



Manager Self Service Guide to Review & Approve Employee Time

Manager Guide to Review & Approve Time

Objectives

The purpose of this module is to teach managers how to approve their employees' or direct reports' payable time. This guide includes both Exempt and Non-Exempt employees.

Before You Begin

You must have the following:

- ✓ Supervisory Status and/or are the *Reports To* for the employee(s) Position
- ✓ PeopleSoft Manager Self Service Log-in User ID and Password

When to Use

Daily for Non-Exempt Employees

Weekly (minimum) for Exempt Employees

- ✓ To Review Employee Recorded Time on the Timesheet (pg. 6)
- ✓ To Review Employee Recorded Time Summary (pg. 10)
- ✓ To Approve Employee Payable Time (pg. 11)

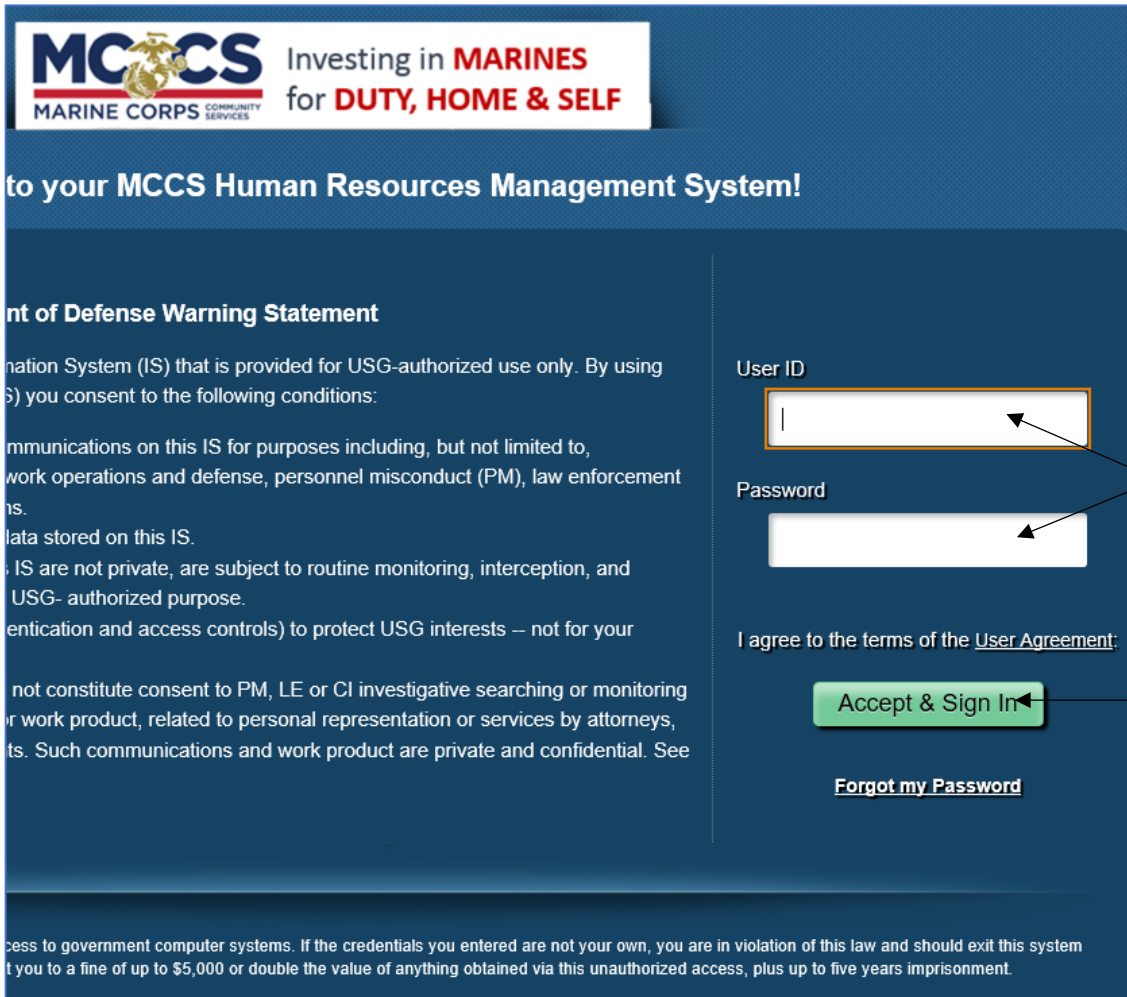
Step 1: Enter the following URL link into the address bar on Internet Explorer.

