

## TL003: Time & Labor – TLSS Coordinator

### INTRODUCTION

This guide provides step-by-step instructions for Department Coordinators to follow when viewing, modifying, and approving their student worker's timesheet transactions in Time & Labor Self-Service (TLSS). The role of Department Coordinator is central to the TLSS process, as this individual will be considered the "subject matter expert" in his/her area(s) of responsibility.

#### Role:

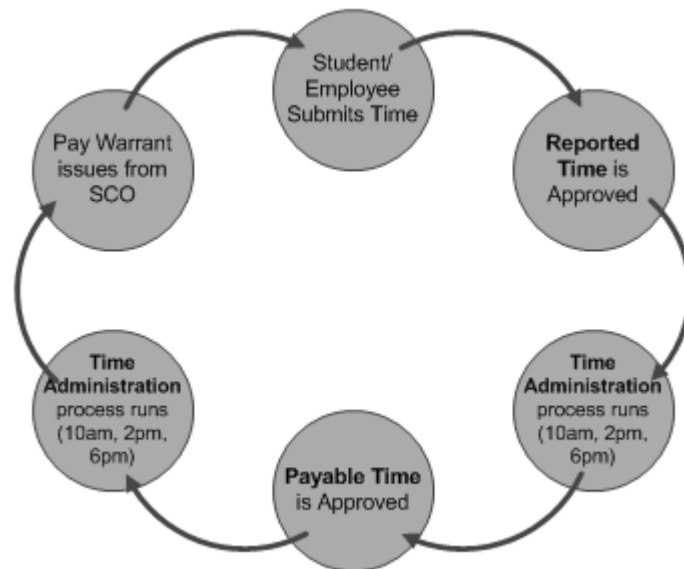
- Department point of contact for TLSS questions and processes
- Liaison between department and Payroll for questions related to student pay
- Provides training to new student employees and Time Approvers, or directs them to online training resources
- Obtains paper timesheets when needed and maintains file in department after paper timesheets are returned from Payroll
- Reminds students and Approvers of submission and approval deadlines
- Department Option: Serve as a back-up Time Approver for department

#### Key Information:

- All hours worked must be recorded in the system and **submitted** for approval by the end of the month for which a student is reporting his/her time.
- Students are encouraged to track their time on a daily basis, and to discuss the expectations for doing so with their Approver and/or Coordinator.
- Student employees should not record any time before it is worked.
- Time for prior payroll cycles cannot be entered via TLSS, so a paper timesheet must be completed and submitted to the Approver and/or Department Coordinator for submission to Payroll.
  - When a paper timesheet is needed to handle such exceptions (e.g. late time sheets), the department is responsible for maintaining copies for audit purposes.

Please refer to the [University Payroll Calendar](http://www.csuci.edu/hr/documents/2013-2014payroll-calendar.pdf) for campus deadlines. The calendar is located at: <http://www.csuci.edu/hr/documents/2013-2014payroll-calendar.pdf>. Your department may enforce earlier deadlines, depending on your processing schedule.

## Time & Labor Cycle

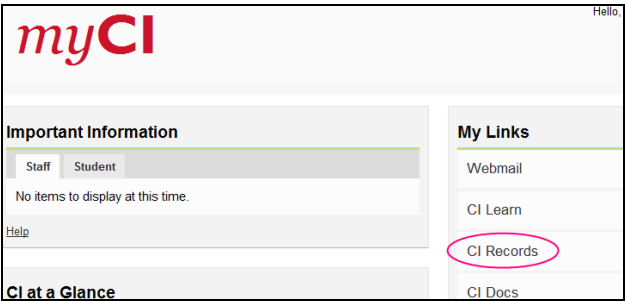
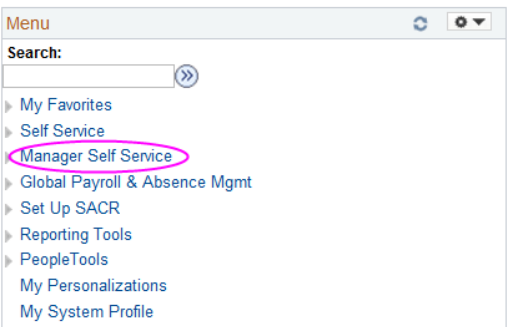


## Related Documents

[TL001: Time & Labor – Student Employee Self-Service](#)  
[TL002: Time & Labor – Self-Service Approver](#)  
[Time and Labor Self Service Q&A](#)  
[TLSS Process Flow](#)  
[Time & Labor Fact Sheet for Student Employees](#)  
[Student Assistant Attendance Voucher](#) (Paper Timesheet)

