

Work Instruction

Approve the Current or a Prior Period

Purpose

Use this procedure to approve an employee's time in a current or prior period.

Prerequisites

- The employee must be enrolled in the correct Time and Labor group for the approver to have security access to his or her time entry records.
- The employee must have entered weekly hours by midnight Saturday.
- It is Monday, and time administration ran Sunday morning.

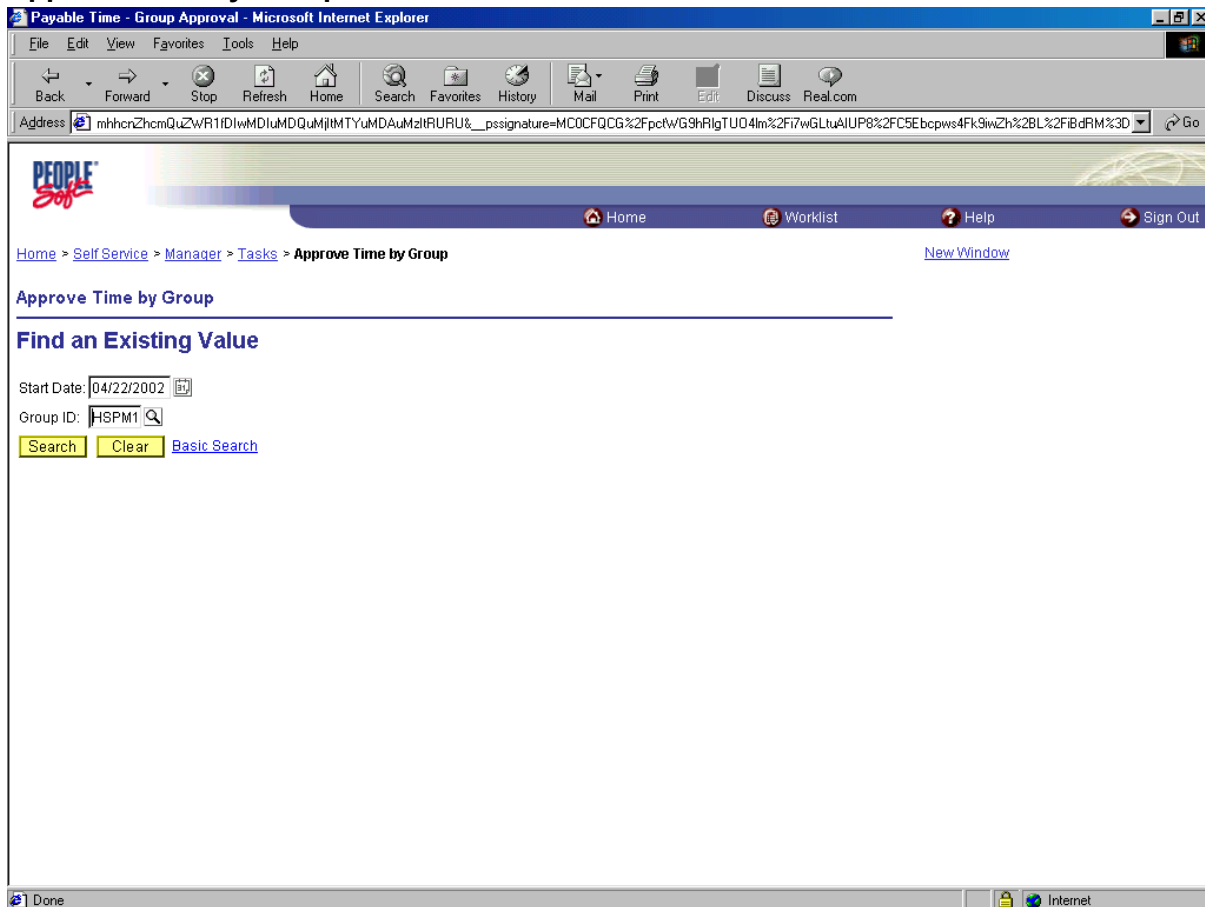
Helpful Hints

To approve time, navigate to the *Approve Time by Group* page, even when only working with an individual employee.

