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.

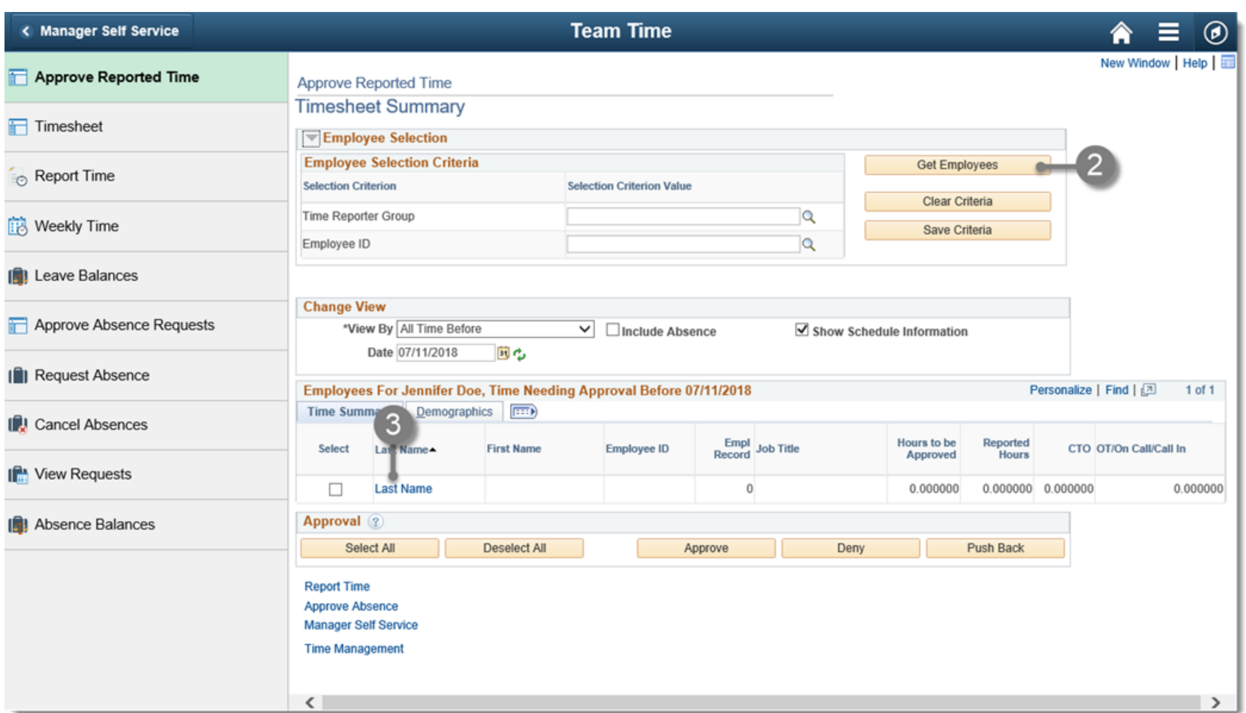
Approve Time

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.



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

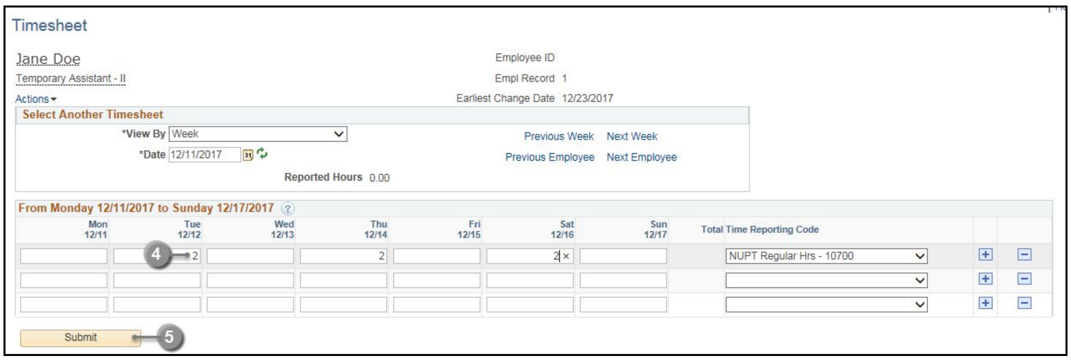
1. Navigate to: **Manager Self Service Home Page > Team Time Tile > Timesheet**

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**.



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]()