

© Arizona Board of Regents, 2009
THE UNIVERSITY OF ARIZONA

updated 08.21.09 v.1.3

Table of Contents

Objectives and Agenda	1
Reference Material and Resources	3
Old Roles and New Roles	5
Time and Labor Processing	7
Logging In.....	9
Navigating UAccess Employee.....	11
<i>Accessing the Approve Reported Time Page</i>	<i>11</i>
<i>Looking Up Employee Time</i>	<i>15</i>
<i>Saving Selection Criteria.....</i>	<i>19</i>
Manager Self Service	21
Approving and Managing Time	21
<i>Reading the Approve Reported Time Page.....</i>	<i>21</i>
<i>Exception vs. Positive Time Reporters</i>	<i>23</i>
<i>Reviewing the Employee Timesheet.....</i>	<i>25</i>
<i>Reading an Exception Time Reporter Timesheet</i>	<i>29</i>
<i>Approving Employee Time</i>	<i>31</i>
<i>Reviewing Additional Information on the Employee Timesheet.....</i>	<i>35</i>
<i>Reading a Positive Time Reporter Timesheet</i>	<i>39</i>
<i>Denying Employee Time and Adding Comments</i>	<i>43</i>
<i>Changing Time for a Time Reporter.....</i>	<i>49</i>
<i>Correcting Improperly Approved Time.....</i>	<i>55</i>
<i>Correcting Improperly Denied Time.....</i>	<i>59</i>
Reporting Time for a Time Reporter	63
<i>Reporting Time for a Time Reporter.....</i>	<i>63</i>
Managing Exceptions.....	69
<i>Viewing and Allowing Exceptions</i>	<i>69</i>
View Unprocessed Time	73
<i>Viewing Unprocessed Reported Time</i>	<i>73</i>
Appendix A: Workgroups and Pay Groups	79
Appendix B: Automatic Email Notifications	85
Appendix C: Time Reporting Codes	87
Appendix D: Exception Codes	89
Glossary	91

Objectives and Agenda

Objectives

- Understand your role as a Time Approver or Time Coordinator
- Understand the difference between Positive and Exception Time Reporting
- View and review reported time
- Approve reported time
- Deny reported time
- Edit and add reported time
- Understand and allow exceptions
- Access the Time and Labor Dashboard

Agenda

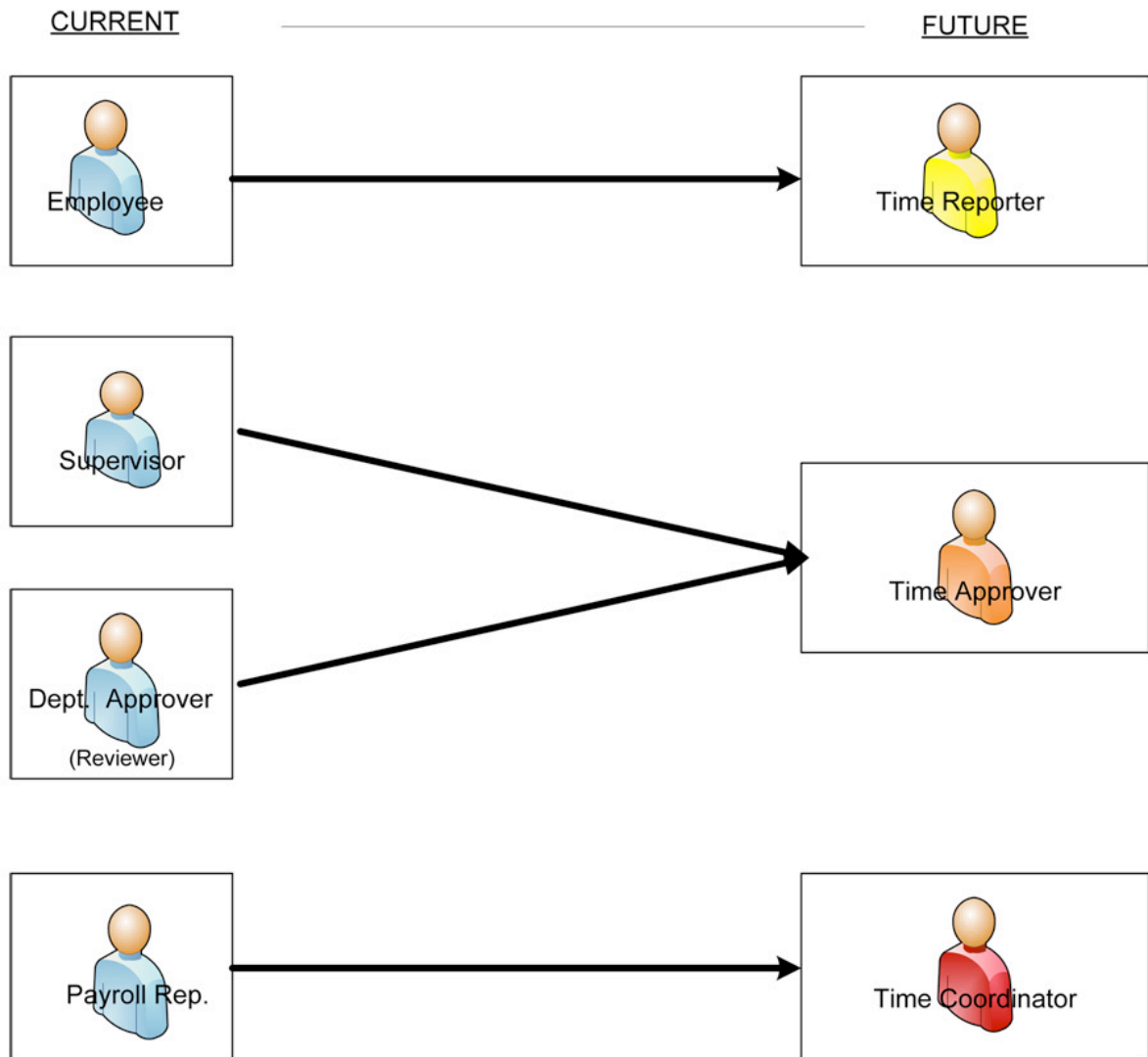
1. Introduction and definitions of terms *(All)*
2. Navigating UAccess Employee *(All)*
 - Accessing the Timesheet Summary Page
 - Understanding the Individual Timesheet Page
3. Managing Time *(Time Approvers)*
 - Approving Time
 - Denying Time
 - Correcting Time
 - Entering Time for an Employee
4. Allowing Exceptions *(Time Coordinators)*
5. Viewing Time Using Unprocessed Reported Time *(Time Coordinators)*
6. Time and Labor Dashboard *(All)*

Reference Material and Resources

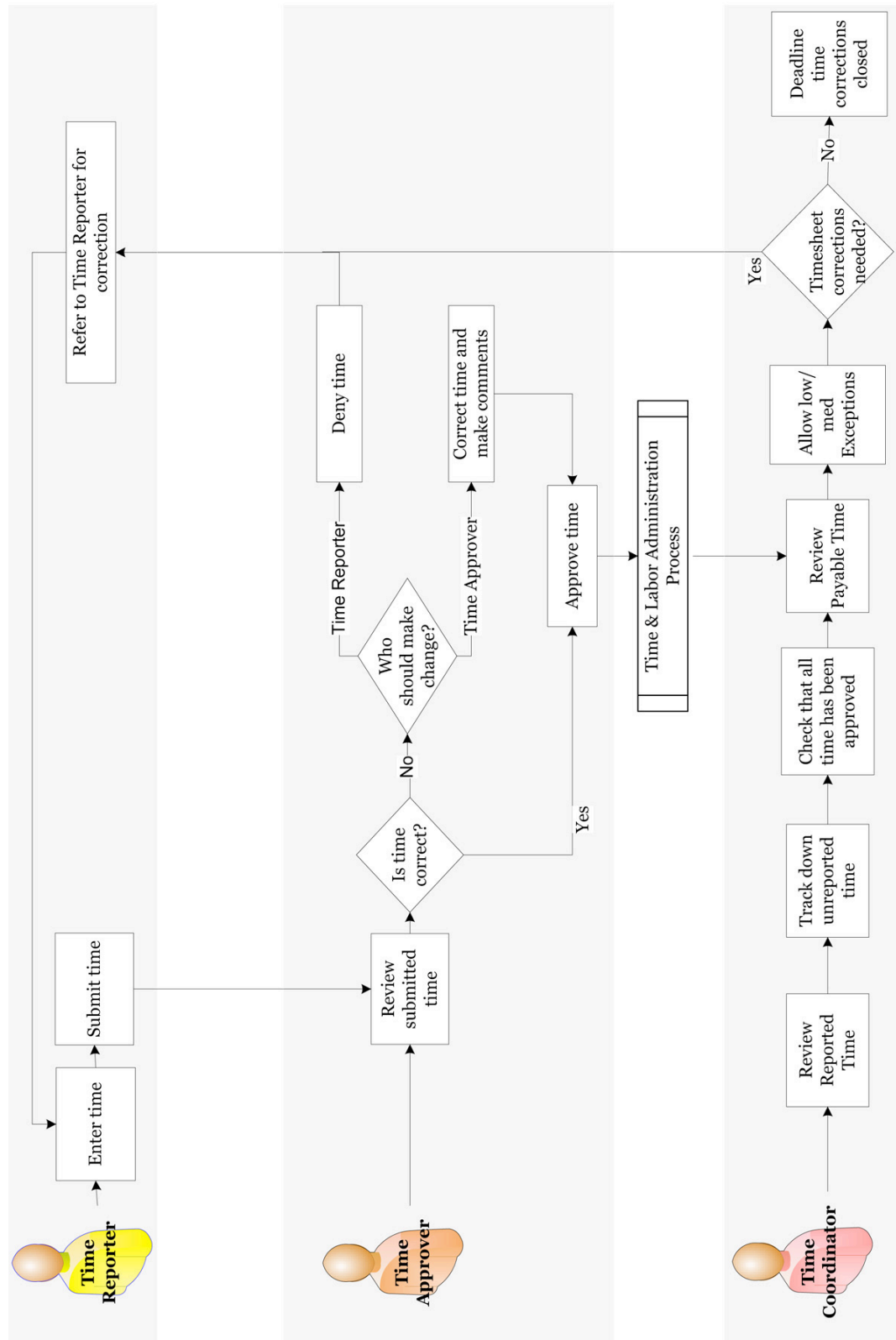
Reference Material and Resources

UITs Workshop and Training Team (<http://uits.arizona.edu/workshops>)
24/7 IT Support Center (<http://247.arizona.edu/>)
Online UAccess Employee Lessons
(<https://upktraining.uits.arizona.edu/odstrack/content/employee/toc.html>)

Mosaic Community (<http://mosaic.community.arizona.edu/>)
Mosaic Website (<http://mosaic.arizona.edu>)
Mosaic Listserv (http://mosaic.arizona.edu/mosaic_listserv)

Old Roles and New Roles

Time and Labor Processing



Training Guide



Notes:

Logging In

Launching the Real UAccess Employee

UAccess Portal (<http://uaccess.arizona.edu>)

Available by September 28, 2009

UAccess Employee Training Environment

1. Launch a browser
2. Navigate to the UAccess Employee training environment (<http://hr.mosaic.arizona.edu/train>).
3. Login: **train#** (for example: train2). Do not type the #. Your instructor will give you a specific number.
4. Password: **Love2Learn!** Please note the **uppercase Ls** and the **exclamation point**.

Note: You are welcome to log in to the training site to practice from your desk. If you do so, please

1. Use one of these logins: train175, train176, train177, train178, train179, or train180. Doing so will ensure that you don't interfere with people who are in a workshop.
2. Remember that the training environment is reset every night, so your changes will be erased.

Navigating UAccess Employee

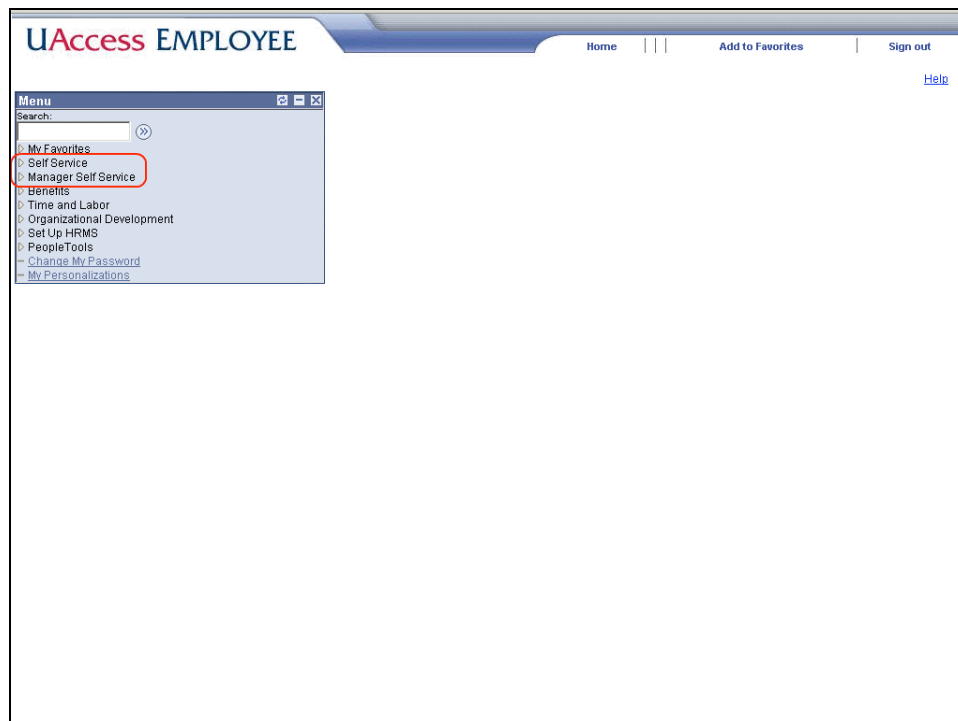
The lessons in this section review basic navigation principles that apply to most people who use UAccess Employee.

Accessing the Approve Reported Time Page

The Approve Reported Time component is where Time Approvers will go to access a list of all employees who have timesheets awaiting review. This lesson will show you how to access it.

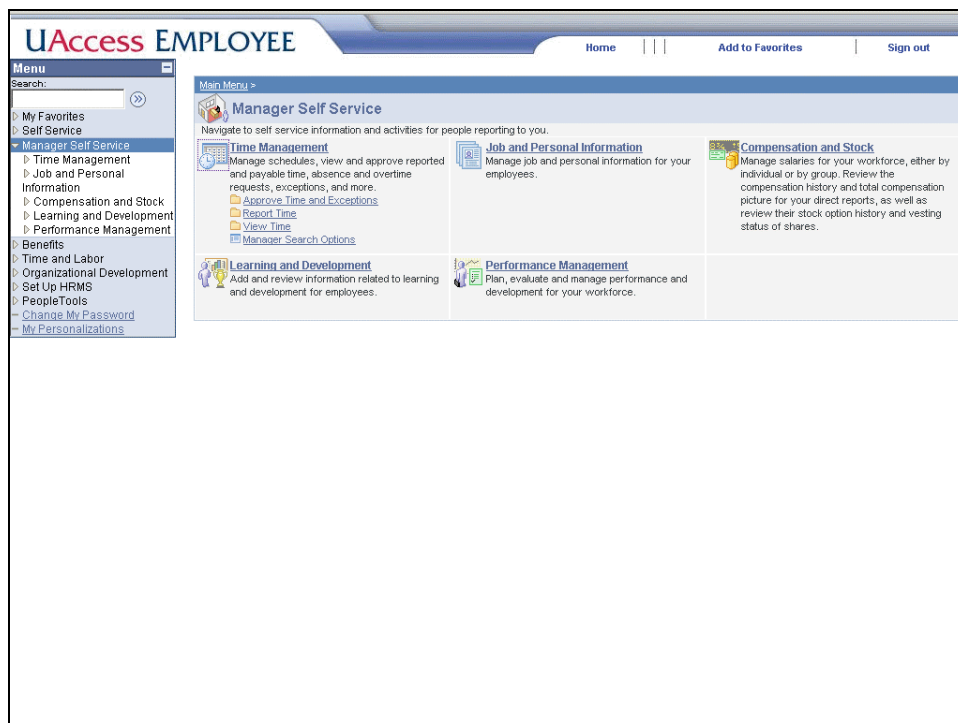
Procedure

Navigating to the Approve Reported Time page is simple. Remember, also, that you can add the page as a favorite to minimize the navigation you have to do.



Step	Action
1.	All employees will use the Self Service area to fill out their own timesheets.
2.	Time Approvers will use Manager Self Service to access their employees' timesheets and approve, edit, or deny time. Time Coordinators will use this area to review and allow exceptions and view high-level time reports.

Step	Action
3.	<p>Begin by navigating to the Approve Reported Time page.</p> <p>Click the Manager Self Service link.</p> <p>Manager Self Service</p>



Step	Action
4.	<p>Click the Approve Time and Exceptions link.</p> <p>Approve Time and Exceptions</p>



Step	Action
5.	<p>Reported Time is the time that Time Reporters have submitted for your review. Access this area to complete your responsibilities as a Time Approver.</p> <p>Click the Reported Time link.</p> <p>Reported Time</p>

UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
 - Job and Personal Information
 - Compensation and Stock
 - Learning and Development
 - Performance Management
- Benefits
- Time and Labor
- Organizational Development
- Set Up HRMS
- PeopleTools
- Change My Password
- My Personalizations

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	<input type="text"/>
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>

[Click for Instructions](#)

☒ Show Schedule Information

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

Employees For Wilma Wildcat, Time Needing Approval Before 06/28/2009 [Customize](#) | [Find](#) | [First](#) | [1 of 1](#)

Select	Name	Hours to be Approved	Presence at Work	Employee ID	Workgroup	Reporting Type	Supervisor Position	Hour Rat
<input type="checkbox"/>	Daisy Duck	12.000	1.000	043006621	FA9	Exception		

☒ [Select All](#)
☐ [Deselect All](#)

Step	Action
6.	You've accessed the Approve Reported Time page, which is the first step in approving or denying time for your Time Reporters.
7.	Continue to the next lesson for an overview of the Timesheet Summary . End of Procedure.


Looking Up Employee Time


All Time Approvers have access to all timesheets submitted in their department, so you'll want to conduct a search so that you only see the timesheets you actually need to review. This lesson will show you how.

Procedure

From the **Approve Reported Time** page, you can access reported time in order to approve or deny it.

Note: This page will only show you Time Reporters with reported time that is pending approval. Employees who have not filled out a timesheet will not appear on this page.

Step	Action
1.	<p>You can collapse the Menu Pagelet to give you more room on the screen for the Approve Reported Time page.</p> <p>Click the Collapse Menu button.</p> 



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Info](#)

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	<input type="text"/>
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click for Instructions](#)

☒ Show Schedule Information


View By: All Time Before | Date: 08/10/2009 | [Refresh](#) | [Previous Week](#) | [Next Week](#)

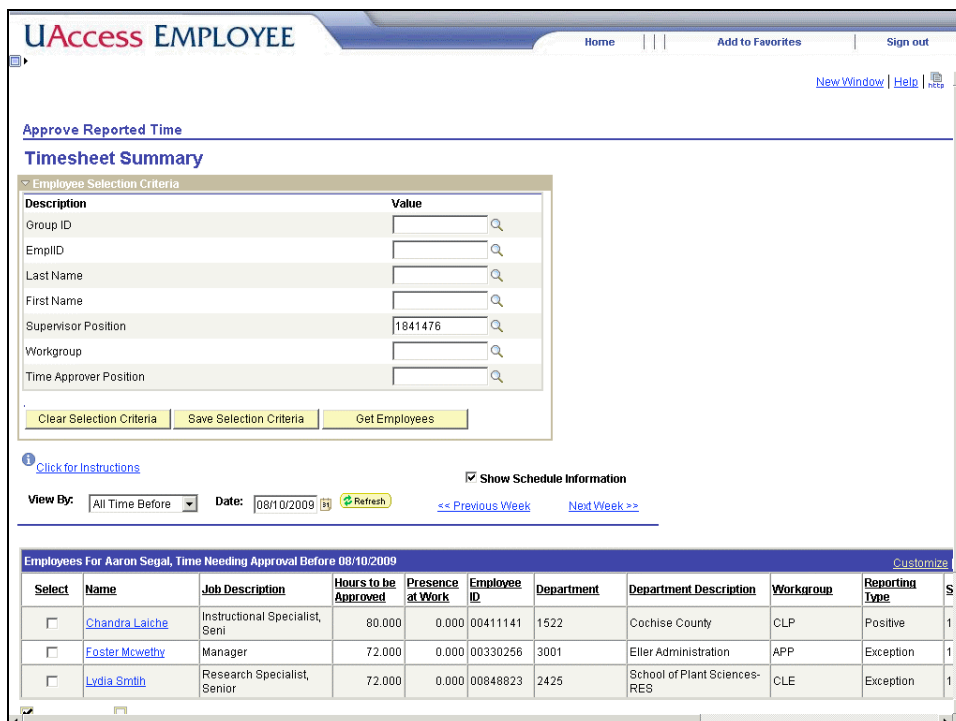
Employees For Aaron Segal, Time Needing Approval Before 08/10/2009

Select	Name	Job Description	Hours to be Approved	Presence at Work	Employee ID	Department	Department Description	Workgroup	Reporting Type
<input type="checkbox"/>	Name		0.000000	0.000000					

☒ Select All | ☐ Deselect All

Approve Selected | Deny Selected

Step	Action
2.	Clicking the Get Employees button without filling in any of the search fields will return a list of all Time Reporters in your department who have reported time that is pending approval. In most cases, you will want to narrow the search before you click Get Employees .
3.	You can use the Employee Selection Criteria to restrict your search to just time records that require your approval.
4.	One field that you can use to filter the list of employees is your Supervisor Position number. Enter the desired information into the Supervisor Position field. Enter "1841476" .
5.	Click the Get Employees button. 



