



Approving Payable Time

Introduction

Time and Labor WorkCenter organizes steps that **Approvers/Core Users** access most when performing the tasks that comprise their primary responsibilities within **Time and Labor**.

Important Reminders

- Use the **Time and Labor WorkCenter** to approve time for employees who use reported and punch timesheets.
- Do not use the **Time and Labor WorkCenter** if you approve time for employees that use a **Time Collection Device (TCD)** or the **Labor Distribution** timesheet to record their time. Review the **TCD** and **Labor Distribution Approver** job aids for further instruction.
- It is a statutory requirement to approve all time worked.
- Time approval responsibilities should follow the reporting structure of your department.
- The deadline for reporting time is each Thursday at 5:00PM.
- The deadline for time approval is each Friday at 12:00PM; if you approve time for employees who work Friday 2nd or 3rd shift, or anytime on Saturday, the deadline for time approval is Sunday at 6:00PM.
- Questions regarding time approval policy should be directed to your agency human resources/payroll office.
- If you have questions regarding how to perform time approval transactions, please contact the **MassHR Employee Service Center (ESC)** or your Agency Human Resources/Payroll Department if you are not supported by the **ESC**.

Before You Begin

N/A

Additional Information You May Need

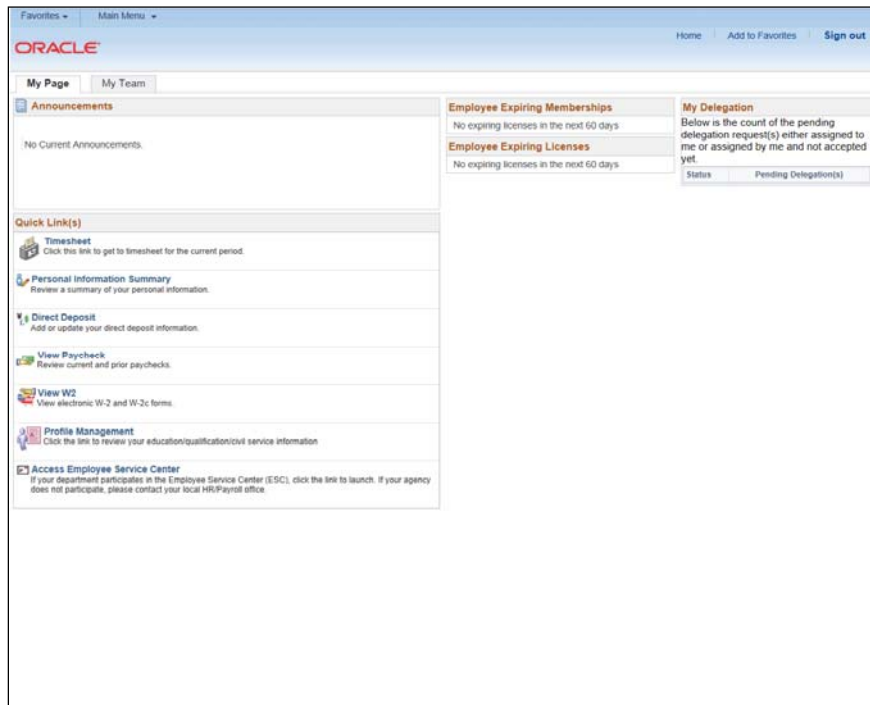
None




Procedure

Navigation: As a supervisor or manager, you use the **SSTA Time and Labor WorkCenter** approve employee's reported time.

In this Job Aid you will learn how to use the **Time and Labor WorkCenter to Approve Time in SSTA.**



