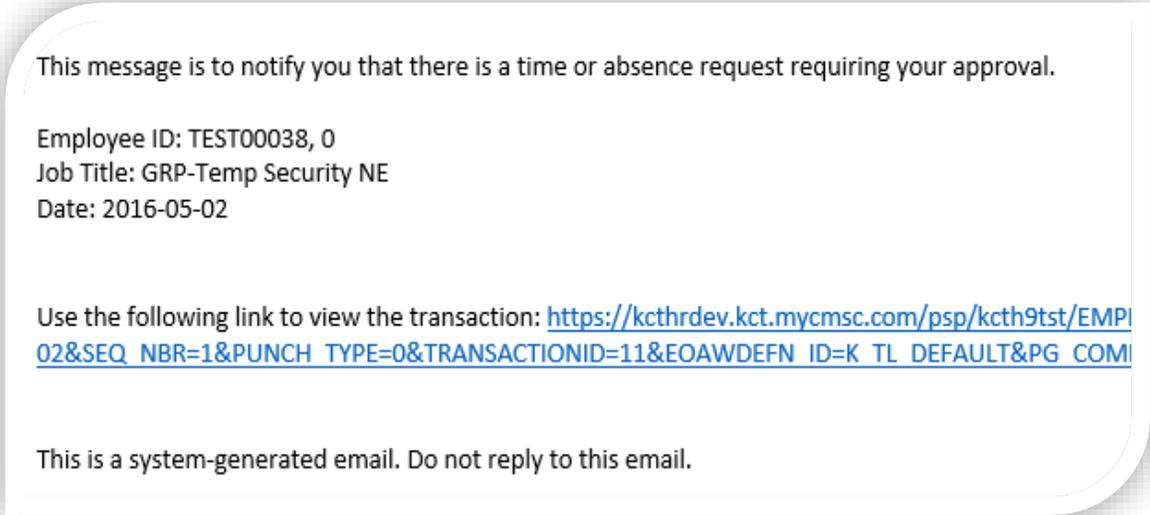


KCTCS Self-Service Time & Absence - Supervisor Approval Instructions

All employees should enter absence request data through the Time and Absence page of employee self-service. Non-exempt employees are also required to report all regular work hours through Time and Absence. Supervisors will be responsible for reviewing the reported time and absence entries 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 BT ↻ 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 Commer
<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 reporting partial day absences, employees should record the exact hours requested (example: 8:00 am – 11:00 am) in the comments box. This allows the supervisor to know 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	
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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.

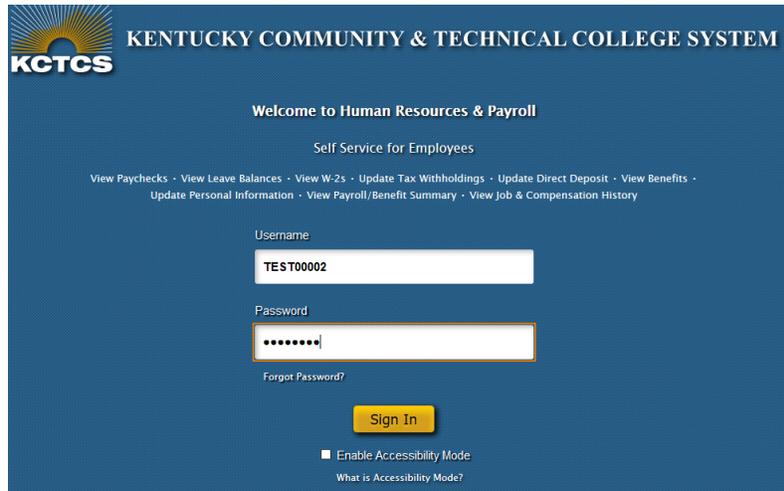
The selected entries will now update to an Approved or Denied status. No further action is required.

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

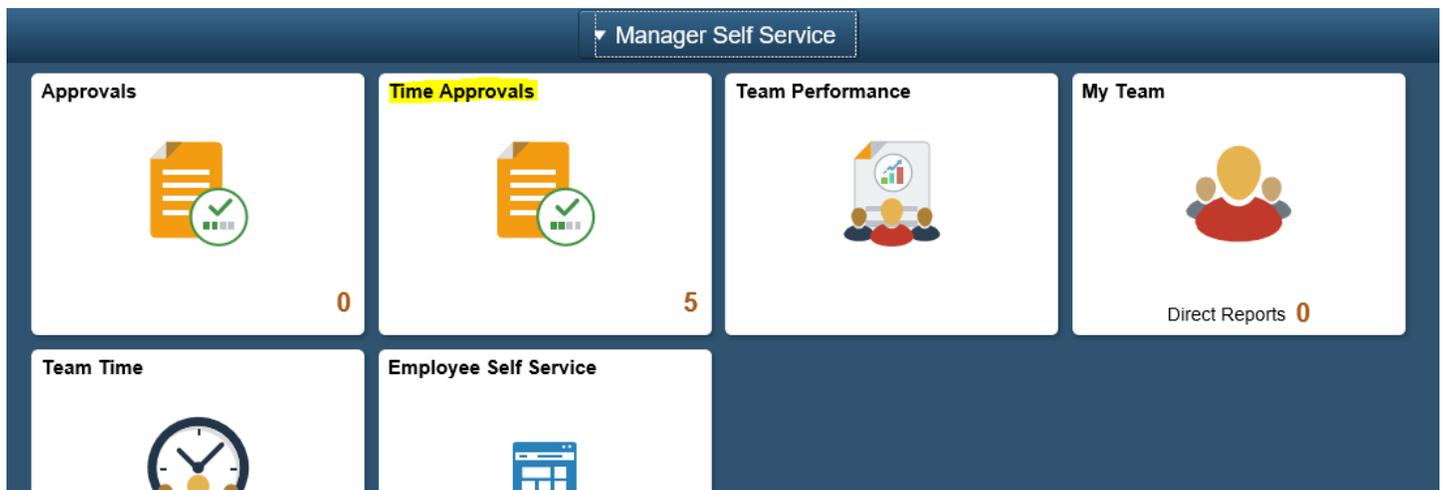
If an approval e-mail notification has been deleted, supervisors can still access approvals directly through Manager Self-Service in PeopleSoft.

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



The screenshot shows the login page for the Kentucky Community & Technical College System (KCTCS) Self-Service for Employees. The page has a dark blue header with the KCTCS logo and the text "KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM". Below the header, it says "Welcome to Human Resources & Payroll" and "Self Service for Employees". There are several navigation links: "View Paychecks", "View Leave Balances", "View W-2s", "Update Tax Withholdings", "Update Direct Deposit", "View Benefits", "Update Personal Information", "View Payroll/Benefit Summary", and "View Job & Compensation History". The login fields are "Username" (containing "TEST00002") and "Password" (containing "*****"). There is a "Forgot Password?" link and a "Sign In" button. At the bottom, there is a checkbox for "Enable Accessibility Mode" and a link for "What is Accessibility Mode?".

Step 2: Navigate to the Approve Reported Time Page by clicking the Time Approvals tile on the Manager-Self Service homepage.



Step 3: This page will display a list of employees who have Time and Absence transactions pending your approval.

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 will then complete the approvals by beginning with Step 2 of the normal KCTCS Self-Service Time & Absence - Supervisor Approval instructions.