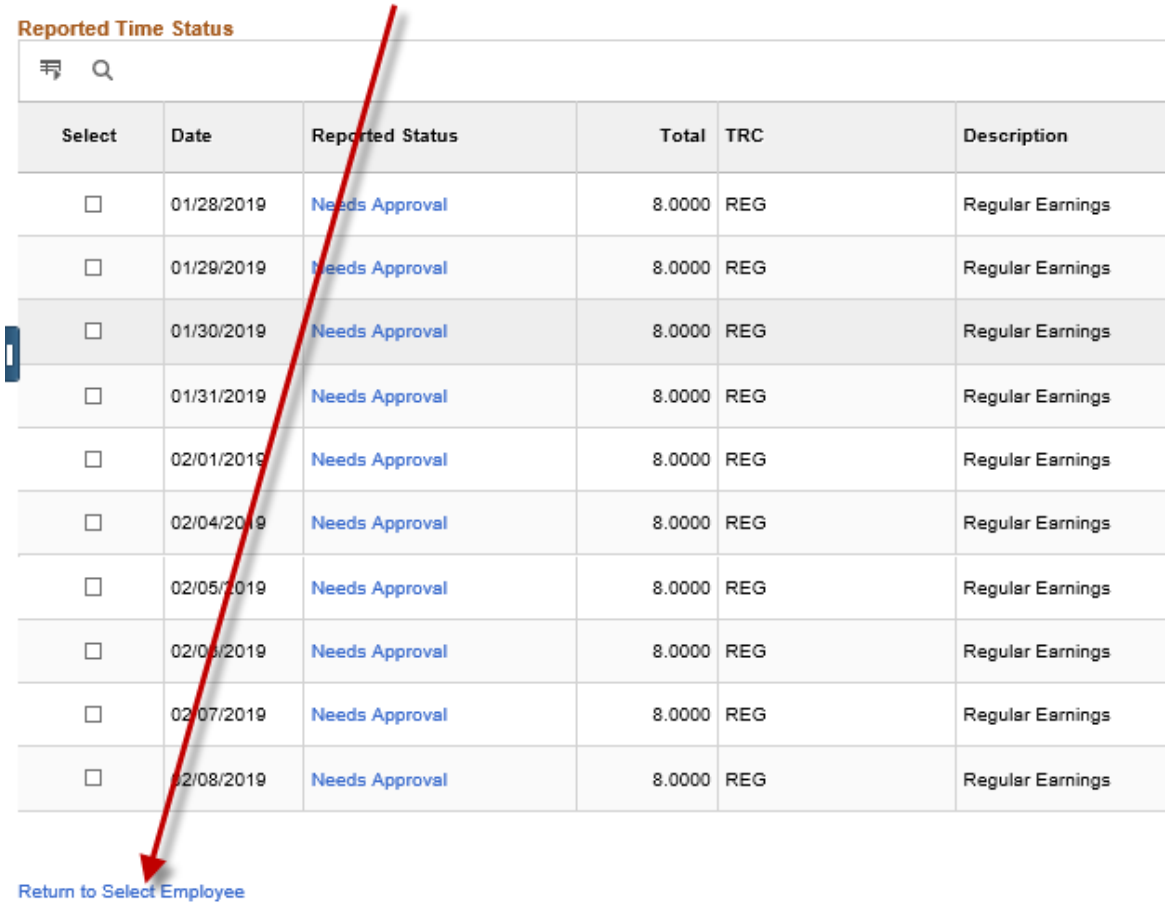
Previous/Next Employee



Use the **Previous Employee** and **Next Employee** links to quickly move through time approval. You can also return to the search screen to select a different employee.

Return to Select Employee

Once you have completed reviewing and approving your employee's timesheets, click on "**Return to Select Employee**."



Key Checkpoints

There are a few key things that each supervisor should verify every pay period:

- Verify that all of your direct reports have submitted time for your approval by the last Friday or Saturday of the pay period. Check with your personnel office if you have any questions about specific due dates and times
- Verify that you have approved all rows of reported time for each direct report by the last Friday or Saturday of the pay period. If any reported time is not approved, it will not go through the Time Administration process to become pay. Check with your personnel office on specific due dates and times



TIP: Work closely with employees on issues that cause you to question reported time. The window of time to fix problems and complete the process is very short.



Lesson 3: Manager Self Service

Lesson Summary



Supervisors are responsible for ensuring that their list of direct reports in SHARP is correct and should contact their agency personnel office to resolve errors.



Supervisors should ensure that all of their direct reports have submitted time by the second Friday or Saturday of each pay period. Check with your agency personnel office for specific due dates and times.



Supervisors must verify that all accurate reported time has been approved. Reported time that has not been approved will not be processed through Time Administration to become payable time.

In this lesson, I walked you through the basics of approving time using Manager Self Service.



Lesson Summary Continued



If reported time does not become payable time through the Time Administration process, the employee will not get paid.



The list of employees whose time you can approve is based on the Reports To field in SHARP. If you believe the list of employees you have access to is incorrect, contact your agency personnel office.



The comments field on the timesheet is considered official documentation. Never make reference to sensitive information, such as FMLA, in this field.

You have completed Lesson 3: Manager Self Service.



Course Completion!

Congratulations! You have finished each lesson for this course.

