

Manager Self Service
Training Manual for
Time and Labor-
Hourly, Non-Benefited Positions
(Including Work Study)

ORACLE/PEOPLESOFT

VERSION 9.1

Human Resource/Payroll
How-To Guide

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The duties of the NDSU Budget Office and Ag Budget Office include the funding and budget portions of payroll forms. They are responsible for processing funding changes, budget adjustments and retroactive distributions in relation to payroll. They are also responsible for the activation and/or inactivation of Combination Codes.

INTRODUCTION

Time & Labor is a module in Oracle/PeopleSoft HRMS used to record time worked. Various methods will be used to get time into the module:

1. Web clock - the web clock is built within Oracle/PeopleSoft which requires hourly employees to log in to punch in/out.
2. Time clocks – departments like Dining have purchased time clocks.
3. Paper time slips - if access to a computer or time clock is not feasible.
4. FAMIS (used mostly by Facilities Management)

The Time and Labor process is used only to record time worked.

Regardless of the method used, at the end of each pay period the time entered will be submitted to the supervisor for approval.

Employees must record their time daily, either via the web clock, by the time clock, by paper time slip or through FAMIS. All time must be recorded by one of those 4 methods by the last day of each pay period. Supervisors must approve the time worked the day after the last day of each pay period, at the very latest. **If the time isn't entered, or isn't approved prior to the deadlines, the employee will not get paid until a subsequent pay period.**

The business process under this new process is as follows:

1. Employee enters and submits hours worked.
2. Supervisor approves reported time.
3. Approved time is sent to payroll and paid the next payday.

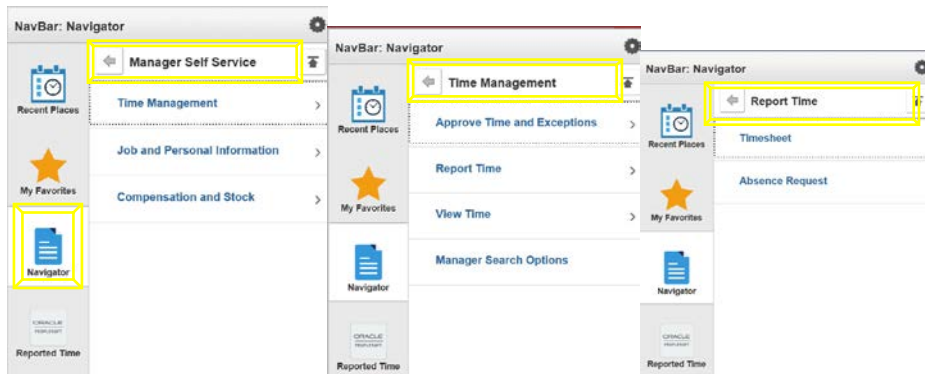
Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.

ENTERING TIME FOR HOURLY EMPLOYEES

Supervisors may need to enter time for hourly employees who may have forgotten to punch in/out (missing punch), late time, if the system is down, or to enter a paper time slip if the web clock or time clock is not feasible.

Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.

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



Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	
Empl ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Job Description	
Department	
Reports To Position Number	00024139
Company	
Position Number	

View By: Week Date: 05/16/2018

Employees For Nonnie Tangen, Totals From 05/27/2018 - 06/02/2018

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description	Workgroup
Name		0.000000	0.000000	0.000000			0.000000	0.000000		0			

The **Reports to Position Number** defaults in and is the position number of the supervisor logging in. Selecting **Get Employees** will display employees reporting to the Reports to Position number. Other search criteria can be used such as Empl ID or Last Name.

Enter the date that is desired. **Useful Tip:** Use the first day of the pay period, which is the 1st or the 16th of each month. Click **Get Employees** button.

Enter the In/Out punch information as appropriate for the days worked. Or, the **Quantity** field can also be used for a total number of hours per day. Also enter the Time Reporting Code for either Regular Hours-H01 for regular hours worked or Work Study Hours-H14 for work study hours worked. **Only hourly student employees in approved work study positions with agreements signed though Financial Aid and Scholarships should select Work Study Hours-H14 from the drop down. All other hourly employees will use Regular Hours-H01.** Verify and override (if needed) the Combination Code for a particular day by looking up the desired funding. **Work Study Hours-H14 must follow the Combo Code in the Default Funding box. For questions on default funding please contact the appropriate Budget office.**


Click **Submit**. A timesheet can only be approved, and subsequently paid, upon clicking **Submit**. **Save for Later** does not approve the timesheet for payment. Do not use the **Save for Later**.