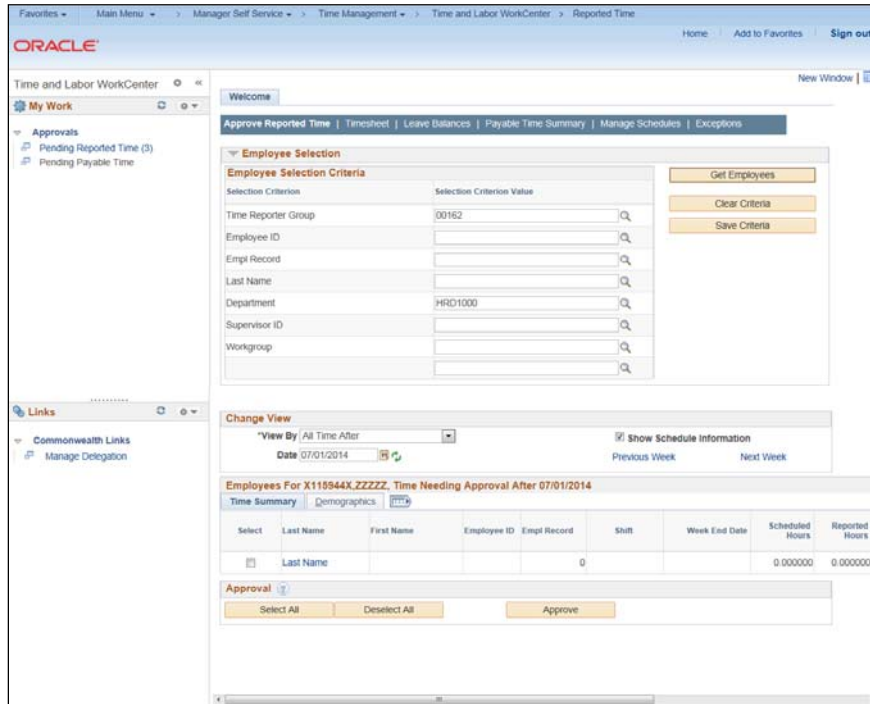
Step	Action
1.	Click the My Team tab. 



Oracle HR/CMS 9.2 interface showing the 'Direct Line Reports' section. The interface includes a navigation bar with 'Favorites', 'Main Menu', 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'My Page' and 'My Team'. The 'Alerts' section shows 'You have no Alerts right now.' The 'Manager Link(s)' section includes links for 'Time and Labor WorkCenter', 'View Manager Time and Labor WorkCenter', 'Profile Management', 'Manage Delegation', and 'Emergency Contact'. The 'Direct Line Reports' section displays a table with columns for Name, Job Title, Compensation, Time, and Position in Salary Range. The table contains 9 rows of data, with the first row being highlighted in green.

Name	Job Title	Compensation	Time	Position in Salary Range
X122627X.ZZZZZ	Executive			
X220688X.ZZZZZ	Executive			
X225357X.ZZZZZ	Executive			
X325466X.ZZZZZ	Executive			
X330296X.ZZZZZ	Executive			
X364791X.ZZZZZ	Manager			
X394725X.ZZZZZ	Executive			
X405118X.ZZZZZ	Specialized Executive			
X415782X.ZZZZZ	Executive			

Step	Action
2.	Click the Time and Labor WorkCenter link. Time and Labor WorkCenter



Step	Action
3.	<p>Click the Get Employees button.</p> <p>Note: The Time and Labor WorkCenter summarizes time reporting data submitted by you employees. To review and approve time, use the top links listed on the Welcome page.</p> <div data-bbox="302 1360 732 1402" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Get Employees</p> </div>



Oracle HR/CMS 9.2 interface showing the 'Time and Labor WorkCenter' for 'Reported Time'. The main content area is titled 'Employee Selection' and includes a table of selection criteria and a list of employees needing approval.

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	00162
Employee ID	
Empl Record	
Last Name	
Department	HRD1000
Supervisor ID	
Workgroup	

Change View

View By: All Time After
 Date: 07/01/2014
 Show Schedule Information:
 Previous Week | Next Week

Employees For X115944X.ZZZZ, Time Needing Approval After 07/01/2014

Select	Last Name	First Name	Employee ID	Empl Record	Shift	Week End Date	Scheduled Hours	Reported Hours
<input type="checkbox"/>	X255342X	ZZZZ	255342	0 NS		04/11/2015	0.000	37.500
<input type="checkbox"/>	X148237X	ZZZZ	148237	0 NS		04/11/2015	0.000	37.500
<input type="checkbox"/>	X109825X	ZZZZ	109825	0 NS		04/11/2015	0.000	37.500
<input type="checkbox"/>	X109825X	ZZZZ	109825	0 NS		04/18/2015	0.000	37.500

Approval

Select All | Deselect All | Approve

Step	Action
4.	Click the X255342X link.