<https://hrms.usmc-mccs.org>



Step 2: Log into Manager Self Service by entering your **User ID** and **Password**.

Step 3: Select the **Accept & Sign In** button.



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Statement of Defense Warning Statement

ation System (IS) that is provided for USG-authorized use only. By using
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ts.

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or work product, related to personal representation or services by attorneys,
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User ID

Password

I agree to the terms of the [User Agreement](#):

Accept & Sign In

[Forgot my Password](#)

cess to government computer systems. If the credentials you entered are not your own, you are in violation of this law and should exit this system
t you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

Step 4: Select the **Manager Dashboard** tile on your Manager Self Service homepage.



Once on your Manager Dashboard, you have the option to the following:

- A. Review timesheets and verify all reported time for your employees prior to approving.
- B. Review a quick summary of your employees' payable time.
- C. Approve employee payable time (recommended only after time has been reviewed).

NOTE: If time is approved without reviewing the employee's timesheet, it leaves the potential for paying the employee incorrectly and/or incorrectly charging the cost center.

The screenshot shows the Manager Dashboard interface. At the top, there are navigation tabs: Favorites, Main Menu, Manager Self Service, and Manager Dashboard. The main content area is divided into several sections:

- Company Directory:** Includes a search bar for names and links for 'My Profile' and 'Advanced Search'.
- Quick Links:** A section with several icons and links. The 'Approve Time' link is highlighted with a red box, and a large red arrow points to it.
- Time Management Alerts:** A table showing alerts and occurrences.
- Direct Line Reports:** A table showing employee details and actions.
- Query Reporting:** A section for managing queries.
- MCCS Average Hours:** A section for monitoring average hours.

Alerts	Occurrences
Payable Time Approval Required	2
Exceptions to Review	0

Name	Actions	Job Title
KENNEDY, JACKIE	▼ Actions	FINANCIAL LDR NF3*
HAMM, MIA A	▼ Actions	FINANCIAL NF3*

A. Review Employee Timesheet

Step 5: To review the employee timesheet, select the **Timesheet** link on the Manager Dashboard.

The screenshot shows the Manager Dashboard interface. At the top, there are navigation tabs: Favorites, Main Menu, Manager Self Service, and Manager Dashboard. The main content area is titled 'Manager Dashboard' and contains several sections:

- Company Directory:** Includes a search bar for 'Search by Name' and links for 'My Profile' and 'Advanced Search'.
- Quick Links:** A central section with a red box around the 'Timesheet' link. A yellow box labeled 'Step 5' has an arrow pointing to this link. Other links include 'Payable Time Summary', 'Approve Time', and 'Manage Delegation'.
- Query Reporting:** Features a 'Query Manager' link with the description 'Create or update queries and query specifications.'
- MCCS Average Hours:** A link for monitoring average hours.
- Time Management Alerts:** A table showing alert occurrences.
- Direct Line Reports:** A section for reporting with tabs for 'Summary', 'Job Details', 'Contact', and 'Compensation'. It includes a table of employee data and a 'Personalize' button.

Alerts	Occurrences
Payable Time Approval Required	2
Exceptions to Review	0

Name	Actions	Job Title
KENNEDY,JACKIE	▼ Actions	FINANCIAL LDR NF3*
HAMM,MIA A	▼ Actions	FINANCIAL NF3*

Step 6: Select the **Get Employees** button to retrieve a list of your employees and select an employee from your list.

NOTE: Make sure you are entering the correct pay period Date under the Change View section.

Report Time

Timesheet Summary

Employee Selection Criteria

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"/>
Department	<input type="text"/>
Company	<input type="text"/>

Change View

*View By: Week Show Schedule Information

Date: 01/29/2017

Employees For GREY, LAURA C, Totals From 01/29/2017 - 02/04/2017 Personalize | Find | 1-2 of 2

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Scheduled Hours	Exception	Earliest Change Date	Department	Business	Company
HAMM	MIA	08515	0	40.00	35.00		03/26/2017	901002	FIN14	PNM
KENNEDY	JACKIE	07936	0	40.00	45.00		03/26/2017	901002	FIN14	PNM

Manager Self Service
Time Management

Step 7: Review the timesheet for accuracy.

NON-EXEMPT Timesheet

- **Non-Exempt** employee timesheets should be reviewed daily to catch any adjustments that need to be made.
- Non-Exempt timesheets display hours for **In**, **Lunch**, **In**, and **Out** via “punches” submitted by the employee when clocking in.
- When required, the hours in these columns can be adjusted by the manager, but they must also make a note in the comment section to document why the change was made.

