



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

HRS Manager Self Service

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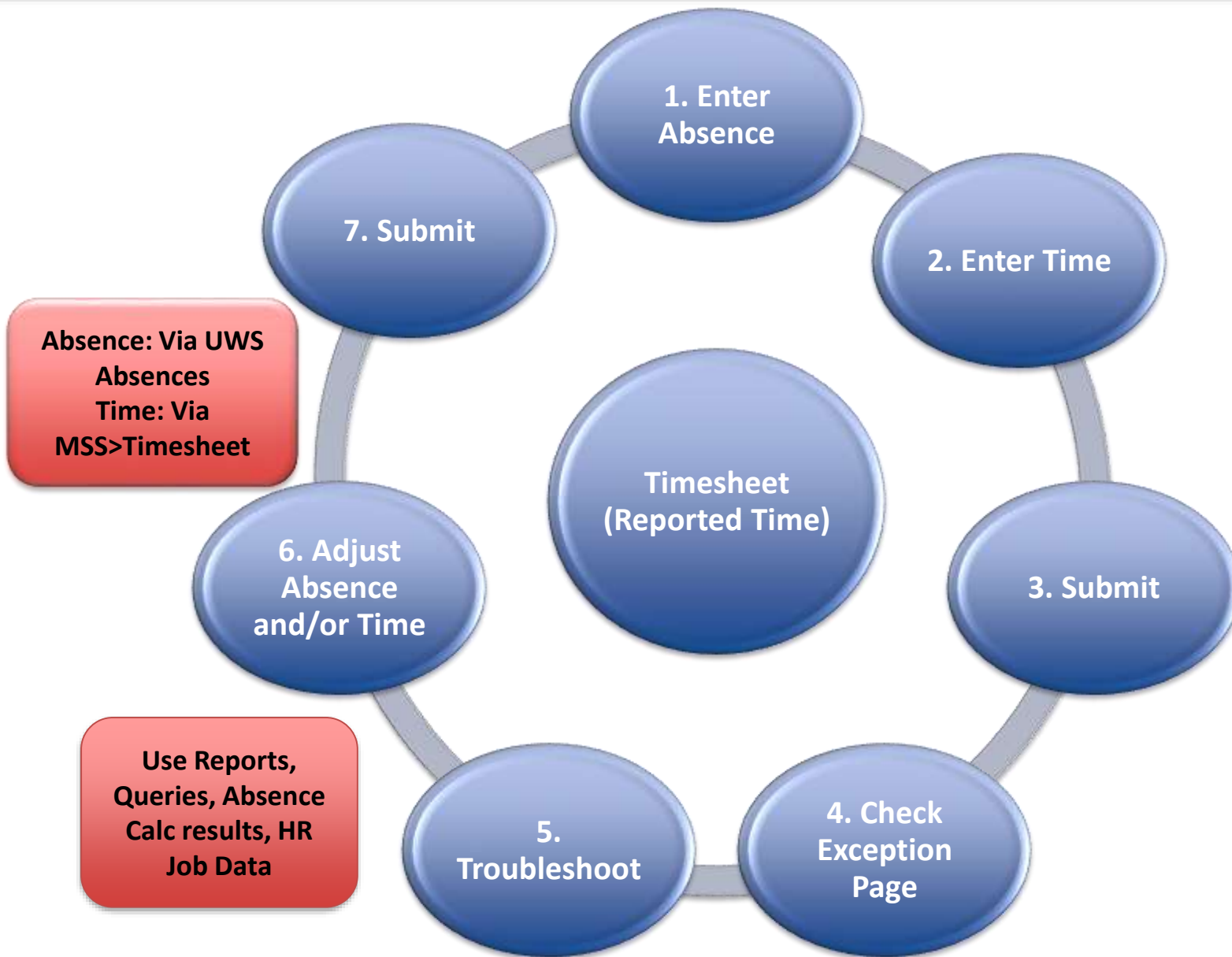
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Approval Timeline

Time Entry Deadlines:

Employees (EE) should enter and submit all absence requests and time entries by **Noon on the Monday after the pay period ends. A best practice is to have absences and time entered by the last Friday of the pay period.** Supervisors will review exceptions and approve all time by the end of the work day on the **Tuesday after the pay period ends.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First Day of Pay Period		Week 1 of Pay Period			EE: Enter absences and time and submit for whole week if not already completed.	
		Week 2 of Pay Period			EE: Enter absences and time and submit for whole week if not already completed.	End of Pay Period
First Day of Next Pay Period	EE: Deadline – All absences and time must be submitted by noon for the pay period. SUP: Review/correct exceptions	Supervisors approve exceptions and time for the pay period by the end of the work day.				

Rounding Rules

Remember...	
1.	Rounding is applied to each punch on the timesheet
2.	Absences and Time should be reported in .25 hour increments
3.	.10 should not be used (HRS will override this value and round it to .25 hours)
4.	When combined with absences, make sure both are reported in .25 hours.

Rounding of Hours	Minutes	0.0 - 7.5	7.5 - 22.5	22.5 - 37.5	37.5 - 52.5	52.5 - 60
	Hundredths	0.0	.25	.0.5	0.75	1.0

2016 Bi-Weekly Pay Schedule

Biweekly Pay Schedule University Staff (Classified) and Student Hourly

Pay Period	Pay Run ID	Pay Period	Final Calc and Confirmation	Pay Date
Dec B 2015	2015BW12B	12/13/2015 - 12/26/2015	12/30/2015 Noon	01/07/2016
Jan A	2016BW01A	12/27/2015 - 01/09/2016	01/13/2016 Noon	01/21/2016
Jan B	2016BW01B	01/10/2016 - 01/23/2016	01/28/2016 Noon	02/04/2016
Feb A	2016BW02A	01/24/2016 - 02/06/2016	02/11/2016 Noon	02/18/2016
Feb B	2016BW02B	02/07/2016 - 02/20/2016	02/25/2016 Noon	03/03/2016
Mar A	2016BW03A	02/21/2016 - 03/05/2016	03/10/2016 Noon	03/17/2016
Mar B	2016BW03B	03/06/2016 - 03/19/2016	03/23/2016 Morning	03/31/2016
Apr A	2016BW04A	03/20/2016 - 04/02/2016	04/07/2016 Noon	04/14/2016
Apr B	2016BW04B	04/03/2016 - 04/16/2016	04/21/2016 Noon	04/28/2016
Apr C	2016BW04C	04/17/2016 - 04/30/2016	05/05/2016 Noon	05/12/2016
May A	2016BW05A	05/01/2016 - 05/14/2016	05/18/2016 Noon	05/26/2016
May B	2016BW05B	05/15/2016 - 05/28/2016	06/02/2016 Noon	06/09/2016
Jun A	2016BW06A	05/29/2016 - 06/11/2016	06/16/2016 Morning	06/23/2016
Jun B	2016BW06B	06/12/2016 - 06/25/2016	06/29/2016 Noon	07/07/2016
Jul A	2016BW07A	06/26/2016 - 07/09/2016	07/14/2016 Noon	07/21/2016
Jul B	2016BW07B	07/10/2016 - 07/23/2016	07/28/2016 Noon	08/04/2016
Aug A	2016BW08A	07/24/2016 - 08/06/2016	08/11/2016 Noon	08/18/2016
Aug B	2016BW08B	08/07/2016 - 08/20/2016	08/25/2016 Noon	09/01/2016
Sep A	2016BW09A	08/21/2016 - 09/03/2016	09/08/2016 Noon	09/15/2016
Sep B	2016BW09B	09/04/2016 - 09/17/2016	09/22/2016 Noon	09/29/2016
Oct A	2016BW10A	09/18/2016 - 10/01/2016	10/06/2016 Noon	10/13/2016
Oct B	2016BW10B	10/02/2016 - 10/15/2016	10/19/2016 Noon	10/27/2016
Oct C	2016BW10C	10/16/2016 - 10/29/2016	11/03/2016 Noon	11/10/2016
Nov A	2016BW11A	10/30/2016 - 11/12/2016	11/16/2016 Noon	11/23/2016
Nov B	2016BW11B	11/13/2016 - 11/26/2016	12/01/2016 Noon	12/08/2016
Dec A	2016BW12A	11/27/2016 - 12/10/2016	12/15/2016 Noon	12/22/2016
Dec B	2016BW12B	12/11/2016 - 12/24/2016	12/29/2016 Morning	01/05/2017
Jan A	2017BW01A	12/25/2016 - 01/07/2017	01/12/2017 Noon	01/19/2017