Oracle Time and Labor WorkCenter - Reported Time

Timesheet

Employee ID: 255342
 Human Resources Specialist III
 Empl Record: 0
 Earliest Change Date: 02/09/2015

Scheduled Hours: 37.500 | Reported Hours: 37.500

Select	Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type
<input type="checkbox"/>	Comments	Sun	4/5	New							
<input checked="" type="checkbox"/>	Comments	Mon	4/6	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Tue	4/7	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Wed	4/8	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Thu	4/9	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Fri	4/10	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input type="checkbox"/>	Comments	Sat	4/11	New							

Buttons: Save for Later, Submit, Clear

Approval: Select All, Deselect All, Approve

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary

Category	Total	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
Total Reported Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Schedule Deviation								
No category Displayed	37.500		7.500	7.500	7.500	7.500	7.500	

Return to Select Employee



Step	Action
5.	<p>Note: To approve time, managers must review the following:</p> <p>For Employees with Punch Timesheets:</p> <ul style="list-style-type: none">-Reported versus Scheduled hours-Day Column-Date Column-In Column-Meal Out Column-Meal InColumn-Out Column-TRC Column-Total Hours Column <p>Note: If applicable, shift differential and weekend differential will calculate automatically for a punch timesheet employee based on the employee's In and Out times.</p> <p>For employees with Reported Timesheets:</p> <ul style="list-style-type: none">-Reported versus Scheduled hours-Day Column-Date Column-TRC Column-Daily Hours Column



Oracle Time and Labor WorkCenter - Reported Time

Timesheet

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 Human Resources Specialist III
 Empl Record: 0
 Earliest Change Date: 02/09/2015

Scheduled Hours: 37.500 | Reported Hours: 37.500

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<input type="checkbox"/>	Comments	Sun	4/5	New							
<input type="checkbox"/>	Comments	Mon	4/6	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input type="checkbox"/>	Comments	Tue	4/7	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input type="checkbox"/>	Comments	Wed	4/8	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input type="checkbox"/>	Comments	Thu	4/9	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input type="checkbox"/>	Comments	Fri	4/10	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input type="checkbox"/>	Comments	Sat	4/11	New							

Buttons: Save for Later, Submit, Clear

Approval: Select All, Deselect All, Approve

Summary: Leave / Compensatory Time, Exceptions, Payable Time

Category	Total	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
Total Reported Hours	37.500	7.500	7.500	7.500	7.500	7.500	7.500	
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Schedule Deviation								
No category Displayed	37.500		7.500	7.500	7.500	7.500	7.500	

Step	Action
6.	Click the Select All button.





Oracle Time and Labor WorkCenter - Reported Time

Timesheet

Employee ID: 255342
 Human Resources Specialist III
 Empl Record: 0
 Earliest Change Date: 02/09/2015

Scheduled Hours: 37.500 | Reported Hours: 37.500

Select	Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type
<input type="checkbox"/>	Comments	Sun	4/5	New							
<input checked="" type="checkbox"/>	Comments	Mon	4/6	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Tue	4/7	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Wed	4/8	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Thu	4/9	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input checked="" type="checkbox"/>	Comments	Fri	4/10	Needs Approval	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500		
<input type="checkbox"/>	Comments	Sat	4/11	New							

Buttons: Save for Later, Submit, Clear

Approval: Select All, Deselect All, Approve

Summary: Leave / Compensatory Time, Exceptions, Payable Time

Category	Total	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
Total Reported Hours	37.500	7.500	7.500	7.500	7.500	7.500	7.500	
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Schedule Deviation								
No category Displayed	37.500	7.500	7.500	7.500	7.500	7.500	7.500	

Step	Action
7.	Click the Approve button.

Approve



Oracle Time and Labor WorkCenter interface showing a Timesheet for Employee X255342X.ZZZZZ. A confirmation dialog box is displayed with the message: "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." The dialog has "Yes" and "No" buttons.