Procedure





1. Start the transaction using the navigation path **Self Service → Manager → Tasks → Approve Time by Group**.

Approve Time by Group



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Payable Time - Group Approval' web application. The browser's address bar contains a long URL. The application's header includes the 'PEOPLE Soft' logo and navigation links for Home, Worklist, Help, and Sign Out. The breadcrumb trail reads: Home > Self Service > Manager > Tasks > Approve Time by Group. A 'New Window' link is visible. The main content area is titled 'Approve Time by Group' and features a section 'Find an Existing Value'. This section contains two input fields: 'Start Date' with the value '04/22/2002' and 'Group ID' with the value 'HSPM1'. Below these fields are 'Search' and 'Clear' buttons, along with a 'Basic Search' link. The browser's status bar at the bottom shows 'Done' and 'Internet'.

2. As required, complete the following fields:

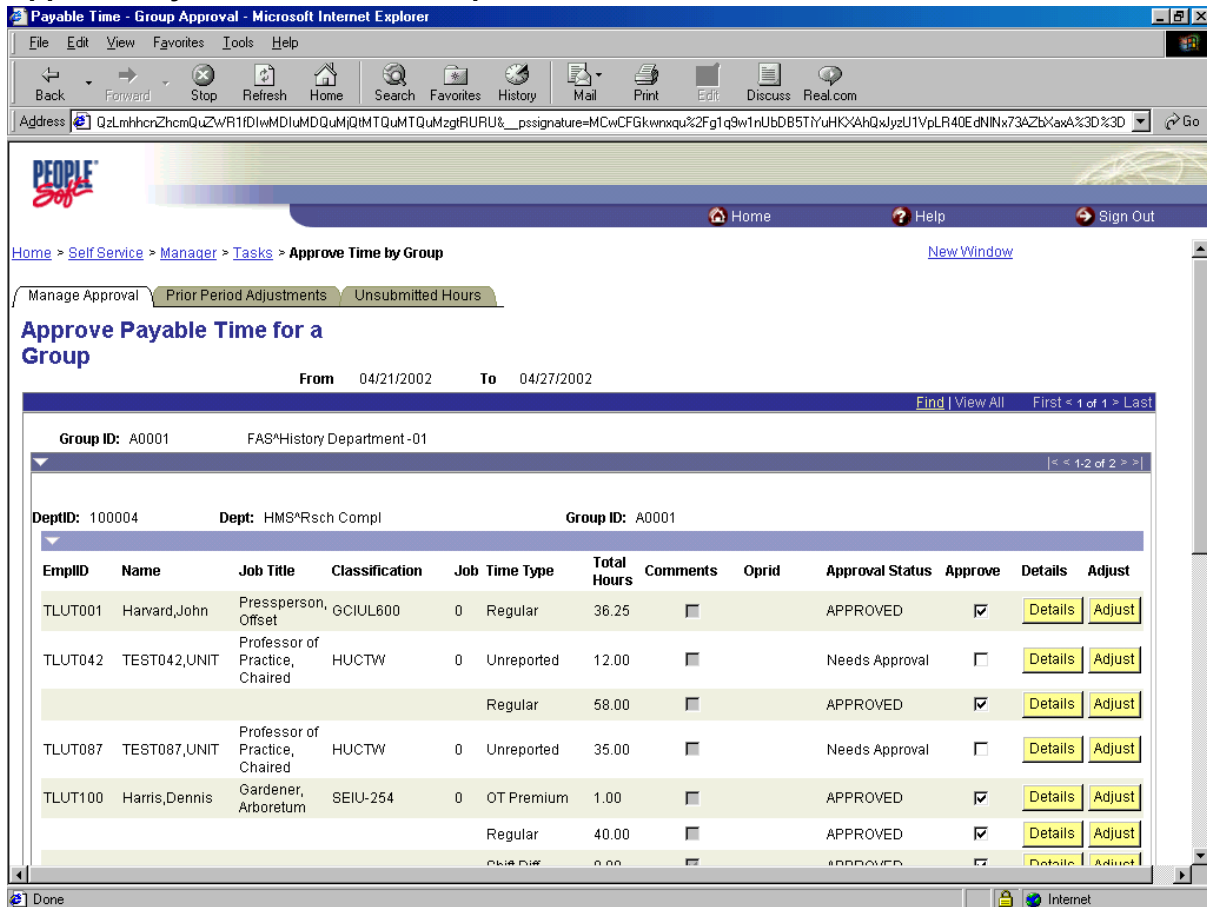
Field Name	R/O/C	Description
Start Date	R	<p>Any day within the previous week for which time is being approved</p> <p> You can type in the date, accept the current highlighted date, or click on the calendar  to show the current month. Scroll to find a day within the week for which you want to approve time</p>
Group ID	R	<p>The Time and Labor security group to which the employee belongs</p> <p> Click  to search for your group(s).</p>