Payroll processing dates are subject to change. Changes will be communicated to institution payroll offices and posted on the UW Service Center website: <https://uwservice.wisconsin.edu/administration/payroll/>

- <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2016-full.pdf>
- <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2017-full.pdf>

2017 Bi-Weekly Pay Schedule

Biweekly Pay Schedule University Staff, Academic Staff Hourly and Student Hourly

Pay Period	Pay Run ID	Pay Period	Final Calc and Confirmation	Pay Date
Dec B 2016	2016BW12B	12/11/2016 - 12/24/2016	12/29/2016 Morning	01/05/2017
Jan A	2017BW01A	12/25/2016 - 01/07/2017	01/12/2017 Morning	01/19/2017
Jan B	2017BW01B	01/08/2017 - 01/21/2017	01/26/2017 Noon	02/02/2017
Feb A	2017BW02A	01/22/2017 - 02/04/2017	02/09/2017 Noon	02/16/2017
Feb B	2017BW02B	02/05/2017 - 02/18/2017	02/23/2017 Noon	03/02/2017
Mar A	2017BW03A	02/19/2017 - 03/04/2017	03/09/2017 Noon	03/16/2017
Mar B	2017BW03B	03/05/2017 - 03/18/2017	03/23/2017 Noon	03/30/2017
Apr A	2017BW04A	03/19/2017 - 04/01/2017	04/06/2017 Noon	04/13/2017
Apr B	2017BW04B	04/02/2017 - 04/15/2017	04/19/2017 Noon	04/27/2017
Apr C	2017BW04C	04/16/2017 - 04/29/2017	05/04/2017 Noon	05/11/2017
May A	2017BW05A	04/30/2017 - 05/13/2017	05/17/2017 Noon	05/25/2017
May B	2017BW05B	05/14/2017 - 05/27/2017	06/01/2017 Noon	06/08/2017
Jun A	2017BW06A	05/28/2017 - 06/10/2017	06/15/2017 Noon	06/22/2017
Jun B	2017BW06B	06/11/2017 - 06/24/2017	06/28/2017 Noon	07/06/2017
Jul A	2017BW07A	06/25/2017 - 07/08/2017	07/13/2017 Noon	07/20/2017
Jul B	2017BW07B	07/09/2017 - 07/22/2017	07/27/2017 Noon	08/03/2017
Aug A	2017BW08A	07/23/2017 - 08/05/2017	08/10/2017 Noon	08/17/2017
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Sep A	2017BW09A	08/20/2017 - 09/02/2017	09/07/2017 Noon	09/14/2017
Sep B	2017BW09B	09/03/2017 - 09/16/2017	09/21/2017 Noon	09/28/2017
Sep C	2017BW09C	09/17/2017 - 09/30/2017	10/05/2017 Noon	10/12/2017
Oct A	2017BW10A	10/01/2017 - 10/14/2017	10/18/2017 Noon	10/26/2017
Oct B	2017BW10B	10/15/2017 - 10/28/2017	11/02/2017 Noon	11/09/2017
Nov A	2017BW11A	10/29/2017 - 11/11/2017	11/15/2017 Noon	11/22/2017
Nov B	2017BW11B	11/12/2017 - 11/25/2017	11/30/2017 Noon	12/07/2017
Dec A	2017BW12A	11/26/2017 - 12/09/2017	12/14/2017 Noon	12/21/2017
Dec B	2017BW12B	12/10/2017 - 12/23/2017	12/28/2017 Morning	01/04/2018
Jan A	2018BW01A	12/24/2017 - 01/06/2018	01/11/2018 Noon	01/18/2018

Payroll processing dates are subject to change. Changes will be communicated to institution payroll offices and posted on the UW Service Center website: <https://uwservice.wisconsin.edu/administration/payroll/>

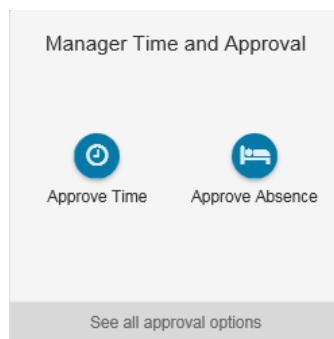
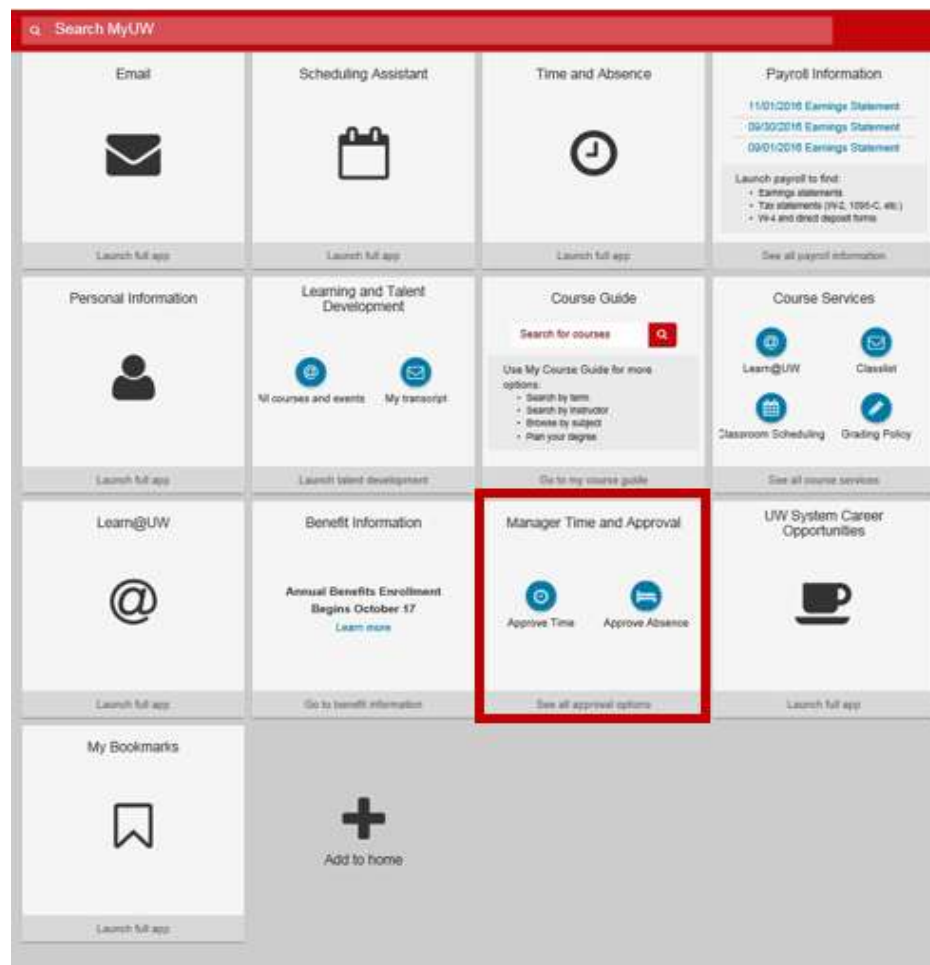
<https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2016-full.pdf>

<https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2017-full.pdf>

Accessing eTIME - MSS

1. Log into the My UW Portal at <https://my.wisc.edu> using your NetID and password

2. Click on the **Manager Time and Approval** link



Approving Absence Requests

3. You will be asked to choose your local organization.

*If you have other HRS access you may be required to enter your One-Time Password.



