

Self Service Cheat Sheet

Time Approver

Approvers are expected to go into the system every Friday to approve time/leave for Exception Time Employees, and on a daily basis for Positive Time Employees.

HR Helpdesk

920-3409 (Yellowknife)
1-866-475-8162 (Toll free)
HRHelpdesk@gov.nt.ca

Ensure that the Employee Name, ID and Title are correct

Harry Potter
Job Title: Wizard Extraordinaire
EmplID: 123456
Empl Rcd Nbr: 0

Note: time needing approval may be in a different time period. Switch time periods by clicking on these links.

The Overrides Tab allows you to charge hours worked to a combination code

[Click for Instructions](#)
View By: Date: [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 11.50 Hours Scheduled Hours: 75.00 Hours

From Saturday 06/16/2007 to Friday 06/29/2007

Timesheet Overrides														Total	Time Reporting Code	Taskgroup
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri			
6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/29			
			4.00											4.00	OT1A - Overtime @ 1.5	C7.5
			7.50											7.50	REGH - Regular 8E	C7.5

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	06/19/2007	Needs Approval	4.00	OT1A	
<input type="checkbox"/>	06/19/2007	Needs Approval	7.50	REGH	

[Select All](#)

[Deselect All](#)

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Self Service](#)
[Time Reporting](#)

Click to view the employee's leave balances

Click "Approve Selected" to approve, or "Deny Selected" to deny the time for the selected requests

Click here to view the employee's comments regarding their request

REMEMBER: The number of hours must add up to the employee's scheduled hours. Any overtime is added on a separate row in addition to the regular time.