

eTIME – Manager Self Service Approving Time
Bi-weekly Non-exempt

OVERVIEW

UW-Madison employees can report absences using Oracle/PeopleSoft Human Resources System (HRS) via the MyUW portal. Absences should be submitted before reviewing any time worked for your employees.

This document will outline instructions on how to access Manager Self-Service through the MyUW Portal and how to review and approve absences for your employees you are assigned as the supervisor or back-up.

Best Practice: Employees should enter all their absences by the last Friday of the pay period.

This document is broken into five sections.

[SECTION A - ACCESSING MSS](#)

[SECTION B - ACCESSING EMPLOYEES' TIME](#)

[SECTION C - APPROVING TIME](#)

[SECTION D - EDIT EMPLOYEE TIMESHEET](#)

[SECTION C - SUPPLEMENTAL RESOURCES](#)

AUDIENCE

Supervisors and managers who have employees who submit their time using eTIME - ESS.

TERMINOLOGY

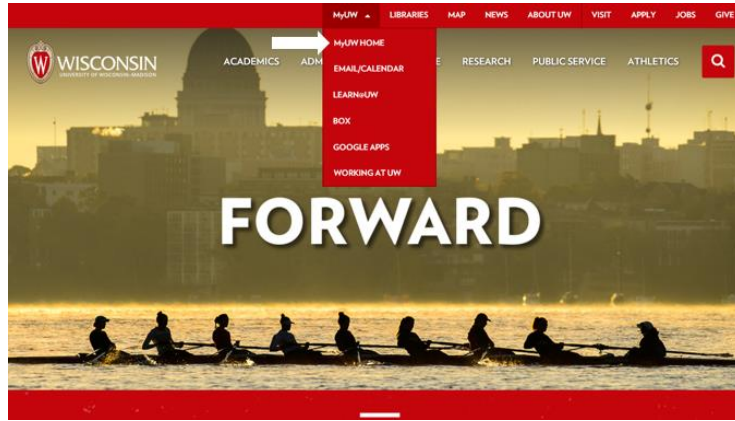
- Employees Self Service (ESS) – Used by employees who submit Time and Absences electronically through the MyUW portal.
- eTIME – This is the electronic absence and time keeping section in the Employee Self-Service feature on the MyUW Portal.
- Human Resource System (HRS) – this is where employee HR, Payroll, Benefits, Funding, and Time and Labor information is administered.
- Manager Self Service (MSS) – Used by managers/supervisors who approve Time and Absences electronically through the MyUW portal.
- Time Admin – this is when the HRS will 'update' to include changes made to employee records. Time Admin runs each day (9am, 11am, 1pm, and 3pm). If changes are made, you should see them reflected approximately 2 hours after the next Time Admin processing time.

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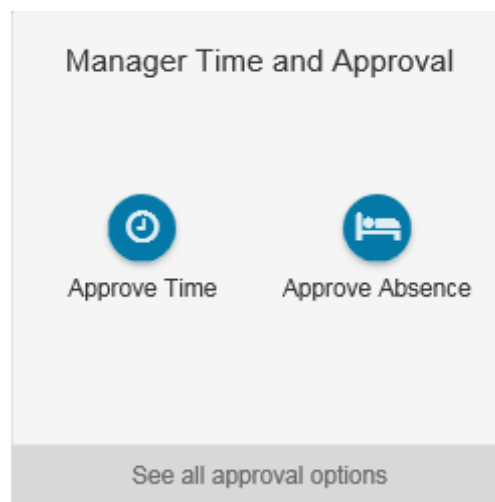
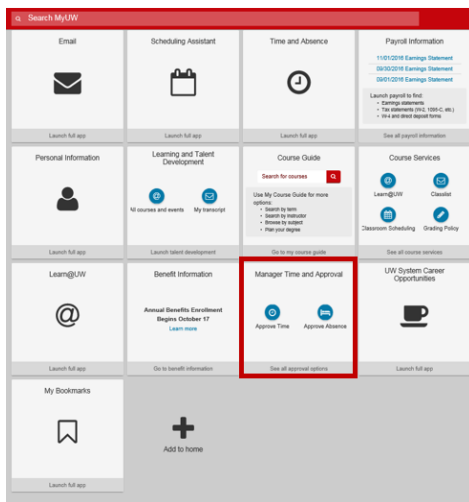
SECTION A - ACCESSING MSS

1. Log in to the MyUW portal at <http://www.wisc.edu>. Click on MyUW dropdown on the menu at the top of the screen and then go to MyUW Home.



