

Approval Timeline and Process


Approval Timeline:

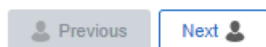
Day of Week	Action
Monday	<i>Employee</i> receives automated system reminder if they haven't yet submitted time for the previous week. *
Tuesday	Timekeeper follows up with anyone still missing time
Tuesday & Wednesday	Timekeeper reviews and edits time as needed. Timekeeper can ask employee edit and resubmit their time instead of editing it for them.
Wednesday	Timekeeper lets Manager know time is ready to be approved.
Wednesday	Manager approves time submitted. (Manager can do further review of individuals prior to approving as needed.)
Wednesday	Automated email is sent to manager at end of day if any pending approvals remain
Thursday	Timekeeper should check or any late time submittals or edits of previously approved time. Notifies manager if any additional approvals are needed
Thursday	Manager approves any edited or late submittals of time
Friday	<i>Employee</i> is locked out from being able to submit time from previous week. Any further edits must be done by the timekeeper or manager.

* *Employees should really be entering their time for the week by the end of that way. Please encourage them not to wait until the following Monday. The reminder is just a "safety net" in case they forget. Employees should also be encouraged to set their own recurring reminder to submit their time either in their email or on their cell phone.*

Timekeeper Steps:

1. Click on the Manager Self Service tile
2. Click on the Team Time tile
3. The list of employees reporting to your manager should populate. (If it does not, refer to the "Modifying Manager View of Team Time" instruction document to set your default filter.)




- a. You can use the  button in the righthand corning to sort by name, employee ID, job title, or hours to be approved.
- b. When you click on the first person in your list, notice in the upper righthand corner, you can click "next" to scroll to the next person after you review the current person's time.



- c. The week displayed will default to the current week. Use the arrow buttons to scroll to a previous



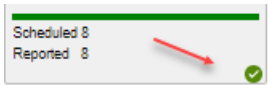
week if needed to review that time.

- d. As a timekeeper, you can add, delete, and modify the time entered in each box. You can also add rows and delete rows using   buttons on the far-right side of the row.
 - i. If you make any modifications, it's recommended that you add notes under the date you made the change. You can do this by clicking the  icon. The employee will be able to see your comments if they view their timesheet. Adding comments also helps payroll support your edits if the employee calls them directly with questions.

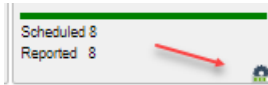
- ii. You can do a one-time modification of the budget code for hours on any given row of data by entering a budget code in the combination code field. When this field is empty, the hours are charged to the default budget for that employee.

- Once you have reviewed and edited all the time for each employee, let your manager know the team’s time is ready to be approved.

IMPORTANT NOTE: It’s important there is very little lag time from when the timekeeper reviews the hours to when the manager approves them because there is no way to distinguish any newly submitted or edited time by an employee until after the batch that has been reviewed is approved and shows a check mark icon.



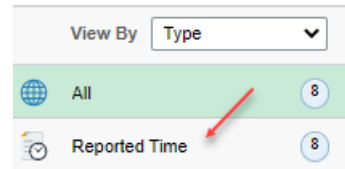
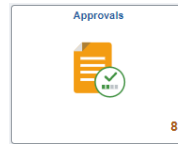
Check mark means it’s been approved.



Wheel icon means it was submitted and is pending for review.

Manager Steps:

- Click on the Approvals tile
- Click on “Reported Time” from the left-hand menu



- The list of employees reporting to your manager should populate. (If it does not, refer to the “Modifying Manager View of Team Time” instruction document to set your default filter.)
- To mass approve, click on the check box at the top of the list to check ALL the pending approvals in your list. Then simply click “Approve”
 - Approve some on the list by either individually clicking those, or by checking the box to select all but then unchecking the few you want to review further.
 - To review edit, and then approve, simply click on the individual’s row to drill into the details. You can edit one or all the days of the week, and also leave comments that the employee can see.

Reported Time			8 rows
<input type="checkbox"/>	<input type="checkbox"/> Reported Time Regina J Carlson (Gina) Supervisor: 515943 Patricia L Norwig (Patty)	Quantity for Approval 8.00 Hours 08/15/2022 - 08/15/2022	Routed 08/18/2022