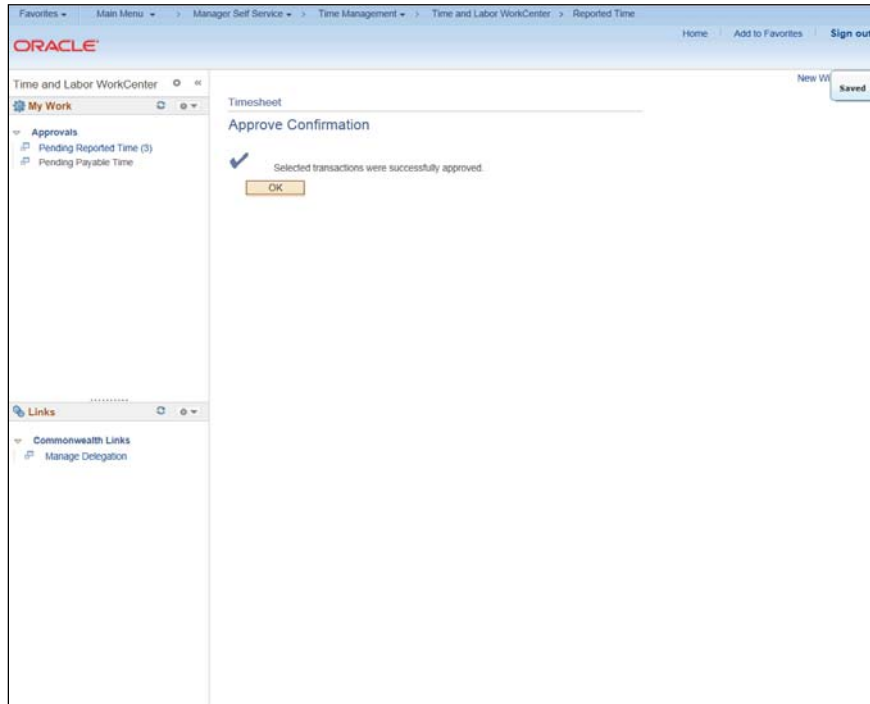
Below the dialog, there are buttons for "Save for Later", "Submit", and "Clear".


The "Approval" section contains buttons for "Select All", "Deselect All", and "Approve".

The "Reported Time Summary" table is as follows:

Category	Total	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
Total Reported Hours	37,500	7,500	7,500	7,500	7,500	7,500	7,500	
Total Scheduled Hours	37,500	7,500	7,500	7,500	7,500	7,500	7,500	
Schedule Deviation								
No category Displayed	37,500	7,500	7,500	7,500	7,500	7,500	7,500	

Step	Action
8.	Click the Yes button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Yes</div>



Step	Action
9.	Click the OK button. 



Oracle Time and Labor WorkCenter - Timesheet

Employee ID: 255342
 Empl Record: 0
 Earliest Change Date: 04/06/2015

Scheduled Hours: 37.500 | Reported Hours: 37.500

Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type	Short Description
Comments	Sun	4/5	New								
Comments	Mon	4/6	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Tue	4/7	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Wed	4/8	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Thu	4/9	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Fri	4/10	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Sat	4/11	New								

Buttons: Save for Later, Submit, Clear

Summary: Reported Time Summary

Category	Total	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
Total Reported Hours	37.500		7.500	7.500	7.500	7.500	7.500	7.500
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500	7.500
Schedule Deviation								
No category Displayed	37.500		7.500	7.500	7.500	7.500	7.500	7.500

Step	Action
10.	<p>Note: When adjustment is made to payable time that has been approved and processed to payroll, negative offsets are created for the original transaction.</p> <p>Positive entries are also created for the updated transaction. For leave related TRCs such as Vacation, Sick and Comp Time, offsets will require approval by agency HR/Payable on the Time Labor WorkCenter.</p> <p>The TL Unapproved Time Report can be used to identify negative offsets requiring approval.</p>



Oracle HR/CMS 9.2 Time and Labor WorkCenter - Reported Time

Timesheet

Employee ID: 255342
 Empl Record: 0
 Earliest Change Date: 04/06/2015

X265342X_ZZZZZ
 Human Resources Specialist III

Scheduled Hours: 37.500 | Reported Hours: 37.500

From 04/05/2015 to 04/11/2015

Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type	Short Description
Comments	Sun	4/5	New								
Comments	Mon	4/6	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Tue	4/7	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Wed	4/8	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Thu	4/9	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Fri	4/10	Approved	10:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	7.500			
Comments	Sat	4/11	New								