2. Enter your UW NetID and Password. Then click the **Login** button.

3. Click on **Manager Time and Approval**. Click on **Approve Time**.



4. You may be required to enter your **One-Time Password** if you have other HRS access. This screen will only appear if this applies to you.



Additional Login Required

Please enter the six-number code displayed on your One Time Password device to continue.

One Time Password:

Did you forget your device today? [Request a Temporary Password »](#)

Having trouble logging in with your device? [Click here for help »](#)

Don't have a device? [Request a One Time Password Device »](#)

SECTION B - ACCESSING EMPLOYEES' TIME

After logging in, the **Approve Payable** search screen will appear (below image).

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

No employees were returned for the time period specified.

Start Date: 10/16/2016 End Date: 10/29/2016 Refresh

Go To: [Manager Self Service](#)
[Time Management](#)

5. Enter in employee selection criteria on the Approve Payable Time search screen.
 - a. To review all employees that you are the supervisor for, click the magnifying glass next to the Group ID field (you can also search by any of the other fields).
 - b. Once you have selected your search criteria, click **Get Employees**.
 - c. The start date and end date will auto populate the current pay period (editable).

Group ID field – you can view employees whom you are assigned as the supervisor or the back-up supervisor.

Look Up Value

Search by: Group ID begins with

Look Up Cancel Advanced Lookup

Search Results

View All First 1-2 of 2 Last

Group ID	Group Type Indicator	Description
E4988	Static	UW_Supervisor_00347191
C2563	Static	UW_Spvr_Backup_00347191

If you are a back-up approver for someone, you will choose your Back-Up Supervisor ID.

Approval Summary Screen

The search will populate an **Approval Summary** list (bottom of screen) of employees who have time waiting to be approved.

Their total hours worked will appear under Total Payable Hours column. This will NOT include any hours reported as absences. It will include hours for Overtime, Comp Time, Nighttime Differential, Weekend Differential and Floating/Legal Holiday Hours.

Click on the employee's name to bring up their **Approval Payable Time** details to review.

NOTE: Once time has been approved, the employee will no longer show up on the Approval Summary.

Approve Payable Time
Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	
Empl ID	
Empl Role Nbr	
Last Name	
First Name	
Business Unit	
Job Code	
Department	A2220%
Workgroup	

Start Date: 10/30/2016 End Date: 11/11/2016 Refresh

Employees for SEELYE,DONNA

Select	Name	Business Unit	Email	Job	Job Description	Workgroup	Total Payable Hours	Department	Workgroup	Business Unit	Approval ID
<input type="checkbox"/>				1	STUDENT HELP	STUDENT-HELP	3.750000			UWMSH	
<input type="checkbox"/>				0	UW HUMAN RES MGR ADV	UW HUMAN RES MGR ADV	80.000000			UWMSH	
<input type="checkbox"/>				0	PROG ASST CONF	PROG ASST CONF	80.000000			UWMSH	
<input type="checkbox"/>				0	STUDENT HELP	STUDENT HELP	8.000000			UWMSH	
<input type="checkbox"/>				0	UW HUMAN RESOURCES MG	UW HUMAN RESOURCES MG	80.000000			UWMSH	
<input type="checkbox"/>				0	PROG ASST CONF	PROGRAM ASSISTANT - CONFIDENTI	80.000000			UWMSH	
<input type="checkbox"/>				0	STUDENT HELP	DHR - STUDENT HELP	3.250000			UWMSH	
<input type="checkbox"/>				1	STUDENT HELP	STUDENT HELP	2.000000			UWMSH	

Select All Clear All Approve

Go To: Manager Self Service Time Management

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After clicking on the employee's name, the **Approve Payable Time** screen appears.

If you want need to access the employee's timesheet, click on **Adjust Reported Time**.



The screenshot shows the 'Approval Details' interface with the following table:

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	10/31/2016	REG00	8.000000	Hours	<input type="text"/> 	Adjust Reported Time 	
<input type="checkbox"/>	11/01/2016	REG00	8.000000	Hours	<input type="text"/> 	Adjust Reported Time	
<input type="checkbox"/>	11/02/2016	REG00	8.000000	Hours	<input type="text"/> 	Adjust Reported Time	

SECTION C - APPROVING TIME

- Once you have reviewed the hours and are ready to approve, click the box next to the hours and days you approve (may click Select All to select all days).
- Then click the Approve button.