NOTE: Hours that are not submitted by the deadline each pay period will not be paid to the employee.

Upon Submit the following confirmation message appears. Select OK.

Timesheet

Submit Confirmation

 The Submit was successful.

Time for the Time Period of 2016-04-01 to 2016-04-15 is submitted

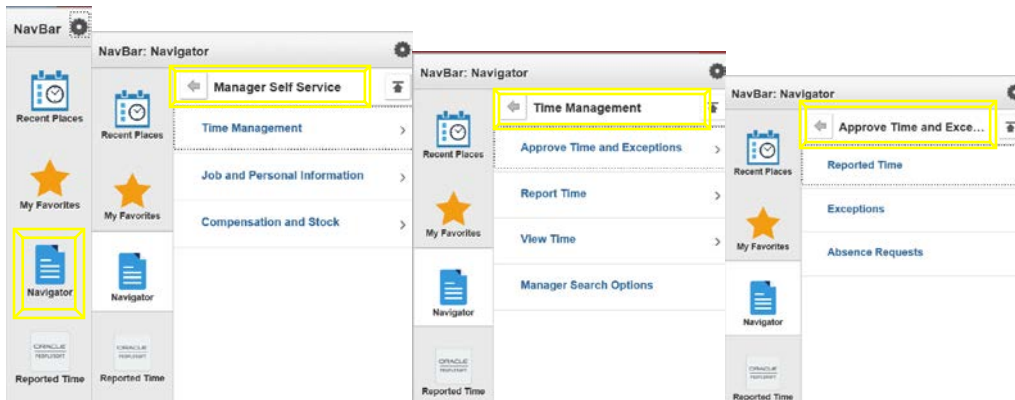
APPROVING TIME FOR HOURLY EMPLOYEES

Approval of time worked needs to occur for an employee to be paid and must occur prior to the deadline.

Also know that in North Dakota, in cases of a dispute over wages, the employer must provide a written notice to the employee of the amount of wages being questioned. The employer is still responsible to pay the balance of the wages on the regular payday. So if a supervisor doesn't agree with all the time submitted, they should be careful to approve the time which is not under dispute.

NOTE: Supervisors will not be able to view employees reporting to them on this page if no hours have been submitted. Employees will only show on this page if they have hours submitted that need approval.

Navigation: Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time



The screen defaults as below, with the position number of the supervisor logging in populated:

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	<input type="text"/>
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	00009606
Company	<input type="text"/>
Position Number	<input type="text"/>

View By: Week Include Absence Show Schedule Information

Date: 08/12/2016 [Previous Week](#) [Next Week](#)

Employees For Brooke Yanish, Time Needing Approval From 08/12/2016 - 08/13/2016												
Select	Name	Job Description	Hours to be Approved	Reported Hours	Exception	Absence to be Approved	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description
<input type="checkbox"/>		Pooled Position - Lifeguard	0.01	0.01			0.00	0.00			0.840002	Std Center, Bkstore & Fd Srv

[Select All](#) [Deselect All](#)

Enter the desired date or leave as the current date. The View By can be changed by clicking on the drop down. **USEFUL TIP:** Changing the **View By** field to *All Time Before* the current date will display all hours that need to be approved. Or change the **Date** field to the beginning of the pay period and leave the **View By** field set to *Week*.

Once you have set your parameters, click **Get Employees**. Then select the first employee to review/approve and continue to click Next Employee if more than one employee needs time approved.

Carefully review the employees In/Out punch times and Punch Total time. Also review the Time Reporting Code for either Regular Hours-H01 for regular hours worked or Work Study Hours-H14 for work study hours worked. **Only hourly student employees in approved work study positions with agreements signed through Financial Aid and Scholarships should select Work Study Hours-H14 from the drop down when they punch in/out. All other hourly employees will use Regular Hours-H01.** Verify and override (if needed) the Combination Code for a particular day by looking up the desired funding. **Work Study Hours-H14 must follow the Combo Code in the Default Funding box. For questions on default funding please contact the appropriate Budget office.**

Timesheet

Job Title: Pooled Position - Lifeguard
 Emp ID: 1007899
 Reported Hours: 0.01
 Scheduled Hours: 0.00
 FLSA Status: Non-Exempt
 Multiple Jobs: No

Emp Code	Combination Code	Budget Amount	Percent of Distribution
1	V1010056000350	21733.000	
2.H14	V1010056000350		25.000
3.H14	V450015300C00005010		75.000

Select	Comments	Day	Date	Status	Approval Monitor	In	Out	In	Out	Patch Total Time Reporting Code	Quantity Override Rate	Time Zone	Time Collection Service ID	Override Combo Cd	Date
<input type="checkbox"/>		Mon	8/1	New	Approval Monitor					Regular Hours - H01		CST			8/1
<input type="checkbox"/>		Tue	8/2	New	Approval Monitor					Regular Hours - H01		CST			8/2
<input type="checkbox"/>		Wed	8/3	New	Approval Monitor					Regular Hours - H01		CST			8/3
<input type="checkbox"/>		Thu	8/4	New	Approval Monitor					Regular Hours - H01		CST			8/4
<input type="checkbox"/>		Fri	8/5	New	Approval Monitor					Regular Hours - H01		CST			8/5
<input type="checkbox"/>		Sat	8/6	New	Approval Monitor					Regular Hours - H01		CST			8/6
<input type="checkbox"/>		Sun	8/7	New	Approval Monitor					Regular Hours - H01		CST			8/7
<input type="checkbox"/>		Mon	8/8	New	Approval Monitor					Regular Hours - H01		CST			8/8
<input type="checkbox"/>		Tue	8/9	New	Approval Monitor					Regular Hours - H01		CST			8/9
<input type="checkbox"/>		Wed	8/10	New	Approval Monitor					Regular Hours - H01		CST			8/10
<input type="checkbox"/>		Thu	8/11	New	Approval Monitor					Regular Hours - H01		CST			8/11
<input type="checkbox"/>		Fri	8/12	Needs Approval	Approval Monitor	3:47:59PM	3:48:49PM			0.01 Regular Hours - H01		CST			8/12
<input type="checkbox"/>		Sat	8/13	New	Approval Monitor					Regular Hours - H01		CST			8/13
<input type="checkbox"/>		Sun	8/14	New	Approval Monitor					Regular Hours - H01		CST			8/14
<input type="checkbox"/>		Mon	8/15	New	Approval Monitor					Regular Hours - H01		CST			8/15

Select All | Direct All | Approve | Deny

Comments

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Review comments from employee, if there are any.

Select each row or click **Select All** to choose all rows at once and take action. Then click the **Approve** button.

Approve Messages:

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No

Timesheet

Approve Confirmation



The Approve was successful.

OK

REPORTS AND QUERIES TO VALIDATE YOUR PAYROLL

HE Pay Register 2

This report is your Payroll Register (Proof)

This report is available to departments to review their payroll, prior to the final calculation (during the time entry period). Department personnel are strongly encouraged to review a proof before the 6:00 p.m. deadline for time entry. Any discrepancies found after that time should be reported to Payroll immediately.

Navigation: Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Pay Register 2

Department personnel with DEPT_ADMIN access in HRMS will be able to view and/or print the HE Pay Register 2 (Proof) for their department:

Follow the navigation above to get to the run control page for this report. The run control page will look like this:

The screenshot shows a web application interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a dark blue header with a white left-pointing arrow and the text 'Employee Self Service'. The main content area has a title 'HE Pay Register 2' in blue. Below the title is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted in blue) and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown arrow. Underneath is a 'Run Control ID:' label followed by a dropdown menu showing 'begins with' and an empty text input field. A checkbox labeled 'Case Sensitive' is below that. At the bottom, there are four buttons: 'Search' (orange), 'Clear' (orange), 'Basic Search' (blue), and 'Save Search Criteria' (blue with a save icon).

[Find an Existing Value](#) | [Add a New Value](#)

If you have accessed this page previously, please enter the Run Control ID you have created and click the search button.

If you have never accessed this page before, you will need to click on the *Add A New Value* tab. The following page will appear:

Enter a Run Control ID of your choice. The recommended Run Control value to enter: **HEPayRegister2**. Click the Add button.

This report can be run back to January, 2005.

The following screen appears:

Enter the Pay Run ID. This value is NDS followed by the ending date of the pay period (YYMMDD) for which you are requesting the Payroll Register. For Example: To access a payroll register for pay period ending April 30, 2018, you would enter the following: NDS180430. For the Payroll Register for pay period ending October 15, 2006, you would enter: NDS061015.

