BUSINESS PROCESS GUIDE

PEOPLESOFT
HUMAN CAPITAL MANAGEMENT
Release 8.9

Approving Time and
Reporting Adjustments

For Department Managers and DTAs

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ARIZONA STATE UNIVERSITY
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PROCESS OVERVIEW

This guide is for department staff who approve other employee's hourly, vacation, compensatory and sick time. It will also allow you to approve Furlough time, when applicable. You can either be a department time administrator or a manager in the department (depending on how your business is set up).

In order to use the screens shown in this guide, you must have the PeopleSoft role of: 
**HCM Dept Time Administrator or HCM Dept Pay Manager.**
NOTE: if you have employees that report to you, you should have the role of HCM Dept Pay Manager.

Instructions for seeing what roles you already have are at this URL:

Instructions for request a new role are at this URL:

It is important to be aware of the various deadlines that are shown in the *Payroll Calendar*
http://cfo.asu.edu/fs-payroll
Accessing Time and Labor Screens Via My ASU

Open a web browser
- Go to www.asu.edu.
- Click on "My ASU"
- Login with your ASURITE ID and Password.
- Click on "Manager" tab,
- Click on "Time Management"

There are several choices to view and edit time and leave reporting - additional information is shown if you ‘hover’ over the verbiage:

- Approve Reported Time
- Input Employee Time
- View Employee Reported Time
- Verify No Errors
- Time Search Options
To Approve, Enter, and View Employees via Time Sheet

You can search for your employees in several ways:
- Individual Employee
- List Employees by Group ID, Business Unit or Workgroup

Show lists of employees
You can use the fields: Group ID, Business Unit and/or Workgroup to show you a list of employees that you have access to as a DTA, based on your security.

For example, you want to view Students in the Downtown Phx area. You would enter:

- Workgroup: Students
- Business Unit: Downtown Phx

Show one employee
You can search for a single employee: EMPLID (10 digit number, beginning with 1000 or 1200), First Name, Last Name and/or Position number. Note: Capitalize the first letter of the name fields.

Once you have set your search criteria, click on “Get Employees” button.
Search by Group ID:
Depending on your circumstance, the employees you approve time for may all report into a group.

To find your group ID – follow these steps:
1) Click on the magnifying glass next to the “Group ID” field

2) Click on “Advanced Search”

3) Change the Description from Begins with to Contains

4) Type in a word that you think may be in your group’s description.

5) Click “Look Up”

6) Once you find your group number, you can type it into the “Group ID” field to quickly list the employees you need to approve time for. (you can also click on it directly)
Approve Employees’ Time via Reported Time Screen

This is an example of the “Reported Time” screen.

From here, you can approve hours of one or more employees.
1) Click on the check boxes next to the employees whom you want to approve and
2) Click on “Approve Selected” or “Deny Selected”. All entries for selected employees will be approved or denied.
Additional Tips for viewing Timesheets

Tip A: You can go one level deeper by clicking on an employee’s name and then approving or denying individual entries. See below for further directions.

Tip B: If the selection box is grayed out, but there are hours to approve, the employee has effort reporting hours. You must approve them on the detail screen by clicking on the employee’s name.

Tip C: If you have navigated to a time period in the past, you will see this message. It warns you that you are dealing with data in the past and that the employee’s pay will be affected by your changes if the changes are made within 14 days. If a time adjustment is needed after 14 days a PAR will need to be submitted to payroll. (See Making Timesheet Adjustments)

Once you click on “approve selected” or “deny selected” you will see two more screens.

The first screen allows you to cancel if you made a mistake.

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.

Click OK to continue.

The second screen will show that the changes you made have been confirmed.

Click OK to confirm.
Approve, Deny, Edit, Add or Delete Time for an Employee
When you click on an employee's name, you can then approve or deny individual entries in their record.

The steps involved include:

**Step 1:** Use the “Select All” and “Deselect All” to mass select/unselect entries.

**Step 2:** Use the “view by” and “Date” features to change the time frame.
Typically, you will view by time period (2 week intervals).
If you navigate to the past, a warning message will appear.
Note: For a mid pay period hire use the view by day, and enter date of hire.