Buttons: Save for Later, Submit, Clear

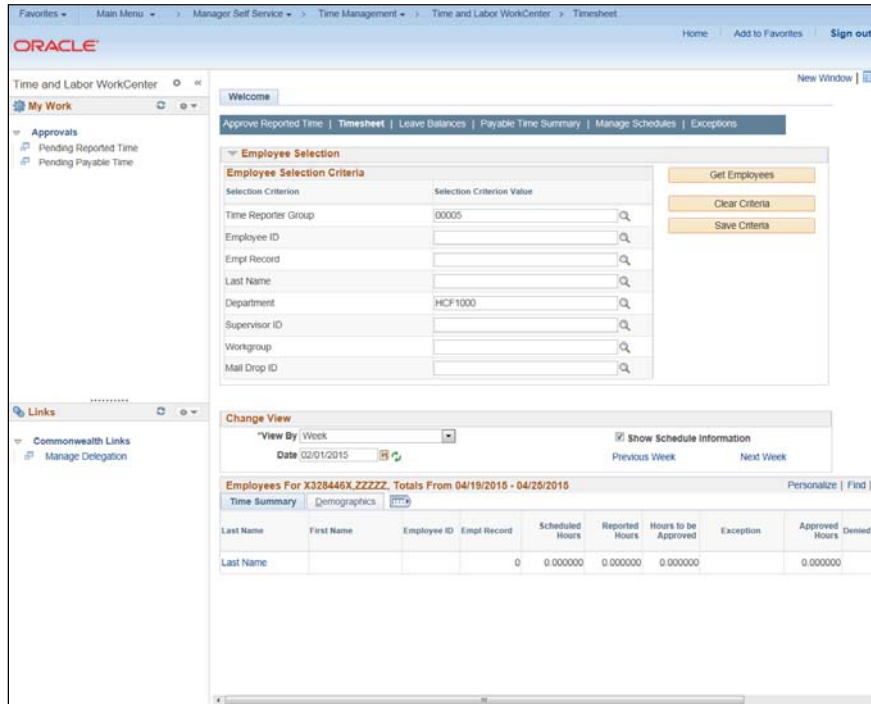
Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary

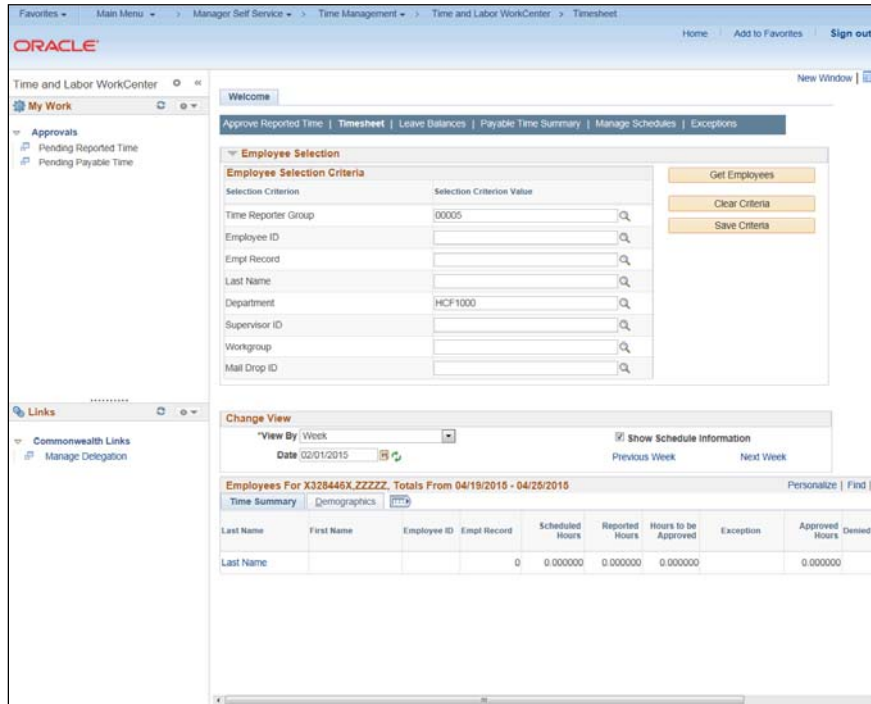
Category	Total	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
Total Reported Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Schedule Deviation								
No category Displayed	37.500		7.500	7.500	7.500	7.500	7.500	

