Guide for Approving Time

The following guide is for managers and supervisors who approve employee time.

Manage Employee Time

Important Reminders:

- Use **Manage Employee time** to approve time for employees who use Reported and Punch timesheets.
- **Manage Employee time** can be used to 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 more detailed instructions for these approver types.
- 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.

Navigating to Manage Employee time

Step	Action
1.	After logging in, you will arrive on the Employee Self-Service homepage. Click on the **Employee Self Service** drop down at the top of the page. Select **Manager Self Service.** On the **Manager Self Service** homepage click on the **Manage Employee Time** tile. You will arrive on the **Manage Employee Time** page.

2. The **Manage Employee time** page summarizes time reporting data submitted by your employees. To review and approve time, use the following links listed:

   APPROVE REPORTED TIME tab displays pending reported time for employee.
   TIMESHEET tab opens employee timesheet to review and approve reported time.
   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.
   PAYABLE TIME SUMMARY tab displays pending payable time for employee.
   PAYABLE TIME DETAIL tab displays pending payable time details for employee.
   MANAGE SCHEDULES tab displays detail view of employee assigned work schedule and default hours.
   EXCEPTIONS tab displays reason an employee has low and high exceptions on timesheet.

Approving Time:

As a supervisor or manager, you use **Manage Employee time** to approve employees' reported time. **Manage Employee time** provides two options to select employees that need approval, Approvals and Approve Reported Time. The first option is on the left side under My Work, you will see Pending Reported Time and Pending Payable Time under Approvals. Displayed in parentheses is the number of direct and indirect employees that need approval. When selecting the Pending Reported Time link, all the direct and indirect employees that need time approved display. If the approver prefers to only view their direct reports, the second option allows approvers to exclude indirect reports. This is done by clicking "Get Employees". Once the approver clicks on "Get Employees" from the Approve Reported Time page, the system will only return those employees who are direct reports and have reported time to approve.

Step	Action
1.	From the **Manage Employee time** page, select the Approve Reported Time tab, select the **Get Employees** button to show employees needing approval, then in the **LAST NAME** column, select the first employee name. **Note:** The **TIMESHEET** for the selected employee displays.
2.	To approve time, managers must review their employees daily reported hours. **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.
3.	Review each row of punch or reported time. For the row, ensure that the total reported hours match the total scheduled hours for the employee.

4. For every other row of the employee's time reporting data, review and as appropriate, **SELECT** the checkbox to select the row.

5. When finished reviewing and selecting all reported rows for the employee, select the **APPROVE** button.

   A dialog box asks if you are sure you want to approve the time selected. Once the page is saved, the time cannot be unapproved.

6. Select **OK** to approve or Select **CANCEL** not to save the approval.

   Note: A **SAVE CONFIRMATION** message appears, signaling that the save was successful.

7. Select **OK** to acknowledge the confirmation.

   Note: You are returned to the **TIMESHEET**.