UW UNIVERSITY OF WISCONSIN SYSTEM

This service requires you to authenticate with your local organization.
Select your organization from the list below.

UW-Madison Go

Remember my selection for this session (?)



UNIVERSITY OF WISCONSIN SYSTEM
UW Digital ID

Additional Login Required

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

One Time Password: Continue

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 >](#)

Approving Absence Requests

4. Click the dropdown button next to **Show Requests by Status** and make sure is on *Pending*.

6. Click on the first request.

NOTE: You will need to approve each request separately.

Absence Requests

HR ASST ADV

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status:

Absence Backup

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
	00102220	HR ASST ADV	Vacation (CLS)	06/18/2013	06/18/2013	Submitted	06/28/2013
	00102220	HR ASST ADV	Vacation (CLS)	06/27/2013	06/27/2013	Submitted	06/28/2013

Go To: [Timesheet](#)

Approving Absence Requests

- The top section of the request will show details of the request.

- Must say Hours Per day

- Duration field cannot be zero

- Click Approve, Deny, or Push Back.

NOTE: If you Deny or Push Back the request, contact the employee (No notification goes to the employee). You can also add comments for the employee in these instances.

Request Details

HR ASST ADV

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail	
Start Date:	06/18/2013
End Date:	06/18/2013
Absence Name:	Vacation (CLS) Current Balance: 155.00 Hours**
Reason:	
Entry Type	Hours Per Day
Hours Per Day	6.75
Duration:	6.75 Hours

Workflow	
Status:	Submitted

Comments	
Requestor Comments:	<input type="text"/>
Approver Comments:	<input type="text"/>

Balance for leave will populate based on type of leave, this will not update until it is processed.

Comments can be added prior to denying or pushing back the request

**Disclaimer: The current balance does not reflect absences that have not been processed.

Approve
Deny
Push Back

Go To: [View Absence History](#)
[View Monthly Calendar](#)
[Pending Absence Request](#)
[View Absence Balances](#)

Approving Absence Requests

If you clicked **APPROVE** absence: these Approval Confirmation screens will appear.

• Click YES on when the Approve Confirmation screen that appears. If you choose No, then....



• Click OK on the Approve Confirmation screen that appears.

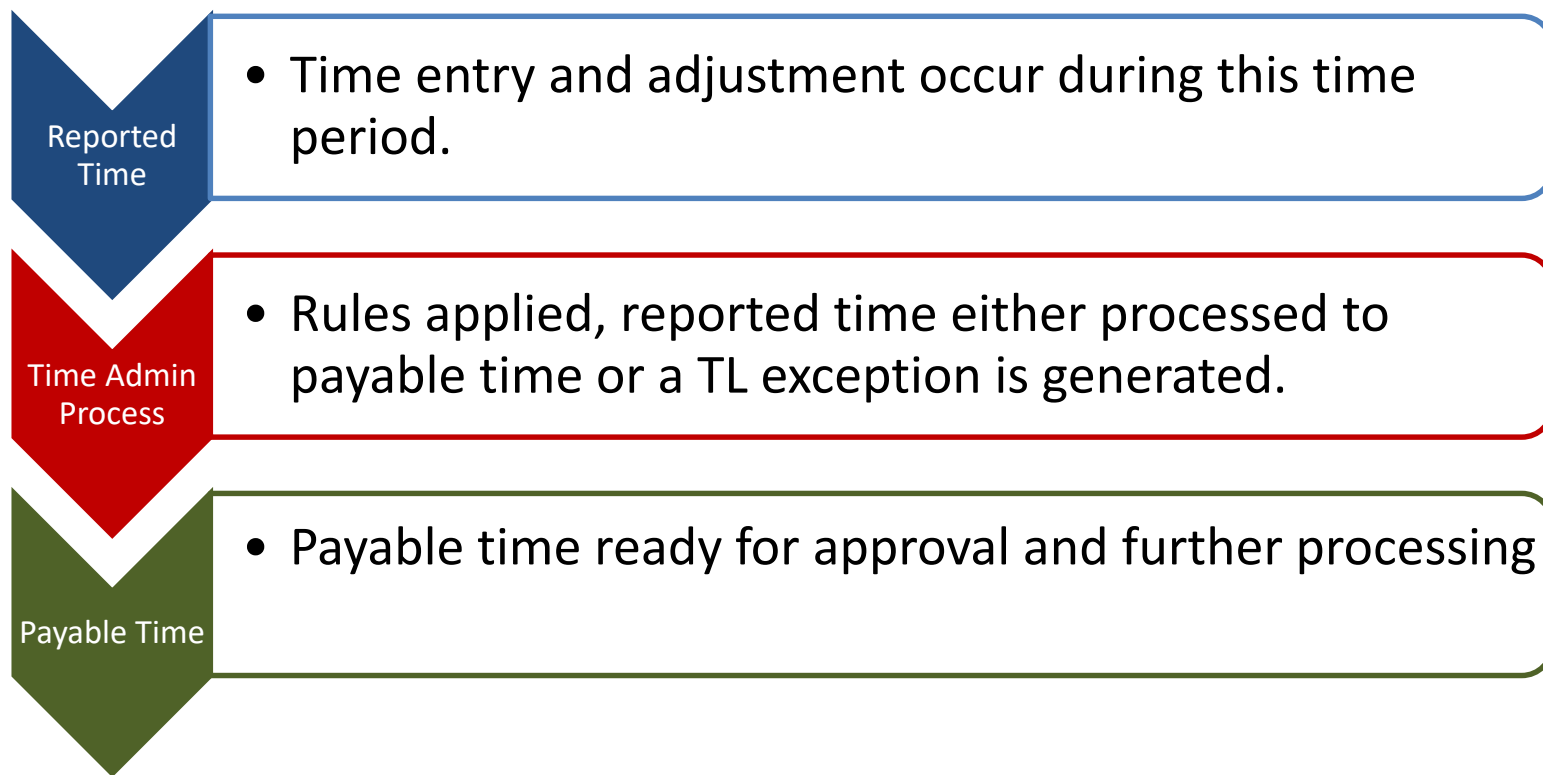


• The **Message from webpage** message may appear if time was also recorded on the same date of this approved absence. Click **OK**.

