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.



**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 my 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 them reflected approximately 2 hours after the next Time Admin processing time.

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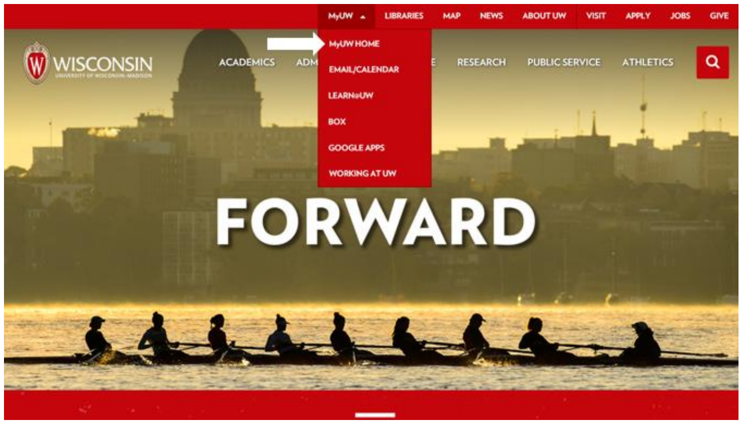
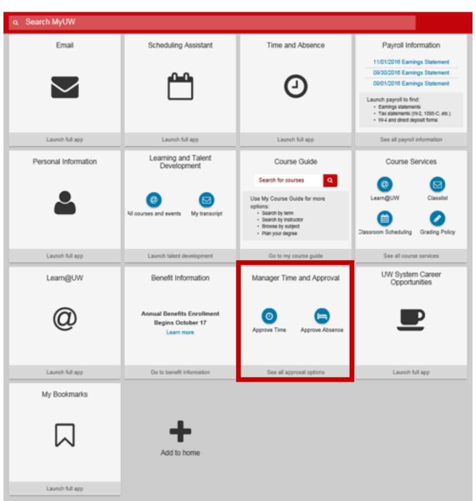
**SECTION A - ACCESSING MSS**

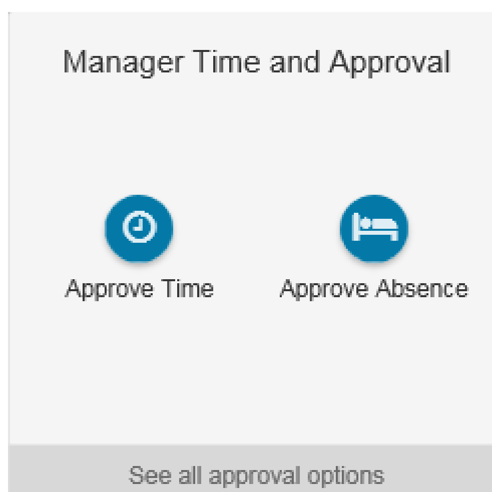
1. Log in to the MyUW portal at [http://www.wisc.edu](http://www.wisc.edu). Click on MyUW dropdown on the menu at the top of the screen and then go to MyUW Home.