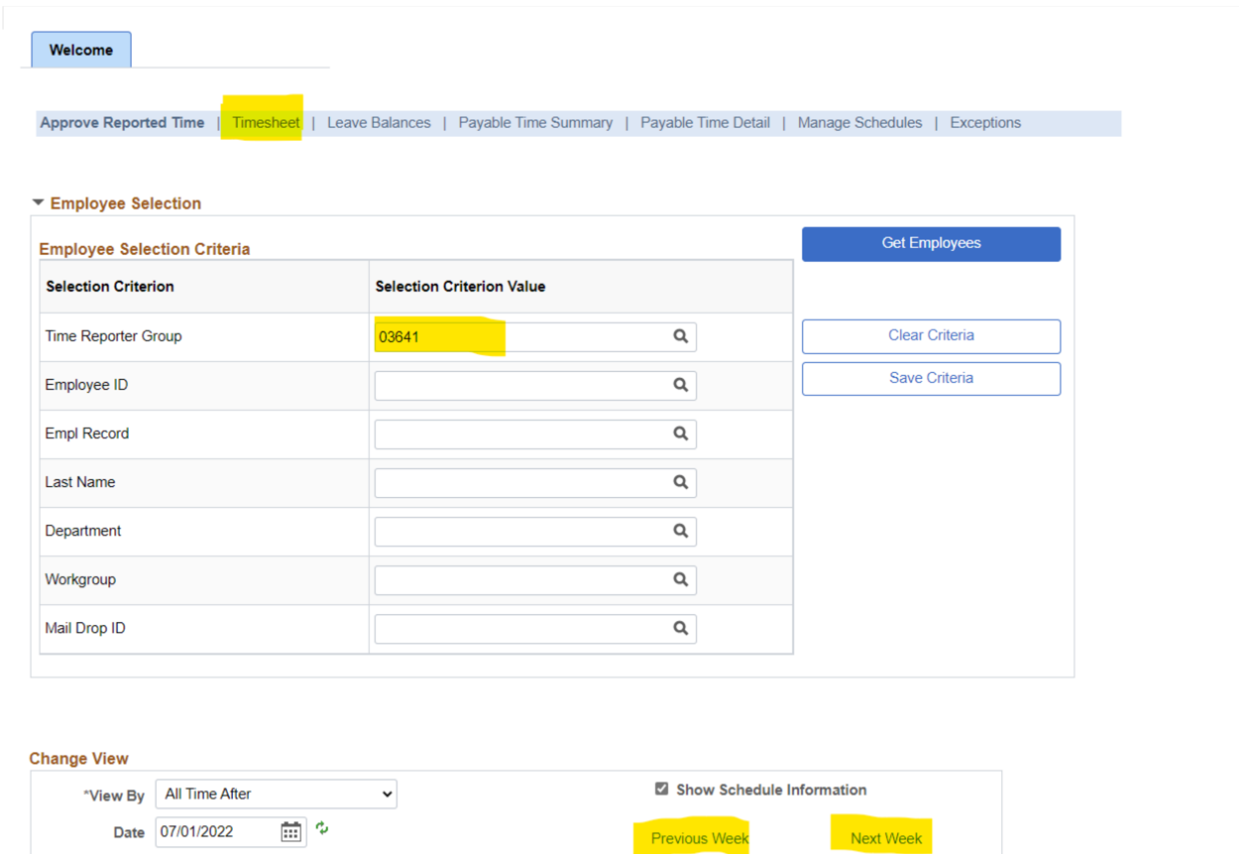
8. Navigate to the next employee by selecting the **NEXT EMPLOYEE LINK** at the top of the page.