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	
EmplID	
Last Name	
First Name	
Supervisor Position	1841476
Workgroup	
Time Approver Position	

Clear Selection Criteria | Save Selection Criteria | **Get Employees**

[Click for Instructions](#) | ☒ Show Schedule Information

View By: All Time Before | Date: 08/10/2009 | [Refresh](#) | [Previous Week](#) | [Next Week](#)

Employees For Aaron Segal, Time Needing Approval Before 08/10/2009

Select	Name	Job Description	Hours to be Approved	Presence at Work	Employee ID	Department	Department Description	Workgroup	Reporting Type	S
<input type="checkbox"/>	Chandra Laiche	Instructional Specialist, Seni	80.000	0.000	00411141	1522	Cochise County	CLP	Positive	1
<input type="checkbox"/>	Foster Mcwethy	Manager	72.000	0.000	00330256	3001	Eller Administration	APP	Exception	1
<input type="checkbox"/>	Lydia Smith	Research Specialist, Senior	72.000	0.000	00848823	2425	School of Plant Sciences-RES	CLE	Exception	1

Step	Action
6.	Note: If you were filling in for another Time Approver in your department, you could easily use their Position number to search for their Time Reporters instead of your own.

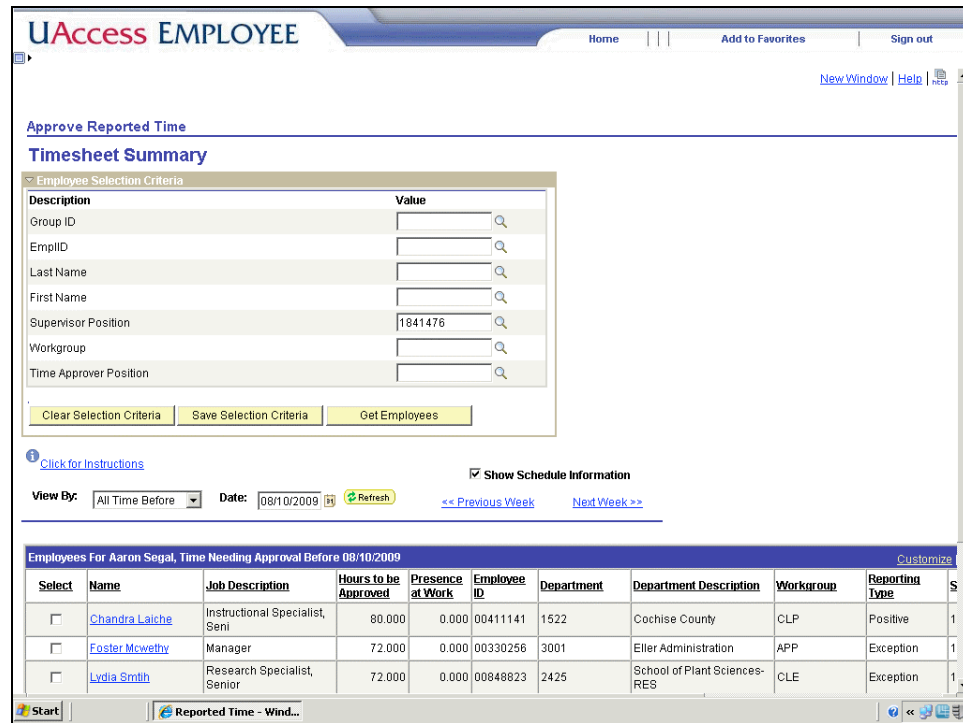
Step	Action
7.	The search results show the employees who have reported time that is waiting to be approved.
8.	The default view shows you all time needing approval prior to the start date of the next time period. Usually, this default view is the best way to view time, as it will ensure that you don't miss time that employees have reported for earlier pay periods.
9.	Refreshing the screen every so often will ensure that you have the latest time report for each employee, as employees may submit time throughout the day.
10.	End of Procedure.

Saving Selection Criteria

This lesson will show you how to save your Selection Criteria preferences so that you don't have to enter them every time you log in.

Procedure

You will usually use the same selection criteria every time you use UAccess Employee, and there are some ways save your preferences.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Log out](#)

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	1841476
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>



Clear Selection Criteria | Save Selection Criteria | Get Employees



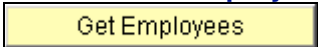
[Click for Instructions](#) ☒ Show Schedule Information

View By: All Time Before Date: 08/10/2009 [Refresh](#) << Previous Week Next Week >>

Employees For Aaron Segal, Time Needing Approval Before 08/10/2009

Select	Name	Job Description	Hours to be Approved	Presence at Work	Employee ID	Department	Department Description	Workgroup	Reporting Type	S
<input type="checkbox"/>	Chandra Laiche	Instructional Specialist, Seni	80.000	0.000	00411141	1522	Cochise County	CLP	Positive	1
<input type="checkbox"/>	Foster Mcwethy	Manager	72.000	0.000	00330256	3001	Eller Administration	APP	Exception	1
<input type="checkbox"/>	Lydia Smith	Research Specialist, Senior	72.000	0.000	00848823	2425	School of Plant Sciences-RES	CLE	Exception	1

Step	Action
1.	<p>Once you've entered the selection criteria that you want to use on a regular basis, you can save them so that you don't have to enter them again.</p> <p>Click the Save Selection Criteria button.</p> 
2.	<p>Let's navigate to another screen to test the saved criteria.</p> <p>First you must expand the Menu Pagelet in order to navigate to another screen.</p> <p>Click the Expand Menu button.</p> 

Step	Action
3.	<p>The Exceptions component also includes a Selection Criteria screen.</p> <p>Click the Exceptions link.</p> 
4.	<p>As you can see, the criteria that you entered are automatically entered in the appropriate fields on the Manage Exceptions screen.</p> <p>Click the Reported Time link.</p> 
5.	<p>Since your selection criteria are pre-populated, all you have to do is click the Get Employees button to load the information that you want.</p> <p>Click the Get Employees button.</p> 
6.	<p>Note that you could use the Clear Selection Criteria button to remove the saved information from the screen.</p> <p>However, Clear Selection Criteria will not permanently remove your saved selection criteria from memory. To do that, you'll have to navigate to Manager Search Options.</p>
7.	<p>You've used the Save Selection Criteria button as a quick way to preserve your preferences.</p> <p>You can make more detailed customizations under Manager Search Options. See the Setting Up Manager Search Options lesson for more detail.</p> <p>End of Procedure.</p>

Manager Self Service

Time Approvers and Time Coordinators will use Manager Self Service to review time submitted by Time Reporters. The lessons in this section will show you how to do so.

Approving and Managing Time

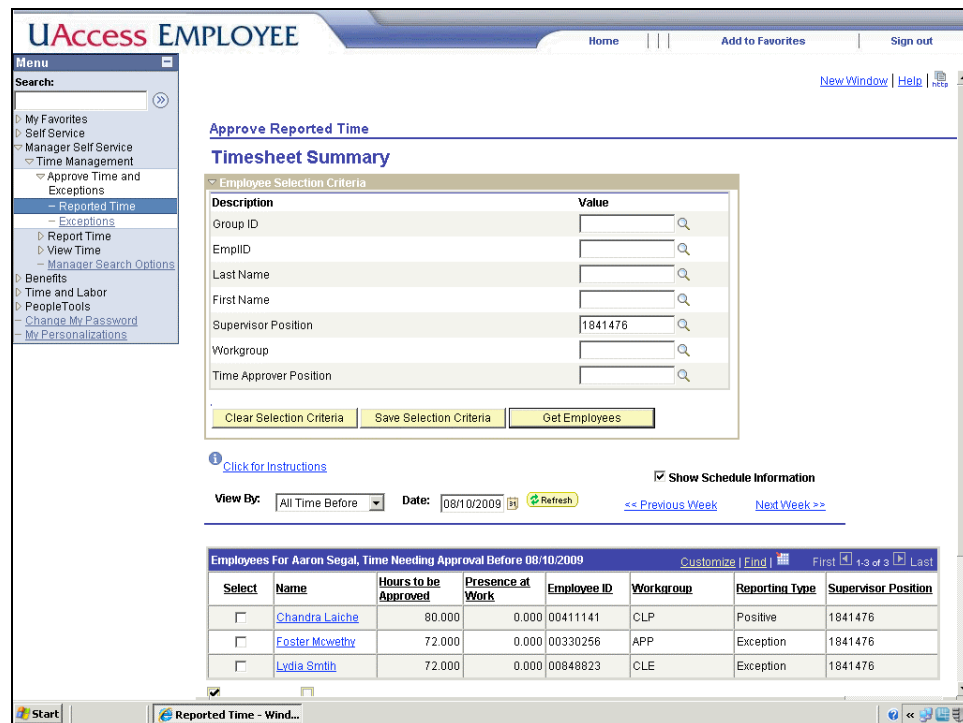
This section covers how to access employee timesheets and approve or deny the reported time.

Reading the Approve Reported Time Page

This lesson covers how to navigate and read the Approve Reported Time screen.

Procedure

The Approve Reported Time page gives you some good basic information about the timesheets that are waiting for your review.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Log out](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
 - Benefits
 - Time and Labor
 - PeopleTools
 - Change My Password
 - My Personalizations

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmpID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	1841476
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click for Instructions](#) | ☒ Show Schedule Information

View By: All Time Before | Date: 08/10/2009 | [Refresh](#) | [Previous Week](#) | [Next Week](#)

Employees For Aaron Segal, Time Needing Approval Before 08/10/2009

Select	Name	Hours to be Approved	Presence at Work	Employee ID	Workgroup	Reporting Type	Supervisor Position
<input type="checkbox"/>	Chandra Laiche	80.000	0.000	00411141	CLP	Positive	1841476
<input type="checkbox"/>	Foster Mcwethy	72.000	0.000	00330256	APP	Exception	1841476
<input type="checkbox"/>	Lydia Smith	72.000	0.000	00848823	CLE	Exception	1841476

Step	Action
1.	<p>The list of employees gives you some basic information on the time awaiting your approval.</p> <p>You could approve the time from this screen, but it's generally a better idea to go into the individual timesheets so you know exactly what you're approving.</p>

Step	Action
2.	<p>You can sort the list of employees by any of the underlined column headers. In this case, let's sort the employees by Workgroup.</p> <p>Click the Workgroup link.</p> <p><u>Workgroup</u></p>
3.	<p>From this screen, you can see whether the employee is a Positive Time Reporter or an Exception Time Reporter.</p> <p>Note that the Hours to be Approved column shows the exception time (vacation, sick, etc.) for the Exception Time Reporters, but it shows all time (regular and vacation, sick, etc.) for the Positive Time Reporter.</p>
4.	<p>You can click on any employee's name to see the details of the time that she or he has reported.</p> <p>Click the Foster Mcwethy link.</p> <p><u>Foster Mcwethy</u></p>
5.	<p>You've now navigated to the Timesheet page for an Exemption Time Reporter. The next lesson will cover how to read this page.</p> <p>End of Procedure.</p>

Exception vs. Positive Time Reporters**Exception Time Reporter****Positive Time Reporter**

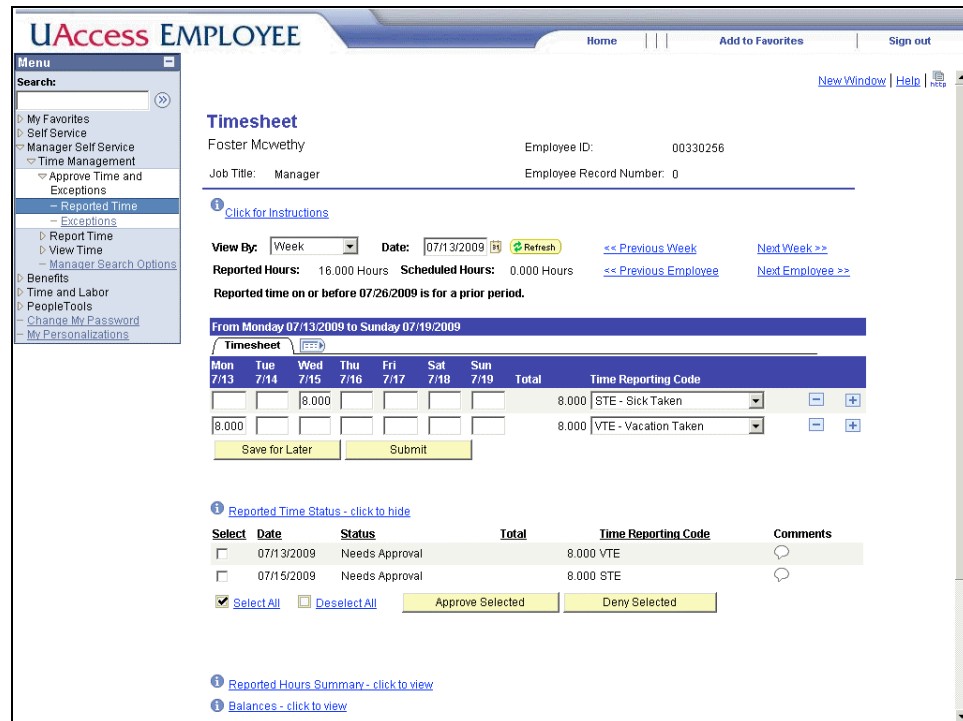
Reviewing the Employee Timesheet

This lesson gives you a tour of basic timesheet features.

Procedure

The basic characteristics of the timesheet are the same whether the employee is a Positive Time Reporter or an Exception Time Reporter.

This lesson covers the traits common to both types of timesheet.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Log out](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Foster Mcwethy Employee ID: 00330256
 Job Title: Manager Employee Record Number: 0

[Click for Instructions](#)

View By: Date: 07/13/2009 [Refresh](#) [Previous Week](#) [Next Week >>](#)

Reported Hours: 16.000 Hours Scheduled Hours: 0.000 Hours [Previous Employee](#) [Next Employee >>](#)

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/19/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total	Time Reporting Code
		8.000					8.000	STE - Sick Taken
8.000							8.000	VTE - Vacation Taken

[Save for Later](#) [Submit](#)

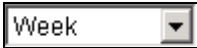

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/13/2009	Needs Approval	8.000	VTE	
<input type="checkbox"/>	07/15/2009	Needs Approval	8.000	STE	

☒ [Select All](#) ☐ [Deselect All](#) [Approve Selected](#) [Deny Selected](#)

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

Step	Action
1.	<p>This is the Timesheet page for Foster Mcwethy.</p> <p>Time Approvers will use the Timesheet page to adjust a Time Reporter's entries and approve or deny the reported time.</p>
2.	<p>The Employee Record Number indicates whether this is the employee's principal job or an additional job.</p> <p>A zero (0) usually indicates that the position is the employee's principal job. Any other number indicates that it is an additional job. These numbers correspond to what an employee with multiple jobs will see on his or her timesheet.</p>

Step	Action
3.	Reported Hours will look different depending on whether you are reviewing a timesheet for a Positive Time Reporter or Exception Time Reporter.
4.	<p>The Timesheet area looks just like the employee timesheet, so it should be familiar from reviewing how to fill out your own timesheet as a Time Reporter.</p> <p>From this area, you can edit and submit time for your Time Reporter if necessary.</p>
5.	<p>The Reported Time Status area is where you will go to approve or deny each instance of reported time.</p> <p>Anything labeled Needs Approval is waiting for your action.</p>
6.	<p>The default view of the timesheet is by week. (You can change this default in User Preferences in the Self Service, Time Reporting section.)</p> <p>If you approve time with the view set to Week, you will need to approve twice: once for each week in the pay period. For that reason, it's a good idea to change the View By option to Time Period.</p> <p>Click the View By list.</p> 
7.	<p>Click the Time Period list item.</p> 

UAccess EMPLOYEE Home Add to Favorites Sign out

[New Window](#) [Help](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Foster Mcwethy Employee ID: 00330256

Job Title: Manager Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 40.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee Next Employee >>

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000				8.000	HLE - Holiday
								8.000						8.000	JRE - Jury Duty
		8.000												8.000	STE - Sick Taken
8.000											8.000			16.000	VTE - Vacation Taken

Save for Later Submit

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/13/2009	Needs Approval		8.000 VTE	
<input type="checkbox"/>	07/15/2009	Needs Approval		8.000 STE	
<input type="checkbox"/>	07/21/2009	Needs Approval		8.000 JRE	
<input type="checkbox"/>	07/23/2009	Needs Approval		8.000 HLE	
<input type="checkbox"/>	07/24/2009	Needs Approval		8.000 VTE	

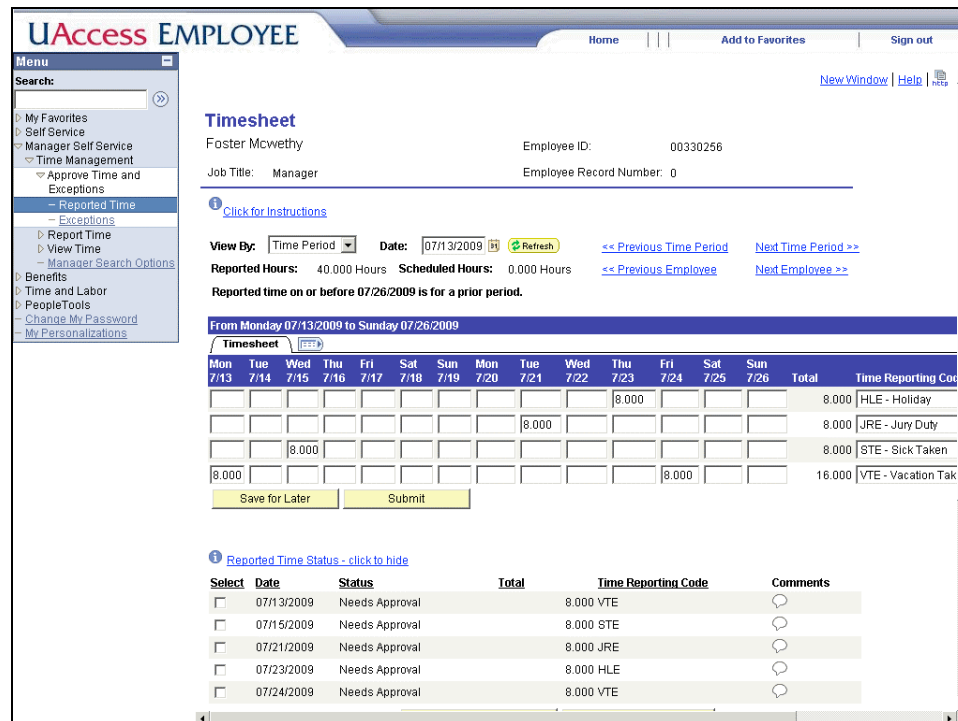
Step	Action
8.	You'll see now that all of the employee's reported time for that two week period shows at once. And, you can approve or deny all of it in one screen.
9.	Those are the basics of reviewing an employee timesheet. Move on to the next lessons to look at the differences between Positive and Exception Time Reporter timesheets. End of Procedure.

Reading an Exception Time Reporter Timesheet

Exception Time Reporter and Positive Time Reporter timesheets look slightly different. This lesson covers the special features of an Exception Time Reporter timesheet.