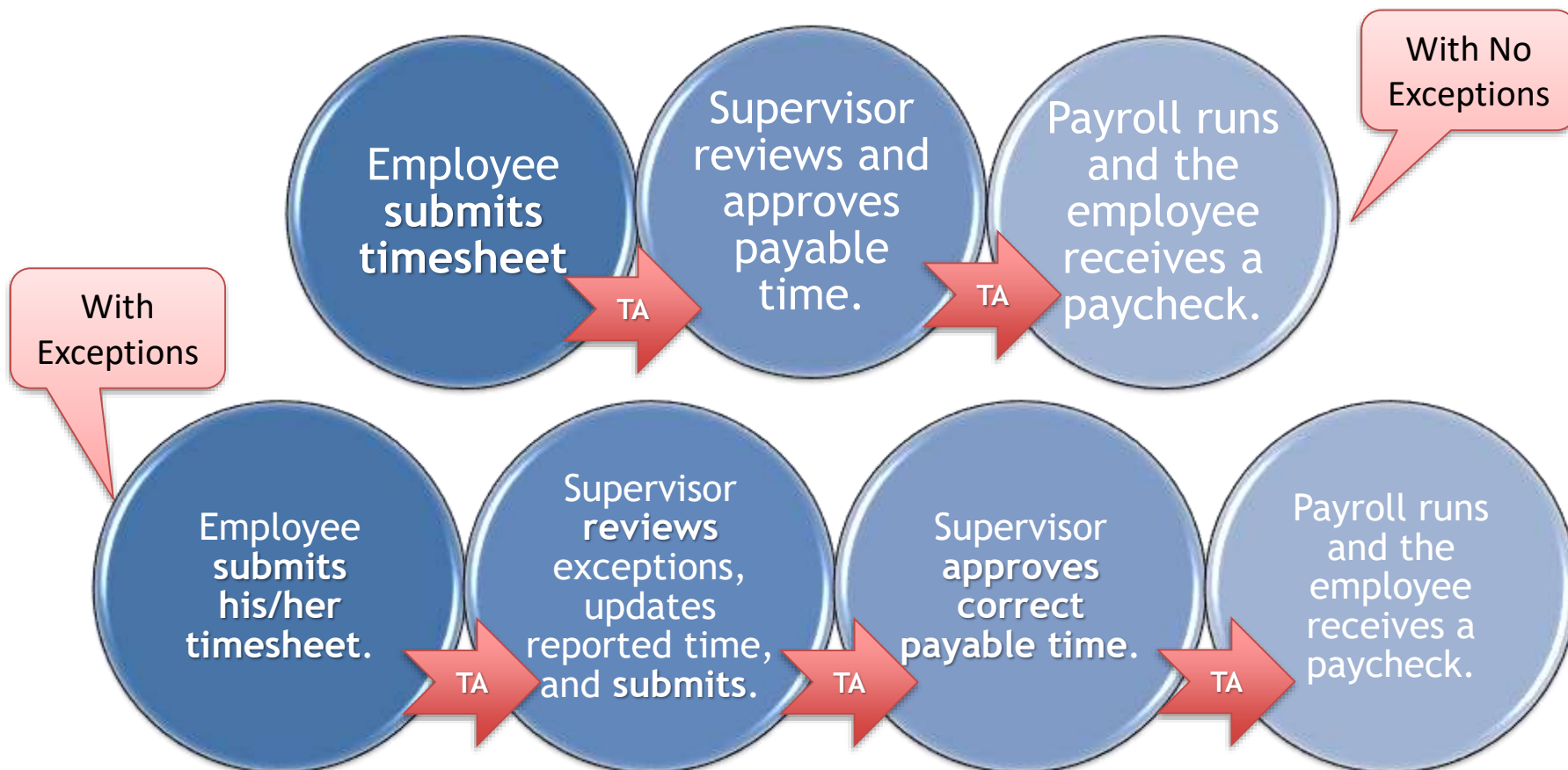


- Repeat these steps for all pending absences for the pay period. Once all absences have been reviewed and approved, denied, or pushed back, a message will show indicating *There are no results to display*
- If you have approved **ALL** absences, you can exit HRS or start approving time. Follow this path:
Click on Manager Self Service>Time Management>Approve Time and Exceptions>Payable Time

HRS Time and Labor Business Process



Time Approval of Payable Time



Time Administration Process (TA)

TA processes reported time (6x daily) applies rules to reported time and processes reported time to payable time

Bi-weekly Payroll Approval Process

- 1) Employee enters in his/her absences.
- 2) Supervisor must approve all absences in order for those days to be paid.
- 3) Employee enters time worked and submits that time.
- 4) **Time Admin runs***
- 5) Supervisor reviews submitted time to clear exceptions.
HIGH Exceptions: Must be cleared by you. Go to page 28 for instructions. Then proceed to
NO Exceptions: Proceed to 7)
- 6) **Time Admin runs***
- 7) Supervisor must approve all hours worked for the employee to be paid.

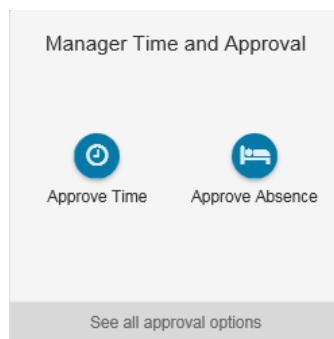
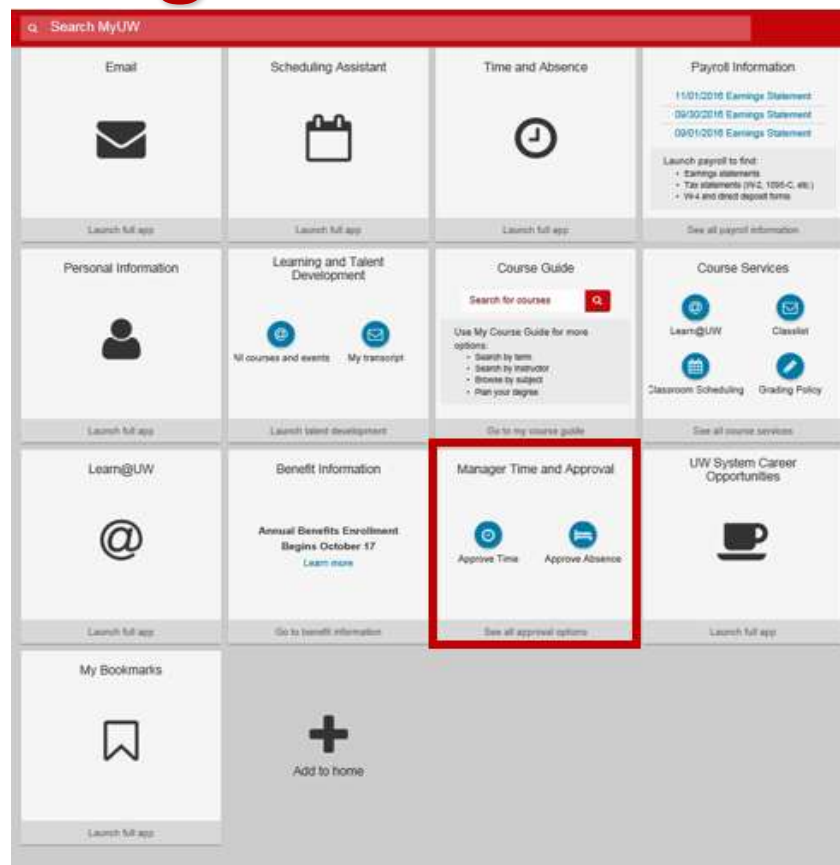
***Time Admin** is scheduled to 6 times per day (4am, 9am, 11am, 1pm, 3pm & 8pm) It usually takes approximately 1 to 1.5 hours for each run. Updated Time Admin processing information can be found at <http://twitter.com/HRSProcessing>

Reviewing Payable Time

Accessing MSS

1. Log into the My UW Portal at <https://my.wisc.edu> using your NetID and password

2. Click on the **Manager Time and Approval** link



Accessing MSS

3. You will be asked to choose your local organization.

*If you have other HRS access you may be required to enter your One-Time Password.



UNIVERSITY OF WISCONSIN SYSTEM

This service requires you to authenticate with your local organization.
Select your organization from the list below.

