

110 TIME AND LEAVE - SUPERVISORS





Duration



Course Duration

This course will take approximately 2-3 hours.

You can complete it all today or by sections as needed.

It's really up to you!

You can take the training how it best fits in your schedule.



Preparation



Avoid Distractions

It is recommended that you avoid distractions during training.

You should close all other applications including your email while taking the course.

Silence your cell phone.



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Course Objectives



After completing this course, you will understand how to:

- Review payable time for approval
- Update reported time
- Report time and add a comment for an employee
- Approve overtime requests
- Approve payable time for salaried (elapsed) and hourly (punch) time reporters
- Approve absence requests
- View absence balances



- Delegate approvals and accept delegations
- Use the custom monthly calendar

You will also understand exceptions and the 'Reports To' field.



Key Terminology



Positive Time Reporter: Positive time reporters report all time worked. Depending on the setup, this type of reporter can report either punched or elapsed time.

Punch Time Entry (Hourly Employees): When entering time, employees who use this method enter specific In and Out times for the workday.

Elapsed Time Entry (Salaried Employees): When entering time, employees who use this method enter the total number of hours worked for each day.



Time Reporting Code (TRC): A Time Reporting Code (TRC) is a code that represents the type of time worked.

Direct Reports: Direct reports are employees who report to you. This is based on what is set up in HIP.

Reported Time: Time that has been entered into HIP and submitted but not yet processed through Time Administration.

Payable Time: Time that has been validated by the Time Administration process and does not have any outstanding exceptions that prevent the time from being approved by a supervisor. Payable Time is ready to be approved by the employee's supervisor. Once approved, Payable Time is ready for payroll processing on the next available pay cycle.

Timesheet Exception: An exception is a condition that exists regarding time that requires further review. For example, OT recorded on the timesheet that was not pre-approved will be marked as an exception.

Time Administration: Time Administration are automated system processes in HIP that run nightly and apply the system rules for processing the time entered

Comp Time: Compensatory Time aka Comp Time for short refers to time you've earned working overtime hours that you can apply to take time off at a later time.



Time and Leave Approval Overview



Time and Leave Approval Overview

Lesson Scenario

In this lesson, you will learn about the approval process in HIP.





The Approval Process in HIP

Certain transactions in HIP are required to be approved. For example,

- An employee's timesheet must be approved in order for the employee to be paid.
- An approval is required when an employee submits a request to work overtime.
- Leave requests must also be approved.

All approvals can be managed in the Manager Self Service (MSS) page. Key reminders:

- If there are any supervisor vacancies below you, HIP will route time and leave requests up to the next available supervisor in the department hierarchy.
- Unless an individual in a TA supervisor position is made the "Reports To" in HR, HIP will not route requests to the TA supervisor.



Employee Timesheet Approval and Processing





Absence Request Approval and Processing





What is the Process for Employees without Computer Access?

Timesheets and Absence Requests

If employees do not have computer access,

- The employees submit the transactions on paper (D-55 and G1)
- The managers approve the transactions on paper (D-55 and G1)
- The timekeepers / leave keepers enter the transactions into HIP
 - The timekeepers use Rapid Time to enter the timesheets.
 - The leave keepers use Create and Maintain Absence to enter the absence requests.





Who Approves the Time and Leave Transactions?

Time Approvals:

Approvals are required for payable time and for requests to work overtime.

These transactions are routed to employee's supervisor/time manager. This data is stored in the **Reports To/Supervisor** field in HIP. Your HR office maintains this data.

Leave Approvals:

Absence approvals (for example vacation and sick) are routed either to the employee's **Reports To/Supervisor** or to the HR Admin based on the type of absence.

Examples of absences approved by the HR Admin: military leave, workers compensation, and family leave.





How does the system determine the Supervisor?

When employees submit their timesheets, overtime requests, or absence requests, they are automatically routed to the Supervisor.

Approval routing in the system is based on the 'Reports To' or the 'Supervisor' field. This data is maintained by your HR office and is based on your department hierarchy.

If you have questions about who your direct reports are, consult with your HR office.





Congratulations! You've successfully completed this lesson.



Understanding Exceptions



Lesson Scenario

In this lesson, you will learn to:

- Working with Exceptions
- Allow Exceptions navigating via the Team Tile.
- Allow Exceptions via email notification link





- Working with Exceptions
- Allow Exceptions via Team Tile
- Allow Exceptions via Email Notification



Working with Exceptions



Lesson Scenario

In this lesson, you will learn to identify and resolve exceptions.

Supervisors are primarily responsible for viewing exceptions for their direct reports and resolving them. Timekeepers may also resolve exceptions if necessary. Identifying and resolving exceptions will generate payable time and pay employees for time reported.





What are Exceptions?

An exception is an error generated by the system when reported time is incorrect or when reported time does not comply with a rule.

A process called Time Administration runs every night in HIP. This process applies the rules for processing time. If the rules are not applied correctly, the system creates an exception that must be resolved or allowed in order for the time to be approved by the employee's supervisor and sent for payroll processing. It is recommended to login daily to review and clear exceptions.





Each exception has a Status and a Severity level.



	HAWA II Information Portal
Exception Statuses Statuses help you work with exceptions. Possible exception statuses are Unresolved, Resolved, and Allowed. When an exception is resolved, it is automatically removed from the list of exceptions.	Unresolved Resolved Allowed Roll your mouse over a status on this page to view more information.

Statuses help you work with exceptions.

Possible exception statuses are Unresolved, Resolved, and Allowed.

When an exception is resolved, it is automatically removed from the list of exceptions.

- Unresolved When an exception is created, the status of the exception is Unresolved.
- Resolved When the exception condition no longer exists, the status of the exception changes to Resolved.
- Allowed Indicates the timekeeper allowed the exception, which generates payable time without resolving the exception.



HAWAII Information Portal

What does the Severity Level of an Exception mean?

Severity Level	What it means
ligh	The exception must be resolved or allowed in order for the reported time to become payable time.
fedium or Low	The exception will become payable time, but it also remains an exception until it is resolved or allowed.

Select 'Next' to continue.





What are some examples of exceptions?



Examples of Excep	tions
Overtime Exception	Employees are required to get overtime pre- approved. If there is no pre-approval, the system creates an exception.
Full Absence & Reported time TRC	Work tie has been reported on the same day where a Full Day absence has been reported.
Quantity Exceeds TRC Limits	The employee has entered more time than allowed for a specific TRC. The timekeeper should talk to the employee and either the employee or the manager should make an adjustment.

Examples of Exceptions

Overtime Exception: Employees are required to get overtime pre-approved. If there is no pre-approval, the system creates an exception.

Full Absence & Reported time TRC: Work time has been reported on the same day where a Full Day absence has been reported.

Quantity Exceeds TRC Limits: The employee has entered more time than allowed for a specific TRC. The timekeeper should talk to the employee and either the employee or the supervisor should make an adjustment.



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How do exceptions get **resolved**?





When an exception is generated for reported time, the timekeeper addresses the issue.

Depending on the specific exception, the timekeeper may work with the employee or the manager to make adjustments to the employee's timesheet. In some cases, it may be necessary to work with the Central Time and Payroll Administration Team to make a configuration change in the system.

Once the adjustment or the configuration change is made:

- If the exception condition no longer exists, the status is **Resolved**.
- If the exception condition still exists, the status remains as **Unresolved**.

The next run of the Time Administration process clears any resolved exceptions. This process will be run nightly by the system.





What does it mean to allow an exception?





Supervisors are primarily responsible for resolving exceptions however, a timekeeper may assist. The timekeeper has the option to use the Allow Exceptions functionality to allow an exception without having to resolve it.

A common example is an overtime exception.

- If the employee works overtime that was not pre-approved, the system generates an exception.
- If the supervisor wishes to allow the overtime, the supervisor or timekeeper uses the Allow functionality.
- Allowing the exception will enable the supervisor to approve a timesheet.

After the supervisor allows the exception, the next run of the Time Administration process generates payable time for the supervisor to approve.

* - See additional exception management guidance at https://ags.hawaii.gov/hip/exception-management/





Congratulations!

You've successfully completed this lesson.



Allow Exceptions



Lesson Scenario

The system generates an exception when reported time is incorrect or when reported time does not comply with a rule.

Exceptions may be generated through a validation process or through rules applied when the Time Administration process runs.

In this lesson, you will learn to allow exceptions via the team tile navigation.

Timekeepers may allow exceptions in support of supervisors under certain conditions (For example when supervisor pre-approval is received).





Begin by navigating to the **Time and Labor WorkCenter** in Manager Self Service.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.



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	Click Manager Sel from the list of op	f Service tions.				
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Click Manager Self Service from the list of options.



运 HAWAII*	nformation Portal	▼ Manager Self Service		â	:	0
	Assign Work Schedule	Approvals	Team Time			
		8				
	Manage Delegation	Click the Team Tir	ne tile.			
		00				c

Click the **Team Time** tile



<	Manager Self Service		Team Time	:	٢	
0	Timesheet	^	Enter Time			
	Enter Time		Use filters to change the search criteria or Get Employees to apply the default Manager Search	h Option	IS.	
	Time Summary		Get Employees Filter			
0	Report Time		The Team Time page displays and is used for a variety of)	
6	Weekly Time Entry		functions. For this example we will use Manage Exceptions .			
tið	Weekly Time Summary					
	Payable Time				1	
(B)	Leave / Comp Time					
(11)	Request Absence					
d)	Cancel Absences					
	View Requests	C	lick Manage Exceptions on the menu.			
(A)	Absence Balances	7				
9	Manage Exceptions					
3-	Workforce Availability					
iava	script-submitAction_win0(document.w	rin0, TL MSS	H FL WRK GET EMPLOYEES'E			

The **Team Time** page displays and is used for a variety of functions. For this example we will use **Manage Exceptions.**

Click Manage Exceptions on the menu.



< Manager Self Service	Team Time 🔗 🗄	٢
歳 Timesheet	✓ Manage Exceptions	
Report Time	Fix (0) Allow (1) All (1)	
Weekly Time Entry		
📸 Weekly Time Summary	Click the Allow button.	
Payable Time		
📳 Leave / Comp Time		
(Request Absence		-
R Cancel Absences	<u> </u>	S
n View Requests	The Manage Exceptions page displays exceptions with a	
() Absence Balances	status of Fix or Allow . If desired, the All option displays both the Fix and Allow exceptions.	
G Manage Exceptions	The page defaults to display the Fix exceptions, if available.	
Workforce Availability		

The **Manage Exceptions** page displays exceptions with a status of **Fix** or **Allow**. If desired, the **All** option displays both the Fix and Allow exceptions.

The page defaults to display the **Fix** exceptions, if available.

Click the **Allow** button.


< Manager Self Service	Team Time	A : 🛛
🚴 Timesheet	 Manage Exceptions 	
Report Time	Fix (0) Allow (1) All (1)	
Time Entry	Exceptions	Allow
😥 Weekly Time Summary		
Payable Time	Jane Doe MTLX0001 - Overtime is not pre-approved	High 09/02/2020
() Leave / Comp Time		
(Request Absence	The Alleur exceptions section disr	
Cancel Absences	overview of exceptions available t	to allow.
Niew Requests		Select 'Next' to continue.
() Absence Balances		
G Manage Exceptions		
Workforce Availability		

The **Allow** exceptions section displays. This provides an overview of exceptions available to allow.



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🚴 Timesheet	~	Mai	nage Exc	eptions				
Report Time		Ŧ	Fix (0)	Allow (1)	All (1)			_
Weekly Time Entry		Exc	eptions				Allo	w
📸 Weekly Time Summary								îĻ
😭 Payable Time			Jane Doe MTLX0001	e - Overtime is no	t pre-approved	High 09/02/2020		>
📳 Leave / Comp Time		_					$\overline{\Lambda}$	
(Request Absence						Click the expansion arrow to		
R Cancel Absences						review additional information.		SIII.
n View Requests					-		_	
() Absence Balances								
G Manage Exceptions								
Workforce Availability								

Click the **expansion arrow** to review additional information.



🗞 Timesheet	Jane Doe Building Maintenance Worker II	
🕤 Report Time	Return to Manage Exceptions	
Weekly Time Entry	Wednesday, Sep 2, 2020	
🔃 Weekly Time Summary	Submitted Time Click the expansion arrow Elapsed Punch	
Payable Time		
Leave / Comp Time	OT - Overtime Pay 2.00 Hours	0 hours
Request Absence	Exceptions	e nouro
Cancel Absences	II MTLX0001 - Overtime is not pre-approved High	n 📕
View Requests	Allow	
Absence Balances		
🕥 Manage Exceptions	The Exceptions details is displayed. Next, expand the Submitted Time details to review additional information.	
Workforce Availability		J

The **Exceptions** details is displayed. Next, expand the **Submitted Time** details to review additional information.

Click the **expansion arrow**



Cancel			Time	Report			Submi
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The **Time Report** page displays helpful details of the exceptions. The details include date, time reporting code, start time, end times and comments.



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	Date	09/02/2020					
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Click Cancel to continue.



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🗞 Timesheet 🗸 🗸	Jane Doe Building Maintenance Worker I			
C Report Time	Return to Manage Exceptions			
Weekly Time Entry	Wednesday, Sep 2, 2020			
🔀 Weekly Time Summary	+ Elapsed Punch			
🝚 Payable Time				
📳 Leave / Comp Time	OT - Overtime Pay 2.00 Hours			>
Request Absence	Exceptions	Total	2.00 hc	ours
👘 Cancel Absences	MTLX0001 - Overtime is not pre-approved	High	(
n View Requests	Allow			
() Absence Balances				1
G Manage Exceptions				
🚡 Workforce Availability	Click the Allow button.			
	This returns you to the Manage Exceptions page. For this example the checkbox on the MTLX0001 row has been selected for you.			
iavascript-submitAction_win0(document.	win0 TL EXCPT WK TL ALLOW PB':			

This returns you to the **Manage Exceptions** page. For this example the checkbox on the MTLX0001 row has been selected for you.

Click the **Allow** button.



C Manager Self Service	Team Time	Â	:	٢
	Submitted Successfully			×
O Report Time	Return to Manage Exceptions			_
T Weekly Time Entry	Wednesday, Sep 2, 2020 Submitted Time			
🔃 Weekly Time Summary	+ Elapsed Punch			
Payable Time	OT Outine Day			22
📳 Leave / Comp Time	OT - Overtime Pay 2.00 Hours			
💼 Request Absence		Iotal	2.00 h	ours
👘 Cancel Absences	The Submitted Successfully message displays at the top	1		
n View Requests	and the exception clears from the Manage Exceptions			
Absence Balances	page.			
G Manage Exceptions		J		
Workforce Availability				
javascript:void(0);				

The **Submitted Successfully** message displays at the top and the exception clears from the Manage Exceptions page.



K Manager Self Service		
🕹 Timesheet 🛛 🗸	Manage Exceptions	
C Report Time	Fix (0) Allow (0) All (0)	
📰 Weekly Time Entry	There are no exceptions to display based on the fitters set in Employee selection.	ome icon
🔃 Weekly Time Summary		
Payable Time		
🛑 Leave / Comp Time		
Request Absence		
🕞 Cancel Absences		1
n View Requests	Approving the exception clears it from the Manage Exceptions page.	
() Absence Balances		
Manage Exceptions	For this example, the are no exceptions for the All tab has been clicked and the message "There	
Vorkforce Availability	are no exceptions to display" is shown.	
javascript:submitAction_win0(document	zwin0, TL_LINK_WRK_TL_SELECT_TEXT1');	

Approving the exception clears it from the **Manage Exceptions** page.

For this example, the are no exceptions for the **All** tab has been clicked and the message "There are no exceptions to display" is shown.

Click the **Home** icon





Congratulations!

You've successfully completed this lesson.

* - See additional exception management guidance at https://ags.hawaii.gov/hip/exception-management/



Allow Exceptions – Email Notification

Lesson Scenario

The system generates an exception when reported time is incorrect or when reported time does not comply with a rule.

Exceptions may be generated through a validation process or through rules applied when the Time Administration process runs.

In this lesson, you will learn to allow exceptions by navigating via the automated email notification link.



Select 'Next' to continue.

Lesson Scenario

The system generates an exception when reported time is incorrect or when reported time does not comply with a rule.

Exceptions may be generated through a validation process or through rules applied when the Time Administration process runs.

In this lesson, you will learn to allow exceptions by navigating via the automated email notification link.



[EXTERNAL] ** DO NOT REPLY ** Exception R	esolution P	ending f	for Time	and Leave	
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Το				Wed 10/7/2020	4:30 PM
Exception(s) pending your resolution: 5 Process: T&L Exception Check Date: 2020-10-20	Click to co	the link i ontinue	in the ema	ail	
Please click on the link below to review the transaction(s):	-				
Automated email notifications exceptions, clicking directly on will take you to the HIP Login pa land on the Exceptions page.	may be gener the link provid age. After log	ated for ded in the gging in yo	e e-mail ou should		

Automated email notifications may be generated for exceptions, clicking directly on the link provided in the e-mail will take you to the HIP Login page. After logging in you should land on the Exceptions page.

Click the **link** in the email to continue



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After you login, HIP will route directly to the **Exceptions** page. Next, you will enter the **Employee ID.**



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Last Name First Name Department	Enter '0005	5000', then press the 'Tab' key to continue.	
Last Name First Name Department Supervisor ID	Enter '0005	5000', then press the 'Tab' key to continue.	

Click in the **Employee ID** field.

Enter '00055000', then press the 'Tab' key to continue.



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Empl Record Last Name First Name Department Supervisor ID		00055000	Q Q Q Q Q			

Click the Get Employees button.



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Employee ID		00055000	٩	Save Criteria
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Employee ID Empl Record Last Name First Name		00055000	4 4 4	Save Criteria
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Click the down arrow to minimize the Employee Selection



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Allow Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
Doe	Jane	00055000	0	Building Maintenance Worker II	MTLX0001	Overtime is not pre- approved	09/02/2020	High
Allow Exceptions ③	Devoluci All	The Overview and exceptio Description o	v tab d n infor olumn	isplays by defau mation. Review s.	It and sho	ows the emp ption ID and	loyee	

The Overview tab displays by default and shows the employee and exception information. Review the Exception ID and Description columns.

Click the Details tab



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Allow Exce	untions (7)							
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Additional exception details display, click the scroll bar for additional information.