Procedure

There are some small but significant differences between an Exception Time Reporter timesheet and a Positive Time Reporter's timesheet.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Logout](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Foster Mcwethy Employee ID: 00330256

Job Title: Manager Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 [Refresh](#) [Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 40.000 Hours Scheduled Hours: 0.000 Hours [Previous Employee](#) [Next Employee >>](#)

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000				8.000	HLE - Holiday
								8.000						8.000	JRE - Jury Duty
		8.000												8.000	STE - Sick Taken
8.000											8.000			16.000	VTE - Vacation Taken

[Save for Later](#) [Submit](#)

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/13/2009	Needs Approval	8.000	VTE	
<input type="checkbox"/>	07/15/2009	Needs Approval	8.000	STE	
<input type="checkbox"/>	07/21/2009	Needs Approval	8.000	JRE	
<input type="checkbox"/>	07/23/2009	Needs Approval	8.000	HLE	
<input type="checkbox"/>	07/24/2009	Needs Approval	8.000	VTE	

Step	Action
1.	Because Exception Time Reporters are by default assumed to work their regular time, you will only see the timesheet for an Exception Time Reporter if she or he is reporting vacation time, sick time, or other leave. Otherwise, their timesheets won't show up on your list of reported time.
2.	Because Exception Time Reporters only report time away from work, the Reported Hours section shows how much leave (exception) time they are being paid for--NOT how much total time they are being paid for.
3.	In an Exception Time Reporter timesheet, you will see only leave-related Time Reporting Codes. No regular time will show.
4.	And, finally, in an Exception Time Reporter timesheet, only the leave time will show for your approval. You won't need to approve the regular time that the Exception Time Reporter worked.

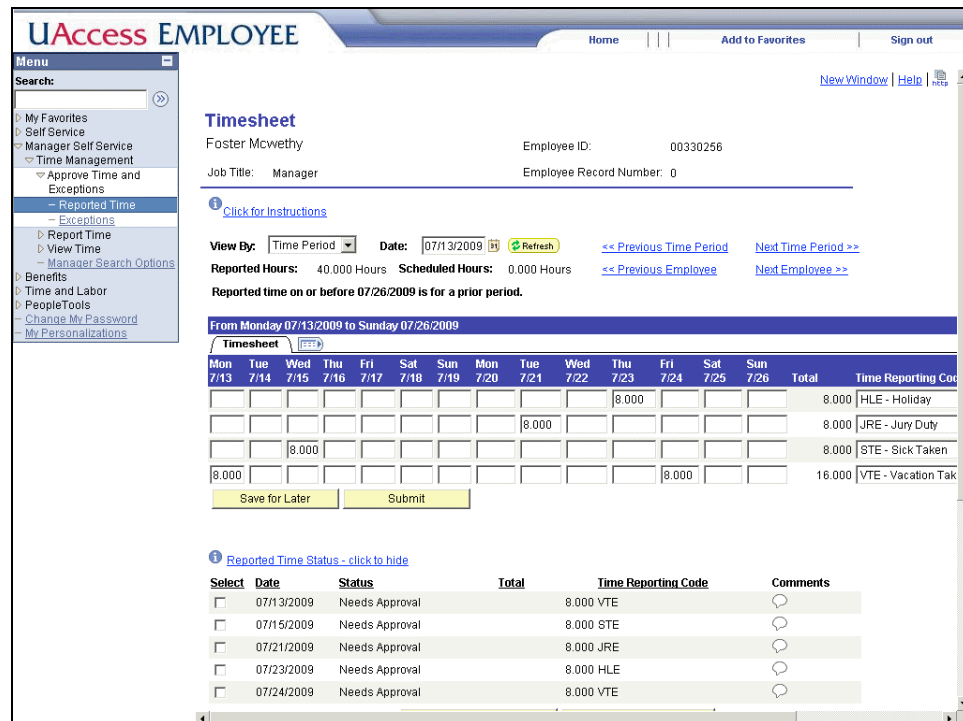
Step	Action
5.	Those are the basic features that distinguish an Exception Time Reporter timesheet from that of a Positive Time Reporter. End of Procedure.

Approving Employee Time

This lesson covers how to approve time for employees, regardless of whether they are Exception or Positive Time Reporters.

Procedure

Once you have accessed the timesheet, reviewing and approving the employee time is pretty simple.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Menu

Search: []

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Foster Mcwethy Employee ID: 00330256

Job Title: Manager Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 Refresh

Reported Hours: 40.000 Hours Scheduled Hours: 0.000 Hours

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000				8.000	HLE - Holiday
								8.000						8.000	JRE - Jury Duty
		8.000												8.000	STE - Sick Taken
8.000											8.000			16.000	VTE - Vacation Taken

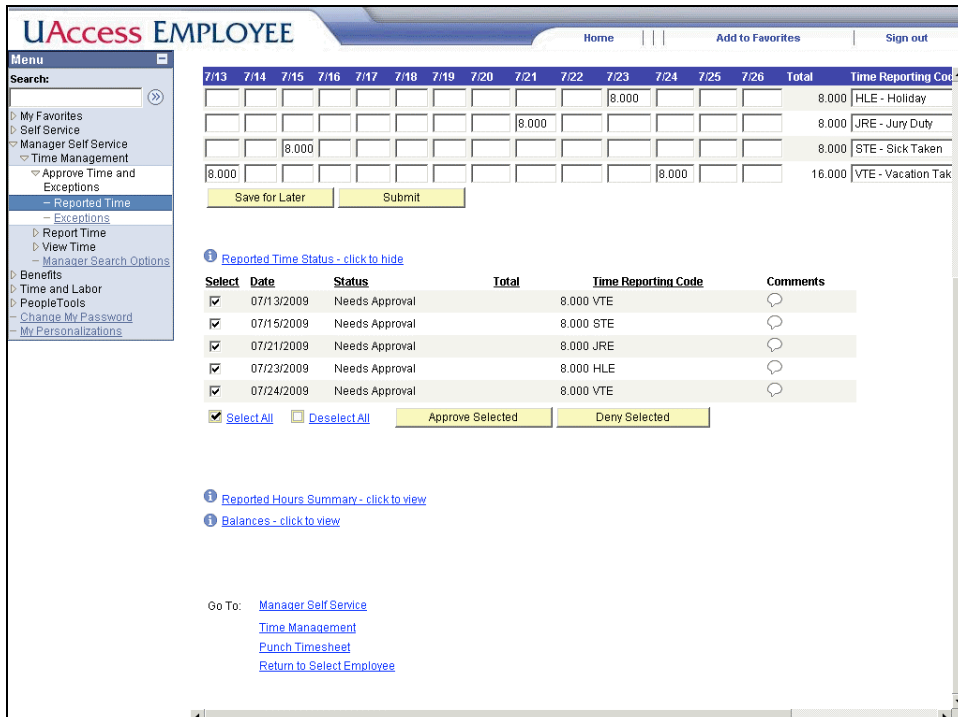
Save for Later Submit

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/13/2009	Needs Approval	8.000	VTE	
<input type="checkbox"/>	07/15/2009	Needs Approval	8.000	STE	
<input type="checkbox"/>	07/21/2009	Needs Approval	8.000	JRE	
<input type="checkbox"/>	07/23/2009	Needs Approval	8.000	HLE	
<input type="checkbox"/>	07/24/2009	Needs Approval	8.000	VTE	

[Select All](#)

Step	Action
1.	<p>You may have to scroll down to view the Approve Selected and Deny Selected buttons.</p> <p>Click the scrollbar.</p>
2.	<p>You can select individual instances of time to approve, or you can use the Select All link as a shortcut.</p> <p>Note: You must approve or deny each instance of time in order for it to be processed.</p> <p>Click the Select All link.</p> <p>Select All</p>



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
 - Benefits
 - Time and Labor
 - PeopleTools
 - Change My Password
 - My Personalizations

Reported Time Status - click to hide

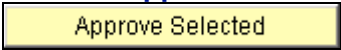
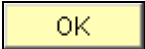

Select	Date	Status	Total	Time Reporting Code	Comments
<input checked="" type="checkbox"/>	07/13/2009	Needs Approval	8.000	VTE	
<input checked="" type="checkbox"/>	07/15/2009	Needs Approval	8.000	STE	
<input checked="" type="checkbox"/>	07/21/2009	Needs Approval	8.000	JRE	
<input checked="" type="checkbox"/>	07/23/2009	Needs Approval	8.000	HLE	
<input checked="" type="checkbox"/>	07/24/2009	Needs Approval	8.000	VTE	

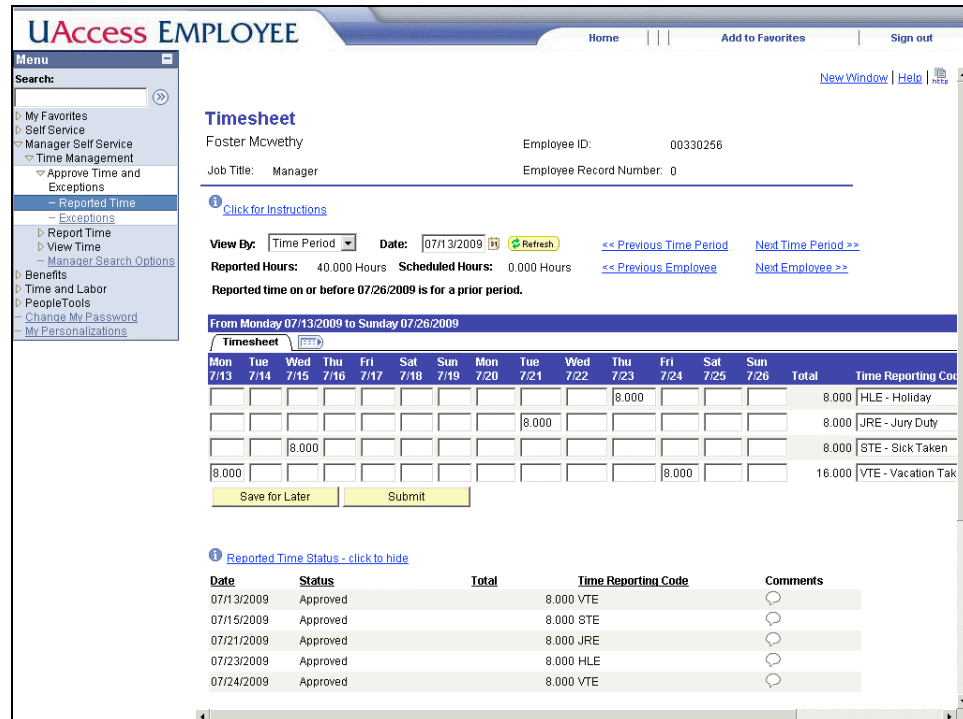
☒ **Select All** ☐ **Deselect All**

Reported Hours Summary - click to view

Balances - click to view

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

Step	Action
3.	If you want to uncheck all of the boxes, you can use the Deselect All link.
4.	<p>To approve all those instances of time, all you need to do is click a button.</p> <p>Click the Approve Selected button.</p> 
5.	<p>You will be prompted to confirm your action.</p> <p>Note that this message tells you that the time cannot be "Unapproved"; however, there is a way to change Approved time back to Needs Approval. Another lesson will cover how to do so.</p> <p>Click the OK button.</p> 
6.	<p>And, you will be notified that the approval has been completed.</p> <p>Click the OK button.</p> 



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Log](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Foster Mcwethy Employee ID: 00330256

Job Title: Manager Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 [Refresh](#) [Previous Time Period](#) [Next Time Period](#)

Reported Hours: 40.000 Hours Scheduled Hours: 0.000 Hours [Previous Employee](#) [Next Employee](#)

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000				8.000	HLE - Holiday
								8.000						8.000	JRE - Jury Duty
		8.000												8.000	STE - Sick Taken
8.000											8.000			16.000	VTE - Vacation Tak

[Save for Later](#) [Submit](#)

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

Date	Status	Total	Time Reporting Code	Comments
07/13/2009	Approved		8.000 VTE	
07/15/2009	Approved		8.000 STE	
07/21/2009	Approved		8.000 JRE	
07/23/2009	Approved		8.000 HLE	
07/24/2009	Approved		8.000 VTE	

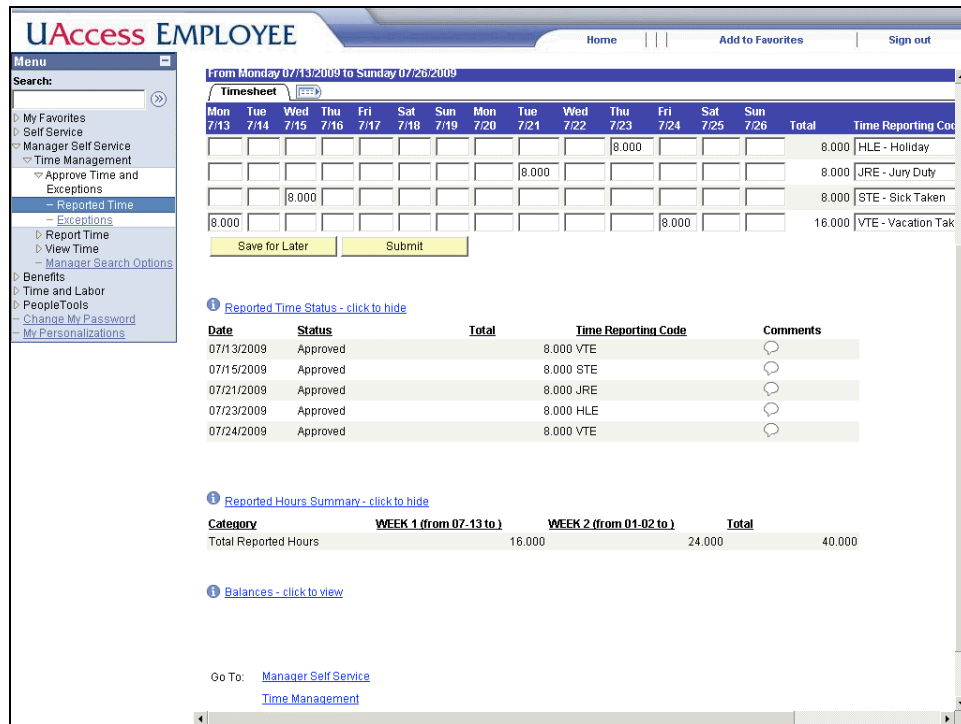
Step	Action
7.	Once time has been approved the status changes to Approved .
8.	Let's scroll down a bit further so that we can see the Reported Time Summary . Click the scrollbar.
9.	Expand the Reported Hours Summary link to view a summary of the reported hours by week Click the Reported Hours Summary - click to view link. Reported Hours Summary - click to view
10.	The Reported Hours Summary link reveals all hours that have been reported regardless of their approval status.
11.	You've successfully approved employee time. Frequently, that will be all there is to it. However, on occasion you'll need to deny or correct time. The next lessons will show you how to do so. End of Procedure.

Reviewing Additional Information on the Employee Timesheet

There are a few more useful tidbits on the timesheet. This lesson covers them.

Procedure

You have a few more links that you can work with on the employee timesheet.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000				8.000	HLE - Holiday
								8.000						8.000	JRE - Jury Duty
		8.000												8.000	STE - Sick Taken
8.000											8.000			16.000	VTE - Vacation Tak

Save for Later | Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
07/13/2009	Approved	8.000	VTE	
07/15/2009	Approved	8.000	STE	
07/21/2009	Approved	8.000	JRE	
07/23/2009	Approved	8.000	HLE	
07/24/2009	Approved	8.000	VTE	

Reported Hours Summary - click to hide

Category	WEEK 1 (from 07-13 to)	WEEK 2 (from 01-02 to)	Total
Total Reported Hours	16.000	24.000	40.000

Balances - click to view

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

Step	Action
1.	Expand the Balances link to view balance time data for the employee. Click the Balances - click to view link. Balances - click to view
2.	The Balances link reveals Sick, Vacation, and Comp Time balances for this employee. Note: These balances update to include the time reported in this timesheet, whether it has been approved yet or not. So, these balances are up-to-the-moment accurate.
3.	The bottom of the screen includes a few more navigation links for your convenience. Click the scrollbar.

UAccess EMPLOYEE										Home		Add to Favorites		Sign out																															
Menu Search: [] My Favorites Self Service Manager Self Service Time Management ▽ Approve Time and Exceptions - Reported Time - Exceptions ▶ Report Time ▶ View Time ▶ Manager Search Options Benefits Time and Labor PeopleTools Change My Password My Personalizations																																													
<div style="float: right;"> <input type="text"/> 8.000 <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="text"/> <input type="text"/> 8.000 <input type="text"/> <input type="text"/> 16.000 VTE - Vacation Tak </div> <div style="clear: both;"></div> <div style="margin-top: 10px; margin-left: 100px;"> Save for Later Submit </div>																																													
<p>i Reported Time Status - click to hide</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Total</th> <th>Time Reporting Code</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>07/13/2009</td> <td>Approved</td> <td>8.000</td> <td>VTE</td> <td>[]</td> </tr> <tr> <td>07/15/2009</td> <td>Approved</td> <td>8.000</td> <td>STE</td> <td>[]</td> </tr> <tr> <td>07/21/2009</td> <td>Approved</td> <td>8.000</td> <td>JRE</td> <td>[]</td> </tr> <tr> <td>07/23/2009</td> <td>Approved</td> <td>8.000</td> <td>HLE</td> <td>[]</td> </tr> <tr> <td>07/24/2009</td> <td>Approved</td> <td>8.000</td> <td>VTE</td> <td>[]</td> </tr> </tbody> </table>																Date	Status	Total	Time Reporting Code	Comments	07/13/2009	Approved	8.000	VTE	[]	07/15/2009	Approved	8.000	STE	[]	07/21/2009	Approved	8.000	JRE	[]	07/23/2009	Approved	8.000	HLE	[]	07/24/2009	Approved	8.000	VTE	[]
Date	Status	Total	Time Reporting Code	Comments																																									
07/13/2009	Approved	8.000	VTE	[]																																									
07/15/2009	Approved	8.000	STE	[]																																									
07/21/2009	Approved	8.000	JRE	[]																																									
07/23/2009	Approved	8.000	HLE	[]																																									
07/24/2009	Approved	8.000	VTE	[]																																									
<p>i Reported Hours Summary - click to hide</p> <table border="1"> <thead> <tr> <th>Category</th> <th>WEEK 1 (from 07-13 to)</th> <th>WEEK 2 (from 01-02 to)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Total Reported Hours</td> <td>16.000</td> <td>24.000</td> <td>40.000</td> </tr> </tbody> </table>																Category	WEEK 1 (from 07-13 to)	WEEK 2 (from 01-02 to)	Total	Total Reported Hours	16.000	24.000	40.000																						
Category	WEEK 1 (from 07-13 to)	WEEK 2 (from 01-02 to)	Total																																										
Total Reported Hours	16.000	24.000	40.000																																										
<p>i Balances - click to hide</p> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>End balance as of 07/13/2009</th> </tr> </thead> <tbody> <tr> <td>Sick</td> <td>480.320</td> </tr> <tr> <td>Vacation</td> <td>273.850</td> </tr> </tbody> </table>																Plan Type	End balance as of 07/13/2009	Sick	480.320	Vacation	273.850																								
Plan Type	End balance as of 07/13/2009																																												
Sick	480.320																																												
Vacation	273.850																																												
<p>Go To: Manager Self Service Time Management Punch Timesheet Return to Select Employee</p>																																													

Step	Action
4.	<p>You can use the links at the bottom of the page to navigate quickly to relevant Time and Labor pages.</p> <p>The Punch Timesheet link will switch this timesheet from an elapsed time view to a punch-in/punch-out timesheet view. If you have employees who are using Web Clock, you will want to use this link. Otherwise, you're unlikely to have any use for it.</p>
5.	<p>The easiest way to return to your list of employees who need time approved is to click on the link at the bottom of the screen.</p> <p>Click the Return to Select Employee link.</p> <p>Return to Select Employee</p>



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Log out](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmpID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	<input type="text" value="1841476"/>
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click for Instructions](#)


☒ Show Schedule Information

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

Employees For Aaron Segal, Time Needing Approval Before 08/10/2009

Select	Name	Hours to be Approved	Presence at Work	Employee ID	Workgroup	Reporting Type	Supervisor Position
<input type="checkbox"/>	Foster Mcwethy	72.000	0.000	00330256	APP	Exception	1841476
<input type="checkbox"/>	Lydia Smith	72.000	0.000	00848823	CLE	Exception	1841476
<input type="checkbox"/>	Chandra Laiche	80.000	0.000	00411141	CLP	Positive	1841476

☒ Select All ☐ Deselect All

Step	Action
6.	You'll see that Foster Mcwethy, the employee whose time you just approved, still shows on your list with 72 hours needing approval
7.	<p>In order to update the employee list, you'll need to refresh the screen.</p> <p>Click the Refresh button.</p> 

UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	<input type="text" value="1841476"/>
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click for Instructions](#) ☒ Show Schedule Information

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

Employees For Aaron Segal, Time Needing Approval Before 08/10/2009

Select	Name	Hours to be Approved	Presence at Work	Employee ID	Workgroup	Reporting Type	Supervisor Position
<input type="checkbox"/>	Foster Mcwethy	32.000	0.000	00330256	APP	Exception	1841476
<input type="checkbox"/>	Lydia Smith	72.000	0.000	00848823	CLE	Exception	1841476
<input type="checkbox"/>	Chandra Laiche	80.000	0.000	00411141	CLP	Positive	1841476

☒ Select All ☐ Deselect All

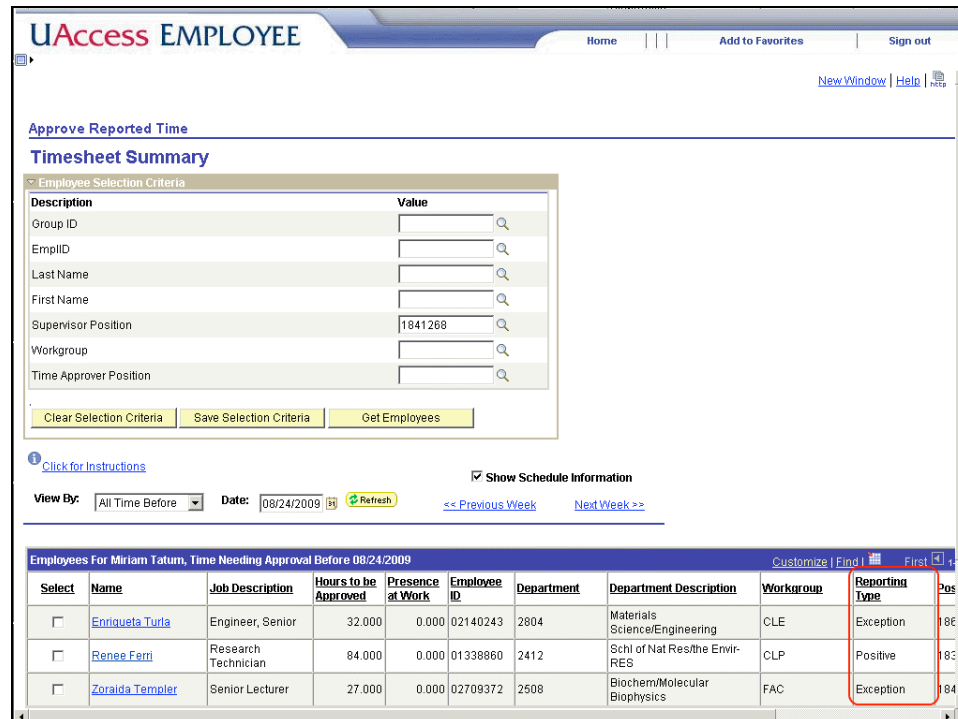
Step	Action
8.	<p>If Foster Mcwethy had no more hours needing approval, he would have dropped off your list completely.</p> <p>However, he does have hours from another pay period that need approval. Note that the Hours to be Approved have changed from 72 to 32 because of the 40 you just approved. Clearly, in the real world, you would want to approve these hours for him.</p>
9.	<p>That's it for the basics of approving time for an Exception Time Reporter. The next lessons will show you how to approve and deny time for a Positive Time Reporter.</p> <p>End of Procedure.</p>

Reading a Positive Time Reporter Timesheet

The Positive Time Reporter timesheet has a few elements that are different from the Exception Time Reporter timesheet. This lesson covers them.