NOTE: Changes to an employee’s timesheet can be audited so it is important that you document the reason for all changes under Comments.

Timesheet

HAMM, MIA A
FINANCIAL TECH NF3*

Empl ID: 08515 Last Start Dt: 03/01/1993 F/P/X: Full-Time
Empl Rcd: 0 FLSA Status: Nonexempt Grade: NF3
Company: PNM

Step 7

Actions ▾
Select Another Timesheet

*View By: **Calendar Period** Scheduled Hours: 80.00 Previous Period Next Period
*Date: 04/02/2017 Reported Hours: 27.00 Next Employee

From 04/02/2017 to 04/15/2017

Add Comments	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	HR Department	Date	
	Sun	4/2	New								0.00			4/2	+ -
	Mon	4/3	Submitted	7:30AM	1:00PM	1:30PM	5:00PM	9.00			9.00			4/3	+ -
	Tue	4/4	Submitted	7:30AM	12:30PM	1:00PM	5:00PM	9.00			9.00			4/4	+ -
	Wed	4/5	Submitted	7:00AM	12:00PM	12:30PM	4:30PM	9.00			9.00			4/5	+ -
	Thu	4/6	New								9.00			4/6	+ -
	Fri	4/7	New								9.00			4/7	+ -
	Sat	4/8	New								0.00			4/8	+ -
	Sun	4/9	New								0.00			4/9	+ -
	Mon	4/10	New								7.00			4/10	+ -

EXEMPT Timesheet

- **Exempt** employee timesheets should be reviewed at least once a week.
- Exempt timesheets automatically display hours based on a predefined schedule (i.e. M – F 8).
- All adjustments need to be made by the employee themselves. Managers do not make changes, but are responsible for informing the employee of corrections or updates they need to make.

Step 7

Timesheet

JONES, RYLEIGH V
FINANCIAL MGMT ANALYST NF4*

Empl ID: 45110 Last Start Dt: 12/09/2007 F/P/X: Full-Time
Empl Rcd: 1 FLSA Status: Exempt Grade: NF4
Company: PNM

Actions ▾
[Select Another Timesheet](#)

*View By: Calendar Period ▾ Scheduled Hours: 80.00 [Previous Period](#) [Next Period](#)
*Date: 04/02/2017 Reported Hours: 40.00

From 04/02/2017 to 04/15/2017

Add Comments	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	HR Department	Date	
<input type="text"/>	Sun	4/2	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	<input type="text"/>	<input type="text"/>	4/2	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	Mon	4/3	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		W0 - Regular Hours, No Diff	8.00	8.00	<input type="text"/>	<input type="text"/>	4/3	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	Tue	4/4	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		W0 - Regular Hours, No Diff	8.00	8.00	<input type="text"/>	<input type="text"/>	4/4	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	Wed	4/5	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		W0 - Regular Hours, No Diff	8.00	8.00	<input type="text"/>	<input type="text"/>	4/5	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	Thu	4/6	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		W0 - Regular Hours, No Diff	8.00	8.00	<input type="text"/>	<input type="text"/>	4/6	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	Fri	4/7	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		W0 - Regular Hours, No Diff	8.00	8.00	<input type="text"/>	<input type="text"/>	4/7	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	Sat	4/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	<input type="text"/>	<input type="text"/>	4/8	<input type="button" value="+"/> <input type="button" value="-"/>

B. Review Payable Time Summary

Step 8: To review a summary of the employee’s payable time, select the **Payable Time Summary** link and verify the reported time is correct.

Manager Dashboard

Company Directory

Search by Name

My Profile Advanced Search

Quick Links

Timesheet

Payable Time Summary

Approve Time

Manage Delegation

Query Reporting

Query Manager
Create or update queries and query specifications.