The Group Employees Listing report provides a list of overtime-eligible employees for each Time and Labor group.

3. Click Search .

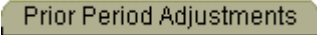

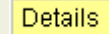

Approve Payable Time for a Group



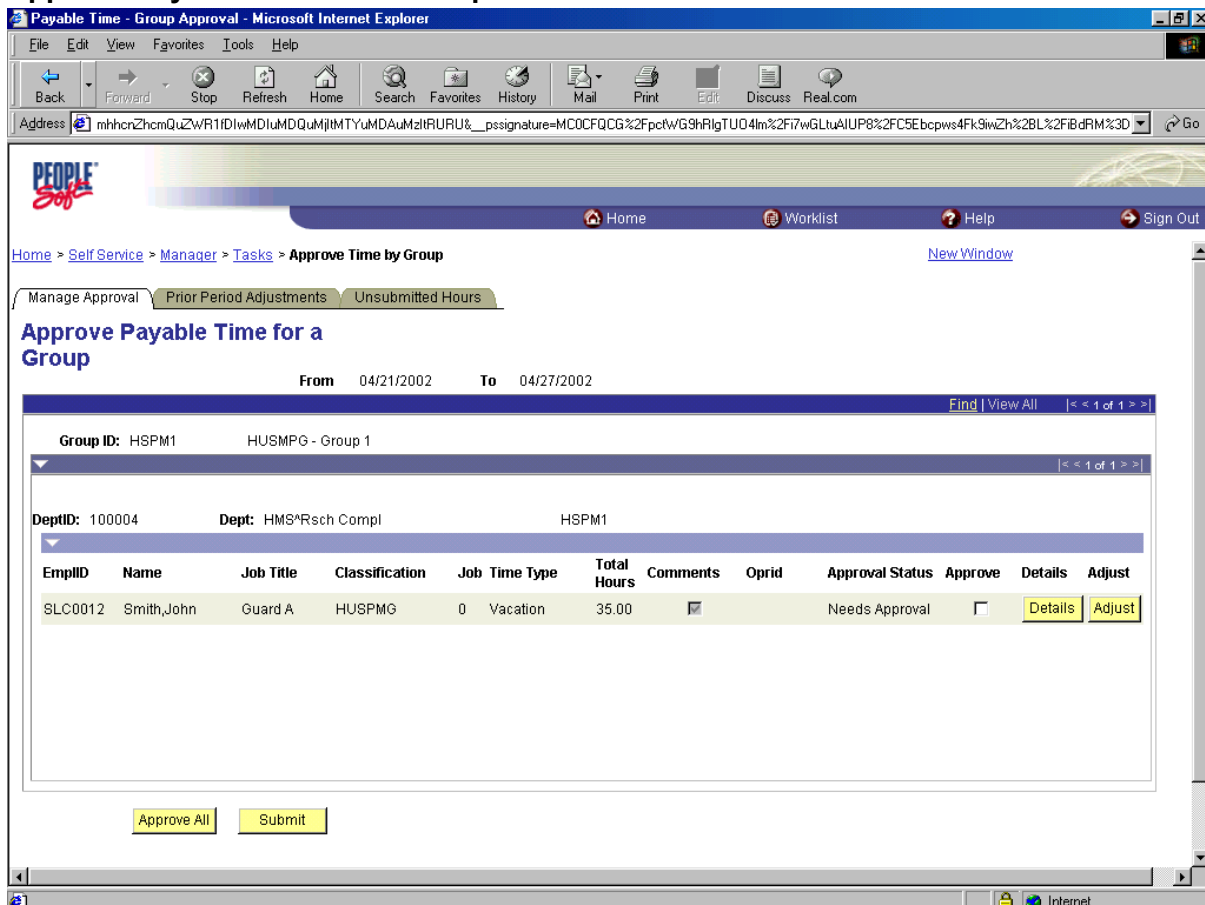
4. Perform one of the following:

If	Then	Go To
You want to approve time for an individual time reporter	<ol style="list-style-type: none"> Locate the employee's Name and Total Hours listed by Time Type. Click <input type="checkbox"/> in the Approve column. <p> To "unapprove" an employee's hours, deselect the Approve box. The status will change to Needs Approval.</p>	Step 5
You want to approve all time on the screen	Click  .	Step 5



If	Then	Go To
You want to view adjustments made to a prior period	Click 	Step 8
You want to view the employee's unsubmitted hours	Click 	Step 10
You want to view details of an employee's reported time to see how many hours were reported to each time type for each day	<ol style="list-style-type: none"> 1. Find the employee. 2. Click  on the employee's row. <p> If the Comments column is checked, the time reporter or timekeeper entered a comment for these hours. Click the Adjust button to access the Adjust Time page and read the comment.</p>	Step 13
You want to exit the transaction	—	Step 16

Approve Payable Time for a Group



Manage Approval | Prior Period Adjustments | Unsubmitted Hours

Approve Payable Time for a Group

From 04/21/2002 To 04/27/2002

Group ID: HSPM1 HUSMPG - Group 1

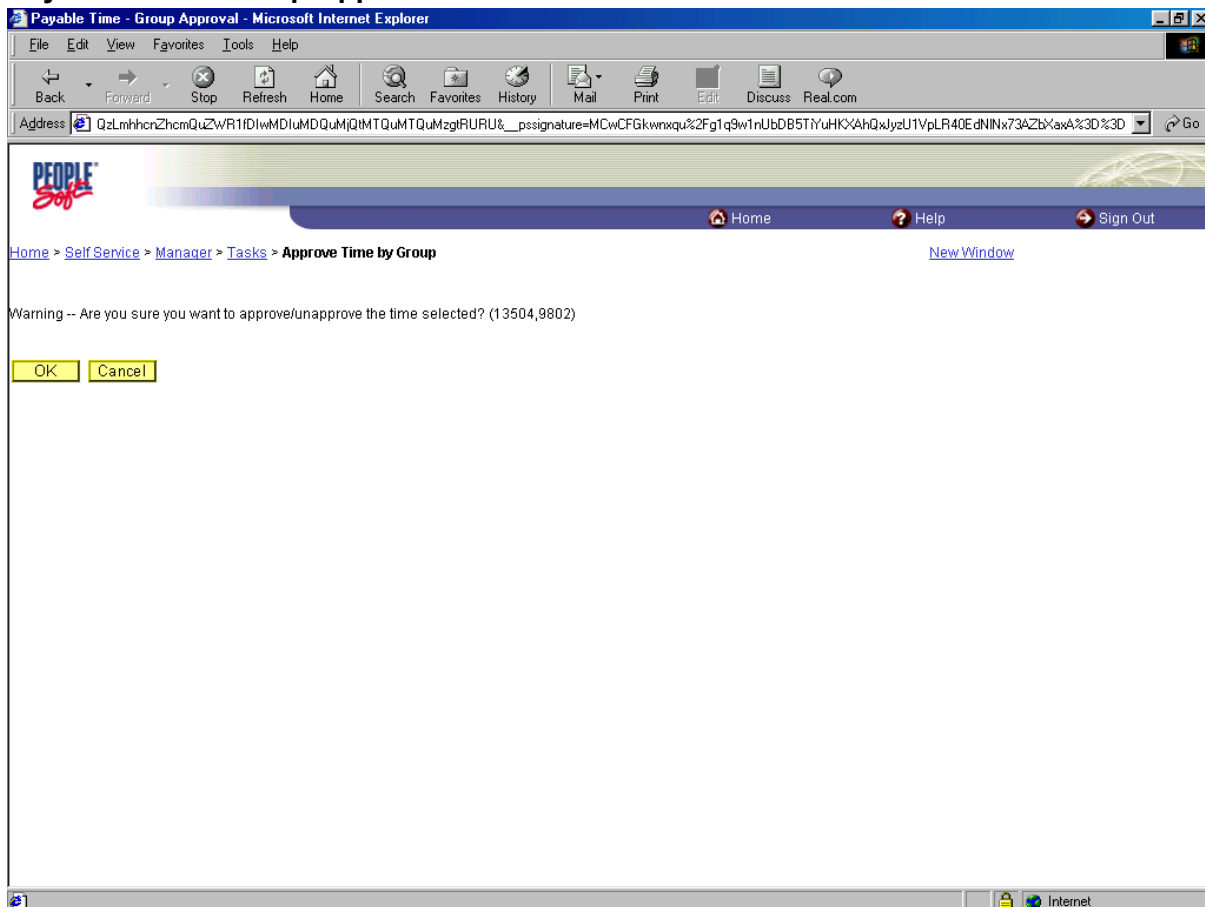
DeptID: 100004 Dept: HMS^Rsch Compl HSPM1