Procedure

There are a few differences between the timesheets of a Positive Time Reporter and an Exception Time Reporter. This lesson focuses on what distinguishes a Positive Time Reporter timesheet.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	1841268
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click for Instructions](#)

☒ Show Schedule Information

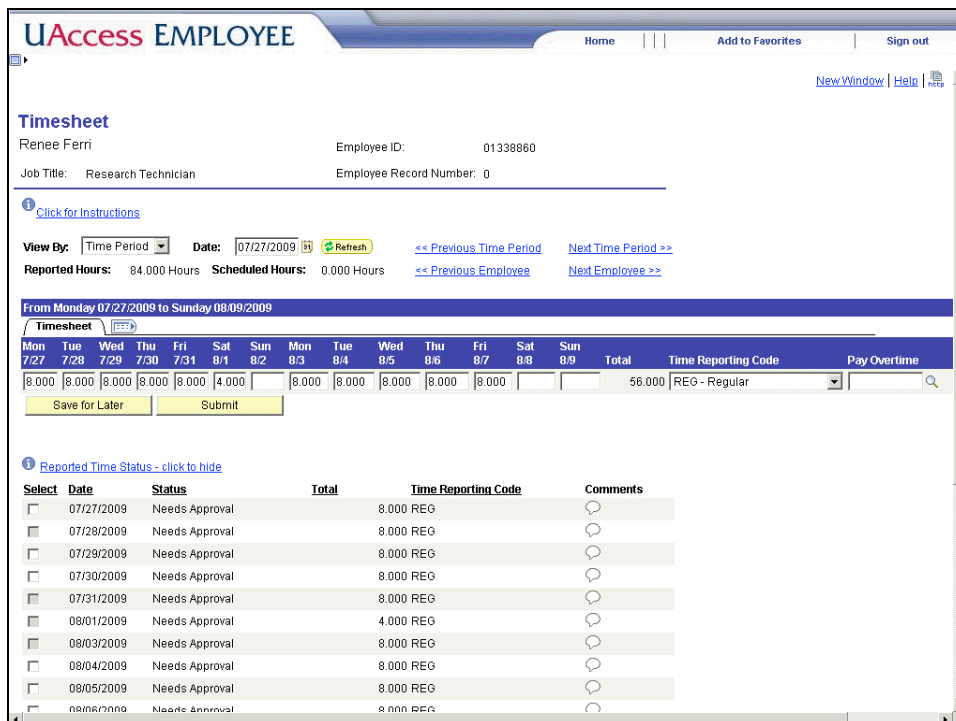
View By: All Time Before | Date: 08/24/2009 | [Refresh](#) | [Previous Week](#) | [Next Week](#)

Employees For Miriam Tatum, Time Needing Approval Before 08/24/2009

Select	Name	Job Description	Hours to be Approved	Presence at Work	Employee ID	Department	Department Description	Workgroup	Reporting Type	Pos
<input type="checkbox"/>	Enriquez Turla	Engineer, Senior	32.000	0.000	02140243	2804	Materials Science/Engineering	CLE	Exception	186
<input type="checkbox"/>	Renee Ferri	Research Technician	84.000	0.000	01338860	2412	Schl of Nat Res/the Envir-RES	CLP	Positive	185
<input type="checkbox"/>	Zoraida Templer	Senior Lecturer	27.000	0.000	02709372	2508	Biochem/Molecular Biophysics	FAC	Exception	184

Step	Action
1.	<p>You can identify which time reporters are Positive Time Reporters by the Reporting Type column on the Timesheet Summary page.</p> <p>And, of course, all you have to do is click on the employee's name to view the timesheet.</p> <p>Click the Renee Ferri link.</p> <p>Renee Ferri</p>

Step	Action
2.	As always, it's best to view the timesheet by Time Period. Remember that you can use the Manager Search Preferences link to change this default. Click the View By list. <div> <div>Week</div> <div></div> </div>
3.	Click the Time Period list item. <div> <div>Time Period</div> <div></div> </div>



UAccess EMPLOYEE Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Timesheet
 Renee Ferri Employee ID: 01338860
 Job Title: Research Technician Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/27/2009 Refresh << Previous Time Period Next Time Period >>
 Reported Hours: 84.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee Next Employee >>

From Monday 07/27/2009 to Sunday 08/09/2009



Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8	Sun 8/9	Total	Time Reporting Code	Pay Overtime
8.000	8.000	8.000	8.000	8.000	4.000		8.000	8.000	8.000	8.000	8.000			56.000	REG - Regular	

Save for Later Submit

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/27/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	07/28/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	07/29/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	07/30/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	07/31/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	08/01/2009	Needs Approval	4.000	REG	
<input type="checkbox"/>	08/03/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	08/04/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	08/05/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	08/06/2009	Needs Approval	8.000	REG	

Step	Action
4.	Because Positive Time Reporters must report both their regular time worked and their leave time, the Reported Hours field on a Positive Time Reporter timesheet shows the total of all time to be paid for this pay period--including both regular and leave time.
5.	You will see REG - Regular time and CTT - Comp Time Taken in the Time Reporting Codes for a Positive Time Reporter. As a Time Approver, you will want to make sure that your Positive Time Reporters have reported all of their regular time in addition to their leave time.

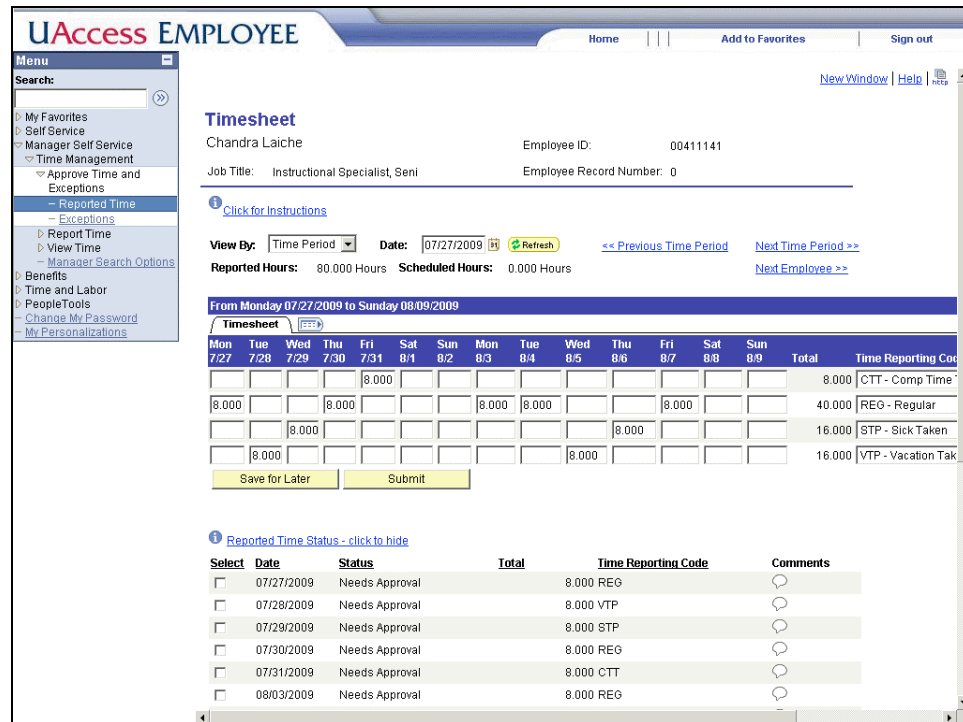
Step	Action
6.	<p>On Positive Time Reporter timesheets, you will also see a column of Pay Overtime fields that allow you to record hours over the employee's FTE as either comp time earned (default) or overtime.</p> <p>These fields do not appear on Exception Time Reporter timesheets.</p>
7.	<p>If you leave the Pay Overtime field blank, hours over the employee's FTE will automatically be recorded as comp time.</p>
8.	<p>If you want to pay the employee overtime instead of giving them comp time, you will need to enter the proper value in the Pay Overtime field.</p> <p>Click the Look up button.</p> 
9.	<p>As you can see, there are only two choices: CASH and COMP.</p> <p><i>Note: Leaving the Pay Overtime field blank and selecting COMP have the same effect.</i></p> <p>Click the CASH link.</p> 
10.	<p>You've now identified that you want the additional hours to be paid as overtime.</p> <p><i>Note: Now that you know that the value you want is CASH, you don't have to look it up. You can simply type CASH in the Pay Overtime field.</i></p>
11.	<p>Finally, in a Positive Time Reporter timesheet, you will see that each instance of regular time needs to be approved along with the leave time.</p> <p><i>If your Positive Time Reporters have not reported their time or if you fail to approve it, they will not get paid for that time!</i></p>
12.	<p>You've reviewed the main differences between a Positive Time Reporter timesheet and an Exception Time Reporter timesheet.</p> <p>End of Procedure.</p>

Denying Employee Time and Adding Comments

This lesson will show you how to deny employee time.

Procedure

In this lesson, you will deny some time for a Positive Time Reporter. Note that the process would be the same if you were denying time for an Exception Time Reporter.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Feedback](#)

Menu

Search: []

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Chandra Laiche Employee ID: 00411141

Job Title: Instructional Specialist, Seni Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/27/2009 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 80.000 Hours Scheduled Hours: 0.000 Hours [Next Employee >>](#)

From Monday 07/27/2009 to Sunday 08/09/2009

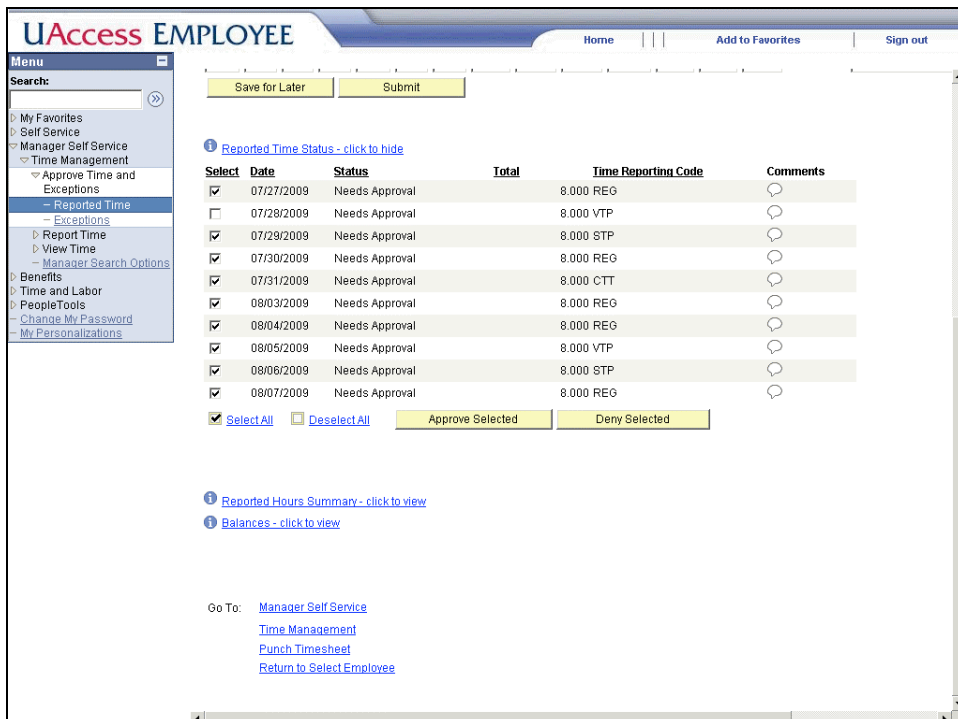
Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8	Sun 8/9	Total	Time Reporting Code
				8.000										8.000	CTT - Comp Time
8.000			8.000				8.000	8.000			8.000			40.000	REG - Regular
		8.000								8.000				16.000	STP - Sick Taken
	8.000								8.000					16.000	VTP - Vacation Taken

Save for Later Submit

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/27/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	07/28/2009	Needs Approval	8.000	VTP	
<input type="checkbox"/>	07/29/2009	Needs Approval	8.000	STP	
<input type="checkbox"/>	07/30/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	07/31/2009	Needs Approval	8.000	CTT	
<input type="checkbox"/>	08/03/2009	Needs Approval	8.000	REG	

Step	Action
1.	<p>You may need to scroll down to see the Approve Selected and Deny Selected buttons.</p> <p>Click the scrollbar.</p>
2.	<p>In this case, you're going to approve most of the employee's time and just deny one day. So, first, let's approve the time.</p> <p>Click the Select All link.</p> <p>Select All</p>
3.	<p>You can uncheck the one day that you know you are going to deny.</p> <p>Click the Select option.</p> <p><input checked="" type="checkbox"/></p>



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

Save for Later | Submit

Menu

Search: []

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
 - Benefits
 - Time and Labor
 - PeopleTools
 - Change My Password
 - My Personalizations

Reported Time Status - click to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input checked="" type="checkbox"/>	07/27/2009	Needs Approval	8.000	REG	
<input type="checkbox"/>	07/28/2009	Needs Approval	8.000	VTP	
<input checked="" type="checkbox"/>	07/29/2009	Needs Approval	8.000	STP	
<input checked="" type="checkbox"/>	07/30/2009	Needs Approval	8.000	REG	
<input checked="" type="checkbox"/>	07/31/2009	Needs Approval	8.000	CTT	
<input checked="" type="checkbox"/>	08/03/2009	Needs Approval	8.000	REG	
<input checked="" type="checkbox"/>	08/04/2009	Needs Approval	8.000	REG	
<input checked="" type="checkbox"/>	08/05/2009	Needs Approval	8.000	VTP	
<input checked="" type="checkbox"/>	08/06/2009	Needs Approval	8.000	STP	
<input checked="" type="checkbox"/>	08/07/2009	Needs Approval	8.000	REG	

☒ Select All ☐ Deselect All

Reported Hours Summary - click to view

Balances - click to view

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

Step	Action
4.	<p>You can now approve all but that one instance of reported time.</p> <p>Click the Approve Selected button.</p> <p><input type="button" value="Approve Selected"/></p>
5.	<p>Confirm the approval...</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
6.	<p>...and accept the confirmation.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>

UAccess EMPLOYEE Home Add to Favorites Sign out

[New Window](#) [Help](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
 - Benefits
 - Time and Labor
 - PeopleTools
 - Change My Password
 - My Personalizations

Timesheet

Chandra Laiche Employee ID: 00411141

Job Title: Instructional Specialist, Seni Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/27/2009 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 80.000 Hours Scheduled Hours: 0.000 Hours

From Monday 07/27/2009 to Sunday 08/09/2009

Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8	Sun 8/9	Total	Time Reporting Code
				8.000										8.000	CTT - Comp Time
8.000			8.000				8.000	8.000			8.000			40.000	REG - Regular
		8.000							8.000					16.000	STP - Sick Taken
	8.000								8.000					16.000	VTP - Vacation Tak

Save for Later Submit

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/27/2009	Approved		8.000 REG	
<input type="checkbox"/>	07/28/2009	Needs Approval		8.000 VTP	
<input type="checkbox"/>	07/29/2009	Approved		8.000 STP	
<input type="checkbox"/>	07/30/2009	Approved		8.000 REG	
<input type="checkbox"/>	07/31/2009	Approved		8.000 CTT	
<input type="checkbox"/>	08/03/2009	Approved		8.000 REG	

Step	Action
7.	<p>Everything but the one instance you left unchecked has been approved. Now, let's select that line that still needs attention.</p> <p>Click the Select option.</p> <input type="checkbox"/>
8.	<p>You may need to scroll down to reach the Deny Selected button.</p> <p>Click the scrollbar.</p>
9.	<p>Click the Deny Selected button.</p> <input type="button" value="Deny Selected"/>
10.	<p>Confirm the denial...</p> <p>Click the OK button.</p> <input type="button" value="OK"/>
11.	<p>...and accept the confirmation.</p> <p>Click the OK button.</p> <input type="button" value="OK"/>

UAccess EMPLOYEE Home Add to Favorites Sign out

Menu
Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet
Chandra Laiche Employee ID: 00411141
Job Title: Instructional Specialist, Seni Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/27/2009 Refresh << Previous Time Period Next Time Period >>
Reported Hours: 80.000 Hours Scheduled Hours: 0.000 Hours


From Monday 07/27/2009 to Sunday 08/09/2009

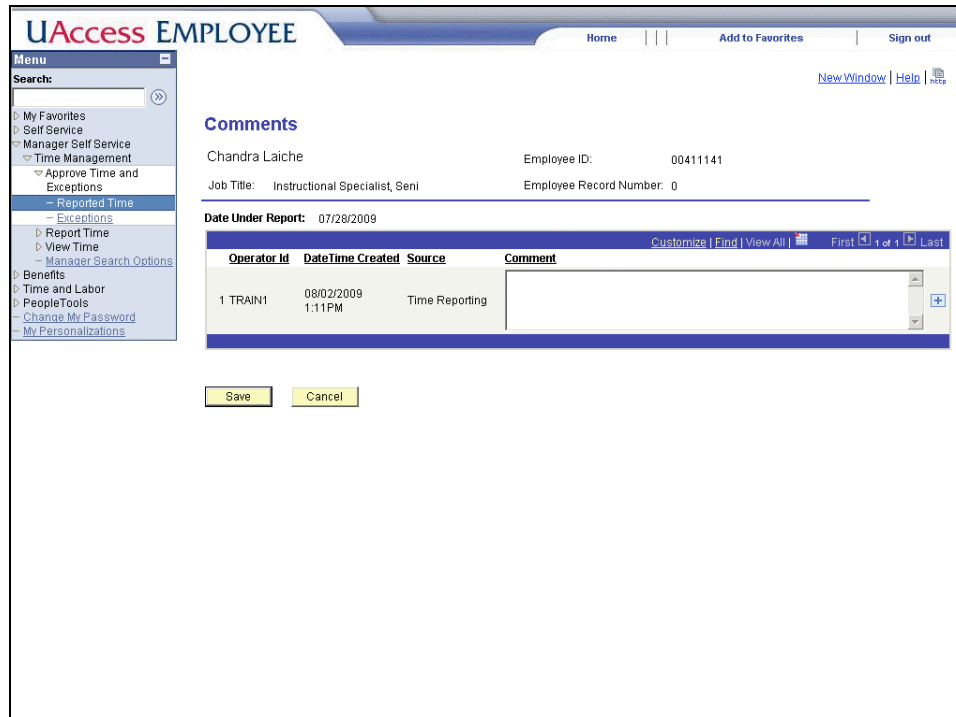
Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8	Sun 8/9	Total	Time Reporting Code
				8.000										8.000	CTT - Comp Time
8.000			8.000				8.000	8.000			8.000			40.000	REG - Regular
		8.000								8.000				16.000	STP - Sick Taken
	8.000								8.000					16.000	VTP - Vacation Taken

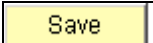
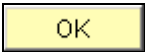
Save for Later Submit


Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
07/27/2009	Approved	8.000	REG	
07/28/2009	Denied	8.000	VTP	
07/29/2009	Approved	8.000	STP	
07/30/2009	Approved	8.000	REG	
07/31/2009	Approved	8.000	CTT	
08/03/2009	Approved	8.000	REG	
08/04/2009	Approved	8.000	REG	

Step	Action
12.	<p>That one instance of reported time shows now as Denied.</p> <p>The employee will receive an automatic e-mail notification telling her that the time has been denied. You can give her a little more information by including some comments. These comments won't be included in the e-mail, but she will be able to read them when she logs in to review the time.</p> <p>Click the Comments button.</p> 



Step	Action
13.	<p>Here, you can include some details for the employee. Whatever you save here will be permanently included in the system. It cannot be removed.</p> <p>Enter the desired information into the Comment field. Enter "Hi Chandra -- I thought you were sick this day rather than on vacation? Want to resubmit?"</p>
14.	<p>The Operator Id column will include your name, so the employee will be able to see who left the comment.</p> <p>Click the Save button.</p> 
15.	<p>Click the OK button.</p> 
16.	<p>The comments bubble now has dots in it to indicate that there is a comment added. All the employee has to do to read the comment is to click on the bubble.</p>
17.	<p>You can scroll down to access the links at the bottom of the screen.</p> <p>Click the scrollbar.</p>

Step	Action
18.	<p>Let's go back to your list of employees waiting for approval.</p> <p>Click the Return to Select Employee link.</p> <p>Return to Select Employee</p>
19.	<p>Remember to refresh this screen in order to see your updates.</p> <p>Click the Refresh button.</p> <p> Refresh</p>
20.	<p>You've denied one day of time for your Time Reporter.</p> <p>This employee is a Positive Time Reporter. If she does not resubmit that time and/or you do not approve it, <i>she will not be paid for that time.</i> So, make sure that you communicate clearly with your Time Reporters to ensure that they edit and resubmit their time as necessary.</p> <p>End of Procedure.</p>

Changing Time for a Time Reporter

If you need to change time for an employee, this lesson will show you how.