Click the scroll bar



Fanctes * Nain Kens HAWAIII ^{n torn} New Window Help	→ > TwesTime > Booptime Patter Partial Perton alize Page		n∯ Home Sign Adoto + ,
0	Exception Data sh longer descriptior	ows a short summary of Action Required. I is provided via the Explanation link.	A
Source	Last Updated	Exception Data	Explanation
Timesheet	10/08/2020 8:59:42PM	Action Required: Overtime request is not pre-approved in the system.	Explanation
			Click Explanation
c			

Exception Data shows a short summary of Action Required. A longer description is provided via the Explanation link.

Click Explanation



	Exception Explained ×	
	Help	
	Exception ID	
	MTLX0001	
	Description	
ource	Overtime is not pre-approved Overtime request is not pre-approved in the system. All overtime must be pre-	Explanation
imesheet	approved in the system.	Explanation
	Action Required: This needs to be either allowed or edited if not correct. Check your	
	department policies for pre-approved overtime.	
	Return	
	The Exception Explained pop up displays with	
	The Exception Explained pop up displays with expanded information on the exception and any action required.	

The **Exception Explained** pop up displays with expanded information on the exception and any action required.



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HAWAIImana				Contraction of the		AdoTo = O Netfer
Exceptions Femployee Selection	Closing the Exce	the Exception E	xplained or this e	l popup returns yo xample the allow b	u to	
Filtering Options Exceptions	has bee	n checked for yo	ou in the	Allow column.		
III Q Qverview Details Demogra	aphics III)					
Allow Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source
Doe	Jane	00055000	0	Building Maintenance Worker II	MTLX0001	Timesheet
Allow Exceptions (2) Select All	Click the S allow this	ave button to exception.				

Closing the Exception Explained popup returns you to the **Exceptions** page. For this example the allow box has been checked for you in the **Allow** column.

Click the **Save** button to allow this exception.



Anter Second Se	Approv column exampl supervi Adminis	ing the exceptio for the Excepti e the entry will sor to approve a stration process	n clears ons page be availa after the runs.	the select box e. For this able for Time		New Window Click the Home	icon
Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source	Last Updated
Dae	· Jane	00055000	0	Building Maintenance Worker II	MTLX0001	Timesheet	10/08/2020 9:59:42PM
Allow Exceptions (2) Select All	Decelect #	AN .					

Approving the exception clears the select box column for the Exceptions page. For this example the entry will be available for supervisor to approve after the Time Administration process runs.

Click the Home icon





Congratulations!

You've successfully completed this lesson.



Working with Timesheets



Lesson Scenario

In this lesson, you will learn to work with timesheets.





Review Payable Time for Approval Report Time and Add a Comment for an Employee Update Employee Work Schedule



Review Payable Time for Approval

Review Payable Time for Approval



Select 'Next' to continue.

Lesson Scenario

In this lesson, you will learn to review payable time for approval.

Payable time is generated when the Time Admin process is run. The supervisor must review the payable time for approval.

If you have questions about what you are approving, you can review payable time.





Begin by navigating to the **Pending Approvals** page in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the drop-down arrow.



HAWAII Information		Employee Self-Service	0-0-0	â	:	٢
Beneficia	ry Designation	Employee Self-Service	View W-2/W-2c Forms			^
	<u>iii</u>	Manager Self Service				
	Click Manager Se from the list of op	If Service				
W-2W			Pay Statements	ľ		
	\bigcirc	~	Last Pay Date 12/20/2019			
Classic H	lome	Security Setup Required				
		Enter your stat Set up your passw	e email address ord security question			
Direct De	posit	Frequently Asked Questions				
		100				C-

Click Manager Self Service from the list of options.





The number in the bottom right corner of the **Approvals** tile indicates the number of pending approvals.





Click the **Approvals** tile.



<	Manager Self Service	-10	Pendir	ng Approvals	â	۲ :	Ø
() () () () () () () () () () () () () (View By Type All Overtime Request	4	T All Payable Time	Quantity for Approval 8.06667 Hours		4 Routed	rows
	Payable Time	3	Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020		01/17/2020 Routed 01/21/2020	>
			Overtime Request	01/28/2020 5 Hours		Routed 01/23/2020	>
			Payable Time	Quantity for Approval 91 Hours 01/16/2020 - 01/31/2020		Routed 01/23/2020	>
			This page di supervisor. It includes a overtime re	splays all pending approvals for this Il types of approvals, such as payable quests, and absence requests. Select 'Next' to	e time, continu	Je.	

This page displays all pending approvals for this supervisor.

It includes all types of approvals, such as payable time, overtime requests, and absence requests.



۲	Manager Se Date Routed	Pendi	ng Approvals	â	۲	:	۲
•	View By From Requester Type All 4	T				4.00	
0	Overtime Request	Payable Time	Quantity for Approval 8.06667 Hours 01/15/2020 - 01/15/2020		Routed 01/17/2	020	>
	Payable Time 3	Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020		Routed 01/21/2	020	>
		Overtime Request	01/28/2020 5 Hours		Routed 01/23/2	020	>
		Payable Time	Quantity for Approval 91 Hours 01/16/2020 - 01/31/2020		Routed 01/23/2	020	>
	The system defaults to Using the View By drop view by Date Routed , F	display pending approv p-down arrow, you can s From, Requester, or Typ Select 'Next'	als by Type . select to e. to continue.				

The system defaults to display pending approvals by **Type.** Using the **View By** drop-down arrow, you can select to view by **Date Routed, From, Requester**, or **Type**.



<	Manager Self Service	-10	Pendir	ng Approvals	â	۲	:	٢
	View By Type	¥	T					
8	0	0	All			0	4 re	ows
3	Overtime Request	0	Payable lime	Quantity for Approval 8.06667 Hours 01/15/2020 - 01/15/2020		Routed 01/17/2020		>
	Payable Time	3	Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020		Routed 01/21/2	020	>
			Overtime Request	01/28/2020 5 Hours		Routed 01/23/2	020	>
			Payable Time	Quantity for Approval 91 Hours 01/16/2020 - 01/31/2020		Routed 01/23/2	020	>
	The system displ can filter by click	ays All ty ing on a	pes of pending appro specific Type on the le Select 'Next'	vals. You eft panel. to continue.				

The system displays **All** types of pending approvals. You can filter by clicking on a specific **Type** on the left panel.



<	Manager Self Service		Pendir	ng Approvals	â	۲		٢
	View By Type		Ŧ					
	All	4	All				4 row	5
0	Overtime Request	1	Payable Time	Quantity for Approval 8.06667 Hours 01/15/2020 - 01/15/2020		Routed 01/17/202	0 >	
	Payable Time	3	Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020		Routed 01/21/202	0 >	
1			Overtime Request	01/28/2020 5 Hours		Routed 01/23/202	>	
	Click Payable Time on the left panel.		Payable Time	Quantity for Approval 91 Hours 01/16/2020 - 01/31/2020		Routed 01/23/202	0	

Click Payable Time on the left panel.



< Manager Self Service		Pending Approvals		Â	۲	:	٢	
	View By Type	~	Ŧ					
	All	4	Payable Time				3.0	awe
0	Overtime Request	1	Payable Time	Quantity for Approval 8.06667 Hours 01/15/2020 - 01/15/2020		Routed 01/17/2	020	>
	Payable Time	3	Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020		Routed 01/21/2	020	>
			Payable Time	Quantity for Approval 91 Hours 01/16/2020 - 01/31/2020		Routed 01/23/2	020	>
			each row a	n only displays Payable Time . You can now select and approve your direct reports' payable time. Select 'Next' to continue.				

The system only displays **Payable Time**. You can now select each row and approve your direct reports' payable time.





Congratulations!

You've successfully completed this lesson.



Report Time and Add Comments



Lesson Scenario

In this lesson, you will learn to report time for an employee.

Managers can use timesheets to report time on behalf of employees. They can also add comments for non-regular time.




Begin by navigating to the **Timesheet** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.



HAWAIIInto	Porta	 Employee Self-Service 	-9 <u>-</u> 9	â	۲	:	۲
Be	eneficiary Designation	Employee Self-Service	View W-2/W-2c Forms				^
	<u>iii</u>	Manager Self Service					
	Click Manager Sel from the list of op	f Service tions.					
w	-2/W-1		Pay Statements				
		~	Last Pay Date 12/20/20	019			
CI	assic Home	Security Setup Required			1		
		Setup Co noreply@che	omplete enyroad.com				
Di	rect Deposit	Frequently Asked Questions					
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Click Manager Self Service from the list of options.





Click the Team Time tile.



	Manager Self Service	-40	- (0)		đ	Team	n Time					â	۲	:	۲
20	Timesheet Enter Time Time Summary	^ ^	Enter Use filte Get E	Time ars to cl Employ	e hange yees	the sear	ch crileria (or Get Emp	oloyees to	apply the	default	Manage	r Search	1 Optio	ns.
e	Report Time			_										_	
ii.	Weekly Time Entry			Tł	he Ti	imeshe	eet: Ent	er Time	page o	lisplays	i.				
12	Weekly Time Summary			Tł	here	are tw	/o ways	to acce	ss the	timesh	eets f	or you	r		
0	Payable Time			di	irect	report	ts.								
1	Leave / Comp Time			•	Yo dis	ou can o splay a	click the list of a	e Get En all your d	n ploye direct r	es butt eports	on, w	hich w	/ill		
	Request Absence				Or	r you c	an use t	the Filte n criteri	r butto	n to se	arch	by a			
18,	Cancel Absences				- 40										
ß	View Requests								Se	lect 'N	ext' t	o cont	inue.		
1	Absence Balances														
G	Manage Exceptions														
	Attendance Violations														
49	Poporting Logations	~													

The **Timesheet: Enter Time** page displays.

There are two ways to access the timesheets for your direct reports.

- You can click the Get Employees button, which will display a list of all your direct reports.
- Or you can use the **Filter** button to search by a specific selection criterion.



< Manager Seif Service	-0		Team Time			۴ ٣	:	٢
🗞 Timesheet	^ ^	Enter Time						
Enter Time		Use filters to chan	ge the search criteria or Get I	Employees to apply	y the default Man	ager Search	n Option	ns.
Time Summary		Get Employee	s Filter					
Report Time								
Weekly Time Entry			Click the Fi	ilter button.				
🔀 Weekly Time Summary								
Payable Time		For this	example, you will us	e the Filter bu	utton.			
📳 Leave / Comp Time								
(Request Absence								
🙀 Cancel Absences								
n View Requests								
Absence Balances								
G Manage Exceptions								
Attendance Violations								
Poportion Logations	~							

For this example, you will use the **Filter** button.

Click the **Filter** button.



1	Manager Self Service	- 0 <u>- 0</u> - 0	Team Time		Â	٣	:	۲
10	Timesheet	∽ △ Enter Time						
	Enter Time	Cancel	Filters	Done	lefault Manager	Search	Option	15
	Time Summary	Time Reporter Group	٩	^				
.e	Report Time	Employee ID	٩	- 1				
i	Weekly Time Entry	Empl Record	۹	- 1				
Ē	Weekly Time Summary	Last Name		C 11	Ch. 1		_	ר
C	Payable Time	First Name	to find the	e any of the employee f	or whom y	wn ne ou wi	re II	1
1	Leave / Comp Time	Department	report tim	e.				1
ı	Request Absence	Supervisor ID	For this ex Employee	ample, you I D .	will search	using	the	1
18,	Cancel Absences	Paparte To Position						1
1	View Requests	Number		Selec	t 'Next' to	conti	nue.	
圃	Absence Balances	Workgroup	Q					
G	Manage Exceptions			~				
-	Attendance Violations							
		~						

You can use any of the filters shown here to find the employee for whom you will report time.

For this example, you will search using the Employee ID.



< Manager Self Service		Team Time	- 10 - 10 - 4	7 1	: @
🧞 Timesheet	Content Con				
Enter Time	Cancel	Filters	Done lefault Mana	ger Search (Options.
Time Summary	Time Reporter Group	٩	^		
© Report Time	Employee ID	٩			
Weekly Time Entry	Empl Record				
Weekly Time Summary	Last Name	Click in t	he Employee ID field.		
Payable Time	First Name	٩		_	
Leave / Comp Time	Department	Q			
(III) Request Absence	Supervisor ID	Q			
😥 Cancel Absences	Denote To Decklos				
In View Requests	Number	٩			
MI Absence Balances	Workgroup	Q			
G Manage Exceptions		()	v		
Attendance Violations					
	~				

Click in the **Employee ID** field.



< Manager Self Service		Team Time		A	٣	:	٢
🧞 Timesheet	^ ↑ Enter Time						
Enter Time	Cancel	Filters	Done	Manager	Search	Option	15.
Time Summary	Time Reporter Group	Q	^				
© Report Time	Employee ID						
Weekly Time Entry	Empl Record		_		h		
🔃 Weekly Time Summary	Last Name	Type '00011000' field and press t	' in the Employee he 'Tab' key.	ID	L		
Payable Time	First Name		5-		J		
Leave / Comp Time	Department	Q					
(iii) Request Absence	Supervisor ID	Q					
😥 Cancel Absences	Deserts To Desision						
In View Requests	Number	٩					
MI Absence Balances	Workgroup	Q					
G Manage Exceptions			~				
Attendance Violations							
	~						

Type '00011000' in the Employee ID field and press the 'Tab' key.



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< Manager Self Service		Team Time		Â	٣	:	۲
🧞 Timesheet	 C Enter Time 	•					
Enter Time	Cancel	Filters	Done	efault Manager	Search	Option	15
Time Summary	Time Reporter Group	۹					
© Report Time	Employee ID	00011000	Cli	ick the Done	butto	on.	
Weekly Time Entry	Empl Record	٩			-		
Weekly Time Summary	Last Name	٩					
Payable Time	First Name	٩					
Leave / Comp Time	Department	٩					
(iii) Request Absence	Supervisor ID	٩					
I Cancel Absences	Reports To Position						
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G Manage Exceptions		(~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
Attendance Violations							
	~						

Click the **Done** button.



•	Manager Self Service			Team Time			۲	:	۲
•	Timesheet	^ ^	Enter Time	9					
	Enter Time		Select Emplo	byee					1 row
	Time Summary		Name/Title		Exceptions	Hours to be A	pproved		
0	Report Time		Robert Doe						
i.	Weekly Time Entry								
tið	Weekly Time Summary								
0	Payable Time			A row displays	for each employe	ee d			
(A)	Leave / Comp Time				a.				
	Request Absence		l	Sele	ct 'Next' to contin	iue.			
1	Cancel Absences								
	View Requests								
1	Absence Balances								
3	Manage Exceptions								
	Attendance Violations								
69.	Poporting Logations	~							

A row displays for each employee that meets the filters you entered.



	Manager Self Service		Te:	am Time	- O - A	۲	:	۲
-	Timesheet Enter Time	^ ^	Enter Time Select Employee	Select the row for the whose time you will e	employee inter.			1 row ↑↓
	Time Summary		Name/Title	Exceptions	Hours to be A	pproved		
C	Report Time		Robert Doe					
ĥ.	Weekly Time Entry		Constant of Constant of Con-					
Ē	Weekly Time Summary						_	
C	Payable Time		For this exam	ple, click the row				
1	Leave / Comp Time		for 'Robert D	oe'.				
	Request Absence							
18,	Cancel Absences							
1	View Requests							
1	Absence Balances							
G	Manage Exceptions							
-	Attendance Violations							
69	Departing Logations	~						

Select the row for the employee whose time you will enter.

For this example, click the row for 'Robert Doe'.



< Manager Self Service	Team Time 🏫 🏲 🗄 🥑
Enter Time	Enter Time
Report Time Weekly Time Entry	I 6 January - 31 January 2020 ► Hawaii Semi Monthly Scheduled 96.00 Reported 0.00 Unapproved Time 0.00 View Legend Save for Later
Weekly Time Summary Payable Time Leave / Comp Time	Week 2 of 3 Scheduled 16:001 Reported 0:001 Unapproved Time 0:00 Time Reporting Code / Time Details Thursday Friday Saturday Sunday Monday Tuesday Wednesd: 23 24 25 26 27 28 29
 The Timesheet opens to the c pay period. In this example, it opens to W you can use the right and left different week. Note access i prior, work with your timekeet needed in prior periods. 	current week for the veek 2. If necessary, arrows to move to a is restricted to 30 days oper for any edits

The **Timesheet** opens to the current week for the pay period.

In this example, it opens to Week 2. If necessary, you can use the right and left arrows to move to a different week. Note access is restricted to 30 days prior, work with your timekeeper for any edits needed prior periods.



< Manager Self Service			ream Tir	ne				â	7	
🗞 Timesheet	~ ^	Enter Time								
Enter Time		Return to Select Employ	00				0	Previous	Ne	at 🎂
Time Summary			4	16 Janu	ary - 31 .	anuary	2020	F.		
ල Report Time		S	heduled (H H	lawaii Sem	i Monthly	proved Ti	me 0.00		
Weekly Time Entry		Click the blue tab	to close	the left	panel		Save	for Later	Sub	mit
B Weekly Time Summary		and provide a large	er work a	area.		•				
Payable Time		Time Reporting	Schedule	Eriday	Reported 0.0	0 Unappro	Monday	0.00 Tuesday '	Wednesd	
Leave / Comp Time		Code / Time Details	23	24	25	26	27	28	29	
Request Absence			Scheduled I Reported (Scheduled Reported	Scheduled (Reported (Scheduled Reported (Scheduled	Scheduled Reported	E Scheduled Reported	-
Cancel Absences										+
View Requests		Commente								1.00
Absence Balances		Comments	V						\mathbb{Z}	
Manage Exceptions										
Attendance Violations										
Poporting Logations	~									

Click the **blue tab** to close the left panel and provide a larger work area.





Select the applicable **Time Reporting Code / Time Details** to report any nonregular time, such as Overtime, Stand By Pay, Call Back Pay, Night Differential, etc.

Note: "NIGHT" will pay per hours reported at established rate. 'NDIFF' is paid at 1.5 times each hour reported at established rate.

Click the **Time Reporting Code / Time Details** drop-down arrow.



