

Flow Process for Supervisors to Approve Employee Time

Navigate: Main Menu – Manager Self Service – Time Management – Report Time – Timesheet

Click on “Get Employees” (for most – they are already listed – this step is for assurance)

The screenshot displays the Oracle PeopleSoft Timesheet interface. The breadcrumb navigation at the top reads: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet. A red arrow points to the 'Timesheet' link in the breadcrumb. Below the navigation, the 'Report Time' section is active, showing a 'Timesheet Summary' page. The 'Employee Selection' section contains a form with various criteria fields (Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Business Unit, Job Code, Job Description, Department, Reports To Position Number, Location Code, Company, Position Number) and three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. A second red arrow points to the 'Get Employees' button. Below the selection form is a 'Change View' section with a 'View By' dropdown set to 'Week', a 'Date' field showing '12/23/2015', and a 'Show Schedule Information' checkbox which is checked. There are also 'Load More Entries' and 'Load All' buttons, with a note that '300 of 640 entries loaded'. At the bottom, a table titled 'Employees For Cindy Jo Voelker, Totals From 12/20/2015 - 12/26/2015' is displayed. The table has columns for Last Name, First Name, Employee ID, Empl Record, Job Title, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The table contains three rows of data for employees Abramski, Aderman, and Albert.

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Abramski	Alexander	100073937	0	FIRE-CRSH RESC SPEC	24.00	0.00	120.00			24.00	0.00
Aderman	Brion	100087927	0	CONTRACTORS	0.00	0.00	0.00			0.00	0.00
Albert	Connie	100047222	0	CUSTODIAN	0.00	0.00	24.00			0.00	0.00

Scroll down to see that your employees appear – then select the first person on the list:

The screenshot shows a web application interface for time management. The main content area is titled "Employee Selection" and contains a form with various criteria fields. Below the form is a "Change View" section with a "View By" dropdown set to "Week" and a "Date" of "12/22/2015". A table of employee data is displayed below, with a red arrow pointing to the first row. The table has columns for Last Name, First Name, Employee ID, Empl Record, Job Title, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The first row shows an employee named Atkinson, Chad, with Employee ID 100063392 and Job Title EMERGENCY GOVT @ SPEC. A password storage prompt is visible at the bottom of the page.

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Atkinson	Chad	100063392	0	EMERGENCY GOVT @ SPEC	16.00	0.00	120.00			16.00	0.00
Sharanan	Callin	100068364	0	EMERGENCY GOVT @ SPEC	24.00	0.00	120.00			24.00	0.00
Sommers	Katherine	100038845	0	EMERGENCY GOVT @ SPEC-SEN	24.00	0.00	120.00			24.00	0.00

This will open their time sheet to the current week. Be sure to look at what week you are in to ensure it is the week you need to approve:

The screenshot displays the Oracle PeopleSoft Timesheet interface. At the top, there is a navigation menu with options like 'Main Menu', 'Manager Self Service', 'Time Management', and 'Report Time'. The main header shows 'Timesheet' and 'Employee ID'. Below this, there is a 'Select Another Timesheet' dropdown menu with a red arrow pointing to the 'View By' dropdown, which is set to 'Week'. The 'Date' is set to 12/20/2015. Below the dropdown, there is a table of reported time entries for the week of 12/20/2015 to 12/26/2015. The table includes columns for Day, Date, Reported Status, First In, Out, In, Last Out, Punch Total, Time Reporting Code, Quantity, Rule Element 1, and Date. The entries show various statuses like 'Submitted', 'Approved', and 'New'. Below the table is a 'Summary' section with a 'Reported Time Summary' table showing totals for each day and overall totals.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	12/20	Submitted	8:30:00PM			10:30:00PM	2.00				12/20
	Mon	12/21	Submitted	8:00:00AM			1:00:00PM	4.00				12/21
			Approved						VACTN - Paid Vacation Time Taken	6.00		12/21
	Tue	12/22	Approved						VACTN - Paid Vacation Time Taken	10.00		12/22
	Wed	12/23	Approved						VACTN - Paid Vacation Time Taken	10.00		12/23
	Thu	12/24	Approved						LGHOL - Legal Holiday Hours Taken	8.00		12/24
	Fri	12/25	New									12/25
	Sat	12/26	New									12/26

Category	Total	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26
Hours Not in Wrk Status	34.00		6.00	10.00	10.00	8.00		
Total Reported Hours	40.00	2.00	10.00	10.00	10.00	8.00		
Time with no Category	6.00	2.00	4.00					

This example shows a week that isn't complete yet. You can tell because there are no "active" time boxes on Friday or Saturday.