9. Review and approve the next employee's time reporting data by repeating Steps 2 through 8.

10. Select the **SIGN OUT** link under the Action button to log out of Employee Self-Service.

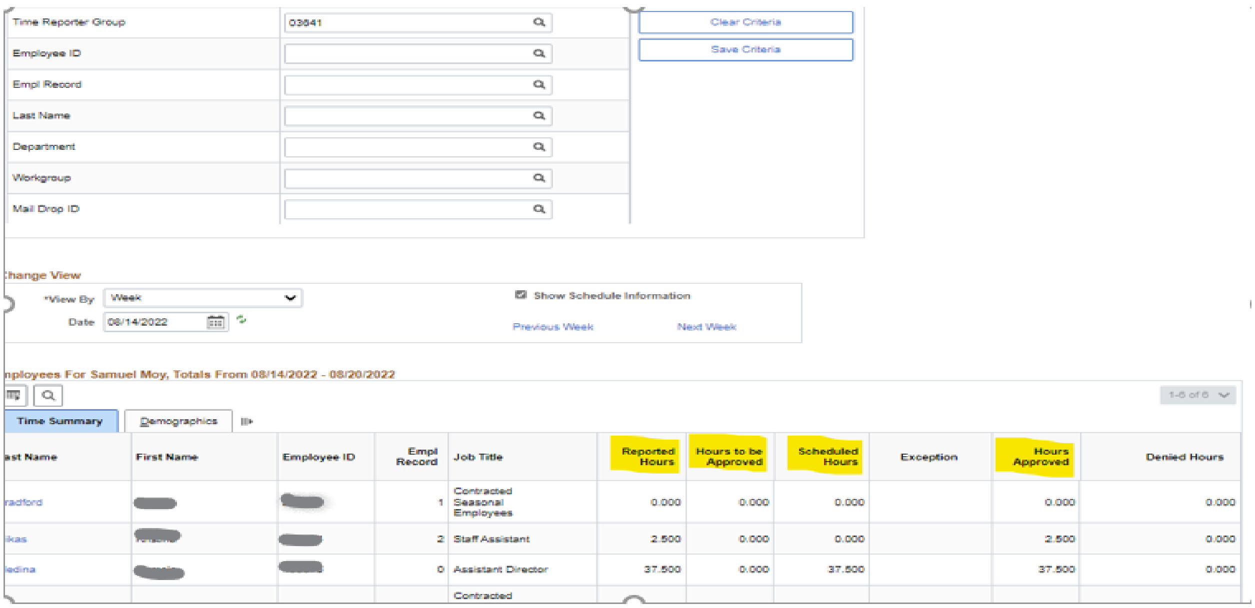
Manager Dashboard

- **Select Timesheet Tab**
- **Your Time Reporter Group defaults in, you can change if you are part of the Hierarchy**
- **Scrolling Forward and Backwards**



Click on the Column Titles to re-sort your employee list

- **Who has Reported Hours vs. who has not**
- **Hours Ready for Approval**
- **Hours as compared to their Schedule**
- **Approved Hours**



Reporting Time for an Employee

Important Reminders:

- Reporting time for an employee should be the exception, rather than the rule. The recommended business practice is for the employee to enter time on his/her own timesheet or to direct the employee to contact the MassHR Employee Service Center (ESC), or your Agency HR/Payroll Department if you are not supported by the ESC.
- The deadline for time reporting 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.

Manager/Supervisor: Reporting Time for an Employee

Step	Action
1.	From the **Manage Employee time** page, select the **Timesheet** tab.
2.	On the page is the Employee Selection Criteria table which is pre-populated with your **TIME REPORTER GROUP ID**. Note: If you are a delegate time approver, please review the Time Approval Delegation job aid for detailed instructions on how to review and approve time for employees that have been delegated to you.
3.	To review and approve time for your direct reports, select the **GET EMPLOYEES** button. Employee Self-Service will return a list of employees that report to you based on the search criteria entered in the Employee Selection Criteria table.
4.	Select the appropriate employee name in the **LAST NAME** column. Note: If you select the first employee in the **LAST NAME** column, you can use the **NEXT EMPLOYEE** link to navigate through your employee timesheets.
5.	On the selected employee, report hours as needed on their timesheet in the applicable format of Reported or Punch time. **Note:** If an employee's timesheet is blank you need to do the following to populate the

default timesheet.

1. Select the **APPLY SCHEDULE** button to populate an employee's schedule with their in, meal out, meal in and out times.
2. Select the **SUBMIT BUTTON.** The submit confirmation page will appear.
3. On the submit confirmation page is the employee certification message which states "I certify that the information entered is accurate and complete." Select the **OK** button to certify the timesheet. By entering time for an employee you are attesting to their attendance record and are responsible for accuracy.

6.	Select the **SELECT ALL** button to select every day on the timesheet.
7.	Select the **APPROVE SELECTED** button to approve every day on the timesheet.
8.	Select the **OK** button to approve the employee's reported time.
9.	Select the **OK** button on the confirmation page.
10.	Select the **RETURN TO SELECT EMPLOYEE** link to return to the Timesheet Summary.
11.	Review the status column in the reported time status table. Ensure that each day has an approved status.
12.	Select the **SIGN OUT** link under the Action icon to log out of Employee Self-Service.