EmpID	Name	Job Title	Classification	Job Time Type	Total Hours	Comments	Oprid	Approval Status	Approve	Details	Adjust
SLC0012	Smith, John	Guard A	HUSPMG	0 Vacation	35.00			Needs Approval	<input type="checkbox"/>	Details	Adjust


Approve All | Submit

- Click  .

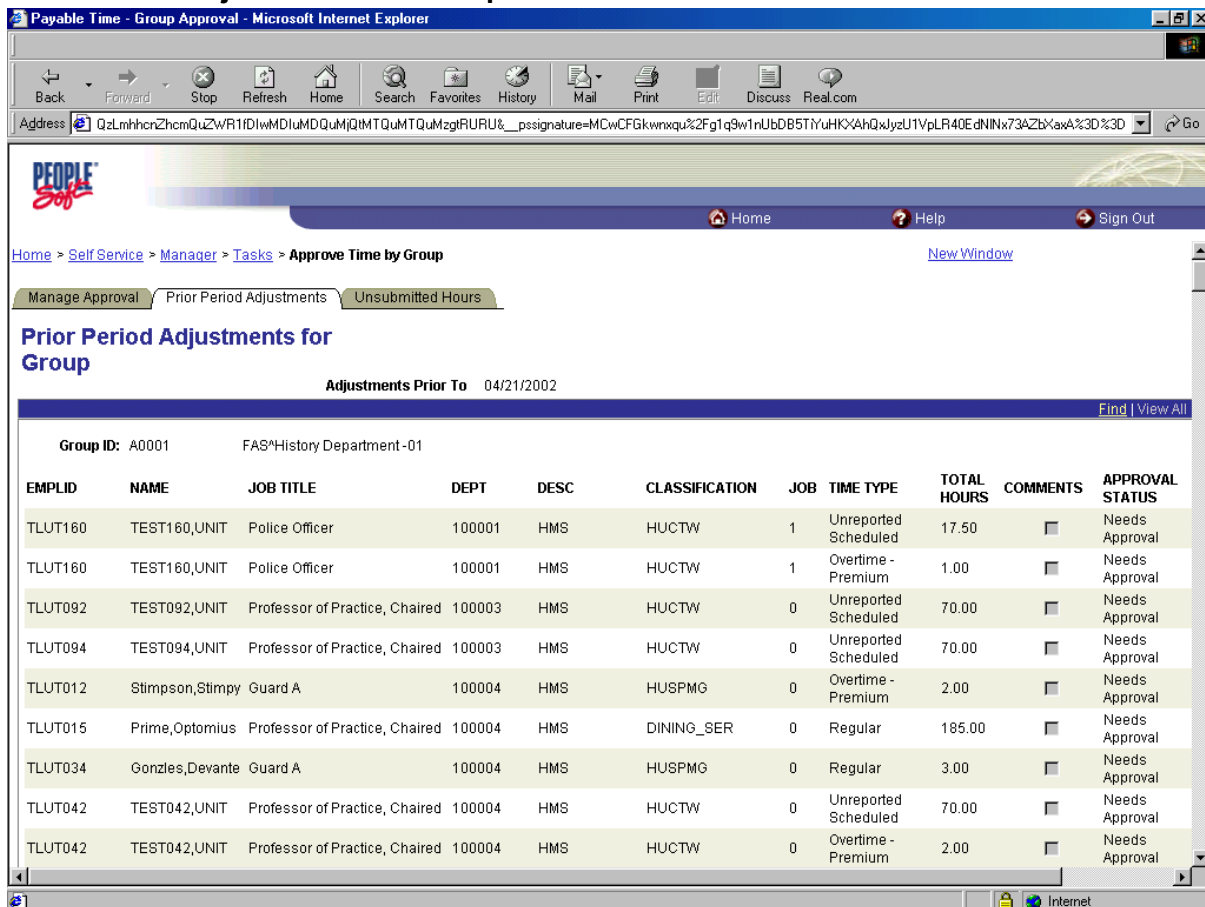
Payable Time - Group Approval



The system message says "Warning – Are you sure you want to approve/unapprove the time selected?"

6. Click  .
7. Return to Step 4.

Prior Period Adjustments for Group



Prior Period Adjustments for Group


Adjustments Prior To 04/21/2002

EMPLID	NAME	JOB TITLE	DEPT	DESC	CLASSIFICATION	JOB	TIME TYPE	TOTAL HOURS	COMMENTS	APPROVAL STATUS
TLUT160	TEST160,UNIT	Police Officer	100001	HMS	HUCTW	1	Unreported Scheduled	17.50		Needs Approval
TLUT160	TEST160,UNIT	Police Officer	100001	HMS	HUCTW	1	Overtime - Premium	1.00		Needs Approval
TLUT092	TEST092,UNIT	Professor of Practice, Chaired	100003	HMS	HUCTW	0	Unreported Scheduled	70.00		Needs Approval
TLUT094	TEST094,UNIT	Professor of Practice, Chaired	100003	HMS	HUCTW	0	Unreported Scheduled	70.00		Needs Approval
TLUT012	Stimpson,Stimpy	Guard A	100004	HMS	HUSPMG	0	Overtime - Premium	2.00		Needs Approval
TLUT015	Prime,Optomius	Professor of Practice, Chaired	100004	HMS	DINING_SER	0	Regular	185.00		Needs Approval
TLUT034	Gonzles,Devante	Guard A	100004	HMS	HUSPMG	0	Regular	3.00		Needs Approval
TLUT042	TEST042,UNIT	Professor of Practice, Chaired	100004	HMS	HUCTW	0	Unreported Scheduled	70.00		Needs Approval
TLUT042	TEST042,UNIT	Professor of Practice, Chaired	100004	HMS	HUCTW	0	Overtime - Premium	2.00		Needs Approval

8. As required, review the following fields:

Field Name	R/O/C	Description
EMPLID	R	The employee's 8-digit Harvard University ID number
NAME	R	The employee's name in the following format: "Smith, John B." (with no spaces)
JOB TITLE	R	The employee's job code title
DEPT	R	Department where this job is located
DESC	R	Description of department where the employee's job is located
CLASSIFICATION	R	Employee class provides a method for grouping employees, e.g. temps, grad students

