

We are implementing a new process where the supervisor is going to have to acknowledge prior auto approved time.

Here are the instructions:

If a supervisor has prior auto approved time, they will receive an email when we run the process. All of the manager's employees who have auto approved time will appear with a red dot on the manager's search page regardless of the status of time entered for the current pay period:

| Employee / Status | Job | Account / Job Title / Type | Supervisor | Department |
|-----------------------------------------|-----|---------------------------------------------------------------------------------|-----------------------------|-------------------------------------|
| Jones, Anyone 10103457 Leave W/Py | 0 | 110-700-151690-51230 Senior Human Resources Analyst Elapsed Time Reporter | 10121153 Smith, Somebody | 700-15169A Compensation Benefits |

Time Reporting Code -- Total Hours
0.00

The manager will have to click on the "Hours" link, in this case it is 0.00, which will take them to the approvals page:

Week Beginning: 02/10/2007

10:09:49 AM
Official Time

Deadline for Administering Time for this Period is: 02/26/2007 1:00PM

Once in the approvals page, the manager will have to navigate to the period containing the auto approved time by clicking on the prior week button or by clicking on the lookup and choosing the period. When the manager has reached the period containing the auto approved time, they will have to click on the "Acknowledge Time" button whether the hours are correct or not. If the time is not correct, an absence adjustment form or timecard will need to be sent in so the hours can be manually updated.

| Reporting Period 11/18/06 through 12/01/06 | | | | | | | | |
|--------------------------------------------|------------|-------------------|----------------|--------|-----------|---------------------|-------------|--------------|
| | Date | TRC - Description | Hours Reported | Status | Approving | Previously Approved | Daily Total | Weekly Total |
| Monday | 11/27/2006 | VAC Vacation | 8.00 | Closed | | 8.00 | 8.00 | |
| Tuesday | 11/28/2006 | VAC Vacation | 8.00 | Closed | | 8.00 | 8.00 | |
| Thursday | 11/30/2006 | SCP Personal | 2.00 | Closed | | 2.00 | 2.00 | 18.00 |

Select All
 Clear All

ACKNOWLEDGE TIME

After all auto-approved time for a manager has been acknowledged, they will no longer receive emails when we run the process.