Manager Self Service Job Aid:
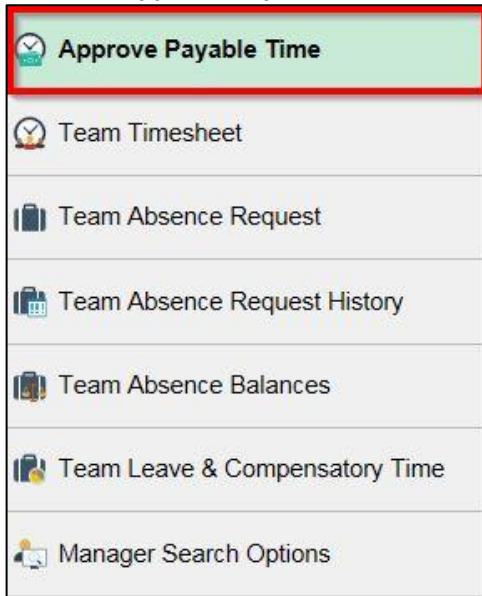
Reviewing and Approving Payable Time

Review Payable Time

1. From the **Manager Self Service Homepage**, select Team Time

2. Select **Approve Payable Time**

3. Click **Get Employees** to view all of your employees with payable time pending approval

4. You will only see the names of employees who report to you

5. In the **Last Name** column, click on last name of the employee for which you want to review time

Approve Payable Time

Approve Time for Time Reporters

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
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	🔍

Get Employees
Clear Criteria
Save Criteria

Change Time in View

Start Date 05/24/2020 🔍   End Date 06/06/2020 🔍

Employees For

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Exception	Empl Record	Job Title	Total Payable Hours	Overtime Hours	Absence Duration	Exempt Hours Worked Over FTE	Supplemental Pay	Regular Hours Worked
☐				⏱	0	ERP SUPERVISOR	264.00	0.00	16.00	264.00	0.00	264.00

NOTE: The system will default a date range of the current pay period. You may change the dates to different pay period begin and end dates by selecting with the magnifying glass.

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6. Review **Date**, **Time Reporting Code**, and **Quantity** columns for accuracy. If reported time needs to be adjusted, click Adjust Reported Time on a specific day. More information is available in the Reviewing/Adjusting Time – Punch Time/Elapsed Time Job Aids

Review Exceptions

1. From the **Approve Payable Time** page, click on the clock in **Exceptions** column

2. Review description and severity of exception(s)

3. If severity is **High**, the timesheet must be corrected for payable time to populate

    a. Review description and click **Cancel**

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b. Go to employee's timesheet and fix the exception on that day. If unable to resolve, contact your payroll office for assistance

4. If severity is **Low**, it is a warning to review the timesheet but no correction may be necessary

a. Review description and if valid, check the Allow checkbox and click Save

b. If exception appears to be an error, go to employee's timesheet to review reported time and adjust the entries

Approve Payable Time

1. From the **Approve Payable Time** page, click on last name of the employee with time to approve

2. Identify the days you wish to approve for the applicable employee by selecting the checkboxes in the **Select** column

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3. Click **Approve**

NOTE: If there are more than 5 days of payable time to be approved, click **View All** to display all payable time.

4. Click **Yes**

5. Click **OK**

6. Click **Return to Approval Summary**

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Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available at https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx.

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