Click off the check box for All HR Unit. This will open up the next two boxes for your input.

Specify HR Unit: NDSU1

DeptID: Enter your department number

Payroll Cycle: Click the 'On Cycle' button

- * **Multiple Pay Group Parameters:** Used if you would like to limit the report to only being a certain pay group. Company is 'NDS'. Pay Group is either 'NDB' 'NDC' 'NDN'.
 NDB – Salaried employees including 12 month benefitted, Grad students, and Part-Time Academic Staff.
 NDC – Less than 12 month benefitted faculty.
 NDN – Hourly Employees: Work on an hourly, timeslip basis.
- Sort Options:** Primary Sort: 'Employee Name', Secondary Sort: 'None'

If you were requesting the April 30, 2018 Payroll Register for department 2820, the screen would look like this:

Employee Self Service

HE Pay Register 2

Run Control ID: HEPayRegister2 Report Manager Process Monitor **Run**

Run Control Parameters

On-Cycle Run or **Off-Cycle Pay Calendar**

Pay Run ID: NDS180430 | x | Q

NDS170131

Specify HR Unit: NDSU1 | Q All HR Unit?

Dept ID: 2820 | Q

Company: | Pay Group: | Pay End Date: | Process

Page : | Thru: |

Nbr: |

Payroll Cycle

On-Cycle Off-Cycle Both

Multiple Paygroup Parameters Find First 1 of 1 Last

Company: NDS | Q Pay Group: | Q

Sort Options

Primary Sort Employee Name Department ID Department Name Paygroup

Secondary Sort Employee Name None

(Please do not use EMPLOYEE NAME as a Secondary sort if used as a Primary sort)

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

The magnifying glasses next to each box can be used to search for appropriate values, if you do not know what they are. Only the left side of the screen needs to be completed.

Click Save.

Click Run.

The following screen appears:

The screenshot shows a web browser window with the title "Employee Self Service". The main content area is titled "Process Scheduler Request". At the top, it displays "User ID elizabeth.thompson.1" and "Run Control ID HEPayRegister2". Below this, there are several input fields: "Server Name" is set to "PSNT", "Run Date" is "05/31/2018", "Recurrence" is empty, and "Run Time" is "7:46:39AM". A "Reset to Current Date/Time" button is located to the right of the Run Time field. Below these fields is a "Time Zone" dropdown menu. A "Process List" table is shown below the input fields, with one row selected. At the bottom of the dialog are "OK" and "Cancel" buttons, with a red arrow pointing to the "OK" button.

User ID elizabeth.thompson.1 Run Control ID HEPayRegister2

Server Name PSNT Run Date 05/31/2018
Recurrence Recurrence Run Time 7:46:39AM Reset to Current Date/Time
Time Zone Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	HE Pay Register 2	NDUPY580	SQR Report	Web	PDF	Distribution

OK Cancel

Verify the following:

- the Server Name is PSNT
- the HE Pay Register 2 box is checked
- Type is Web
- Format is PDF

Click OK

The following screen appears:

Employee Self Service

HE Pay Register 2

Run Control ID: HEPayRegister2 Report Manager **Process Monitor** Run

Process Instance: 3812697

Run Control Parameters

On-Cycle Run

Pay Run ID: NDS180430
 Specify HR Unit: NDSU1 All HR Unit?
 Dept ID: 2820

Off-Cycle Pay Calendar

Company: Pay Group: Pay End Date: Process
 Page Nbr: Thru:

Payroll Cycle

On-Cycle Off-Cycle Both

Multiple Paygroup Parameters Find First 1 of 1 Last

Company: NDS Pay Group: + -

Sort Options

Primary Sort Employee Name Department ID Department Name Paygroup
 Secondary Sort Employee Name None
 (Please do not use EMPLOYEE NAME as a Secondary sort if used as a Primary sort)

Save Return to Search Previous in List Next in List Notify Add Update/Display

Click on the Process Monitor hyperlink.

The following screen appears:

HE Pay Register 2

Process List Server List

View Process Request For

User ID: elizabeth.thomp Type: Last 5 Minutes Refresh
 Server: PSNT Name: Instance From: Instance To: Save On Refresh
 Run Status: Distribution Status:

Process List Personalize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3812699		SQR Report	NDUPY580	elizabeth.thompson.1	05/31/2018 7:48:59AM CDT	Queued	N/A	Details
<input type="checkbox"/>	3812697		SQR Report	NDUPY580	elizabeth.thompson.1	05/31/2018 7:46:39AM CDT	Success	Posted	Details

Go back to HE Pay Register 2

Save Notify

Process List | Server List

If Success does not appear immediately under the Run Status (located under the dark blue bar in the middle of the screen), Click on Refresh periodically until the Run Status is Success and Distribution Status is Posted. The screen will not update status, unless you click the Refresh button.

When Success and Posted appears, Click on the Details hyperlink, located to the right of the word Posted (immediately below the dark blue bar).

< HE Pay Register 2

Process List | Server List

View Process Request For

User ID Type Last Minutes

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3812712		SQR Report	NDUPY580	elizabeth.thompson.1	05/31/2018 7:55:41AM CDT	Success	Posted	Details

[Go back to HE Pay Register 2](#)

[Process List](#) | [Server List](#)

The following screen appears:

File Edit View Favorites Tools Help

< Process List

Process Detail

Process

Instance 3812712 Type SQR Report
 Name NDUPY580 Description HE Pay Register 2
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID HEPayRegister2
 Location Server
 Server PSNT
 Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 05/31/2018 7:56:29AM CDT Parameters Transfer
 Run Anytime After 05/31/2018 7:55:41AM CDT Message Log
 Began Process At 05/31/2018 7:56:44AM CDT Batch Timings
 Ended Process At 05/31/2018 7:56:59AM CDT [View Log/Trace](#) ←

Click on the View Log/Trace hyperlink.

The following screen appears:

The screenshot shows a web application interface with a menu bar (File, Edit, View, Favorites, Tools, Help) and a header bar with a back arrow and 'Process List'. Below the header is a 'View Log/Trace' section. It contains a 'Report' section with fields for Report ID (2403960), Process Instance (3812712), Name (NDUPY580), Process Type (SQR Report), and Run Status (Success). A 'Message Log' link is visible. Below this is 'HE Pay Register 2' and a 'Distribution Details' section with Distribution Node (NDUSXCOPY) and Expiration Date (09/07/2018). The 'File List' section contains a table with three rows: NDUPY580_3812712.PDF (19,648 bytes), NDUPY580_3812712.out (405 bytes), and SQR_NDUPY580_3812712.log (1,669 bytes). A red arrow points to the PDF file name. Below the file list is a 'Distribute To' section with a table for Distribution ID Type and *Distribution ID, showing User: elizabeth.thompson.1. A 'Return' button is at the bottom.

Name	File Size (bytes)	Datetime Created
NDUPY580_3812712.PDF	19,648	05/31/2018 7:56:59.457000AM CDT
NDUPY580_3812712.out	405	05/31/2018 7:56:59.457000AM CDT
SQR_NDUPY580_3812712.log	1,669	05/31/2018 7:56:59.457000AM CDT

Distribution ID Type	*Distribution ID
User	elizabeth.thompson.1

You must have Adobe Acrobat on your computer to view this report. Click on the top file name that ends with a *.PDF extension* to view the report. A report will appear containing the data for your department for the selected pay period.

This report may be viewed on line or printed. *Unless you need a printed copy, you do not need to print this report for future reference. This report will be available for you to recreate through this process any time in the future.* In the future, a decision may be made to purge certain records after a specified number of years. If this decision is made, you will be notified as to the length of time these reports will be available.

After you have viewed or printed the report, click on the red X box in the top right corner of your screen. This closes the document and returns you to the Process Detail screen.

Click Return.

This returns you to the Process Detail page.

Click Ok. This returns you to the Process Monitor page.

Click on the hyperlink at the bottom of the screen that says Go Back to HE Pay Register 2. This will return you to your starting screen.

Report ID: NDUPT180
 Company: NDS North Dakota State University
 Pay Period End: 07/31/2010

PeopleSoft
 ND Departmental Pay Register Report
 On Cycle COMPENSED
 Selected Page 1 to ****

Page No. 1
 Run Date 09/08/2014
 Run Time 14:22:30

Employee Name/ID	Form ID	PayGroup	Business Unit	Pos Num	Hr. Rate	Account Code	REGULAR	OVERTIME	OTHER	Gross Pay				
Dept. ID	DeptName						Hours	Earnings	Hours	Earnings	Type	Hours	Earnings	
Check Date	Check No.													
Aakre, Allyson N	ADWNEG	NDS	00023667	14.18	S		40.00	558.72						1,229.17
0623985	MSGUI						40.00	558.71						
3140	Human Resources/Payroll						8.00	111.74						
08/13/2010	A00000000612941						4.50-	63.82-			H22	4.50	63.82	
Employee totals							83.50	1,165.25	0.00	0.00		4.50	63.82	
Boyd, Sheila Kay	ADWNEG	NDS	00023946	15.41	S		40.00	607.08						1,335.58
0682910	MSGUI						40.00	607.08						
3140	Human Resources/Payroll						8.00	121.42						
08/13/2010	A00000000612942													
Employee totals							88.00	1,325.58	0.00	0.00		0.00	0.00	
Brickson, Colette D	ADWNEG	NDS	00019220	37.64	S		40.00	1,483.56						3,680.50
0206156	MSGUI						40.00	1,483.56						
3140	Human Resources/Payroll						8.00	296.71						
08/13/2010	A00000000612943					S307423140E					H64		189.40	
						S307423140E					H64		189.40	
						S307423140E					H64		37.87	
							16.00-	602.55-			H22	16.00	602.55	
Employee totals							72.00	2,461.28	0.00	0.00		16.00	1,019.22	
Fluge, Kate L	ADWNEG	NDS	00027364	14.64	S		40.00	576.71						418.69
0682485	MSGUI						40.00	576.70						
3140	Human Resources/Payroll						8.00	116.34						
08/13/2010	A00000000612944						16.00-	234.23-			H23	16.00	234.23	
											H01		850.06-	
Employee totals							72.00	1,034.52	0.00	0.00		16.00	615.83-	

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

Report ID: NKSPT180
 Company: NIS North Dakota State University
 Pay Period End: 07/31/2010

PeopleSoft
 XX Departmental Pay Register Report

Page No. 5
 Run Date 06/08/2014
 Run Time 14:22:31

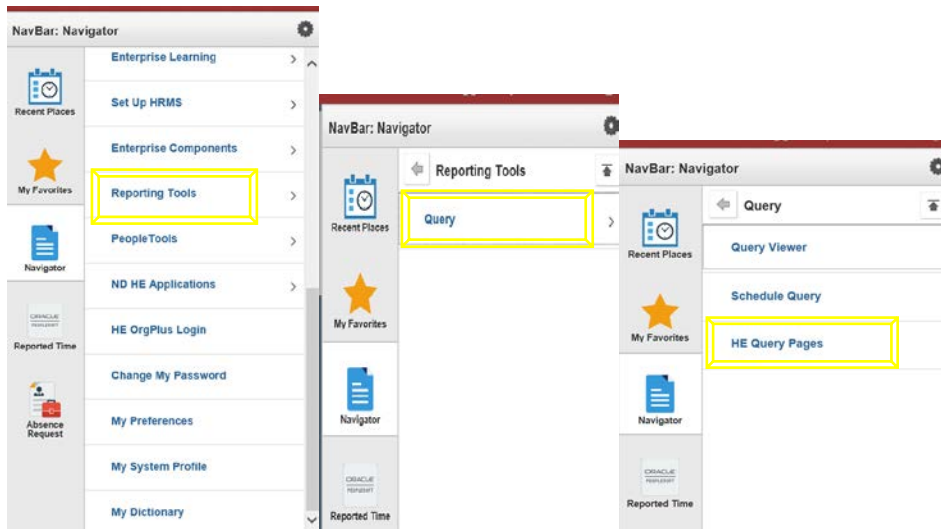
On Cycle COMPENSED
 Selected Page 1 to ****

Employee Name/ID	Form ID	PayGroup			----- REGULAR -----	----- OVERTIME -----	----- OTHER -----			
Dept. ID	DeptName	Business Unit	Pos Num	Hr. Rate Account Code	Hours	Earnings	Hours	Earnings	Type Hours Earnings	
Check Date	Check No.									Gross Pay

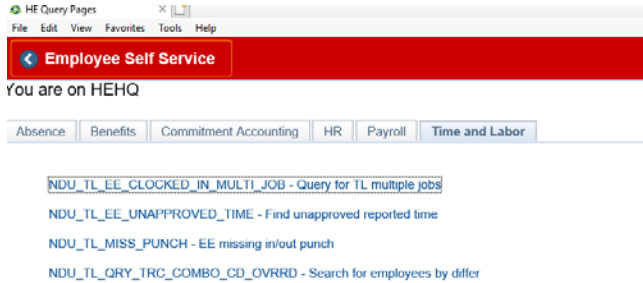
Department Total					1,013.70		4.40			178.74				22,718.74
Pay Group Total					0.00	19,234.01	0.00	146.50		0.00		3,318.23		22,718.74
Pay Period Total					0.00	0.00	0.00	0.00		0.00		0.00		22,718.74
Company Total					0.00	0.00	0.00	0.00		0.00		0.00		22,718.74
Grand Total					0.00	0.00	0.00	0.00		0.00		0.00		22,718.74
						0.00		0.00				0.00		0.00

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

Navigation: Navigator > Reporting Tools > Query > HE Query Pages



There is a tab for each type of queries, see Time and Labor queries below:



DELEGATE APPROVAL OF REPORTED TIME

Supervisors have the ability to delegate the approval of time to others. The person delegated to is called a proxy. When the delegation is submitted, the proxy will receive an email notification. The proxy must accept the delegation in order to be able to perform the task. Once accepted, the delegation remains until the end date is reached or until the delegator revokes the delegation.

NOTE: This is only for approving time at **MSS > Time Management > Approve Time and Exceptions > Reported Time**. The proxy will not have access to update the timesheet at the **MSS > Time Management > Report Time > Timesheet**. This means only Web Clock In/Out punches can be delegated to a proxy. If a department is not using the Web Clock, and is using paper time slips instead, only the supervisor for the time slip position and that supervisor's supervisor will be able to approve time.

Navigation: *Navigator > Self Service > Manage Delegation*

Click **Create Delegation Request** link.

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)



Enter the dates of the delegation request and click **Next**.

Create Delegation Request

Enter Dates

Dean of Education

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates	
From Date:	<input type="text" value="02/23/2017"/> 
To Date:	<input type="text" value="03/15/2017"/> 


Select the transactions to be delegated.

Create Delegation Request

Select Transactions

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Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
	Transaction
<input checked="" type="checkbox"/>	Manage Approve Reported Time 
<input type="checkbox"/>	Manager Absence Approve
<input type="checkbox"/>	Termination Approve
<input type="checkbox"/>	Termination Initiate

[Select All](#) [Deselect All](#)

The **Select Proxy by Hierarchy** screen will appear. This screen displays persons within your hierarchy that can be selected as proxies. Select the radio button next to the name of the person to be designated as the proxy. The Search by Name hyperlink can be used to search for proxies outside the hierarchy.

Click **Next** and **Submit**. The proxy selected will receive an email and must go to Manage Delegation to accept the delegation. Once the delegation is in place the approval can only be done by the proxy or the delegator's manager.

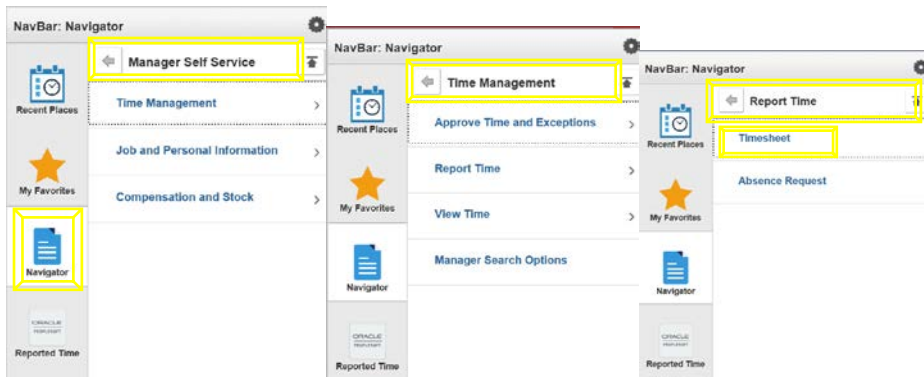
SCENARIOS

Scenario 1: Hourly Employee Forgets to Punch; Missing Punch

This page should be used to enter time by the supervisor for an hourly employee who may have forgotten to punch in/out or missed a punch or turned in late time.

Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.

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



Enter or correct the information as shown on previous pages, entering positive time for hourly employees.

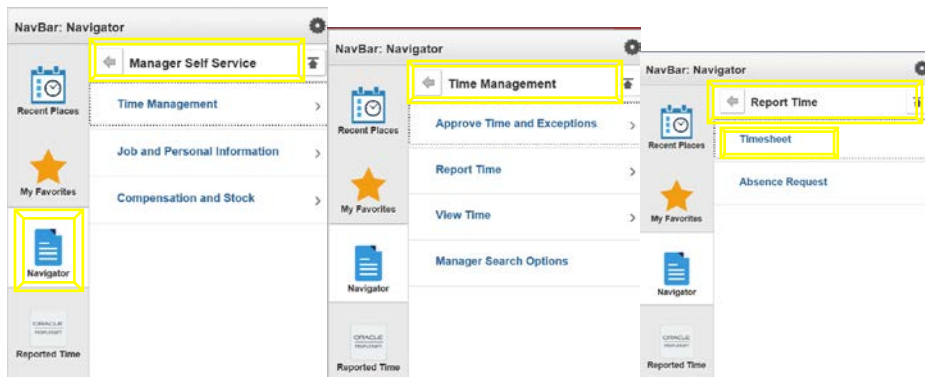
Once the hours are entered and submitted the hours will need to be approved on another page. The navigation is at: **Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Timesheet.**

Scenario 2: Employee Has Time to Enter From Prior Pay Period.

This page should be used to enter time by the supervisor for an hourly employee who may have forgotten to punch in/out or missed a punch or has late time.

Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.

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



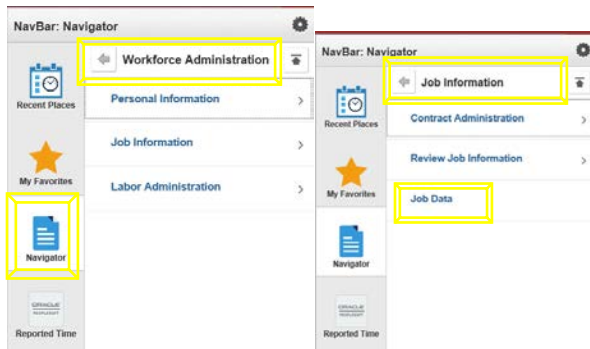
Enter or correct the information as shown on previous pages, entering positive time for hourly employees.

Once the hours are entered and submitted the hours will need to be approved on another page. The navigation is at: **Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Timesheet.**

Scenario 3: Not All Employees Reporting to Me are Listed

In the event an employee(s) does not appear in the Report Time-Timesheet screen the most likely cause is the employee hasn't been hired or an incorrect date range is being used for a time when the employee is not active. Go to Job Data to check the effective date of the employees' job record. Also, check the Date Created date in the right corner of the job data screen.

The navigation is: **Navigator > Workforce Administration > Job Information > Job Data.**



Work Location	Job Information	Payroll	Salary Plan	Compensation
Tammi Neville Employee		Empl ID: 0267145 Empl Record: 0		
Work Location Find First 1 of 1 Last				
Effective Date:	01/03/2017	<input checked="" type="radio"/> Use in next FY Budget <input type="radio"/> Do not use in next FY Budget		Go To Row
Effective Sequence:	0	Action:	Rehire	
HR Status:	Active	Reason:	Rehire	
Payroll Status:	Active	Job Indicator:	Primary Job	
Position Number: 00025627		Temporary Worker		
Position Entry Date: 01/03/2017		<input type="button" value="Override Position Data"/>		
<input type="checkbox"/> Position Management Record				
Regulatory Region:	USA	United States		
Company:	NDS	North Dakota State University		
Business Unit:	NDSU1	North Dakota State University		
Department:	2820	Graduate School		
Department Entry Date:	01/03/2017			
Location:	PUTNAM	Putnam Hall		
Establishment ID:	NDS	North Dakota State University	Date Created:	12/29/2016
Last Start Date:	01/03/2017			
Expected Job End Date:				
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation	

In the event an employee(s) does not appear in the Approve Time and Exceptions-Timesheet screen the most likely cause is the employee hasn't submitted any time or all time has already been approved. The supervisor can navigate to the Report Time-Timesheet screen to verify hours have been entered and the status. Depending on the status is the action the supervisor should take. If all statuses are New there are no hours to approve so the employee would not appear in the approval page. If the status is Approved there are no more hours to approve so again, the employee would not appear in the approval page. If the status is Approval In Process contact the HR/Payroll office for assistance.

Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.