## Step-by-Step Guide

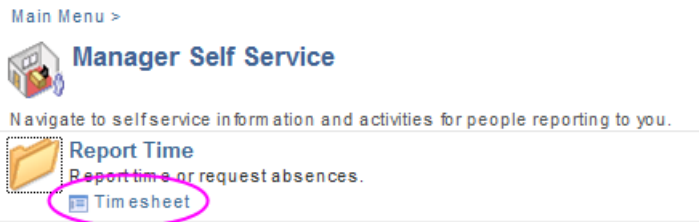
### A) CI Records Log-In and Navigation to Timesheet

Processing Steps	Screen Shot
1) Log into myCI using your regular sign-in information 2) Select "CI Records" under the <i>My Links</i> section	
3) Select "Manager Self Service"	

### B) Verify and Approve Reported Time

**Navigation:** *Main Menu > Manager Self Service > Timesheet*

Some departments may request for the Department Coordinator to also act as a back-up approver for an employee's Reported Time. The Department Coordinator should NOT approve Reported Time unless authorized by the Department Manager. If not authorized, skip to **Section C** in this document.

Processing Steps	Screen Shot
1) Select "Timesheet"	

## Processing Steps

2) The Timesheet search page displays

- **View By:** Select "Week"
- **Date:** Enter the first day of the pay period
- Click on the **Get Employees** button to pull up a list of employees
- Use the "**Department**" field to filter employees listed by department, if needed.

## Screen Shot

Report Time

### Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Job Code	<input type="text"/>
Department	640
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria Save Selection Criteria **Get Employees**

☒ Show Schedule

**View By:** Week **Date:** 03/01/2014  << Previous Week

Employees For Wonder Woman, Totals From 03/22/2014 - 03/28/2014

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours
Name		0.000000	0.000000	0.000000		0.000000

- All employees within your department (and possibly other departments within your division) will be listed.

**NOTE:** Approvers should not approve records of employees outside their area of responsibility. (In sample provided, the Approver shouldn't approve Betty Boop, who does not work for him/her.)

- Select the employee name to view his/her timesheet.

View By: Week Date: 03/01/2014  << Previous Week Next Week >>

Employees For Wonder Woman, Totals From 02/24/2014 - 03/02/2014

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Job Nbr	Department
Appleseed, Johnny	Student Asst	0.00	0.00	0.00		0.00	0.00	000124463	0 1870	640
Boop, Betty Anne	Student Asst	5.00	0.00	0.00		0.00	0.00	000823928	1 1870	707
Bunyan, Paul C S	Student Asst	20.00	0.00	0.00		20.00	0.00	001191074	1 1870	640
Crocker, Betty Dos Reis	Student Asst	0.00	0.00	0.00		0.00	0.00	000952914	2 1870	640
Croft, Laura Shyann	Student Asst	0.00	0.00	0.00		0.00	0.00	000928747	5 1870	640
Jetson, Judy N	Student Asst	19.00	0.00	0.00		19.00	0.00	000788139	0 1870	640

## Processing Steps

The Timesheet displays the following details (for the employee selected) in the header:

- Name
- Employee ID
- Job Title

3) The timesheet for the employee displays for the time period selected. This timeframe can be updated by making changes to the following fields. Be sure to select the **Refresh** button (with the green arrows) after making changes:

- **View By** = "Time Period"
- **Date:** Enter the first day of the pay period and click the "Refresh" button.

4) Verify that your employee's hours on the timesheet are accurate and fall within the parameters of the job. It is important to check hours by day and **Total Reported Hours** by week.

Hours for Student Assistants should not exceed:

- 8 hrs. per day
- 20 hrs. per week (While school is in session)

## Screen Shot

### Timesheet

Johnny Appleseed
Employee ID: 000124463

Job Title: Student Asst
Employee Record Number: 0

Select for Instructions

View By: Time Period
Date: 03/01/2014
Refresh
<< Previous Time Period
Next Time Period >>

Reported Hours: 42.90 Hours
Scheduled Hours: 0.00 Hours
Next Employee >>

From Saturday 03/01/2014 to Monday 03/31/2014

Timesheet

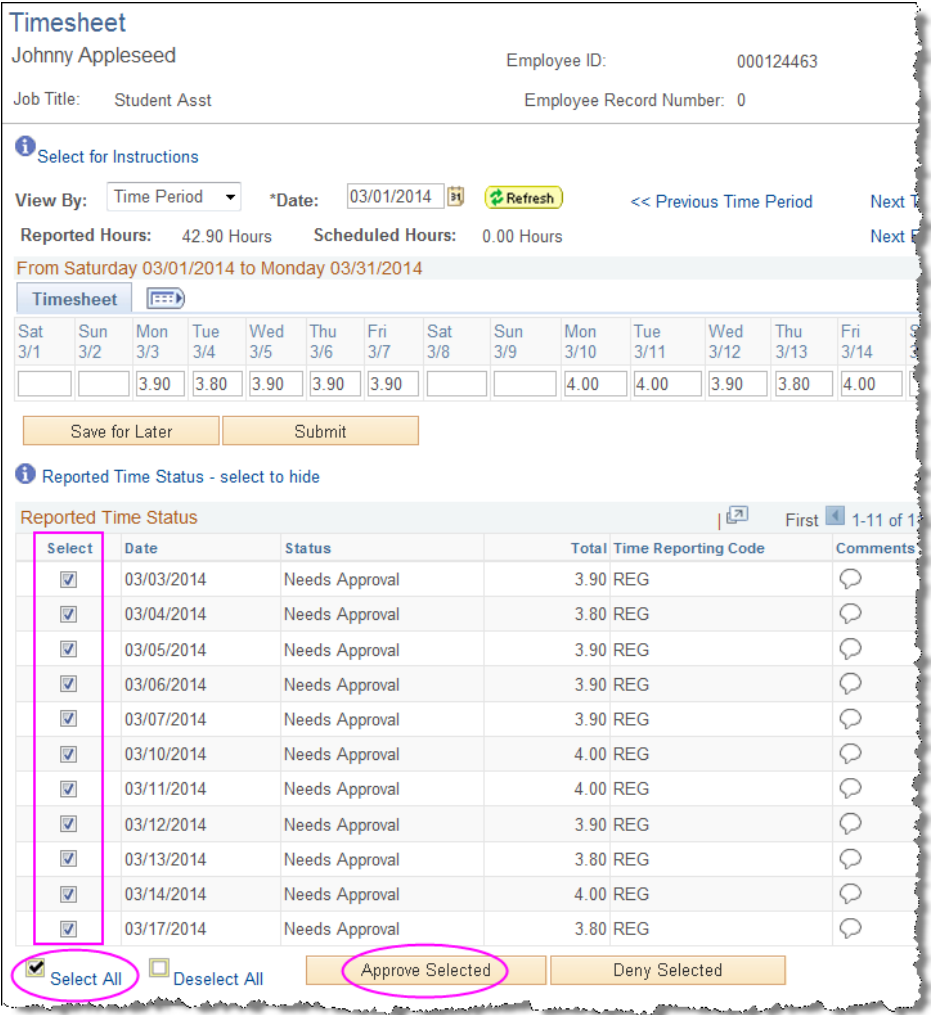
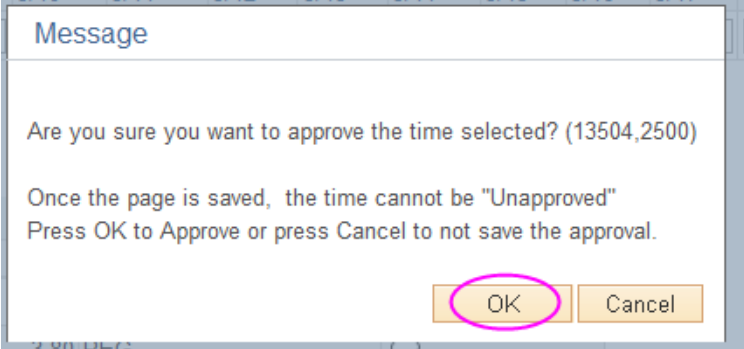
Sat 3/1	Sun 3/2	Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Mon 3/10	Tue 3/11	Wed 3/12	Thu 3/13	Fri 3/14	Sat 3/15	Sun 3/16	Mon 3/17	Tue 3/18
		3.90	3.80	3.90	3.90	3.90			4.00	4.00	3.90	3.80	4.00			3.80	


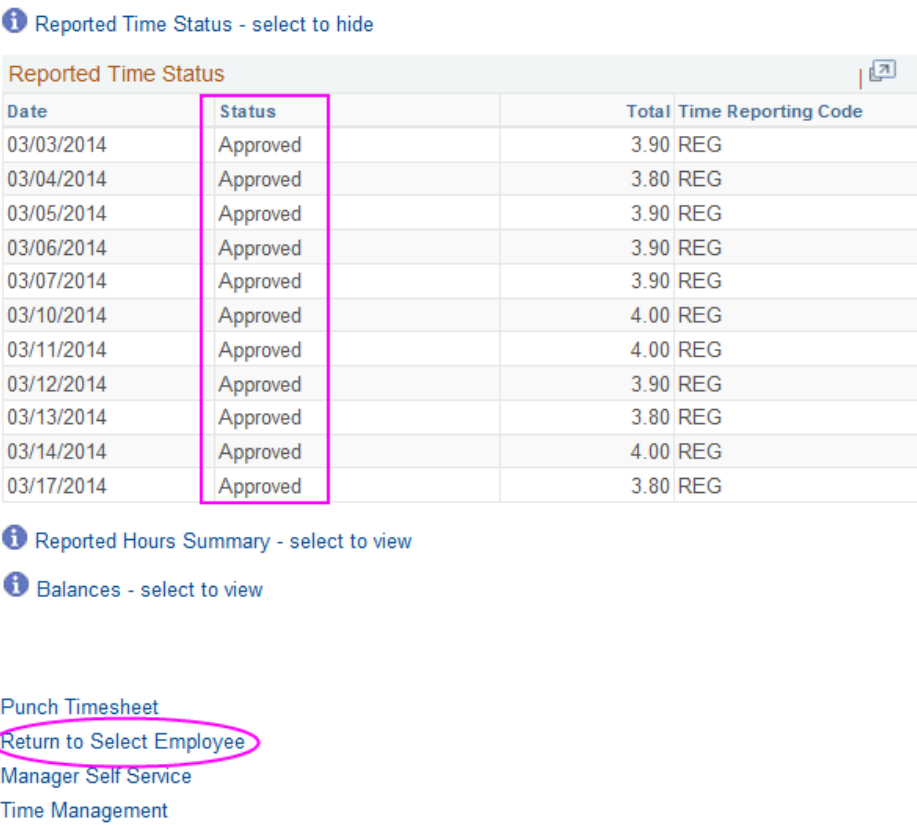
Save for Later
Submit

Reported Time Status - select to hide

Reported Time Status
First 1-11 of 11 Last

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	03/03/2014	Needs Approval	3.90	REG	
<input type="checkbox"/>	03/04/2014	Needs Approval	3.80	REG	
<input type="checkbox"/>	03/05/2014	Needs Approval	3.90	REG	
<input type="checkbox"/>	03/06/2014	Needs Approval	3.90	REG	
<input type="checkbox"/>	03/07/2014	Needs Approval	3.90	REG	
<input type="checkbox"/>	03/10/2014	Needs Approval	4.00	REG	
<input type="checkbox"/>	03/11/2014	Needs Approval	4.00	REG	
<input type="checkbox"/>	03/12/2014	Needs Approval	3.90	REG	
<input type="checkbox"/>	03/13/2014	Needs Approval	3.80	REG	
<input type="checkbox"/>	03/14/2014	Needs Approval	4.00	REG	
<input type="checkbox"/>	03/17/2014	Needs Approval	3.80	REG	

Processing Steps	Screen Shot
<p><b>Are corrections needed?</b></p> <p><i>If yes: Go to <b>Section C) Review and Correct Reported Time</b> before proceeding to Step #5 of this section.</i></p> <p><i>If no corrections are needed, proceed to the next step.</i></p> <p>5) To approve your employee's time worked:</p> <ul style="list-style-type: none"> <li>• Add check mark(s) in the box(es) under the <b>Select</b> column for the approved date, or click on the <b>Select All</b> link to add check marks in all of the boxes listed under the Select column.</li> <li>• Click on the <b>Approve Selected</b> button to signify that you have verified and approve the employee's time worked.</li> </ul>	 <p><b>Important note regarding HOLIDAYS:</b> Positive Pay employees are not eligible for paid holidays. The system does not alert the user if time worked is entered on a holiday. During months containing holidays, be sure to verify that the employee doesn't accidentally enter hours on holidays (unless he/she worked) to ensure that your department is not overpaying the employee.</p>
<p>5) Select OK</p> <p>Note: Selecting <b>OK</b> is the equivalent to your signature on a paper timesheet. It implies that you have verified that the time reported are actual hours worked by the employee.</p>	

Processing Steps	Screen Shot
6) Select <b>OK</b> on the confirmation message.	
<p>Note: <b>Status</b> column changes to "Approved"</p> <p>7) Select the <b>Return to Select Employee</b> link to go back to employee listing.</p> <p>Note: After approvals for reported time are completed, the Approver/Coordinator will need to wait for the Time Administration process to run before moving on with Approving Payable Time.</p> <p>Time Administration is scheduled to run every day at:</p> <ul style="list-style-type: none"> <li>• 10:00 AM</li> <li>• 2:00 PM</li> <li>• 6:00 PM</li> </ul>	

## C) Review and Correct Reported Time (Before Approvals)

**Navigation: Main Menu > Manager Self Service > Approve Time and Exceptions > Reported Time**

Corrections to timesheets can be made by the employee, (e.g. Paul Bunyan), as long as the hours have NOT been approved. Once hours have been approved, student employees will not be able to make corrections.

Before making any corrections within TLSS, Approvers/Coordinators are encouraged to consult with their employee, and ask the student to make changes, if possible. If the student cannot make the changes, the Approver or Coordinator may do so in the employee's behalf. When an Approver/Coordinators changes time reported, they should add a comment to the record.