UW-Madison Go

Remember my selection for this session (?)



UNIVERSITY OF WISCONSIN SYSTEM
UW Digital ID

Additional Login Required

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

One Time Password: Continue

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 >](#)

Reviewing Payable Time

4. Enter in employee selection criteria on the **Approve Payable Time** search screen.

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).

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"/>

No employees were returned for the time period specified.

Start Date:
 End Date:

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

- 5. Once you have selected your search criteria, click **Get Employees**.
- The start date and end date will auto populate the current pay period (editable).

Look Up Value

Search by: Group ID begins with

Search Results

Group ID	Group Type	Indicator	Description
04988	Static		UW_Supervisor_00347191
04953	Static		UW_Spr_Backup_00347191

Group ID Field

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

Reviewing Payable Time

Can sort alphabetically by clicking on the name

If you have more than 8 employees, click on View All

Start Date: Date:

[Click for Instructions](#)

Employees For SULLIVAN, JEFFREY KRAUS [Find](#) | [View All](#) First Last

Select	Name	Employee ID	Empl Rcd Job Nbr	Job Description	Working Title	Total Payable Hours	Department	Workgroup	Business Unit	Supervisor ID
<input type="checkbox"/>	[Redacted]	00509386	0 94870	STUDENT HELP	WCH-STUDENT VIDEO EDITOR	0.500000	A572900	STH00NPP00	UWMSN	
<input type="checkbox"/>	[Redacted]	00102070	1 23002	MEDICAL PRO ASST ASSO	MEDICAL PRO ASST ASSO	4.000000	A578000	LTE00NPP00	UWMSN	
<input type="checkbox"/>	[Redacted]	00527497	2 23002	MEDICAL PRO ASST ASSO	MEDICAL PRO ASST ASSO	50.500000	A578000	LTE00NPP00	UWMSN	
<input type="checkbox"/>	[Redacted]	00609804	1 94870	STUDENT HELP	UHS - MED ASSISTANT (PC)	13.250000	A578500	STH00NPP00	UWMSN	
<input type="checkbox"/>	[Redacted]	00073709	0 35662	MEDICAL ASSISTANT 2	MEDICAL ASSISTANT 2	39.000000	A578500	LTE00NPP00	UWMSN	
<input type="checkbox"/>	[Redacted]	00484022	0 16310	PRG ASST CONF	PRG ASST CONF	88.750000	A579400	NON00NEP00	UWMSN	
<input type="checkbox"/>	[Redacted]	00577283	3 94870	STUDENT HELP	UHS - BUDGET & FINANCE	1.500000	A579800	STH00NPP00	UWMSN	
<input type="checkbox"/>	[Redacted]	00601923	0 94870	STUDENT HELP	BUDGET & FINANCE ASSISTANT	31.000000	A579800	STH00NPP00	UWMSN	

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

Click on the employees name to navigate to the Payable Time screen for the employee. You will view/approve time on this screen.

NOTE: Look for **ALL** your employees here. If you do not see them, you may need to remind them to submit their hours or Time Admin hasn't processed.

Reviewing Payable Time

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

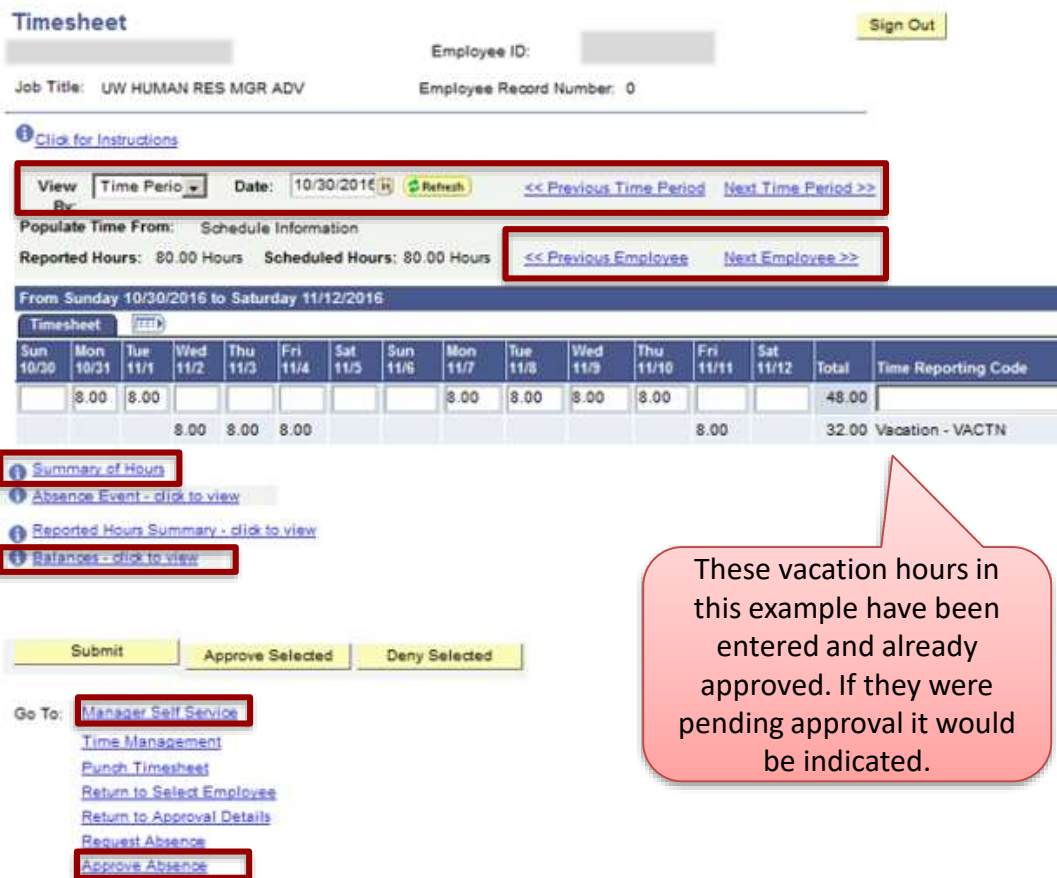
If you want need to access the employee's timesheet, click on **Adjust Reported Time**.

Approval Details							
Personalize Find View All [Icons] First 1-10 of 10 Last							
Overview		Time Reporting Elements		Task Reporting Elements		[Filter]	
Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	10/31/2016	REG00	8.000000	Hours	[Field] [H]	Adjust Reported Time	
<input type="checkbox"/>	11/01/2016	REG00	8.000000	Hours	[Field] [H]	Adjust Reported Time	[Comment Icon]
<input type="checkbox"/>	11/02/2016	REG00	8.000000	Hours	[Field] [H]	Adjust Reported Time	[Comment Icon]

Reviewing a Timesheet

Navigation

- Timesheet time period – editable.
- Can move between time periods.
- Can move between different employee timesheets that need approval for that time period.
- Can see a **Summary of Hours** – that includes Legal Holidays.
- Can view **Employee Leave Balances**
- Can access the **Manager Self Service** menu
- Can view and **Approve Absences**



Timesheet Sign Out

Employee ID:

Job Title: UW HUMAN RES MGR ADV Employee Record Number: 0

[Click for Instructions](#)

View: Time Period: Date: 10/30/2016 [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Sunday 10/30/2016 to Saturday 11/12/2016

Timesheet														Total	Time Reporting Code
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12		
	8.00	8.00						8.00	8.00	8.00	8.00			48.00	
			8.00	8.00	8.00							8.00		32.00	Vacation - VACTN

[Summary of Hours](#)
[Absence Event - click to view](#)
[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)

[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)
[Return to Approval Details](#)
[Request Absence](#)
[Approve Absence](#)

These vacation hours in this example have been entered and already approved. If they were pending approval it would be indicated.

