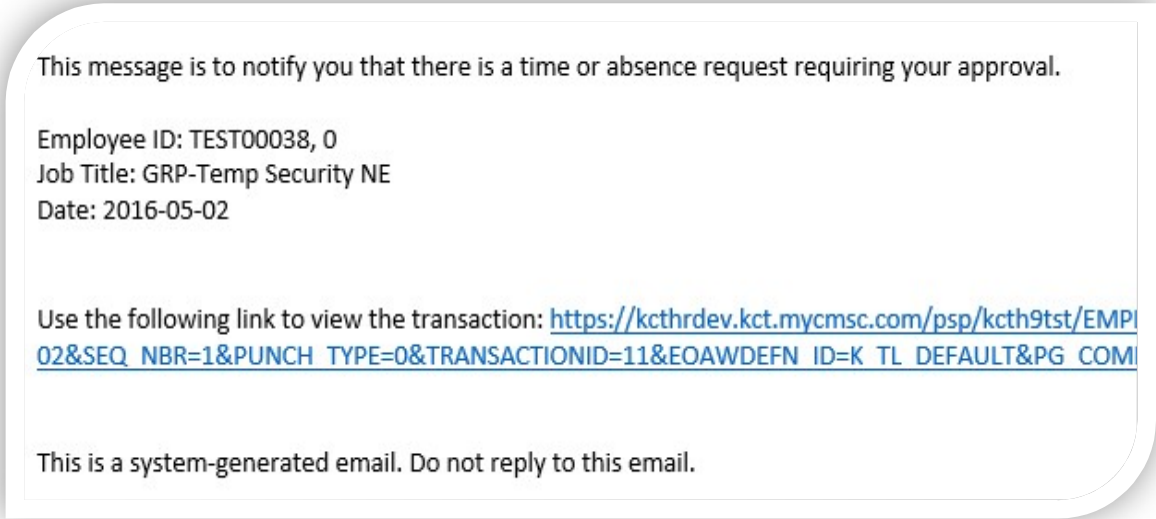


# KCTCS Self-Service Absence - Supervisor Approval Instructions

Beginning August 1<sup>st</sup> 2016, all employees (both exempt and non-exempt) should enter absence request data through the Time and Absence page of employee self-service. Supervisors will be responsible for reviewing the reported absences and marking the hours as approved or denied.

**Step 1:** Supervisors will receive an e-mail notification when an employee submits hours.



**Step 2:** Clicking the link in the e-mail will navigate the supervisor directly to the employee’s Time and Absence page for the period that contains the hours in a pending approval status.

Actions ▾ Earliest (

**Time and Absence**

\*Time and Absence Period: Calendar Period ▾ Previous Period Next Period

\*Date: 05/01/2016 📅 🔄 Next Employee

Scheduled Hours: 0.00 Reported Hours: 6.00 Print

From Sunday 05/01/2016 to Sunday 05/15/2016 ?

Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7	Sun 5/8	Mon 5/9
	3.00	3.00						

Save for Later Submit

**Reported Time Status** | Summary | Exceptions | Payable Time

Reported Time Status Personalize | Find | 🔍 | 📄 | 1

Select	Date	Reported Status	Total TRC	Description	Sched Hrs	Add Comment
<input type="checkbox"/>	05/02/2016	Needs Approval	3.00		0.00	🗨️
<input type="checkbox"/>	05/03/2016	Needs Approval	3.00		0.00	🗨️

**Approval**

Select All Deselect All Approve Deny Push Back

**Step 3:** On the Time and Absence page, review the entries under the reported time tab. To approve all line items on the page, click the select all button, then approve. Supervisors can also deny all items, or select single items to approve or deny.

Reported Time Status		Summary	Exceptions	Payable Time		
Reported Time Status						
				Personalize   Find   1-5 of 5		
Select	Date	Reported Status	Total TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	02/01/2016	Needs Approval	7.50 BRV	Bereavement Leave	7.50	
<input type="checkbox"/>	02/02/2016	Needs Approval	7.50 BRV	Bereavement Leave	7.50	
<input type="checkbox"/>	02/03/2016	Needs Approval	7.50 BRV	Bereavement Leave	7.50	
<input type="checkbox"/>	02/04/2016	Needs Approval	7.50 BRV	Bereavement Leave	7.50	
<input type="checkbox"/>	02/05/2016	Needs Approval	7.50 BRV	Bereavement Leave	7.50	

Approval				
Select All	Deselect All	Approve	Deny	Push Back

When employees are reporting partial day absences, they should record the exact hours requested (example: 8:00 am – 11:00 am) in the comments box. This allows the supervisor to know exactly when the employee plans to be out of the office. If the employee has added a comment for a particular date, the comment bubble will display dots.

<input type="checkbox"/>	02/05/2016	Needs Approval	3.00 BRV	Bereavement Leave	7.50	
--------------------------	------------	----------------	----------	-------------------	------	--

Clicking on the comment bubble will launch the page to display the comment history. Supervisors also have the ability to add comments.