Ensure time is entered correctly according to the job aids that were made available to everyone. Items to make special note of are:

- 1) You need to ensure there is a "First In" and "Last Out" entry for each shift worked.
- 2) Ensure those employees who earn lunch breaks have them properly entered in the "Out" and "In" fields (NOT in the "First In"/"Last Out" fields).
- 3) For those who work 24+ hour shifts and the shifts cross multiple days, the "Last Out" entry is 11:59:59 and the "First In" entry is 12:00:00.
- 4) Ensure the "Time Reporting Code" area is BLANK (yes, there are exceptions – this is for the majority who do not fall under those exceptions – they know who they are.)

Ensure all absence entries have a "Reported Status" of Approved.

If they do – skip to Check Both Weeks. If not – do the following:

To change Absence Reported Status from Saved to Approved (during current week/pay period ONLY):

Click on the “Absence” tab:

This example shows them all approved – just follow the steps

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time-Reporting Code	Quantity	Rule Element 1	Date
	Sun	12/20	Submitted	8:30:00PM			10:30:00PM	2.00				12/20
	Mon	12/21	Submitted	9:00:00AM			1:00:00PM	4.00				12/21
			Approved						VACTN - Paid Vacation Time Taken	6.00		12/21
	Tue	12/22	Approved						VACTN - Paid Vacation Time Taken	10.00		12/22
	Wed	12/23	Approved						VACTN - Paid Vacation Time Taken	10.00		12/23
	Thu	12/24	Approved						LGHOL - Legal Holiday Hours Taken	8.00		12/24
	Fri	12/25	New									12/25
	Sat	12/26	New									12/26

Category	Total	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26
Hours Not in Wk Status	34.00		6.00	10.00	10.00	8.00		
Total Reported Hours	40.00	2.00	10.00	10.00	10.00	8.00		
Time with no Category	6.00	2.00	4.00					

Click the peach colored “Edit” button next to the absence entry that needs to switch from Saved to Approved:

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	12/21/2015	12/21/2015	Vacation	Vacation	6.00 Hours	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit
<input type="checkbox"/>	12/22/2015	12/22/2015	Vacation	Vacation	10.00 Hours	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit
<input type="checkbox"/>	12/23/2015	12/23/2015	Vacation	Vacation	10.00 Hours	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit
<input type="checkbox"/>	12/24/2015	12/24/2015	Legal Holiday	Legal Holiday	8.00 Hours	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

Entitlement Name	Balance as of 12/12/2015*	From	To	Accrual Period
Sabbatical Leave Balance	320.00 Hours	01/01/2015	12/31/2015	Year to Date
Vacation Balance	82.00 Hours	01/01/2015	12/31/2015	Year to Date
Sick Balance	1455.00 Hours	01/01/2015	12/31/2015	Year to Date

Click the (1) peach colored “Forecast” button and then click (2) “Submit”:

The screenshot shows the 'Absence Events' section of a web application. At the top, there is a table with columns for date, status, and hours. Below this is a 'Submit' button (labeled '2') and a 'Clear' button. The main area contains a table of absence events with columns: Select, Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. The row for 12/22/2015 has a peach-colored 'Forecast' button (labeled '1'). Below the table is an 'Absence Entitlement Balances' table with columns: Entitlement Name, Balance as of 12/12/2015, From, To, and Accrual Period. A disclaimer at the bottom states: '*Disclaimer: The current balance does not reflect absences that have not been processed.'

This should change the absence status from Saved to Approved.

If it does not change the status - ***STOP*** - and send an email with a screen shot to DMAHumanResourcesSTARinformation@wisconsin.gov for assistance.

Check Both Weeks

If you are approving two weeks of time – be sure to click “Previous Week” in order to see the timesheet for the first week of the pay period. However, if you already navigated to the first week when you began this process – then be sure to click “Next Week” to review the second sheet.

The screenshot shows the 'Timesheet' page in a web browser. The page title is 'Timesheet'. It displays the employee ID and earliest change date. There are navigation buttons: 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. A red arrow points to the 'Next Week' button. Below the navigation is a table of reported time with columns: Comments, Day, Date, Reported Status, First In, Out, In, Last Out, Punch Total, Time Reporting Code, Quantity, Rule Element 1, and Date. The table shows reported time for Sun 12/20, Mon 12/21, Tue 12/22, and Wed 12/23.

