



Manager Self Service Job Aid: Reviewing and Approving Payable Time

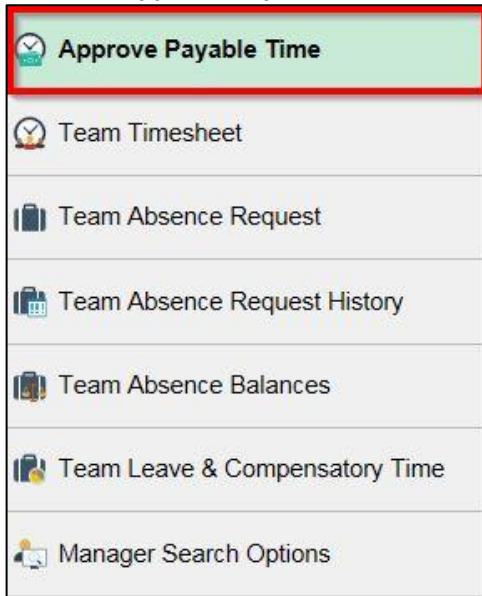


Review Payable Time

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

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change Time in View

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

Employees For: [Progress Bar]

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
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]		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.



- 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

Approve Payable Time

Employee ID [REDACTED]
 ERP SUPERVISOR Employment Record 0

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

Approval Details

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	05/25/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/26/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/27/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/28/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/29/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	

Review Exceptions

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

Employees For [REDACTED]

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
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]		0	ERP SUPERVISOR	344.00	0.00	16.00	344.00	0.00	344.00

- Review description and severity of exception(s)
- If severity is **High**, the timesheet must be corrected for payable time to populate

- Review description and click **Cancel**

Exceptions

Overview | Details | Demographics

Allow	Last Name	First Name	Exception ID	Description	Date	Severity
<input type="checkbox"/>	[REDACTED]	[REDACTED]	TLX01540	More than 24 hours reported	05/11/2020	High
<input type="checkbox"/>	[REDACTED]	[REDACTED]	TLX01540	More than 24 hours reported	05/12/2020	High

Allow Exceptions

Select All | Deselect All

Save

Cancel



- 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

The screenshot shows the 'Exceptions' page with a table of exceptions. The first row has an 'Allow' checkbox checked, a 'Last Name' field, a 'First Name' field, an 'Exception ID' of 'WITLX023', a 'Description' of 'Long Meal Break Exception', a 'Date' of '05/25/2020', and a 'Severity' of 'Low'. Below the table are buttons for 'Select All', 'Deselect All', and 'Save'. The 'Save' button is highlighted with a red box.

- 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

The screenshot shows the 'Employees For' page with a table of employees. The first row has a 'Select' checkbox checked, a 'Last Name' field, a 'First Name' field, an 'Employee ID' field, an 'Exception' field, an 'Empl Record' field, a 'Job Title' of 'ERP SUPERVISOR', a 'Total Payable Hours' of '32.00', an 'Overtime Hours' of '0.00', an 'Absence Duration' field, an 'Exempt Hours Worked Over FTE' of '32.00', a 'Supplemental Pay' of '0.00', and a 'Regular Hours Worked' of '32.00'. The 'Select' checkbox is highlighted with a red box.

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



3. Click **Approve**

Employee ID [redacted]
 ERP SUPERVISOR Employment Record 0
 Start Date 05/24/2020
 End Date 06/06/2020

Approval Details ?

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	05/25/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/26/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/27/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/28/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	05/29/2020	REGLR	Needs Approval	8.00	Hours		Adjust Reported Time	

Select All Deselect All

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**

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.

Yes No

5. Click **OK**

Save Confirmation

✓ The Save was successful.

OK

6. Click **Return to Approval Summary**

Approve Payable Time

Employee ID [redacted]
 PAYROLL BEN SPEC-ADV Employment Record 0
 Start Date 03/25/2019
 End Date 04/28/2019

No Leave Requests for this period

Return to Approval Summary



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.