MCCS Average Hours

Time Management Alerts

Alerts	Occurrences
Payable Time Approval Required	2
Exceptions to Review	0

Direct Line Reports

Personalize

Summary Job Details Contact Compensation

Name		Job Title
KENNEDY, JACKIE	Actions	FINANCIAL LDR NF3*
HAMM, MIA A	Actions	FINANCIAL NF3*

Headcount Analytics

Payable Time Summary

HAMM, MIA A

Employee ID 08515

FINANCIAL TECH NF3*

Employment Record 0

Actions

Start Date 05/07/2017

End Date 05/13/2017

Previous Week Next Week

Previous Employee Next Employee

Review by week Review by Employee

Days of the Week

Payable Time From 05/07/2017 To 05/13/2017

Time Reporting Code	Description	Type	Currency	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Sat 5/13	Total Quantity
A0	Admin Hours, No Diff	hours							1.50		1.50
F0	Family Leave (Sick), No Diff	hours			8.00						8.00
W0	Regular Hours, No Diff	hours				8.00	8.00	8.00	6.50		30.50

Detail Page

Return to Select Employee

Time Reporting Codes

Recorded hours worked (I.e. A0 1.5 and W0 6.5 hours on Friday)

C. Approve Time

Step 9: To approve employee payable time, select the **Approve Time** link.

Manager Dashboard

Company Directory

Search by Name

My Profile Advanced Search

Quick Links

- Timesheet
- Payable Time Summary
- Approve Time**
- Manage Delegation

Query Reporting

Query Manager
Create or update queries and query specifications.

MCCS Average Hours

Time Management Alerts

Alerts	Occurrences
Payable Time Approval Required	2
Exceptions to Review	0

Direct Line Reports

Personaliz

Summary Job Details Contact Compensation

Name		Job Title
KENNEDY, JACKIE	▼ Actions	FINANCIAL LDR NF3*
HAMM, MIA A	▼ Actions	FINANCIAL NF3*

Headcount Analytics

Step 10: Verify the start and end date of the pay period are accurate for the time needing to be processed.

Step 11: Select Process Time Admin button.

Step 12: The Process Time Admin button will gray out once it has been selected. Select the Process Status periodically until the process has run to Success.

Step 13: Once the process has run to Success select the Get Employees button.

The screenshot shows the 'Approve Payable Time' interface. At the top, it says 'Approve Time for Time Reporters'. Below this is the 'Employee Selection Criteria' section with various search filters. A yellow box labeled 'Step 10' points to the 'Start Date' and 'End Date' fields in the 'Change Time in View' section, which are highlighted with a red box. To the right, a diagram shows three buttons: 'Get Employees', 'Process Time Admin', and 'Process Status'. A yellow box labeled 'Step 11' points to 'Process Time Admin', 'Step 12' points to 'Process Status', and 'Step 13' points to 'Get Employees'. Below the buttons, it says 'Submitted process 16788'. At the bottom, there is a table of employees for 'JOHNSON, LADY B' and an 'Approve' button.

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Department	Business	Company
<input type="checkbox"/>	HAMM	MIA	08515	0	16.00	901002	FIN14	PNM
<input type="checkbox"/>	KENNEDY	JACKIE	07936	0	32.00	901002	FIN14	PNM

Step 14: After selecting the Get Employees button a list of employees will populate at the bottom of the page. Select the employee's time you would like to approve.

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

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"/>
Department	<input type="text"/>
Company	<input type="text"/>

Get Employees

Process Time Admin

Submitted process
16788

Process Status

Success

Change Time in View

Start Date: 05/14/2017 End Date: 05/27/2017

Employees For JOHNSON,LADY B

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Department	Business	Company
<input type="checkbox"/>	HAMM	MIA	08515	0	16.00	901002	FIN14	PNM
<input type="checkbox"/>	KENNEDY	JACKIE	07936	0	32.00	901002	FIN14	PNM

Select All Deselect All

Approve

Manager Self Service
Time Management

Step 15: Review the employee's time by verifying the Date, Time, Time Reporting Code, and Quantity are correct.

Step 16: Select each entry check box or click the select all button to select the days you need to approve.

Step 17: Select Approve.

Approve Payable Time

HAMM, MIA A Employee ID 08515
FINANCIAL TECH NF3* Employment Record 0

Actions ▾ Start Date 05/14/2017 End Date 05/27/2017 Next Employee

Approval Details Personalize | Find | View All | First 1-2 of 2 Last

Time Reporting Elements	Cost	Task Reporting Elements			
<input checked="" type="checkbox"/>			Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>			05/23/2017	W0	8.00
<input checked="" type="checkbox"/>			05/24/2017	W0	8.00

Select All Deselect All

Approve

Return to Approval Summary

Step 18: Select OK.

Save Confirmation

✓ The Save was successful.

OK

Step 19: To return to the list of employees needing time to be approved select Return to Approval Summary.

OR

Step 20: To immediately skip to the next employee on the list select the Next Employee link and repeat steps 15 through 18.

This process is complete.