Processing Steps	Screen Shot																																													
<p>1) Click on the employee's name to access their timesheet.</p>	<div>Employees For Iron Man, Time Needing Approval After 03/01/2014</div> <table><thead><tr><th>Select</th><th>Name</th><th>Job Description</th><th>Hours to be Approved</th><th>Employee ID</th><th>Empl Rcd Nbr</th><th>Job</th><th>Department</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Boop, Betty Anne</td><td>Student Asst</td><td>20.00</td><td>000823928</td><td>1</td><td>1870</td><td>707</td></tr><tr><td><input type="checkbox"/></td><td>Bunyan, Paul C S</td><td>Student Asst</td><td>67.20</td><td>001191074</td><td>1</td><td>1870</td><td>640</td></tr><tr><td><input type="checkbox"/></td><td>Crocker, Betty Dos Reis</td><td>Student Asst</td><td>20.00</td><td>000952914</td><td>2</td><td>1870</td><td>640</td></tr></tbody></table>	Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job	Department	<input type="checkbox"/>	Boop, Betty Anne	Student Asst	20.00	000823928	1	1870	707	<input type="checkbox"/>	Bunyan, Paul C S	Student Asst	67.20	001191074	1	1870	640	<input type="checkbox"/>	Crocker, Betty Dos Reis	Student Asst	20.00	000952914	2	1870	640													
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<p>2) Review and identify the necessary corrections. In this example, Monday, 3/3 has over 24 hours reported in one day.</p> <p>3) Consult with Student Assistant to find out what it should be. In this example the decimal was entered in the incorrect place for 3/3. His reported time should have been 3.1 hours.</p> <p>Paul also forgot to enter his time worked for Tuesday, 3/4.</p>	<div>Timesheet</div> <div>Paul Bunyan</div> <div>Employee ID: 001191074</div> <div>Job Title: Student Asst</div> <div>Employee Record Number: 1</div> <div>Select for Instructions</div> <div>View By: Week *Date: 03/03/2014 Refresh &lt;&lt; Previous Week</div> <div>Reported Hours: 44.40 Hours Scheduled Hours: 0.00 Hours &lt;&lt; Previous Employee</div> <div>From Monday 03/03/2014 to Sunday 03/09/2014</div> <div>Timesheet</div> <table><thead><tr><th>Mon 3/3</th><th>Tue 3/4</th><th>Wed 3/5</th><th>Thu 3/6</th><th>Fri 3/7</th><th>Sat 3/8</th><th>Sun 3/9</th><th>Total</th><th>Time Reporting Code</th><th>Taskg</th></tr></thead><tbody><tr><td>31.00</td><td></td><td>3.00</td><td>5.90</td><td>4.50</td><td></td><td></td><td>44.40</td><td>REG - Regular Hours Worked</td><td>CSU</td></tr></tbody></table> <div>Save for Later Submit</div> <div>Reported Time Status - select to hide</div> <div>Reported Time Status</div> <table><thead><tr><th>Select</th><th>Date</th><th>Status</th><th>Total</th><th>Time Reporting Code</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>03/03/2014</td><td>Needs Approval</td><td>31.00</td><td>REG</td></tr><tr><td><input type="checkbox"/></td><td>03/05/2014</td><td>Needs Approval</td><td>3.00</td><td>REG</td></tr><tr><td><input type="checkbox"/></td><td>03/06/2014</td><td>Needs Approval</td><td>5.90</td><td>REG</td></tr><tr><td><input type="checkbox"/></td><td>03/07/2014</td><td>Needs Approval</td><td>4.50</td><td>REG</td></tr></tbody></table> <div><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All Approve Selected Deny Selected</div>	Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Total	Time Reporting Code	Taskg	31.00		3.00	5.90	4.50			44.40	REG - Regular Hours Worked	CSU	Select	Date	Status	Total	Time Reporting Code	<input type="checkbox"/>	03/03/2014	Needs Approval	31.00	REG	<input type="checkbox"/>	03/05/2014	Needs Approval	3.00	REG	<input type="checkbox"/>	03/06/2014	Needs Approval	5.90	REG	<input type="checkbox"/>	03/07/2014	Needs Approval	4.50	REG
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<p>4) To correct the decimal error on 3/3, clear the field and enter the correct hours worked.</p> <p>Also add the 5.0 hours that Paul worked on 3/4.</p> <ul style="list-style-type: none"><li>Select <b>Submit</b> button when all corrections have been made.</li></ul>	<table><thead><tr><th>Mon 3/3</th><th>Tue 3/4</th><th>Wed 3/5</th><th>Thu 3/6</th><th>Fri 3/7</th><th>Sat 3/8</th><th>Sun 3/9</th><th>Total</th><th>Time Reporting Code</th></tr></thead><tbody><tr><td>3.10</td><td>5.00</td><td>3.00</td><td>5.90</td><td>4.50</td><td></td><td></td><td>21.50</td><td>REG - Regular Hours Worked</td></tr></tbody></table> <div>Save for Later Submit</div>	Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Total	Time Reporting Code	3.10	5.00	3.00	5.90	4.50			21.50	REG - Regular Hours Worked																											
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Processing Steps	Screen Shot																																				
<ul style="list-style-type: none"><li>Confirmation displays.</li><li>Select "OK"</li></ul>	<div><div>Timesheet</div><div>Submit Confirmation</div><div><div><div></div></div><div>The Submit was successful.</div><div>Time for the Week of 2014-03-03 to 2014-03-09 is submitted</div><div>OK</div></div></div>																																				
<div>5) Corrections were made for both 3/3, and 3/4; however the total hours now reflects a number (i.e. 21.50) greater than 20 for this workweek.</div> <div>By law, the hours must be paid, but the employee should be counseled about CSU policy and the Approver should monitor the employee's schedule more closely.</div>	<div><div>Timesheet</div><div><table><tr><td>Mon 3/3</td><td>Tue 3/4</td><td>Wed 3/5</td><td>Thu 3/6</td><td>Fri 3/7</td><td>Sat 3/8</td><td>Sun 3/9</td><td>Total</td><td>Time Reporting Code</td></tr><tr><td>3.10</td><td>5.00</td><td>3.00</td><td>5.90</td><td>4.50</td><td></td><td></td><td>21.50</td><td>REG - Regular Hours Worked</td></tr></table></div><div><div>Save for Later</div><div>Submit</div></div></div>	Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Total	Time Reporting Code	3.10	5.00	3.00	5.90	4.50			21.50	REG - Regular Hours Worked																		
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<div>6) To enter comments:<ul style="list-style-type: none"><li>Select the callout icon under <b>Comments</b> for the <b>Date</b> in question</li><li>Enter comments.</li><li>Select <b>Save</b></li></ul></div> <div>Continue with the approval process once all corrections have been made. Refer to <b>Section B) Verify and Approve Reported Time</b>.</div>	<div><div>Reported Time Status</div><div><table><tr><td>Select</td><td>Date</td><td>Status</td><td>Total</td><td>Time Reporting Code</td><td>Comments</td></tr><tr><td><input type="checkbox"/></td><td>03/03/2014</td><td>Needs Approval</td><td>3.10</td><td>REG</td><td><div></div></td></tr><tr><td><input type="checkbox"/></td><td>03/04/2014</td><td>Needs Approval</td><td>5.00</td><td>REG</td><td><div></div></td></tr><tr><td><input type="checkbox"/></td><td>03/05/2014</td><td>Needs Approval</td><td>3.00</td><td>REG</td><td><div></div></td></tr><tr><td><input type="checkbox"/></td><td>03/06/2014</td><td>Needs Approval</td><td>5.90</td><td>REG</td><td><div></div></td></tr><tr><td><input type="checkbox"/></td><td>03/07/2014</td><td>Needs Approval</td><td>4.50</td><td>REG</td><td><div></div></td></tr></table></div><div><div>Comments</div><div><div>Paul Bunyan</div><div>Employee ID: 001191074</div><div>Job Title: Student Asst</div><div>Employee Record Number: 1</div></div><div><div>Date Under Report: 03/03/2014</div><div><div><div>Operator Id</div><div>DateTime Created</div><div>Source</div><div>Comment</div></div><div><div>1</div><div>03/20/2014 3:16PM</div><div>Time Reporting</div><div>Corrected hours from 31.0, as requested by Paul.</div></div></div></div><div><div>Save</div><div>Cancel</div></div></div></div>	Select	Date	Status	Total	Time Reporting Code	Comments	<input type="checkbox"/>	03/03/2014	Needs Approval	3.10	REG	<div></div>	<input type="checkbox"/>	03/04/2014	Needs Approval	5.00	REG	<div></div>	<input type="checkbox"/>	03/05/2014	Needs Approval	3.00	REG	<div></div>	<input type="checkbox"/>	03/06/2014	Needs Approval	5.90	REG	<div></div>	<input type="checkbox"/>	03/07/2014	Needs Approval	4.50	REG	<div></div>
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## D) Review and Correct Exceptions

Exceptions are posted once reported time is “Approved”, and the Time Administration process is run. Time Administration is scheduled to run every day at:

- 10:00 AM
- 2:00 PM
- 6:00 PM

All exceptions should be reviewed on the Timesheet and corrected if possible prior to approving “Payable Time”. There are different levels of exception **Severity**:

- High: Exception MUST be corrected. Time for this date will not be processed while in a “High” exception status.
- Medium: Hours can be approved, if it cannot be fixed.

The most common exceptions include:

- **Student hours exceed 20** (Medium) – ok if student is working while classes are not in session (i.e. winter or spring break)
- **More than 24 hours reported (in one day)** (High) – Usually a keying error when the employee meant to enter time with a decimal point.

## Processing Steps

### Review Exceptions:

On the Timesheet, you will see an icon in the **Exception** column.

1) Click on the Exception icon.

## Screen Shot

### Timesheet

Johnny Appleseed Employee ID: 000124463

Job Title: Student Asst Employee Record Number: 0

Select for Instructions

View By: Time Period \*Date: 03/01/2014 Refresh << Previous Time Period Next Time Period

Reported Hours: 79.90 Hours Scheduled Hours: 0.00 Hours

From Saturday 03/01/2014 to Monday 03/31/2014


Timesheet

Sat 3/1	Sun 3/2	Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Mon 3/10	Tue 3/11	Wed 3/12	Thu 3/13	Fri 3/14	Sat 3/15
		3.90	3.80	3.90	3.90	3.90			4.00	4.00	3.90	3.80	40.00	

Save for Later Submit

Reported Time Status - select to hide

Reported Time Status

Date	Status	Total	Time Reporting Code	Comments	Exception
03/03/2014	Approved	3.90	REG		
03/04/2014	Approved	3.80	REG		
03/05/2014	Approved	3.90	REG		
03/06/2014	Approved	3.90	REG		
03/07/2014	Approved	3.90	REG		
03/10/2014	Approved	4.00	REG		
03/11/2014	Approved	4.00	REG		
03/12/2014	Approved	3.90	REG		
03/13/2014	Approved	3.80	REG		
03/14/2014	Approved	40.00	REG		
03/17/2014	Approved	3.80	REG		
03/18/2014	Approved	1.00	REG		

Processing Steps

2) The exception is displayed. This exception can be cleaned up.

3) Click on the **Return to Previous Page** link.

Screen Shot

Exceptions

Johnny Appleseed

Employee ID: 000124463

Job Title: Student Asst

Employee Record Number: 0

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions

Find | 1 of 1 | Last

Overview

Details

Allow	Exception ID	Description	Date	Severity
<input type="checkbox"/>	TLX01540	More than 24 hours reported	03/14/2014	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Allow All

Return to Previous Page

Manager Self Service

Time Management

4) Make correction by overwriting the value in the field.

5) Select the **Submit** button.

Timesheet

Johnny Appleseed

Employee ID: 000124463

Job Title: Student Asst

Employee Record Number: 0

Select for Instructions

View By: Time Period

\*Date: 03/01/2014

Refresh

<< Previous Time Period

Next Time Period >>

Reported Hours: 79.90 Hours

Scheduled Hours: 0.00 Hours

From Saturday 03/01/2014 to Monday 03/31/2014

Timesheet

Sat 3/1	Sun 3/2	Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Mon 3/10	Tue 3/11	Wed 3/12	Thu 3/13	Fri 3/14	Sat 3/15	Sun 3/16
		3.90	3.80	3.90	3.90	3.90			4.00	4.00	3.90	3.80	40.00		