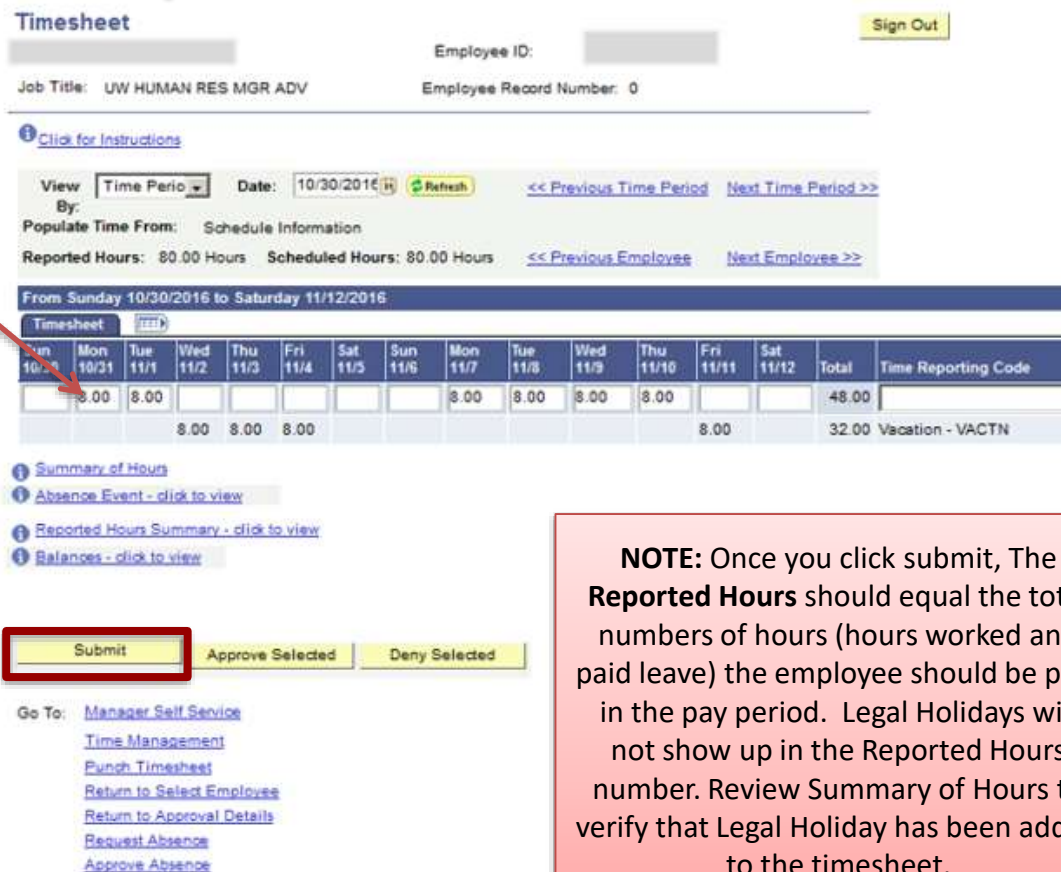
Employee Timesheet Elapsed

To Enter Hours, enter in the corrected 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.

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

You can also see in this example timesheet, that this employee submitted leave that was approved.



Timesheet [Sign Out](#)

Employee ID:

Job Title: UW HUMAN RES MGR ADV Employee Record Number: 0

[Click for Instructions](#)

View: Date: 10/30/2016 [Refresh](#) [Previous Time Period](#) [Next Time Period](#)

By:

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours [Previous Employee](#) [Next Employee](#)

From Sunday 10/30/2016 to Saturday 11/12/2016

Sun 10/30	Mon 10/21	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Total	Time Reporting Code
	8.00	8.00						8.00	8.00	8.00	8.00			48.00	
			8.00	8.00	8.00							8.00		32.00	Vacation - VACTN

[Summary of Hours](#)
[Absence Event - click to view](#)
[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)
[Return to Approval Details](#)
[Request Absence](#)
[Approve Absence](#)

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 an Employees Timesheet

Timesheet [Sign Out](#)

Employee ID:

Job Title: UW HUMAN RES MGR ADV Employee Record Number: 0

[Click for Instructions](#)

View: Date: 10/30/2016 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

By:

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Sunday 10/30/2016 to Saturday 11/12/2016

Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Total	Time Reporting Code
	8.00	8.00						8.00	8.00	8.00	8.00			48.00	
			8.00	8.00	8.00							8.00		32.00	Vacation - VACTN

[Summary of Hours](#)
[Absence Event - click to view](#)
[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)
[Return to Approval Details](#)
[Request Absence](#)
[Approve Absence](#)

Scenario #1: If you have more than one employee; Click on **Return to Select Employee**. This will allow you to select your next employee to review their time.

Scenario #2: If you would like to view the employees leave balances click on **Balances – click to view**

Scenario #3: You have completed reviewing all your employees’ timesheets and you have leave requests to approve; click on **Approve Absence**.

BEST PRACTICE: Review all of your employees’ timesheets before starting your approval process.

Approving Payable Time

This only shows 8 days too. In order to see all days that need to be approved, click on View All.

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

Employee ID:

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](#) | [Print](#) | [First](#) | 1-10 of 10 | [Last](#)

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="text"/>
<input type="checkbox"/>	11/01/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/02/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/03/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/04/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/07/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/08/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/09/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/10/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	11/11/2016	REG00	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>

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

[Approve](#)

[Return to Approval Summary](#)

NOTE: Absences entered in the Absence Module will not show up here for approval as they are approved in the Absence module. But before Approving Payable Time, make sure all time entry plus absence entry has run through Time Admin as absence entries have an effect on overtime calculations

Approving Payable Time

View By: Date: 06/26/2016 << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 72.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or before 07/23/2016 is for a prior period.

From Sunday 06/26/2016 to Saturday 07/09/2016

Timesheet

Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1	Sat 7/2	Sun 7/3	Mon 7/4	Tue 7/5	Wed 7/6	Thu 7/7	Fri 7/8	Sat 7/9	Total	Time Reporting Code
	8.00	8.00	8.00	4.00						8.00	8.00	8.00		52.00	
					8.00				8.00					16.00	Vacation - VACTN
				4.00										4.00	Prs Holiday - PSHOL

Summary of hours

TIP: To verify the hours that the employee will be paid. Click on "Summary of Hours".

In this example, the employee has 8 hours of Legal Holiday they will be paid.

Summary of Hours

TRC Totals			Personalize Find <input type="button" value="Print"/>	First 1-4 of 4 Last
Time Reporting Code	Short Description	Hours		
1 LGHOL	Legal Holiday	8.000000		
2 PSHOL	Prs Holiday	4.000000		
3 REG00	Reg Hour	52.000000		
4 VACTN	Vacation	16.000000		
Total80 for Empl_Rcd:		80.000000		

Approving Payable Time

Employee ID:
 Job Title: COMM SPEC 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: End Date:

Approval Details Customize | Find | View 10 | First 1 of 1 Last

[Overview](#)
[Time Reporting Elements](#)
[Task Reporting Elements](#)

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>			0.000000		<input type="text"/>	Adjust Reported Time	

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

[Return to Approval Summary](#)



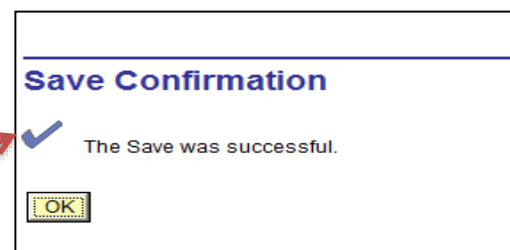
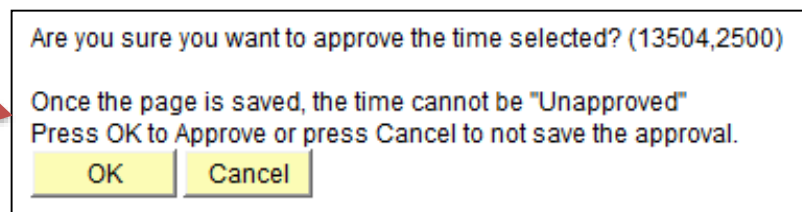
If this page is returned with zero hours, you have successfully approved the employee's time!!!