Procedure

Occasionally, you will need to modify reported time for an employee.

For instance, you may have an employee who is on vacation and has neglected to mark a day for vacation time.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Menu

Search: []

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	[]
EmpID	[]
Last Name	[]
First Name	[]
Supervisor Position	1841476
Workgroup	[]
Time Approver Position	[]

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click for Instructions](#)

☒ Show Schedule Information

View By: All Time Before | Date: 08/10/2009 | [Refresh](#) | [Previous Week](#) | [Next Week](#)

Employees For Aaron Segal, Time Needing Approval Before 08/10/2009

Select	Name	Hours to be Approved	Presence at Work	Employee ID	Workgroup	Reporting Type	Supervisor Position
<input type="checkbox"/>	Foster Mcwethy	32.000	0.000	00330256	APP	Exception	1841476
<input type="checkbox"/>	Lydia Smith	72.000	0.000	00848823	CLE	Exception	1841476

☒ Select All | ☐ Deselect All

Approve Selected | Deny Selected

Step	Action
1.	<p>In this case, you're going to add a vacation day for an Exception Time Reporter. The process is the same for a Positive Time Reporter.</p> <p>Click the Lydia Smith link.</p> <p>Lydia Smith</p>

UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Lydia Smith Employee ID: 00848823

Job Title: Research Specialist, Senior Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 07/13/2009 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 24.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/19/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total	Time Reporting Code
8.000							8.000	STE - Sick Taken
			8.000				16.000	VTE - Vacation Taken

[Save for Later](#) [Submit](#)

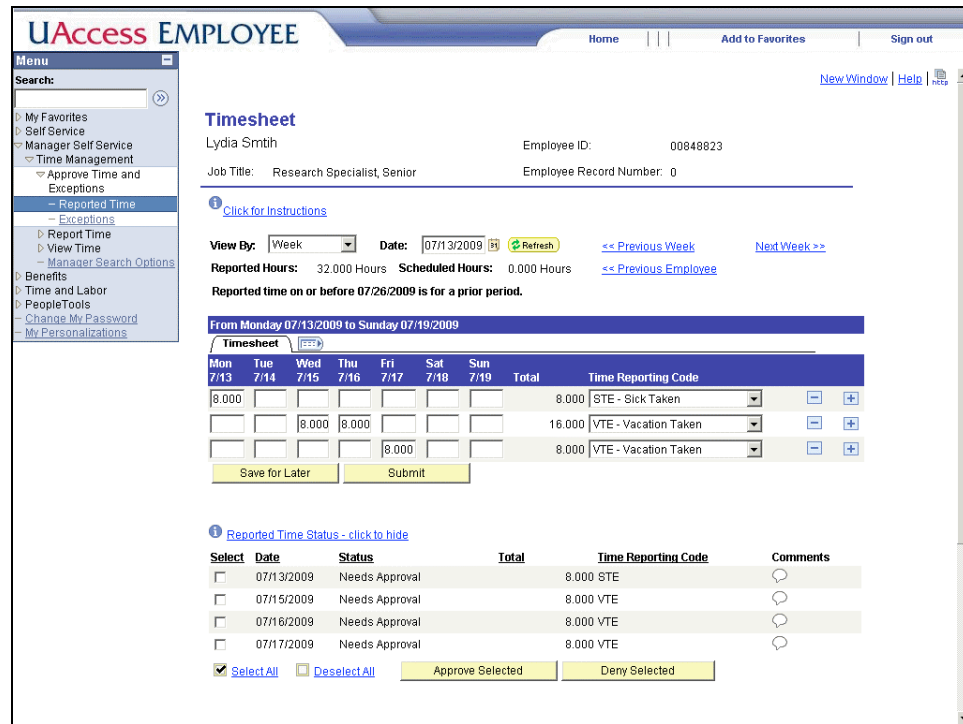
[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/13/2009	Needs Approval	8.000	STE	
<input type="checkbox"/>	07/15/2009	Needs Approval	8.000	VTE	
<input type="checkbox"/>	07/16/2009	Needs Approval	8.000	VTE	

[Select All](#) [Deselect All](#) [Approve Selected](#) [Deny Selected](#)

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

Step	Action
2.	<p>The Timesheet area acts just like your own timesheet, so all you have to do is enter the time on the appropriate line.</p> <p>Enter the desired information into the Fri 7/17 field. Enter "8".</p>
3.	<p>And, you'll click Submit to record those hours.</p> <p>Click the Submit button.</p> <div>Submit</div>
4.	<p>Click the OK button.</p> <div>OK</div>



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Lydia Smith Employee ID: 00848823

Job Title: Research Specialist, Senior Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 07/13/2009 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 32.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/19/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total	Time Reporting Code
8.000							8.000	STE - Sick Taken
		8.000	8.000				16.000	VTE - Vacation Taken
				8.000			8.000	VTE - Vacation Taken

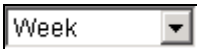

[Save for Later](#) [Submit](#)

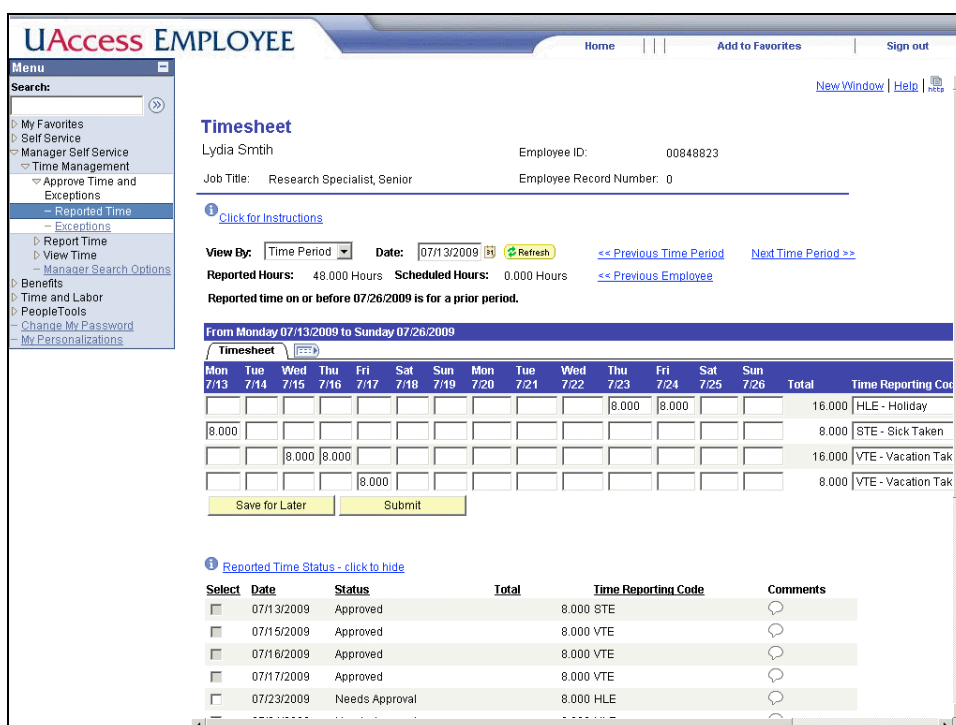
[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/13/2009	Needs Approval	8.000	STE	
<input type="checkbox"/>	07/15/2009	Needs Approval	8.000	VTE	
<input type="checkbox"/>	07/16/2009	Needs Approval	8.000	VTE	
<input type="checkbox"/>	07/17/2009	Needs Approval	8.000	VTE	

☒ [Select All](#) ☐ [Deselect All](#) [Approve Selected](#) [Deny Selected](#)

Step	Action
5.	<p>You have now returned to the timesheet and can approve both the hours that Lydia submitted herself and those that you submitted for her.</p> <p>Click the Select All link.</p> <p>Select All</p>
6.	<p>Click the Approve Selected button.</p> <p>Approve Selected</p>
7.	<p>Click the OK button.</p> <p>OK</p>
8.	<p>Click the OK button.</p> <p>OK</p>

Step	Action
9.	<p>You've approved the time for this employee's first week. However, notice that you did not change the View By field to Time Period. As a result, you have only approved time for the first week.</p> <p>In order to approve all time for the employee, you will need to change the View.</p> <p>Double-click the View By list.</p> 
10.	<p>Click the Time Period list item.</p> 



Step	Action
11.	<p>As you can see, there is still time that needs to be approved for this employee.</p> <p>It's good practice to always view time by Time Period. You may want to use User Preferences in the Self Service, Time Reporting section to change your default view to Time Period.</p>

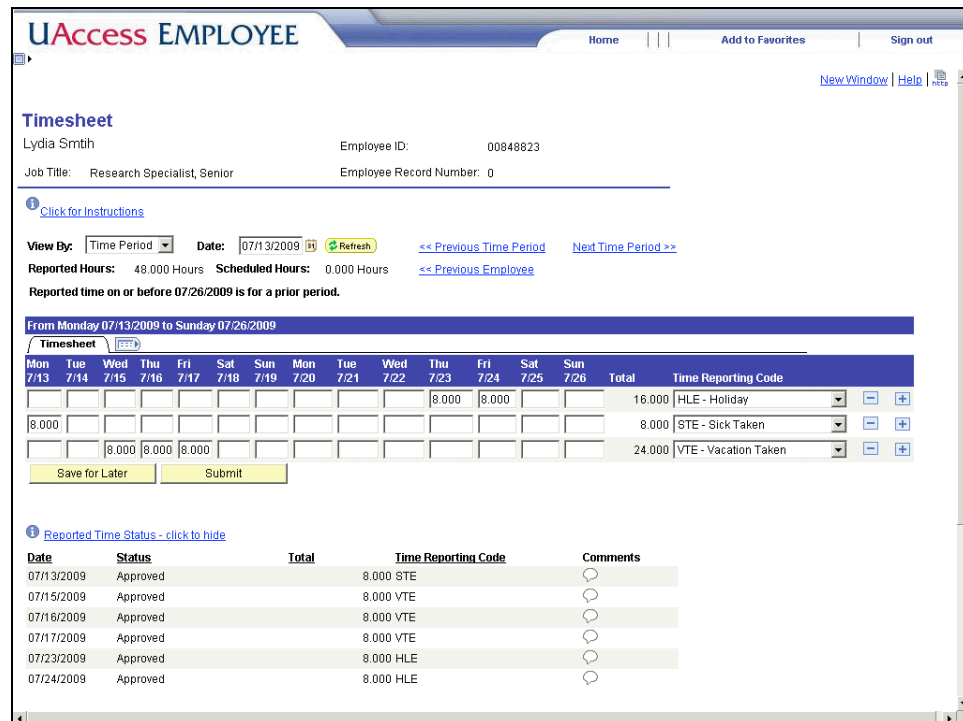
Step	Action
12.	<p data-bbox="440 268 1325 300">You've entered time for an employee who just needed time adjusted.</p> <p data-bbox="440 338 1422 474">In most cases, it's best for the employee to make the adjustments; however, in those cases where that's not possible, you can use this method to adjust the time for them. Note that the adjustment will generate an automatic e-mail notification to the employee.</p> <p data-bbox="440 478 691 510">End of Procedure.</p>

Correcting Improperly Approved Time

If you approve time you didn't mean to, don't panic! This lesson will show you how to fix the mistake.

Procedure

Occasionally, you may approve time in error. So long as the time has not already been processed and paid, you can easily correct your error.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Timesheet

Lydia Smith Employee ID: 00848623
 Job Title: Research Specialist, Senior Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 Refresh << Previous Time Period Next Time Period >>
 Reported Hours: 48.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee
 Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/26/2009






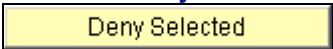
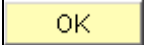

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000	8.000			16.000	HLE - Holiday
8.000														8.000	STE - Sick Taken
		8.000	8.000	8.000										24.000	VTE - Vacation Taken

Save for Later Submit

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

Date	Status	Total	Time Reporting Code	Comments
07/13/2009	Approved	8.000	STE	
07/15/2009	Approved	8.000	VTE	
07/16/2009	Approved	8.000	VTE	
07/17/2009	Approved	8.000	VTE	
07/23/2009	Approved	8.000	HLE	
07/24/2009	Approved	8.000	HLE	

Step	Action
1.	<p>Let's say that you approved the employee's time as vacation time, but then you realized that it should have been sick time.</p> <p>In order to send the timesheet back to the employee for correction, you need to amend it.</p> <p>Begin by clearing the hours that you approved in error.</p> <p>Enter the desired information into the Fri 7/17 field. Enter "0".</p>

Step	Action
2.	<p>In order to clear the incorrectly approved hours from the system, you need to submit the blank entry.</p> <p>Click the Submit button.</p> 
3.	<p>All you have to do to record your changes is submit them.</p> <p>Click the OK button.</p> 
4.	<p>Now, you need to enter the hours into the field again so that you can submit and deny them.</p> <p>Enter the desired information into the Fri 7/17 field. Enter "8".</p>
5.	<p>Click the Submit button.</p> 
6.	<p>Click the OK button.</p> 
7.	<p>You can see that the hours now show in your list as Needs Approval. You can follow standard procedures now to deny those hours.</p> <p>Click the Select option.</p> 
8.	Click the scrollbar.
9.	<p>Click the Deny Selected button.</p> 
10.	<p>Click the OK button.</p> 
11.	<p>Click the OK button.</p> 

UAccess
EMPLOYEE

[Home](#)
[Add to Favorites](#)
[Sign out](#)

[New Window](#)
[Help](#)

Timesheet

Lydia Smthh Employee ID: 00848823
 Job Title: Research Specialist, Senior Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 Refresh
[<< Previous Time Period](#)
[Next Time Period >>](#)

Reported Hours: 48.000 Hours Scheduled Hours: 0.000 Hours
 [<< Previous Employee](#)

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000	8.000			16.000	HLE - Holiday
8.000														8.000	STE - Sick Taken
		8.000	8.000	8.000										24.000	VTE - Vacation Taken

[Save for Later](#)
[Submit](#)

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

Date	Status	Total	Time Reporting Code	Comments
07/13/2009	Approved	8.000	STE	
07/15/2009	Approved	8.000	VTE	
07/16/2009	Approved	8.000	VTE	
07/17/2009	Denied	8.000	VTE	
07/23/2009	Approved	8.000	HLE	
07/24/2009	Approved	8.000	HLE	

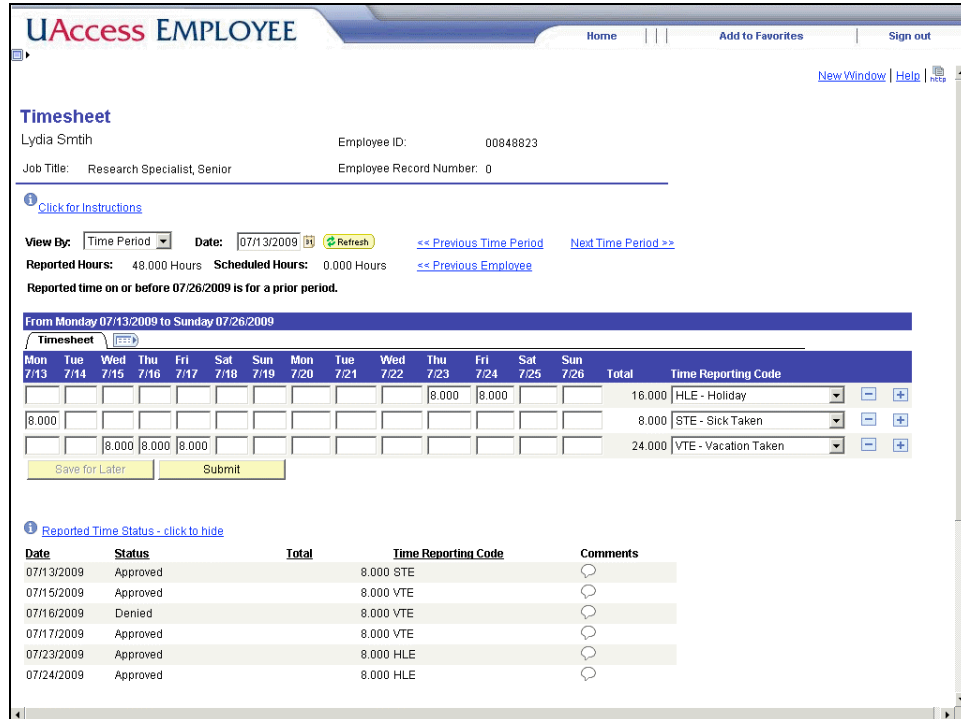
Step	Action
12.	<p>The time you entered now shows as Denied. The employee will receive an automatic e-mail notification informing her of the denial. You'll want to make sure that she corrects and resubmits the hours.</p> <p>You might also want to enter comments for the employee at this point.</p>
13.	<p>You've successfully changed Approved time to Denied time. The next lesson will cover how to change Denied time to Approved time.</p> <p>End of Procedure.</p>

Correcting Improperly Denied Time

If you accidentally deny time you should have approved, you can still correct the mistake easily. This lesson will show you how.

Procedure

Occasionally, you may deny time that you didn't intend to.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Feedback](#)

Timesheet

Lydia Smith Employee ID: 00848823
 Job Title: Research Specialist, Senior Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 Refresh << Previous Time Period Next Time Period >>
 Reported Hours: 48.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee

Reported time on or before 07/26/2009 is for a prior period.