Comments related to time entered for 02/05/2016				
Date	User ID	DateTime Created	Source	Comment
1 02/05/2016	JSUMNER0016	06/15/2016 3:22PM	Time Reporting	8:00 AM - 11:00 AM

Add Comment		
OK	Cancel	Apply

**Step 4:** After approving the hours, click “Yes” on the confirmation message pop-up.

message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

The selected entries will now update to an Approved or Denied status. No further action is required.

Reported Time Status				
Select	Date	Reported Status	Total TRC	Description
<input type="checkbox"/>	02/01/2016	Approved	7.50 BRV	Bereavement Leave
<input type="checkbox"/>	02/02/2016	Approved	7.50 BRV	Bereavement Leave

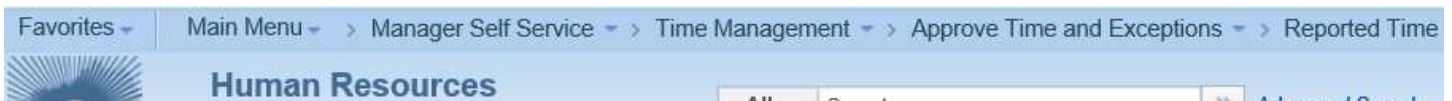
# Alternate Instructions – Approving Time and Absence Directly Through Manager Self-Service

If an approval e-mail notification has been deleted, supervisors can still access approvals directly through Manager Self-Service in PeopleSoft.

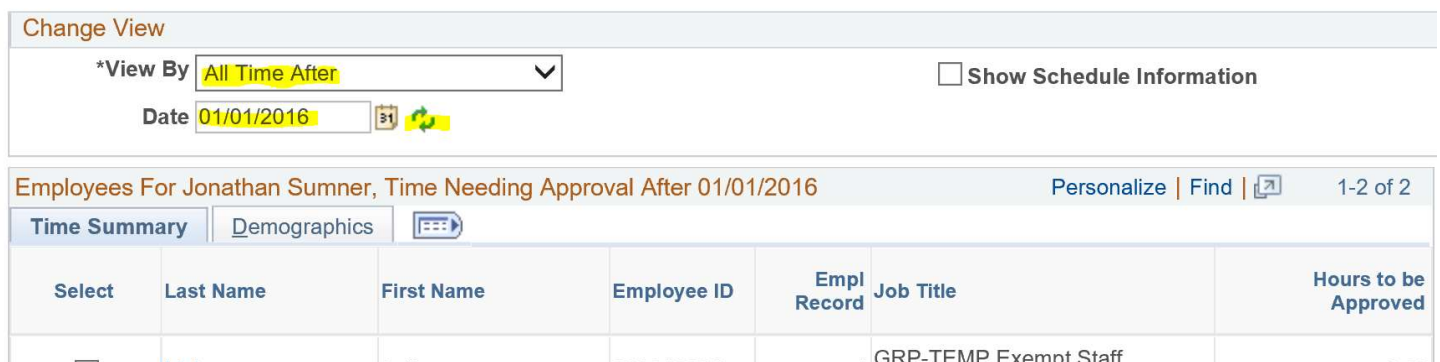
**Step 1:** Log into PeopleSoft HRMS to access the employee self-service pages.



**Step 2:** Navigate to the Approve Reported Time Page in Manager Self-Service by following the menu path:



**Step 3:** The page defaults to only show employees who have Time and Absence hours within the current week. In order to capture all hours from previous, current, and future weeks that are still in a needs approval status, change the drop-down box from “week” to “all time after” and select a date at least 90 days in the past. Click the refresh button.



**Step 4:** After completing step 3, the page will now display a listing of only employees who have worked or absence hours that still need to be approved.

**DO NOT MAKE APPROVALS DIRECTLY FROM THIS PAGE.** This page only shows a summary of hours by week, not the exact type of leave or hours requested. To make an approval, click on the employee’s last name. This will launch the employee’s Time and Absence page that contains the hours needing approval. You can now complete the approvals by beginning with Step 2 of the normal KCTCS Self-Service Absence - Supervisor Approval Instructions handout.

# Optional Workforce Management Tool for Supervisors:

## Using the Weekly and Monthly Time Calendars

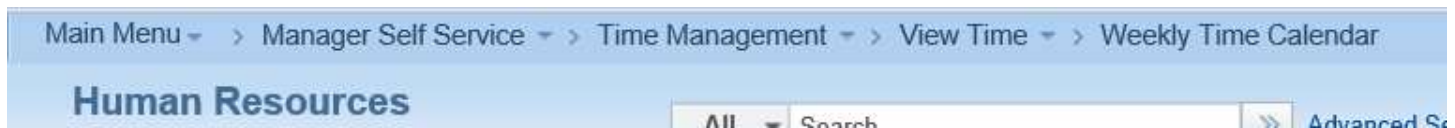
A weekly and monthly time calendar is available in PeopleSoft Manager Self-Service. These Time and Labor calendar views provide assistance to optimally manage workforce resources. This information is viewable on a weekly or monthly time calendar and includes drill down capability to view lower level details.