Once you are finished checking and making corrections (if needed), then click on “Next Employee” to view the next person’s timesheet.

The screenshot shows the Timesheet application interface. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below the navigation is the Timesheet header with fields for Employee ID, Empl Record, and Earliest Change Date. A dropdown menu is open, showing options: Previous Week, Next Week, Previous Employee, Next Employee (highlighted with a red arrow), and Print Timesheet. Below the menu, it shows Reported Hours: 40.00. A table below displays reported time on or after 12/24/2015. The table has columns for Comments, Day, Date, Reported Status, First In, Out, In, Last Out, Punch Total, Time Reporting Code, Quantity, Rule Element 1, and Date.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	12/20	Submitted	8:30:00PM			10:30:00PM	2.00				12/20
	Mon	12/21	Submitted	9:00:00AM			1:00:00PM	4.00				12/21
			Approved						VACTN - Paid Vacation Time Taken	6.00		12/21
	Tue	12/22	Approved						VACTN - Paid Vacation Time Taken	10.00		12/22
	Wed	12/23	Approved						VACTN - Paid Vacation Time Taken	10.00		12/23

Follow the same steps until you have viewed/reviewed all of your employee’s time sheets.

Now, you can navigate to approve their time by clicking on the breadcrumb trail starting at “Time Management” then Approve Time and Exceptions – Payable Time

The screenshot shows the Timesheet application interface. A breadcrumb trail is visible: Time Management > Report Time > Timesheet. A dropdown menu is open, showing options: Approve Time and Exceptions (highlighted with a red arrow), Report Time, View Time, and Manager Search Options. Below the menu, it shows Reported Time and Payable Time. Below the menu is the Employee Selection form with fields for Selection Criterion and Selection Criterion Value. The form has buttons for Get Employees, Clear Criteria, and Save Criteria. Below the form is the Change View section with a dropdown for View By (Week) and a checkbox for Show Schedule Information. The date is 12/23/2015. Below the form, it shows Employees For Cindy Jo Voelker, Totals From 12/20/2015 - 12/26/2015.

Then click “Get Employees”, scroll down and you should see all of the employees that have time entered (those timesheets that you just finished QC’ing!).

Payable Time

Department:

Reports To Position Number:

Location Code:

Company:

Position Number:

Change Time in View: Start Date: 11/23/2015 End Date: 12/27/2015

Employees For Cindy Jo Voelker

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Hours Not in Wk Status	Overtime Hours	Exempt Hours Worked Over FTE	Supplemental Pay	Regular Hours Worked
<input type="checkbox"/>	Bedessem	Jon	100030920	0	BUILDINGS GROUNDS ST	47.00	0.00	0.00	2.00	0.00	47.00
<input type="checkbox"/>	Benzing	Peter	100075502	0	FACILITIES MAIN SPEC-ADV	60.00	0.00	0.00	0.00	16.00	60.00
<input type="checkbox"/>	Bjugstad	Dustin	100075545	0	HVAC REFRIG SPEC	40.00	0.00	0.00	0.00	2.00	40.00
<input type="checkbox"/>	Burch	Jessica	100075368	0	CADD SPECIALIST-SEN	48.00	0.00	0.00	0.00	0.00	48.00
<input type="checkbox"/>	Carson Jr	Steven Edward	100069958	0	FACILITIES REPAIR WORKER-ADV	59.00	0.00	0.00	0.00	0.00	59.00
<input type="checkbox"/>	Charlier	John	100009097	0	FIRE CRASH RESCUE SUPERVISOR	61.50	0.00	0.00	0.00	0.00	61.50
<input type="checkbox"/>	Gustke	Susan	100008808	0	ENVIR ENFORCEMENT SPEC-SEN	54.00	0.00	0.00	0.00	0.00	54.00
<input type="checkbox"/>	Hongisto	Jeffrey	100066000	1	TRAINING DIRECTOR	40.00	0.00	0.00	0.00	0.00	40.00

Select All Deselect All

Approve Deny Push Back

Manager Self Service
Time Management

Because you now know **FOR SURE** that these time sheets are correct – all you need to do is click “Select All” and then the peach colored “Approve” button.

A window will pop-up asking if you are sure you want to approve them – acknowledge this and you are done!