

BUSINESS PROCESS GUIDE

PEOPLESFT HUMAN CAPITAL MANAGEMENT Release 8.9



Approving Reported Time

TIME & LABOR For Department Managers and DTAs

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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 people that report to you, you will already have the role of HCM Dept Pay Manager.

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

http://help.asu.edu/View_Your_Current_PeopleSoft_Roles

Instructions for request a new role are at this URL:

http://help.asu.edu/PeopleSoft_Access_FAQ

It is important to be aware of the various deadlines that are shown in the ***Payroll Calendar***

<http://cfo.asu.edu/fs-payroll>

Access the Time and Labor Screens Through 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

The screenshot displays the My ASU web interface. At the top, there is a navigation bar with links for ASU Home, My ASU, Colleges & Schools, A-Z Index, Directory, Map, and a SIGN OUT button. Below this is a search bar labeled 'Search ASU' with a 'Search' button. The main content area is divided into sections: 'My Info' and 'My Profile' tabs, 'Employee Info' with a 'switch to: Student Info' option and a 'Help' icon, and a 'My Tasks' section. The 'My Employment' section is active, showing tabs for Time, Payroll, Benefits, Travel, and Manager. Under the 'Time' tab, there is a 'Time Management' menu item. A dropdown menu is open over 'Time Management', listing the following options: Approve Reported Time, Input Employee Time, View Employee Reported Time, Verify No Errors, and Time Search Options. Other visible links include Job Information, Personal Information, Compensation, Job Openings, HR F, eHire, PTR, and PTR Worklist. At the bottom, there is a 'Teaching & Student Support Tools' section with links for Faculty Activity Report, Class Search, Academic Catalog, Refer a Student, Grading Policies and Info, Roster Contacts, Blackboard Course Request, and Book Adoption Management. A banner at the bottom of the page reads 'Find out how to help students who may be dealing with stress.'

Search for Employees via Time Sheet

You can search for your employees in several ways:

- Individual Employee
- List Employees by Group ID, Business Unit or Workgroup

Group ID	Description	Short D
00025	Herberger College Of Fine Arts	B0501
00026	School Of Music	B0502
00027	University Art Museum	B0503
00028	School Of Theatre And Film	B0504
00029	School Of Art	B0505
00030	Dance	B0506
00031	Arts,Media & Engineering	B0507
00008	Inst Analysis & Data Admin	A0701
00009	Sustainability Initiatives	A0801
00010	Office Pan American Initiative	A0901

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value=""/>
EmplID	<input type="text" value=""/>
Empl Rcd Nbr	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Business Unit	<input type="text" value=""/>
Workgroup	<input type="text" value=""/>
Position Number	<input type="text" value=""/>

Get Employees

Workgroup Description	
ACBEN	Academic Benefit Eligible
ACDNOB	Academic Non-Benefit Eligible
HBEN	Hourly Benefit Eligible
HNOB	Hourly Non-Benefit Eligible
SBEN	Salaried Benefit Eligible
SNOB	Salaried Non-Benefit Eligible
STU	Students

Business Unit Description	
A0101	A - President's Office
B0101	B - Provost Tempe
C0101	C - Public Affairs
D0101	D - Business & Finance
E0101	E - Research
F0101	F - Student Affairs
G0101	G - West
H0101	H - Board of Regents
I0101	I - Polytechnic
J0101	J - Intercollegiate Athletics
L0101	L - Student Initiatives
M0101	M - Downtown Phx
N0101	N - University Administration
P0101	P - VP Global Engagement
Q0101	Q - VP Education Partnerships
R0101	R - VP ASU On-line
U0101	U - Technology

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.