NOTE: If a **non-exempt employee** reports more than 40 worked hours in a work week, the amount over 40 hours becomes overtime.

Approve Payable Time

John Smith Employee ID: 12345678
Job Title: PRG ASST CONF Employee Record Number: 0
[<< Previous Employee](#)
[Next Employee >>](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/30/2016 End Date: 11/12/2016

Approval Details Personalize Find View All First 1-10 of 10 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	10/31/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/01/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/02/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/03/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/04/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/07/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/08/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/09/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/10/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	11/11/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	

[Select All](#) [Clear All](#)

[Return to Approval Summary](#)

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- An authorization screen will appear – click OK.

NOTE: Time can be changed after it is approved, please contact your department/division HR Office if a change needs to happen after approval.

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.

- You will receive a confirmation that the hours were approved. Click OK and you will be returned to the Approval Payable time page.

Save Confirmation

The Save was successful.

- Click Return to Approval Summary.

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details Personalize | End | View All | First | 1-10 of 10 | Last

Overview | **Time Reporting Elements** | Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	10/31/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/01/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/02/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/03/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/04/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/07/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/08/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/09/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/10/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>
<input type="checkbox"/>	11/11/2016	REG00	8.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="text"/>

Select All Clear All

 [Return to Approval Summary](#)

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11. Once back on the Approval Summary screen, repeat steps for all employees until you see the message “No employees were returned for the time period specified” – that means all the hours available for approval have been approved.

Department

Workgroup

No employees were returned for the time period specified.

Start Date: End Date:

Go To: [Manager Self Service](#)
[Time Management](#)

ROUNDING RULES

Employees that are bi-weekly non-exempt will need to report their hours in 15 minute increments. Below is a table that shows what the round should be.

Rounding of Hours	Minutes	0-7	8-22	23-37	38-52	53-60
	Hundredths	0.0	0.25	0.5	0.75	1.0

SECTION D - EDIT EMPLOYEE TIMESHEET

Supervisors and managers should typically only need to approve time for employees. When a supervisor or manager goes to approve the employees time, if there are edits that need to be made, consider the following:

- Send a reminder to the employee to make edits to their timesheet prior to approving their time.
- Once time has been approved, any changes will now need to be made via the payroll coordinator.
- Once edits have been made, the supervisor or manager may need to wait for Time Admin to run again (see terminology section for the times that Time Admin runs) to see edits.

NOTE: If the employee is unable to access their timesheet prior to the supervisor or manager approving their time, the supervisor or manager can enter hours worked or make edits to the timesheet.

12. Open the employee **Approve Payable Time** details.

13. Click on the **Adjust Reported Time** to access the employee’s timesheet.

ORACLE

Approve Payable Time

John Smith Employee ID: 12345678
Job Title: PRG ASST CONF Employee Record Number: 0
[Previous Employee](#)
[Next Employee >>](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/31/2016 End Date: 11/12/2016

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	10/31/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/01/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/02/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/03/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/04/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/07/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/08/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/09/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/10/2016	REG00	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	11/11/2016	REG00	8.000000	Hours		Adjust Reported Time	

Select All Clear All

Approve

[Return to Approval Summary](#)

EMPLOYEE TIMESHEET

14. To enter hours, enter the correct number of hours worked in the day fields.

NOTE: To correct hours, delete the number in the day field and enter the correct number of hours worked.

Example: if the hours were wrong on 10/20, and the supervisor had to correct them since the employee was unable to, simply delete out the 8 and enter the hours worked.

NOTE: If the employee is eligible for Legal Holidays, they will automatically populate. To see them, click on Summary of Hours at the bottom of the page.

15. Once you have entered or corrected the employee’s hours worked, click **Submit**.

NOTE: Once you click submit, The **Reported Hours** should equal the total numbers of hours (hours worked and paid leave) the employee should be paid in the pay period. Legal Holidays will not show up in the Reported Hours number. Review Summary of Hours to verify that Legal Holiday has been added to the timesheet.

