

Department	
Responsibility/Role	
File Name	Time Approval_BUSPROC.doc
Version	
Document Generation Date	9/9/2008
Date Modified	9/9/2008
Last Changed by	
Status	

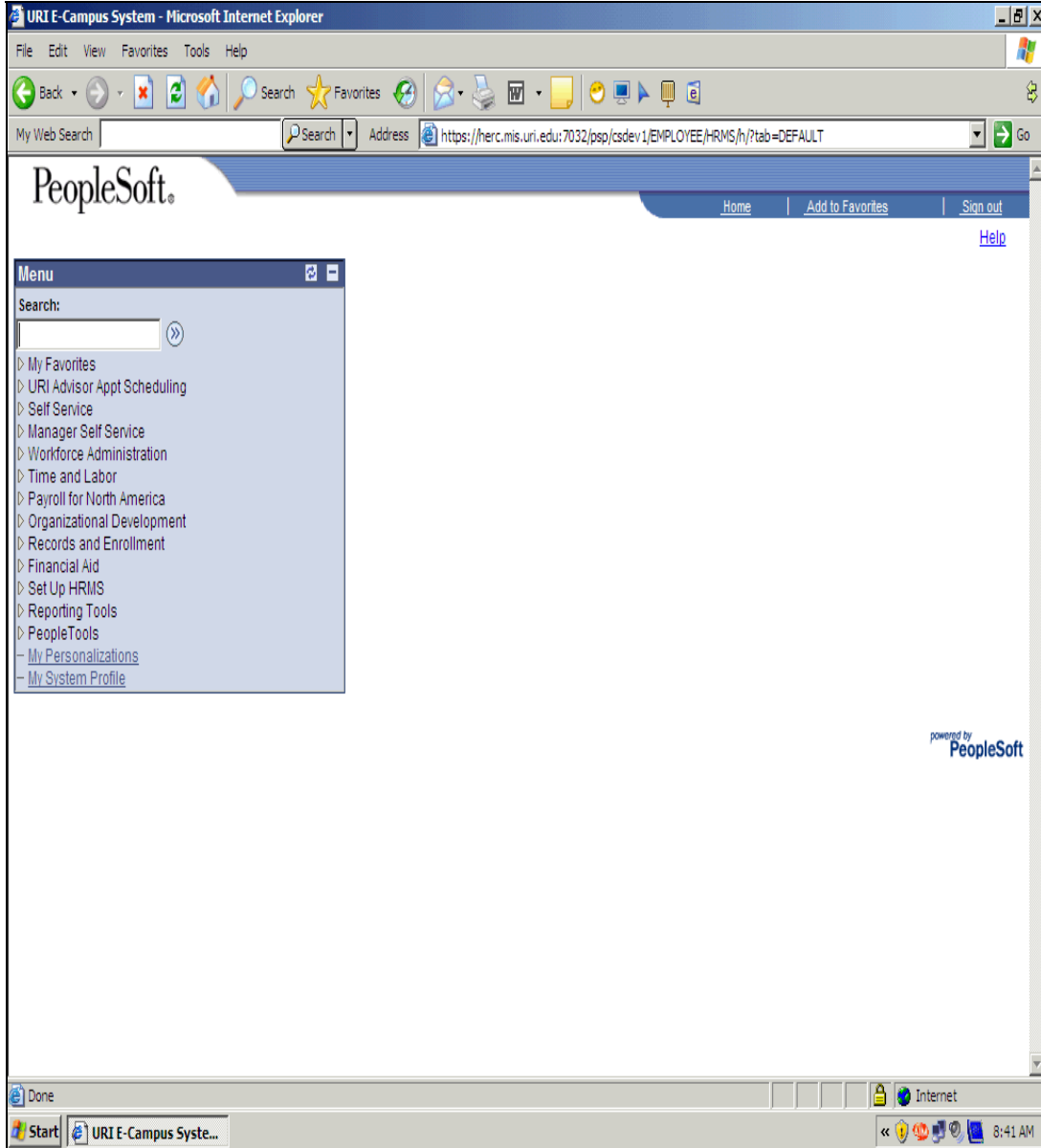
e-Campus HR User Documentation

Time Approval

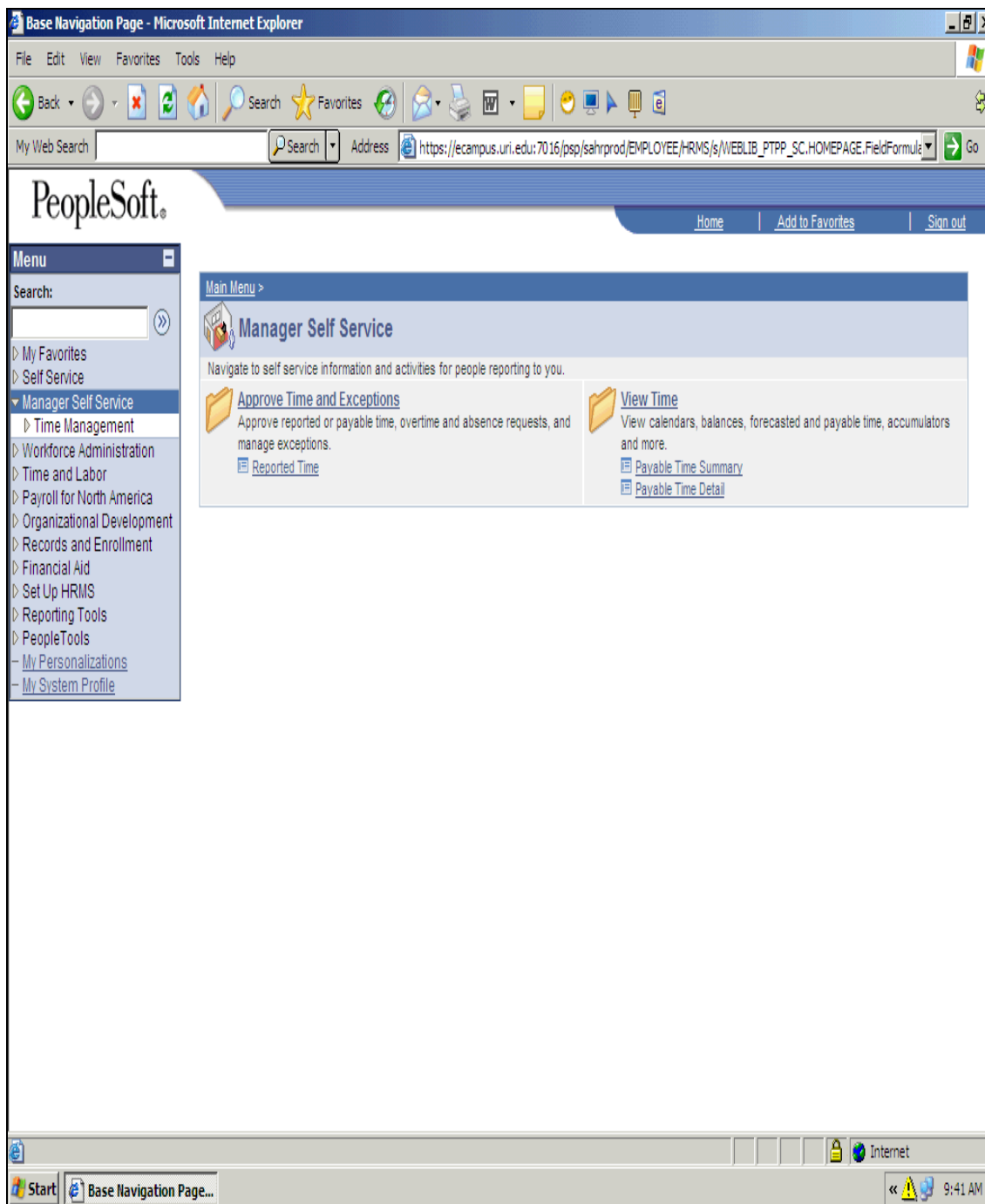
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Additional Information