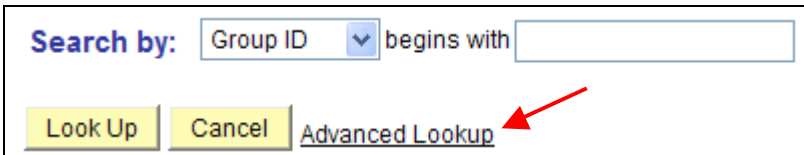
To find your group ID – follow these steps:

- 1) Click on the **magnifying glass** next to the “Group ID” field”



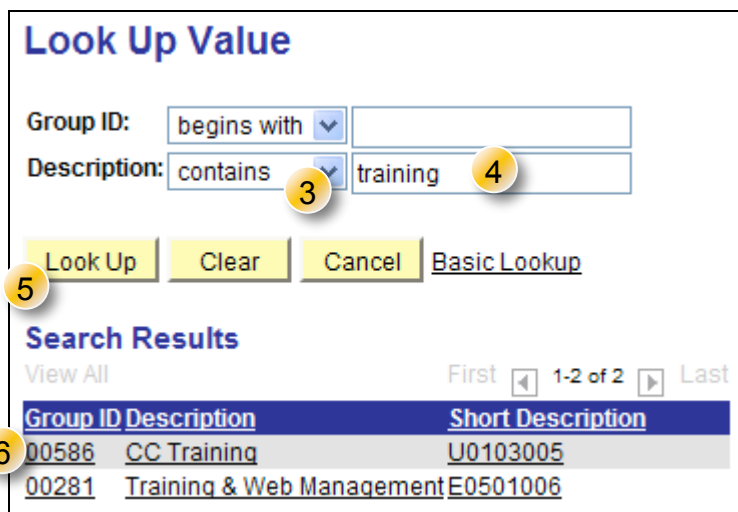
A screenshot of a search field labeled "Group ID". To the right of the text input box is a magnifying glass icon. A red arrow points to the magnifying glass icon.

- 2) Click on “**Advanced Search**”



A screenshot of the "Advanced Search" dialog box. It features a "Search by:" label, a dropdown menu set to "Group ID", and a "begins with" label followed by a text input field. Below these are three buttons: "Look Up", "Cancel", and "Advanced Lookup". A red arrow points to the "Advanced Lookup" button.

- 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)



A screenshot of the "Look Up Value" dialog box. It shows search criteria for "Group ID" (begins with) and "Description" (contains training). Below are buttons for "Look Up", "Clear", "Cancel", and "Basic Lookup". A "Search Results" section shows a table with two rows of results. A yellow circle with the number 3 is over the "contains" dropdown, a yellow circle with the number 4 is over the "training" text, a yellow circle with the number 5 is over the "Look Up" button, and a yellow circle with the number 6 is over the first row of the search results table.

Group ID	Description	Short Description
00586	CC Training	U0103005
00281	Training & Web Management	E0501006

Approve Employees' Time via Reported Time Screen

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	E0101
Workgroup	ACBEN
Position Number	<input type="text"/>

Get Employees

Select an employee and click on the approve or deny button below to approve or deny the employee's time. Click on the employee's name to view, approve and/or deny the employee's time. You may select different view by options - by week, by date, all time before or all time after the specified date.

If the Select box is grayed out, this employee has sponsored funding. To approve/certify the effort, click on the Show Employees name.

View By: Date: << Previous Week Next Week >>

c Office of Human Resources Message

The deadline for T & L approval is noon on Monday of pay week. The deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

Employees For Paul Stoll, Time Needing Approval From 03/23/2009 - 03/29/2009

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours
b <input type="checkbox"/>	FirstName LastName	Professor	8.00	8.00	0.00		0.00
1 <input type="checkbox"/>	FirstName LastName	Assoc Professor	12.00	12.00	0.00		0.00
<input type="checkbox"/>	a FirstNa...astName	Assoc Professor	10.00	10.00	0.00		0.00

Select All Clear All

2

[Report Time](#)

Notes about this screen are on the next page.

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 that employee will be approved or denied.