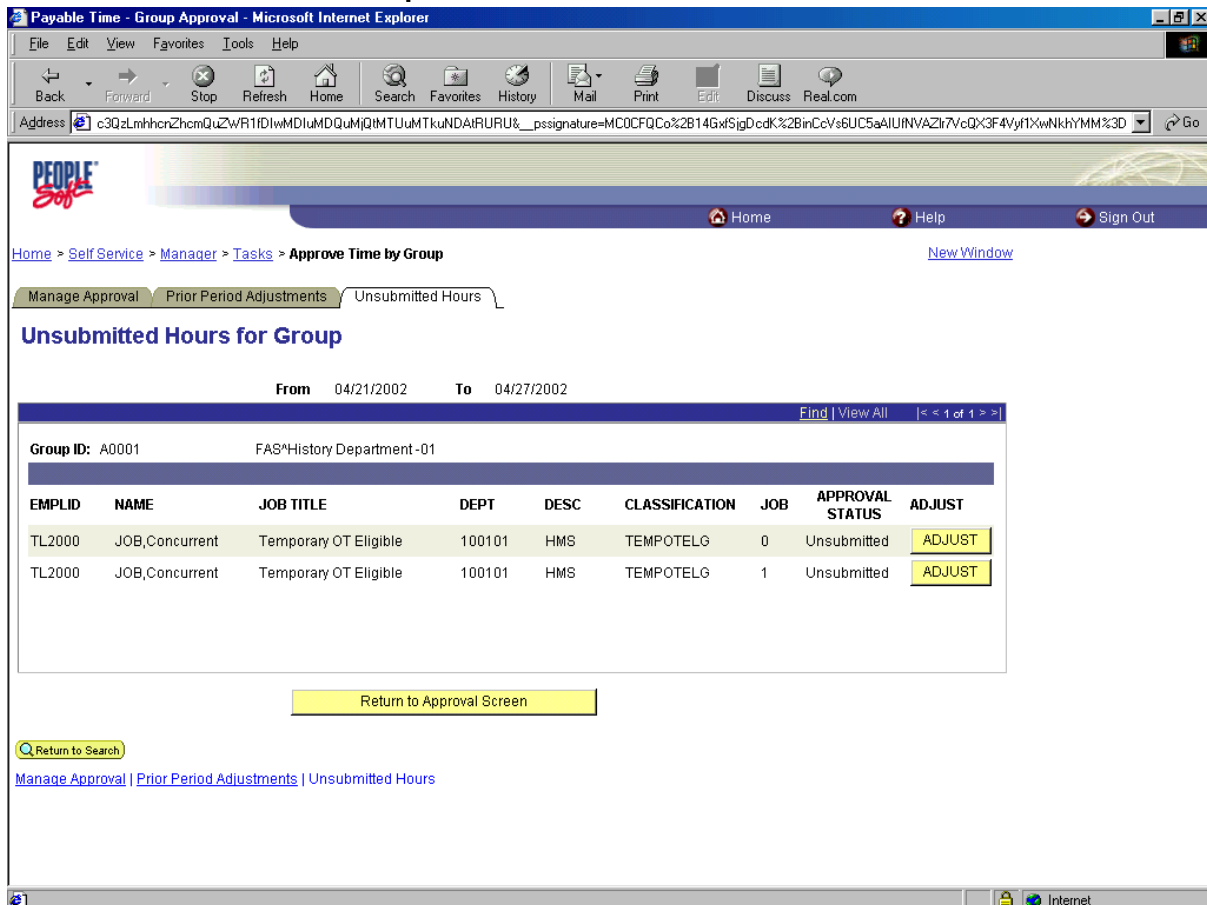


Field Name	R/O/C	Description
JOB	R	The (job) record number defines which employee job record you are viewing. An employee will have more than one record if they have more than one job at Harvard: an Empl Rcd # of "0" is the employee's primary job; "1" is his or her secondary job, etc.
TIME TYPE	R	Abbreviated description for weekly reported hours and amounts
TOTAL HOURS	R	Total hours reported in each category
COMMENTS	R	A brief explanation for these reported hours  Comments are not a permanent record. They will be overwritten if the adjuster uses the Copy Payable Time button to adjust these hours.
APPROVAL STATUS	R	Indicates the current status for specific hours entered in the Time and Labor system (same as Payable Status). Estimated: Payable time entered by the time reporter for all time types that are automatically approved. Needs Approval: Hours that require approval before being sent to Payroll. Approved: Hours ready to be picked up by Payroll. Closed: Regular hours for HUCTW and other semimonthly, overtime-eligible staff will show this status when the pay period has passed. Regular hours are not sent to Payroll for this population. Sent to Payroll: Payable time is in this stage from the moment it is sent to Payroll to the time Payroll either takes or rejects the entry. Rejected by Payroll: The hours have been rejected due to a problem with the employee record or time reported. Taken: Time has been accepted and hours have been loaded into payroll for this employee. Paid-Labor Distributed: Payroll has picked up the hours from Time and Labor, produced a check, and the system has applied actual costs to those hours and sent the data to the general ledger.

