
BUSINESS PROCESS GUIDE

PEOPLESOFT HUMAN CAPITAL MANAGEMENT Release 8.9

Approving Reported Time

TIME & LABOR For Department Managers and DTAs

March 2009

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PROCESS OVERVIEW

This guide is for department staff who approve other employee's hourly, vacation, furlough and sick time. 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://hris.asu.edu/pay_calendars .

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 “My HR Tools”,

Click on “Time Management”

A brief description of each link is below the graphic.

ASU Home | ASU A-Z Index | **My ASU** | Colleges & Schools | Directory | Map
View as Student | Paul Stoll | SIGN OUT

Search

My Info | My Profile | My Stuff

Student Info | Faculty / Employee Info ?

My Compensation

Time | Payroll | Benefits

Leave Type	Taken This Year	Scheduled	Balance
Vacation	0.00	16.00	103.32
Sick	0.00	0.00	212.64
Furlough	16.00	80.00	0.00

Time and Leave Reporting | Payable Time

Ask HR | Job Openings

My HR Tools

Human Resources Information Systems | Job and Personal Information | eHire | Compensation | **Time Management**

Time Management

- Timesheet
- Time Calendar
- Reported Time
- Exceptions
- Manager Search Options

My Tools

E-mail | My Apps | My Files | My Docs | Wikis | Cards

Time Sheet:
See all employees – Approve time 1 employee at a time, - see details.

Time Calendar
See hours put in 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.

“**Exceptions**” will let you see any exceptions to the time reporting process that you must approve for one or more employees.

“**Manager search options**” allows you to set what fields are visible when you use the “Timesheet” or “Reported Time” screens.

Search for Employees via Time Sheet

You can search for your employees in several ways:

The screenshot shows the 'Approve Reported Time' interface with a 'Timesheet Summary' section. Under 'Employee Selection Criteria', there are several search fields: Group ID, EmplID, Empl Rcd Nbr, Last Name, First Name, Business Unit, Workgroup, and Position Number. A 'Get Employees' button is highlighted. Three callout boxes provide dropdown lists for these fields:

- Group ID:** A list of Group IDs and descriptions, such as 00025 Herberger College Of Fine Arts B0501, 00026 School Of Music B0502, etc.
- Business Unit:** A list of Business Unit codes and descriptions, such as A0101 A - President's Office, B0101 B - Provost Tempe, C0101 C - Public Affairs, etc.
- Workgroup:** A list of Workgroup codes and descriptions, such as ACBEN Academic Benefit Eligible, ACDNOB Academic Non-Benefit Eligible, HBEN Hourly Benefit Eligible, etc.

Show lists of employees

You can use the fields *Group ID*, *Business Unit* and *Workgroup* to show you a list of employees that you have access to as a DTA.

For example, you can view *Students (workgroup)* in the *Downtown Phx (Business Unit)* by choosing those values for those field. You would then only see the employees that your access in PeopleSoft allows. (If you are responsible for one department downtown, you would only see the students downtown in your department).

Often departments are listed as group IDs. There are step-by-step instructions on the next page for how to find your Group ID.

Show one employee

You can search for a single employee by their *EMPLID* (10 digit number, beginning with 1000 or 1200), by their *First Name*, *Last Name* or *Position number*. Note that in a few instances, multiple people have the same position number, so that field can be used to sometime view lists of employees as well. (for example all student workers in a dept may have the same position number).

Once you have set your search criteria, click on “Get Employees”

Tip a: Capitalize the first letter of a person’s name (first and/or last) to find the employee.

Tip b: See the next page to see how to search for a group of employees.

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”

Group ID

Search by: Group ID begins with

Look Up Cancel [Advanced Lookup](#)

- 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)

Look Up Value

Group ID: begins with

Description: contains training

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

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

Get Employees

Description	Value
Group ID	<input style="width: 90%;" type="text"/>
EmplID	<input style="width: 90%;" type="text"/>
Empl Rcd Nbr	<input style="width: 90%;" type="text"/>
Last Name	<input style="width: 90%;" type="text"/>
First Name	<input style="width: 90%;" type="text"/>
Business Unit	<input style="width: 90%; value: 'E0101'" type="text"/>
Workgroup	<input style="width: 90%; value: 'ACBEN'" type="text"/>
Position Number	<input style="width: 90%;" type="text"/>

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:

Refresh

[<< 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...stName	Assoc Professor	10.00	10.00	0.00		0.00

Select All Clear All

Approve Selected

2

Deny Selected

[Report Time](#)

Notes about this screen are on the next page.

This is 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.

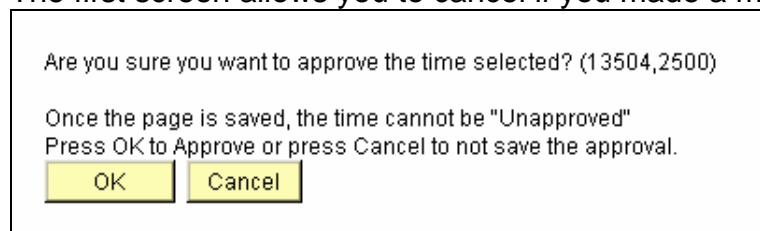
Tip a: You can go one level deeper by clicking on an employee’s name and then approving or denying individual entries.

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 effected by your changes.

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

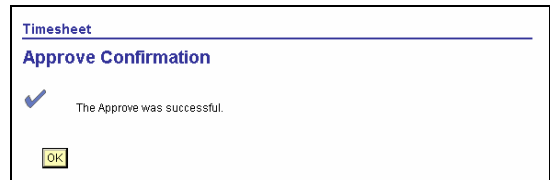
The first screen allows you to cancel if you made a mistake.