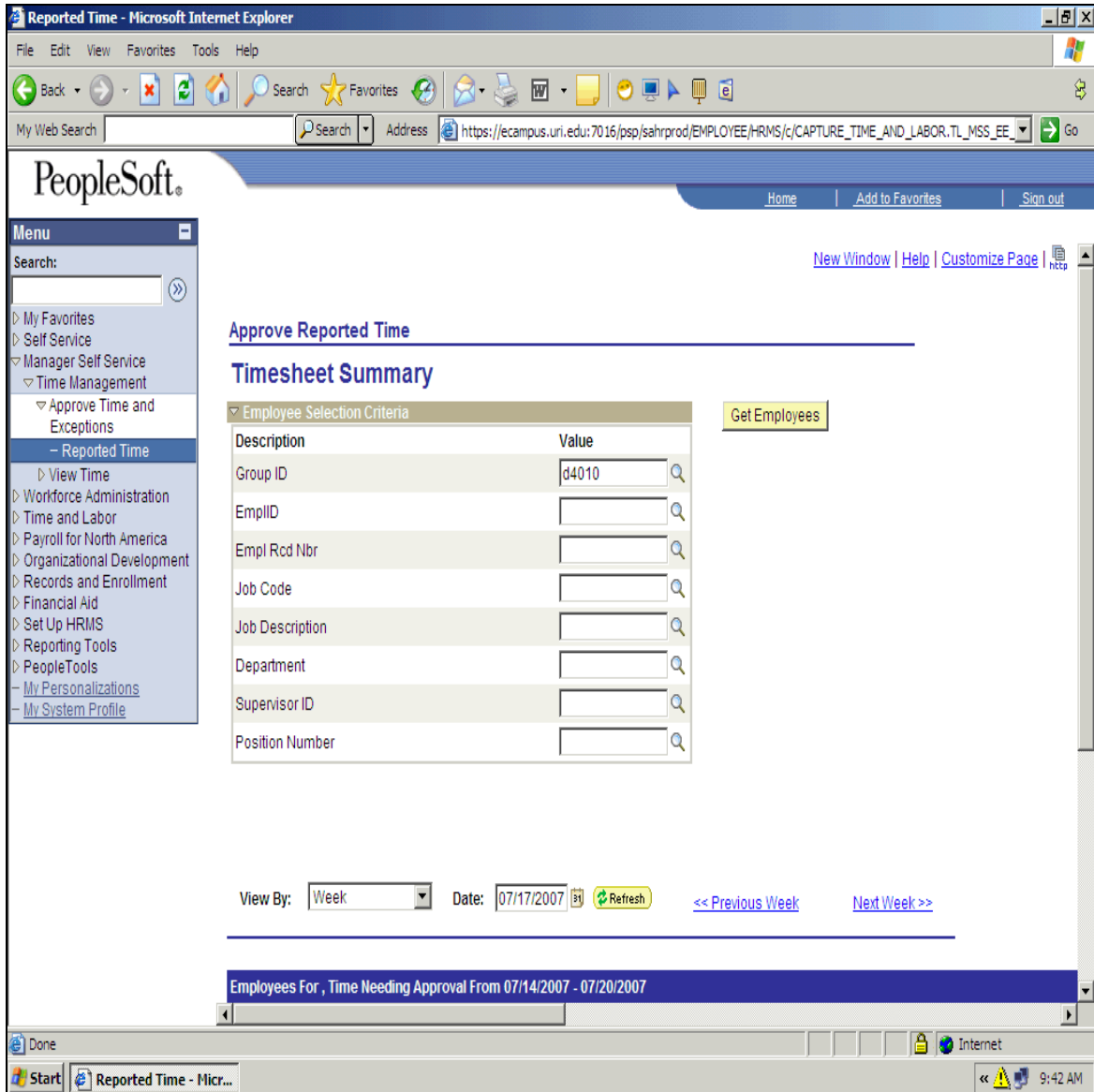
Procedure



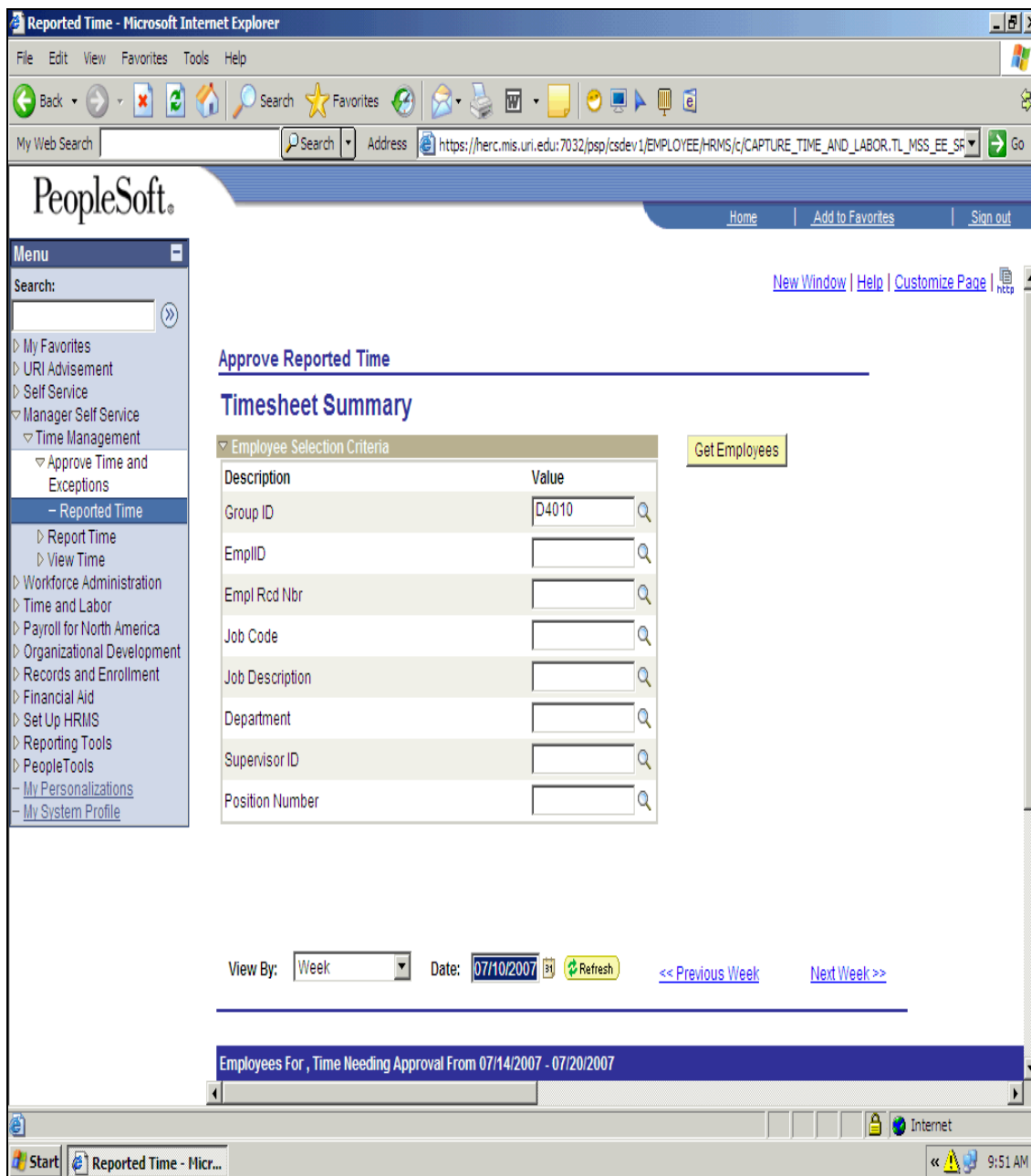
Step	Action
1.	Under the Menu Bar , Click on the Manager Self Service link <input type="text" value="▶ Manager Self Service"/>