From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
									8.000	8.000				16.000	HLE - Holiday
8.000														8.000	STE - Sick Taken
		8.000	8.000	8.000										24.000	VTE - Vacation Taken

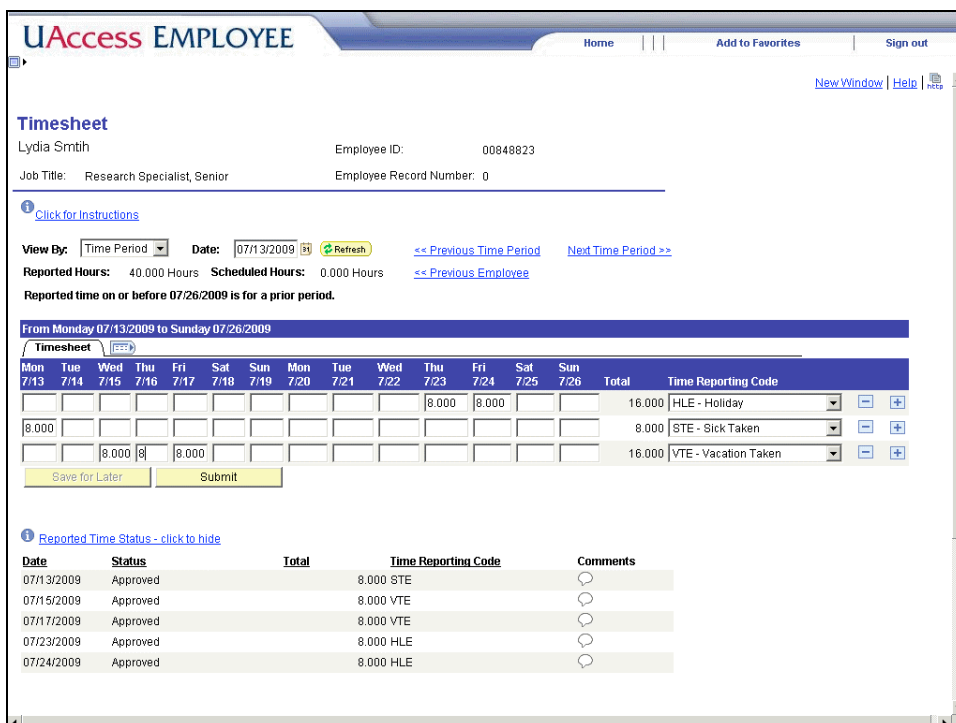
Save for Later Submit

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

Date	Status	Total	Time Reporting Code	Comments
07/13/2009	Approved	8.000	STE	
07/15/2009	Approved	8.000	VTE	
07/16/2009	Denied	8.000	VTE	
07/17/2009	Approved	8.000	VTE	
07/23/2009	Approved	8.000	HLE	
07/24/2009	Approved	8.000	HLE	

Step	Action
1.	First, clear the information from the day that you want to un-deny. Enter the desired information into the Thu 7/16 field. Enter "0".
2.	Then, submit the timesheet with your changes. Click the Submit button. 
3.	Click the OK button. 

Step	Action
4.	<p>Now, enter the time again.</p> <p>Note: If you have more than one field that you need to correct, you may want to add rows and duplicate the time in them--then delete the unwanted rows.</p> <p>Enter the desired information into the Thu 7/16 field. Enter "8".</p>



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Timesheet

Lydia Smith Employee ID: 00848823

Job Title: Research Specialist, Senior Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 40.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee

Reported time on or before 07/26/2009 is for a prior period.

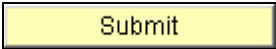


From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000	8.000			16.000	HLE - Holiday
8.000														8.000	STE - Sick Taken
		8.000	8.000											16.000	VTE - Vacation Taken

Save for Later Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
07/13/2009	Approved	8.000	STE	
07/15/2009	Approved	8.000	VTE	
07/17/2009	Approved	8.000	VTE	
07/23/2009	Approved	8.000	HLE	
07/24/2009	Approved	8.000	HLE	

Step	Action
5.	<p>Submit the new time.</p> <p>Click the Submit button.</p> <p></p>
6.	<p>Click the OK button.</p> <p></p>
7.	<p>You'll see that the time now shows as Needs Approval. From here, you can select and approve that time.</p> <p>Click the Select option.</p> <p></p>

UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Timesheet

Lydia Smthh Employee ID: 00848823
 Job Title: Research Specialist, Senior Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 07/13/2009 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)
 Reported Hours: 48.000 Hours Scheduled Hours: 0.000 Hours [<< Previous Employee](#)

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/13/2009 to Sunday 07/26/2009

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code
										8.000	8.000			16.000	HLE - Holiday
8.000														8.000	STE - Sick Taken
		8.000	8.000	8.000										24.000	VTE - Vacation Taken

[Save for Later](#) [Submit](#)

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/13/2009	Approved	8.000	STE	
<input type="checkbox"/>	07/15/2009	Approved	8.000	VTE	
<input checked="" type="checkbox"/>	07/16/2009	Needs Approval	8.000	VTE	
<input type="checkbox"/>	07/17/2009	Approved	8.000	VTE	
<input type="checkbox"/>	07/23/2009	Approved	8.000	HLE	
<input type="checkbox"/>	07/24/2009	Approved	8.000	HLE	

Step	Action
8.	Scroll down to reach the Approve Selected button. Click the scrollbar.
9.	Now, follow the standard steps for approving time. Click the Approve Selected button. <div>Approve Selected</div>
10.	Click the OK button. <div>OK</div>
11.	Click the OK button. <div>OK</div>
12.	As long as you correct your mistake before payroll processes, you can easily correct accidentally denied time to make sure that your Time Reporters get paid appropriately. End of Procedure.

Reporting Time for a Time Reporter

On occasion, you may need to report time for an employee. This section covers how.

Reporting Time for a Time Reporter


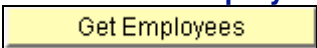
Review this lesson to learn how to report time for an employee who is not able to.

Procedure

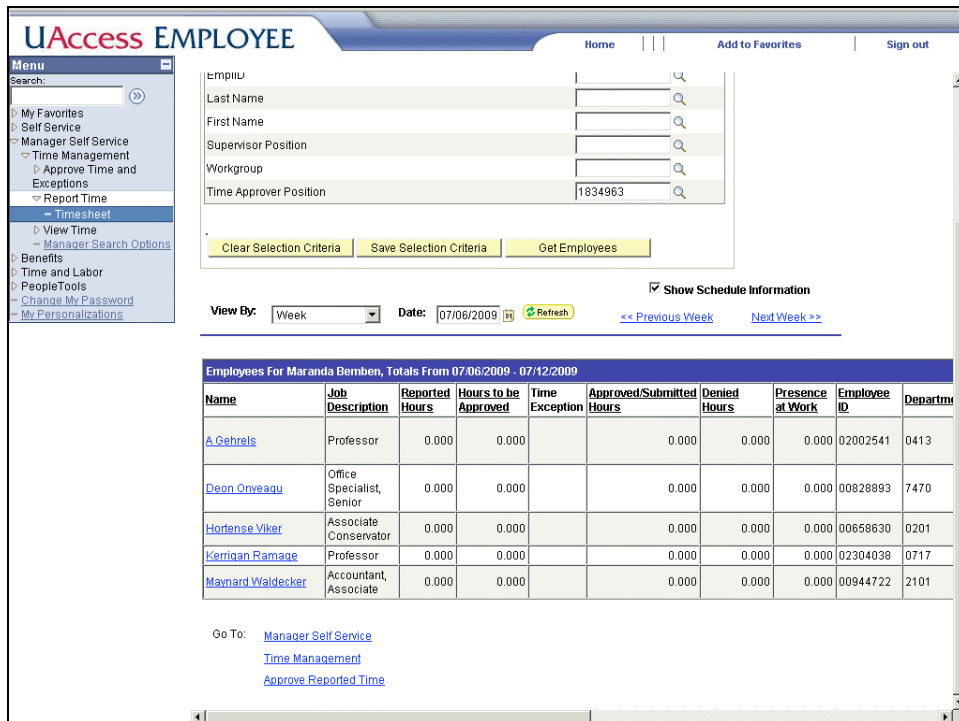
When Time Reporters are unable to report their own time, the Time Approver will need to enter time on their behalf.

For instance, you might have an employee who is on an extended vacation and needs you to submit time during their absence.

Note: *If you have a Time Reporter who is never able to report his or her own time, communicate with Human Resources to make sure your alternate arrangements are approved.*

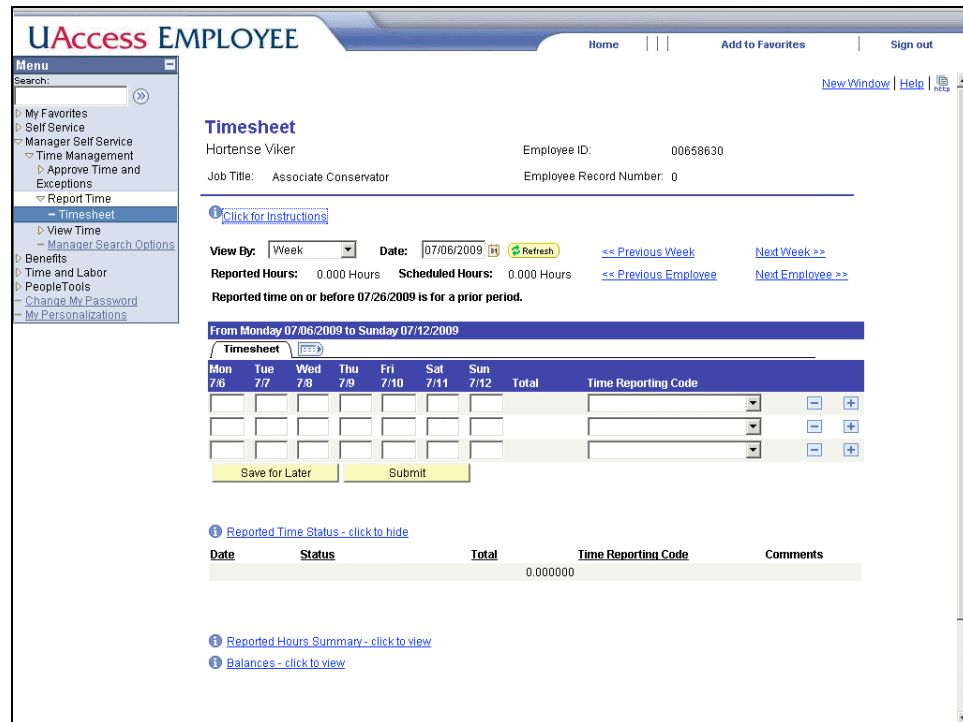
Step	Action
1.	When you click on a link in the Menu Pagelet , the corresponding Navigation Page opens to the right. In this lesson, you will use the Navigation Page to access the Time Reporter's timesheet.
2.	The Reported Time link (found in the Approve Time and Exceptions area) will not let you access a Time Reporter's timesheet when there is no reported time that is waiting to be approved. In these cases, you will need to use the Timesheet link found in the Report Time area to access their timesheet.
3.	Click the Timesheet link. 
4.	In the Report Time/Timesheet Summary page, you will need to use the Employee Selection Criteria search boxes to filter your search for the Time Reporter's timesheet. For details on how to use the Employee Selection Criteria search boxes refer to the Selection Criteria Behavior lesson.
5.	Enter the desired information into the Time Approver Position field. Enter "1834963" .
6.	Click the Get Employees button. 

Step	Action
7.	Click the vertical scrollbar.



The screenshot shows the UAccess EMPLOYEE web application. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Manager Self Service', 'Time Management', 'Approve Time and Exceptions', 'Report Time', 'Timesheet', 'View Time', 'Manager Search Options', 'Benefits', 'Time and Labor', 'PeopleTools', 'Change My Password', and 'My Personalizations'. The main area contains a search form with fields for Last Name, First Name, Supervisor Position, Workgroup, and Time Approver Position. Below the search form are buttons for 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'. There is also a 'View By' dropdown set to 'Week' and a 'Date' field set to '07/06/2009'. A table titled 'Employees For Maranda Bemben, Totals From 07/06/2009 - 07/12/2009' is displayed, showing columns for Name, Job Description, Reported Hours, Hours to be Approved, Time Exception, Approved/Submitted Hours, Denied Hours, Presence at Work, Employee ID, and Department. The table lists five employees: A. Gehrels, Deon Onweagu, Hortense Viker, Kerriann Ramage, and Maynard Waldecker. Below the table are links for 'Manager Self Service', 'Time Management', and 'Approve Reported Time'.

Step	Action
8.	<p>In this exercise, you will add time for Hortense Viker, who has not reported any hours for herself.</p> <p>Click the Hortense Viker link.</p> <p><u>Hortense Viker</u></p>



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Log out](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Report Time
 - Timesheet**
 - View Time
 - Manager Search Options
- Benefits
- Time and Labor
- PeopleTools
- Change My Password
- My Personalizations

Timesheet

Hortense Viker Employee ID: 00658630

Job Title: Associate Conservator Employee Record Number: 0

[Click for instructions](#)

View By: Week Date: 07/06/2009 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.000 Hours Scheduled Hours: 0.000 Hours << Previous Employee Next Employee >>

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/06/2009 to Sunday 07/12/2009

Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	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="text"/>	<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>



[Save for Later](#) [Submit](#)

[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](#)

Step	Action
9.	This is the Timesheet page for Hortense. You can see that there is no time reported in the time entry fields for this week.
10.	<p>Hortense is in the hospital and will not be in for the rest of the week. You need to report a week of sick time for her. You will start by entering 8 hours for each day of the week.</p> <p>Enter the desired information into the Mon 7/6 field. Enter "8".</p>
11.	Enter the desired information into the Tue 7/7 field. Enter "8".
12.	Enter the desired information into the Wed 7/8 field. Enter "8".
13.	Enter the desired information into the Thu 7/9 field. Enter "8".
14.	Enter the desired information into the Fri 7/10 field. Enter "8".
15.	<p>Now that you have entered 8 hours for each day, you need to choose the correct Time Reporting Code (TRC) from the Time Reporting Code drop down menu.</p> <p>Click the button to the right of the Time Reporting Code field.</p> 
16.	<p>Click the STE - Sick Taken list item.</p> 

UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Menu

Search:

- My Favorites
- Self Service
 - Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Report Time
 - Timesheet**
 - View Time
 - Manager Search Options
 - Benefits
 - Time and Labor
 - PeopleTools
 - Change My Password
 - My Personalizations

Timesheet

Hortense Viker

Employee ID: 00658630

Job Title: Associate Conservator

Employee Record Number: 0

[Click for Instructions](#)

View By: Week

Date: 07/06/2009

[Refresh](#)

[<< Previous Week](#)

[Next Week >>](#)

Reported Hours: 0.000 Hours

Scheduled Hours: 0.000 Hours

[<< Previous Employee](#)

[Next Employee >>](#)

Reported time on or before 07/26/2009 is for a prior period.

From Monday 07/06/2009 to Sunday 07/12/2009

Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Total	Time Reporting Code
8.000	8.000	8.000	8.000	8.000				STE - Sick Taken

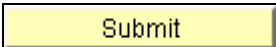

[Save for Later](#) [Submit](#)

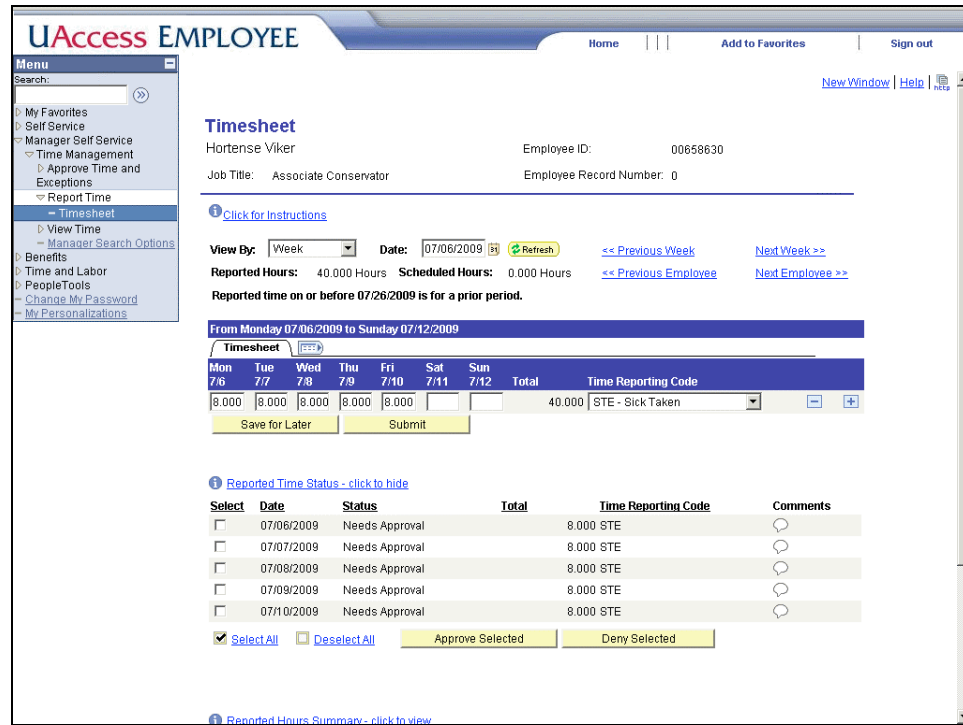
[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000		

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

[Balances - click to view](#)

Step	Action
17.	Click the Submit button. 
18.	Click the OK button. 



Step	Action
19.	<p>Before you leave this screen you can complete your task by approving the time you just submitted.</p> <p>Click the Select All link.</p> <p>Select All</p>
20.	<p>Click the Approve Selected button.</p> <p>Approve Selected</p>
21.	<p>Click the OK button.</p> <p>OK</p>
22.	<p>You will need to click the OK button once more to complete the process.</p> <p>Click the OK button.</p> <p>OK</p>
23.	<p>You have successfully reported time on behalf of a Time Reporter.</p> <p>Now, send Hortense some flowers.</p> <p>End of Procedure.</p>

Managing Exceptions

Exceptions are flags that tell you that an employee time record has violated a business rule. This section covers how to read and respond to them.

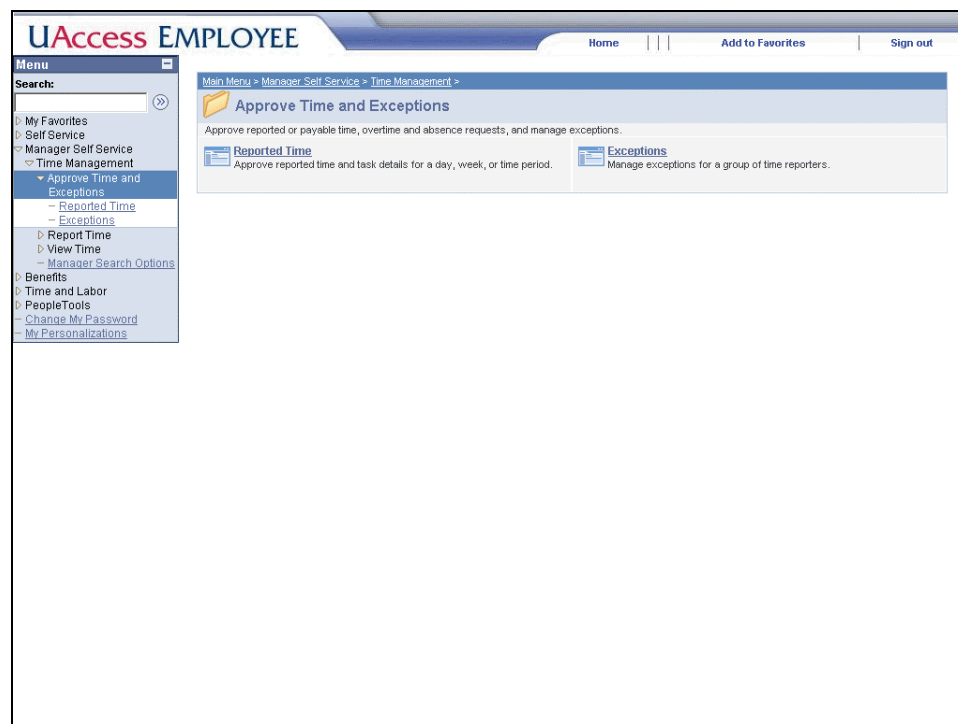
Viewing and Allowing Exceptions

Time Coordinators should review this lesson so that you know how to read and allow exceptions.