**Step 3:** Use these links to quickly jump to new time periods and/or a different employee.

**Step 4:** If your security access and business process allows is correct, you may have the ability to add and edit hours to the employee’s record.
If the new hours are of a different TRC -Time Reporting Code (for example, vacation instead of regular)
Click the + sign at the right end of the last row to add a new row of data.
Put in the number of hours and TRC.
Click on “Submit/Certify”.

**Step 5:**
Approve or Deny the hours by clicking these buttons.
Approve, Deny, Edit, Add or Delete Time for an Employee - Includes Effort Reporting detail information

If the employee has effort reporting hours, you must approve their hours by clicking on their name in the "reported time" or "timesheet" screens in order to show this detail. The links to approve or deny their hours are shown after the table listing the Effort reporting hours.
Employee Self Report Time and Leave

Employees can easily report their time from My ASU. This is found in the upper right corner of the My ASU screen. Employees can click on *Time and Leave Reporting* to report their hours.

When clicking on the Time and Leave Reporting link, they will see the below screen.

**NOTE:** - The Office of Human Resource message that informs the employee when they will be paid.

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### Timesheet

<table>
<thead>
<tr>
<th>Name</th>
<th>EmpID: 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Manager</td>
</tr>
<tr>
<td>Empl Rod Nbr:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Office of Human Resources Message**

The hours entered for this pay period must be approved by your Supervisor before 12 noon on Monday 4/20/2009 for payment on Friday 4/24/2009.

**From Monday 04/06/2009 to Sunday 04/12/2009**

<table>
<thead>
<tr>
<th>Mon 4/6</th>
<th>Tue 4/7</th>
<th>Wed 4/8</th>
<th>Thu 4/9</th>
<th>Fri 4/10</th>
<th>Sat 4/11</th>
<th>Sun 4/12</th>
<th>Total</th>
<th>Time Reporting Code</th>
</tr>
</thead>
</table>

**Submitted**

**Reported Time Status - click to hide**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Total</th>
<th>Time Reporting Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reported Hours Summary - click to view**

**Balances - click to view**

*View Paycheck*
Approve Time via PeopleSoft Screens
For personal preference, or if My ASU is unavailable, you can access the time and labor screens directly in PeopleSoft.

1) Open a web browser and go to https://hrsa.oasis.asu.edu
2) Login to Peoplesoft using your ASURITE ID and password.

Navigate to the time and labor screen by clicking on these menus:
Manager Self Service > Time Management

The links shown here work identically to the screens you access via MyASU.
Timesheet Adjustments

This list will show the steps that a DTA will need to adjust an employee’s timesheet after the pay period has ended.

Timesheet Adjustments adjusted within 14 days must use the Timesheet.

Step 1: Select the Manager Self Service Link
Step 2: Select the Time Management Link
Step 3: Select the Report Time Link
Step 4: Select the Timesheet Link
Step 5: Click into the Empl ID field and key in your employee ID number
Step 6: Click on the Get Employees button.
Step 7: Click on the Employee and the employee’s timesheet for the current week will be displayed.
Step 8: To go back to the time period that needs adjustment, either enter the date on the date field or click on previous week or time period link.
Step 9: Change the hours on timesheet for the time on the particular days that are incorrect. See example below.
Step 10: Click on **Submit/Certify** once all changes have been made.

Step 11: Click the check box of **select all**.

Step 12: Click on **approve selected** to approve time.
Time Adjustments after 14 days must be submitted via Payroll Action Request.

Step 1: Select the ASU Customization Link
Step 2: Select the ASU HCM Custom Link
Step 3: Select the ASU Payroll Link
Step 4: Select the Payroll Action Request Link
Step 5: Select Add a New Value Tab
Step 6: Enter Employee ID and Employee Record Number then click Add
Step 7: Enter Position Number, Earnings Code, Date to be Adjusted, and Hourly Rate if necessary of employee.
Step 8: Select a Reason for Payment in the drop down menu, and enter any comments if necessary.

Step 9: Enter route to approver. If unknown, use magnifying glass to find the approver.

Step 10: Click on the Submit Button.