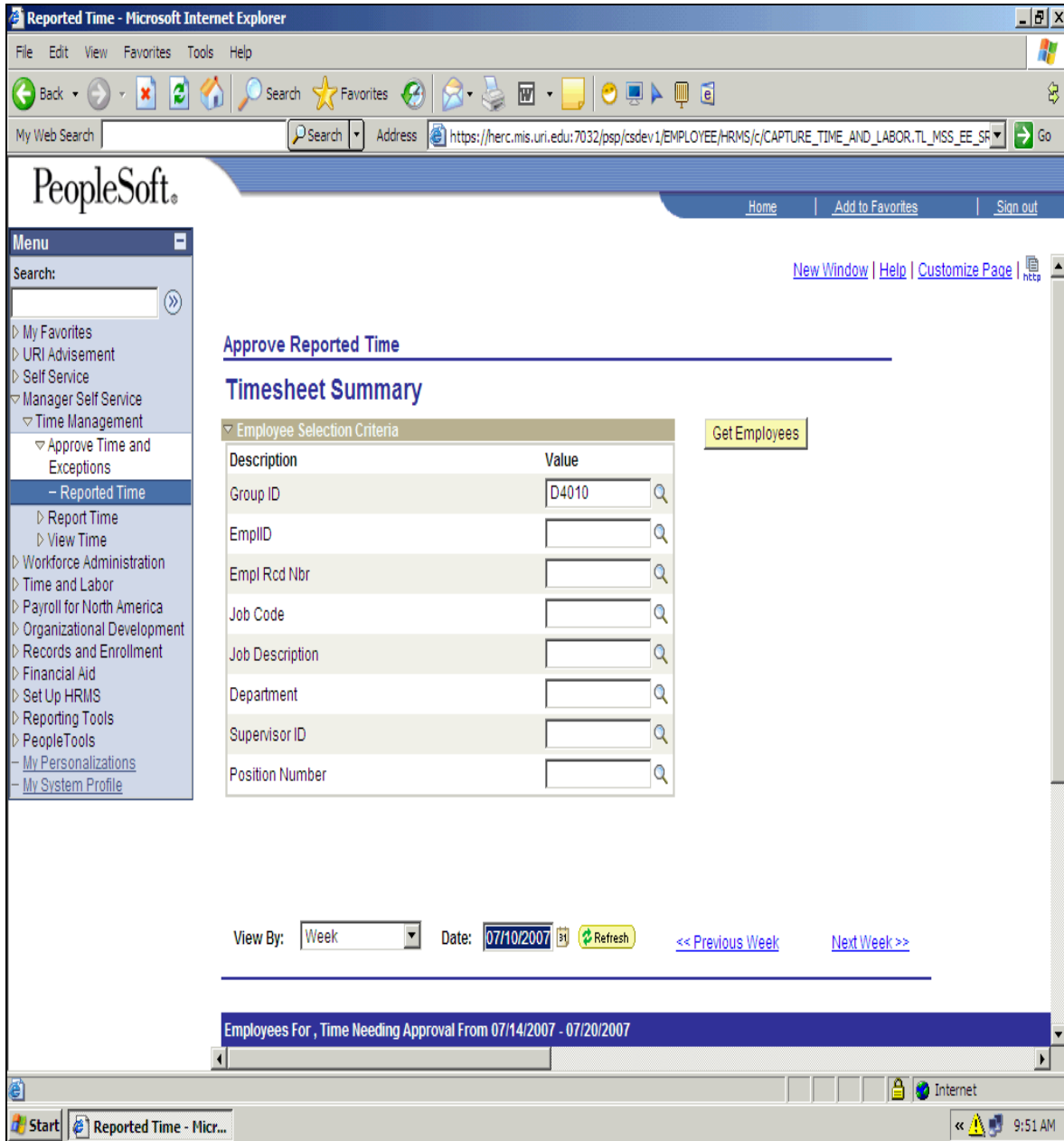
Step	Action
2.	Under the Approve Time and Exceptions folder, click on Reported Time . 

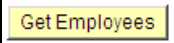


Step	Action
3.	<p>To get a listing of your employees, type in the Group ID that you want.</p> <p>D+department number (i.e. D4010) will give you all employees in your department that need to have hours entered.</p> <p>S+department number (i.e. S4010)will give you a list of your students</p> <p>I+department number (i.e. I4010) will give you a list of your internal employees that need to have hours entered.</p>



Step	Action
4.	Make sure the Date falls within the pay period week you wish to approve hours for.



Step	Action
5.	<p>Click on Get Employees.</p> 

Reported Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Menu

Search: []

Supervisor ID []

Position Number []

Select an employee and click on the approve or deny button below to approve or deny the employee's time. Click on the employee's name to view, approve and/or deny the employee's time. You may select different view by options - by week, by date, all time before or all time after the specified date.

View By: Week Date: 07/10/2007 Refresh << Previous Week Next Week >>

Employees For , Time Needing Approval From 07/08/2007 - 07/14/2007

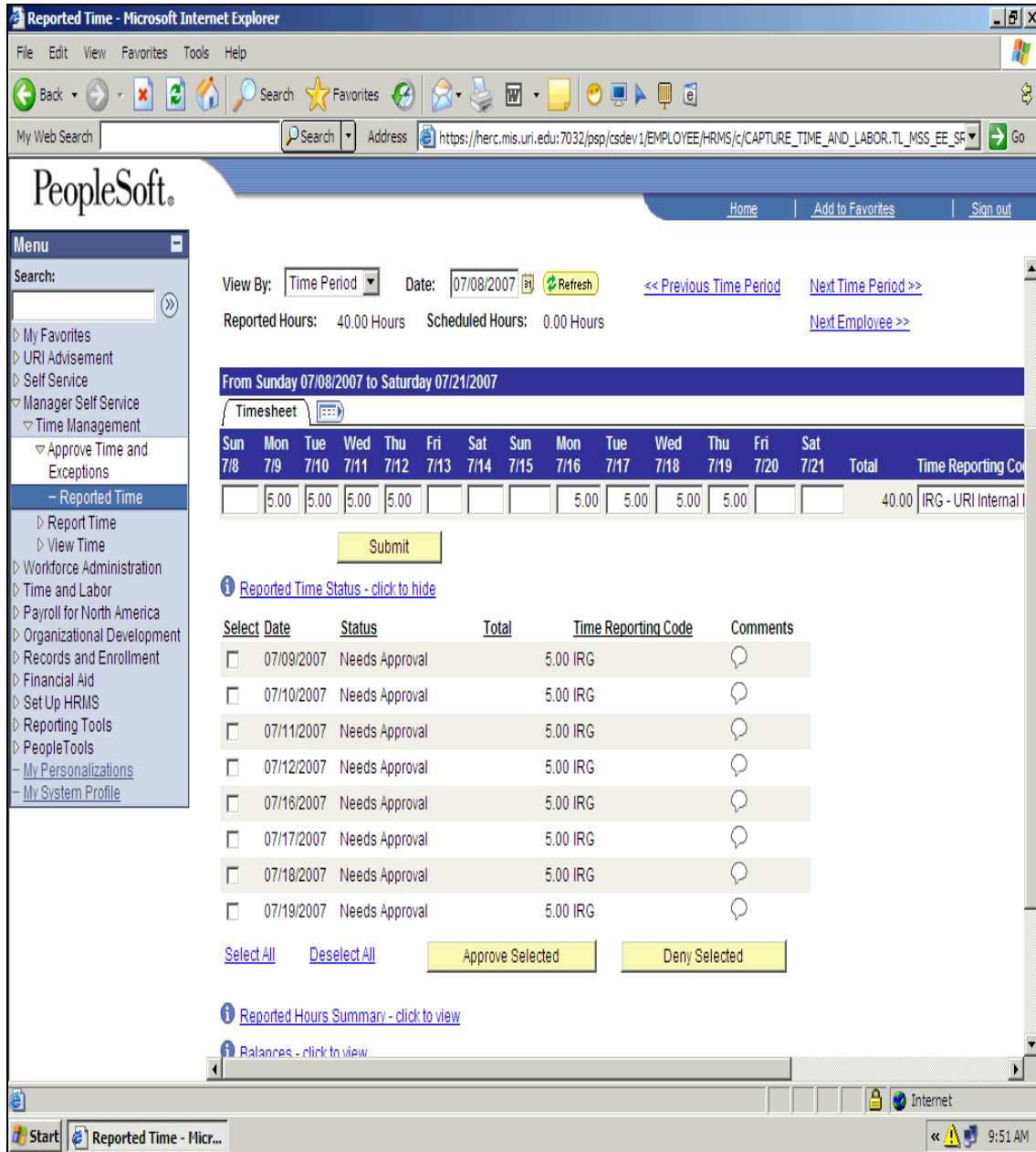
Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
<input type="checkbox"/>	Adams, Winkey	Student Help-Institutional Pay	20.00	20.00	0.00		0.00	0.00
<input type="checkbox"/>	Murray, Maggie	Student Help-Institutional Pay	18.00	18.00	0.00		0.00	0.00
<input type="checkbox"/>	Shepard, Jack	Student Help-Institutional Pay	15.50	15.50	0.00		0.00	0.00

Select All Clear All Sort By []

Approve Selected Deny Selected

Go To: [Manager Self Service](#)
[Time Management](#)
[Report Time](#)

Step	Action
6.	Here is a list of all employees in the Group ID that have hours needing approval. To view them individual, click on a name.



