



End User – Manager Self Service_Approvals Tile

What is ApprovalsTile

Approvals Tile is a central location where you can view all time entries needing your approval. The Approvals Tile allows you view all reported time that employees have entered into the system for your approval.

Definitions

- **Reported Time:** Time reported on timesheet, such as worked time.
- **Elapsed Time Reporter:** Employee will log the quantity of hours worked on a given day.
- **Punch Time Reporter:** Employee will log their In time and Out time worked on a given day.



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Navigating to Approvals Tile:

<p>Step 1</p>	<p>Log into your employee portal (MyUNTSYSTEM.edu)</p>									
<p>Step 2</p>	<p>Under Manager Self Service option, select “Approvals” Tile.</p> <ul style="list-style-type: none"> The number in the right coner indicates the rows of data (not employees) that need to be approved. 									
<p>Step 2.A</p>	<p>Select the Filter icon to filter by the Requester <u>or</u> Date Period.</p>									
<p>Step 3</p>	<p>Select the employee’s week of time you wish to approve.</p>	<table border="1"> <thead> <tr> <th colspan="2">Pending Approvals</th> </tr> </thead> <tbody> <tr> <td colspan="2">All</td> </tr> <tr> <td>Reported Time Test,A. Employee</td> <td>Quantity for Approval 40.00 Hours 05/03/2021 - 05/07/2021</td> </tr> <tr> <td>Reported Time Test,D. Employee</td> <td>Quantity for Approval 27.00 Hours 05/03/2021 - 05/05/2021</td> </tr> </tbody> </table>	Pending Approvals		All		Reported Time Test,A. Employee	Quantity for Approval 40.00 Hours 05/03/2021 - 05/07/2021	Reported Time Test,D. Employee	Quantity for Approval 27.00 Hours 05/03/2021 - 05/05/2021
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How to Approve or Deny Time (Elapsed Time Reporter):

<p>Step 1</p> <p>Review the reported hours for the employee.</p> <p>Common Issues to be Aware of:</p> <ul style="list-style-type: none"> • Ensure the employee did not report REG hours on a Holiday. • Ensure the employee entered the correct amount of hours worked (i.e. did they really work 16 hours in one day?) • Ensure employee did not report REG hours on a day they used a leave accrual. 		<p>Summary</p> <p>Time Period 05/03/2021 - 05/07/2021 Quantity for Approval 40.00 Hours Quantity Submitted/ Approved 0.00 Hours Quantity Denied 0.00 Hours</p> <p>View Legend</p> <p>Reported Time Details</p> <p>Pending All</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Time Reporting Code</th> <th>Quantity for Approval</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>05/03/2021</td> <td>REG - Regular Earnings</td> <td>8.00 Hours</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/04/2021</td> <td>REG - Regular Earnings</td> <td>8.00 Hours</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/05/2021</td> <td>REG - Regular Earnings</td> <td>8.00 Hours</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/06/2021</td> <td>REG - Regular Earnings</td> <td>8.00 Hours</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/07/2021</td> <td>REG - Regular Earnings</td> <td>8.00 Hours</td> </tr> </tbody> </table>	Select	Report Date	Time Reporting Code	Quantity for Approval	<input type="checkbox"/>	05/03/2021	REG - Regular Earnings	8.00 Hours	<input type="checkbox"/>	05/04/2021	REG - Regular Earnings	8.00 Hours	<input type="checkbox"/>	05/05/2021	REG - Regular Earnings	8.00 Hours	<input type="checkbox"/>	05/06/2021	REG - Regular Earnings	8.00 Hours	<input type="checkbox"/>	05/07/2021	REG - Regular Earnings	8.00 Hours
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<p>Step 1</p>	<p>Review the reported hours for the employee.</p> <p>Common Issues to be Aware of:</p> <ul style="list-style-type: none"> • Ensure the employee entered the correct amount of hours worked (i.e. did they really work 16 hours in one day?) • Ensure the employee does not have any double punches. 	<table border="1"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Time Reporting Code</th> <th>Quantity for Approval</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>05/03/2021</td> <td>RHW - Regular Hourly Wages</td> <td>9.00 Hours</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/04/2021</td> <td>RHW - Regular Hourly Wages</td> <td>9.00 Hours</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/05/2021</td> <td>RHW - Regular Hourly Wages</td> <td>9.00 Hours</td> </tr> </tbody> </table>	Select	Report Date	Time Reporting Code	Quantity for Approval	<input type="checkbox"/>	05/03/2021	RHW - Regular Hourly Wages	9.00 Hours	<input type="checkbox"/>	05/04/2021	RHW - Regular Hourly Wages	9.00 Hours	<input type="checkbox"/>	05/05/2021	RHW - Regular Hourly Wages	9.00 Hours
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If you have any questions or issues, please contact timeandlabor@untsystem.edu.