View By: Time Period Date: 10/16/2016 Refresh << Previous Time Period Next Time Period

Populate Time From: Schedule Information

Reported Hours: 0.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 10/16/2016 to Saturday 10/23/2016

Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
		0.000000		0.00	

Summary of Hours
Absence Event - click to view
Reported Hours Summary - click to view
Balances - click to view

Submit

REVIEWING AND APPROVING EXCEPTIONS

Exceptions may appear on employee timesheet that need to be reviewed and corrected. If there is an

exception on the timesheet you will see .

Supervisors and managers should review these exceptions by clicking on the time icon in the *Exception* column. A pop-up screen will appear with information regarding the exception, supervisors and managers can approve or deny the exception on this page.

Exceptions

Employee ID: _____
Job Title: _____ Employee Record Number: 0

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

▶ Filter Options

Exceptions					Find	First	1-2 of 2	Last
Allow	Exception ID	Description	Date	Severity				
<input type="checkbox"/>	UW_PCHIN	Late IN Punch	01/03/2011	Low				
<input type="checkbox"/>	UW_PCHOT	Early Out Punch	01/04/2011	Low				

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

If an exception was created due to time that was entered incorrectly, correct the time in the timesheet. When the next Time Admin runs, the exception will be cleared.

If you have any questions regarding exceptions and how to approve/correct them please contact your Department/Division Payroll Coordinator.

COMPENSATORY TIME (Comp Time) ACCRUAL

If the employee is not able to indicated they would like to accrue Compensatory Time in Lieu of Overtime prior to you approving their timesheet.

NOTE: Comp Time does not start until you have reached over 40 hours in a workweek.

16. Enter in the hours worked for the week.

From Sunday 10/16/2016 to Saturday 10/22/2016														Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2	
Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total					
8.00	8.00	8.00	8.00	8.00	8.00			8.00	10.00	8.00	8.00	8.00							

From Sunday 10/16/2016 to Saturday 10/22/2016														Time Reporting Code	
Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total	
	8.00	8.00	8.00	8.00	8.00			8.00	10.00	8.00	8.00	8.00			

17. Scroll all the way to the right and click on the magnifying glass in the **Rule Element 1** column.

Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
10.00	8.00	8.00	8.00				UW_DEFAULT			

18. Click on the magnifying glass next to Rule Element 1 and choose Compensatory Time for Overtime.

Example (above) shows 2 hours of Comp Time for the week.

[Help](#)

Look Up Rule Element 1

Search by: Rule Element 1 begins with

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Rule Element	Description
COMP	Compensatory Time for Overtime

eTIME – Manager Self Service Approving Time

19. Once the employee's hours worked and any Comp Time are entered, click **Submit**. If there are any errors after the timesheet is approved, contact your Department/Division HR Payroll Coordinator.

NOTE: Once you click Submit, the employees Reported Hours should equal the total numbers of hours (hours worked and paid leave) you should be paid for in the pay period. Remember that Legal Holiday will not show up in this number, click on Summary of Hours to see Legal Holiday for the pay period.

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

Populate Time From: [<< Previous Employee](#) [Next Employee >>](#)

Reported Hours: **Scheduled Hours:**

From 02/24/2013 to 03/09/2013


eTIME – Manager Self Service Approving Time

TAKING COMPENSATORY TIME (Comp Time)

To report Comp Time for the employee if they are not able to before you approve their timesheet follow the below steps.

From Sunday 10/16/2016 to Saturday 10/29/2016

Timecheat	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2	
		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				UW_DEFAULT				
										2.00							UW_DEFAULT				

20. On the timesheet, scroll to the far right and click on the plus sign  to add a row.

Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
8.00	8.00	8.00	8.00				UW_DEFAULT			
2.00							UW_DEFAULT			

21. Once the new row is added, you can enter in what days the employee is using accrued Comp Time.

Note - Comp Time does not start until the employees has reached over 40 hours in a workweek.