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.

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



Timesheet

Approve Confirmation

✓ The Approve was successful.

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

[Click for Instructions](#) Hourly Rate: 8.00
 View By: Time Period Date: 03/09/2009 Refresh << Previous Time Period Next Time Period >>
 Reported Hours: 15.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>

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

Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Sun 3/22	Total	Time Reporting Code
							3.50	6.00	3.50	2.00				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](#)

Tip a: Use the “Select All” and “Deselect All” to help you select the entries you are approving or denying

Tip b: Use the “view by” and “Date” features to change the time frame – In this view, you can 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 screens.

Tip d: If your business process allows, you can add and edit hours to the employee’s record. If the new hours are of a different type (vacation, instead of regular hours for example), click the + sign at the right end of the last row to start a new row of data. Put in the number and type of hours and 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 + Effort Reporting

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	HRV - Reg Hours

Current funding accounts

Acct Effdt	ACCT CODE	Acct Descr	Distrb %	Job Effdt	Position Num	Position Descr	DeptID	Dept Descr	Snsr
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	Snsr
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](#)

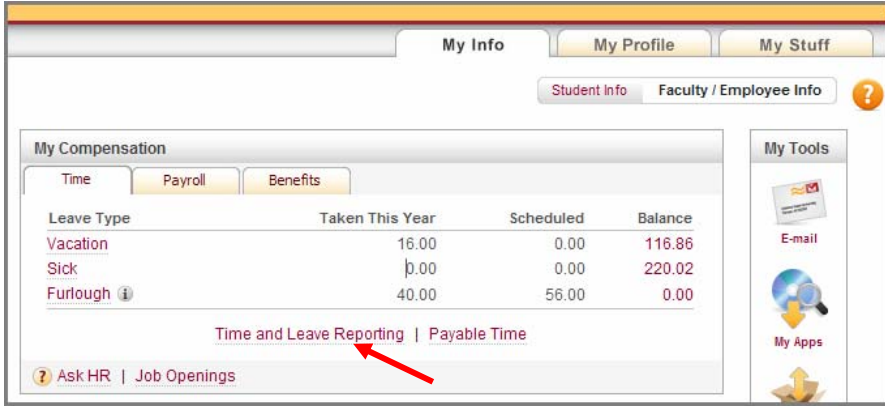
Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	04/06/2009	Needs Approval	8.00	HRV	
<input type="checkbox"/>	04/07/2009	Needs Approval	8.00	HRV	
<input type="checkbox"/>	04/08/2009	Needs Approval	8.00	HRV	
<input type="checkbox"/>	04/09/2009	Needs Approval	8.00	HRV	
<input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

[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

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



This is what the employee sees when they report their time. Notice the new text that informs them when they will be paid!

Timesheet

Name: _____ EmplID: 10000
 Job Title: Manager Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

[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

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	-	+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="-"/>	<input type="button" value="+"/>

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

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

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

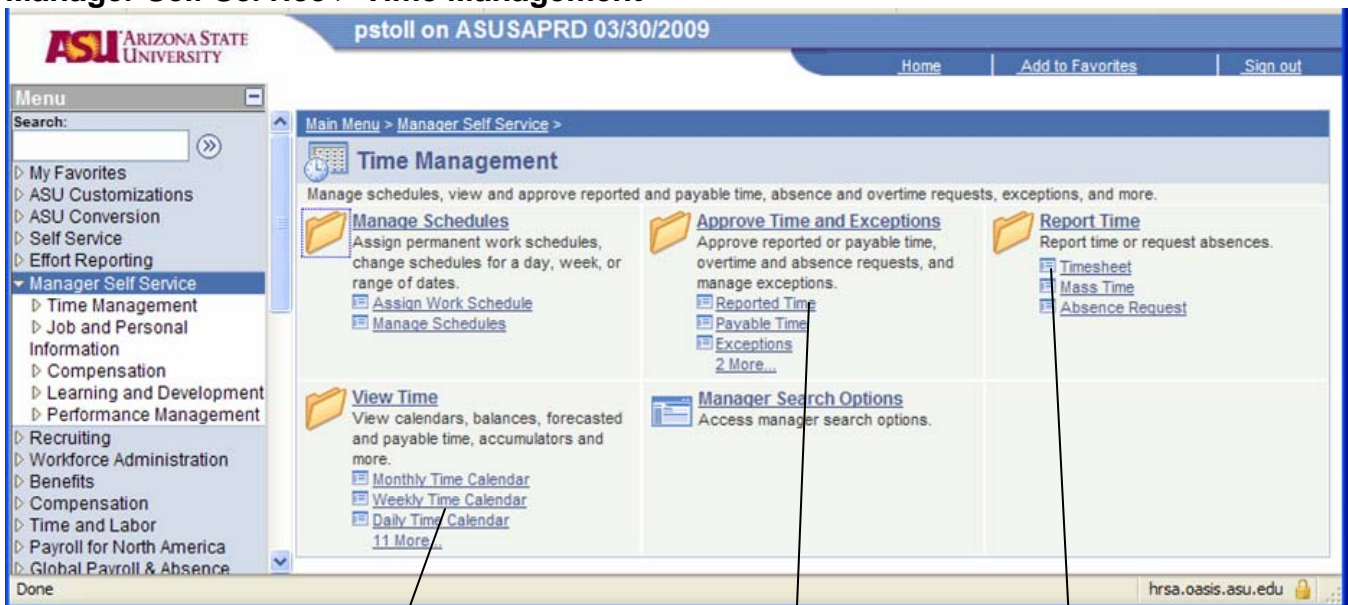
Approve Time via PeopleSoft Screens

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



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 rest of the system works identically to the screens you access via MyASU.

NOTES: