Approver’s Reference Guide

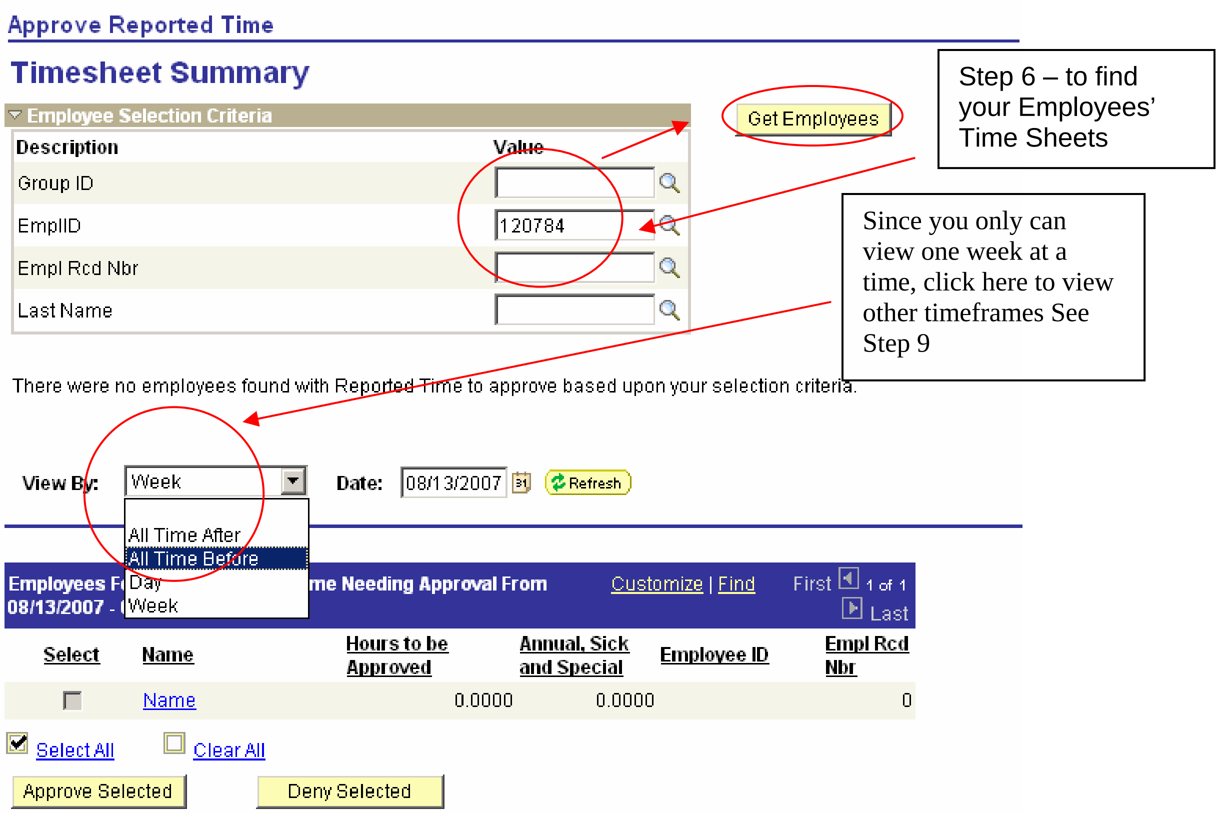
Navigating the System

1. Sign on to the PeopleSoft system.

2. Click on **Manager Self Service** in the menu.
3. Under **Time Management** click on **Approve Time and Exceptions.**

There is one area in **Manager Self Service** where approvals are done:

- Reported Time—for all types of time and leave



Approving or Denying Reported Time

- For exception time reporters (employees with set schedules in the system), only exceptions to their normal time needs to be approved.
- For positive time reporters (employees without set schedules), all time and leave needs to be entered and approved.
- Click on **Reported Time.**
- Enter in a group ID or an employee ID. Click you can use the little magnifying glass to identify the groups you have access to under the **Group ID** field.
- Click on **Get Employees** to refresh the screen.
- A screen will come up that contains a list of employees who have time awaiting your approval.
- Select the employee' name to view their time sheet.
- Review the time in the timesheet to ensure that it is accurate.
- If there is time that you wish to approve **or** deny, select the requests in the list below the timesheet and click **Approve Selected** or **Deny Selected.**
- Note: you can approve time that has been denied.
- A message will popup and ask you to confirm your selection. Click on **Yes** to confirm.
- A message will pop up advising you the request was successfully approved/denied
- Click **Ok** and you will be returned to the timesheet.
- Below the employee's time sheet will be a list of requests and their status. Check here to confirm the status of the request.

Reported time is approved by the primary, secondary or tertiary approver assigned to approve the employees' time in accordance with the approval ladders.

All time and leave, including annual, sick, and special is now entered and approved through the Timesheet.

Viewing Employee Leave Balances

You can see the balances for sick, annual, special and compensatory time of any employee you are responsible for approving time for.

1. Manager Self Service > Time Management > Report Time > Time Sheet
2. Select by Group ID or Employee ID to approve time.
3. Once at the employee's record that you want to approve time for, scroll down to the bottom of the page and select the "Balances – Click to View" link.
4. This will bring up the balances for the employee you are approving time for.

Advanced Leave - Please Note: Employees may be advanced up to 15 days of sick leave and 6 days of special leave. If an employee requests advanced sick or special leave credits, you must obtain Deputy Head approval prior to approving the time. Once the Deputy Head gives their consent, you may go back into the system and approve it.

Viewing Employee Calendars

You can view employee calendars individually or by groups to assist you in managing employee leave.

- Under the **View Time** subfolder in **Time Management**, click on either **Monthly Time Calendar** or **Weekly Time Calendar.**
- An employee selection box will appear so that you can select either a single employee or a group of employees (based on the approval groups established for reported time).
- At this time, use either the **Group ID** or the **Employee ID** to search for employees.
- Remember you can use the little magnifying glass to identify the groups you have access to under the **Group ID** field. Click **Get Employees** to refresh the screen.
- When the system stops processing, *scroll down* to review the monthly or weekly calendar for the group or individual you have selected.
- The calendar will give you a week or a month at a glance of all of the current leave and time that has been approved.

- For exception time reporters it will only show the exceptions to their normal hours.

Frequently Asked Questions

Can I approve my employees' time from home or when traveling?
Yes, the self service software exists outside of the GNWT's firewall and is protected by SSL technology (similar to the security used in internet banking).

What do I do if I'm going to be away from the office to ensure approvals are done?
If you are on duty travel, you can still approve time through self service. Access the login site on the Human Resources website (www.hr.gov.nt.ca/hrsystems), or you can do the following:

a) Notify the secondary or tertiary time approver to approve your time for your groups.

b) If you wish to change your secondary or tertiary approver, contact your Client Services Manager.

When will credits for sick, annual and special be included in the leave balances?
Credits are now entered at the beginning of the Fiscal Year and include the total year's worth of balances for sick, special and annual. For example, your balance for Annual leave will now include all credits to be earned from April 1 to March 31.

How far back can an employee enter time or make absence requests?
Employees can go back as far as two pay periods prior to the one they are currently in.

Do employees still have to convert overtime if they are requesting Lieu Time Earned?
Yes, if an employee is requesting overtime in the form of lieu they will need to convert their overtime into lieu hours. For example, if an employee works 1 hour of overtime at double time they need to enter 2 hours of lieu time.

When I contact the HelpDesk, what information should I give them?

The Help Desk will need to know:

- your full name and Employee ID number
- a contact phone number
- a complete description of your problem including any dates, names or codes that are pertinent.
- your subject line should be a description of your problem i.e. "Pay Statement is Incorrect" or "Account Disabled," etc.

If my employee needs to change information that has already been approved or goes back further than 2 pay periods, what do they do?

Your employee must send an email to you, as their approver, requesting the change. You must then either make the change or forward the email to the Helpdesk. You must include your written approval of the request, and identify yourself as the employee's approver.

Contact: HR HELPDESK
Phone: (867) 920-3409 – from Yellowknife
Phone: 866-475-8162 – Toll Free from Regions
E-mail: HRHelpdesk@gov.nt.ca

The Help Desk is open Monday to Friday from 8:30am to 12:00 noon and 1:00pm to 5:00pm.

If you reach the voicemail, please leave a message and you will receive acknowledgement of your question within 24 hours.