Step	Action
7.	It shows a listing of all hours for the entire pay period that need approval. If approving all, click on Select All .

Reported Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Menu

Search: []

View By: Time Period Date: 07/08/2007 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours Next Employee >>

From Sunday 07/08/2007 to Saturday 07/21/2007

Timesheet []

Sun 7/8	Mon 7/9	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Total	Time Reporting Code
	5.00	5.00	5.00	5.00				5.00	5.00	5.00	5.00			40.00	IRG - URI Internal

Submit

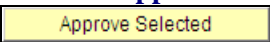
Reported Time Status - click to hide

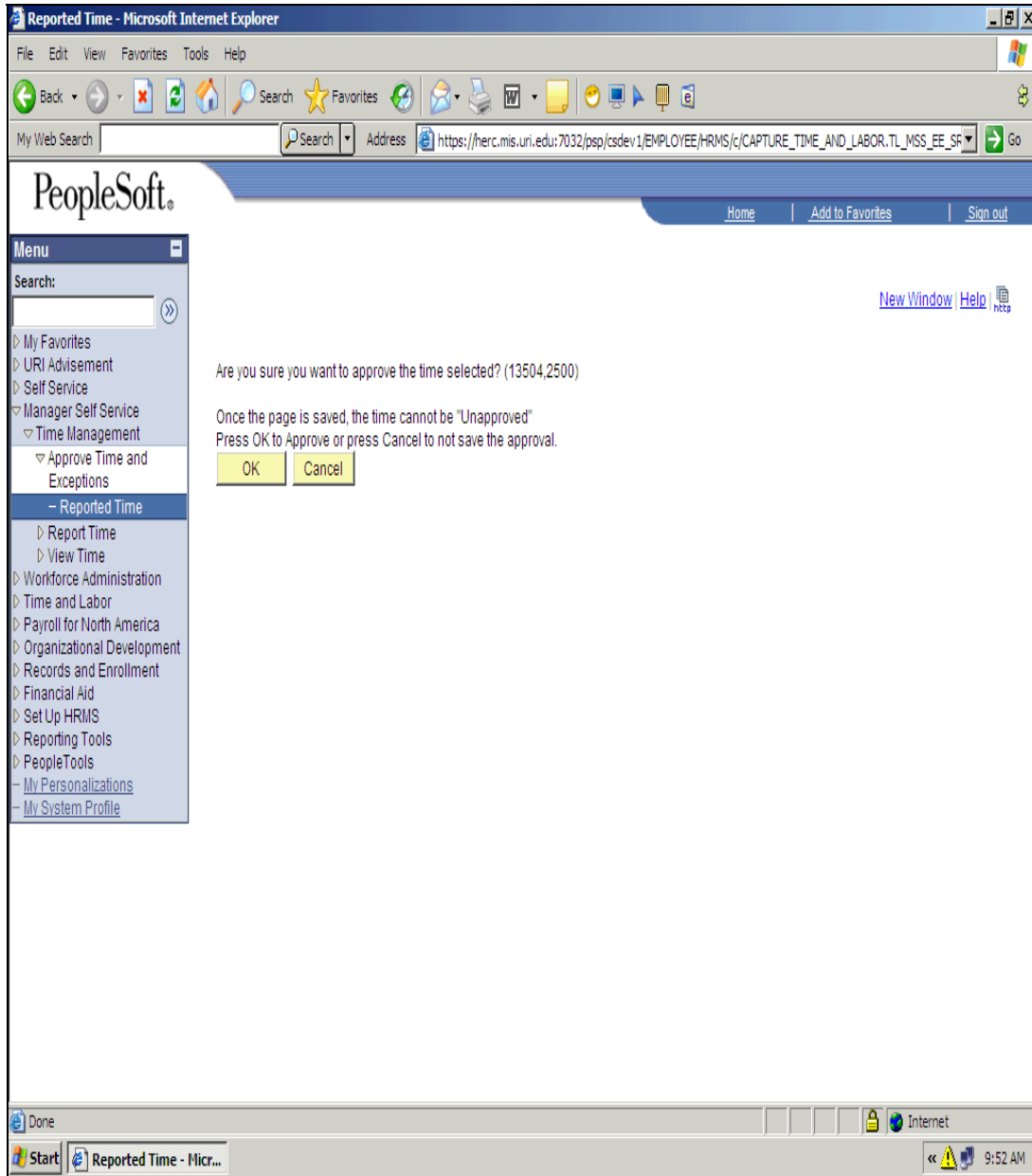
Select	Date	Status	Total	Time Reporting Code	Comments
<input checked="" type="checkbox"/>	07/09/2007	Needs Approval	5.00	IRG	
<input checked="" type="checkbox"/>	07/10/2007	Needs Approval	5.00	IRG	
<input checked="" type="checkbox"/>	07/11/2007	Needs Approval	5.00	IRG	
<input checked="" type="checkbox"/>	07/12/2007	Needs Approval	5.00	IRG	
<input checked="" type="checkbox"/>	07/16/2007	Needs Approval	5.00	IRG	
<input checked="" type="checkbox"/>	07/17/2007	Needs Approval	5.00	IRG	
<input checked="" type="checkbox"/>	07/18/2007	Needs Approval	5.00	IRG	
<input checked="" type="checkbox"/>	07/19/2007	Needs Approval	5.00	IRG	

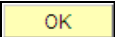
Select All Deselect All Approve Selected Deny Selected

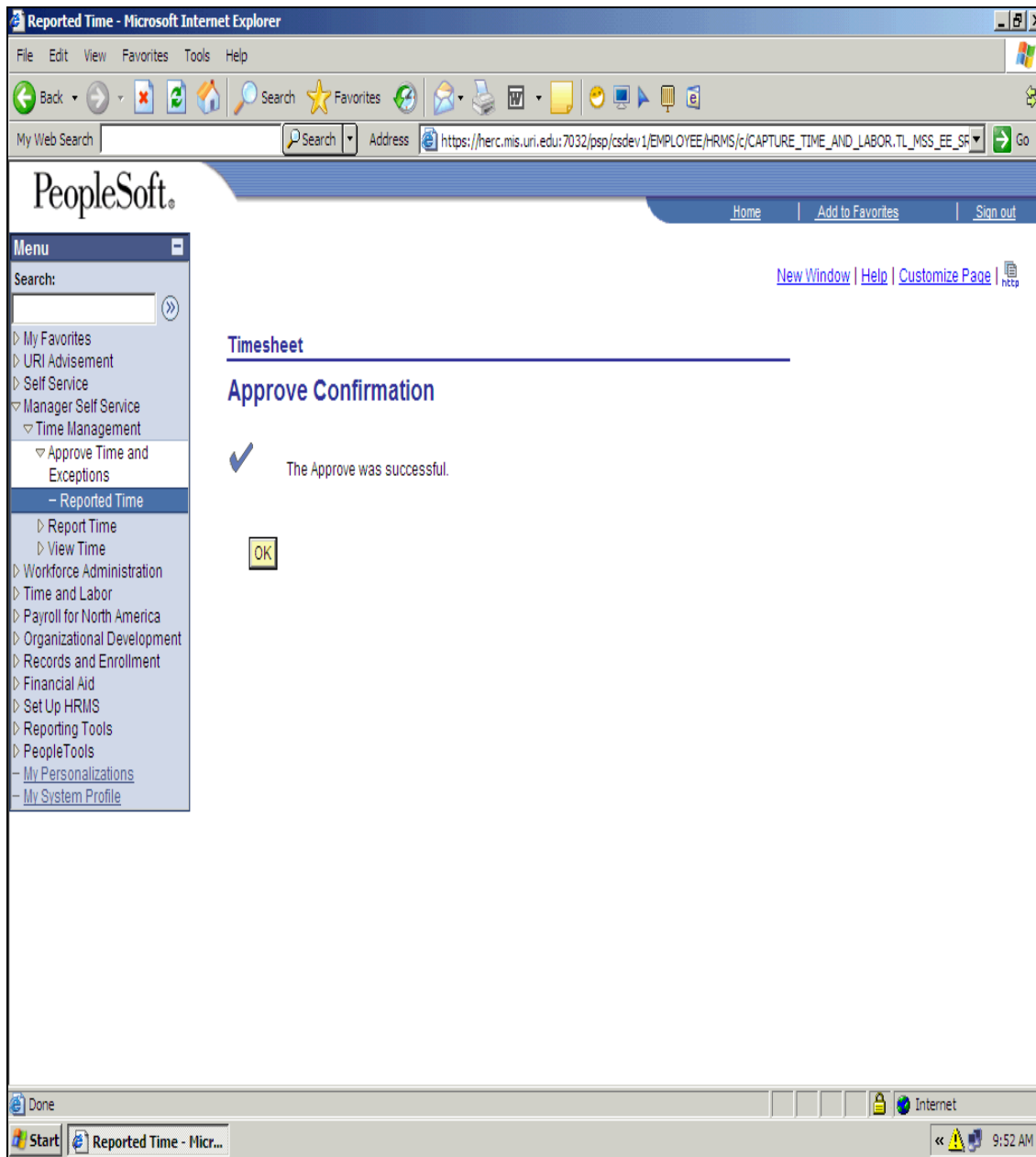
Reported Hours Summary - click to view


Balances - click to view

Step	Action
8.	Click the Approve Selected button. 



