

Manager Self Service Job Aid:

Reviewing and Approving Payable Time



Review and Approve Payable Time

From the Manager Self Service Homepage, select Team Time.



Select Approve Payable Time

	Approve Payable Time
\odot	Team Timesheet
	Team Absence Request
	Team Absence Request History
	Team Absence Balances
1	Team Leave & Compensatory Time
2	Manager Search Options

To view an employee's payable time:

- 1. Click Get Employees to view all of your employees with payable time pending approval
- 2. You will only see the names of employees who report to you
- 3. In the Last Name column, click on the last name of the employee for which you want to approve time

MSS Job Aid: Reviewing and Approving Payable Time



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Time Sum	mary Demographics II	•							_		
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Overtime Hours	Absence Duration	Exempt Hours Worked Over FTE	Supplemental Pay	Regular Hours Worked
					PAYROLL BEN	40.00	0.00		40.00	0.00	40.00

To approve an employee's payable time:

- 1. Identify the days you wish to approve for the applicable employee by selecting the checkboxes in the **Select** column.
- 2. Click **Approve**. (If you choose to deny any of the employee's payable time, a notification email will be sent to the employee informing them that their time was not approved and further action is required in order for the time to be approved.)

Note:

- By default, the system will display a time range of one month prior to the current date through one week after the current date.
- If there are more than 5 days of payable time to be approved, click **View All** to display all payable time.
- To make adjustments to an employee's reported time on a certain day; click **Adjust Reported Time** next to the appropriate day.

(For more on this task, please reference the Manager Self Service Job Aid: Adjusting Reported Time / Entering Time on Behalf of Others – Punch Time / Elapsed Time Job Aids.)



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	End Date 04	/28/2019						
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04/10/2019	REGLR	Needs Approval		8.00	Hours	(iii)	Adjust Reported Time	Q
04/11/2019	REGLR	Needs Approval		8.00	Hours		Adjust Reported Time	Q
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Click Yes.

Are you sure you w	ant to approve	the time selected? (13504,2500)
Once Appro	oved 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

Click OK.



Click Return to Approval Summary.

Approve Payable Time Employee ID PAYROLL BEN SPEC-ADV Actions+ 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 <u>https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx</u>