9. Perform one of the following:

If	Then	Go To
You want to approve a single employee's time	1. Find the employee's record. 2. Click <input type="checkbox"/> in the Approve column.	Step 5
You want to approve all time on the page	Click Approve All .	Step 5

Unsubmitted Hours for Group



10. As required, review the following fields:

Field Name	R/O/C	Description
EMPLID	R	The employee's 8-digit Harvard University ID number



Field Name	R/O/C	Description
NAME	R	The employee's name in the following format: "Smith, John B." (with no spaces)
JOB TITLE	R	The employee's job code title
DEPT	R	Department where this job is located
DESC	R	Description of department where the employee's job is located
CLASSIFICATION	R	Employee class provides a method for grouping employees, e.g. temps, grad students
JOB	R	The (job) record number defines which employee job record you are viewing. An employee will have more than one record if they have more than one job at Harvard: an Empl Rcd # of "0" is the employee's primary job; "1" is his or her secondary job, etc.
APPROVAL STATUS	R	<p>Indicates the current status for specific hours entered in the Time and Labor system (same as Payable Status).</p> <p>Estimated: Payable time entered by the time reporter for all time types that are automatically approved.</p> <p>Needs Approval: Hours that require approval before being sent to Payroll.</p> <p>Approved: Hours ready to be picked up by Payroll.</p> <p>Closed: Regular hours for HUCTW and other semimonthly, overtime-eligible staff will show this status when the pay period has passed. Regular hours are not sent to Payroll for this population.</p> <p>Sent to Payroll: Payable time is in this stage from the moment it is sent to Payroll to the time Payroll either takes or rejects the entry.</p> <p>Rejected by Payroll: The hours have been rejected due to a problem with the employee record or time reported.</p> <p>Taken: Time has been accepted and hours have been loaded into payroll for this employee.</p> <p>Paid-Labor Distributed: Payroll has picked up the hours from Time and Labor, produced a check, and the system has applied actual costs to those hours and sent the data to the general ledger.</p>



You can contact any employee listed and request they submit their time.



11. Click Return to Approval Screen to return to the *Approve Payable Time for a Group* page.
12. Return to Step 4.

Manager Approval Detail

Home > Self Service > Manager > Tasks > Approve Time by Group [New Window](#)


Manager Approval Detail

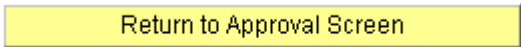
EMPLID: TLUT101 NAME: Clarke,Kenneth Job Title: Gardener, Arboretum Dept: HMS

TIME TYPE	Sun 04/21	Mon 04/22	Tue 04/23	Wed 04/24	Thu 04/25	Fri 04/26	Sat 04/27	TOTAL	TUB	ORG	OBJ	FUND	ACT	SUB-ACT
Regular	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00						
TOTAL	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00						

Return To Approval Screen

13. As required, review the following fields:

Field Name	R/O/C	Description
EMPLID	O	The employee's 8-digit Harvard University ID number
NAME	O	The employee's name in the following format: "Smith, John B." (with no spaces)
JOB TITLE	O	The employee's job code title
DEPT	O	Department where this job is located
TIME TYPE	O	Abbreviated description for weekly reported hours or amounts
DAYS	O	Hours or amounts are entered for these days
Chart Segments	O	33 digit accounting codes for costing changes.  These fields will only be populated if the adjuster or timekeeper has entered costing that differs from the default costing. Otherwise they will appear blank.

14. Click  .

15. Return to Step 4.

16. Click  to exit the transaction.

Result

You have approved weekly hours and amounts for the employees in your Time and Labor group.