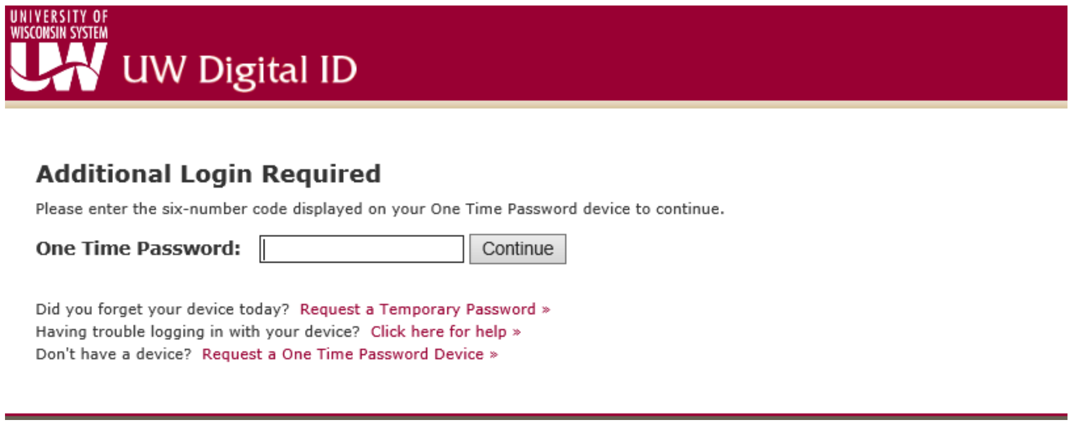

2. Enter your UW NetID and Password. Then click the **Login** button.


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



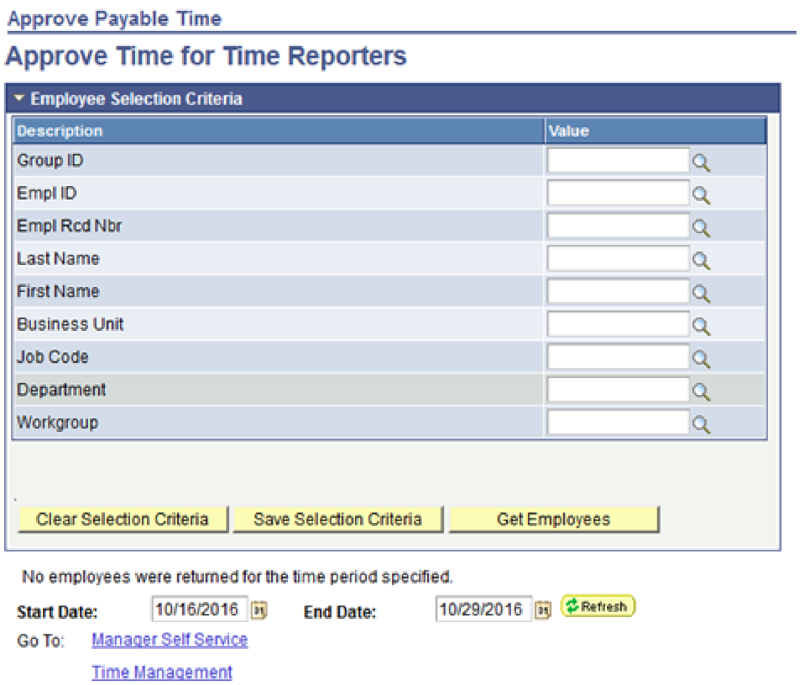



4. You may be required to enter your **One-Time Password** if you have other HRS access. This screen will only appear if this applies to you.



## SECTION B - ACCESSING EMPLOYEES' TIME

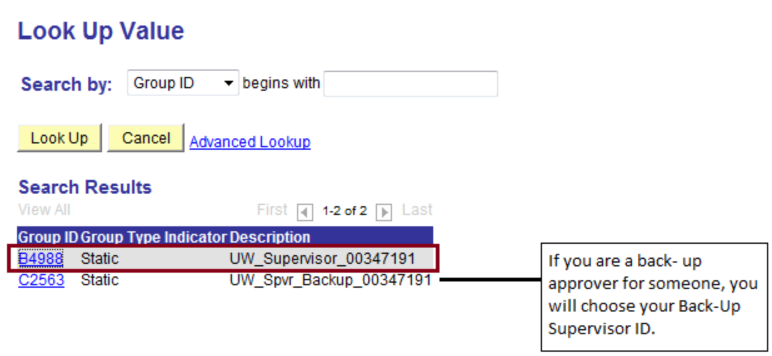
After logging in, the **Approve Payable search screen** will appear (below image).




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.