< Manager Seit Service			Team Ti	me			1	: @
Enter Time						*	Previous	Next 🛔
View Legend	Sche	16 J aduled 96.00	anuary - 31 v Hawaii Sem Reported 0.	January 202 i Monthly .00 Unapprov	0 > ved Time 0.00	Save	for Later	Submit
		Scheduled 40	 Week 2 00 Reported 0.0 	of 3	Time 0.00			
Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	
CLBK1 - Call Back Pay CLBK2 - Call Back Consecutive Call HZD15 - Hazard Pay Severe HZD25 - Hazard Pay Most Severe	d 8 0 (5)	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled B Reported 0	
MEAL1 - Meal - Breakfast MEAL2 - Meal - Lunch MEAL3 - Meal - Dinner MULL - Meal - Dinner MULL - Meal - Dinner OT - Overtime Pay REG0 - Regular - Sent to payroll RNG - Regular - Negative Earnings SHWUP - Show UP Pay SPLIT - Split Shift Differential		For th Pay' fr Note:	is example, rom the list HZD15, HZI	click 'OT – of values. D25, RG1 a	• Overtime		0	
STDBY - Stand By Pay Portions WC - Workers Compensation WKD13 - Working Condition Differen ZUNFM - Uniform Pay	ntial	should	d not be use	ed.				

For this example, click 'OT - Overtime Pay' from the list of values.

Note: HZD15, HZD25, RG1 and RNG should not be used.



						8	Previous	Next 💄
teturn to Select Employee								
_		16 J	anuary - 31 J Hawaii Sem	January 202 i Monthly	0 •			
View Legend	Enter the regular tin worked ov	elapsed tii ne occurre vertime on	me for each ed. For this Ily on Tuesd	work day example, tl lay, January	when the ne employ / 28.	non- ee	for Later	Submit
Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled B Reported 0	
OT - Overtime Pay 🔽								+
Comments	\bigcirc	0		0	0		2	
			Click	in the field	for 'Tues	day 28'.	-	

Enter the elapsed time for each work day when the non-regular time occurred. For this example, the employee worked overtime only on Tuesday, January 28.

Click in the field for 'Tuesday 28'.



Manager Self Service			Team Ti	ime			A ۲	:
Enter Time						00	Previous	Next 🍰
Return to Select Employee								
	Sch	eduled 96.00	anuary - 31 , Hawaii Sem Reported 0.	January 202 ii Monthly .00 Unapprov	0	0		
View Legend						Save	for Later	Submit
		Scheduled 40	 Week 2 00 Reported 0.0 	of 3 Of 3	Time 0.00			
Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	F
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	-
OT - Overtime Pay 💟								+
Comments	Q	0	Тур	e '4' in the	Tuesday 2	28	0	
			field	d and press	s the 'Tab'	key.		

Type '4' in the Tuesday 28 field and press the 'Tab' key.



Note	: When vertime,	you select you must (a Time Re enter comr	porting Coo ments to ju	le in order stify the en	to report i try made o	non-regular on the time	time, such sheet.	
You com	can save ments.	the entry	for later, b	ut you cann	ot submit	the timesh Sel	eet withou ect 'Next' t	t entering to continue	
			Scheduled 40	 Week 2 00 Reported 4 (of 3 🕨	Time 0.00			
Time Reporting C Details	ode / Time	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	
		Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 4	Scheduled B Reported 0	
OT - Overtime Pay							4.00		+
Com	ments	0	0	Q	0	0	0	0	
Com	inent3								

Note: When you select a **Time Reporting Code** in order to report non-regular time, such as overtime, you must enter comments to justify the entry made on the timesheet.

You can save the entry for later, but you cannot submit the timesheet without entering comments.



Manager Self Service		9	Team Ti	me	-0		Â	:
Enter Time						÷.	Previous	Next 🌡
Return to Select Employee	Yo	u can save e timeshee	the entry f et without e	or later, bu entering co	t you canr mments.	not submit		
View Legend						Save f	or Later	Submit
		Scheduled 40	 Week 2 00 Reported 4 (of 3	Time 0.00			
Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	8
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 4	Scheduled 8 Reported 0	
OT - Overtime Pay						4.00		+
Comments	Q	0	Q	\mathcal{O}	0		0	
				Click t	the Comm	ents icon.	٦	

You can save the entry for later, but you cannot submit the timesheet without entering comments.

Click the **Comments** icon.



CI			Time Re	porting Comments		Apply	Do
	Enter the	e required info	rmation on the	Time Reporting Cor	mments page.	1 ros	W
	*Date Under Report ≎	*Time Reporting Code ©	Start Time 0	End Time 🗘	Comment 0		
1	01/28/2020	от				+ -	

Enter the required information on the **Time Reporting Comments** page.

Click in the 'Start Time' field.



icel			Time Re	porting Comments		Apply	Don
						1 rov	v
						R₄ Q 1↓	Ĩ.
	*Date Under Report ⊜	*Time Reporting Code ⊖	Start Time 🗘	End Time 🗘	Comment 0		
1	01/28/2020	от					

Type '5p' in the Start Time field and press the 'Tab' key.



cel			Time Re	eporting Comments		Apply	Dor
1						1 rov	w
-	*Date Under Report ☉	*Time Reporting Code ☉	Start Time 0	End Time 0	Comment 0		
1	01/28/2020	от	5p	×		+ -	

Click in the 'End Time' field.



			Time Re	porting Comments			Apply	Dor
-							1 row	
	*Date Under Report ≎	*Time Reporting Code ≎	Start Time 0	End Time 🗘	Comment \diamond	X, Q	14	
1	01/28/2020	от	5p			() +	-	

Type '9p' in the End Time field and press the 'Tab' key.



						1 rov
					l	R, Q 11
	*Date Under Report ♢	*Time Reporting Code ≎	Start Time 0	End Time 🗘	Comment O	
1	01/28/2020	от	5p	9p	has been approved 🔿	+ -
					Select 'Next' to conti	inue.

Type additional information in the **Comment** field. For this example, the comment has been added for you.



cel			porting Comments	Apply	
1					Click the 'Apply' button.
	*Date Under Report ்	*Time Reporting Code ♀	Start Time 0	End Time 🗘	Comment 0
1	1 01/28/2020	от	5p	9p	t has been approved 🔵 🛨 🗕

Click the 'Apply' button.



						1 гон	
						R. Q 13	
	*Date Under Report 0	*Time Reporting Code ☉	Start Time ்	End Time ்	Comment ்		1
1	01/28/2020	OT - Overtime Pay	5:00PM ×	9:00PM	OT for special projec	+ -	
			Sel	ect 'Next' to co	ontinue.		
			Sel	ect 'Next' to co	ontinue.		
			Sel	ect 'Next' to co	ontinue.		
			Sel	ect 'Next' to co	ontinue.		
			Sel	ect 'Next' to co	ontinue.		
			Sel	ect 'Next' to co	ontinue.		

The system formats the **Start** and **End Times**.



incel			Time Report	ting Comments	Click the 'Done' but	tton.	
ſ	-					R, Q	1 row
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Click the 'Done' button.



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If you are ready to submit the timesheet for this pay period, click the **Submit** button. If you are not ready to submit, click the **Save for Later** button.

Click the Save for Later button.



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Select to validate the worked time.

Click the Yes button.



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Click the Submit button.



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After the employee's time is submitted, the Time Administration process runs and converts reported time to payable time.

The payable time must be approved by the manager for the employee to be paid.





Congratulations!

You've successfully completed this lesson.



Update Employee Work Schedule



Lesson Scenario

In this lesson, you will learn how to update an employee Work Schedule.

Work Schedules are important so absences can be applied correctly. For example if an employee works M-F but accidentally requests leave for a weekend HIP will not count your non-scheduled hours in the leave request.



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Click the 'Assign Work Schedule' tile.



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Select the applicable Schedule ID.

Note: If the schedule doesn't exist, work with your division Timekeeper to make a ticket to create a new schedule.

Click the '**MTWT10**' button.



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Review that the correct schedule has been selected. You may click Show Schedule to see how the new schedule looks within a certain period.

Click the 'Show Schedule' link.



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The detailed **Schedule Calendar** page enables you to select a date or navigate to the desired period.



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Click 'OK'.



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Click the 'Save' button.





Congratulations!

You've successfully completed this lesson.



Approving Time and Leave



Lesson Scenario

In this lesson, you will complete the following:

- 1. Approve an overtime request.
- 2. Approve payable time for an elapsed (salaried) time reporter.
- 3. Approve payable time for a punch (hourly) reporter.
- 4. Approve an absence request.
- 5. Review and approve Negative Offsets entries





Begin by navigating to the **Pending Approvals** page in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.



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Click Manager Self Service from the list of options.





The number in the bottom right corner of the **Approvals** tile indicates the number of pending approvals.



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			This page dis supervisor. It payable time In the next se approve each	plays all pending approvals for this includes all types of transactions, s , overtime requests, and absence r ections of this lesson, you will learn	such as equests. how to		

This page displays all pending approvals for this supervisor. It includes all types of transactions, such as payable time, overtime requests, and absence requests.

In the next sections of this lesson, you will learn how to approve each type of transaction.





Approve an Overtime Request Approve Payable Time - Elapsed (Salaried) Time Reporter Approve Payable Time - Punch (Hourly) Time Reporter Approve an Absence Request Review and Approve Negative Offset entries



Approve Overtime Requests



The State of Hawaii mandated that all overtime work must be pre-planned for budgetary purposes. The employee submits an overtime request for overtime work in the future. The manager/supervisor is required to approve or push back the overtime request.

In this section, you will learn to approve an overtime request.

Note: Overtime must be entered one day at a time. There is not an option to enter overtime weekly or for a period of days.



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				Click the row for the tra you want to review.	nsaction			020	
		For this Susan is	example s requesti	, you will review an Ove ng two hours of overtin	r time Request for Susan Doe. ne on February 17, 2020.				

For this example, you will review an **Overtime Request** for Susan Doe.

Susan is requesting two hours of overtime on February 17, 2020.

Click the row for the transaction you want to review.



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Review the information in the **Overtime details** and **Requester Comments** sections.



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If you need additional information about the request, use the **Approver Comments** section to enter your questions and then click the **Pushback** button to return the request to your employee.



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If you are satisfied with the request, click the **Approve** button.

If there are budgetary concerns in your department, consult with your fiscal office if OT is allowed.



< Pending Approvals		Overtime Request		Â	۲	:	۲
			Approve	Deny	P	ushba	ck
Overtime details							
Request Date 02/17/20 Quantity 2 Hours		Sub	mit Date 02/09/20				
- Requester Comments	Cancel	Approve	Submit				
I need extra time to work on a proje	You are about t	o approve this request.					
View Requests	Approver Com	ments					
Request History	Your request to	or 2 hours of OT on 02/17/20 has	been approved.				
Approver Comments							
Approval Chain	Entor any com	monts in the Approver	Comments field	l l			
	For this examp	le, a comment has bee	n added for you.				
		Select 'I	Next' to continue.				

Enter any comments in the **Approver Comments** field. For this example, a comment has been added for you.



Deny Pus	hback
the Submit button.	٦

Click the **Submit** button.



< 1	Pending Approvals		Pendir	ng Approvals	Â	۲	:	۲
۲	View By Type	3	T All				3 r	ows
	Absence Request	١	Payable Time Karen Doe	Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020		Routed 02/09/2(020	>
	Payable Time	2	Payable Time Robert Doe	Quantity for Approval 80 Hours 02/03/2020 - 02/14/2020		Routed 02/09/20	020	>
			Absence Request James Doe	06 - Bereavement, 8 Hours 02/19/2020		Routed 02/09/20	020	>
			After the overtime re employee reported o	equest is approved, it will be used overtime on the timesheet for the	to validat day reque	e ≥sted.		

After the overtime request is approved, it will be used to validate employee reported overtime on the timesheet for the day requested.



View By Type Image: All Image: All Image: All <t< th=""><th>All All Payable Time Karen Doe Payable Time Robert Doe</th><th>Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020 Quantity for Approval 80 Hours</th><th></th><th>3 Routed</th><th>rows</th></t<>	All All Payable Time Karen Doe Payable Time Robert Doe	Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020 Quantity for Approval 80 Hours		3 Routed	rows
Payable Time (2 Payable Time Robert Doe	Quantity for Approval 80 Hours		02/09/2020	>
		02/03/2020 - 02/14/2020		Routed 02/09/2020	>
	Absence Request James Doe	06 - Bereavement, 8 Hours 02/19/2020		Routed 02/09/2020	>
	Notice that the from the Pend For this examp	e request you just approved has disa ing Approvals page. Ile, there are three transactions rem Select 'Next' to	ppeared aining. o continu	ie.	

Notice that the request you just approved has disappeared from the **Pending Approvals** page.

For this example, there are three transactions remaining.



Approve Payable Time Elapsed (Salaried) Time Reporter



Managers must approve payable time in order to post the time to Payroll and pay employees.

In this section, you will learn to approve payable time for an elapsed time reporter.

An elapsed time reporter enters the total number of hours worked each day.



K	Pending Approvals	-40		Pending Approvals	â	۲	:	٢
•	View By Type	3	T					
	Absence Request	1	All Payable Time Karen Doe	Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020		Routed 02/09/2	3 n 020	ewc
	Payable Time For this Karen i to repo excepti	example s a salarie rt their re ons, such	Payable Time Robert Doe Absence Requi James Doe	Quantity for Apr al 80 Hours		Routed 02/09/2 Routed 02/09/2	020	>

For this example, you will review **Payable Time** for Karen Doe.

Karen is a salaried employee. Salaried employees do not need to report their regular time worked. They only report exceptions, such as overtime, call backs, and differentials.

Click the row for the item you want to review.



Pending Approvais	Payable Time	
		Approve Deny
 I line(s) are pending your a Summary Quantity for 3 Hours Approval Time Period 02/11/2 Payable Time Details Pending All 	The Summary section displays the number of listed time period. For this example, Kare	n on the Payable Time page of hours requiring approval for the en worked 3 hours on 02/11/2020. Select 'Next' to continue.
Select Report Date	Time Reporting Code	Quantity
02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours >
Approver Comments	\sim	
	>	

The **Summary** section on the **Payable Time** page displays the number of hours requiring approval for the listed time period.

For this example, Karen worked 3 hours on 02/11/2020.



Pending Approvals	Payable Time		:	٢
(·	Deny	,
1 line(s) are pendin	The Payable Time Details section on the Payable daily breakdown of the hours worked for each Ti	e Time page displays a me Reporting Code.		
Summary Quantity for Approval	Sel	lect 'Next' to continue.		
Time Period	02/11/2020 - 02/11/2020			-
✓ Payable Time Deta	ils			
Pending All			1 m	
			110	
Select Report Date	Time Reporting Code	Quantity		
02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours	>	T
Approver Comments				
	\sim			
Approval Chain	>			

The **Payable Time Details** section on the **Payable Time** page displays a daily breakdown of the hours worked for each Time Reporting Code.



Pending Approvals	Payable Time		- : @
		Approve	Deny
1 line(s) are pending 🦻	Jur approval		
Summary			
Quantity for 31	ours		
Time Period 02/	11/2020 - 02/11/2020		
- Pavable Time Details			
Pending All	At the bottom of the page, you can enter Approver Comments or view the Approval Chain .		1 row
Select Report Date	Select 'Next' to continue.	Quantity	
02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours	>
Approver Comments	\$		

At the bottom of the page, you can enter **Approver Comments** or view the **Approval Chain**.



Pending Approvals	Payable Tim		• : (
		Approve	Deny
1 line(s) are pending y	ur approval		
Summary			
Quantity for 3 He	burs		
Time Period 0 → Payable Time Detai	If you want to approve the time for a checkbox above the header row.	ll Report Dates , you can click the Select 'Next' to continue.	
Pending All			J 1 row
Select Report Date	Time Reporting Code	Quantity	
02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours	>
Approver Comments			
	C		
Approval Chain	>		
h			

If you want to approve the time for all **Report Dates**, you can click the checkbox above the header row.



Approve e time for all Report	Deny
e time for all Report	
e time for all Report	
e time for all Report	
vidually for each row	1 row
3 Hours	>
	ect 'Next' to continue. 3 Hours

Alternately, if you do not want to approve the time for all Report Dates, you can click the **Select** checkbox individually for each row you want to approve.



< Pending Approvals	Payable Time	A Y : 0
		Approve Deny
الاست الاست المعامة عنه المعامة عنه المعامة المعامة المعامة المعامة المعامة المعامة المعامة المعامة المعامة الم	proval	
Summary		
Quantity for 3 Hours Approval		
Time Period 02/11/20	20 - 02/11/2020	
✓ Payable Time Details		
Pending All		
		1 ro w
Classical Decision		.
Select Report Date		Quantity
02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours
Anno Comments		
For this example, cl	ick the Select checkbox for	
the individual row.		
L.,		

For this example, click the **Select** checkbox for the individual row.


Section and	g Approvais	Payable Ti	ime (c)(c)	· : @
			Approve	Deny
= 1 lin	e(s) are pending your	approval		
Summa	iry		Click the Approve button.	
	Quantity for 3 Hour Approval	3		
	Time Period 02/11/2	2020 - 02/11/2020		
- Pava	ble Time Details			
Pend				1 row
Select	Report Date	Time Reporting Code	Quantity	
V	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours	>
Approve	er Comments			
		~		
		~		
	al Chain			
	aronain	>		

Click the **Approve** button.



	Payable Time	A 🏲 : 🤅
1 line(s) are pending y Summary Outputting for 3	You can enter comments in the Approver Comments fie you would like to. For this example, leave the field blan Select 'Next' to cont	ld if Approve Deny k. tinue.
Approval Time Period 02/1	1/2020	
- Payable Time Details	Cancel Approve Submi	t
Pending All	You are about to approve this request.	
	Approver Comments	1 row
Select Report Date		Quantity
₽ 02/11/20		3 Hours >
Approver Comments		
	Û	
	>	

You can enter comments in the **Approver Comments** field if you would like to. For this example, leave the field blank.



< Pending Ap	provals	Payable Time		Â	٣	
- 1 ling(c)	TRA DEDITION VOILT SOUTH			Approv	ve D	leny
Summary	are perioding your oppr					
Qua A Tim • Payable	antity for 3 Hours Approval e Period 02/11/2020 Time Details	Cancel Approve	Submit			
Pending	All	You are about to approve this request. Approver Comments I	Click th	ne Submit bi	utton.	ow
Select Rep	ort Date			Quantity	_	
☑ 02/1	1/20			3 Hours	0	
Approver Co	mments					
		Ĵ				
Approval Ch	ain	>				
- Approven on						

Click the **Submit** button.



