ENTERING POSITIVE TIME FOR HOURLY EMPLOYEES

This page is used to enter time by the supervisor for hourly employees who may have forgotten to punch in/out (missing punch) or to select comp time as applicable.

**Navigation:** Manager Self Service > Time Management > Report Time > Timesheet

The Reports to Position Number is the position number of the supervisor logging in. By selecting Get Employees will display employees reporting to the Reports to Position number. Other search criteria can be used such as empid or name.

Enter the date that is desired. **Useful Tip:** use the first day of the pay period which is the 1st or the 16th of each month.
Enter the punch information as appropriate. The Quantity field can also be used for a total number of hours per day. The Time Reporting Code (TRC) can be changed to work study (H14) or call back pay (H12) if applicable or the combo code (funding source) can be overridden.

Click Submit. Save for Later does not allow the timesheet to be approved. A timesheet can only be approved upon clicking Submit.

**NOTE:** Do not use the Approve, Deny or Push Back buttons on this page. These actions will take place on another page.

Upon Submit the following confirmation message appears. Select OK.

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Timesheet
Submit Confirmation

- The Submit was successful.
- Time for the Time Period of 2016-04-01 to 2016-04-15 is submitted
APPROVING/DENYING POSITIVE TIME FOR HOURLY EMPLOYEES

This page is used to approve, deny or push back hours worked. Emails will be sent to the employee upon any of the three actions.

**Navigation:** Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

In View By, click All Time Before and put in today’s date. Click Get Employees.
Select each row or click Select All to choose all rows at once and take action. The supervisor can Approve, Deny or Push Back to the employee.

Approval Messages:

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.

Deny Messages:

Are you sure you want to deny the time selected? (13504,10003)
Select Yes to confirm and complete the status change, No to return to the page without updating the status.
APPROVING /DENYING POSITIVE TIME FOR SALARIED NON-EXEMPT EMPLOYEES

Navigation: Manager Self Service > Time Management > Approve Time & Exceptions > Reported Time

Click All Time Before and select date, click Get Employees.

Click Select All and choose to Approve, Deny or Push Back to the employee. Any of the actions taken by the supervisor will result in an email to the employee.