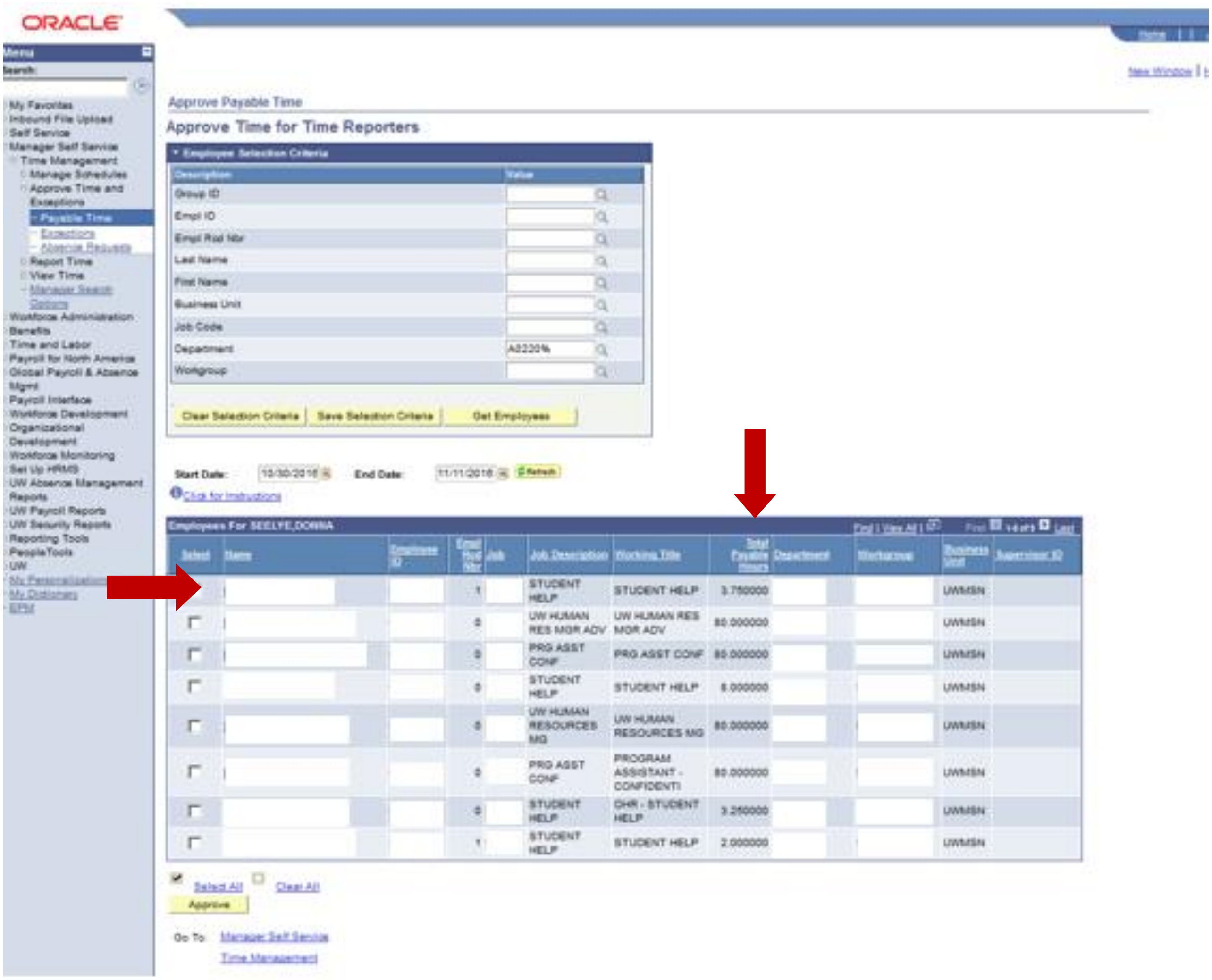
**Approval Summary Screen**

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.



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

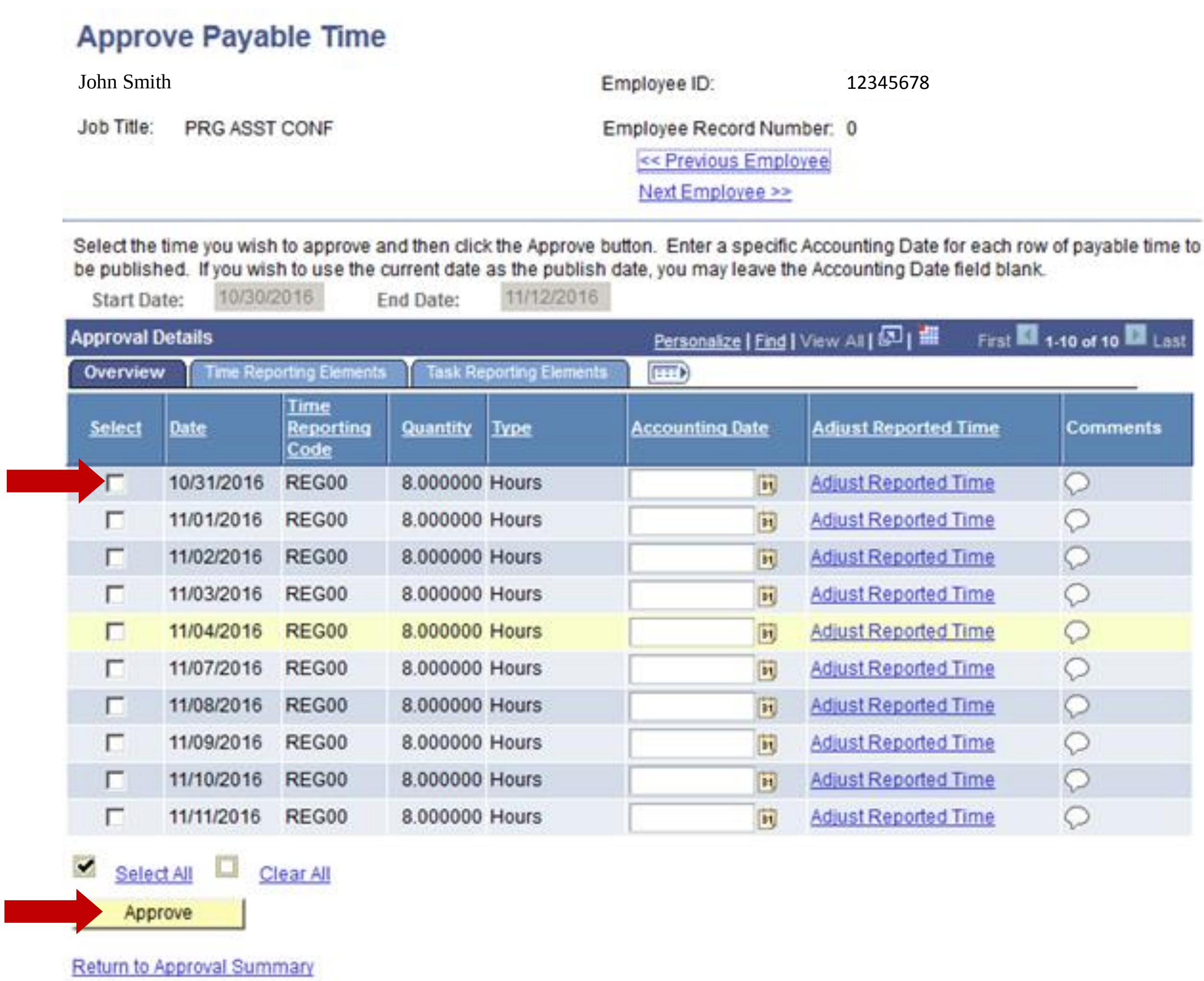
If you want need to access the employee's timesheet, click on **Adjust Reported Time**.

