Discussion Topics

- Web Time Entry Approval
  - Accessing Time Sheets for approval
  - Setting up a proxy
  - Viewing Time Sheet detail
  - Correcting and approving Time Sheets
  - Viewing and entering comments
Click on Employee for a list of ESS Options

- Personal Information
  - Addresses, contacts, e-mail, marital status, SSN, PIN.

- Alumni
  - Find classmates, communicate, career advisor, job posting, online giving, volunteer.

- Finance
  - Create or review financial documents, budget information, approvals.

- Employee
  - Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

- Student & Financial Aid
  - Apply for admission, register, view academic records and financial aid.
Click on Time Sheet
Accessing Time Sheets

- Select Approve or Acknowledge Time radio button on Time Reporting Selection screen
- Select the approver you will be the proxy for from the drop down list to the right of Act as Proxy
- Click Select
Setting up a Proxy

- Approves must establish proxy approvers.
- You can set more then one proxy to ensure time sheets are approved on time.
Click **Proxy Set Up** to establish proxies for time approval.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Report:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Request:</td>
<td></td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
<td></td>
</tr>
<tr>
<td>Act as Proxy:</td>
<td>Self</td>
</tr>
<tr>
<td>Act as Superuser:</td>
<td></td>
</tr>
</tbody>
</table>
Select approver from drop down box.

Click Save

Repeat process for additional proxies.
View Time Sheet Detail

- Click radio button to right of department selecting.

- Select pay period approving time from Pay Period drop down box
  - Current pay period is the default displayed.

- Select sort order by clicking radio button to right of Sort Order

- Click Select
Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

Time Sheet

<table>
<thead>
<tr>
<th>Department and Description</th>
<th>My Choice</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>U, 100009, VP Business and Finance</td>
<td>☐</td>
<td>BW, Sep 04, 2005 to Sep 17, 2005</td>
</tr>
<tr>
<td>U, 100322, Chemistry</td>
<td>☐</td>
<td>BW, Aug 21, 2005 to Sep 03, 2005</td>
</tr>
</tbody>
</table>

Sort Order

Sort employees' records by Status then by Name: ☐
Sort employees' records by Name: ☐
Time sheets in **Pending** status can be approved

Time sheet not submitted for approval will appear as **In Progress** or **Not Started**

Notify employees that need to submit time for approval that you have not received their time sheet.

Biweekly and monthly employees will submit Exception Time only.
Click on employee name in Pending section to view time sheet detail.

| Earnings  | Shift | Special Rate | Total Hours | Total Units | Sunday, Sep 04, 2005 | Monday, Sep 05, 2005 | Tuesday, Sep 06, 2005 | Wednesday, Sep 07, 2005 | Thursday, Sep 08, 2005 | Friday, Sep 09, 2005 | Saturday, Sep 10, 2005 | Sunday, Sep 11, 2005 | Monday, Sep 12, 2005 | Tuesday, Sep 13, 2005 | Wednesday, Sep 14, 2005 | Total Hours: | Total Units: |
|-----------|-------|--------------|-------------|-------------|----------------------|-----------------------|-----------------------|------------------------|------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|-----------------|-----------|
| Vacation  | 1     |              |             |             | 8                    |                       |                       |                        |                        |                     |                      |                      |                      |                      | 8                | 0          |
| Unverified| 1     |              |             |             | 8                    |                       |                       |                        |                        |                     |                      |                      |                      |                      | 8                | 0          |
| Sick      |       |              |             |             |                      |                       |                       |                        |                        |                     |                      |                      |                      |                      | 8                | 0          |
| Leave     |       |              |             |             |                      |                       |                       |                        |                        |                     |                      |                      |                      |                      | 8                | 0          |

**Employee ID and Name:** RLT2000 Robin Twigg

**Title:** 299993-00 Data Specialist II

**Department and Description:** U 100009 VP Business and Finance

**Transaction Status:** Pending
Routing Queue

Displays time sheet origination, submission, and status by employee and approver

<table>
<thead>
<tr>
<th>Name</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Twiggs</td>
<td>Originated Aug 29, 2005 01:25 pm</td>
</tr>
<tr>
<td>Robin Twiggs</td>
<td>Submitted Sep 08, 2005 01:22 pm</td>
</tr>
<tr>
<td>Sandra Gail Scroggins</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Account Distribution

Email corrections to mclifton@semo.edu

Displays account distribution information of payroll expenses.

<table>
<thead>
<tr>
<th>Pay Period Effective Date</th>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 04, 2005</td>
<td>50.00</td>
<td>310100</td>
<td>310010</td>
<td>310100</td>
<td>621000</td>
<td>FN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50.00</td>
<td>310500</td>
<td>310010</td>
<td>310500</td>
<td>621000</td>
<td>FN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Correcting a Time Sheet

Click Change Record on Employee Details screen to correct time entered by an employee.

**Note:** You may click Return for Correction to send Time Sheet back to employee to correct. You MUST notify employee that the time sheet has been returned.
Making Time Sheet Changes

- Select time wishing to change from Time and Leave Reporting screen
- Enter new hours in Hours box and click Save
View and Add Comments

- Click **Add Comment**
- If employee has left a comment it will be displayed at the bottom of the comment screen
- Enter comment and click **Save**
- Click **Previous Menu** to return to Employee Details
Employee: Robin Twiggs, RLT2000
Pay Period: Sep 18, 2005 to Oct 01, 2005

Made By: Sandra Gail Scroggins
Comment Date: Sep 19, 2005
Confidential Indicator: [ ]

Enter or Edit Comment:

Enter Comments

Made By: Robin Twiggs
Comment Date: Sep 19, 2005
Comment is not Confidential
Comment: My doctors slip is at home. I will bring it in tomorrow.
When time sheet is accurate and ready for approval click **Approve**
Verify Employee Status has changed to Approved

<table>
<thead>
<tr>
<th>ID</th>
<th>Name and Position</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLT2000</td>
<td>Robin Twiggs</td>
<td></td>
<td>24.00</td>
<td>.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Exit Time Sheet

After time sheet has been completed click Exit in top right corner.

Click previous menu to go to another time sheet.
Questions