۲.	Pending Approvals		Pendi	ng Approvals	â	۲	:	٢
•	View By Type All Absence Request	2	All Payable Time Robert Doe	Quantity for Approval 80 Hours 02/03/2020 - 02/14/2020		Routed 02/09/20	2 ro 20	ws >
	Payable Time		Absence Request James Doe The emplo When the all approve	06 - Bereavement, 8 Hours 02/19/2020 eyee's time is approved. Post to Payroll process runs, the sed time to Payroll.	system ser	nds	20	>

The employee's time is approved.

When the **Post to Payroll** process runs, the system sends all approved time to Payroll.



۲,	Pending Approvals		Pendi	ng Approvals	A 1	~ :	Ø
•	View By Type All Absence Request	2	T All Payable Time	Quantity for Approval 80 Hours	R	2 r outed	ows
	Payable Time	0	Robert Doe Absence Request James Doe	02/03/2020 - 02/14/2020 06 - Bereavement, 8 Hours 02/19/2020	02 Rc 02	/09/2020 outed !/09/2020	>
			Notice that on the Penc	Karen Doe's Payable Time row no ling Approvals page. Select 'Ne :	longer displ	ays iue.	

Notice that Karen Doe's **Payable Time** row no longer displays on the **Pending Approvals** page.



Approve Payable Time (Hourly) Time Reporter



Managers must approve payable time in order to post the time to Payroll and pay employees.

In this section, you will learn to approve payable time for a punch time reporter.

A punch time reporter enters specific In and Out times for each work day.



<	Pending Approvals	-40)	Pend	ing Approvals	â	۲	:	۲
•	View By Type	2	Ŧ					
	Absence Request	1	All Payable Time Robert Doe	Quantity for Approval 80 Hours 02/03/2020 - 02/14/2020		Routed	2 r 1 2020	>WS
	Payable Time For this exa Robert is ar punch time	mple, you n hourly e reporter	Absence Request Jacobia Click the ro you want to will review Payabl mployee who repor method.	e Time for Robert Doe.		Routec 02/09/2	1	

For this example, you will review **Payable Time** for Robert Doe.

Robert is an hourly employee who reports his time using the punch time reporter method.

Click the row for the item you want to review.



Pendin	g Approvals	رفيسره	Payable Time	0	^	:	۲
					Approve	Den	y
➡ 10 li Summa	10 line(s) are pending your approval Ummary Quantity for 80 Hours Approval Time Period 02/03/2020 - 02/14/2020 Payable Time Details		The Summary secti displays the number time period. For this example, Re this time period.	on on the Payable Time of hours worked during obert Doe worked 80 ho	page g the listed urs during		
Pend	ing All			Select 'Next' t	o continue.	rows	
						-	
Select	Report Date	Time R	eporting Code	Quantity			
	02/03/20	REG01	- Regular Time	8 Hours	>		
	02/04/20	REG01	- Regular Time	8 Hours	>		
	02/05/20	REG01	- Regular Time	8 Hours	>		
	02/06/20	REG01	- Regular Time	8 Hours	>		
	02/07/20	REG01	- Regular Time	8 Hours	>		
	02/10/20	REG01	- Regular Time	8 Hours	>		
	02/11/20	REG01	- Regular Time	8 Hours	>		-

The **Summary** section on the **Payable Time** page displays the number of hours worked during the listed time period.

For this example, Robert Doe worked 80 hours during this time period.



Pendin	g Approvals	Payable Time		â	:
= 10 li lumma	ine(s) are po	The Payable Time Details section on the Payab daily breakdown of the hours worked for each	le Time page displays a Time Reporting Code.	ve	Den
Paya Pend	Time Period ble Time Det ing All	02/03/2020 - 02/14/2020 alls			10 rows
elect	Report Date	Time Reporting Code	Quantity		
	02/03/20	REG01 - Regular Time	8 Hours	>	
	02/04/20	REG01 - Regular Time	8 Hours	>	
	02/05/20	REG01 - Regular Time	8 Hours	>	
	02/06/20	REG01 - Regular Time	8 Hours	>	
	02/07/20	REG01 - Regular Time	8 Hours	>	
	02/10/20	REG01 - Regular Time	8 Hours	>	
	02/44/20	PEG01 Perular Time	8 Hours		

The **Payable Time Details** section on the **Payable Time** page displays a daily breakdown of the hours worked for each Time Reporting Code.



Pending	g Approvals	Payable Ti		^ :
			A	pprove Den
10 li	ne(s) are pending your ap	proval		
umma	iry			
	Quantity for 80 Hours Approval			
	Time Period 02/03/2020	- 02/14/2020		
Paya	ble Time Details			
Pendi	ing All			
				10 rows
	Deneral Dete	True Breadles Code	Questite	
Select	Report Date		Quantity	
	02/03/20	REG01 - Regular Time	8 Hours	>
	02/04/20	REG01 - Regular Time	8 Hours	>
	02/05/20	REG01 - Regular Time	8 Hours	>
	02/06/20	REG01 - Regular Time	8 Hours	>
	02/07/20	REG01 - Regular Time		L
	02/10/20	REG01 - Regular Time	down the page.	o move
	02/11/20	REG01 - Remilar Time		

Click below the scroll bar to move down the page.



02/04/20	REG01 - Regular Time	8 Hours	>	
02/05/20	REG01 - Regular Time	8 Hours	>	
02/06/20	REG01 - Regular Time	8 Hours	>	
02/07/20	REG01 - Regular Time	8 Hours	>	
02/10/20	REG01 - Regular Time	8 Hours	>	
02/11/20	At the bottom of the page, you ca	n enter Approver	>	
02/12/20	Comments or view the Approval	Chain.	>	
02/13/20	Select	'Next' to continue.	>	
02/14/20	ILEVI REGULATING	U HOURD	>	

At the bottom of the page, you can enter **Approver Comments** or view the **Approval Chain**.



02/04/20	PEG01 Degular Time	9 Hours	
02/04/20	REGUT - Regular Time	o Hours	>
02/05/20	REG01 - Regular Time	8 Hours	>
02/06/20	REG01 - Regular Time	8 Hours	>
02/07/20	REG01 - Regular Time	8 Hours	>
02/10/20	REG01 - Regular Time	Click above the sevel bee	
02/11/20	REG01 - Regular Time	to the top of the page.	to move
02/12/20	REG01 - Regular Time	0110013	
02/13/20	REG01 - Regular Time	8 Hours	>
02/14/20	REG01 - Regular Time	8 Hours	>

Click above the **scroll bar** to move to the top of the page.



< Pendin	ng Approvals	Payable Time	0	a :	٢
= 101	line(s) are pending y	rour approval	Арргоус	Den	y
Summ	ary				^
	Quantity for 80 H	lours		_	
<mark>⊸ Paya</mark> Pend	Time Period 0; able Time Detai	If you want to approve the time for all R checkbox above the header row.	eport Dates , you can click the Select 'Next' to continue.		
				10 10 ws	
Select	Report Date	Time Reporting Code	Quantity		
	02/03/20	REG01 - Regular Time	8 Hours	>	
	02/04/20	REG01 - Regular Time	8 Hours	>	
	02/05/20	REG01 - Regular Time	8 Hours	>	
	02/06/20	REG01 - Regular Time	8 Hours	>	
	02/07/20	REG01 - Regular Time	8 Hours	>	
	02/10/20	REG01 - Regular Time	8 Hours	>	
	02/11/20	REG01 - Regular Time	8 Hours	>	~

If you want to approve the time for all **Report Dates**, you can click the checkbox above the header row.



< Pendi	ing Appr	ovals	Payable Time		â	:	0
					Approve	Deny	
) line(s) a	re pending your ap					
Summ	ading Approvalis 10 line(s) are pending you nmary Quantity for 80 Hou Approval Time Period 02/03/2 'ayable Time Details ending All 02/03/20 02/03/20 02/04/20 02/05/20 02/07/20 02/11/20		Alternately, if you do not want to a you can click the Select checkbox it	pprove the time for all Rep ndividually for each row vo	port Dates, ou want to		1
	Quantity for 80 Hours Approval Time Period 02/03/202		approve.		a maine to		
	Time	Period 02/03/202	For example, if the employee did n	ot work on a specific date	but		
- Pay	able Ti	me Details	mistakenly entered punch time you	could leave the appropria	ate		
Pen	ding	All	checkbox blank and the time would	d not be processed for tha	t date.		
				Select 'Next' t	o continue	.	
Selec	t Repo	rt Date					
	02/03	/20	REG01 - Regular Time	8 Hours	>		
	02/04	/20	REG01 - Regular Time	8 Hours	>		
	02/05	/20	REG01 - Regular Time	8 Hours	>		1
	□ 02/06/20		REG01 - Regular Time	8 Hours	>		
	02/07	/20	REG01 - Regular Time	8 Hours	>		
	02/10	/20	REG01 - Regular Time	8 Hours	>		
	02/11	/20	REG01 - Regular Time	8 Hours	>		

Alternately, if you do not want to approve the time for all Report Dates, you can click the **Select** checkbox individually for each row you want to approve.

For example, if the employee did not work on a specific date but mistakenly entered punch time you could leave the appropriate checkbox blank and the time would not be processed for that date.



< Pendi	ing Approvals	Payable Tim		A : @	D
	15		A	Deny]
E 10	(ine(s) are pend	ing your approvai			
← Pay Pen	Quantity for Approval Time Period vable Time Det ding All For at Re For	80 Hours 02/03/2020 - 02/14/2020 talls this example, click the Select	Quantity	10 rows	
	02		8 Hours	>	
	02/04/20	REG01 - Regular Time	8 Hours	>	
	02/05/20	REG01 - Regular Time	8 Hours	>	
	02/06/20	REG01 - Regular Time	8 Hours	>	
	02/07/20	REG01 - Regular Time	8 Hours	>	
	02/10/20	REG01 - Regular Time	8 Hours	>	
	02/11/20	REG01 - Regular Time	8 Hours	>	~

For this example, click the **Select All** checkbox for Robert Doe.



Pendin	g Approvals	Payable Tim		A :			
			A	pprove Deny			
🔳 10 li	ine(s) are pending your ap	proval					
Summa	ary	If needed, t	If needed, the supervisor can deny the time by clicking the Deny button. An automated email will				
	Quantity for 80 Hours Approval	be sent to t	he employee.				
- Paya	Time Period 02/03/2020	J - 02/14/2020	Select 'Next' to	continue.			
Pend	ling All]			
V				10 rows			
Select	Report Date	Time Reporting Code	Quantity				
¥	02/03/20	REG01 - Regular Time	8 Hours	>			
V	02/04/20	REG01 - Regular Time	8 Hours	>			
	02/05/20	REG01 - Regular Time	8 Hours	>			
	02/06/20	REG01 - Regular Time	8 Hours	>			
M	02/07/20	REG01 - Regular Time	8 Hours	>			
	02/10/20	REG01 - Regular Time	8 Hours	>			
V	02/11/20	REG01 - Regular Time	8 Hours	>			

If needed, the supervisor can deny the time by clicking the **Deny** button. An automated email will be sent to the employee.



< Pendin	g Approvals	Payable Time		:	٢
= 10 li	ine(s) are pending your a	pproval	Approve	Deny	
Summa	10 line(s) are pending your approval 10 line(s) are pending your appr				
Pend	ing All			10 rows	
Select	Report Date	Time Reporting Code	Quantity		
V	02/03/20	REG01 - Regular Time	8 Hours	e	
	02/04/20	REG01 - Regular Time	8 Hours >		
	02/05/20	REG01 - Regular Time	8 Hours	8	
	02/06/20	REG01 - Regular Time	8 Hours		
	02/07/20	REG01 - Regular Time	8 Hours		
	02/10/20	REG01 - Regular Time	8 Hours	e -	
	02/11/20	REG01 - Regular Time	8 Hours >		

For this example, click the **Approve** button.



Pending Approvals	Payable Time	A : 0
10 line(s) are pending Summary Quantity for 80 Approval	You can enter comments in the Approver Comments field if you would like to. For this example, leave the field blank. Select 'Next' to continue.	Approve Deny
Time Period 02	Cancel Approve Submit	
Select Report Date	Approver Comments	10 rows
☑ 02/03/20	ns	>
2/04/20	JI'S	>
₩ 02/05/20	REG01 - Regular Time 8 Hours	>
₽ 02/06/20	REG01 - Regular Time 8 Hours	>
☑ 02/07/20	REG01 - Regular Time 8 Hours	>
☑ 02/10/20	REG01 - Regular Time 8 Hours	>
02/11/20	REG01 - Regular Time 8 Hours	· · ·

You can enter comments in the **Approver Comments** field if you would like to. For this example, leave the field blank.



< Pending	Approvals	Payable Time		A . :	۲
			A	pprove Der	ny
📃 10 lin	ie(s) are pending your app	roval			
Summar	ſŷ				~
	Quantity for 80 Hours Approval				
- Payat	Time Period 02/03/2020	Cancel Approve	Submit		
Pendir	ng All	You are about to approve this request. Approver Comments	Click the Subm	it button	
$\overline{\mathbf{v}}$			Click the Subm	in button.	
Select	Report Date		itity		
	02/03/20		urs.	>	
	02/04/20		urs	>	
M	02/05/20	REG01 - Regular Time	8 Hours	>	
Ø	02/06/20	REG01 - Regular Time	8 Hours	>	
	02/07/20	REG01 - Regular Time	8 Hours	>	
	02/10/20	REG01 - Regular Time	8 Hours	>	
M	02/11/20	REG01 - Regular Time	8 Hours	>	

Click the Submit button.



۰	Pending Approvals	Pendi	ng Approvals	Â	۲		٢
۲	View By Type	T				1 row	
	Absence Request	Absence Request James Doe The emplo When the all approve	06 - Bereavement, 8 Hours 02/19/2020 evyce's time is approved. Post to Payroll process runs, the ed time to Payroll.	e system ser	nds	0 >	5

The employee's time is approved.

When the **Post to Payroll** process runs, the system sends all approved time to Payroll.



۲.	Pending Approvals		Pendi	ng Approvals	Â	۲	:	۲
(B)	View By Type All Absence Request	1	T All Absence Request James Doe	06 - Bereavement, 8 Hours 02/19/2020		Routed 02/09/2	1	row >
	All Absence Request		Notice that on the Peno For this exa pending ap	Robert Doe's Payable Time row ling Approvals page. mple, there is just one remaining proval.	no longer d g transactio	isplays n	5	
				Select	'Next' to co	ntinue		J

Notice that Robert Doe's **Payable Time** row no longer displays on the **Pending Approvals** page.

For this example, there is just one remaining transaction pending approval.



Approve Absence Requests



Employees can request various types of leaves or absences depending on their eligibility.

Once the request is submitted, it must be approved by either their Supervisor or, in some cases, by an HR Admin.

See additional guidance for approving leave requests: <u>https://ags.hawaii.gov/hip/for-supervisors/</u>

In this section, you will learn to approve an absence request.



۲	Pending Ap	provals		Pend	ing Approv	als	e,	Â	۲	:	٢
	View By	Туре	~	T							
	All		•	All						1.	~~~
	Absence	Request	•	Absence Request James Doe	06 - B 02/19/	reavement, 8 Hour 2020	5		Routed 02/09/2	2020	>
			Click th	e row for the item	you want t	o review.					
		For	this examp	le, you will review a	an Absence	Request for J	ames Doe.	Doe. ary 19, 2020.			
		Jam	es is reque	sting eight hours of	bereavem	ent leave on F	ebruary 19, 2	020.			

For this example, you will review an **Absence Request** for James Doe.

James is requesting eight hours of bereavement leave on February 19, 2020.

Click the row for the item you want to review.



Pending Approvals	Absence Request			۲	:	
			Approve	Pu	shbac	k
Absence Details			1			
Absence Name 06 - Bereavement	Reason	Bereavement				
Start Date 02/19/2020	End Date	02/19/2020				
Partial Days None	Duration	8 Hours				
- Requester Comments						
There are no requester comments						
Request History Approver Comments	Review the information in the Requester Comments section	ne Absence (ons.	Details and			
Annroval Chain	S	elect 'Next'	to continue			
Approval Chain	<u> </u>			_		

Review the information in the **Absence Details** and **Requester Comments** sections.



Pending Approvals	Absence Request		۲ :
		Approve	Pushbac
Absence Details			
Absence Name 06 - Bereavement Start Date 02/19/2020 Partial Days None • Requester Comments There are no requester comments	If you need to Pushback the req Comments section to enter you employee will receive an email notifications include a link that directly to the absence request.	uest, use the App r explanation. The notification. Emai may be used to nav	r over I vigate
Request History		Select 'Next' to co	ontinue.
Approver Comments			
Approval Chain	>		

If you need to **Pushback** the request, us the **Approver Comments** section to enter your explanation. The employee will receive an email notification. Email notifications include a link that may be used to navigate directly to the absence request.



Pending Approvals	Absence Request		۲	:	C
		Approve	Pu	shbac	:k
Absence Details	/		are a		
Absence Name 06 - Bereavement Start Date 02/19/2020 Partial Days None	If you are satisfied with the request, click the Approve button.				
- Requester Comments					
mere are no requester comments					
Request History	>				
Approver Comments					
	0				
Approval Chain	>				

If you are satisfied with the request, click the **Approve** button.



< Pending Approvals	Absence Request	â ? : 📀
Absence Details Absence Name 06 Start Date 02/ Partial Days Nor	You can enter comments in the Approver Comments fie You would like to. For this example, leave the field blan Select 'Next' to con	eld if ik. tinue.
✓ Requester Comments	Cancel Approve Submit	
There are no requester comments	You are about to approve this request.	
Request History Approver Comments	Approver Comments	
Approval Chain	>	

You can enter comments in the **Approver Comments** field if you would like to. For this example, leave the field blank.



< Pending Approvals	Abser	ice Request	Sec. 1	Â	۲	:	۲
				Approve	Pi	ushba	ck
Absence Details							
Absence Name 06 - Berea Start Date 02/19/202 Partial Dave None	vement 0	Reason End Date	Bereavement 02/19/2020				
✓ Requester Comments	Cancel	pprove	Submit				
There are no requester comments Request History Approver Comments	You are about to approve this Approver Comments	request.	Click th	e Submit b	uttor	۱.	ļ
Approval Chain	>						

Click the **Submit** button.





The employee's absence request is approved.

Notice that the **Pending Approvals** page has been updated to remove the absence request you approved.

For this example, there are no remaining pending transactions.



Review and Approve Negative Offsets



Lesson Scenario

In this lesson, you will learn to review and approve system generated offsets to payable time entries.





Start by navigating to the Payable Time Detail page using the Navigator icon.



HAWAI	Information Portal	▼ Employee Self-Service		A : 0
	Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms	avBar
	W-2/W-2c Consent	Time	Pay Statements	
	Personal Details	Classic Home	Direct Denocit	
	Security Setup Required	omplete oo	Direct Deposit	c.

Click the NavBar



HAWAI	Information Portal	Employee Self-Service	and the second second	Â	1	۲
	Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms		NavBa	ar Ö Places
	W-2/W-2c Consent	Time	Pay Statements Click the Navigator Last Pay Date: 10/05/2020		Havig	jator
	Personal Details	Classic Home				
javascript:submitActiv	Security Setup Required		Direct Deposit			

Click the Navigator



HAWAI	Information Portal	Employee Self-Service	95	A :	۲
	Beneficiary Designation	Tax Withholding	NavBar: Navigator		0
	ŶŴŶ		Self Service		ì
			Recent Places Manager Self Se	rvice	>
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	W-2/W-2c Consent	Time Click Mi	e list of options.		>
	$\mathbf{\nabla}$		Payroll for North	America	>
			Global Payroll &	Absence Mgmt	>
	Personal Details	Classic Home	Set Up HCM		>
			Enterprise Com	ponents	>
			Reporting Tools		>
	Security Setup Demuired		PeopleTools		>
	Security Security Required		Change My Pass	word	
javascript:PTNavBar.C	penInContentArea("https://hihs92.hip.hawaii.gov	//psc/hihs92_neLDR=CO_MANAGER_SELF	SERVICE&ICDoModal=1&ICGrouplet=1', 'CO_M	ANAGER_SELF_SERVIC	E'); 🗸

Click Manager Self Service from the list of options.





Click Time Management from the list of options.





Click Approve Time and Exceptions from the list of options.


HAWAI	Information Portal	Employee Self-Service		1	1 : 📀
	Beneficiary Designation	Tax Withholding	NavBar: Naviç	pator	0
				🔃 View Time	Ŧ
	H		Recent Places	Monthly Time Calenda	r
			E	Weekly Time Calendar	
	W-2/W-2c Consent	Time	Navigator	Daily Time Calendar	
	\mathbf{i}			Time and Labor Laund	h Pad
				Payable Time Summar	y
	Personal Details	Classic Home		Payable Time Detail	
		Click	Pavable Time	e Detail	mary
	\$	from	the list of op	tions. le Deta	il
				Compensatory Time	
	Security Setup Required			Overtime Balances	
javascript:PTNavBar.C)penInWindow('https://hihs92.hip.hawaii.gov/psj	whihs92_newwinLE_MANAGER.TL_MNG_F	AY_VIEW_DT.GBL?NAW	STACK=Clear, 'HC_TL_MNG_PAY_	VIEW_DT_GBL1]; v

Click Payable Time Detail from the list of options.



HAWAIIIn Porta		Add To 👻 🕑 NavB
yable Time Detail iect Employee	New Wind	oow Help Personalize Page
Employee Selection		Г
mployee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Time Reporter Group	٩	Save Criteria
mployee ID	٩	Save ontena
Empl Record	Q	
The Payable Tim First Name review the payab	e Detail page displays. For this example, you will ble time before approving.	
Department	Select 'Next' to continue.	
	α	1
Supervisor ID		

The **Payable Time Detail** page displays. For this example, you will review the payable time before approving.



	New Win	NavBa
ayable Time Detail	1000 1100	eotr hep heroshancor ago
elect Employee		
Employee Selection		
Employee Selection Criter	a	Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Time Reporter Group	Click 'Get Employe	ees ' Save Criteria
Employee ID	00055000	
Empl Record	Q	
Last Name	Q	
First Name	٩	
Department	٩	
Supervisor ID	or this example, the Employee ID has been entered for you	1.
Workgroup	q	

For this example, the Employee ID has been entered for you.

Click 'Get Employees '



		New Window Help Personalize Page
elect Employee		
^r Employee Selection Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Time Reporter Group	٩	Save Criteria
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First Name	٩	
Department	٩	
Supervisor ID	٩	Click the scroll bar
Workgroup	Q	

Click the scroll bar



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Last Name			٩	
First Name			٩	
Department			٩	
Supervisor ID			٩	
Workgroup			Q	
Time Reporters	Demographics] ⊪		
st Name	First Name		Employee ID	Employment Record
)oe	Click t	he row for the employee	2	0
)oe	you wa	ant to review.		0
	_			
ager Self Service Management				

Click the row for the employee you want to review



	ain Menu 👻 > Emp	ployee Self-Se	rvice > Pay	rable Time Detail			A Home	Sign Out
HAWA	Information Portal						Add To 👻	() NavBar
Payable T	imo Dotail				I	New Window He	lp Personali	ze Page
Fayable I	ine Detail	ſ						
Jane Doe			The Pay	able Time Detail sho	ows the trans	actions for the	e time	
*General Professional Actions -		period specified. For this example, the dates are set to a single day. The transactions that offset each other display on the						
Star	rt Date 09/29/2020		Overvie	w tab.				
En	d Date 09/29/2020							
Payable S	tatus Filter	Florents	detail is Time til	available compared e.	to Payable T	ime shown via	tional the Team o continue.	
Overview		g Elements	Lask ise	Contraction of Contra	and American	116		
			10001	eporting Elements <u>C</u> ost	and Approval	>		-1
Date	Status	Reason	Code	Time Reporting Cost	and Approval Quantity	TRC Type		
Date 09/29/2020	Status Needs Approval	Reason	Code	Time Reporting Code NIGHT	and Approval Quantity -3.00	TRC Type Hours		
Date 09/29/2020 09/29/2020	Status Needs Approval Approved	Reason	Code	Time Reporting Cost	and Approval Quantity -3 00 3.00	TRC Type Hours Hours		
Date 09/29/2020 09/29/2020	Status Needs Approval Approved Needs Approval	Reason	Code	Time Reporting Cost Time Reporting NIGHT NIGHT NIGHT NIGHT NIGHT	and Approval Quantity -3 00 3.00 3.00	TRC Type Hours Hours Hours		
Date 09/29/2020 09/29/2020 09/29/2020	Status Needs Approval Approved Needs Approval Closed	Reason Not Sent	Code to Payroll	Time Reporting Cost Time Reporting NIGHT NIGHT NIGHT NIGHT REG00	and Approval Quantity -3 00 3.00 3.00 8 00	TRC Type		

The **Payable Time Detail** shows the transactions for the time period specified. For this example, the dates are set to a single day. The transactions that offset each other display on the **Overview** tab.

Note: This page is useful for research and audit as additional detail is available compared to **Payable Time** shown via the **Team Time** tile.



9/2020 前 9/2020 前 [©]	The Task Re changes ma Combinatio generated th previously a approving th	porting Elements by be reviewed. Fo on Code appears to he negative entry of approved. Once re he entries.	tab provides r this exampl be updated offsetting the view is comp Se	New Window additional d e, note the for the NIGH original NIG lete, procee	Add To Help Person letail so the HT TRC and HT entry d to co continue	e I
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9/2020 前 9/2020 前 [©]	The Task Re changes ma Combinatio generated t previously a approving th	porting Elements by be reviewed. Fo on Code appears to he negative entry approved. Once re he entries.	tab provides r this exampl b be updated offsetting the view is comp Se	additional d e, note the for the NIGH original NIG lete, procee lect 'Next' t	letail so the HT TRC and GHT entry ed to	e
ordung Elemente	Task Reporting Elements		11.			
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The **Task Reporting Elements** tab provides additional detail so the changes may be reviewed.For this example, note the Combination Code appears to be updated for the NIGHT TRC and generated the negative entry offsetting the original NIGHT entry previously approved. Once review is complete, proceed to approving the entries.



						-	TYON THINGS	ap Personalize Pa
Payable T	ime Detail						Chala Harra	
Jane Doe					Employe	e ID 00055	Click Hom	ie
General Profes	ssional				Employment Re	cord 0		
ctions + Star	1 Date 09/29/2020							
En	d Date 00/20/2020	- min @						
A CONTRACTOR OF								
ayable Time Qverview	① Time Reporting	Elements	Task Re	porting Elements	<u>C</u> ost and Approval	II+		
ayable Time Overview Date	① Jime Reporting Status	Elements Reason C	Task Rej ode	porting Elements Time Reporting Code	Cost and Approval	llÞ Taskgroup	Business Unit	Combination Cod
yable Time Overview ate 9/29/2020	 ① Jime Reporting Status Needs Approval 	Elements Reason C	Task Rej Code	porting Elements Time Reporting Code NIGHT	Cost and Approval Quantity -3.00	Taskgroup PSNONTASK	Business Unit STATE	Combination Cod
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Click Home





Click the drop-down arrow





Click Manager Self Service from the list of options.



HAWAIIInformation	Manager \$	Self Service		^	0
Assign Work Schedule	Approvals	Team Time	Manage Delegation		
Click the App	provals tile.				
isvascript:submitAction_win0(document.win0.PTN	ULLAND WRK GROUPBOX143;	•			c

Click the Approvals tile.



<	Manager Se	f Service		0,	Pending Approvals		â	:	۲
	View By	Туре	*	T					
۲	AJI		•	All				10	ow
	Payable 1	ĩme	•	Payable Time	Quantity for Approval 0 Ho 09/29/2020 - 09/29/2020	urs	Routed	020	2
				Clickemp	k the row for the bloyee you want to review.				

Click the row for the employee you want to review.



Pending Approvals	Payable Time	
Jane Doe *General Professional 2 line(s) are pending your app	The Payable Time Details section	on on the Payable Time page
Summary Quantity for Approval 0 Hour Time Period 09/29/2	s For this example you will appro	ve for all Report Dates.
Payable Time Details Pendin Click the S	elect All checkbox.	2 ro
Select Report Date	Time Reporting Code	Quantity
09/29/20	NIGHT - Scheduled Night Shift	3 Hours >
09/29/20	NIGHT - Scheduled Night Shift	-3 Hours >
Approver Comments		
Approval Chain	>	
cript:DoBack('win0')		

The **Payable Time Details** section on the **Payable Time** page displays a breakdown of the hours worked.

For this example you will approve for all Report Dates.

Click the **Select** checkbox



Pending Approvals	Payable Time		^ :	0
Jane Doe *General Professional 2 line(s) are pending your	approval	Арри	ove D	əny
Summary Quantity for Approval 0 I Time Period 09	Hours v29/2020 - 09/29/2020	Click the Approval button.		
Pending All	Review that all boxes desired are check approval.	ed and selected for	2 r	ows
Select Report Date	Time Reporting Code	Quantity		
09/29/20	NIGHT - Scheduled Night Shift	3 Hours	>	
09/29/20	NIGHT - Scheduled Night Shift	-3 Hours	>	
Approver Comments	>			

Review that all boxes desired are checked and selected. for approval. Click the **Approval** button.



Pending Approvals	Payable Time	A : C
Jane Doe "General Professional		Approve Deny
2 line(s) are pending your	You can enter comments in the Approver Comments field, as	
Summary Quantity for Approval 0 H	needed. For this example, "Approved" is entered for you.	
Time Period 09/	/29/2020 - 09/29/2020	
Pending All	Cancel Approve Submit	
Ø	You are about to approve this request.	lick the Submit outton.
Select Report Date	Approver Comments Approved	
☑ 09/29/20	3 Hours	>
09/29/20	-3 Hours	<u>э</u>
Approver Comments		
Approval Chain	2	

You can enter comments in the Approver Comments field if you would like to. For this example, "Approved" is entered for you.

Click the **Submit** button.



Pending Approvals	Pending Approvals		Â	:	۲
	You have approved the request.				×
All 💮	0				
	The approval confirmation message displays at the top of the screen. Select 'Next' to contin	ue.			

The approval confirmation message displays at the top of the screen.



Pending Approvals		Pending Approvals 🕋 🕴 🧭
View By Type	•	You have no pending approvals at this time.
		The entries are approved. HIP sends all approved time to Payroll when the process runs. There are no pending approvals remaining. You can confirm the approved transactions by navigating back to the Payable Time Detail page using the Navigator icon

The entries are approved. HIP sends all approved time to Payroll when the process runs. There are no pending approvals remaining.

You can confirm the approved transactions by navigating back to the **Payable Time Detail** page using the **Navigator** icon

Click the NavBar





Click the Navigator





Click Manager Self Service from the list of options.





Click Time Management from the list of options.



< Manager Self Service			Pending Approvals		A :	۲
View By Type	~	My Approvals		NavBar: Navig	gator	0
Ali	0			Recent Places	Time Management	*
				Navigator	Approve Time and Exceptions	5
			Click Ap Exception	oprove Time ons from th	e and le list of	>
javascript:PTNavBar.OpenInConten	ntArea("https:/	/hihs92.hip.hawaii.gov/psc/hil	1592_neOMP.GBL?sa=&FLDR=HC_VIEW_TI	ME_MGR&ICDoMo	dal=1&ICGrouplet=1', 'HC_VIEW_TIME_MG	R');

Click **Approve Time and Exceptions** from the list of options.



< Manager Self Service		Pen	ding Approvals			۲
View By Type	*	My Approvals		NavBar: Navi	gator	0
🌐 Ali	0			rint I	🖕 View Time	•
				Recent Places	Monthly Time Calendar	^
					Weekly Time Calendar	
				Navigator	Daily Time Calendar	
				20	Time and Labor Launch Pad	
				Time	Payable Time Summary	
					Payable Time Detail	
					Time Summary	
			Click Paya from the l	ble Time D ist of option	etail ns.	
				_	ry Time	
					Overtime Balances	
					Overtime Requests	
iavascript.PTNavBar.OpenInWin	ndow('https://hih	s92.hip.hawaii.gov/osp/hihs92.newwin	LE MANAGER.TL MNG PAY VIEV	V DT.GBL?NAVSTAC	K=Clear HC TL MNG PAY VIEW DT GBI 1	2. 4

Click Payable Time Detail from the list of options



	New Win	NavBa
ayable Time Detail	1000 1100	eotr hep heroshancor ago
elect Employee		
Employee Selection		
Employee Selection Criter	a	Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Time Reporter Group	Click 'Get Employe	ees ' Save Criteria
Employee ID	00055000	
Empl Record	Q	
Last Name	Q	
First Name	٩	
Department	٩	
Supervisor ID	or this example, the Employee ID has been entered for you	1.
Workgroup	q	

For this example, the Employee ID has been entered for you.

Click 'Get Employees'



vorites 🔻 🛛 Main Menu 👻	> Employee Sett-	Service > Payable Time Detail		🏫 Home 🔰 Sign C
HAWAIIInformatic			all	Add To 👻 💽
Last Name			٩	
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≕; Q Time Reporters	Demographics			
ist Name	First Name		Employee ID	Employment Record
Doe		k the row for the ampleur		0
Doe	you	want to review.		o
nager Self Service				
ie management				
and the second second second second second	AM TZAT Drive transmuss	MESOD		

Click the row for the employee you want to review.



HAWAII	Informa Pc	tion atta		rayane tille t			학금역	Add To 🔫	NavBar
Payable Tir	me D	etail] New Window Help Persona	alize Page
Jane Doe *General Profess Actions +	sional			The F perio	ayable Time d specified.	Detail shows the For this example	he transactio e, the dates	ons for the time are set to a single	
Start End	Date Date	09/29/2020 09/29/2020		day a	nd we confir	m that all are n	ow Approve Selee	d . ct 'Next' to continue.	
Payable Sta	atus F	ilter							J
Payable Time Overview	0 D	me Reporting	g Elements	Task <u>R</u> epo	orting Elements	Cost and Approval	>		
Date	Stat	us	Reason Co	de	Time Reporting Code	Quantity	TRC Type		Est
09/29/2020	Appr	roved			NIGHT	-3.00	Hours		
09/29/2020	Appr	roved			NIGHT	3.00	Hours		
09/29/2020	Арр	roved			NIGHT	3.00	Hours		
09/29/2020	Clos	ed	Not Sent to Payroll		REG00	8.00	Hours		
09/29/2020	Clos	ed	Not Sent to Payroll		REG00	-8.00	Hours		
Return to Selec	t Empl	oyee							
ċ									>

The **Payable Time Detail** shows the transactions for the time period specified. For this example, the dates are set to a single day and we confirm that all are now **Approved**.





Congratulations! You've successfully completed this lesson.



Working with Absences



Lesson Scenario

In this lesson, you will learn to work with employee absences.





Request Absences on behalf of Employee View Absence Balances



How to Request an Absence



Lesson Scenario

In this lesson you will learn how to request an absence on behalf of an employee.





Begin by navigating to the **Timesheet** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.



HAWAIIInto	Porta	 Employee Self-Service 	-9 <u>-</u> 9	â	۲	:	۲
Be	eneficiary Designation	Employee Self-Service	View W-2/W-2c Forms				^
	<u>iii</u>	Manager Self Service					
	Click Manager Sel from the list of op	f Service tions.					
w	-2/W-1		Pay Statements				
		~	Last Pay Date 12/20/20	019			
CI	assic Home	Security Setup Required			1		
		Setup Co	omplete enyroad.com				
Di	rect Deposit	Frequently Asked Questions					
		00					C-

Click Manager Self Service from the list of options.





Click the Team Time tile.



	Manager Self Service		Team Time		Â	۲	:	Ø
-0	Timesheet	^ ^	Enter Time					
	Enter Time		Use filters to change the search criteria or Get Er	mployees to apply the	default Manager	Search	Option	ns.
	Time Summary		Get Employees Filter					
0	Report Time							
ii.	Weekly Time Entry							
te	Weekly Time Summary							
0	Payable Time							
	Leave / Comp Time		The Timesheet: Enter Time page	displays.				
	Request Absence	K	Click Request Absence on the me	enu				
(R)	Cancel Absences							
ıR	View Requests							
191	Absence Balances							
3	Manage Exceptions							
	Attendance Violations							
c0.	Described and free	~						

The **Timesheet: Enter Time** page displays.

Click Request Absence on the menu



< Back		Tean	n Time	0			:	0
💑 Timesheet	~	Request Absence Search Options	Select t whose	the row for the time you will er	employee hter.			
Time Entry		Select Employee						1 row
🔃 Weekly Time Summary					Seetus (Desertation		†↓
Payable Time		Name / Title / ID	- Record	Directs / Total	Type	Location	.,	_
📳 Leave / Comp Time		Robert Doe Information Techn	ology Band B		Active Employee	AGS/ETS /ClientSvcs/ Downtown	Эr	>
(iii) Request Absence		00033000						
🕼 Cancel Absences		∟	a. 1973					
n View Requests		For this exa for 'Robert	mple, clicl Doe'.	< the row				
() Absence Balances								
G Manage Exceptions				A row displ that meets	ays for eac the filters	h employe you entere	e d.	
Workforce Availability				Click on the	e row for Ja	ane Doe		

Select the row for the employee whose time you will enter.

A row display for each employee that meets the filters you entered. Click on the row for **Robert Doe**.

For this example, click the row for 'Robert Doe'.



< Back	Team Tir	ne (0, (0,			: 0
🕹 Timesheet	Request Absence				
Report Time	Information Technology Band B Return to Select Employee				
Weekly Time Entry			(TR)	s	ubmit
🔃 Weekly Time Summary	"Absence Name	Select Absence Name			
Payable Time					
💼 Leave / Comp Time			Click the Ab	sence	
🗐 Request Absence	-		Name drop- arrow.	down	
R Cancel Absences	"				
n View Requests					
() Absence Balances					
Manage Exceptions					
Workforce Availability					

Click the Absence Name drop-down arrow.



< Back	Team Time 🏫 🚦 🧭
🗞 Timesheet 🗸 🗸	Request Absence Robert Doe) © Information Technology Band B Return to Select Employee
Time Entry	Submit
📸 Weekly Time Summary	*Absence Name OI - Sick Leave
Leave / Co For this example, from the list of va Cancel Ab:	click '02 - Vacation' lues. 08 - Ereave Without Pay 04 - Jury Duty 05 - Parent Teacher Conference 08 - Bereavement 07 - Blood Donation 08 - Foster Parent Crt Hearing
I View Requests	Select Absence Name
B Absence Balances	
G Manage Exceptions	
Workforce Availability	

For this example, click '02-Vacation' from the list of values.


	1.05 2023-202	\sim
timesheet ∽	Request Absence Robert Doe) (*) Information Technology Band B Return to Select Employee	1
Weekly Time Entry	Submit	
🔋 Weekly Time Summary	*Absence Name 02 - Vacation	1
Payable Time	Reason Select Absence Reason	
Leave / Comp Time	*Start Date 09/28/2020	h
) Request Absence	Click the Reason drop-	Ш
Cancel Absences	U Duration 8:00 + Hours	J
Niew Requests	Partial Days None	>
Absence Balances	Check Eligibility	
Manage Exceptions	Comments	
Workforce Availability	Attachments	
	You have not added any Attachments. Add Attachment Workflow	

Click the **Reason** drop-down arrow.



K Back	Team Time	r : 📀
🗞 Timesheet 🗸 🗸	Request Absence Robert Doe) () Information Technology Band B Return to Select Employee	
Weekly Time Entry		Submit
🔞 Weekly Time Summary	*Absence Name 02 - Vacation ~	
🚱 Payable Time	Reason Select Absence Reason	
📳 Leave / Comp Time	End Date Select Absence Reason	
🗐) Request Absence	Sick Union Business	
R Cancel Absences	U Duration Vecation	
Eor this example	click 'Vacation' from	
Absence the list of values.	Check Eligibility	
😚 Manage I		
Workforce Availability	Attachments	
	You have not added any Attachments. Add Attachment	
	Workflow	

For this example, click 'Vacation' from the list of values.



< Back	Team Time 🏫 🔅 🧔
& Timesheet ∨	Request Absence Robert Doe So Information Technology Band B Return to Select Employee
Weekly Time Entry	Submit
🔃 Weekly Time Summary	"Absence Name 02 - Vacation ~
😭 Payable Time	Reason Vacation
Leave / Comp Time	"Start Date 09/28/2020 III
Request Absence	Duration 8.00 & Hours
Cancel Absences	
View Rec The 'Start Date' de displayed.	efaults to the current date. In this example we will accept it as
Manage Exceptions	Select Next to continue.
Workforce Availability	Attachments
	You have not added any Attachments. Add Attachment Workflow
	Allow Request By Employee and Manager

The '**Start Date**' defaults to the current date. In this example we will accept it as displayed.



< Back	Team Time 👘 👔 👘 👔	G
b Timesheet ∨ c Report Time	Request Absence Robert Doe J C Information Technology Band B Return to Select Employee	
Weekly Time Entry	Submit	
🔋 Weekly Time Summary	*Absence Name 02 - Vacation ~	-
Payable Time	Reason Vacation	
Leave / Comp Time	End Date	
Request Absence	During Data and Harry	
Cancel Absences		
View Rec The 'Duration' de	aults to 8 hours based on the 'Start Date' . In this example we will	2
Absence	ea. Select 'Next' to continue.	h
Manage Exceptions	Attachments	a.
	You have not added any Attachments. Add Attachment Workflow	

The 'Duration' defaults to 8 hours based on the 'Start Date'. In this example we will accept it as displayed.



< Back	Team Time 😭	:	٢
💑 Timesheet	Request Absence Robert Doe Information Technology Band B Return to Select Employee		•
Weekly Time Entry		ubmit	
🔃 Weekly Time Summary	*Absence Name 02 - Vacation ~		
Payable Time	Reason Vacation ~		
📳 Leave / Comp Time	End Date		
🗐 Request Absence			
🕞 Cancel Absences	Duration 8.00 🔄 Hours		
Niew Requests	Partial Days None		>
() Absence Balances	Check Eligibility		-
Manage Exceptions	Comments Click the Check Eligibility		
T Workforce Availability	Attachments button.		
	Add Attachment Workflow		
	Allow Request By Employee and Manager		~

Click the Check Eligibility button.



< Back	Team Time	â	1	۲
👃 Timesheet	Request Absence			î
Danuel Trans	Robert Doe) @			
© report time	Return to Select Employee			
Weekly Time Entry		(cu	bmit	
The Forecast Succ cover the absence	essful message appears indicating that there is enough balance to erequested.			
-	"Start Date 09/28/2020 [11]	-		
The view requests	ок	_	_	_
Absence Balances	View Eligibility Details Click 'OK'.			
G Manage Exceptions	Com			
Workforce Availability	Attachments			
	You have not added any Attachments.			
	Add Attachment			
	Workflow			
javascript:void(0);	Allow Request By Employee and Manager			4

The Forecast Successful message appears indicating that there is enough balance to cover the absence requested.

Click 'OK'.



< Back		Team Time		:	۲
🚴 Timesheet	~	End Date			^
Report Time		Duration 8.00			
📔 Weekly Time Entry		Partial Days None			>
🔃 Weekly Time Summary		Check Eligibility View Elig	jibility Details		_
Payable Time					11
📳 Leave / Comp Time		Comments			a.
(iii) Request Absence		Attachments You have not added any Attachme	ents.		
🚯 Cancel Absences		Add Attachment			
1 View Requests		Workflow			
() Absence Balances		Allow Request By Employee and Manager Request As Employee			
Manage Exceptions		Balance Information		_	
Workforce Availability		As Of 06/30/2020 124.50 Hou Click the 'R	equest As'		
		View Balances drop down	•		>
		View Requests			>
		Disclaimer The current balance does not reflect absences that have not bee	m processed.		

Click the 'Request As' drop down.



K Back	Team Time	:	0
🚴 Timesheet	→ End Date 09/28/2020		^
Report Time	The Workflow Section contains the request options to be		
Time Entry	applied to the Absence Request.	>	8
📸 Weekly Time Summary	 The Request As enables you to submit the request as the employee and the request will route to the supervisor for 		-la
Payable Time	approval. Or submit as the 'Manager' and the request will route to the next level above the supervisor for		1
📳 Leave / Comp Time	approval.		ā,
(iii) Request Absence	For this example accept the Request As Employee.		
Cancel Absences	Select 'Next' to continue.		
n View Requests	Allow Docuset Ry, Employee and Manager	_	
Balances	Request As Employee		
Manage Exceptions	Balance Information Employee Manager		
🛐 Workforce Availability	As Of 06/30/2020 124:50 Hours**		
	View Balances	>	6
	View Requests	>	
	Disclaimer The current balance does not reflect absences that have not been processed.		

The **Workflow Section** contains the request options to be applied to the Absence Request.

The **Request As** enables you to submit the request as the employee and the request will route to the supervisor for approval. Or submit as the 'Manager' and the request will route to the next level above the supervisor for approval. For this example accept the **Request As** employee.



< Back	Team Time 😭	0
🚴 Timesheet	End Date	Ê
Report Time	Duration 8.00 . House	г
Weekly Time Entry	Partial Days None Click the scroll bar.	>
📸 Weekly Time Summary	Check Eligibility View Eligibility Details	
Payable Time	Commune (
📳 Leave / Comp Time	Comments	
💼 Request Absence	Attachments You have not added any Attachments	
Cancel Absences	Add Attachment	
1 View Requests	Workflow	
Absence Balances	Allow Request By Employee and Manager Request As Employee ~	
Manage Exceptions	Balance Information	
🕞 Workforce Availability	As Of 06/30/2020 124.50 Hours**	
	View Balances	>
	View Requests	>
	Disclaimer The current balance does not reflect absences that have not been processed.	

Click the scroll bar



< Back	Team Time		0
🗞 Timesheet	Request Absence Robert Doe		î
Report Time	Information Technology Band B Return to Select Employee Click the 'Submit' button.		
Weekly Time Entry		Submit	0
📸 Weekly Time Summary	"Absence Name 02 - Vacation ~		
Payable Time	The submission message will display: 'Absence Requests		ון
() Leave / Comp Time	successfully submitted'.		Ш
📳 Request Absence	Note: The supervisor will need to approve the absence requ	iest.	Ш
膜 Cancel Absences	Partial Days None		~
It View Requests			
Absence Balances	Check Eligibility		
G Manage Exceptions	Comments		2
Workforce Availability	Attachments		
	You have not added any Attachments.		
	Add Attachment Workflow		
	Allow Request By Employee and Manager		

Click the 'Submit' button.

The submission message will display: 'Absence Requests successfully submitted'.

Note: The supervisor will need to approve the absence request.





Congratulations!

You've successfully completed this lesson.



View Absence Balances



Lesson Scenario

In this lesson, you will learn to view Absence Balances for your direct reports.

In this example, the manager's direct report is planning a trip in the near future and the manager wants to check her vacation balance.





Begin by navigating to the Absence Balances page in Manager Self Service.

If the Manager Self Service home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.



HAWAIIInformation	▼ Employee Self-Service	â	:	٢
Time	Employee Self-Service Manager Self Service from the list of options.			
	• •			C

Click Manager Self Service from the list of options.





Click the Team Time tile.



	Manager Self Service	40	Team Time	â	:	۲
-0	Timesheet	^.	Enter Time			
	Enter Time		Use filters to change the search criteria or Get Employees to apply the default Manager	Search	Option	15
	Time Summary		Get Employees Filter			
C	Report Time					
ii.	Weekly Time Entry					
Ē	Weekly Time Summary					
9	Payable Time					
	Leave / Comp Time		"	_		
	Request Absence		The menu on the left panel of the Team Time page			
u P.	Cancel Absences		allows you to request an absence, cancel an absence, view requests, and view absence balances for your			
(Pr	View Requests		direct reports.			
1	Absence Balances		Select 'Next ' to continue.			
G	Manage Exceptions					
P	Workforce Availability					

The menu on the left panel of the Team Time page allows you to request an absence, cancel an absence, view requests, and view absence balances for your direct reports.



< Manager Self Service	Team Time	â	:	٢
🗞 Timesheet 🔗	Enter Time			
Enter Time	Use filters to change the search criteria or Get Employees to apply the default Manager	Search	Option	15
Time Summary	Get Employees Filter			
Report Time				
Weekly Time Entry				
Weekly Time Summary				
Payable Time)		
() Leave / Comp Time	for a direct report.	L .		
(iii) Request Absence		ì		
R Cancel Absences				
I View Requests				
Absence Balances	Click the Absence Balances button.			
G Manage Exceptions				
Workforce Availability				

For this example, you will view the absence balances for a direct report.

Click the Absence Balances button.



< Back	Team Time	1	۲
🕹 Timesheet 🗸 🗸	Absence Balances		
C Report Time	Search Options		
Weekly Time Entry	Select Employee		1 row
🔞 Weekly Time Summary			<u>↑</u> ↓
Ravable Time	Name / Title / ID - Record Directs / Total Status / Type P	osition	
	John Doe Active		- I
📳 Leave / Comp Time	Employee		>
III Request Absence	Jane Doe		
R Cancel Absences	U Employee		>
In View Requests			_
Absence Balances	Select the row for the employee whose absence balance	es	
G Manage Exceptions	you want to view.		
2 Workforce Availability	Alternately, you can use the Search Options at the top of the page to search for a specific employee.	of	
	Select 'Next ' to continue.		

Select the row for the employee whose absence balances you want to view.

Alternately, you can use the **Search Options** at the top of the page to search for a specific employee.



< Back	Team Time	-0-	00	^ :	Ø
表 Timesheet	Absence Balances				
C Report Time	Search Options				
Weekly Time Entry	Select Employee				1 row
🔞 Weekly Time Summary					<u></u>
Pavable Time	Name / Title / ID - Record	Directs / Total	Status / Type	Position	
W rujubo nino	John Doe		Active		
Leave / Comp Time			Employee		>
Request Absence	Jane Doe		Active		
R Cancel Absences			Employee		>
In View Requests					
Absence Balances	Click the row for 'Jane Doe '	·.			
G Manage Exceptions					
💽 Workforce Availability					

Click the row for 'Jane Doe'.



<	Back		Team Time	♠	:	۲
0	Timesheet	~	Absence Balances			
e	Report Time		Return to Select Employed			
	Weekly Time Entry					_
13	Weekly Time Summary		Sick Balance As Of 11/30/2019	0.00	Hours	
	Payable Time		*Disclaimer. The current halance does not reflect absences that have not been more	esed		_
()	Leave / Comp Time		Forecast Balance	0000		
(111)	Request Absence					
1	Cancel Absences	-			i.	
1	View Requests		The Absence Balances page displays the absence totals for vacation and sick leave that the employee is eligible	5		
())	Absence Balances		for at the State of Hawaii.			
0	Manage Exceptions		Note: The totals do not reflect absences that have not			
3-	Workforce Availability		been processed in the system.			
			Select 'Next ' to continu	e.		

The **Absence Balances** page displays the absence totals for vacation and sick leave that the employee is eligible for at the State of Hawaii.

Note: The totals do not reflect absences that have not been processed in the system.



< Back	Team Time	â	:	Ø
♣ Timesheet ♥ Report Time ♥ Weekly Time Entry	Absence Balances			
Weekly Time Summary Payable Time	Sick Balance As Of 11/30/2019	0.00	Hours	
Leave / Comp Time	**Disclaimer The current balance does not reflect absences that have not been p	rocessed.		
R Cancel Absences	II Click the arrow to the left of Forecast Balance .			
() Absence Balances				
G Manage Exceptions				
Vorkforce Availability				

Click the arrow to the left of Forecast Balance.



Time	Balances	^ :
acation Balance		114 00 Hours
ck Balance		
Of 09/30/2019		114.00 Hours
Disclaim <mark>e</mark> r The cur	ent balance does not reflect absences that have not been processed.	
orecast Balance		
	As of Date 01/14/2020	
	Filter by Type All	
	*Absence Name Select Absence Name	
	The Forecast Balance displays an absence balance of	
	absence events in a specific time period. You will select	
	the specific calendar date.	

The **Forecast Balance** displays an absence balance of absebce events in a specific time period. You will select an **Absence Name** to forecast the balance according to the specific calendar date.



< Time	Balance		(
Vacation Balance			
As Of 09/30/2019		114.00 Ho	urs
Sick Balance			
As Of 09/30/2019		114.00 Ho	urs
**Disclaimer The current balance does not refle	ct absences that have not been	processed.	
Forecast Balance			
As of Date	01/14/2020		
Filter by Type	All		
*Absence Name	02 - Vacation	•	
	Forecast Balance	Click the 'Filter by Type' drop-	
		down arrow to view options.	
		<u> </u>	

Click the 'Filter by Type' drop-down arrow to view options.



ck Balance 114.00 Hours ck Balance 114.00 Hours Disclaimer The current balance does not reflect absences that have not been processed. 114.00 Hours Forecast Balance All Note: You will have several Ot/14/2020 Filter by Type All Note: You will have several Options to choose the Filter by Type absences. Select 'Next' to continue.	acation Balance		114.00 Hours
In the current balance does not reflect absences that have not been processed. Disclaimer The current balance does not reflect absences that have not been processed. Forecast Balance As of Date 01/14/2020 Filter by Type All Note: You will have several options to choose the Filter Blood Donation Foster Parent Program Jury Duty Leave Without Pay Parent Teacher Conference Select 'Next' to continue.	s of 09/30/2019		114.00 Hours
Disclaimer The current balance does not reflect absences that have not been processed.	ck Balance s Of 09/30/2019		114.00 Hours
Jury Duty Leave Without Pay Parent Teacher Conference Siek Select 'Next' to continue.	Filter by Type *Absence Name	All All Bereavement Blood Donation Foster Parent Program	Note: You will have several options to choose the Filter by Type absences.
Sick		Blood Donation Foster Parent Program Jury Duty Leave Without Pay Parent Teacher Conference	options to choose the Filter by Type absences. Select 'Next ' to continue.

Note: You will have several options to choose the Filter by Type absences.



time	Bala	nces	0-0-0-	Â	:	(
Vacation Balance					encese etc.	
As Of 09/30/2019				114.00) Hours	
Sick Balance						
As Of 09/30/2019				114.00	Hours	ł.
**Disclaimer The current balance does not refle	ct absences that have not	been proce	ssed.			
Forecast Balance						
As of Date	01/14/2020	3				
Filter by Type	All	•				
*Absence Name	02 - Vacation	100	Current Balance 114.00 Hour	S**		
	Forecast Balance					١
			Click the 'Absence N	ame' drop-		L
			down arrow to view	options.		l
						J

Click the 'Absence Name' drop-down arrow to view options.



Time	Balances	9(9(9(9 .)
/acation Balance		
As Of 09/30/2019		114.00 Hours
Sick Balance		
As Of 09/30/2019		114.00 Hours
Forecast Balance As of Date	01/14/2020	
Filter by Type	All	
*Absence Name	Select Absence Name 🔹	Note: You will have several
	01 - Sick Leave 02 - Vacation 03 - Leave Without Pay 04 - Jury Duty 05 - Parent Teacher Conference 06 - Bereavement 07 - Blood Donation	options to choose the Absence Name. Select 'Next ' to continue.
	Select Absence Name	

Note: You will have several options to choose the Absence Name.



Time	Balan	ces	<u>Q0_</u>	Â	:	
acation Balance						
s Of 09/30/2019				114.00) Hours	1000
ick Balance						
s Of 09/30/2019				114.00) Hours	ł.
orecast Balance As of Date	01/14/2020					
Filter by Type	All	•				
*Absence Name	02 - Vacation	•]	Current Balance 114.00 Hours**			
	Forecast Balance		L	1		
In this exa	mple, you selected	to run tł	ne forecast balance			
process to balance av	r the vacation abser vailable for the vaca	ice type tion abs	e. The current ence is 114 hours.			
	Selec	t 'Next '	to continue.			

In this example, you selected to run the forecast balance process for the vacation absence type. The current balance available for the vacation absence is **114** hours.





Congratulations! You've successfully completed this lesson.



Working with Delegations



Lesson Scenario

In this lesson, you will learn how to:

- 1. Delegate Approvals
- 2. Accept a Delegation





Delegate Approvals Accept Delegations

Delegate Approvals



Delegate Approvals



Approvers can delegate the approval of time, overtime requests, and absence approval requests to a proxy.

The delegation must be done in advance of the days you need the proxy to act on your behalf. Delegations are not meant to circumvent the hierarchy in your organization.

Note: Please review the delegation scenario guide posted in Resource section of the LMS or also available on HIP support portal.

<u>https://ags.hawaii.gov/hip/files/2020/09/Delegation-Guide.pdf</u> as well the SOPP for delegation information.



= # _		
View W-2/W-2c Forms	Time	Pay Statements
Personal Details	Classic Home	Last Pay Date 10/04/2019 Security Setup Required

Begin by navigating to the Manage Delegation page in the Self Service module.

Click the **NavBar** icon.





Click the Navigator icon.



HAWAII	rmation Porta	▼ Employee Self-Service	2	Â	۲ :	۲
Ta	ax Withholding	Web Clock	NavBar: Navigator			0
			Sing Si	itate Of Hawaii		>
			Recent Places Se	elf Service		>
				lan r Self Service	e	>
Vi	View W-2/W-2c Forms	Time Click S	Self Service on the	he		>
			options.	dminist	ration	>
			F	Fusion Integration		>
P	Personal Details	Classic Home	Ber	lenefits		>
			c	compensation		>
			S	tock		>
			π	îme and Labor		>
	irect Deposit		P	Payroll for North America		>
		00000	G	lobal Payroll & Abs	sence Mgmt	\$

Click Self Service on the list of options.





Click Manage Delegation on the list of options.



Favoriles T Main Monu T > Employee Se	#-Service > Manage Delegation 🔶	lome Sign Out
	The Manage Delegation page displays. To delegate a proxy to	NavBar
Manage Delegation	act on your behalf, click the link at the bottom of the page.	
Joe Doe		
Some of your self-service transactions can approve transactions for you and/or your el their transactions to you.	be delegated so that others may act on your behalf to initiate and/or mployees. In addition, others may have delegated responsibility for	
	Learn More about Delegation	
Select Create Delegation Request to choose	e transactions to delegate and proxies to act on your behalf. Create Delegation Request Click the Create Delegation Request link.	

The **Manage Delegation** page displays. To delegate a proxy to act on your behalf, click the link at the bottom of the page.

Click the Create Delegation Request link.


Add To 👻 🗸 Notification	NavBar
New Window Help Person	nalize Page
nter the dates for your delegation request. Enter a From Date that is today or later. ote: The From Date defaults to today's date.	L
Enter a To Date that is the same as or later than the From Date . ote: For open-ended delegation requests,	L
ave the 10 Date blank.	
eave the From Date and as the To Date . alendar icon.	
	New Window Help Person Atter the dates for your delegation request. Enter a From Date that is today or later. Date: The From Date defaults to today's date. Enter a To Date that is the same as or later than the From Date. Date: For open-ended delegation requests, ave the To Date blank. Enter To Date and as the To Date. alendar icon.

Enter the dates for your delegation request.

- Enter a From Date that is today or later.
 Note: The From Date defaults to today's date.
- Enter a To Date that is the same as or later than the From Date.
 Note: For open-ended delegation requests, leave the To Date blank.

For this example, leave the **From Date** and enter 01/31/2020 as the **To Date**.

Click the **To Date** calendar icon.



Favorites 👻 Main Menu	🍷 🔸 Er	nployee Self-Serv	ice	> M	anage	Delegai	lion				_	Â	Home	Sign Out
	tion rtal										Add To		Notification	Ø NavBar
Create Delegatio	on Requ	est									New Window	Help	Person	alize Page
Enter Dates														
Joe Doe														
Enter the dates for your same as or later than your	delegation our From D	request. Enter ate. For open-e	r a <i>Fr</i> eended	om Da I delej	ate tha gation	at is to reque	day ests,	or lat leave	er. En the 7	ter a <i>To Dat</i> e that is the o <i>Date</i> blank.				
Delegation Dates											Ť			
I	From Date	01/14/2020	-		Ca	lend	ar		×	1				
	To Date			Janua	ry	•	20	20	•					
	1		s	м	т	w	т	F	S					
Next	Ca	incel		e	7	1	2	3	4					
			12	13	14	15	16	10	18					
			19	20	21	22	23	24	25	Click '31' o	on the calend	lar t	o select	
			26	27	28	29	30	31	K	the date of	f January 31,	202	20.	
			۲		Cum	ent Da	ite		۲					

Click '31' on the calendar to select the date of January 31, 2020.



Favorilos * Main Monu * > Employee Self-Service > Manage Delegation	^	Home	Sign Out
	Add To 🔫	Notification	Ø NavBar
Create Delegation Request	New Window Help	Person	alize Page
Enter Dates			
Joe Doe			
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			
To Date 01/31/2020 []			
Next Cancel			
Click the Next button.			

Click the **Next** button.



Favoriles 🔻	Main Menu 🛪 > Employee Self	-Service > Manage Delegation	9	A Home	Sign Out
运 HAV	VAII Information Portal		Add To 👻	Notification	Ø NavBar
Create E	Delegation Request	New Window	r Help	Personali	ze Page 🔸
Select T	ransactions				- 1
Joe Doe					- 1
Select the t	ransactions that you want to deleg	ate to a proxy. You can select one or many transactions.			
	Transaction				- 1
	Absence Cancelation	transactions to delegate to a proxy.			
0	Employee Absence Balance				
	Employee Absence Balance Flu lick the checkbox next to mployee Absence Requ	est.			
	Employee Absence Request				

You can choose to select one or more transactions to delegate to a proxy.

Click the checkbox next to Employee Absence Request.



Favoriles 🔻	Main Menu 🌱	> Employee Self-Service	> Manage Delegation		🏫 Hom	sign Out
运 HA			×		Add To 👻 🥄	cation NavBar
Create I	Delegation Re	equest		New Window	r Help Pers	onalize Page
Select 7	Transactions					
Joe Doe						
Select the Delegate	Transactions that yo	ou want to delegate to a pro	oxy. You can select one or many t	ransactions.		
	Absence Cancel	ation		-		
	Employee Abser	ice Balance				ſ
8	Employee Abser	ice Balance Fluid				
	Employee Abser	ice Cancel Fluid		Click below the	scroll bar to	Ч
	Employee Abser	ice History		move down the	page.	
. 0	Employee Abser	ice History Fluid				
12I	Employee Abser	ice Request				L

Click below the **scroll bar** to move down the page.



Favoriles 🔻	Main Monu * > Employee Self-Service > Manage Delegation	10	🟫 Home 🛛	Sign Out
运 HAV		Add To 🔫	Notification	Ø NavBar
	Employee Absence Cancel Fluid			*
	Employee Absence History			
	Employee Absence History Fluid			
	Employee Absence Request			
	Employee Absence Request Fluid			
0	Manage Approve Overtime			
	Manage Approve Payable Time			- 1
	Manage Approve Reported Time			- 1
1	Manage Overtime Request			- 1
	Manage Report Time Fluid			- 1
	Manage Reported Time			- 1
	Manager Abs Cancelation Fluid Click the Next button.	-		- 1
Select All	Deselect All			- 1
	Previous Next Cancel			- 1

Click the **Next** button.



	Employee Self-Service >	Manage Delegation	A Home	Sign O
			Add To 🛩 🏹 Notification	Navi
reate Delegation Requ	Jest		New Window Help Personalu	ce Page
elect Proxy by Hierard	thy		This page displays persons within your hierarchy that you can select as proxies.	
is page displays persons withir e name to select that person as oxies outside your hierarchy. earch by Name	i your hierarchy that you o a proxy. You can also sel	an select as proxies. S ect the Search by Nan	Note: Please ensure delegations are to people higher up in your organization so subordinates are not able to approve their own time and leave transactions as	
hoose Delegate	Freed ID	Organizational	your proxy. (Not lateral or below you)	
loan Doe	Empilo	Relationship Employee	Use the radio button next to the name of the person to select that person as a proxy	SU
Cindy Doe		Employee	proxy.	
Click the radio but to select her as yo	ton next to 'Joan I our proxy.	Doe' ncel	You can also select the Search by Name hyperlink to search for proxies outside your hierarchy.	

This page displays persons within your hierarchy that you can select as proxies.

Note: Please ensure delegations are to people higher up in your organization so subordinates are not able to approve their own time and leave transactions as your proxy. (Not lateral or below you).

Use the radio button next to the name of the person to select that person as a proxy.

You can also select the **Search by Name** hyperlink to search for proxies outside your hierarchy.



avoriles 🍸	Main Menu 🔻 > En	nployee Self-Service 💦 🔿	Manage Delegation			A Home	Sign Out
HA'	WAII Information Portal				Add To 👻	Notification	Ø NavBa
Create	Delegation Reque	st			New Window Help	Personal	ze Page
Select	Proxy by Hierarch	ıy					
Joe Doe							
re name i roxies ou Search by Choose	to select that person as a tside your hierarchy. y Name Delegate	Empl ID	Organizational	Ioh Title	Denartmen	•	Sum
	Name	Emplid	Relationship	JOD IIIIe	Departmen	•	Sup
181	Joan Doe	-	Employee				
0	Cindy Doe		Employee				
	Previous	Next	Cancel				
				_			
		Click	the Next button				
-							

Click the **Next** button.



Favoritos * Main Monu * > Employee Self-Service > Manage Disgation	🚖 Home 🔰 Sign Out
	Add To 🛩 🏹 🧭 Notification NavBar
Create Delegation Request	New Window Help Personalize Page
Delegation Detail	
Joe Doe	
Proxy Joan Doe	
From Date 01/14/2020	
To Date 01/31/2020	
Transactions	
Employee Absence Request	
Submit Previous Cancel	
Click the Submit button.	

Click the **Submit** button.



avoriles 🔻 Main Monu 🔻 > Employee Self-Service > Manage Delegation	and a second	1	tome	Sign Out
	Add To	*	Notification	() NavBar
Create Delegation Request	New Window	Help	Person	alize Page
loe Doe				
ou have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the quest.				
Click the OK button.				

Click the **OK** button.



Favoriles 🐐 Main Monu 🐐 > Employee Self-Service > Manage Delegation		Home	Sign Out
	Add To 🔫	Notification	Ø NavBar
Manage Delegation	New Window Help	Person	alize Page
Joe Doe			
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/o approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.	r		
0 Learn More about Delegation			
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.			
Create Delegation Request			
Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.			
Review My Proxies			
The proxy must accept the delegation request to conclude the de Note: The person designated as proxy will receive an email notifi Select 'f	elegation proces cation. Vext' to continue	s. e.	

The proxy must accept the delegation request to conclude the delegation process.

Note: The person designated as proxy will receive an email notification.





Congratulations!

You've successfully completed this lesson.



Accept Delegations



Lesson Scenario

In this lesson, you will learn to accept delegations.

When an supervisor creates a delegation request, the proxy must accept it.



= # _		
View W-2/W-2c Forms	Time	Pay Statements
Personal Details	Classic Home	Last Pay Date 10/04/2019 Security Setup Required

Begin by navigating to the Manage Delegation page in the Self Service module.

Click the **NavBar** icon.





Click the Navigator icon.

HAWAIIInformation	Employee Self-Service	0 - 10 - 10 - A 🏲 i	۲
Tax Withholding	Web Clock	NavBar: Navigator	0
	6	State Of Hawaii	>
		Recent Places Self Service	>
		Map r Self Service	>
View W-2/W-2c Forms	Time Click	Self Service on the fortions.	>
ORACLE PEOPLESOPT	<u> </u>	dministration	>
		Fusion Integration	>
Personal Details	Classic Home	Benefits	>
		Compensation	>
		Stock	>
		Time and Labor	>
Direct Deposit		Payroll for North America	>
	00000	Global Payroll & Absence Momt	\$

Click **Self Service** on the list of options.

Click Manage Delegation on the list of options.

Favoriles * Main Monu * > Employee Self-Service > Manage Delegation		A Home	Sign Out
	Add To	Notification	Ø NavBar
Manage Delegation	New Window F	Help Person	alize Page
Joan Doe			
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/o approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.	ť.		
Learn More about Delegation			
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.			
Create Delegation Request			
Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by other and to accept or reject pending delegation requests. Review My Delegated Authorities Click the Review My Deleg Authorities link.	s, gated		
javascriptsubmitAction_win0(document.win0;"MORE_INFO");			

Click the **Review My Delegated Authorities** link.

Favoriles 🔻	Main Menu 🍸 🔷 > Employe	e Self-Service 🔷 Manage	Delegation			🟫 Home 🛛 Si	gn Out
运 HAWA	Information Porta	<u>e</u>		C.C.C	Add To	- P	Navillar
My Delega	ated Authorities	Select to or reject	the delegation re ct. If applicable,	equest to accept you can select	idow	Help Personaliz	e Page
Joan Doe		liner	nan one request	•			
This page allo matching req For t	ws you to view your deleg uests. Select the information his example, click t Employee Absence	ated authorities Select a in icon for request details the checkbox	particular status and se	elect Refresh to show t	he		
	saction	Name	Job Title	From Date	To Date	Request Status	Deleg
Empl	oyee Absence Request	Joe Doe		01/14/2020	01/31/2020	Submitted	Inacti
Select All	Deselect All	Accept	Reje	ct			
Return to Mar	age Delegation						
4							,

Select the delegation request to accept or reject. If applicable, you can select more than one request.

For this example, click the checkbox for 'Employee Absence Request'.

Favoriles	 Main Menutry Employee 	Self-Service 💦 Manage Del	legation			A Home S	ign Out
虹			×		Add To	- P Notification	Ø NavBar
My D	elegated Authorities			,	New Window	Help Personali	ze Page
Joan C	loe						
This pa matchi	age allows you to view your delega ing requests. Select the information	ted authorities. Select a pa i icon for request details.	rticular status and select R	efresh to show th	ie		
	Show Requests by Status	Submitted •	Refresh				
Choos	se Delegate						
	Transaction	Name	Job Title	From Date	To Date	Request Statu:	5 Deleg Statu
21	Employee Absence Request	Joe Doe		01/14/2020	01/31/2020	Submitted	Inacti
Select	All Deselect All	Accept	Reject				
Return	to Manage Delegation						
		Click t	he Accept button.				
4							,

Click the **Accept** button.

Favorilos Main Monu Favorilos Manage Delegation		🔒 H	lome	Sign Out
	Add To	- ,	Votification	Ø NavBar
Accept Delegation Request	New Window	Help	Person	alize Page
Joan Doe				
You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.				
OK III				
Click the OK button.				

Click the **OK** button.

Favoriles * Main Monu * > Employee Self-Service > Manage Delegation	· · · · · · · · · · · · · · · · · · ·	Home	Sign Out
	Add To 🔫	Notification	() NaviBar
New Manage Delegation	Window Help	Person	alize Page
Joan Doe			
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			
Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.			
Review My Delegated Authorities			
The delegation transaction is complete.			
All approval/manage requests will be routed to you for the delegation	n period.		
After the delegation period, the proxy forfeits the delegation authorit	. у .		
Select 'Next' to	continue.		
		1	
javascriptsubmitAction_win0(document.win0,"MORE_INFO");			

The delegation transaction is complete.

All approval/manage requests will be routed to you for the delegation period.

After the delegation period, the proxy forfeits the delegation authority.

Congratulations!

You've successfully completed this lesson.

Monthly Calendar

Lesson Scenario

In this lesson, you will learn to use the Monthly Time Calendar.

You are a supervisor with two direct reports. You want to view their payable time for the current month (February 2020) and you also want to see if either of them has any leave or overtime planned for the first week of March 2020.

Begin by navigating to the **Monthly Time Calendar** page in the Manager Self Service module.

Click the NavBar icon.

Click the Navigator icon.

HAWAI	Information Portal	▼ Employee Self-Service	A 🕈 :	۲
	Classic Home	Frequently Asked Questions	NavBar: Navigator	0
			State Of Hawaii	, ^
			Recent Places Self Service	>
			Manager Self Service	>
	Direct Deposit	Pay Statements	Navigator	>
		Click Mar on the lis	nager Self Service Labor	>
		Last Pay Date 12/20/2019	North America	>
	W-2/W-2c Consent	Security Setup Required	Global Payroll & Absence Mgmt	>
		Set up your passv	Organizational Development	>
		norepryg	Administer Training	>
	Tay Withholding	Beneficiany Designation	Set Up HCM	>
	nax manoung	Denendary Designation	Enterprise Components	>
		000		~

Click Manager Self Service on the list of options.

Click Time Management on the list of options.

HAWAII	formation Portal	▼Employee Self-Service		A 🏲 :	۲
•	Classic Home	Frequently Asked Questions	NavBar: Navig	ator	0
		1			Ŧ
		e	Recent Places	Manage Schedules	>
				Approve Time and Exceptions	>
C	Direct Deposit	Pay Statements	Navigator	Report Time	>
		• .		View Time	>
	N-2/W-2c Consent	Last Pay Date Click V Security Setup Re of opti	iew Time on ons.	the list ch Options	
		Set up your passy			
	Tax Withholding	Beneficiary Designation			

Click View Time on the list of options.

HAWAII	Information Porta	Employee Self-Service	A 🚩 🗄 🤇	0
	Classic Home	Frequently Asked Questions	NavBar: Navigator	ø
		2	Recent Pisces	•
	Direct Deposit	Pay Sta Click Monthly on the list of c	Time Calendar options. Time and Labor Launch Pad	
		Last Pay Date 12/20/2019	Payable Time Summary Payable Time Detail	
	W-2/W-2c Consent	Security Setup Required	Forecasted Time Summary	
		noreply@	Forecasted Time Detail	1
			Compensatory Time	
	Tax Withholding	Beneficiary Designation	Overtime Balances	
	50	000	Overtime Requests	~

Click Monthly Time Calendar on the list of options.

HAW/Allinformation	rservice → Monnity Time Calendar	Add To -	
ionthly Time Calendar	New Window	Notification Na Help Personalize Page	
mployee Selection Criteria		Get Employees	
Selection Criterion	Selection Criterion Value	Clear Criteria	
Time Reporter Group	٩		
Employee ID	The Monthly Time Calendar page displays.		
Empl Record	You can use the selection criteria to find the employees you		
Last Name	want to view or you can click the Get Emplo view all of your direct reports.	yees button to	
First Name	Salaci	t 'Next' to continue	
Department			
Supervisor ID	٩		
Workgroup	٩		

The Monthly Time Calendar page displays.

You can use the selection criteria to find the employees you want to view or you can click the **Get Employees** button to view all of your direct reports.

onthly Time Calendar		New Window	Help Personalize Page
Employee Selection		l	Get Employees
Selection Criteria	Sele	For this example, click the Get Employees button.	Clear Criteria
Time Reporter Group			Save Criteria
Employee ID		Q,	-
Empl Record		٩	
Last Name		٩	
First Name		Q	
Department		٩	
Supervisor ID		٩	
Workgroup		٩	

For this example, click the **Get Employees** button.

		Add To - C Notification Na
onthly Time Calendar	New	Window Help Personalize Page i
Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Time Reporter Group	٩	Save Criteria
Employee ID	٩	
Empl Record	٩	
Last Name		
First Name	Click	pelow the scroll bar to
Department	move	down the page.
Supervisor ID	٩	
Nodessup	٩	

Click below the scroll bar to move down the page.

es 👻 Main Menu	 Pending Approval 	s > Monthly Time Calendar	A Home S
HAWAII Po	acu Arta	In the View Criteria section, y type of hours you would like t	ou can select the month and o view on the calendar.
Time Calendar)	This calendar will display repo February 2020.	orted hours for the month of Select 'Next' to continue.
Mont	th 02 - February	Previous Month	Next Month
Yea	ar 2020	Reported or Payable Hours	
Start Tim	ie	Reported Hours Payable Hours	
End Tim	e		
isplay Options	0		
Show Sche	adule aing Hours	☐ Show Holidays ✓ Show Planned Overtime	□ Show Symbols
Show Abse	ences	Show Exceptions	Refresh View
hly Time Calen Name	idar (7) First Name	Employee ID Job Title	Total Sat. 01

In the **View Criteria** section, you can select the month and type of hours you would like to view on the calendar.

This calendar will display reported hours for the month of February 2020.

A Time Calendar View Criteria ③ Month 02 - February V Year 2020 V Start Time Payable Hours End Time V Show Schedule Show Holidays Show Symbols Show Training Hours Show Planned Overtime Show Absences Show Exceptions Refresh View	/orkgroup				٩			
Month 02 - February Year 2020 Start Time Ima Ima Obsplay Options ? Show Schedule Show Schedule Show Schedule Show Training Hours Show Absences Show Exceptions Refresh View	/Time Calendar /iew Criteria ⑦			In the Display Op view additional it planned overtime	tions section, you ems, such as abser	can select to nces and		ndar
Year 2020 Select 'Next' to continue. Start Time Reported Hours Payable Hours Payable Hours End Time Payable Hours Payable Hours Show Schedule Show Holidays Show Symbols Show Training Hours Show Planned Overtime Show Absences Show Exceptions Refresh View 	Month	02 - February		•				
Start Time Reported Hours Payable Hours Payable Hours End Time Payable Hours Payable Hours Display Options ? Show Schedule Show Holidays Show Symbols Show Training Hours Show Planned Overtime Show Absences Show Exceptions Ø Show Absences Show Exceptions	Year	2020	V		Select 'Ne	xt' to contin	ue.	
End Time Image: Constraint of the second	Start Time			Reported Hours OPayable Hours				
Display Options ⑦ Show Schedule Show Holidays Show Symbols Show Training Hours Show Planned Overtime Show Absences Show Exceptions Refresh View	End Time		×					
Show Schedule Show Holidays Show Symbols Show Training Hours Show Planned Overtime Refresh View Show Absences Show Exceptions Refresh View	Display Options	D						
Show Absences Show Exceptions Refresh View	Show Schedu	le	□ s	how Holidays	Show S	mbols		
	Show Absent	g Hours ces	⊠ s ⊡ s	now Planned Overtime how Exceptions		Refr	esh View	,
	hlv Time Calenda	ar (?)						
this Time Calendar (2)	ing mile ouronue							

In the **Display Options** section, you can select to view additional items, such as absences and planned overtime.

Vorkgroup				٩	
y Time Calendar		In this ex for the n	ample, you want to view p nonth of February.	ayable hours	hly Time Calendar
View Criteria ③ Month	02 - February		Previous Month	No	ext Month
Year	2020	~	Reported or Payable Hours		
Start Time		×	© Reported Hours		
End Time		~			
Display Options	Click the I	Payable Hou	rs radio button.	□ Show Symbols	
☐ Show Trainin ☑ Show Absend	g Hours ces		Show Planned Overtime Show Exceptions		Refresh View

In this example, you want to view payable hours for the month of February.

Click the **Payable Hours** radio button.


Workgroup			٩	
ly Time Calendar			Weekly Time Calendar	Monthly Time Calendar
View Criteria ③	02 - February		Previous Month	Next Month
Year	2020	V	Reported or Payable Hours	
Start Time		V	Reported Hours Payable Hours	
End Time		V		
Display Options 🕐				
Show Schedu	le		ihow Holidays	Show Symbols
☐ Show Training ✓ Show Absence	g Hours es		Click the Refresh View butto	n. Refresh View
				_

Click the **Refresh View** button.



				٩	
y Time Calendar View Criteria ③			Weekly Time Calendar		Monthly Time Calenda
Month	02 - February		Previous Month		Next Month
Year	2020	~	Reported or Payable Hou	Irs	
Start Time			○ Reported Hours		
End Time		~			
Display Options ⑦					
Show Schedul	e Hours	⊡ s ⊠ s	how Holidays how Planned Overtime	□ Show S	Symbols
Show Absence	15		how Exceptions		Refresh View
thiu Time Calendar	. @			Click below move down	the scroll bar to the page.

Click below the **scroll bar** to move down the page.



HAWAII	The Monthly Time Cale to scroll to the right to	endar displays for see the payable l	your direct rep nours they work	orts. You may need ed in February.	Votification
onthly Time Cale	ndar ①				
ast Name	First Name	Employee ID	Job Title	Total	Sat. 01
Joe	Lisa			80.00	
)oe	Mark			80.00	
App Defa	roved Absence ault Reported/Payable Time	Notice the le	sted Absence gend under the een and other d	calendar. Payable time	plays
1.44	V	in different c	olors based on t	he type of data.	

The **Monthly Time Calendar** displays for your direct reports. You may need to scroll to the right to see the payable hours they worked in February.

Notice the legend under the calendar. Payable time displays in green and other data on the calendar displays in different colors based on the type of data.



avoriles 🔻 🛛 M	lain Menu 🌱	> Pending Approvals >	Monthly Time Cale	ndar			🏫 H	ome Sign (
HAWA1	Information Porta		e. G				Add To 🔫 N	Cotification Nav
Monthly Time	e Calendar	0						
Last Name		First Name	Employee	e ID	Job Title		Total	Sat. 01
Doe		Lisa					80.00	
Doe		Mark					80.00	32 2
_egend	Approved	Absence		Requested	Absence		Approver	d Overtime
	Default Re	eported/Payable Time						
Links Manager Se Time Manag	If Service gement	V		Click bar to	to the right of o move across	the scroll the page.		
(

Click to the right of the **scroll bar** to move across the page.



les 🔻 🛛 Main	Menu 🍸 🔷 > Pendi	ng Approvals 🔷 🗦	Monthly Time Calenda	IP.		a a a a a a a a a a a a a a a a a a a	A Home	Sign Ou
HAWAII	formation Portal					Add To 🔫	Notification	Navi
Sun. 02	Mon. 03	Tue. 04	Wed. 05	Thu. 06	Fri. 07	Sat. 08	Sun. 09	
	05.00	08.00	98.00	08.00	08.00		5	
	08.00	08.00	08.00	05.00	05.00		5	
	Requester	d Overtime	The cale the first worked a You can weeks of	ndar shows th week of Febru any overtime. continue to sc the month.	at both emp ary. Neithe roll to the ri S	bloyees worked r one took any ght to see the c select 'Next' to	40 hours leave or other continue.	
					S	elect 'Next' to	continue.	

The calendar shows that both employees worked 40 hours the first week of February. Neither one took any leave or worked any overtime.

You can continue to scroll to the right to see the other weeks of the month.



- February 20	After scro change the For this ex your emp first week	lling back to the View e criteria for the cale cample, you want to l loyees has vacation o of March. r Payable Hours	/ Criteria section ndar. now whether ei r overtime plann Select 'Next' to	, you can ther of ied for the continue.
- February 20	For this ex your emp first week	kample, you want to l loyees has vacation o of March. r Payable Hours	now whether ei r overtime plann Select 'Next' to	ther of led for the continue.
- February 20	Reported o	r Payable Hours	Select 'Next' to	continue.
20	Reported o	r Payable Hours		
	CReport	a d Marian		
	Payable	ed nours e Hours		
	~			
urs	☐ Show Holidays ✓ Show Planned O	vertime	Show Symbols	
	Show Exception	5	F	lefresh View
irst Name	Employee ID	Job Title	Tot	al Sat.
	urs irst Name	Irs Name Employee ID	irst Name Employee ID Job Title	Irst Name Employee ID Job Title Tot

After scrolling back to the **View Criteria** section, you can change the criteria for the calendar.

For this example, you want to know whether either of your employees has vacation or overtime planned for the first week of March.



HAWAII Informatic Port	1	First dis you	st, change the mon play options to mal u want to view.	th to March, then review the ke sure they show the data	in Nav
ily Time Calendar View Criteria ⑦				Select 'Next' to continue	. lendar
Month	02 - February	Prev	vious Month	Next Mor	nth
Year	2020	Re	ported or Payable Hour	rs	
Start Time			◯ Reported Hours ● Payable Hours		
End Time		~			
Display Options	D				
Show Schedu	ule g Hours	Show H	olidays Janned Overtime	□ Show Symbols	
M Show Absen	Des	□ Show E	aceptions	Refre	sh View
nthly Time Calenda	ar (1)				
	Correction of the second s				

First, change the month to March, then review the display options to make sure they show the data you want to view.



oriles - Main Menu -	> Pending Approvals	> Monthly Time Calendar	huunuta Marah uuu	A Hom	B Sign
нокугаар		drop-down menu,	or you can click the N	lext Month link.	
ily Time Calendar			Select	'Next' to continue.	lendar
View Criteria ①					
Month	02 - February	Previous Month	0	Next Month	
Year	2020	Reported or	Payable Hours		
Start Time		CReported OReported OPayable	1 Hours Hours		
End Time					
Display Options	0				
Show Schedu	ule g Hours	☐ Show Holidays ☑ Show Planned Ove	C Si	how Symbols	
🗹 Show Absend	ces	□ Show Exceptions		Refresh	View
. 17					
nthly Time Calenda	ar ()				
st Name	First Name	Employee ID	Job Title	Total	Sat. 01

To change from February to March, you can either use the drop-down menu, or you can click the **Next Month** link.



					Add To 🔫	Notification	NavBa
	L_						
		Weekly Time Calend	dar		Monthly	Time Caler	ndar
02 - February		Previous Month			Next N	lonth	
2020	~	Reported or Pa	yable Hours				
	•	◯ Reported H	ours urs Click 1	the Next Mor	th link.		
	~						
e I Hours	⊡ s ⊠ s	how Holidays how Planned Overti	me	□ Show Symb	ols		
25	□ s	how Exceptions			Ref	fresh View	
0							
First Name	E	mployee ID	Job Title		Total	Sat.	8
	02 - February 2020 le Hours es First Name	02 - February V 2020 V 10 10 10 10 10 10 10 10 10 10	02 - February Image: Constraint of the second s	02 - February Image: Weekly Time Calendar 020 Image: Previous Month 2020 Image: Previous Pre	Weekly Time Calendar 02 - February Previous Month 2020 Reported or Payable Hours Reported Hours Payable Hours Payable Hours Click the Next More Show Holidays Hours Show Planned Overtime es Show Exceptions	Add 15 * Weekky Time Calendar Monthly 02 - February Previous Month 2020 Reported or Payable Hours Reported Hours Reported Hours Payable Hours Click the Next Month link. Payable Hours Payable Hours Payable Hours Payable Hours Reported Show Value Payable Hours Reported Nours Payable Hours Reported Show Value Payable Hours Reported Nours Payable Hours Reported Nours Payable Hours Reported Nours Payable Hours Reported Nours Reported Nours Reported Nours Payable Hours Reported Nours Show Symbols Nours Show Exceptions Reported Nours First Name Employee ID Job Title	Weekly Time Calendar Monthly Time Calendar 02 - February Previous Month 2020 Previous Month Reported or Payable Hours Next Month Reported Hours Click the Next Month link. Payable Hours Click the Next Month link. Payable Hours Click the Next Month link. Show Holidays Show Symbols Hours Show Planned Overtime es Show Exceptions First Name Employee ID Job Title

Click the Next Month link.



Supervisor ID		٩		
Vorkgroup		٩		
y Time Calendar View Criteria ⑦		Review the Display Options and check or unc necessary based on the data you want to view	heck as	dar
Month 03 - March		For this example, the correct boxes are check	ed.	
Start Time		Select 'Next' to c	ontinue.	
End Time				
Display Options 🕐	0		1	
Show Schedule		Show Holidays Show Symbols	5	
Show Absences		Show Exceptions	Refresh View	

Review the **Display Options** and check or uncheck as necessary based on the data you want to view.

For this example, the correct boxes are checked.



Supervisor ID		-		Q		
Vorkgroup				۹		
y Time Calendar View Criteria ⑦			Weekly Time Calendar		Monthly Time Ca	alendar
Month	03 - March	~	Previous Month		Next Month	
Year	2020	~	Reported or Payable Hours			
Start Time		v	Reported Hours Payable Hours			
End Time		~				h
Display Options 💿)		Clic	k the Refre s	sh View button.	
Show Schedu Show Training Show Absence	le 3 Hours es		Show Holidays Show Planned Overtime Show Exceptions		Refresh Vio	•••

Click the Refresh View button.



	Manager Self Sel	vice > Mont	hly Time Calendar		Add To - Motification NavBa
Supervisor ID				۹	
Workgroup		[٩	
ly Time Calendar View Criteria ⑦			Weekly Time Calendar		Monthly Time Calendar
Month	03 - March	~	Previous Month		Next Month;
Year	2020	~	Reported or Payable Ho	ours	
Start Time		V	Reported Hours Payable Hours		
End Time		~	1.:		
Display Options 🕄)				
Show Schedu	le		how Holidays	□ Show	v Symbols
Show Iraining	g Hours es		how Planned Overtime	Click below move dow	v the scroll bar to n the page.

Click below the **scroll bar** to move down the page.



HAWAII	Portal				Add To 👻 N	otification NavBa	
Show Training Hours			Show Planned O				
⊻ Show Ab	Show Absences		thly Time Calendar to the right to see n	Refre	Refresh View		
Monthly Time Cale	ndar						
Last Name	First	Name	Employee ID	Job Title	Total	Sun. 01	
Doe	Lisa				2	14	
Doe	Mark				24.00	-	
Legend							
Арр	roved Absence	•	Reque	ested Absence	Approved	d Overtime	
Links			Click to the righ	t of the scroll			
Manager Self Serv Time Managemen	ice t		bar to move ac	ross the page.			

The **Monthly Time Calendar** displays. You may need to scroll to the right to see more of the calendar.

Click to the right of the **scroll bar** to move across the page.



Favorites =	Main Menu * All Information Porta	> Pending App The cale the first vacation	endar shows y three days of n next week. N	Time Calendar You that one o the week wi Neither emplo	employee ha: hile the other oyee has any	s an approved r employee is planned ove Select 'Ne z	A H d absence for not taking an rtime. xt' to continue	ome Sign O
	Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
	2		-	-	120	2	520 1	8
	24.00	- ÷ - ,	08.00	08.00	08.00		37	
	Approved	1 Overtime		Request	ed Overtime			
<i>c</i>			_					>

The calendar shows you that one employee has an approved absence for the first three day of the week while the other employee is not taking any vacation next week. Neither employee has any planned overtime.



Refre	sh View			caler	ndar, click the	• Home icon.	
Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
9	2	120	2	122	Ω.	2	2
24.00		05.00	05.00	08.00		3	
Approve	d Overtime		Request	ed Overtime			

When you finish viewing the calendar, click the **Home** icon.





You can now complete any additional manager tasks, or you can sign out of the system.





Congratulations!

You've successfully completed this lesson.



Need Help?



See complete instructions available at: https://ags.hawaii.gov/hip/for-supervisors/

For further assistance, contact your local timekeeper. To assist you with locating your local timekeeper, a listing is provided at: <u>https://ags.hawaii.gov/hip/get-time-and-leave-help/</u>

Consult applicable Collective Bargaining Agreements for detailed rules for union members.



End



Congratulations! You've completed this section of training.

To continue close the lesson by selecting the <u>small black</u> 'X' in the right-hand corner of the course.

Do <u>not</u> close the browser window.