Procedure

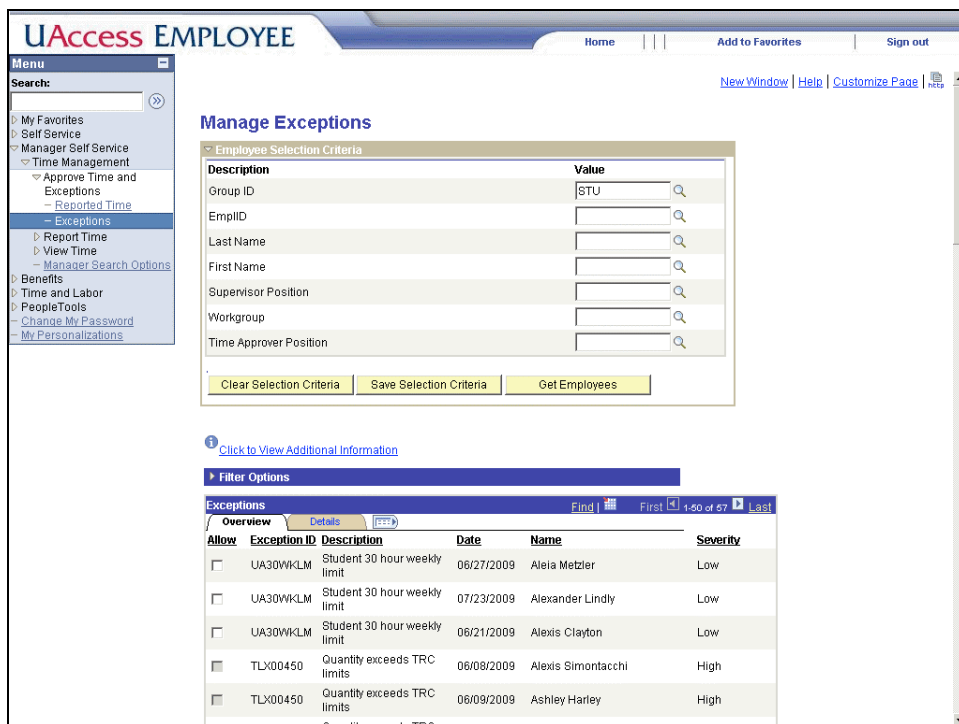
Sometimes, **UAccess Employee** will identify instances in which something about a Time Reporter's approved time violates a business rule.

It's the job of the Time Coordinator to review these exceptions and follow up on them as appropriate.



Step	Action
1.	<p>The link to review Exceptions is also in the Manager Self Service > Approve Time and Exceptions section.</p> <p>Click the Exceptions link.</p> <p>Exceptions</p>

Step	Action
2.	Let's take a look just at exceptions for student employees. Enter the desired information into the Group ID field. Enter " stu ".
3.	Click the Get Employees button. 
4.	You'll see a list of employees who have problems with their timesheets. Most frequently, you will see Low and Medium severity exceptions. A Low severity exception might be a student employee who has exceeded 30 hours of work in a week. A Medium severity exception might be a student worker on a visa who has exceeded their maximum allowable hours.



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	STU
EmpID	
Last Name	
First Name	
Supervisor Position	
Workgroup	
Time Approver Position	

Clear Selection Criteria | Save Selection Criteria | **Get Employees**


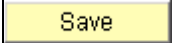

[Click to View Additional Information](#)

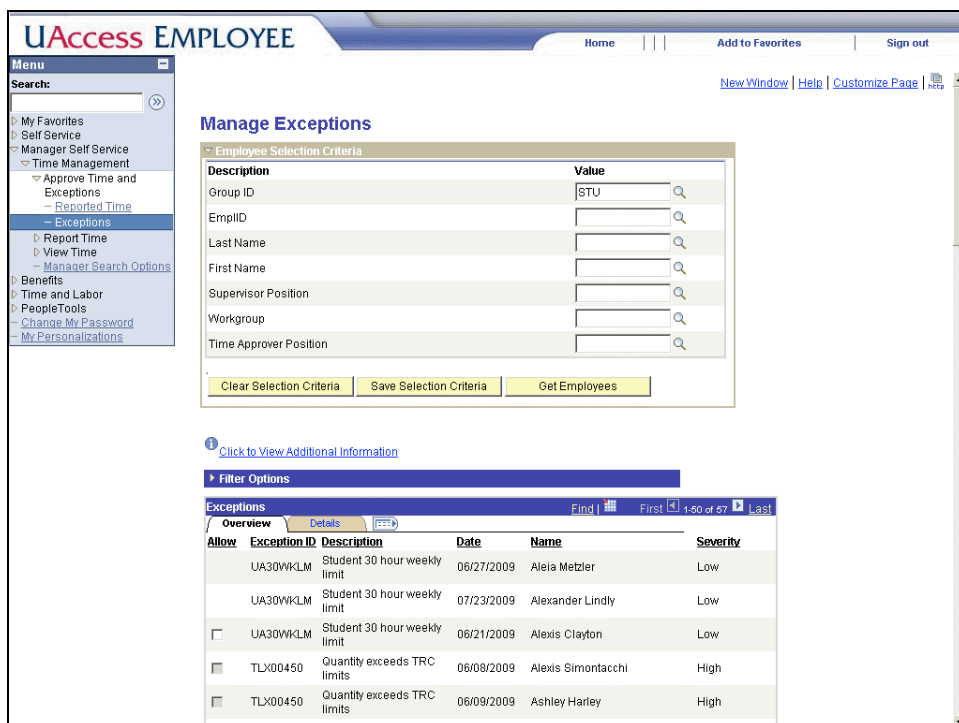
Filter Options

Exceptions Find | First | 1-50 of 57 | Last

Allow	Exception ID	Description	Date	Name	Severity
<input type="checkbox"/>	UA30WKLM	Student 30 hour weekly limit	06/27/2009	Aleia Metzler	Low
<input type="checkbox"/>	UA30WKLM	Student 30 hour weekly limit	07/23/2009	Alexander Lindly	Low
<input type="checkbox"/>	UA30WKLM	Student 30 hour weekly limit	06/21/2009	Alexis Clayton	Low
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/08/2009	Alexis Simontacchi	High
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/09/2009	Ashley Harley	High

Step	Action
5.	In both Low and Medium severity exception cases, the employee will still be paid. However, the Time Coordinator will want to follow up with the employee and his or her supervisor(s) to make sure the problem doesn't occur again.

Step	Action
6.	<p>High severity exceptions <i>will prevent the employee from being paid</i> on the hours that triggered the exception until the problem is corrected.</p> <p>The Time Coordinator should work with the employee and Time Approver to get the timesheet corrected.</p> <p>On the very rare occasions that you see a High severity exception, you may want to consult with your Campus Time Administrator at FSO Payroll to help you resolve the problem.</p>
7.	<p>Once you have addressed the issue that generated the Low or Medium severity exception, you will want to allow it in order to clear it from your list.</p> <p>Click the Allow option.</p> 
8.	<p>After you've checked Allow, you can proceed to the bottom of the screen, where you can use the Save button to record that you are allowing the exception.</p> <p>Click the Save button.</p> 
9.	<p>Click the OK button.</p> 



UAccess EMPLOYEE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Reported Time
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
 - Benefits
 - Time and Labor
 - PeopleTools
 - Change My Password
 - My Personalizations

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value="STU"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Supervisor Position	<input type="text"/>
Workgroup	<input type="text"/>
Time Approver Position	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click to View Additional Information](#)

Filter Options

Exceptions [Overview](#) [Details](#) [Find](#) [First](#) [1-50 of 57](#) [Last](#)

Allow	Exception ID	Description	Date	Name	Severity
<input type="checkbox"/>	UA30WKLM	Student 30 hour weekly limit	06/27/2009	Aleia Metzler	Low
<input type="checkbox"/>	UA30WKLM	Student 30 hour weekly limit	07/23/2009	Alexander Lindly	Low
<input type="checkbox"/>	UA30WKLM	Student 30 hour weekly limit	06/21/2009	Alexis Clayton	Low
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/08/2009	Alexis Simontacchi	High
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/09/2009	Ashley Harley	High

Step	Action
10.	<p>You have successfully allowed an exception.</p> <p>Note that the details tab will give you more information on the exception.</p> <p>You can also use it to record comments about the exception for your records.</p>
11.	<p>In addition, Time Approvers and Time Coordinators may see exceptions flagged on the employee timesheet, where they will appear as alarm clock icons on the offending hours.</p> <p>End of Procedure.</p>

View Unprocessed Time

The tools in this section of UAccess Employee are very useful for Time Coordinators who need to get the big picture of time reporting status in their departments.


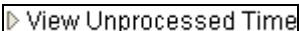

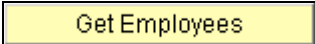
Viewing Unprocessed Reported Time


This lesson will show Time Coordinators an excellent way to review your department employees' time to make sure that everyone who needs to has submitted and approved time.

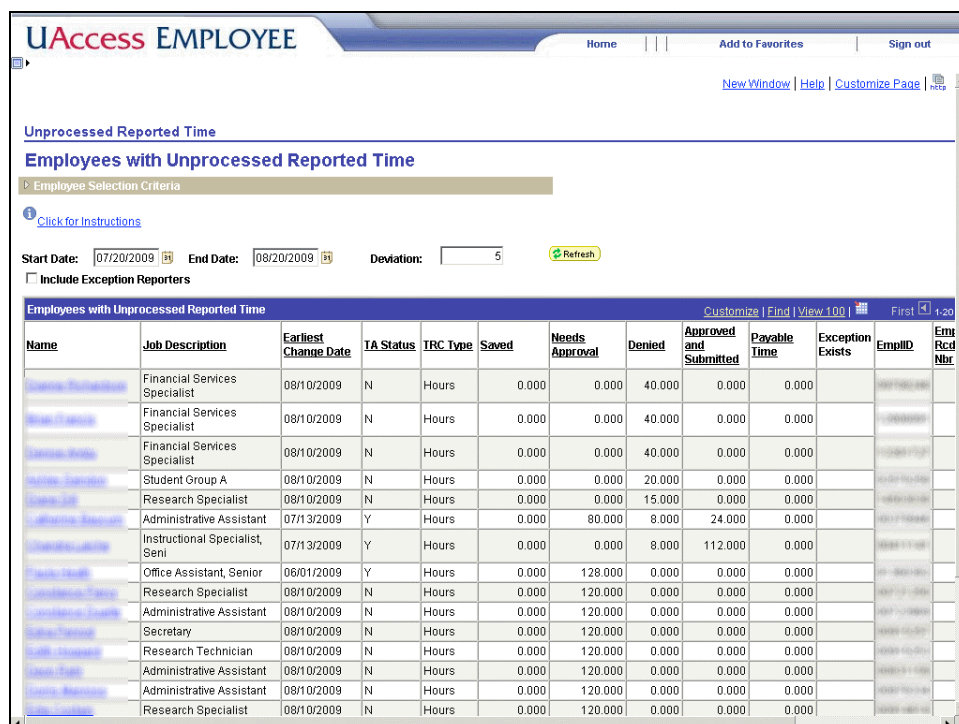
Procedure

One excellent way to tell at a glance the status of reported time in your department is to use the **Unprocessed Reported Time** component.

This tool will be particularly useful for Time Coordinators when you want to check on time for all of your department's employees.

Step	Action
1.	<p>This tool is in a different area of UAccess Employee.</p> <p>Click the Time and Labor link.</p> 
2.	<p>Click the View Unprocessed Time link.</p> 
3.	Click the Unprocessed Reported Time link.
4.	<p>Click the Collapse Menu button.</p> 
5.	<p>In this case, you are going to view the status of time for all employees in your department, so no selection criteria are necessary.</p> <p>You could, however, certainly enter selection criteria if you wanted to narrow your search.</p> <p>Click the Get Employees button.</p> 

Step	Action
6.	<p>After you've completed your search, you may want to collapse the Employee Selection Criteria section to get more room on the page.</p> <p>You can use Manager Search Options to set your defaults so that this section is collapsed rather than expanded.</p> <p>Click the Collapse Section button.</p> 

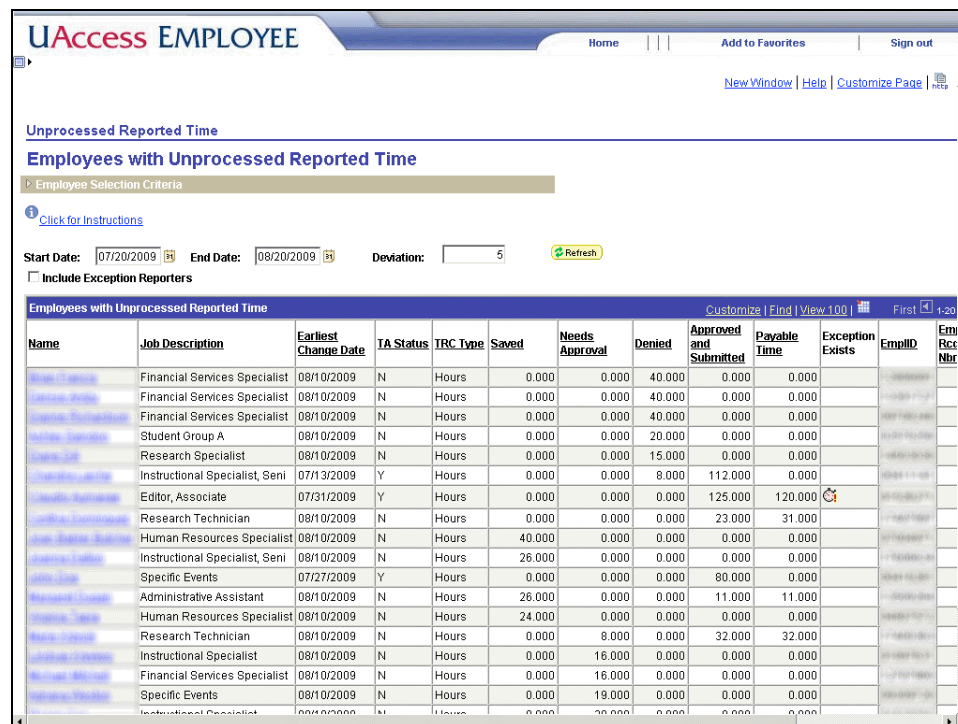


The screenshot shows the 'UAccess EMPLOYEE' interface. The main heading is 'Unprocessed Reported Time'. Below it, there's a section titled 'Employees with Unprocessed Reported Time'. A sub-section 'Employee Selection Criteria' is expanded, showing a 'Click for Instructions' link. Below this, there are search filters: 'Start Date' (07/20/2009), 'End Date' (08/20/2009), and 'Deviation' (5). There is a 'Refresh' button and a checkbox for 'Include Exception Reporters'. The main table is titled 'Employees with Unprocessed Reported Time' and has columns: Name, Job Description, Earliest Change Date, TA Status, TRC Type, Saved, Needs Approval, Denied, Approved and Submitted, Payable Time, Exception Exists, EmpID, and Em Rcd Nbr. The table lists 15 employees with their respective details.

Name	Job Description	Earliest Change Date	TA Status	TRC Type	Saved	Needs Approval	Denied	Approved and Submitted	Payable Time	Exception Exists	EmpID	Em Rcd Nbr
James, Christopher	Financial Services Specialist	08/10/2009	N	Hours	0.000	0.000	40.000	0.000	0.000		1000000000	
James, Christopher	Financial Services Specialist	08/10/2009	N	Hours	0.000	0.000	40.000	0.000	0.000		1000000000	
James, Christopher	Financial Services Specialist	08/10/2009	N	Hours	0.000	0.000	40.000	0.000	0.000		1000000000	
James, Christopher	Student Group A	08/10/2009	N	Hours	0.000	0.000	20.000	0.000	0.000		1000000000	
James, Christopher	Research Specialist	08/10/2009	N	Hours	0.000	0.000	15.000	0.000	0.000		1000000000	
James, Christopher	Administrative Assistant	07/13/2009	Y	Hours	0.000	80.000	8.000	24.000	0.000		1000000000	
James, Christopher	Instructional Specialist, Seni	07/13/2009	Y	Hours	0.000	0.000	8.000	112.000	0.000		1000000000	
James, Christopher	Office Assistant, Senior	06/01/2009	Y	Hours	0.000	128.000	0.000	0.000	0.000		1000000000	
James, Christopher	Research Specialist	08/10/2009	N	Hours	0.000	120.000	0.000	0.000	0.000		1000000000	
James, Christopher	Administrative Assistant	08/10/2009	N	Hours	0.000	120.000	0.000	0.000	0.000		1000000000	
James, Christopher	Secretary	08/10/2009	N	Hours	0.000	120.000	0.000	0.000	0.000		1000000000	
James, Christopher	Research Technician	08/10/2009	N	Hours	0.000	120.000	0.000	0.000	0.000		1000000000	
James, Christopher	Administrative Assistant	08/10/2009	N	Hours	0.000	120.000	0.000	0.000	0.000		1000000000	
James, Christopher	Administrative Assistant	08/10/2009	N	Hours	0.000	120.000	0.000	0.000	0.000		1000000000	
James, Christopher	Research Specialist	08/10/2009	N	Hours	0.000	120.000	0.000	0.000	0.000		1000000000	


Step	Action
7.	Note that you could click on any of the employee names to access more specific details about that employee's time.
8.	In addition to Name and Job Description, this screen includes the Earliest Change Date , which indicates the first date that the employee edited this timesheet.
9.	TA Status indicates whether the Time Administration process has run yet on these hours, and is mostly useful for central administration staff.
10.	The TRC Type column is, essentially, the units of measure for the numbers in the columns to the right of it. You will almost always see Hours in this column.


Step	Action
11.	<p>Most of the columns on this screen indicate how many hours fall into the various categories.</p> <p>Saved hours are those that the employee has recorded but not submitted.</p> <p>Needs Approval hours have been submitted but are waiting for Time Approver approval.</p> <p>Denied hours have been denied by the Time Approver.</p> <p>Approved and Submitted hours have been approved by the Time Approver, but are waiting for the Time Administration process to convert them into Payable Time.</p> <p>Those Payable Time hours are on their way to a paycheck.</p>
12.	<p>You can click on any of the underlined column headers to sort the content by that column.</p> <p>Click the Needs Approval column header.</p>



The screenshot shows the 'UAccess EMPLOYEE' interface for 'Unprocessed Reported Time'. It includes a table with columns for Name, Job Description, Earliest Change Date, TA Status, TRC Type, Saved, Needs Approval, Denied, Approved and Submitted, Payable Time, Exception Exists, EmpID, and Em Rct Vbr. The table lists various employees and their reported time data.