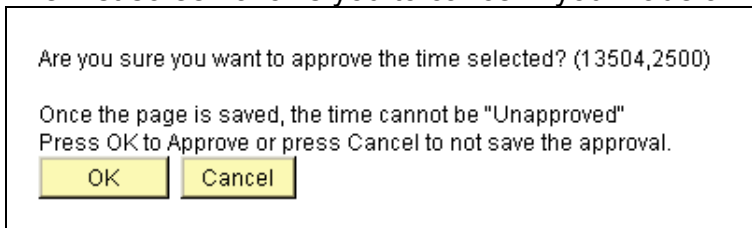
Tip a: You can go one level deeper by clicking on an employee’s name and then approving or denying individual entries. See below for further directions.

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 not be affected by your changes.

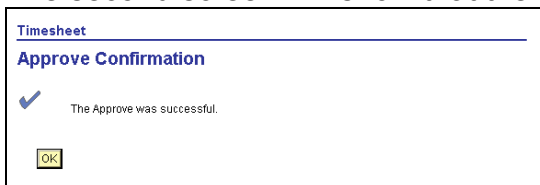
Once you click on “approve selected” or “deny selected” you will see two more screens.

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



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.

Timesheet
 Joe Employee
 Job Title: Student Worker II
 EmpID: 100000000
 Empl Rcd Nbr: 0

Hourly Rate: 8.00
 View By: Time Period Date: 03/09/2009
 Reported Hours: 15.00 Hours Scheduled Hours: 0.00 Hours

From Monday 03/09/2009 to Sunday 03/22/2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	15.00	STH - Student Regular Hours

Submit/Certify

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	03/16/2009	Needs Approval	3.50	STH	
<input type="checkbox"/>	03/17/2009	Needs Approval	6.00	STH	
<input type="checkbox"/>	03/18/2009	Needs Approval	3.50	STH	
<input type="checkbox"/>	03/19/2009	Needs Approval	2.00	STH	

Select All Deselect All Approve Selected Deny Selected

Reported Hours Summary - click to view
 Balances - click to view
 View Paycheck
 Return to Select Employee

The steps involved include:

Tip a:

Use the “Select All” and “Deselect All” to mass select/unselect entries.

Tip b:

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.

Tip c:

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

Tip d:

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**”.

Tip e:

Approve or **Deny** the hours by clicking these buttons.

Approve, Deny, Edit, Add or Delete Time for an Employee - Including 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.

Timesheet

Name: _____ EmplID: 1000
 Job Title: Office Specialist Sr Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 04/06/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)
 Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

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

Timesheet

Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00			40.00	HRY - Reg Hours

Current funding accounts

Acct Effdt	ACCT CODE	Acct Descr	Distrb %	Job Effdt	Position Num	Position Descr	DeptID	Dept Descr	Spnsr
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	09/02/08	118815	Office Specialist Sr	E1101	Institute Of Sustainability	Y

Hours submitted/certified by below funding accounts by user.

Acct Effdt	ACCT CODE	Acct Descr	Distrb %	Job Effdt	Position Num	Position Descr	DeptID	Dept Descr	Spnsr
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	09/02/08	118815	Office Specialist Sr	E1101	Institute Of Sustainability	Y
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	09/02/08	118815	Office Specialist Sr	E1101	Institute Of Sustainability	Y
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	09/02/08	118815	Office Specialist Sr	E1101	Institute Of Sustainability	Y
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	09/02/08	118815	Office Specialist Sr	E1101	Institute Of Sustainability	Y
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	09/02/08	118815	Office Specialist Sr	E1101	Institute Of Sustainability	Y

[Submit/Certify](#)

[Reported Time Status - click to hide](#)