Step	Action
9.	Click the Ok (Enter) button. 



Step	Action
10.	Click OK . 

Reported Time - Microsoft Internet Explorer

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Menu

Search: []

View By: Time Period Date: 07/08/2007 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours Next Employee >>

From Sunday 07/08/2007 to Saturday 07/21/2007

Timesheet []

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Co
7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21		
	5.00	5.00	5.00	5.00				5.00	5.00	5.00	5.00			40.00	IRG - URI Internal I

Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
07/09/2007	Approved	5.00	IRG	
07/10/2007	Approved	5.00	IRG	
07/11/2007	Approved	5.00	IRG	
07/12/2007	Approved	5.00	IRG	
07/16/2007	Approved	5.00	IRG	
07/17/2007	Approved	5.00	IRG	
07/18/2007	Approved	5.00	IRG	
07/19/2007	Approved	5.00	IRG	

Reported Hours Summary - click to view

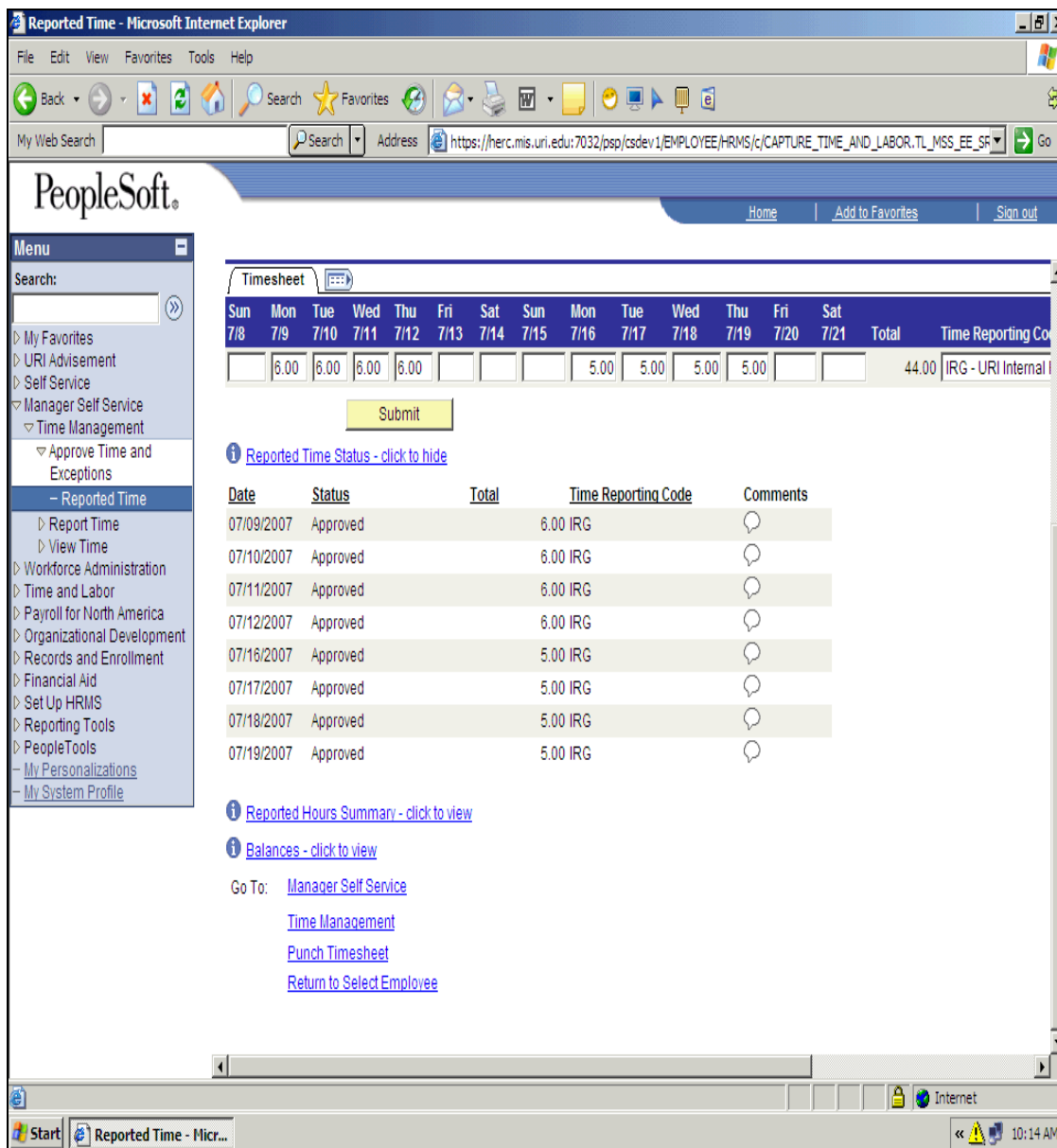
Balances - click to view

Go To: Manager Self Service

Time Management

Start Reported Time - Micr... 9:52 AM

Step	Action
11.	To continue approving by individual, click on Next Employee . Next Employee >>



Step	Action
12.	To Approve by Group , Click on the Return to Select Employee to bring you back to the list of employees needing time approved. Return to Select Employee

Reported Time - Microsoft Internet Explorer

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- Organizational Development
- Records and Enrollment
- Financial Aid
- Set Up HRMS
- Reporting Tools
- PeopleTools
 - My Personalizations
 - My System Profile

Supervisor ID []

Position Number []

Select an employee and click on the approve or deny button below to approve or deny the employee's time. Click on the employee's name to view, approve and/or deny the employee's time. You may select different view by options - by week, by date, all time before or all time after the specified date.