## SECTION C - APPROVING TIME

6. 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).

7. 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 |
|---|---|---|---|---|---|---|---|
| ☐ | 10/31/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/01/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/02/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/03/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/04/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/07/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/08/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/09/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/10/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |
| ☐ | 11/11/2016 | REG00 | 8.000000 | Hours | | Adjust Reported Time | |

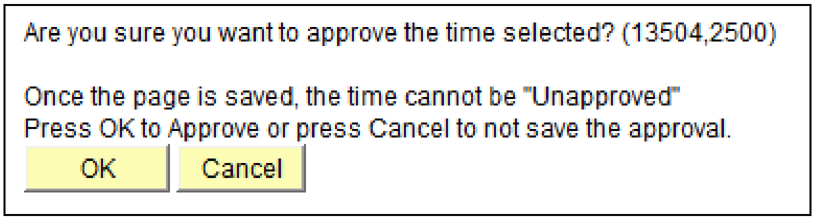
Select All | Clear All

Approve

Return to Approval Summary

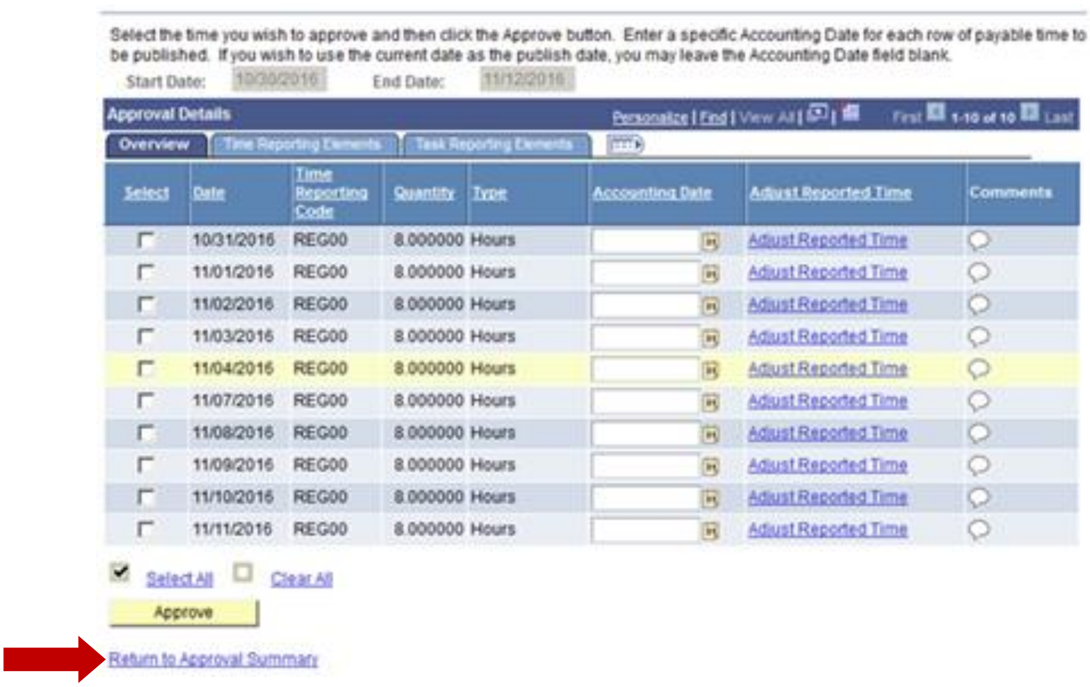
8. An authorization screen will appear – click OK.