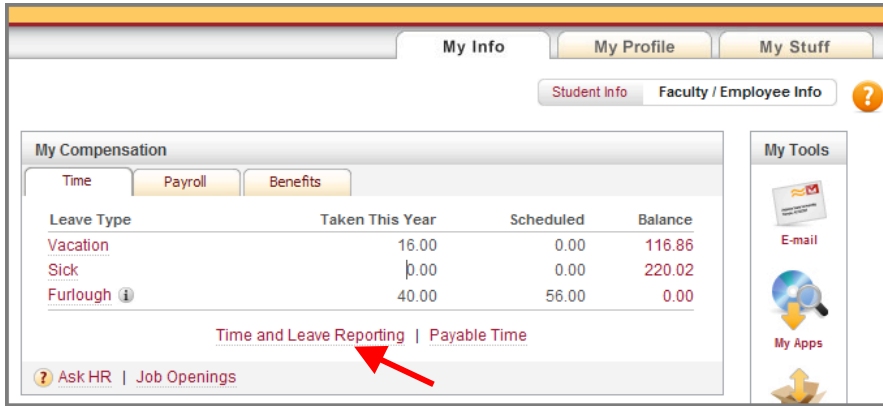
Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	04/06/2009	Needs Approval	8.00	HRY	
<input type="checkbox"/>	04/07/2009	Needs Approval	8.00	HRY	
<input type="checkbox"/>	04/08/2009	Needs Approval	8.00	HRY	
<input type="checkbox"/>	04/09/2009	Needs Approval	8.00	HRY	
<input type="checkbox"/>	04/10/2009	Needs Approval	8.00	HRY	

[Select All](#) [Deselect All](#) [Approve Selected](#) [Deny Selected](#)

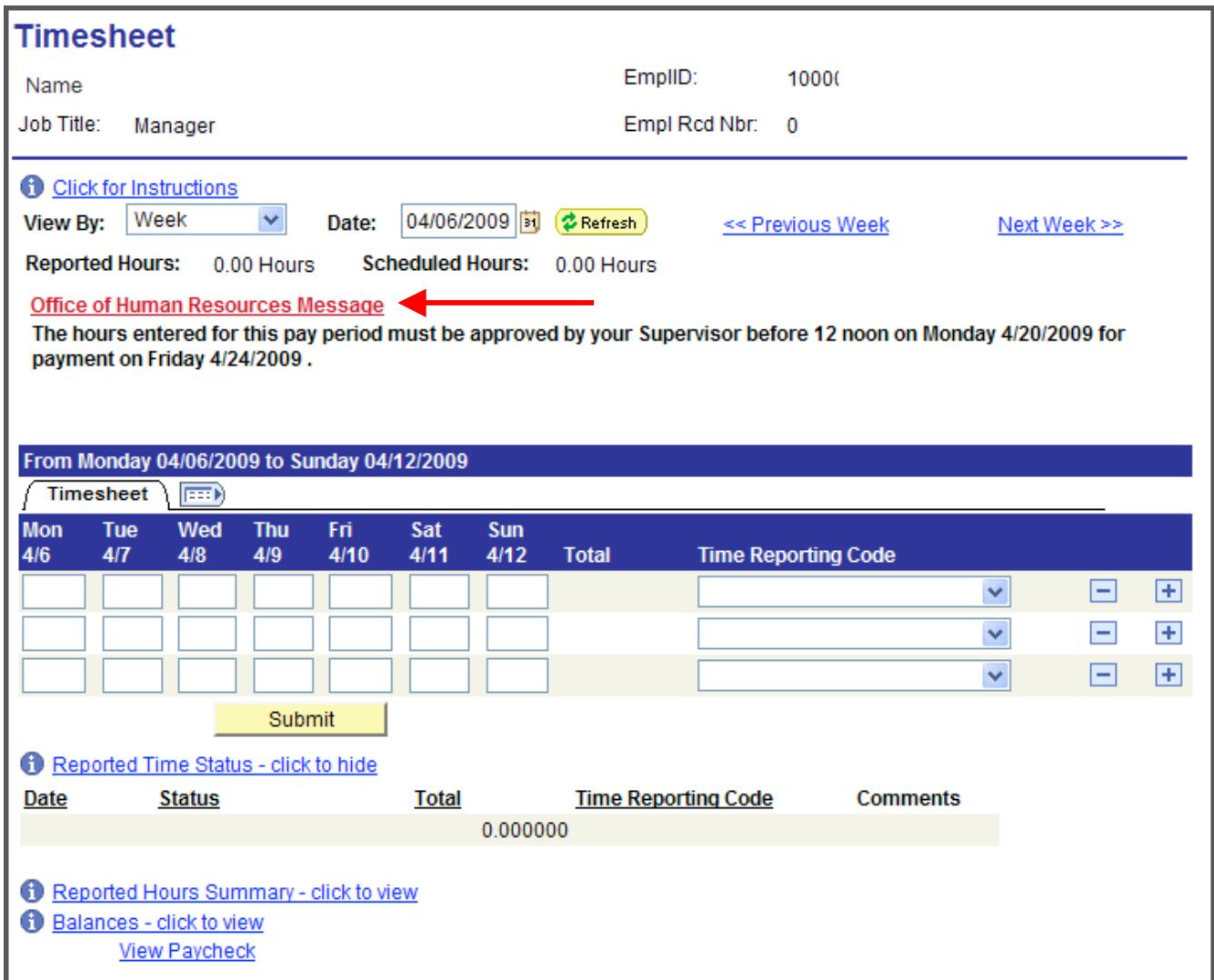
[Reported Hours Summary - click to view](#)
[Balances - click to view](#)
[View Paycheck](#)
[Return to Select Employee](#)