Return to Select Employee

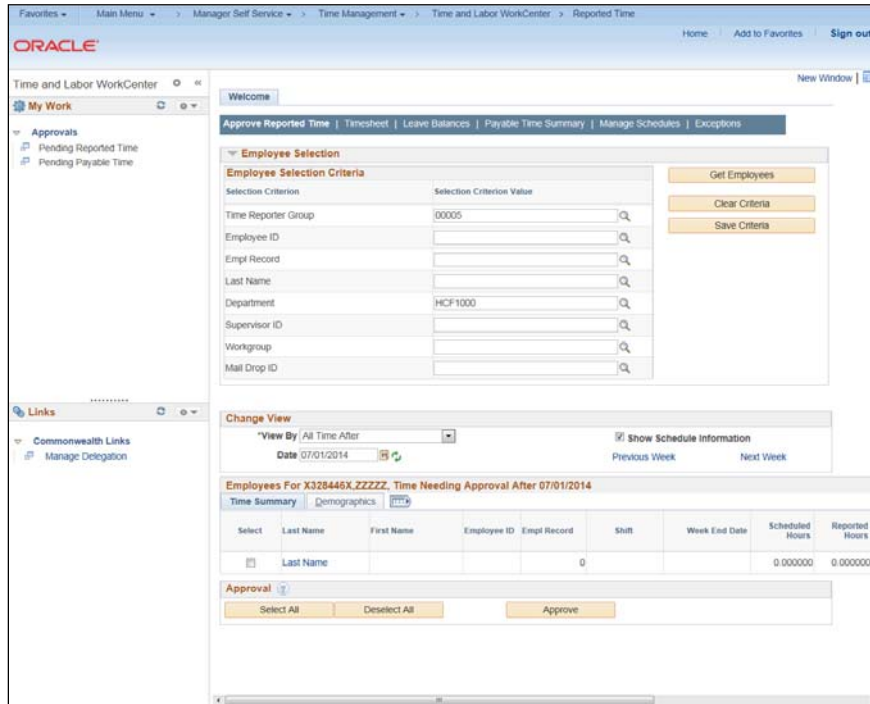
Step	Action
11.	Click the Time and Labor WorkCenter link. Time and Labor WorkCenter



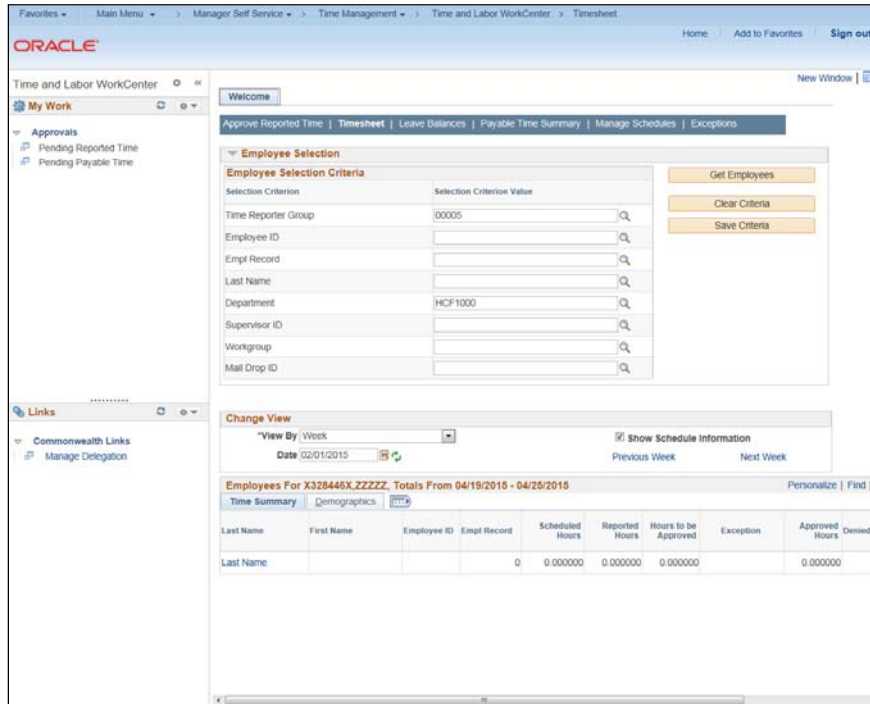
Step	Action
12.	Note: Time and Labor WorkCenter – Organizes steps that Approvers/Core Users access most when performing the tasks that comprise their primary responsibilities within Time and Labor .