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

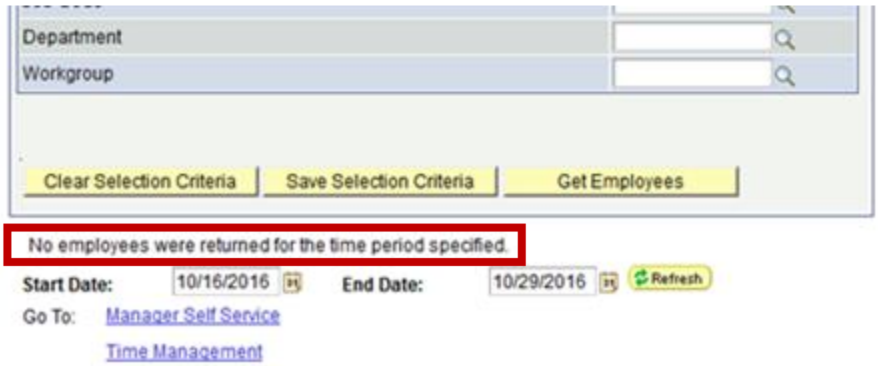



9. You will receive a confirmation that the hours were approved. Click OK and you will be returned to the Approval Payable time page.


10. Click Return to Approval Summary.



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.




**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

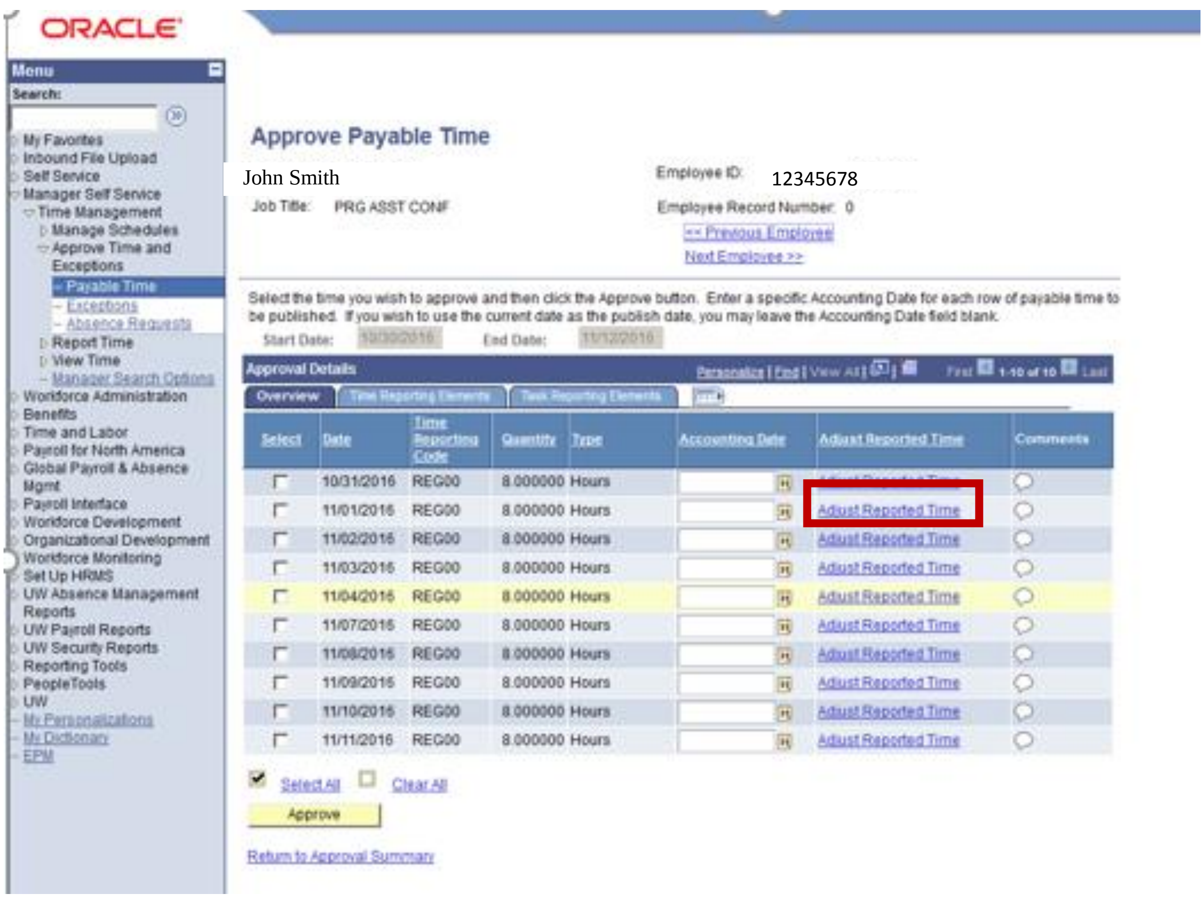
Supervisors and managers should typically only need to approve time for employees. When a supervisor or manager goes to approve the employees time, if there are edits that need to be made, consider the following:

- 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.