View By: Week Date: 07/10/2007 Refresh << Previous Week Next Week >>

Employees For , Time Needing Approval From 07/15/2007 - 07/21/2007

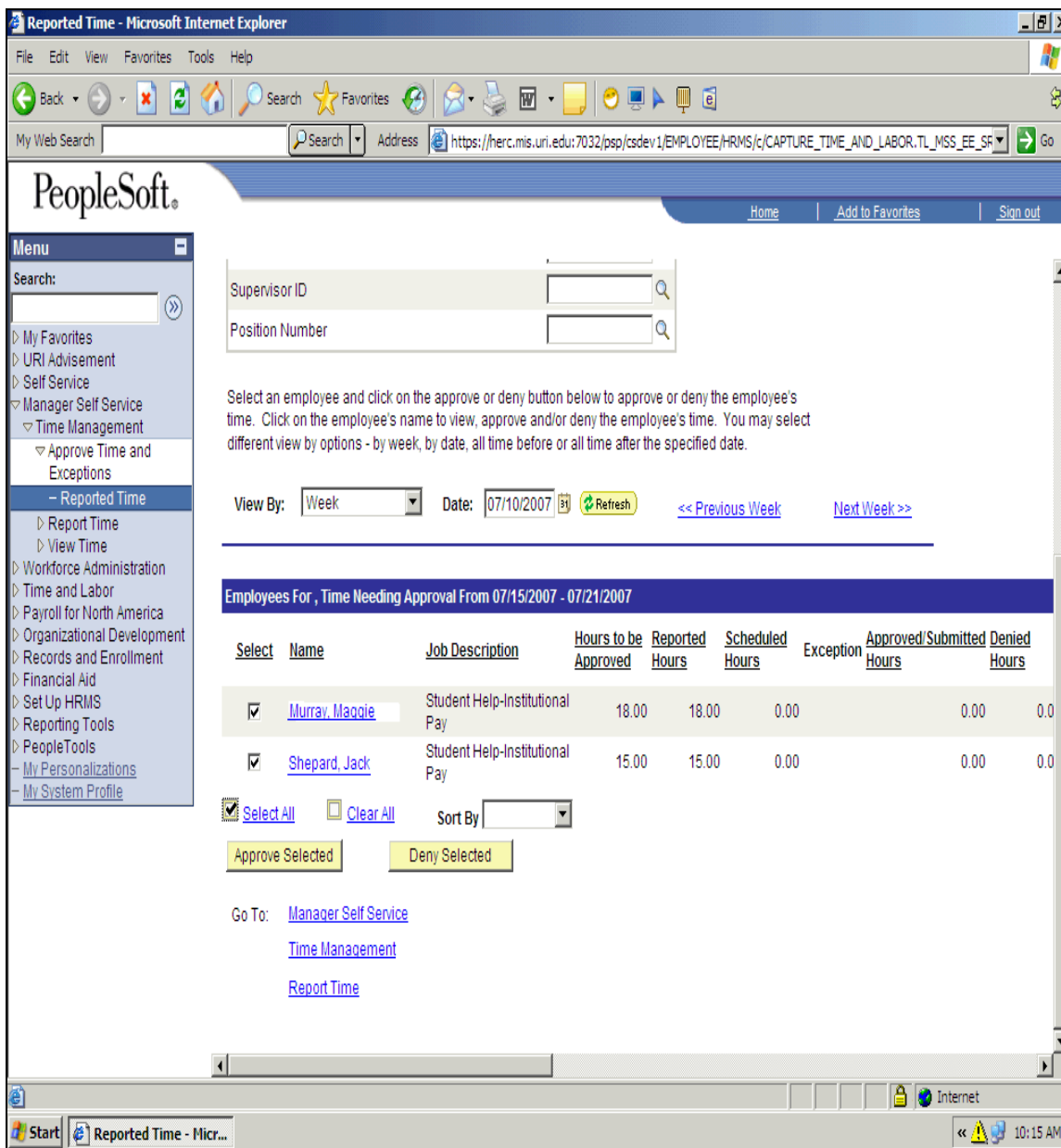
Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
<input type="checkbox"/>	Murray, Maggie	Student Help-Institutional Pay	18.00	18.00	0.00		0.00	0.00
<input type="checkbox"/>	Shepard, Jack	Student Help-Institutional Pay	15.00	15.00	0.00		0.00	0.00

Select All Clear All Sort By []