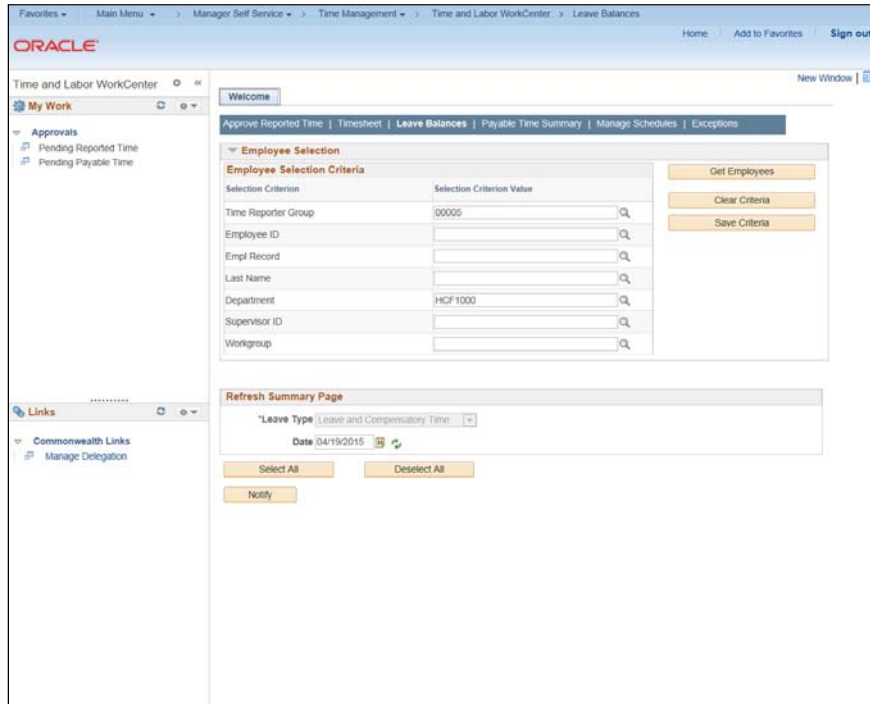
Step	Action
13.	<p>Click the Approve Reported Time link.</p> <p>Note: Approve Reported Time tab displays pending reported time for employee.</p> <p>Approve Reported Time</p>



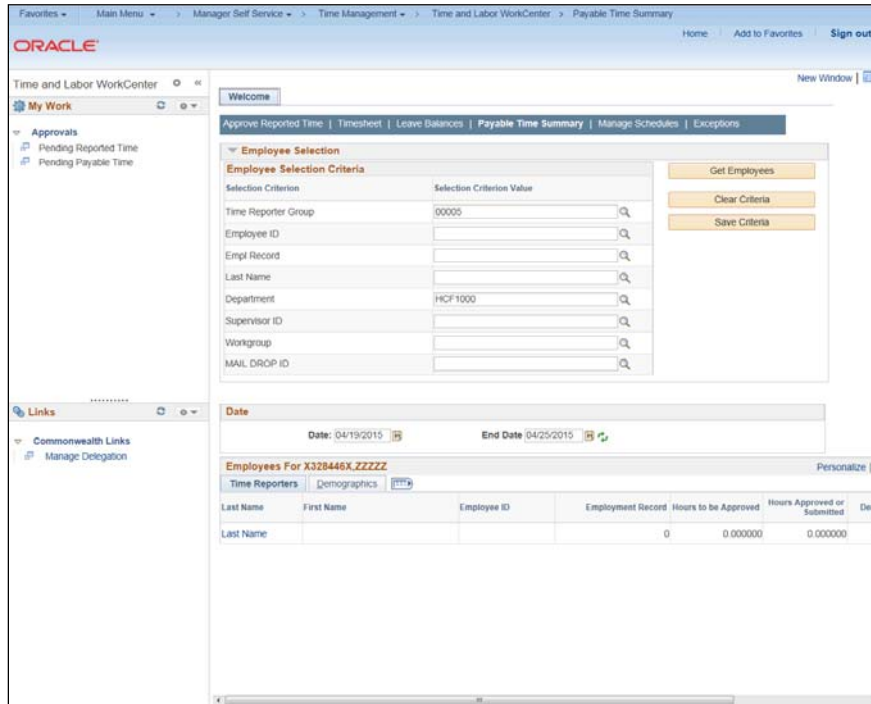
Step	Action
14.	Click the Timesheet link. Note: Timesheet tab opens employee timesheet to review and approve reported time. Timesheet