**EMPLOYEE TIMESHEET**

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

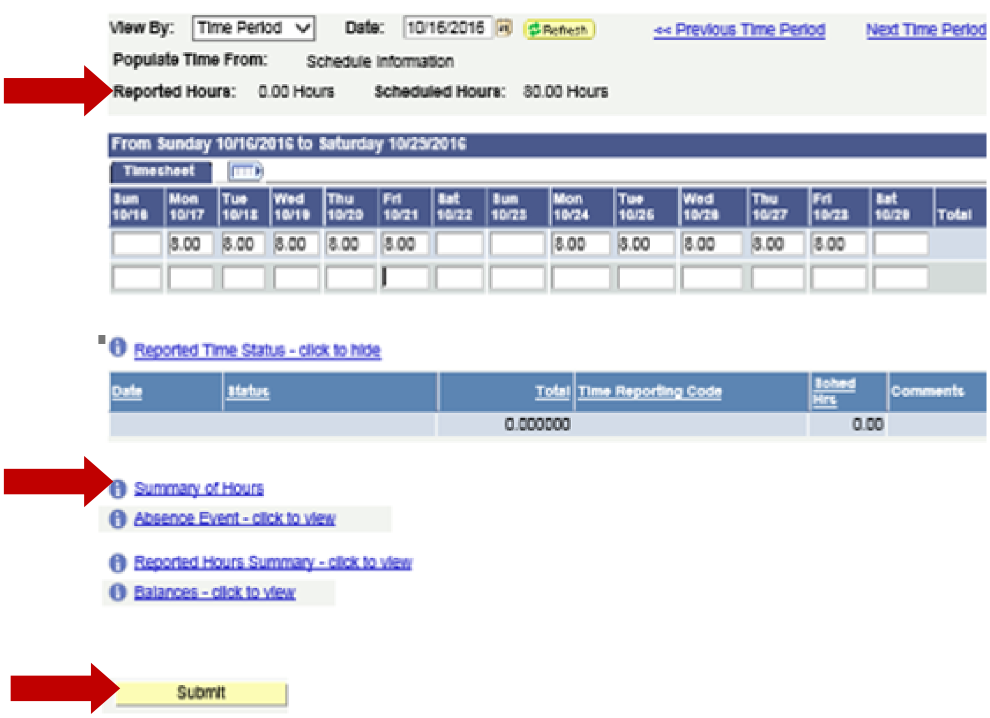
**NOTE:** To correct hours, delete the number in the day field and enter the correct number of hours worked.

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**.

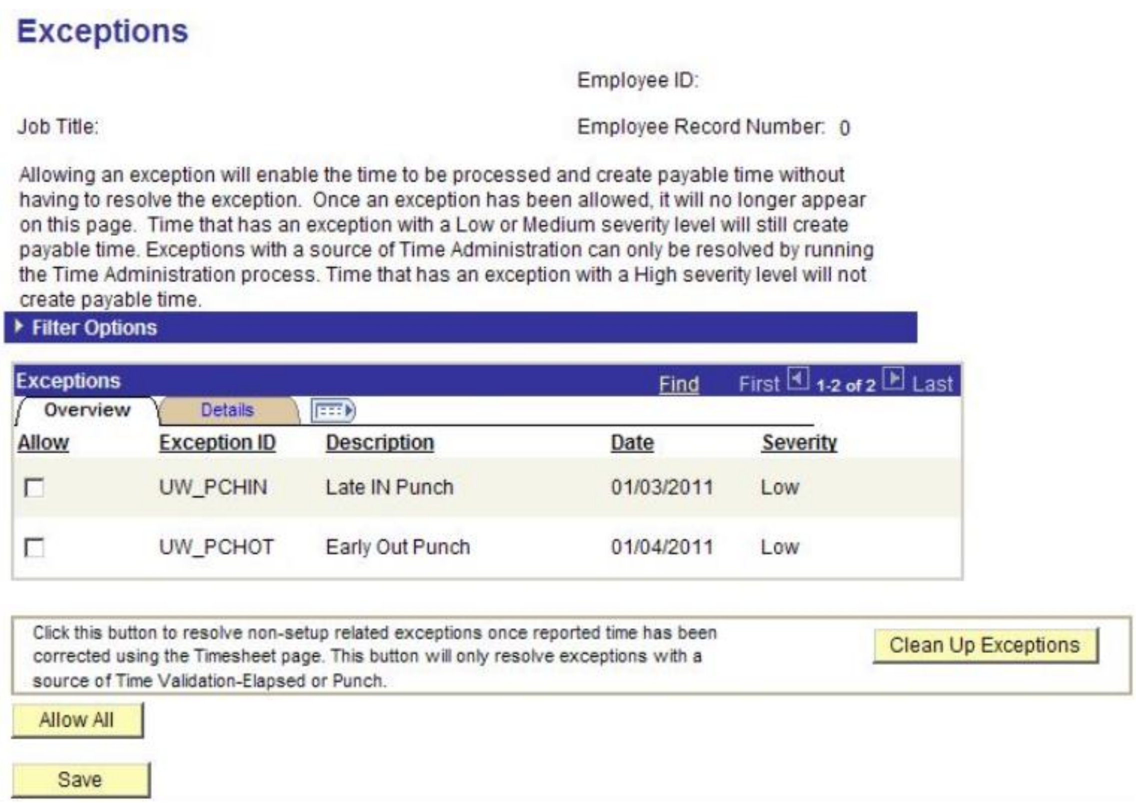
**NOTE:** Once you click submit, The **Reported Hours** should equal the total numbers of hours (hours worked and paid leave) the employee should be paid in the pay period. Legal Holidays will not show up in the Reported Hours number. Review Summary of Hours to verify that Legal Holiday has been added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



**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.




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.

