

Manager Self Service

Update Your Access

As a manager, your employees that are direct reports will appear in the Manager Self Service menu. If you are to be an alternate approver for the department, you can submit a [timesheet access request](#) as an alternate approver. This will allow you to enter and approve hours for employees in the department.

Approve Time

1. Navigate to: **Manager Self Service Home Page > Team Time Tile > Approve Reported Time**

The **View By** field will default to All Time Before and will display all timesheets submitted before the day specified in the **Date** field. Change the View By as needed.

2. Click the **Get Employees** button. The system will display all employees who have time reported that is pending approval, for dates that fall before the specified date.
3. Select the employee(s) you want to approve time for by clicking the **Name** link.

The screenshot displays the 'Approve Reported Time' page in the Manager Self Service system. The page title is 'Team Time'. The left sidebar contains navigation options: Approve Reported Time (selected), Timesheet, Report Time, Weekly Time, Leave Balances, Approve Absence Requests, Request Absence, Cancel Absences, View Requests, and Absence Balances. The main content area is titled 'Approve Reported Time' and includes a 'Timesheet Summary' section. Under 'Employee Selection', there are input fields for 'Time Reporter Group' and 'Employee ID', and buttons for 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is circled with a '2'. Below this is a 'Change View' section with a dropdown for 'View By' (set to 'All Time Before'), a date field (set to '07/11/2018'), and checkboxes for 'Include Absence' and 'Show Schedule Information'. A table titled 'Employees For Jennifer Doe, Time Needing Approval Before 07/11/2018' is shown, with columns for 'Select', 'Last Name', 'First Name', 'Employee ID', 'Empl Record', 'Job Title', 'Hours to be Approved', 'Reported Hours', 'CTO', and 'OT/On Call/Call In'. The 'Last Name' link in the first row is circled with a '3'. Below the table is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'. The bottom of the page has a footer with links for 'Report Time', 'Approve Absence', 'Manager Self Service', and 'Time Management'.

4. Within the timesheet, review each time sheet entry to check the amount of hours, the day, the time reporting code and comments.
5. To approve, click the check box to approve certain timesheet entries, or the **Select All** button.
6. Click the **Approve Selected** button and the system will prompt a message confirming that you would like to approve.

Managers and administrators share responsibility for meeting payroll deadlines. See the [schedules of deadlines](#) and sign up for automated reminders for the biweekly payroll schedule.

Report Time

1. Navigate to: **Manager Self Service Home Page > Team Time Tile > Timesheet**
2. Click the **Get Employees** to retrieve employees that report to you.
Note: If your access is an alternate approver for other departments, you will be able to view employees' in those departments.
3. Select the employee to input time for by clicking on the **Name** link.
4. Enter the hours, and select the appropriate **time reporting code**.
5. Click **Submit**, and **OK**.

The screenshot shows the 'Timesheet' interface for Jane Doe, a Temporary Assistant - II. The interface includes fields for Employee ID, Empl Record (1), and Earliest Change Date (12/23/2017). There are navigation links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. A 'View By' dropdown is set to 'Week', and the 'Date' is 12/11/2017. The 'Reported Hours' are currently 0.00. Below this is a table for the week of Monday 12/11/2017 to Sunday 12/17/2017. The table has columns for each day and a 'Total Time Reporting Code' column. The 'Total Time Reporting Code' is currently set to 'NUPT Regular Hrs - 10700'. A 'Submit' button is located at the bottom left of the table. A red circle with the number '4' is placed over the '2' in the 'Tue 12/12' cell, and another red circle with the number '5' is placed over the 'Submit' button.

Mon 12/11	Tue 12/12	Wed 12/13	Thu 12/14	Fri 12/15	Sat 12/16	Sun 12/17	Total Time Reporting Code
	2		2		2		NUPT Regular Hrs - 10700

6. Enter any relevant comments about the time sheet entries and explain why time was reported.
7. Refer to the instructions on Approve Time above, and approve the hours that were just entered.

Enter Unpaid Time

1. Navigate to: **Manager Self Service Home Page > Team Time Tile > Timesheet**
2. Click the **Get Employees** button and click the employee's **Name** link.
3. Within the employee's time sheet, enter the unpaid hours into the field as negative hours: -7.25.
4. Repeat for the days as required.
5. Select the applicable '**Unpaid Hrs**' list item or the time reporting code applicable for the employee group.

Approve Absences

1. Navigate to: **Manager Self Service Home Page > Team Time Tile > Approve Absence Requests**

The system will display a list of all the employees that currently have absence requests pending approval. If there are no Absence Requests pending, the system will display a "no results" message.

2. Click on the **Name** of the employee to obtain the request details.
3. Review the requests. Use the applicable **Approve, Deny or Push Back** button to process the request.

Delegate Transactions

1. Navigate to: **Navbar > Navigator > Self Service > Manage Delegation**
2. Click the **Create Delegation Request** hyperlink.
3. Specify the time period that the back-up absence approver will act on your behalf and click the **Next** button.
4. Select the required transactions and click **Next** to proceed with your delegation.

The system displays the current hierarchy for the manager. This hierarchy represents a manager's direct reports, along with who the manager reports to above.

5. Select the desired employee and click **Next** to proceed with your delegation.

The employee you want to delegate to must have access to approve timesheets in order to accept delegation responsibility for approving transactions.

More Information

For more information and online training go to [How to Use eHR](#) and see [Manager Self Service Tutorials](#)