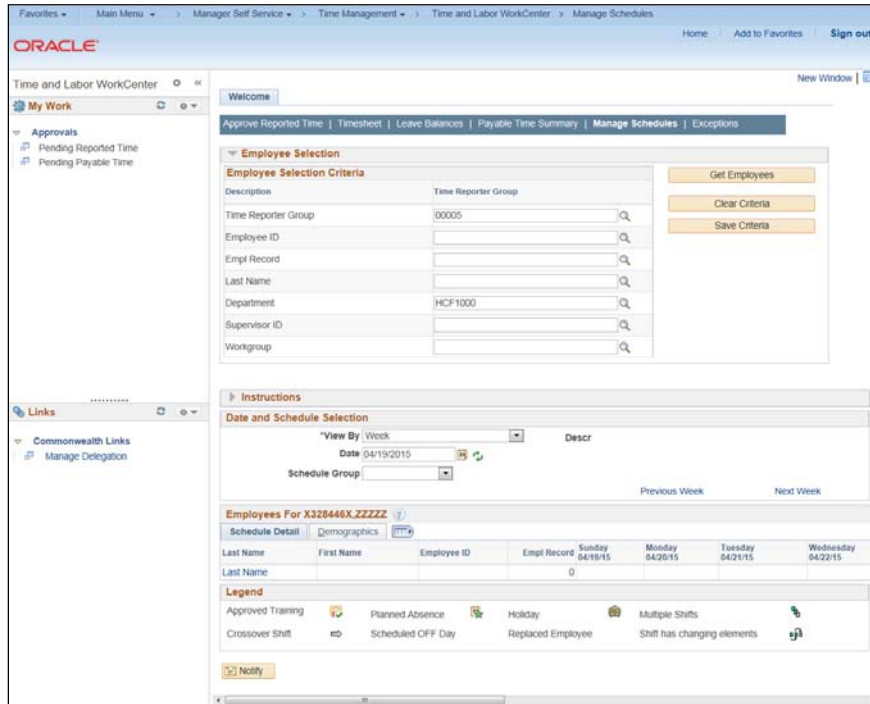
Step	Action
15.	Click the Leave Balances link. Note: Leave Balances tab displays detailed view of employee leave balances such as starting balance, hours earned, hours taken, hours adjusted, and ending balance for pay period. Leave Balances



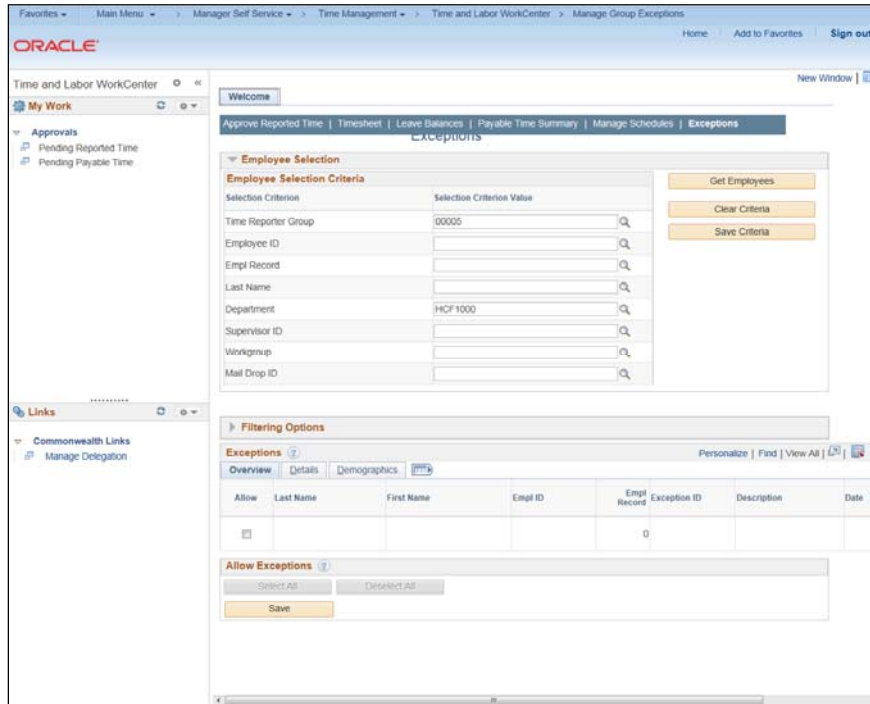
Step	Action
16.	Click the Payable Time Summary link. Note: Payable Time Summary tab displays pending payable time for employee, such as overtime. Payable Time Summary



Step	Action
17.	Click the Manage Schedules link. Note: Manage Schedule tab displays detail view of employee assigned work schedule and default hours. Manage Schedules



Step	Action
18.	Click the Exceptions link. Note: Exceptions tab displays reason an employee has low and high exceptions on timesheet. Exceptions



Step	Action
19.	In this Job Aid you successfully used the Time and Labor WorkCenter to Approve Time in SSTA. End of Procedure.