The weekly and monthly time calendar view pages enable managers to analyze recorded time data and plan future schedules. Using prior period time calendar views, managers can view time reporters' overtime hours and absence history. Viewing future periods on the time calendar view pages enable managers to preview approved absences.

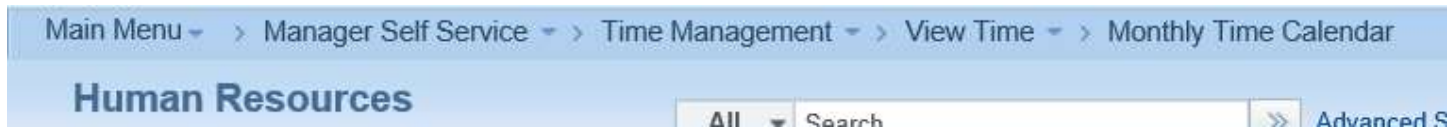
Each time calendar page consists of a set of instructions, a viewing options menu to select the type of information to view on the time calendar, the time calendar grid itself that displays time reporter information and a legend that details the colors and codes used in the time calendar display.

### Navigating to the Weekly and Monthly Time Calendars:

The time calendars are located in Manager Self-Service:



or



### Selecting Employees and Setting Criteria:

Managers can use the employee selection criteria to search for specific employees, or leave blank to view all employees the supervisor has access to view.

Employee Selection	
Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees  
Clear Criteria  
Save Criteria

## Define the criteria for the display.

1. Select the desired week (for the weekly calendar) or month (for the monthly calendar) and the year.
2. Switch from Reported hours to Payable hours.

**Helpful Tip:** Payable hours is the preferred criteria because it includes only hours that have been approved, as well as all overtime. Overtime is calculated in payable time, and therefore does not display in the reported time view.

3. Click on the “Show Symbols” check box. Leave all other boxes unchecked.

**Helpful Tip:** You do not have to click the Show Absences box. Absences will automatically display in the calendar by default.

4. Click the Refresh View button.

**Helpful Tip:** You can easily navigate between the weekly and monthly calendar pages by using the links above the criteria box.

## Viewing Time:

The page will now display a grid of your selected employees.

Weekly Time Calendar					Mon. 02/01/2016	Tue. 02/02/2016	Wed. 02/03/2016
Last Name	First Name	Employee ID	Job Title	Total			
Tester	Aiden	TEST00009	Maintenance Worker	37.50	Reg 07.50	Reg 07.50	Vac 07.50
Tester	Allison	TEST00003	Executive Administrative Asst	42.00	Reg 07.50	Reg 07.50	Reg 07.50
Tester	Alvin	TEST00069	Human Resources Generalist	37.50	Abs 07.50	Abs 07.50	Sic 07.50
Tester	Andrew	TEST00018	Maintenance Worker	37.50	Hol 07.50	Vac 07.50	Vac 07.50

**Notes about using this page:**

- The legend at the bottom of the page will show which type of hours correspond to each color on the grid.

Legend	
<span style="background-color: #cccccc; border: 1px solid black; padding: 2px;">Reg</span> Regular	<span style="background-color: #90ee90; border: 1px solid black; padding: 2px;">Vac</span> Vacation
<span style="background-color: #e0ffff; border: 1px solid black; padding: 2px;">Sic</span> Sick	<span style="background-color: #ffff99; border: 1px solid black; padding: 2px;">Hol</span> Default Reported/Payable Time
	<span style="background-color: #ffffcc; border: 1px solid black; padding: 2px;">Abs</span> Absence
	<span style="background-color: #ffcccc; border: 1px solid black; padding: 2px;">Ovt</span> Overtime

- Only one color per day will display on the calendar for each employee. If more than one hours type is recorded on a single date (example – 4.0 vacation, 3.50 regular), events are prioritized to display “other” type absences first, followed by vacation, sick, overtime, default time (such as holiday and institutional closing), and regular hours.
- Clicking on the text in a particular box will show the exact detail of hours for that date, separated by Time Reporting Code.

Thu. 02/04/2016		02
	<u>Abs</u> 07.50 <a href="#">Click to display ↑ detailed data</a>	
	<u>Reg</u> 12.00	
	<u>Sic</u> 07.50	

## Time Details For 02/04/2016

Aiden Tester

Maintenance Worker

Reported Elapsed Time		
Quantity	Type	Time Reporting Code
3.50	Hours	Vacation Leave
4.00	Hours	Jury Duty

Payable Time			
Quantity	Type	Time Reporting Code	Payable Status
3.50	Hours	Vacation Leave	Estimated
4.00	Hours	Jury Duty	Estimated