Time and Labor Manager Self Service - Employee Groups

An enhancement has been made to Time and Labor Manager Self Service to allow managers/supervisors to access and approve timesheets of employees that report to their direct reports whenever necessary. **Managers will continue to approve only timesheets of their own direct reports.** In the event that a manager is absent, the manager's 'reports to' will now be able to approve timesheets of the employees that report to the absent manager. Please note that a manager will not be able to access timesheets belonging to the third level of employees.

In the example below, the manager M has access to timesheets belonging to employee A and employee B. The manager does not have access to employee C's timesheet.

Note: A timesheet will continue to be approved by only one manager. A second level of approval is not available.

Below is the instruction on how to default select criteria to see only your own employee group or to access a second level of employee group.

A. Default selection to access only timesheets belonging to your own group of employees:

Timesheet Navigation: Manager Self Service > Time Management > Report Time > Timesheet

1. Click on 🔍 look up icon to select Group ID

Look Up Value

Group ID: [begins with ▼] [ ]
Description: [begins with ▼] [ ]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View All | First ◄ 1-8 of 8 ► Last

Group ID	Group Type Indicator	Description
340CK	Dynamic	POTTORFF,VONCILE
340EL	Dynamic	Preventive Medical Consultant
340EM	Dynamic	DELCAMBRE,MAYE
340FN	Dynamic	POCH,THEODORE
340FX	Dynamic	MONIER,DEDE
340KF	Dynamic	NETZER,EMERY
340KQ	Dynamic	Public Health Lab Director
340NL	Dynamic	RENZI,RILEY

2. Click on the hyperlink of your own group – Your name is in the Description column

Report Time

Timesheet Summary

▽ Employee Selection Criteria

Description	Value
Group ID	340EM 🔍
EmplID	🔍
Empl Rcd Nbr	🔍
Last Name	🔍
First Name	🔍
Company	🔍
Workgroup	🔍

[Clear Selection Criteria] [Save Selection Criteria] [Get Employees]

3. Your group should now appear in the Group ID box. Click [Save Selection Criteria] button to save your Selection Criteria
From now on, any time you are in this page, the group ID will be automatically defaulted to this group.

4. When you click the [Get Employees] button, only your own direct reports will appear in the list.

B. Access other group of employees

To access other groups of employees, follow the same steps above. Do not save selection criteria (skip step 3) as it will override your default selection.

C. Access all employees

To access all employee groups, clear out group ID by clicking on the Clear Selection Criteria button and then click the Get Employees button.

Report Time

Timesheet Summary

▼ Employee Selection Criteria

Description	Value	
Group ID		🔍
EmplID		🔍
Empl Rcd Nbr		🔍
Last Name		🔍
First Name		🔍
Supervisor ID		🔍
Company		🔍
Workgroup		🔍

.

Clear Selection Criteria	Save Selection Criteria	Get Employees

View By: Week ▼ **Date:** 06/06/2013 📅 ⟳ Refresh << Previous Week Next Week >>

Employees For CATALINA HINERMAN, Totals From 06/03/2013 - 06/09/2013   Customize |

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Workgroup
ADAN BYAS	0.00	0.00	0.00			0.00	0.00	125300	0	340ES1WRB
AVRIL KEIPER	0.00	0.00	0.00			0.00	0.00	123788	0	340ES1WRB
BRENTON MULLICAN	0.00	0.00	0.00			0.00	0.00	144127	0	340ES1WRB
BRITTNEY HEIMAN	0.00	0.00	0.00			0.00	0.00	118926	0	340ES1WRB
CHERYLL HEIMS	0.00	0.00	0.00			0.00	0.00	198006	0	340ES1WRB
CORRINA JEREMIAH	0.00	0.00	0.00			0.00	0.00	132048	0	340ES1WRB
CRISTOBAL SEIDELL	0.00	0.00	0.00			0.00	0.00	241650	0	340ES1WRB
DYLAN MANZ	0.00	0.00	0.00			0.00	0.00	135867	0	340ES1WRB
ELEONOR GOSSMAN	0.00	0.00	0.00			0.00	0.00	155604	0	340NS1WRB
ELFRIEDA SPADARO-THOMAS	0.00	0.00	0.00			0.00	0.00	125610	0	340ES1WRB
EVETTE BISBEE	0.00	0.00	0.00			0.00	0.00	130274	0	340ES1WRB
FRANCESCA GOSSER	0.00	0.00	0.00			0.00	0.00	155605	0	340NS1WRB
GUSTAVO HILTY	0.00	0.00	0.00			0.00	0.00	196887	0	340ES1WRB
JAIMIE ESTELLE	0.00	0.00	0.00			0.00	0.00	158836	0	340ES1WRB
JOLANDA SCHOLTEN	0.00	0.00	0.00			0.00	0.00	173925	0	340ES1WRB
KATHRINE AHL	0.00	0.00	0.00			0.00	0.00	174022	0	340NS1WRB
VIRGILIO MCGLOWN	0.00	0.00	0.00			0.00	0.00	243104	0	340NS1WRB
YUN WOLKEN	0.00	0.00	0.00			0.00	0.00	123223	0	340ES1WRB
ZANA BUCKLIN	0.00	0.00	0.00			0.00	0.00	135144	0	340ES1WRB

Go To: Manager Self Service
         Time Management
         Approve Reported Time

D.   Other Pages

This enhancement also applies to other Time and Labor pages such as:
Manager Self Service > Time Management > Approve Time and Exception > Reported Time
Manager Self Service > Time Management > View Time > Payable Time Summary