Authorization Screen

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.



Supplemental Information

Different Scenarios:

- Overtime
- Comp Time (Accrued vs. Comp Time Paid)
- Reporting Floating Holiday
- Legal Holidays
- Reviewing and Approving Exceptions
- Common timesheet entries/corrections
- Approving Absences from a timesheet
- Favorites

Overtime

From Sunday 10/30/2016 to Saturday 11/12/2016

Timesheet

Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Total	Time Reporting Code
	8.00	8.00	8.00	9.00	8.00			8.00	8.00	8.00	8.00	8.00			<input type="text" value=""/>

When an employee reports more than 40 hours worked, they will automatically receive overtime for the time over 40 hours. There is no need to do anything to notate this.

Check with your Department/Division HR Office to determine if you are eligible for OT.

Compensatory Time Accruing

Tue 10/26	Wed 10/28	Thu 10/27	Fri 10/23	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				LW_DEFAULT			

1. Enter in hours worked for the week
2. Scroll to the right of the timesheet and click on Rule Element 1 magnifying glass.
3. Click on submit.

Help

Look Up Rule Element 1

Search by: Rule Element 1 begins with

Look Up
Cancel
Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Rule Element	Description
1	COMP
	Compensatory Time for Overtime

Taking Floating Holiday or Compensatory Time

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

Timecheat														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	8.00	8.00	6.0				UW_DEFAULT			
												2.0				UW_DEFAULT			

1. Add a row – scroll all the way to the right and click on the + sign.
2. Click on the dropdown in the Time Reporting Code column and choose the appropriate code.

Note: Will need to add a new row for each type of Time Reporting Code.

3. Once all of the hours worked and Comp Time are entered click submit.

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	
HOLWR - 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	

Legal Holidays

Legal Holidays are auto-generate for each State paid legal holiday by HRS

EXAMPLE:

Monday, September 2 was Labor Day. It appears the employee did not work AND no leave was used that day.

HRS has given you the legal holiday based on your percentage of appointment (this employee is full-time so 8 hours of legal holiday were used).

To verify how many hours HRS is giving for a holiday, click on the **Summary of Hours** link at the bottom of the timesheet.

Note – Summary of Hours is updated when Time Admin process runs, NOT right after you submit your time.

Job Title: PRG ASST SUP Employee Record Number: 0

View By: Date: 08/25/2013 << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 72.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 08/25/2013 to Saturday 09/07/2013

Timesheet

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	34.25		UW_DEFAULT
	8.75	8.50	8.50	8.50												
				5.75						6.00	8.00	8.00		27.75	Vacation - VACTN	UW_DEFAULT
									8.00	2.00				10.00	Sick Leave - SCKLV	UW_DEFAULT

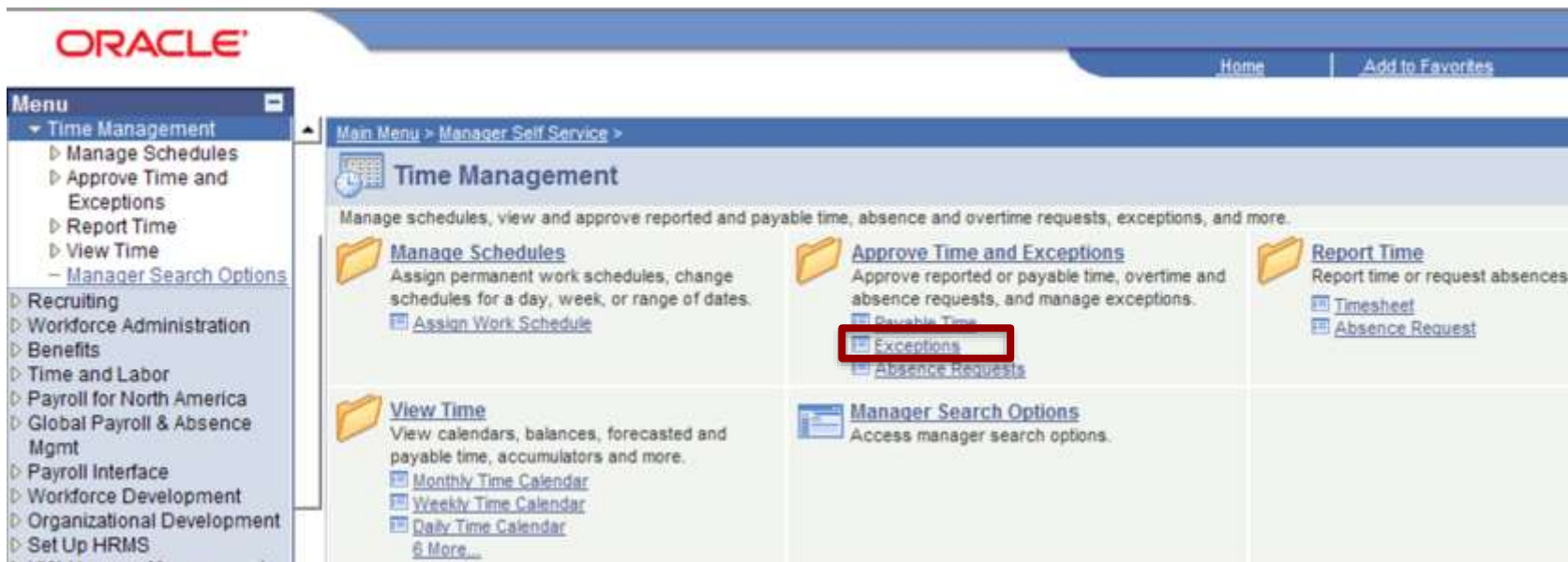
TRC Totals Personalize | Find | First 1-4 of 4 Last

Time Reporting Code	Short Description	Hours
1 LGHOL	LegalHIday	8.000000
2 PSHOL	Prs Holiday	4.000000
3 REG00	Reg Hour	52.000000
4 VACTN	Vacation	16.000000

Total80 for Empl_Rcd: 80.000000

Reviewing and Approving Exceptions

Exceptions are created for submitted reported time which doesn't pass rules. Low and Medium exceptions do not require action, but **HIGH** exceptions **MUST** be reviewed and corrected or accepted. After it has been fixed, it will not be cleared from the employee's timesheet until next Time Admin run.



The screenshot displays the Oracle HRMS interface. On the left is a 'Menu' sidebar with 'Time Management' expanded, showing options like 'Manage Schedules', 'Approve Time and Exceptions', and 'Report Time'. The main content area is titled 'Time Management' and contains several sections: 'Manage Schedules', 'Approve Time and Exceptions', 'Report Time', and 'View Time'. Within the 'Approve Time and Exceptions' section, the 'Exceptions' link is highlighted with a red rectangular box. The breadcrumb path at the top of the main content area reads 'Main Menu > Manager Self Service > Time Management'.