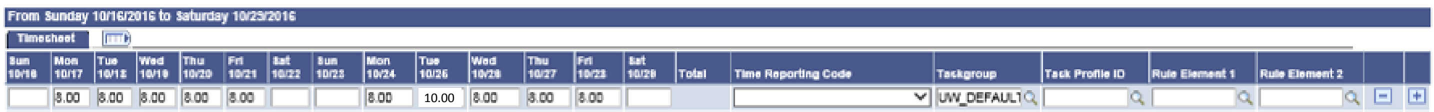
If you have any questions regarding exceptions and how to approve/correct them please contac your Department/Division Payroll Coordinator.

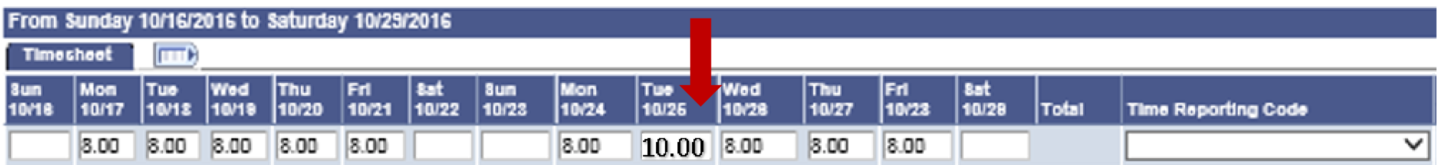
**COMPENSATORY TIME (Comp Time) ACCRUAL**

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 <u>hours worked</u> for the week.

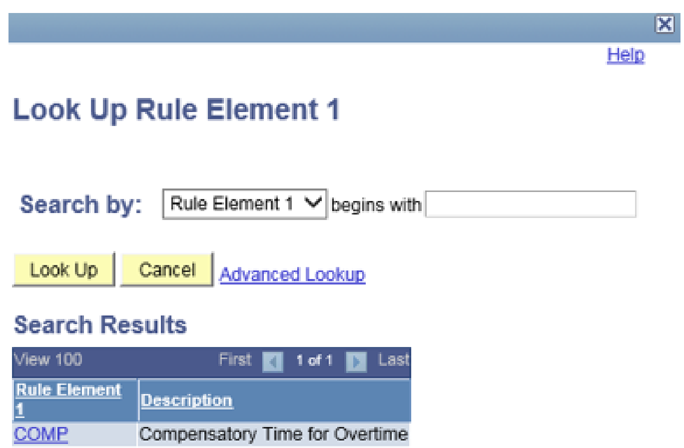



17. Scroll all the way to the right and click on the magnifying glass in the **Rule Element 1** column.

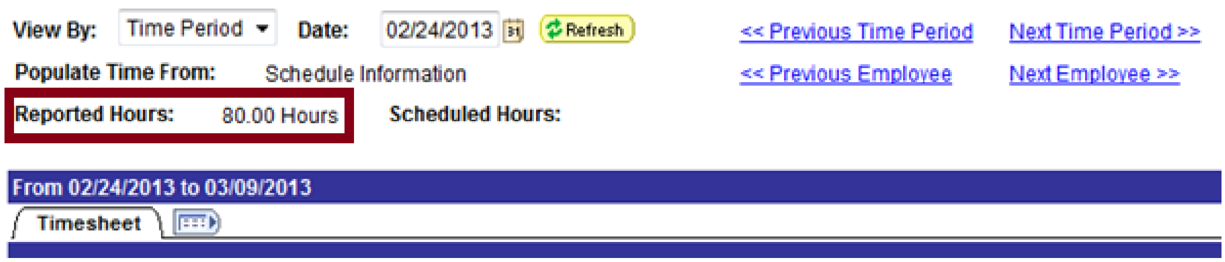

18. Click on the magnifying glass next to Rule Element 1 and choose Compensatory Time for Overtime.

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



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.

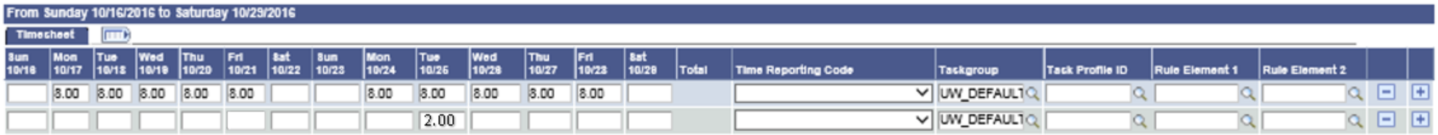
**NOTE:** Once you click Submit, the employees Reported Hours should equal the total numbers of hours (hours worked and paid leave) you should be paid for in the pay period. Remember that Legal Holiday will not show up in this number, click on Summary of Hours to see Legal Holiday for the pay period.