Name	Job Description	Earliest Change Date	TA Status	TRC Type	Saved	Needs Approval	Denied	Approved and Submitted	Payable Time	Exception Exists	EmpID	Em Rct Vbr
Wright, J. David	Financial Services Specialist	08/10/2009	N	Hours	0.000	0.000	40.000	0.000	0.000		0000000000	
Larson, David	Financial Services Specialist	08/10/2009	N	Hours	0.000	0.000	40.000	0.000	0.000		0000000000	
Larson, David	Financial Services Specialist	08/10/2009	N	Hours	0.000	0.000	40.000	0.000	0.000		0000000000	
Larson, David	Student Group A	08/10/2009	N	Hours	0.000	0.000	20.000	0.000	0.000		0000000000	
Larson, David	Research Specialist	08/10/2009	N	Hours	0.000	0.000	15.000	0.000	0.000		0000000000	
Larson, David	Instructional Specialist, Seni	07/13/2009	Y	Hours	0.000	0.000	8.000	112.000	0.000		0000000000	
Larson, David	Editor, Associate	07/31/2009	Y	Hours	0.000	0.000	0.000	125.000	120.000		0000000000	
Larson, David	Research Technician	08/10/2009	N	Hours	0.000	0.000	0.000	23.000	31.000		0000000000	
Larson, David	Human Resources Specialist	08/10/2009	N	Hours	40.000	0.000	0.000	0.000	0.000		0000000000	
Larson, David	Instructional Specialist, Seni	08/10/2009	N	Hours	26.000	0.000	0.000	0.000	0.000		0000000000	
Larson, David	Specific Events	07/27/2009	Y	Hours	0.000	0.000	0.000	80.000	0.000		0000000000	
Larson, David	Administrative Assistant	08/10/2009	N	Hours	26.000	0.000	0.000	11.000	11.000		0000000000	
Larson, David	Human Resources Specialist	08/10/2009	N	Hours	24.000	0.000	0.000	0.000	0.000		0000000000	
Larson, David	Research Technician	08/10/2009	N	Hours	0.000	8.000	0.000	32.000	32.000		0000000000	
Larson, David	Instructional Specialist	08/10/2009	N	Hours	0.000	16.000	0.000	0.000	0.000		0000000000	
Larson, David	Financial Services Specialist	08/10/2009	N	Hours	0.000	16.000	0.000	0.000	0.000		0000000000	
Larson, David	Specific Events	08/10/2009	N	Hours	0.000	19.000	0.000	0.000	0.000		0000000000	
Larson, David	Instructional Specialist	08/10/2009	N	Hours	0.000	20.000	0.000	0.000	0.000		0000000000	

Step	Action
13.	Note that if an exception is linked to the employee's time sheet, you will see an alarm clock icon in the Exception Exists column.
14.	<p>You can see that the information is now sorted in ascending order by the number of hours that need approval.</p> <p>But, a descending sort would push the hours still needing approval to the top and would therefore be much more useful.</p> <p>Click the Needs Approval column header.</p>
15.	<p>Clicking the column header a second time resorts in descending order.</p> <p>Now, you see those employees with hours that need to be approved at the top of your list.</p>
16.	<p>You can also sort by other columns.</p> <p>Click the Denied column header.</p> <p>Denied</p>
17.	<p>Note that we are currently sorting ascending.</p> <p>Click the Denied column header.</p> <p>Denied</p>
18.	The second click sorts the information in descending order by hours denied.
19.	<p>By default, the Unprocessed Reported Time screen shows only Positive Time Reporters: those whose time must be approved for them to be paid.</p> <p>However, you may want to view Exception Reporters in this page as well.</p> <p>Click the Include Exception Reporters option.</p> <p><input type="checkbox"/> Include Exception Reporters</p>
20.	<p>To apply the changes, you must click Refresh.</p> <p>Click the Refresh Summary Page button.</p> <p> Refresh</p>
21.	<p>Because you have not saved the option to have your Employee Selection Criteria panel collapsed, it expands again when you refresh the screen.</p> <p>Remember that you can set this panel to default to closed in Manager Search Options.</p> <p>Click the Collapse Section button.</p> <p><input checked="" type="checkbox"/></p>

Step	Action
22.	<p>Now that we've added Exception Time Reporters, let's look at the last three columns on the screen.</p> <p>Depending on your screen size, you may need to scroll sideways to see the last columns.</p> <p>Click the scrollbar.</p> 
23.	<p>The last three columns show EmplID, Employee Record Number, and Time Reporting Type.</p> <p>As you can see from the last column, your table of information now includes both Positive and Exception Time Reporters for your department.</p>
24.	<p>As you can see, the Unprocessed Reported Time component is a powerful tool for Time Coordinators to use to see the status of time in your departments.</p> <p>You can use the information here to follow up with both Time Reporters and Time Approvers to make sure that time is being properly processed.</p> <p>End of Procedure.</p>

Appendix A: Workgroups and Pay Groups

Pay Group ID	Workgroup	Description	Definition
AG	AG	Farm Workers	<p>Classified staff, Benefits Eligible, Positive time reporting with special FLSA rules (hours must be entered through Time & Labor for employee to be paid).</p> <p>This pay group was set up because of the special FLSA rules for farm workers. The average hours worked in a 2 week period are 96 instead of 80 before overtime is required.</p>
CLP	CLP	Classified Staff Positive Rpt	<p>Benefits Eligible, Positive time reporting (hours must be entered through Time & Labor for employee to be paid)</p> <p>This pay group is for the FLSA non-exempt, benefits eligible classified staff. The employees in this group are hourly employees that must report hours worked on a daily basis per the Department of Labor. If hours are not reported through time and labor, the employee will not receive a paycheck. The leave plan for this pay group includes comp-time.</p>
CLE	CLE	Classified Staff Exception	<p>Benefits Eligible, Exception time reporting</p> <p>This pay group is for FLSA exempt, benefits eligible classified staff. The employees in this group are only required to report hours away from work through time and labor. They will receive their time paid on the pay-line equal to their FTE. Departments may request that the employees use the present at work time reporting code on their time sheet.</p>

Pay Group ID	Workgroup	Description	Definition
PPP	CLP	Appointed Positive Report	<p>Benefits Eligible, Positive time reporting (hours must be entered through Time & Labor for employee to be paid)</p> <p>This pay group is for the FLSA non-exempt, benefits eligible appointed personnel. This group of employees are in jobs that are normally be considered exempt under FLSA but do not meet the \$455 per week requirement. The employees in this group are hourly employees that must report hours worked on a daily basis per the Department of Labor. If hours are not reported through time and labor, the employee will not receive a paycheck. The leave plan for this pay group includes comp-time.</p>
APP	APP	Appointed 12 Month	<p>Benefits Eligible, Exception time reporting, Pay group will include 12 month contracted employees and 9 month contracted employees that have elected to receive their salary over 12 months.</p> <p>This pay group is for FLSA exempt, benefits eligible appointed personnel. The employees in this group are only required to report hours away from work through time and labor. They will receive their time paid on the pay-line equal to their FTE. Departments may request that the employees use the present at work time reporting code on their time sheet.</p>

Pay Group ID	Workgroup	Description	Definition
AP9		Appointed 9 Month	<p>Benefits Eligible, Exception time reporting</p> <p>This pay group is for FLSA exempt, benefits eligible appointed personnel. The employees in this group are only required to report hours away from work through time and labor. They will receive their time paid on the pay-line equal to their FTE. Departments may request that the employees use the present at work time reporting code on their time sheet.</p>
FAC	FAC	Faculty 12 Month	<p>Benefits Eligible, Exception time reporting, Pay group will include 12 month contracted employees and 9 month contracted employees that have elected to receive their salary over 12 months.</p> <p>This pay group is for FLSA exempt, benefits eligible faculty. The employees in this group are only required to report hours away from work through time and labor. They will receive their time paid on the pay-line equal to their FTE. Departments may request that the employees use the present at work time reporting code on their time sheet.</p>

Pay Group ID	Workgroup	Description	Definition
FA9	FA9	Faculty 9 Month	<p>Benefits Eligible, Exception time reporting</p> <p>This pay group is for FLSA exempt, benefits eligible faculty. The employees in this group are only required to report hours away from work through time and labor. They will receive their time paid on the pay-line equal to their FTE. Departments may request that the employees use the present at work time reporting code on their time sheet.</p>
FED	APP	Federal Appointment	<p>Benefits Eligible, Exception time reporting, Federal Civil Servant Employees that have federal benefits instead of state offered benefit plans</p> <p>This pay group is for FLSA exempt, benefits eligible appointed personnel. The employees in this group are only required to report hours away from work through time and labor. They will receive their time paid on the pay-line equal to their FTE. Departments may request that the employees use the present at work time reporting code on their time sheet. Even though this is a small population of employees for benefits configuration is was easier to set up a separate pay group for these employees.</p>
GRD	NONE	Graduate Student	<p>No benefits and no reporting requirements. Grad students are paid a contracted amount. Any changes need approval of Grad College.</p> <p>Grad students have no leave time or exception time. All time will be paid off of their job row. Grad students are excluded from FLSA coverage</p>

Pay Group ID	Workgroup	Description	Definition
STU	STU	Student	No benefits, Positive time reporting
PTE	PTE	Part Time Employee Exception	<p>No benefits, Exception time reporting</p> <p>This pay group is for part-time, FLSA exempt, non-benefits eligible employees. This is the current ancillary employee population. This group of employee will have no leave time or exception time. All time will be paid off of their job row.</p>
PTP	PTP	Part Time Employee Positive Rpt	No benefits, Positive time reporting
SUP	SUP	Supplemental Compensation	Positive time reporting, must have a concurrent job in another pay group
CWR	NONE	Contingent Worker	<p>Resident Hall Assistants that are receiving room and board fees waived in lieu of wages.</p> <p>Set up to track for workers comp. Will need to have a value supplied by the department to calculate the workers comp percentage on.</p>

Appendix B: Automatic Email Notifications

There are circumstances under which UAccess Employee will send out automatic e-mail messages. Those circumstances are detailed in the table below.

An e-mail will be sent to the:	Because:	The e-mail message will read:	When will it be sent?
Time Reporter	A timesheet has been modified after it's been approved.	Reported time was modified.	After each modification.
Time Reporter	A timesheet has been denied.	Reported time was denied.	After each denial.
Time Reporter	The timesheet is coming due.	Reminder to complete timesheet.	Thursday of the week prior to the payday. (1 st reminder)
Time Reporter	No time has been submitted.	Reminder to complete timesheet.	Monday of the week of the payday. (2 nd reminder)
Time Reporter	Excess vacation time must be used before the end of the calendar year or it will be lost.	You are going to lose your vacation time if you don't use it.	November 1 st - two months prior to the end of the calendar year. (1 st reminder)
Time Reporter	Excess vacation time must be used before the end of the calendar year or it will be lost.	You are going to lose your vacation time if you don't use it.	December 1 st - one month prior to the end of the calendar year. (Last reminder)
An e-mail will be sent to the:	Because:	The e-mail message will read:	When will it be sent?
Time Approver	Reported time in the current pay period has not been approved.	Reminder to approve time.	Monday of the week of the payday.
An e-mail will be sent to the:	Because:	The e-mail message will read:	When will it be sent?
Time Coordinator	Reported time in the current pay period has not been approved.	Reminder to have time approved.	Friday of the week prior to the payday.
Time Coordinator	There are high severity exceptions.	High severity exceptions exist.	Friday of the week prior to the payday (1 st reminder)
Time Coordinator	There are high	High severity	Monday of the week

	severity exceptions.	exceptions exist.	of the payday (2 nd reminder)
Time Coordinator	There are high severity exceptions.	High severity exceptions exist.	Tuesday of the week of the payday (3 rd reminder)

Appendix C: Time Reporting Codes

All time reporting codes (TRC) are changing. Please use the list below to find the new codes for each type of employee. The reporting type is based on whether the code applies to *Exception* Time Reporters, *Positive* Time Reporters, or *both*. Please use the appropriate codes when submitting time.

P = Positive Time Reporter E = Exception Time Reporter B = Both

PSOS Codes	Description	Hours or Amount	Reporting Type	New TRC
--	Event Pay (Concession Worker)	Hours	P	EVP
--	Tips - Cash	Amount	P	TPC
A	Unpaid Absence	Hours	E	UPE
A	Unpaid Absence	Hours	P	UPP
B	Call Back actual hours worked @ 1.5	Hours	P	CBK1
B	Call Back actual hours worked @ 1.5	Hours	P	CBK2
B	Call Back actual hours worked @ 1.5	Hours	P	CBK3
B	Call Back actual hours worked @ 1.5	Hours	P	CBK4
CTS	Compassionate Sick Leave	Hours	E	CSE
CTS	Compassionate Sick Leave	Hours	P	CSP
F	Bereavement	Hours	E	BRE
F	Bereavement	Hours	P	BRP
FA	FML Unpaid Absence	Hours	E	FMUE
FA	FML Unpaid Absence	Hours	P	FMUP
FCS	FML Compassionate Sick	Hours	E	FCSE
FCS	FML Compassionate Sick	Hours	P	FCSP
FS	FML Sick	Hours	E	FMSE
FS	FML Sick	Hours	P	FMSP
FV	FML Vacation	Hours	E	FMVE
FV	FML Vacation	Hours	P	FMVP
FX	Flexible Year Program	Hours	B	FLEX
H	Holiday	Hours	E	HLE
H	Holiday	Hours	P	HLP
HCS	Compassionate Holiday	Hours	E	CHE
HCS	Compassionate Holiday	Hours	P	CHP
J	Jury Duty	Hours	E	JRE
J	Jury Duty	Hours	P	JRP
L	Administrative Leave	Hours	E	ADE
L	Administrative Leave	Hours	P	ADP

PSOS Codes	Description	Hours or Amount	Reporting Type	New TRC
M	Military Duty Leave	Hours	E	MLE
M	Military Duty Leave	Hours	P	MLP
N	Comp Time Taken	Hours	P	CTT
OC	On Call @ 10.00	Hours	P	OC2
P	On Call @ 5.00	Hours	P	OC1
R	Regular	Hours	P	REG
R	Student Pay	Hours	P	STU
S	Sick Taken	Hours	E	STE
S	Sick Taken	Hours	P	STP
TC/TS	Tips - Reported	Amount	P	TPR
UC	University Closure	Hours	E	UCE
UF	Unpaid Furlough	Hours	E	UFE
UF	Unpaid Furlough	Hours	P	UFP
V	Vacation Taken	Hours	E	VTE
V	Vacation Taken	Hours	P	VTP
VLA	Victim's Leave Unpaid Absence	Hours	P	VLUP
VLH	Victim's Leave Unpaid Absence	Hours	E	VLUE
VLN	Victim Leave Comp Taken	Hours	P	VLCT
VLV	Victim Leave Vacation	Hours	E	VLAE
VLV	Victim Leave Vacation	Hours	P	VLAP
	Supplemental Compensation	Amount	B	SUP
	Service Charge	Amount	P	SVC

Appendix D: Exception Codes

Severity	Description	Allowed
Low	Student 30 Hr Warning	Y
Low	Holiday	Y
Low	Hrs over 40 pay as Comp Time	Y
Low	Pos Time less than Std Hrs	Y
Low	Reported Hrs Below Job Std Hrs	Y
Low	Work hr limits based on FTE	Y
Low	PT Reported greater than Std Hrs	Y
Low	Exception FJ Visa GT 20 Hrs	Y
Medium	PT H1B Visa greater than Std Hours	Y
High	Comp Time Limit Exceeded	N
High	Inactive Time Reporter Status	N
High	Invalid Position Number	N
High	Invalid TRC	N
High	Inactive TRC	N
High	TRC is not in TRC Program	N
High	Invalid Time Reporter	N

Glossary

Approve Reported Time

Approve Reported Time is

1) A timesheet action taken by a Time Approver that updates the reported time status from Needs Approval to Approved and makes the instance of reported time available to the Time And Labor Administration process.

2) The area of Manager Self-Service where a Time Approver can approve timesheet entries.

Automatic E-mail Notification

The **Automatic E-mail Notifications** from UAccess Employee are messages triggered by specific information or changes in the system.

You can download a list of time and labor related automatic e-mail notifications.

Campus Time Administrator

Campus Time Administrator is the role and set of permissions granted to an employee who will configure, process, and interface time created and managed in Time and Labor

Comp Time

Comp Time is premium hours earned by employee.

Component

A **Component** is a screen in UAccess Employee where you can enter, edit, and view data.

Dashboard

A **Dashboard** is made up of sections of information that can contain items such as results from Oracle BI Answers, external Web content, HTML text, graphics, links to other sites, embedded objects such as requests, and so on. Dashboard content is organized into pages. The pages appear as tabs across the top of the screen in Oracle BI Interactive Dashboards.

The purpose of a Dashboard is to provide a place at which an individual may place and subsequently view those Requests and other information that are important to that individual on a regular basis.

Rather than having to access individual Requests, the User adds

those Requests to a Dashboard. When the User logs in to UAccess Analytics, they are automatically directed to their personal Dashboard and can view those Requests without delving further into the software.

Deny Reported Time **Deny Reported Time** is a timesheet action taken by a Time Approver to update the reported time status to Denied.

EmplID The **Employee ID**—now known as the **EmplID**—is the seven number code that identifies employees across applications. In many cases, this code is created by dropping the middle zeros from the EID that was used in the old systems.

If you want to see what your EmplID is in the new system, visit <http://newid.arizona.edu/> to view your UA ids.

Exception An **exception** is a system-generated notice that something about an employee's time has violated a business rule.

There are three severity levels of exception: Low, Medium, and High.

Low: A low severity exception will not prevent the employee from being paid on the hours that triggered the exception. However, as a Time Coordinator, you should follow up with the employee and their supervisor(s) to make sure that the problem doesn't arise again.

Example: a low severity exception will be triggered when a student employee exceeds 30 hours in a pay period.

Medium: A medium severity exception will not prevent the employee from being paid on the hours that triggered the exception. However, as a Time Coordinator, you should follow up with the employee and their supervisor(s) to make sure that the problem doesn't arise again. *Example:* a medium severity exception will be triggered when a student employee on a visa exceeds their permitted work hours.

High: A high severity exception ***will prevent the employee from being paid*** on the hours that triggered the exception. As a Time Coordinator, you should follow up with the employee and their Time Approver to ensure that the timesheet is corrected, resubmitted, and re-approved. High severity exceptions are fairly rare. If you see one, you should contact your Campus Time Administrator at FSO for help correcting the issue.

Exceptions are visible through the **Exceptions** component in UAccess Employee and also show as alarm clock icons on the employee timesheet.

Exception Time Reporter

An **Exempt** employee is one who is not eligible to receive overtime pay. Informally, this employee type is also known as a "salaried" employee. In UAccess Employee, exempt employees are also known as **Exception Time Reporters**.

Exception Time Reporters only file a timesheet when they take time off of work. (In some cases, Exception Time Reporters may need to file a timesheet documenting Presence at Work.)

Exempt

An **Exempt** employee is one who is not eligible to receive overtime pay. Informally, this employee type is also known as a "salaried" employee. In UAccess Employee, exempt employees are also known as **Exception Time Reporters**.

Exception Time Reporters only file a timesheet when they take time off of work. (In some cases, Exception Time Reporters may need to file a timesheet documenting Presence at Work.)

Group ID

A **Workgroup** is a Time and Labor grouping of employees who share common time reporting and processing characteristics.

For example, Workgroup can be Students, Appointed Staff, or Classified – Positive. You can download a list of Workgroups and Pay Groups.

Manager Search Options

Manager Search Options is the area of Manager Self-Service where users can set up their preferences for search defaults.

Menu Pagelet

The **Menu Pagelet** is the panel on the left side of UAccess Employee that you can use to navigate through the system.

Non-Exempt

A **Non-Exempt** employee is one who is eligible for overtime pay. Informally, this employee type is also known as "hourly." In UAccess Employee, this employee type is also known as a **Positive Time Reporter**.

A Positive Time Reporter ***must submit a timesheet in order to be paid.*** The timesheet includes regular time in addition to leave time.

Pay Group A **Workgroup** is a Time and Labor grouping of employees who share common time reporting and processing characteristics.

For example, Workgroup can be Students, Appointed Staff, or Classified – Positive. You can download a list of Workgroups and Pay Groups.

Position Number Your **Position Number** is the number that identifies the job that you hold at the UA. Supervisors and Time Approvers will want to use their Position Numbers to search for just those Time Reporters whose timesheets they need to review.

If you aren't sure what your Position Number is, you can look it up in Self Service or ask the Business Manager in your department.

Positive Time Reporter A **Non-Exempt** employee is one who is eligible for overtime pay. Informally, this employee type is also known as "hourly." In UAccess Employee, this employee type is also known as a **Positive Time Reporter**.

A Positive Time Reporter ***must submit a timesheet in order to be paid.*** The timesheet includes regular time in addition to leave time.

Presence at Work Some departments require their exempt employees to record **Presence at Work**, which is simply a way of confirming via a timesheet entry that they were at work that week. Most frequently, departments with employees who are paid via grant money will require those employees to record Presence at Work to comply with audit requirements.

If your department requires you to record Presence at Work, then your Time Approver or Time Coordinator will let you know.

Presence at Work entries do not require approval.

Punch Timesheet A **Punch Timesheet** is a timesheet that allows employees to capture a punch type and time of day using Web Clock.

Reported Time **Reported Time** is the time recorded by Time Reporters as they enter punches through the Web Clock or elapsed time on timesheets.

Reported Time is approved by Time Approvers and then processed by Time And Labor Administration Process to become Payable Time.

You can download a flow chart that shows the flow of time from Reported Time to Payable Time at the UA.

Reported Time Status	<p>Reported Time Status is the day by day submission and approval status of time recorded on a timesheet. The status options are:</p> <p><i>Needs Approval (NA)</i>: Time submitted by a Time Reporter and awaiting manager approval <i>Submitted (SB)</i>: Time Saved For Later by a Time Reporter that represents a work in progress on a timesheet <i>Denied (DN)</i>: Time submitted by a Time Reporter and rejected by the Time Approver</p>
Submit Time	<p>A Time Reporter will use Submit Time to route their timesheet to their Time Approver.</p>
Time Approver	<p>A Time Approver is an employee who uses Manager Self-Service components to review, adjust, and approve reported time that has been submitted by a Time Reporter.</p> <p>The Time Approver will usually be the direct supervisor of the Time Reporter.</p> <p>You can download a graphic that shows old and new Time and Labor roles at the UA.</p> <p>You can also download a flow chart that shows the flow of time reporting and processing at the UA.</p>
Time Coordinator	<p>The Time Coordinator is an employee who reviews exceptions and facilitates accurate reporting of time within an administrative unit.</p> <p>In most cases, the Time Coordinator and Time Approvers are different people. Frequently, the Time Coordinator is a unit's Business Manager.</p> <p>You can download a graphic that shows old and new Time and Labor roles at the UA.</p> <p>You can also download a flow chart that shows the flow of time reporting and processing at the UA.</p>

And, you can download a pay period checklist to help you know where in UAccess Employee you will complete your payroll related tasks.

- Time Period** **Time Period** is a repeating calendar entry with a fixed duration and start and end date.
- Time Reporter** A **Time Reporter** is any person who enters time into a timesheet. In other words, every employee at the University is a Time Reporter.
- You can download a graphic that shows old and new Time and Labor roles at the UA.
- You can also download a flow chart that shows the flow of time reporting and processing at the UA.
- Web Clock** The **Web Clock** is a timesheet that allows Time Reporters to record Punch Time and Punch Type.
- Workgroup** A **Workgroup** is a Time and Labor grouping of employees who share common time reporting and processing characteristics.
- For example, Workgroup can be Students, Appointed Staff, or Classified – Positive. You can download a list of Workgroups and Pay Groups.

