

DEPARTMENT OF HUMAN RESOURCES

Using Self-Service in the Human Resource Information System



Time and Leave Approver's Manual

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Help with Self-Service

If you need Self-Service help for questions with:

- A forgotten password or log-in problems
- Unable to see certain screens in the system
- If the system itself is not working
- Leave Codes
- Leave Balances
- Time Reporting problems

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.

INTRODUCTION

As a Time Approver, you are responsible for approving your employees' hours and leave. You can approve time up to the end of the fiscal year (March 31). If you need to go back and correct time, you can **only go back two pay periods**. For approval of time before this, a request must be sent to the HR Helpdesk and the leave will be entered or corrected by Data Management.

It is suggested that you go into the Self Service system **every Friday** to approve time and leave for your employees. There are calendars available on the HR website with the cut-off dates listed: <http://www.hr.gov.nt.ca/intranet/peoplesoft/calendars/> and the cut off days are also posted on the HR Intranet/Internet Self Service sites at <http://www.hr.gov.nt.ca/intranet/peoplesoft/> or <http://www.hr.gov.nt.ca/hrsystems/>

The system does not process any time or leave until you have approved the entry.

If you are an Approver for **Positive Time** employees, it is imperative to approve their time **by the cut-off deadline, or those employees will not get paid**.

If you cannot complete your approvals on that date, you should advise your secondary or tertiary approver to complete them for you. See Page 10 for instructions on Forwarding Approval.

If you are an Approver for **Exception Time** employees, you will only have to approve time that is an exception to their regular working schedule. Although employees should advise you about entries they have made in prior pay periods, it's a good idea to check back and make sure the time and leave is what you expect.

Instructions on various other Approvers issues such as running reports will be available on the HR Intranet at <http://www.hr.gov.nt.ca/intranet/approvers/default.htm>

If you are unable to access the Intranet, all Self-Service sign-in and information is also available on the HR Website at <http://www.hr.gov.nt.ca/hrsystems/>

Approving Time in the Timesheet

As a Time Approver, you are responsible for approving your employees' time. All time and leave is entered on the Timesheet. This includes all types of leave (such as sick, special, annual, mandatory), any additional time (such as overtime or responsibility allowance) or in the case of Positive Time employees who have no set schedule, you must approve all time entries including regular time. To approve Timesheet entries:

1. Log onto the system. If this is your first time logging on to the system, see the Instruction manual for "Logging On and Personal Information."

ORACLE
PEOPLESOFT ENTERPRISE

User ID: <input type="text" value="bugs.bunny"/> Password: <input type="password" value="••••••"/> <input type="button" value="Sign In"/>	Select a Language: English Español Dansk Deutsch Français Français du Canada Italiano Magyar Nederlands Norsk Polski Português Suomi Svenska Čeština 日本語 한국어 Русский ไทย 简体中文 繁體中文 العربية
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To set trace flags, click [here](#)

2. Click on Manager, Self Service.

The screenshot shows the Oracle PeopleSoft Enterprise Manager Self Service interface. The left-hand menu is expanded to show 'Manager Self Service', which is circled in red. Underneath, 'Time Management' is also circled in red. The main content area displays 'Manager Self Service' with a navigation bar and several sections: 'Time Management', 'Job and Personal Information', and 'Compensation and Stock'. In the 'Time Management' section, 'Approve Time and Exceptions' is highlighted with a red circle. The breadcrumb trail at the top reads: 'Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions'.

3. Choose Approve Time and Exceptions.

4. Click on Reported Time.

The screenshot shows the 'Approve Time and Exceptions' interface. The breadcrumb trail at the top reads: 'Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions'. The main content area has a heading 'Approve Time and Exceptions' and a sub-heading 'Approve reported or payable time, overtime and absence requests, and manage...'. Below this, there are two options: 'Reported Time' and 'Payable Time'. 'Reported Time' is highlighted with a red circle and has a sub-description: 'Approve reported time and task details for a day, week, or time period.'

- This will bring up the Timesheet Summary page, which allows you to verify your group's or an individual employee's time and leave entries.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	
EmplID	120784
Empl Rcd Nbr	
Last Name	

Get Employees

Step 6 – to find your Employees' Time Sheets

Since you only can view one week at a time, click here to view other timeframes See Step 9

There were no employees found with Reported Time to approve based upon your selection criteria.

View By: Week Date: 08/13/2007 Refresh

All Time After
All Time Before
Day
Week

Employees Found: 1 Time Needing Approval From: 08/13/2007 - 1 Week

Select	Name	Hours to be Approved	Annual Sick and Special	Employee ID	Empl Rcd Nbr
<input type="checkbox"/>	Name	0.0000	0.0000		0

Select All Clear All

Approve Selected Deny Selected

- To approve any leave, you must enter the individual Employee or Group ID number(s). Click the magnifying glass icon next to the 'Value' box to see a list of your groups or employees.
- Click "Get Employees".
- If you are approving time for one employee only, enter their employee ID# and click "Get Employees". The "Last Name" search engine is not functional at this time.

Note: You will only be shown employees who need to have their time approved. If the employee has not submitted any time for approval, they will not appear in this page. To see a list of all your employees, click on Report Time (see page 8).

- IMPORTANT:** The system is defaulted to the "Week" option. This will only show you the current week's entries. To view previous or future weeks, chose the "All Time Before" or "All Time After" options. You can also choose the "Day " option to view by a specific day. **If it is Cut-off week, you must ensure you check the previous week for any entries.**

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	123ABC
EmplID	
Empl Rcd Nbr	
Last Name	

Get Employees

Employees reporting to Donald Duck under this specific group ID who need to have time approved will appear here.

View By: Week Date: 20/06/2007 Refresh << Previous Week Next Week >>

Employees For Donald Duck Totals From 18/06/2007 - 24/06/2007 Customize Find First 1-9 of 9 Last

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Annual, Sick & Special	Employee ID	Empl Rcd Nbr	Department
Mickey Mouse	0.00	0.00	37.50			0.00	0.00	12345	0	141144
Minnie Mouse	0.00	0.00	37.50			0.00	0.00	65432	0	141144

10. To approve or deny time, click on the employee's name. This will bring up the employee's time sheet.

Mickey Mouse EmplID: 119135
 Job Title: Information Systems Analysts Empl Rcd Nbr: 0

View By: Time Period Date: 09/06/2007 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 13.50 Hours Scheduled Hours: 75.00 Hours << Previous Employee Next Employee >>

Reported time on or after 26/05/2007 is for a future period.

From Saturday 09/06/2007 to Friday 06/22/2007

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
9/6	10/6	11/6	12/6	13/6	14/6	15/6	16/6	17/6	18/6	19/6	20/6	21/6	22/6			
			4.00											4.00	OT1 - Overtime @ 1.5	R7.5
			2.00											2.00	OT2 - Overtime @ 2.0	R7.5
			7.50											7.50	REG - Regular 8U	R7.5

Submit

Reported Time Status - click to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	12/06/2007	Needs Approval	4.00	OT1	
<input type="checkbox"/>	12/06/2007	Needs Approval	2.00	OT2	
<input type="checkbox"/>	12/06/2007	Needs Approval	7.50	REG	

Select All Deselect All Approve Selected Deny Selected

Step 12

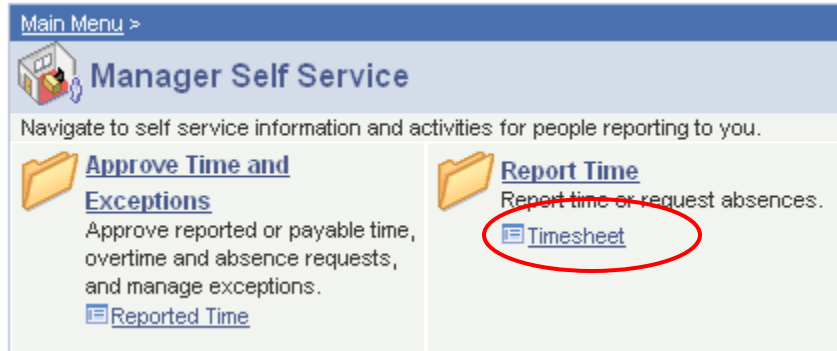
11. Once you have reviewed your employee's time, you can choose to approve or deny the employee's requests individually or all at once.

12. To select the requests you wish to approve or deny, click the 'select' box next to the request. Click "Approve Selected" to approve all the selected requests. Click "Deny Selected" to deny time or leave. You can also chose "Select All" to highlight all requests for approval or denial.

13. **REMEMBER**, you should approve/deny all time and leave **every Friday** to ensure requests are accurate. All time and leave must be approved before the cutoff date for it to be included in the next pay.

Viewing Employees in Report Time

1. When you chose “Approve Time and Exceptions”, you will only see employees who have submitted time and leave for approval. In order to see all your employees in one place, chose [Manager Self Service > Report Time > Timesheet](#).



2. Select the correct Group ID or enter the Employee’s ID number. Click “Get Employees.” This will show the employees who have you listed as a primary, secondary or tertiary approver in the Approval Ladders.

Request Employee Absence
Select Employee
 Mickey Mouse
 Select an employee to initiate an absence request by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report.
 Transaction Effective Date: 07/23/2007 Go

Direct Reports For Mickey Mouse				
Name	EmpID	Job Title	Department	
Donald Duck	100000		HR - HR St	
Prince Charming	200000	Administra	HR - Corp	
Minnie Mouse	300000		HR - Cnm	

Click to see the absence requests of the employees who report to Donald Duck

3. If you cannot see specific employees there may be a problem with either the Approval Ladders. Contact the HR Helpdesk to address this problem.
4. If you see employees who do not report directly to you, they may appear because of their connection with your position or department. You should not be able to click on these employees’ names to access their requests. If you see employees who are not on your approval ladders and you can access their timesheets, contact the Helpdesk to have them removed.

Viewing an Employee's Leave Credits

Time approvers can see the balances for sick, annual, special and compensatory time of any employee they 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.

Mickey Mouse EmplID: 119135
 Job Title: Information Systems Analysts Empl Rcd Nbr: 0

[Click for instructions](#)

View By: Time Period Date: 09/06/2007 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

[Absence Request - click to enter request for Annual, Sick or Special Leave](#)

Reported Hours: 13.50 Hours Scheduled Hours: 75.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

Reported time on or after 26/05/2007 is for a future period.

From Saturday 09/06/2007 to Friday 06/22/2007

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
9/6	10/6	11/6	12/6	13/6	14/6	15/6	16/6	17/6	18/6	19/6	20/6	21/6	22/6			
			4.00											4.00	OT1 - Overtime @ 1.5	R7.5
			2.00											2.00	OT2 - Overtime @ 2.0	R7.5
			7.50											7.50	REG - Regular 8U	R7.5

[Submit](#)

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	12/06/2007	Needs Approval	4.00	OT1	
<input type="checkbox"/>	12/06/2007	Needs Approval	2.00	OT2	
<input type="checkbox"/>	12/06/2007	Needs Approval	7.50	REG	

[Select All](#) [Deselect All](#) [Approve Selected](#) [Deny Selected](#)

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

[Absence Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

4. This will bring up the balances for the employee you are approving time for.

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

[Balances - click to hide](#)

Plan Type	End balance as of 01/09/2007
Sick	507.375
Annual Leave	510.000
Special Leave	200.500
Comp Time - LIEUTIME	38.500

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

Away from the Office: Forwarding Approvals

When you are out of the office and unable to approve your time and leave, you must assign another manager to do it for you. If you are exiting your position for an extended period of time or permanently, there is also a process you must go through to accommodate your future vacant approver position.

Approving Timesheet Entries

To ensure time and leave entries in Timesheet are approved during your absence, notify the employee who is your secondary or tertiary approver on the Approval Ladders that were set up by Client Services.

The secondary or tertiary approver will need to go into your Employee Groups to approve time and leave for your employees.

Vacant Approver Positions/ Extended Leave

If your position will be vacant for an extended period of time, arrangements must be made to have your employees' time and leave approved. Contact Client Services if you need to request a change to the Approval Ladders.

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

Ph: 920-3409

Ph: 1-866-475-8162

HRHelpdesk@gov.nt.ca

Ensure that the Employee Name, ID and Title are correct

Harry Potter
 Job Title: Wizard Extraordinaire
 EmpID: 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 6/16	Sun 6/17	Mon 6/18	Tue 6/19	Wed 6/20	Thu 6/21	Fri 6/22	Sat 6/23	Sun 6/24	Mon 6/25	Tue 6/26	Wed 6/27	Thu 6/28	Fri 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.