22. Click on the drop-down arrow under the Time Reporting Code column and choose the **Comp Time Taken** option.

Time Reporting Code	Quantity
ACAHW - ACA Worked Non-Paid Hours	
ALTWK - Alternate Work Week-Reg Hours	
CB200 - Call Back 2 Hour Minimum	
CTFML - Comp Time for FMLA	
CTPAY - Comp Time Payout	
CTUSE - Comp Time Taken	
EXDCT - Extend End Date-Comp Time	
EXDLH - Extend End Dt-Legal Holiday	
FLHOL - Floating Holiday	
HOLWK - Holiday Worked	
INCLP - Inclement Weather with pay	
LHFML - Legal Holiday for FMLA	
NOHOL - No Legal Holiday	
REG00 - Regular Hours	
SD225 - Standby (2.25 per hour)	
TRMCT - Term Pay-Comp Time	
TRMLH - Term Pay-Legal Holiday	

eTIME – Manager Self Service – Approving Time

- Once hours worked and any Comp Time are entered, click **Submit**.

NOTE: Once you click Submit, the employees Reported Hours should equal the total numbers of hours (hours worked and paid leave) you should be paid for in the pay period. Remember that Legal Holiday will not show up in this number, click on Summary of Hours to see Legal Holiday for the pay period.

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

Populate Time From: [<< Previous Employee](#) [Next Employee >>](#)

Reported Hours: 80.00 Hours Scheduled Hours:

From 02/24/2013 to 03/09/2013

- Exit HRS – Contact your Department/Division Payroll Coordinator with questions.

SECTION C - SUPPLEMENTAL RESOURCES

The screenshot shows the HRS KnowledgeBase search results page. The header includes the University of Wisconsin logo and 'HRS KnowledgeBase'. Below the header is a search bar with 'All Topics' selected and a 'SEARCH' button. The main content area displays search results for 'Absence Management (AM) (50)', 'Benefits (BN) (120)', 'Checklist (5)', 'FAQ (12)', 'Finance (FN) (34)', 'Human Resources (HR) (10)', 'Reconciliation and WRS (REC) (1)', 'Reference (71)', 'Talent Acquisition Management (TAM) (69)', and 'Template (1)'. There are also sections for 'News and Announcements', 'Top Documents of the Week', and 'Most Recently Updated Documents'. The 'Top Documents of the Week' section lists 8 items, including 'Accessing a Timesheet (Employee & Manager)', 'Student Timesheet Entry (Student & Manager)', 'Maintaining a Foreign National's Information (Audience: Employee or Stipend Recipient)', 'Annual Benefit Enrollment Period Using eBenefits', 'HR Report List', 'Affordable Care Act (ACA) Reports', 'HRS Glossary', and 'Approve Payable Time'. The 'Most Recently Updated Documents' section lists 8 items, including 'Job Code Changes', 'WED - UW HR OVERMAX UNDERMIN Query', 'MSS Report Punch Time', 'Enrollment Code and Enrollment Reason Job Aid', 'HR - ABA Person', 'WED - UW HR MISSING_SSN', 'Benefits Coverage Codes Job Aid', and 'eBenefits Self Service Updating Other Health Insurance Information'.

There are several KBs that provide online step by step instructions. Employees can use the below link to access the HRS KnowledgeBase.

<https://kb.wisc.edu/hr>

eTIME – Manager Self Service – Approving Time

KB Name	Link
Payroll Calendar	Payroll Calendar Link
MSS Weekly Time Calendar	https://kb.wisc.edu/hrs/page.php?id=16523
Getting Started with Time Approval through the Portal	https://kb.wisc.edu/hrs/page.php?id=18194
View Payable Time Summary	https://kb.wisc.edu/hrs/page.php?id=18375
Payable Time Detail	https://kb.wisc.edu/hrs/page.php?id=18370
Accessing a Timesheet	https://kb.wisc.edu/hrs/search.php?q=&cat=739
Elapsed Positive Timesheet Entry	https://kb.wisc.edu/hrs/page.php?id=16808
Using Comp Time (Exempt Employees) – this KB can also be used for non-exempt employees who are eligible for Comp Time	https://kb.wisc.edu/hrs/page.php?id=16861
MSS Report Elapsed Time	https://kb.wisc.edu/hrs/page.php?id=15613
Monitoring Leave Balances from the Timesheet	https://kb.wisc.edu/hrs/page.php?id=16526
View Compensatory Time Balance	
MSS Time Management User Preferences	https://kb.wisc.edu/hrs/page.php?id=16516
Review and Approve Exceptions	https://kb.wisc.edu/hrs/page.php?id=15567
Comp Time Accrual	https://kb.wisc.edu/hrs/page.php?id=16514
Comp Time Usage	https://kb.wisc.edu/hrs/page.php?id=16515