

DTA Job Aids

Set Manager Search Options for DTAs

Step 1 –	Go to https://hrsa.oasis.asu.edu to access PeopleSoft.
Step 2 –	Select the Manager Self Service link
Step 3 –	Select the Manager Search Options link
Step 4 –	Specify criteria and display options used to search for employees by clicking a checkmark in the Include in Criteria and Include in List columns.
Step 5 –	Select the Prompt for Results radio button
Step 6 –	Select the Expand Criteria or Collapse Criteria radio button
Step 7 –	Click the Save button
<i>To view the new default setting</i>	
Step 8 –	Select the Manager Self Service link
Step 9 –	Select the Timesheet link. The Timesheet Summary page will appear with the new setting displayed.

Requesting Time Off for Non Exempt Employees

Step 1 –	Select the Manager Self Service link after logging into PeopleSoft
Step 2 –	Select the Timesheet link
Step 3 –	Click the Get Employees button
Step 4 –	Click the name link of the employee you wish to view.
Step 5 –	Click on the Week, Day, or Time Period view you need.
Step 6 –	Select the Balances - click to view link to double check the number of hours accrued by the employee.
Step 7 –	Select the Balances - click to hide link (Optional)
Step 8 –	Click the Arrow for the Time Reporting Code drop-down menu on each date requested.
Step 9 –	Select the appropriate Time Reporting Code item
Step 10 –	Click the Tab key to move to the Quantity text box and enter the number of hours of time off to request.
Step 11 –	Click the Submit button to enter the time entry into the system.
Step 12 –	Click the OK button
Step 13 –	Click each check box in the Select column that needs approval, or click Select All to prepare to approve the dates requested.
Step 14 –	Click the Approve Selected button
Step 15 –	Click the OK button to verify that you are sure you wish to approve the time.
Step 16 –	Click the OK button when you see the Submit Confirmation message.
Step 17 –	File the Request for Paid Time Off form.

Time Corrections & Additions on a Timesheet

Step 1 –	Select the Timesheet link within the Manager Self Service area of PeopleSoft.
Step 2 –	Click the Get Employees button
Step 3 –	Click the name link of the employee you wish to view.
Step 4 –	Enter the correct time(s) into the Timesheet by referencing the Time Adjustment form. Use the Minus sign to remove data from a row. Use the Plus sign to add another row for more than one Time Reporting Code.
Step 5 –	Click the Submit button
Step 6 –	Click the OK button
Step 7 –	Click each check box in the Select column that needs approval, or click Select All to prepare to approve the dates requested.
Step 8 –	Click the Approve Selected button
Step 9 –	Click the OK button to verify that you are sure you wish to approve the time.
Step 10 –	Click the OK button when the confirmation message appears.
Step 14 –	Click the Submit button
Step 15 –	Click the OK button when you see the Submit\ Confirmation message.
Step 16 –	Select the Select All link (or click in the check box[es].)
Step 17 –	Click the Approve Selected button
Step 18 –	Select the Sign out link or the Return to Select Employee link.

Correcting Reported Time Exceptions

Step 1 –	Select the Exceptions link within the Manager Self Service area of PeopleSoft
Step 2 –	Click the Get Employees button
Step 3 –	Click on the Details tab to view descriptions of the Time Exceptions in your list.
Step 4 –	To access the Exceptions Descriptions link, scroll all of the way to the right in this screen.
Step 5 –	Select the Exception Description link
Step 6 –	Click the OK button
Step 7 –	Select the Overview link to return to the Exceptions list, or click the Manager Self Service link to return to the Timesheet area.
Step 9 –	Select the Timesheet link to begin clearing time exceptions.
Step 10 –	Click the Get Employees button
Step 11 –	Select the name link of the employee you want to view and make corrections by referencing the Time Adjustment form.
Step 12 –	Click on the Submit button to submit change.
Step 13 –	Click the OK button when the confirmation message appears.
Step 14 –	Select the check box(es) next to the day(s) needing correction.
Step 15 –	Click the Approve Selected button
Step 16 –	Click the OK button to verify that you are sure you wish to approve the time.
Step 17 –	Click the OK button when you see the Submit Confirmation message.
Step 18–	The DTA can now return to the exception screen by clicking on the Approve Time and the Exceptions menus once again to return to the Exceptions search screen. Or they may wish to click on the Return to Select Employee link.
Step 19 –	OR, the DTA may opt to click the Apply Rules button

Approving Reported Time

Step 1 –	Select the Timesheet link within the Manager Self Service area in PeopleSoft.
Step 2 –	Click the Get Employees button
Step 3 –	Select the Select the name link of the employee you want to view.
Step 4 –	Select the Balances - click to view link if verification of accrued hours is needed.
Step 5 –	Select the Balances - click to hide .
Step 6 –	Click the check boxes to select time to approve, or click Select All .
Step 7 –	Click the Approve Selected button
Step 8 –	Click the OK button to verify that you are sure you wish to approve the time.
Step 9 –	Click the OK button when you see the Submit Confirmation message.
Step 10 –	Select the Return to Select Employee link to continue approving other timesheets.