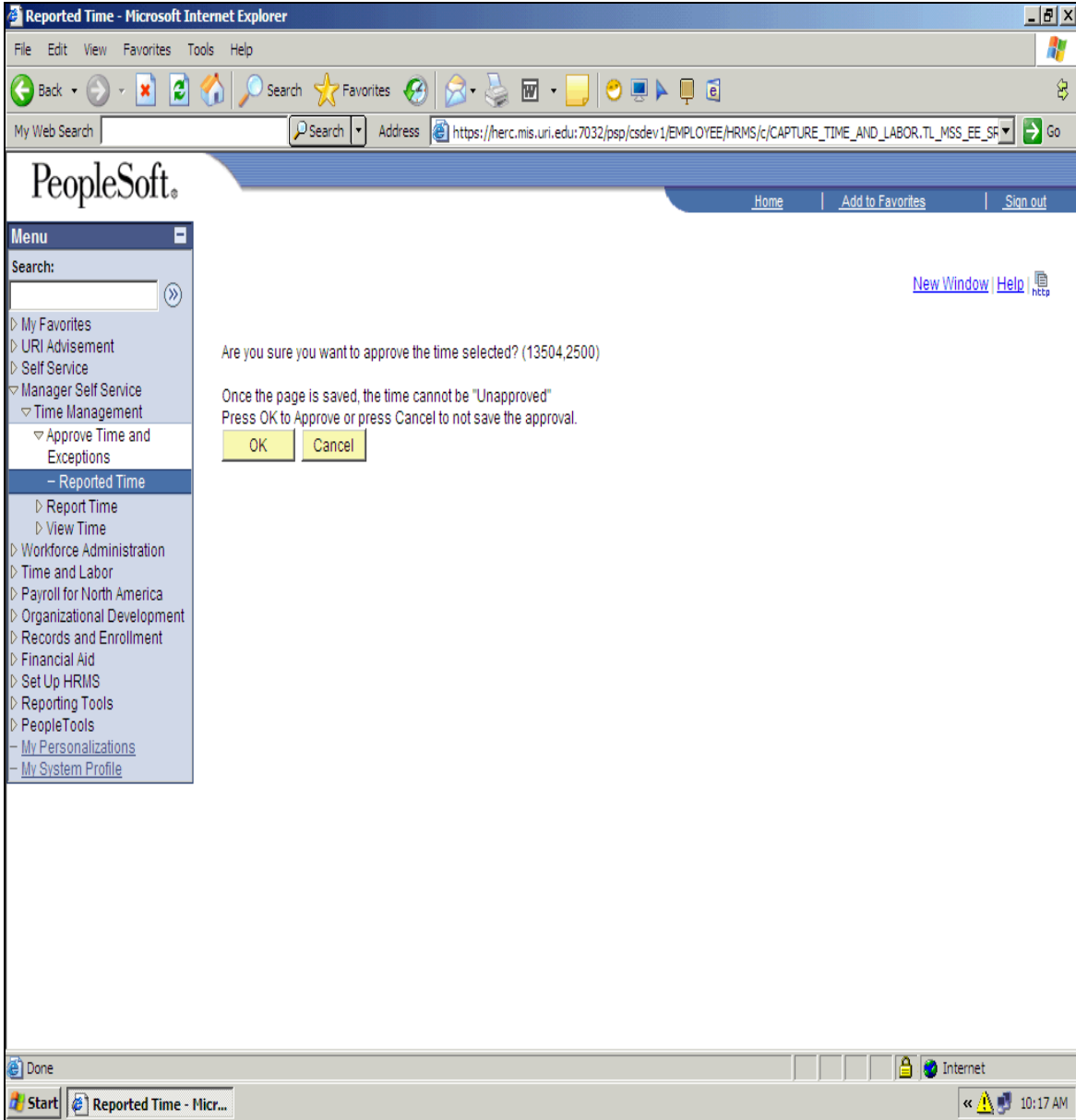
Approve Selected Deny Selected

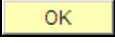
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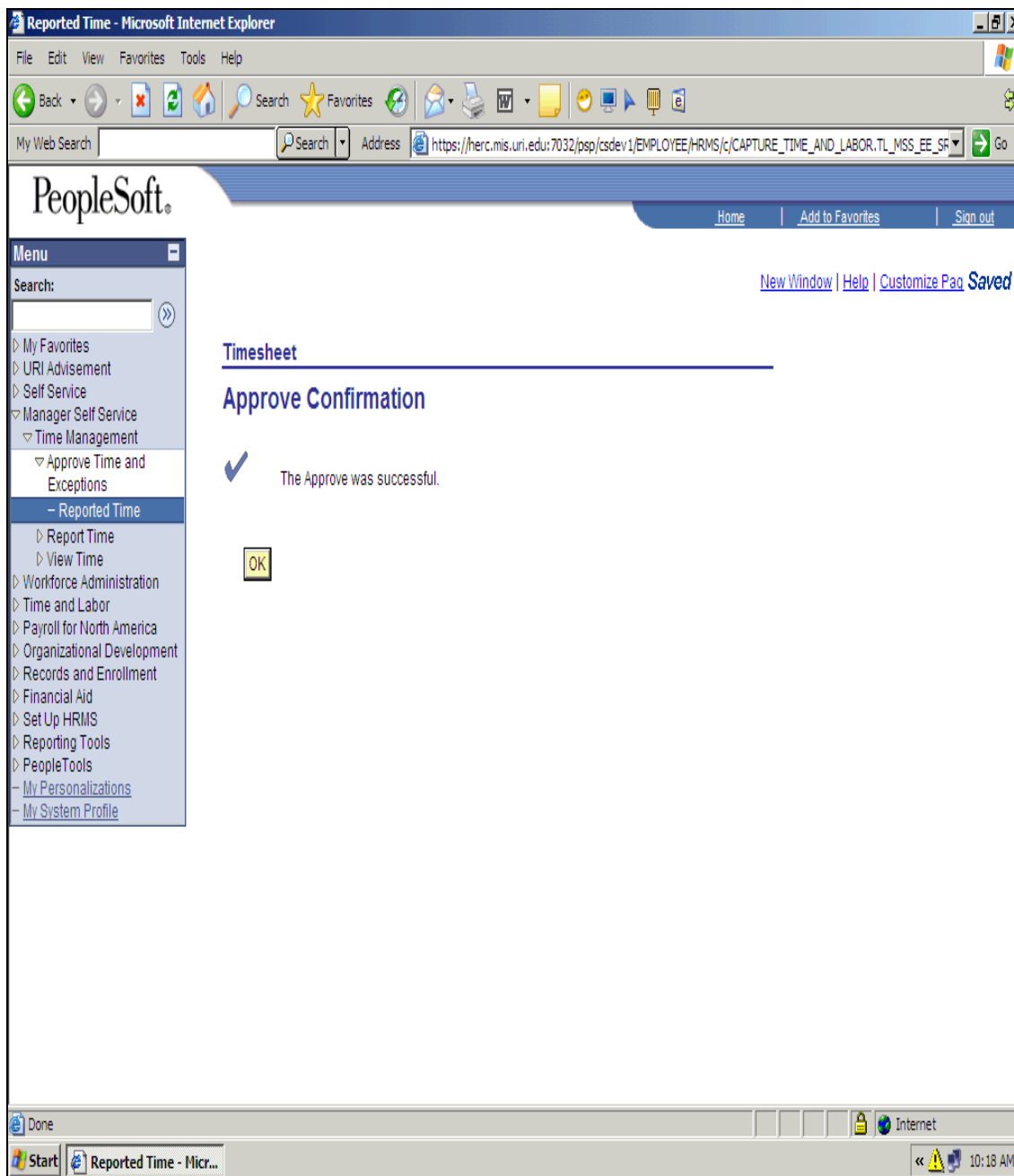
Step	Action
13.	<p>Click the Select All button.</p> <p>**Please note that when approving by group, the system only approves one week at a time. **</p> <p><input checked="" type="checkbox"/></p>




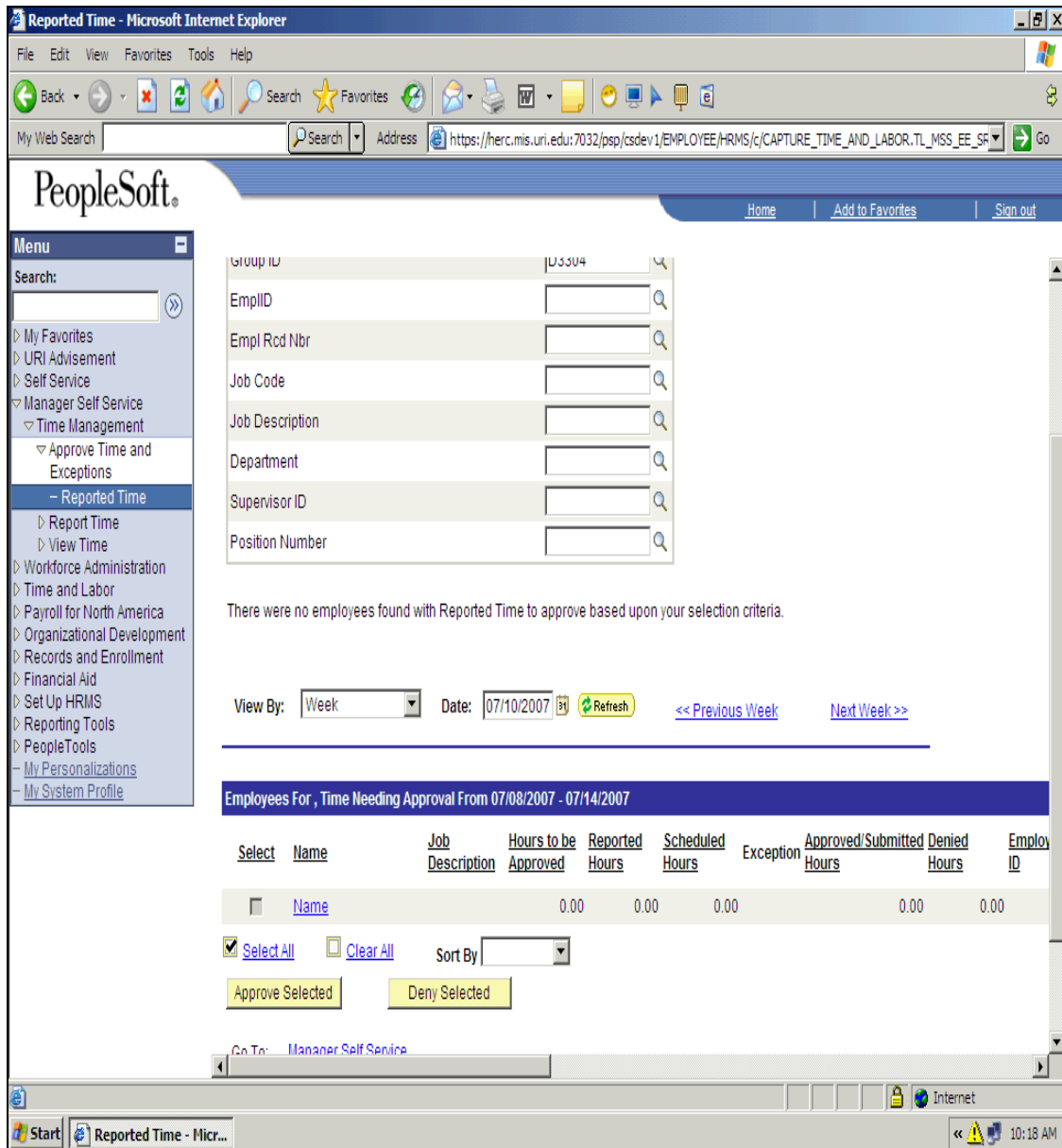
Step	Action
14.	Click Approve Selected <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approve Selected</div>



Step	Action
15.	Click the Ok (Enter) button. 



Step	Action
16.	Click OK . 



Step	Action
17.	Click on the Next Week link to approve the next week. Next Week >>

The screenshot shows the 'Reported Time' application interface. On the left is a 'Menu' with options like 'My Favorites', 'URI Advisement', 'Self Service', 'Manager Self Service', 'Time Management', 'Approve Time and Exceptions', 'Reported Time', 'Report Time', 'View Time', 'Workforce Administration', 'Time and Labor', 'Payroll for North America', 'Organizational Development', 'Records and Enrollment', 'Financial Aid', 'Set Up HRMS', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My System Profile'. The main content area includes search fields for 'Supervisor ID' and 'Position Number', a 'View By' dropdown set to 'Week', a 'Date' field set to '07/17/2007', and a 'Refresh' button. Below this is a table titled 'Employees For , Time Needing Approval From 07/15/2007 - 07/21/2007'. The table has columns for 'Select', 'Name', 'Job Description', 'Hours to be Approved', 'Reported Hours', 'Scheduled Hours', 'Exception', 'Approved/Submitted Hours', and 'Denied Hours'. Two rows are visible: one for 'Murray, Maogile' (Student Help-Institutional Pay) with 18.00 reported hours, and one for 'Shepard, Jack' (Student Help-Institutional Pay) with 15.00 reported hours. Below the table are 'Select All' and 'Clear All' checkboxes, a 'Sort By' dropdown, and 'Approve Selected' and 'Deny Selected' buttons. At the bottom, there are links for 'Go To: Manager Self Service', 'Time Management', and 'Report Time'.