Save for Later

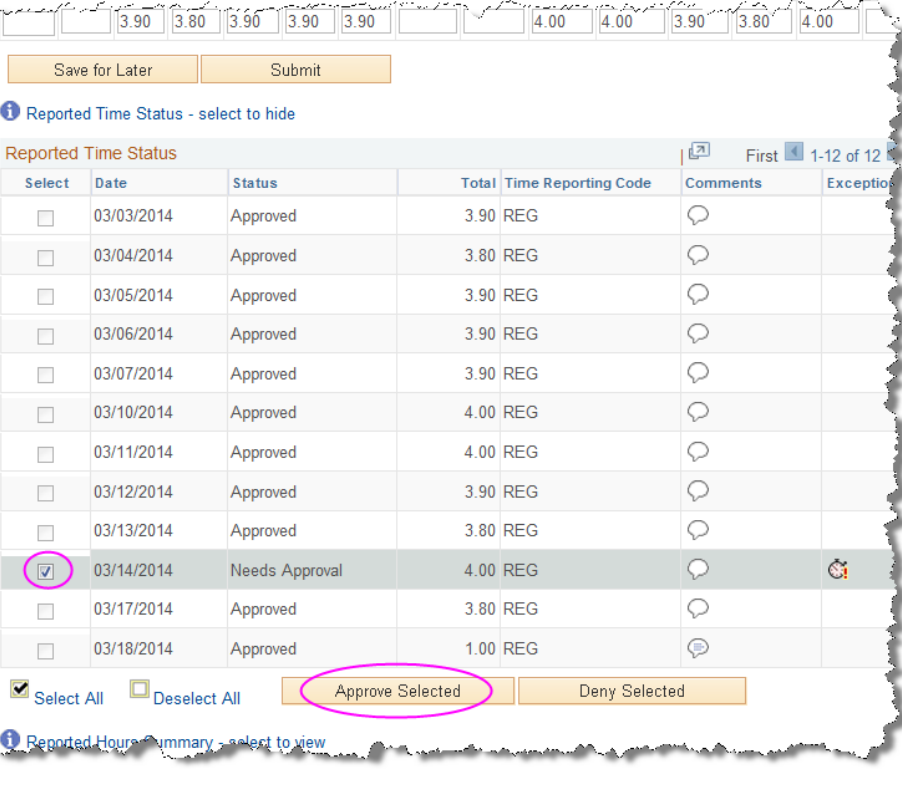
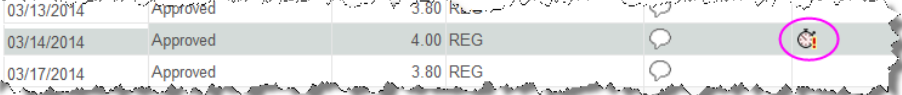
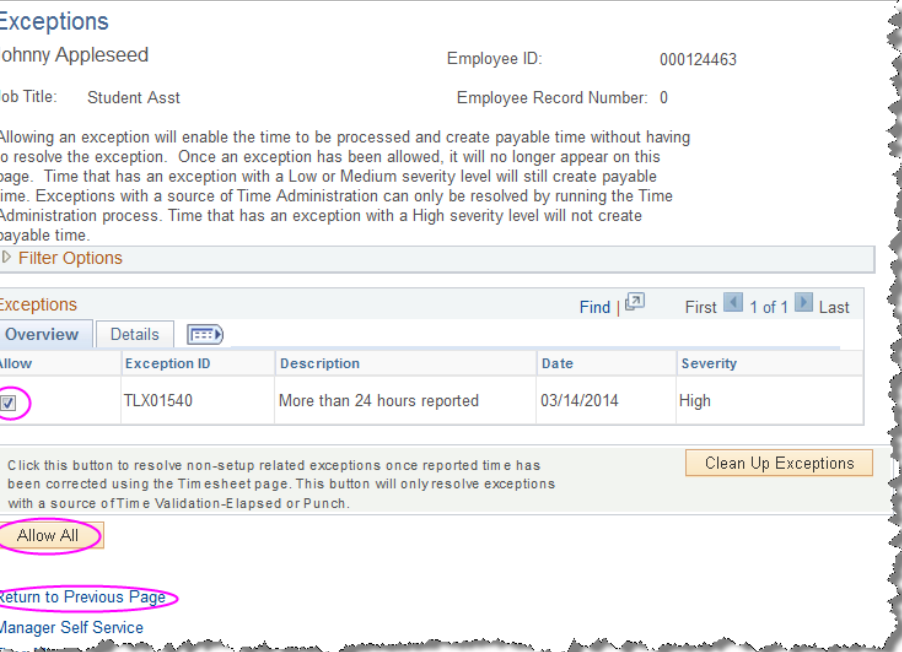
Submit

Timesheet

Sat 3/1	Sun 3/2	Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Mon 3/10	Tue 3/11	Wed 3/12	Thu 3/13	Fri 3/14
		3.90	3.80	3.90	3.90	3.90			4.00	4.00	3.90	3.80	4.00

Save for Later

Submit

Processing Steps	Screen Shot
<p>6) The corrected Reported Time now needs to be Approved.</p> <p>If you have the access to Approve Absences:</p> <ul style="list-style-type: none"> <li>Select the appropriate checkbox</li> <li>Click on the <b>Approve Selected</b> button</li> </ul> <p>Otherwise, ask the Manager to approve this employee's time.</p> <p>Note: After approvals for reported time are completed, the Approver will need to wait for the Time Administration process to run before moving on with Approving Payable Time.</p> <p>Time Administration is scheduled to run every day at:</p> <ul style="list-style-type: none"> <li>10:00 AM</li> <li>2:00 PM</li> <li>6:00 PM</li> </ul>	
<p>7) Now that the exception has been corrected, click on the <b>Exception</b> icon again.</p>	
<p>8) Select the <b>Allow</b> checkbox</p> <p>9) Click on the <b>Allow All</b> checkbox to clear the exception</p> <p>10) Select the <b>Return to Previous Page</b> link</p>	

## Processing Steps

- 4) Enter a **Comment**. (See step #6 on page 9 of this document for step-by-step instructions)

## Screen Shot

reported 1 min. Guard

First 1-12

Date	Status	Total	Time Reporting Code	Comments
03/03/2014	Approved	3.90	REG	
03/04/2014	Approved	3.80	REG	
03/05/2014	Approved	3.90	REG	
03/06/2014	Approved	3.90	REG	
03/07/2014	Approved	3.90	REG	
03/10/2014	Approved	4.00	REG	
03/11/2014	Approved	4.00	REG	
03/12/2014	Approved	3.90	REG	
03/13/2014	Approved	3.80	REG	
03/14/2014	Approved	4.00	REG	
03/17/2014	Approved	3.80	REG	
03/18/2014	Approved	1.00	REG	

### Comments

Johnny Appleseed

Employee ID: 000124463

Job Title: Student Asst

Employee Record Number: 0

Date Under Report: 03/14/2014

Personalize | Find | View All | 1-12 | First

Operator Id	DateTime Created	Source	Comment
1	03/28/2014 10:53AM	Time Reporting	Johnny worked 4 hours, not 40 on this day. Confirmed with employee.