**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.

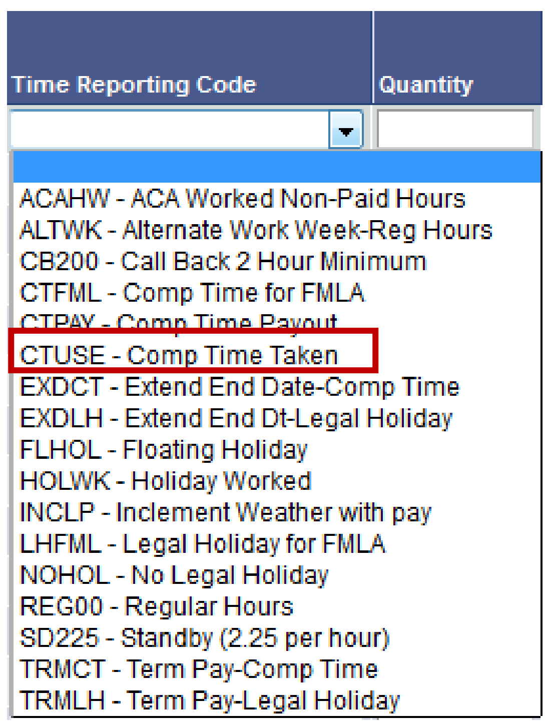



20. On the timesheet, scroll to the far right and click on the plus sign to add a row.


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

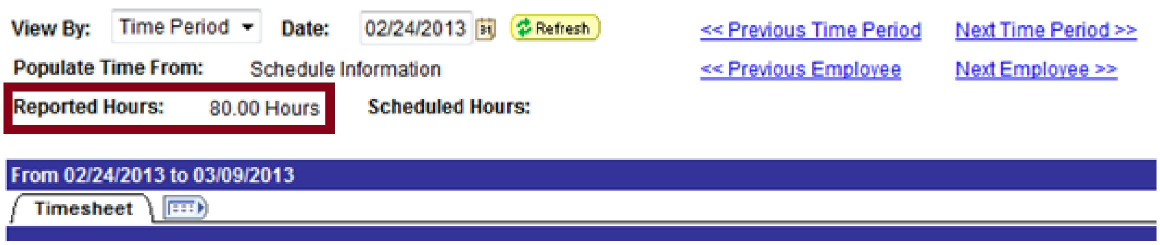
**Note** - Comp Time does not start until the employees has reached over 40 hours in a workweek.

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



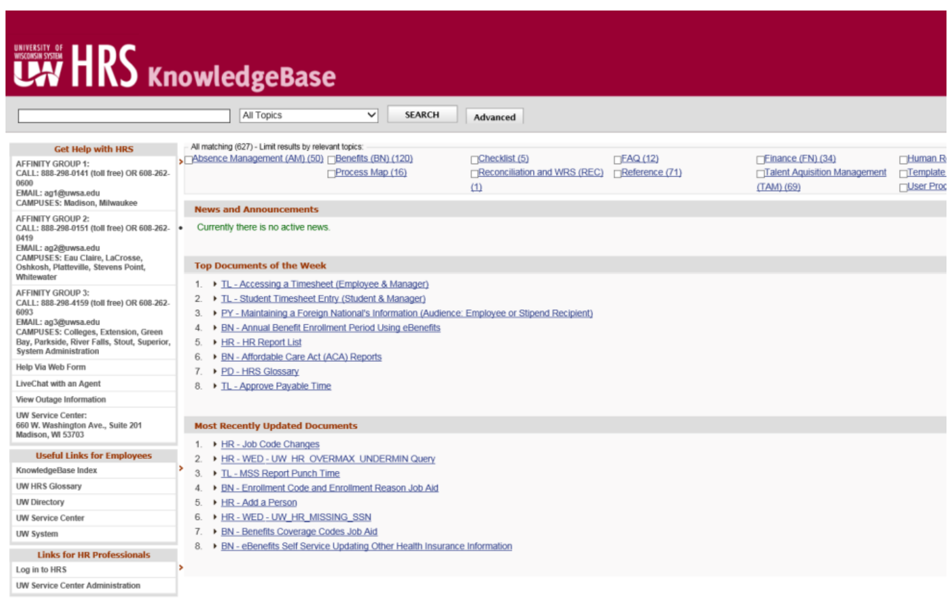
3. Once hours worked and any Comp Time are entered, click **Submit**.

   **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.




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

## SECTION C - SUPPLEMENTAL RESOURCES




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 |