Step	Action
18.	Click the Select All link. <input checked="" type="checkbox"/> Select All

Reported Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Web Search Search Address https://herc.mis.uri.edu:7032/psp/csdev1/EMPLOYEE/HRMS/c/CAPTURE_TIME_AND_LABOR.TL_MSS_EE_SF Go

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Menu

Search:

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 - Time Management
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 - Report Time
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Supervisor ID

Position Number

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View By: Date: Refresh << Previous Week Next Week >>

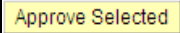
Employees For , Time Needing Approval From 07/15/2007 - 07/21/2007

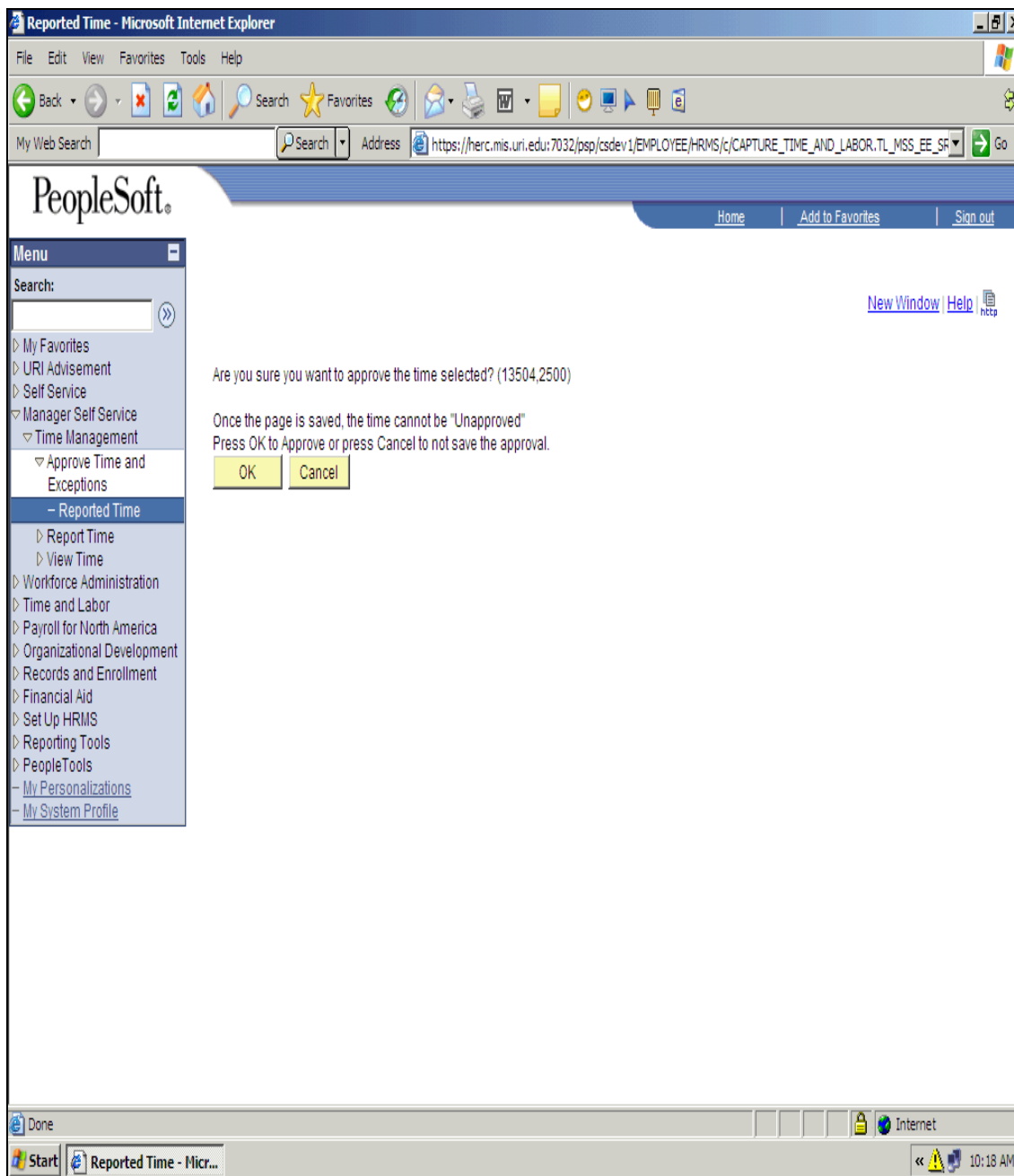
Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
<input checked="" type="checkbox"/>	Murray, Maggie	Student Help-Institutional Pay	18.00	18.00	0.00		0.00	0.00
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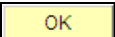
Select All Clear All Sort By

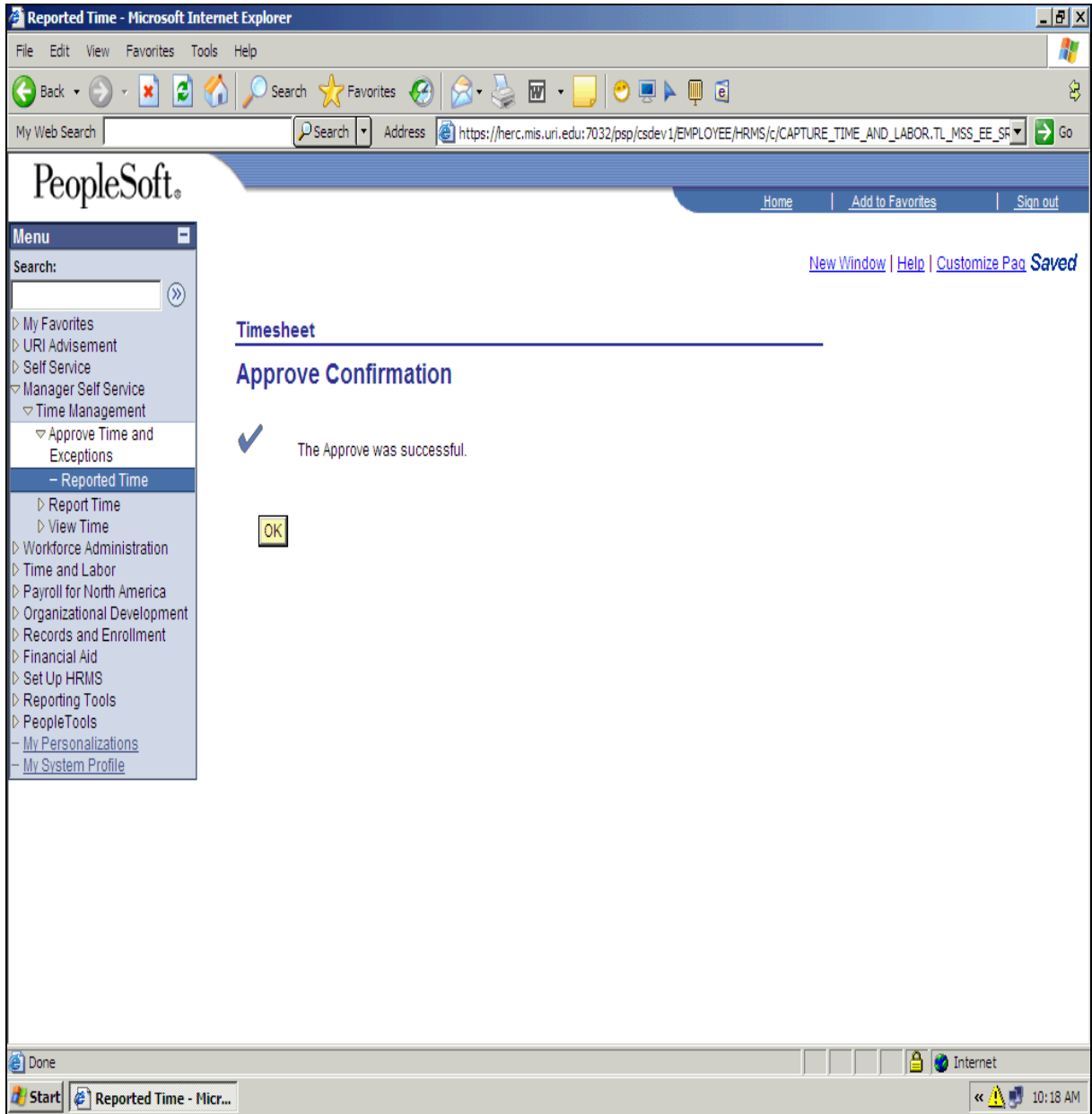
Approve Selected Deny Selected


Go To: [Manager Self Service](#)
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Step	Action
19.	Click the Approve Selected button. 



Step	Action
20.	Click the Ok (Enter) button. 



Step	Action
21.	Click OK . 
22.	End of Procedure.