HRS NAVIGATION PATH: Time Management>Approve Time and Exceptions>Exceptions

Reviewing and Approving Exceptions

1. Select Group ID
2. Click Get Employees
3. Review listed exceptions

Note: if the exception(s) do not require further investigation, they may be allowed. **High Exceptions** must be resolved on the timesheet.
4. Click the open box(es) under the Allow, or click the Allow All button.
5. Click SAVE

Manage Exceptions

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	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>
North American Paygroup	<input type="text"/>
Workgroup	<input type="text"/>

Tip: Once you populate the group ID click on **Save Selection Criteria**. Next time you open this window your group ID will be populated

Click to View Additional Information

Filter Options

Exceptions Find | First 1 of 3 Last

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	UW_PCHIN	Late IN Punch	03/12/2012		PRG ASST CONF	Low
<input type="checkbox"/>	UW_PCHIN	Late IN Punch	04/02/2012		PRG ASST CONF	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.

NOTE: Once all exceptions have been Allowed and Saved, the Allow box will appear blank. This means that the exceptions have been removed from the employees timesheet.

Common timesheet entries/corrections

Common timesheet entries and corrections affecting Payable Time approval:

1. Exceptions must be cleared before approving time. Time Admin must run again to show exceptions cleared.
2. Floating Legal Holidays and Comp Time Used will appear in Approve Payable Time to be approved by the supervisor. These two types of absences are entered on the time sheet and require approval along with the hours worked for the week.
3. If Overtime should be given to the employee as Comp Time earned, this needs to be indicated under Rule Element 1 on the timesheet (for non-exempt employees).
4. Employee is only allowed to bank 80 hours of Comp Time. HRS will generate an exception if the Comp Time being earned results in the employee's Comp Time balance exceeding 80 hours.

Approving Absences from Timesheet

Timesheet [Sign Out](#)

Employee ID:

Job Title: UW HUMAN RES MGR ADV Employee Record Number: 0

[Click for Instructions](#)

View: Date: 10/30/2016 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

By:

Populate Time From:

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From: Sunday 10/30/2016 to Saturday 11/12/2016

Timesheet														Total	Time Reporting Code
Sun 10/26	Mon 10/27	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12		
	8.00	8.00						8.00	8.00	8.00	8.00			48.00	
			8.00	8.00	8.00							8.00		32.00	Vacation - VACTN

[Summary of Hours](#)
[Absence Event - click to view](#)
[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)
[Return to Approval Details](#)
[Request Absence](#)
[Approve Absence](#)

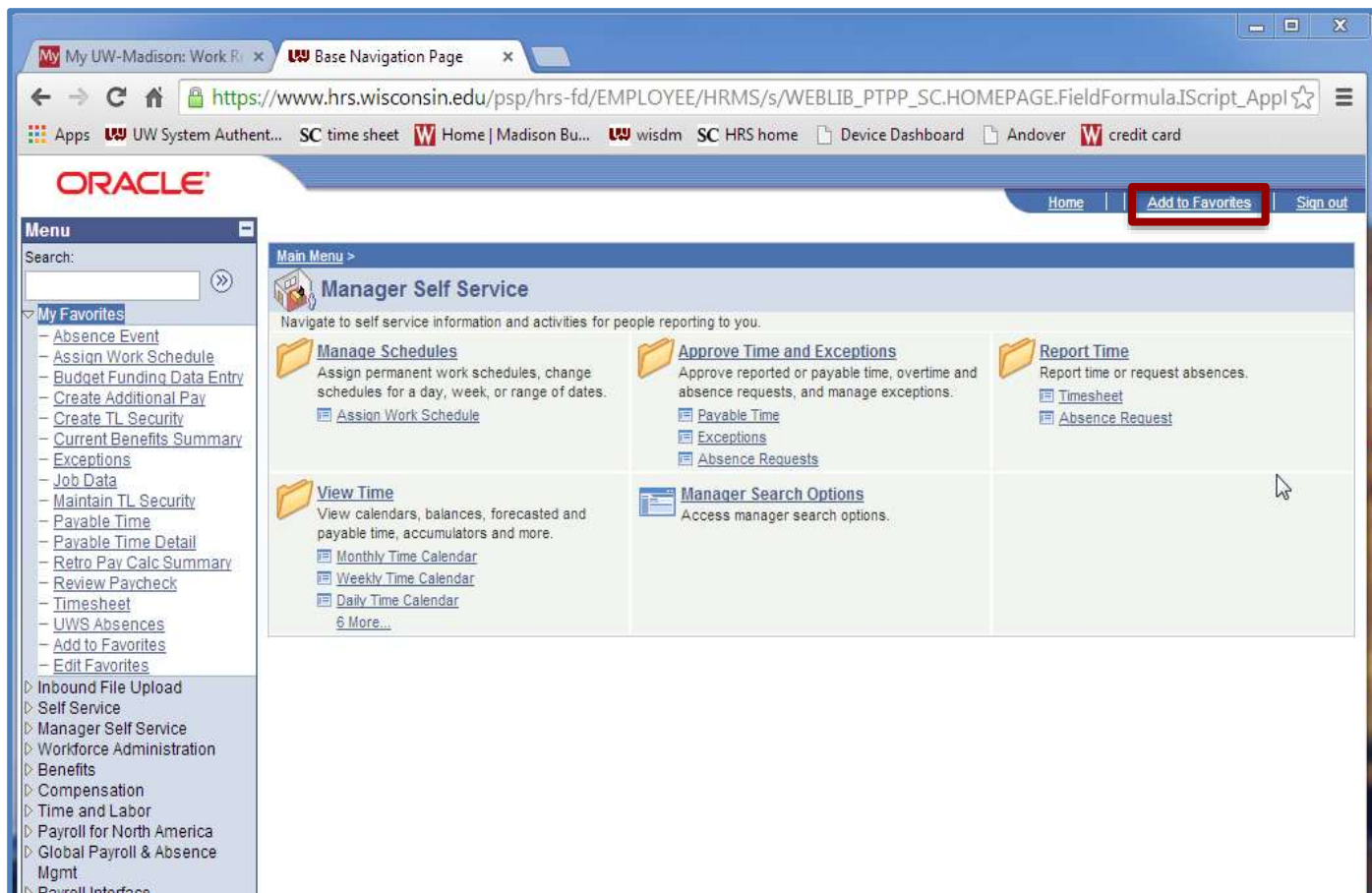
If an Absence appears as Needs Approval, you may also approve absences from the timesheet page by clicking on the **Approve Absence** link

Favorites

You can create a favorites menu by clicking on the Add to Favorites link. You will have the option of naming the favorite link.

Helpful favorites to save:

1. Timesheet
2. Exceptions
3. Absence Requests
4. Payable Time
5. IP Report
6. Payable Time Summary



The screenshot shows the Oracle HRMS Manager Self Service interface. The browser address bar displays the URL: https://www.hrs.wisconsin.edu/psp/hrs-fd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_Appl. The Oracle logo is visible at the top left. The navigation bar includes links for Home, Add to Favorites (highlighted with a red box), and Sign out. The main menu is titled 'Manager Self Service' and contains several sections: 'Manage Schedules', 'Approve Time and Exceptions', 'Report Time', 'View Time', and 'Manager Search Options'. The 'My Favorites' menu on the left lists various options, including 'Timesheet', 'Exceptions', 'Absence Requests', 'Payable Time', and 'IP Report'.

Reminder

After using My UW System Portal, be sure that you **Sign Out** using the link in the upper right and you must close the browser if you are using a public computer to ensure that your personal data is kept private.





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