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. *Notice* - the text that informs them when they will be paid.



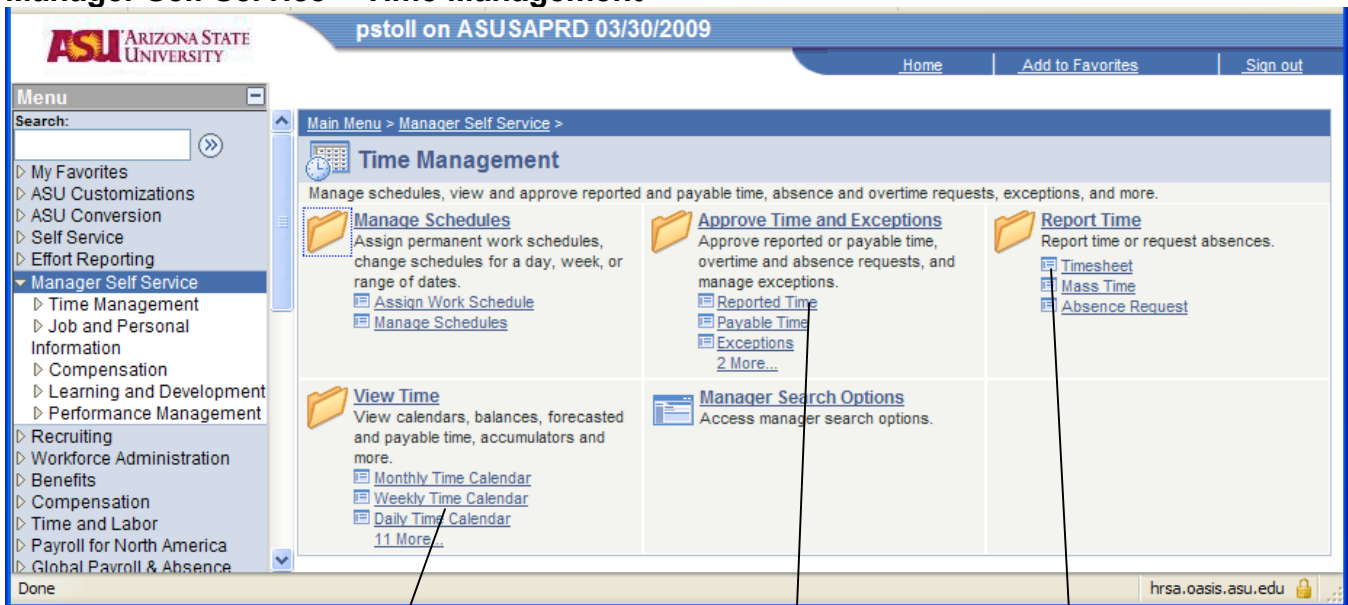
Approve Time via PeopleSoft Screens

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



Time Calendar
 See hours submitted by all of your employees at one glance

Reported Time
 See only those employees with hours that need to be approved. Approve all at once.

TimeSheet:
 See all of your employees – Approve time 1 employee at a time.

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

NOTES: