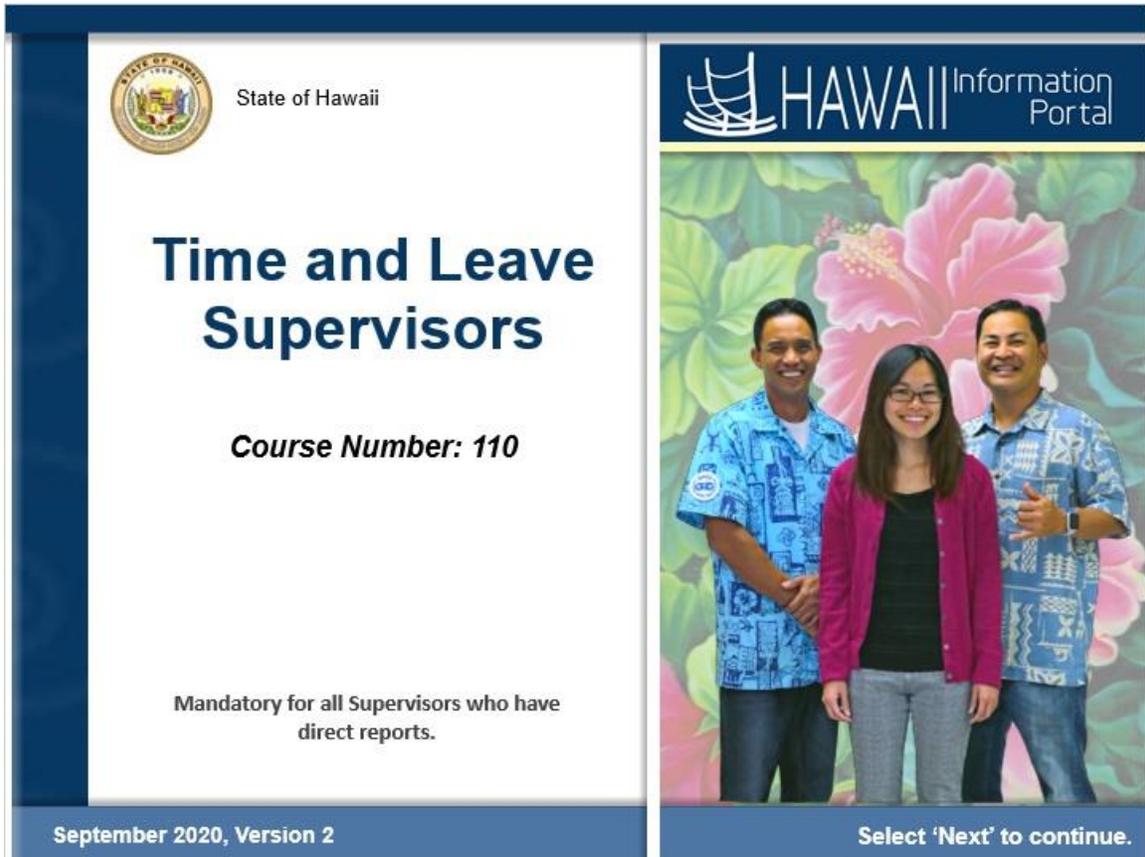


110 TIME AND LEAVE - SUPERVISORS



 State of Hawaii

Time and Leave Supervisors

Course Number: 110

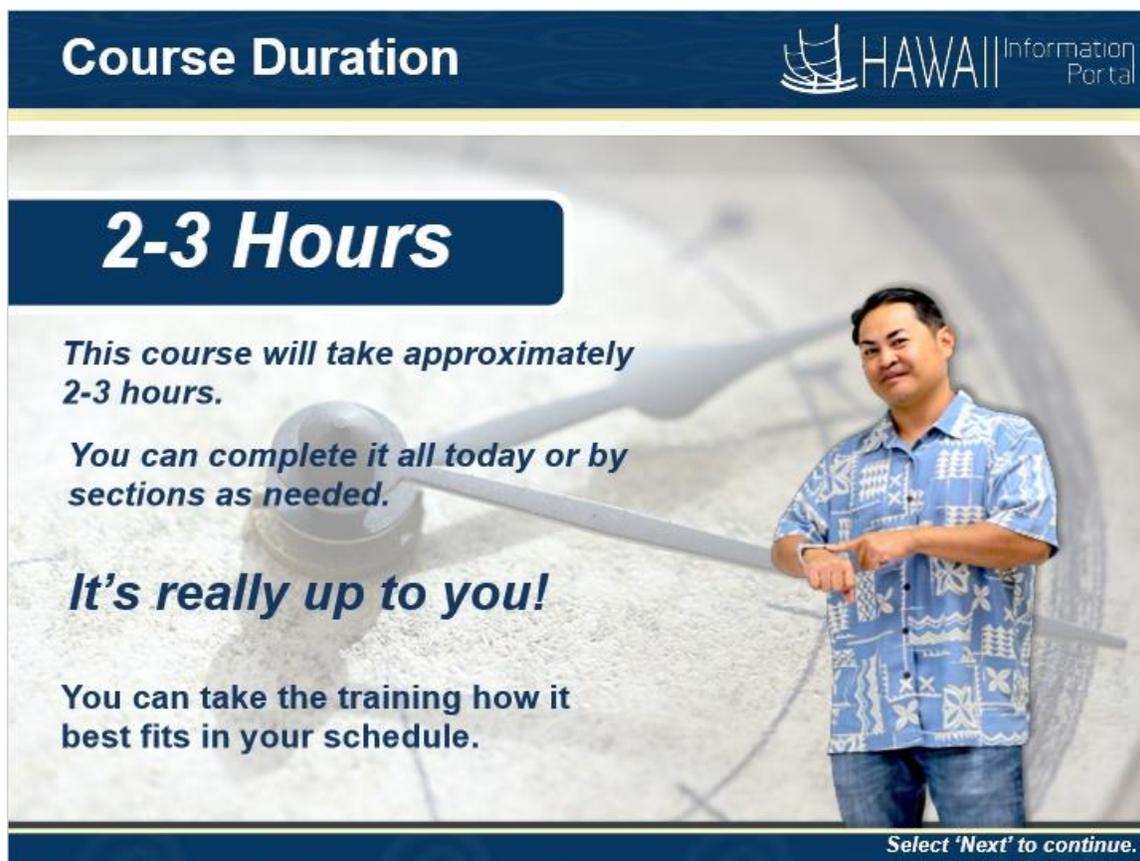
Mandatory for all Supervisors who have direct reports.

September 2020, Version 2

 **HAWAII** Information Portal

Select 'Next' to continue.

Duration

A graphic titled "Course Duration" from the Hawaii Information Portal. It features a background image of a man in a blue patterned shirt standing next to a large clock face. The text is presented in a clean, modern font with some elements in italics. A dark blue banner at the top contains the title and logo. A dark blue rounded rectangle highlights the duration "2-3 Hours".

Course Duration

2-3 Hours

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.

Select 'Next' to continue.

Course Duration

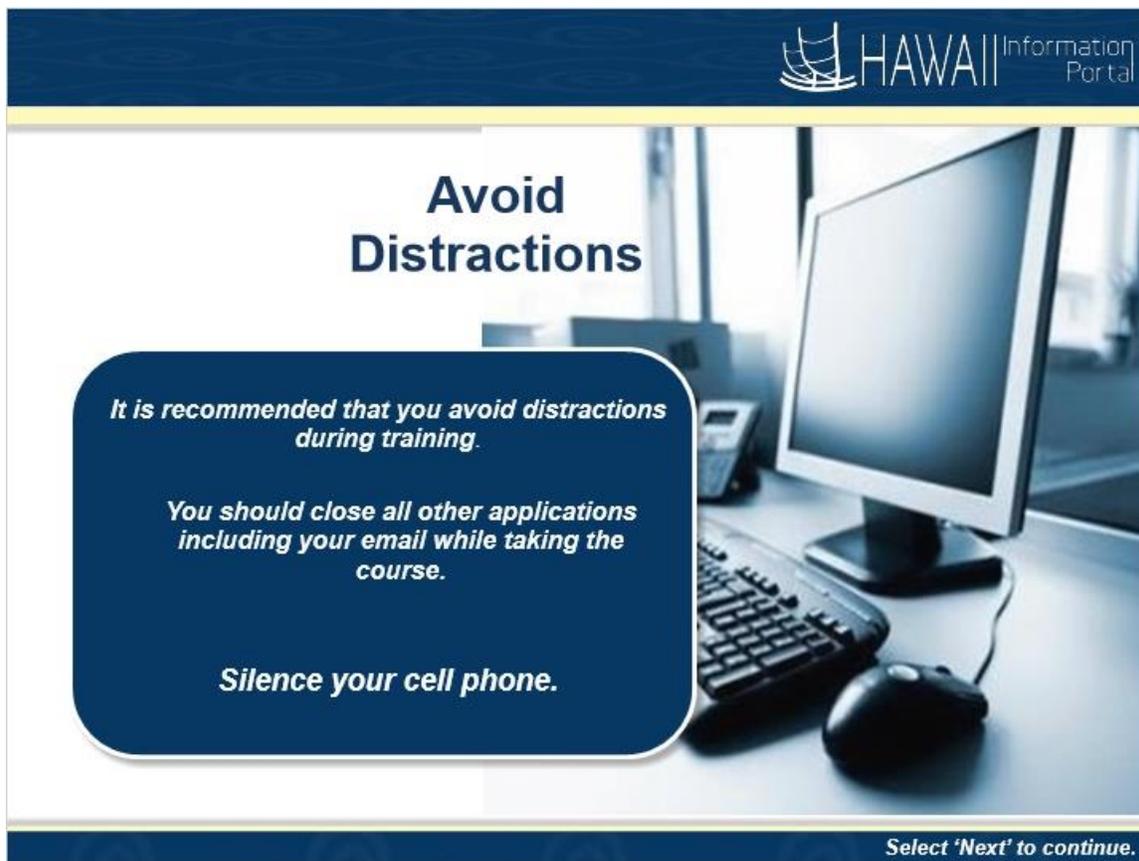
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You can complete it all today or by sections as needed.

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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.

Select 'Next' to continue.

Avoid Distractions

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Table of Contents



Time and Leave - Supervisors

Course Objectives | Key Terminology | Time and Leave Approval Overview
Understanding Exceptions | Working with Timesheets | Approving Time and Leave
Working with Absences | Working with Delegations | Monthly Calendar
Need Help?

SELECT A TOPIC FROM ABOVE TO LEARN MORE!

SELECT A TOPIC FROM ABOVE TO LEARN MORE!

AFTER COMPLETING THE SECTIONS ABOVE, SELECT 'NEXT' TO COMPLETE THE COURSE.

Time and Leave - Supervisors

- Course Objectives
- Key Terminology
- Time and Leave Approval Overview
- Understanding Exceptions
- Working with Timesheets
- Approving Time and Leave
- Working with Absences
- Working with Delegations
- Monthly Calendar
- Need Help?

Course Objectives

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.

Select **'Next'** to continue.



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- Review payable time for approval
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- Use the custom monthly calendar

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

Key Terminology



Click on any Term listed above to learn more!

When finished, select 'Next' to complete this section.

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

A presentation slide titled "Time and Leave Approval Overview" with the Hawaii Information Portal logo. The slide has a light green background and features a woman in a pink jacket and grey pants standing on the right. The text on the slide includes the title "Lesson Scenario", a description of the lesson content, and a navigation instruction.

Time and Leave Approval Overview 

Lesson Scenario

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

Select **'Next'** to continue.

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.

Select **'Next'** to continue.

The Approval Process in HIP

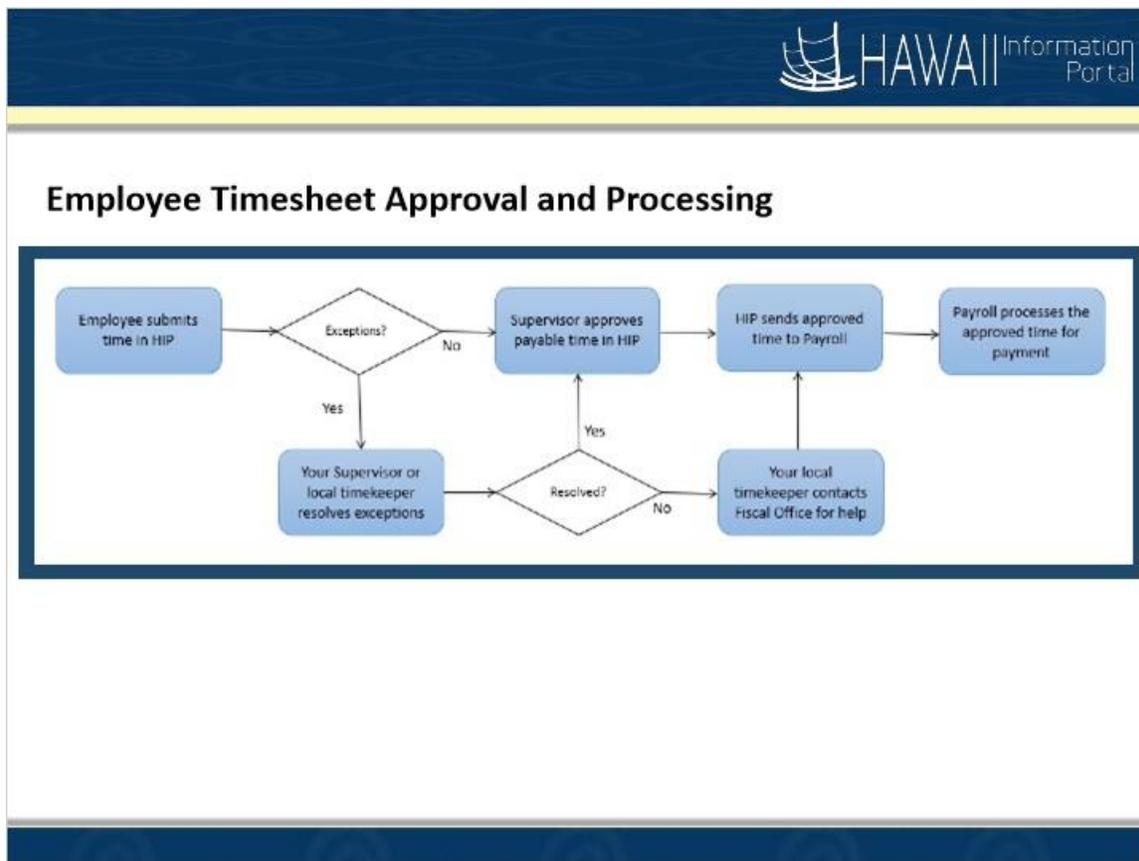
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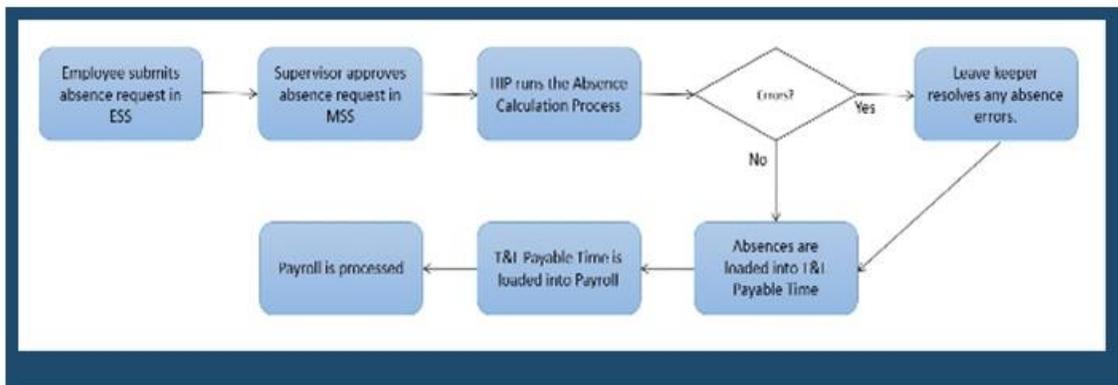
Key reminders:

- 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



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 requests on paper (D-55 and G1)
- The supervisors approve the requests 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.

Select **'Next'** to continue.

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. 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 extended absences approved by the HR Admin: military leave, workers' compensation, and family leave.

Select **'Next'** to continue.

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.

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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.

Select **'Next'** to continue.

How does the system determine the Supervisor?

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 HAWAII Information Portal

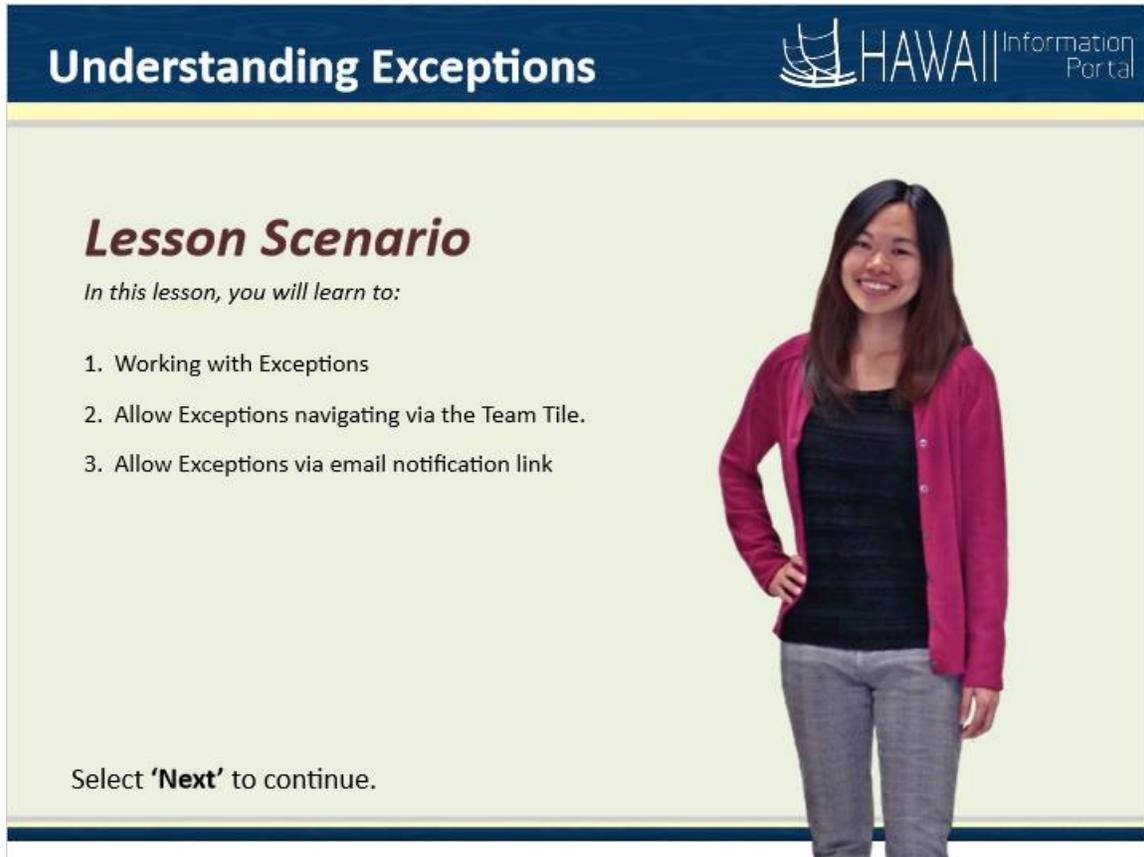


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Understanding Exceptions



Understanding Exceptions

Lesson Scenario

In this lesson, you will learn to:

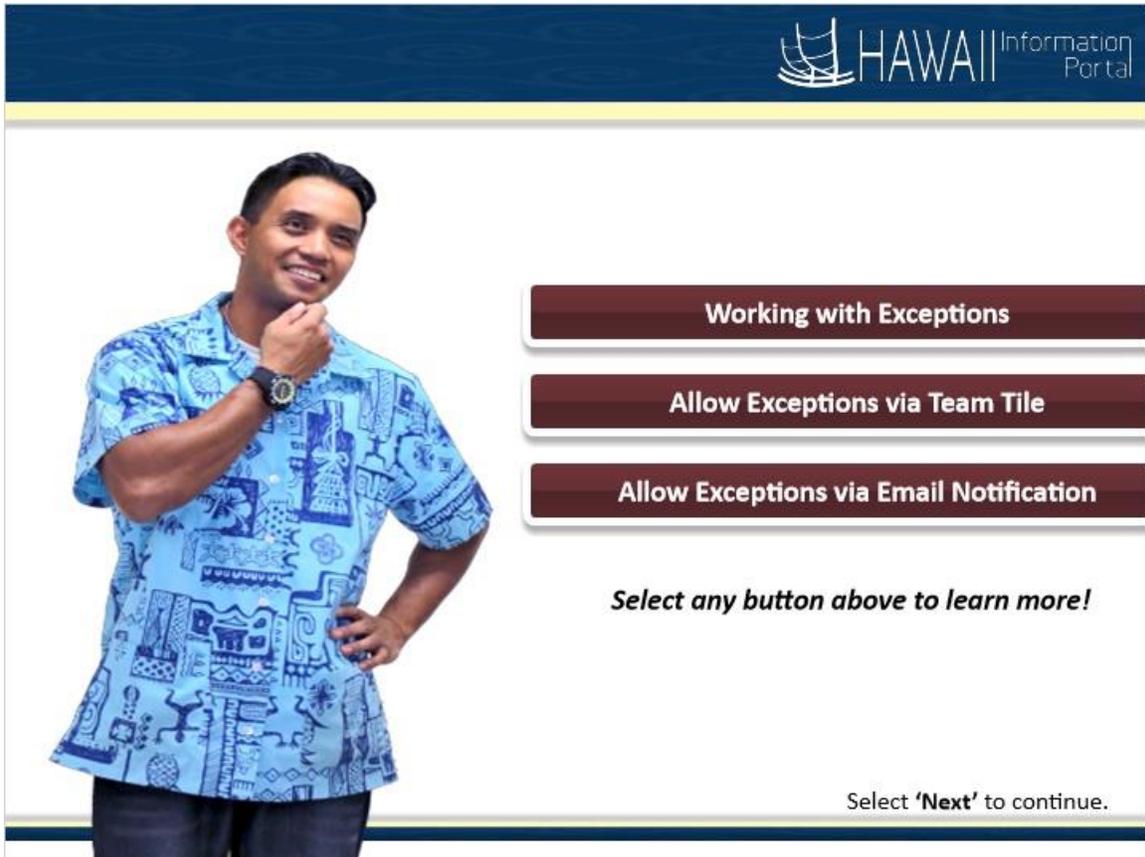
1. Working with Exceptions
2. Allow Exceptions navigating via the Team Tile.
3. Allow Exceptions via email notification link

Select **'Next'** to continue.

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

A screenshot of a web interface. On the left, a man in a blue patterned shirt is smiling. On the right, there are three dark red buttons with white text: "Working with Exceptions", "Allow Exceptions via Team Tile", and "Allow Exceptions via Email Notification". Below the buttons is the text "Select any button above to learn more!". At the bottom right of the interface, it says "Select 'Next' to continue." The top of the interface has a dark blue header with the "HAWAII Information Portal" logo.

Working with Exceptions

Allow Exceptions via Team Tile

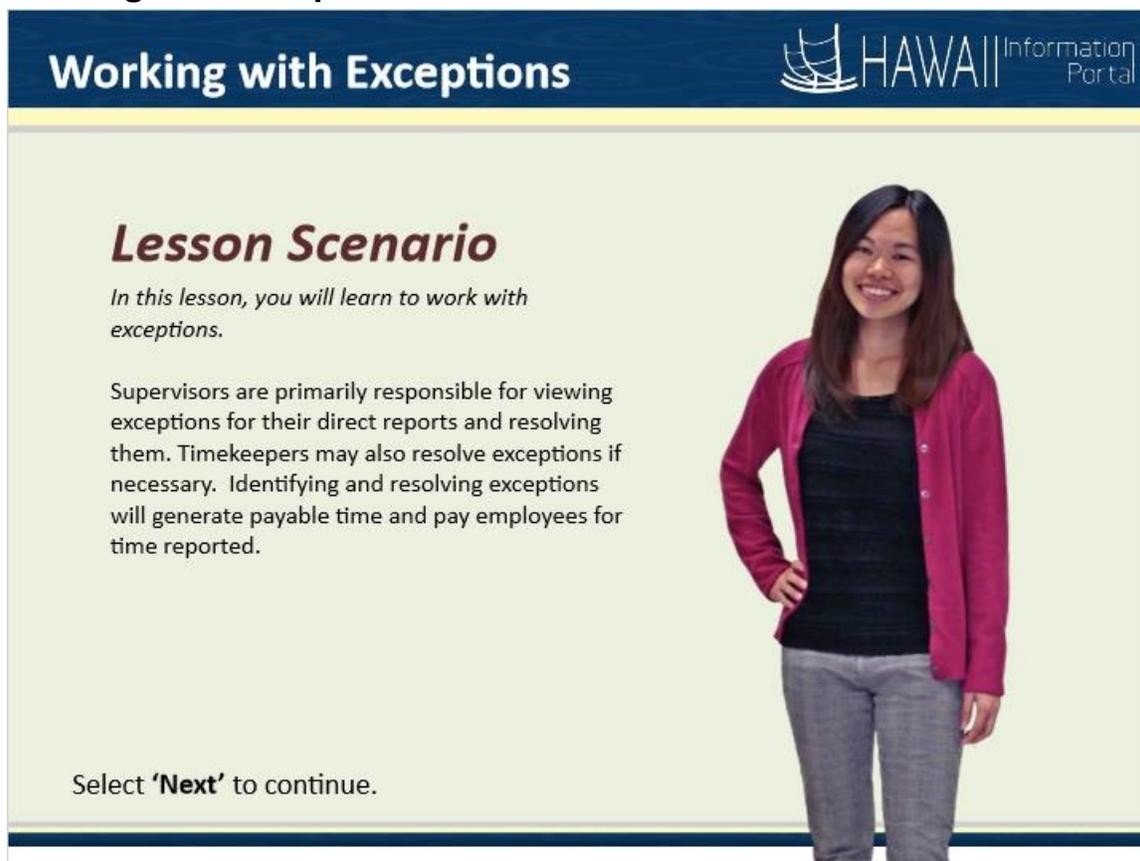
Allow Exceptions via Email Notification

Select any button above to learn more!

Select **'Next'** to continue.

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

Working with Exceptions



Working with Exceptions

Lesson Scenario

In this lesson, you will learn to work with 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.

Select **'Next'** to continue.

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.

Select **'Next'** to continue.

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.

 HAWAII Information Portal

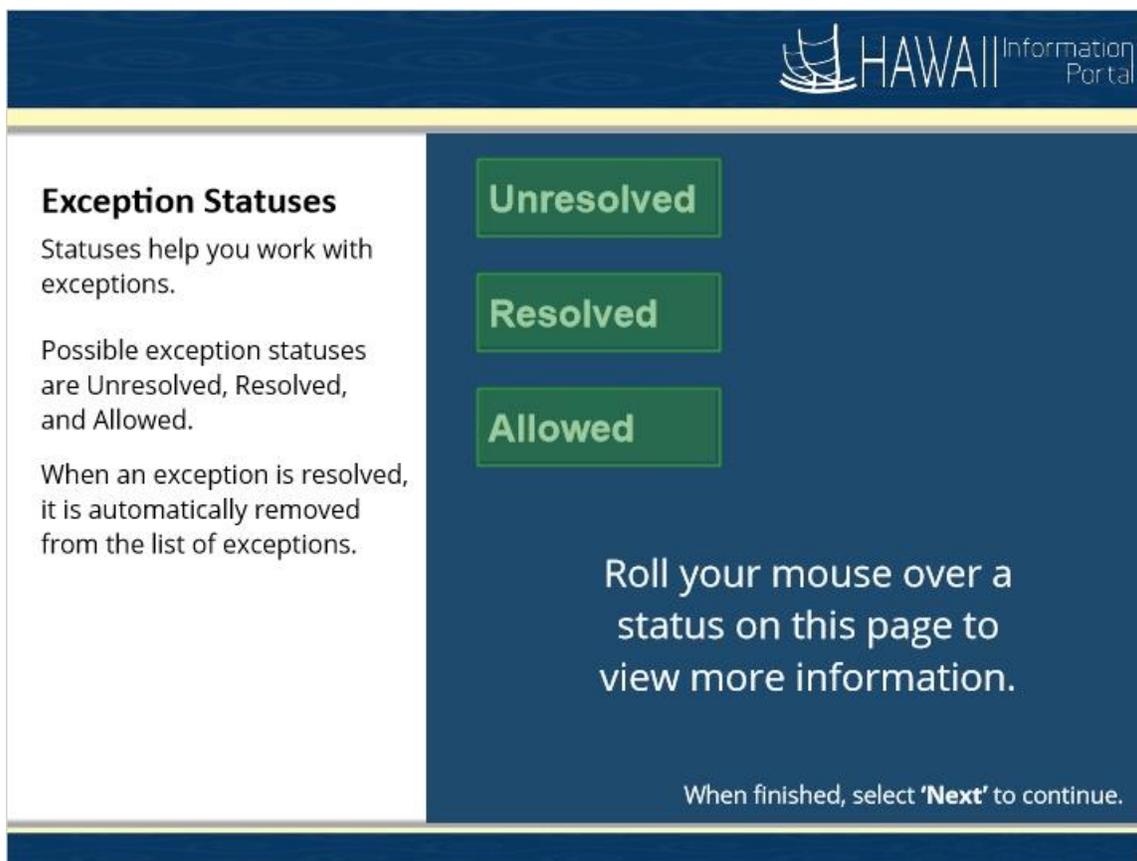
Exception Statuses

Each exception has a **Status** and a **Severity level**.



Select 'Next' to continue

Each exception has a **Status** and a **Severity level**.



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.

When finished, select **'Next'** to continue.

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.

What does the Severity Level of an Exception mean?

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

Select **'Next'** to continue.

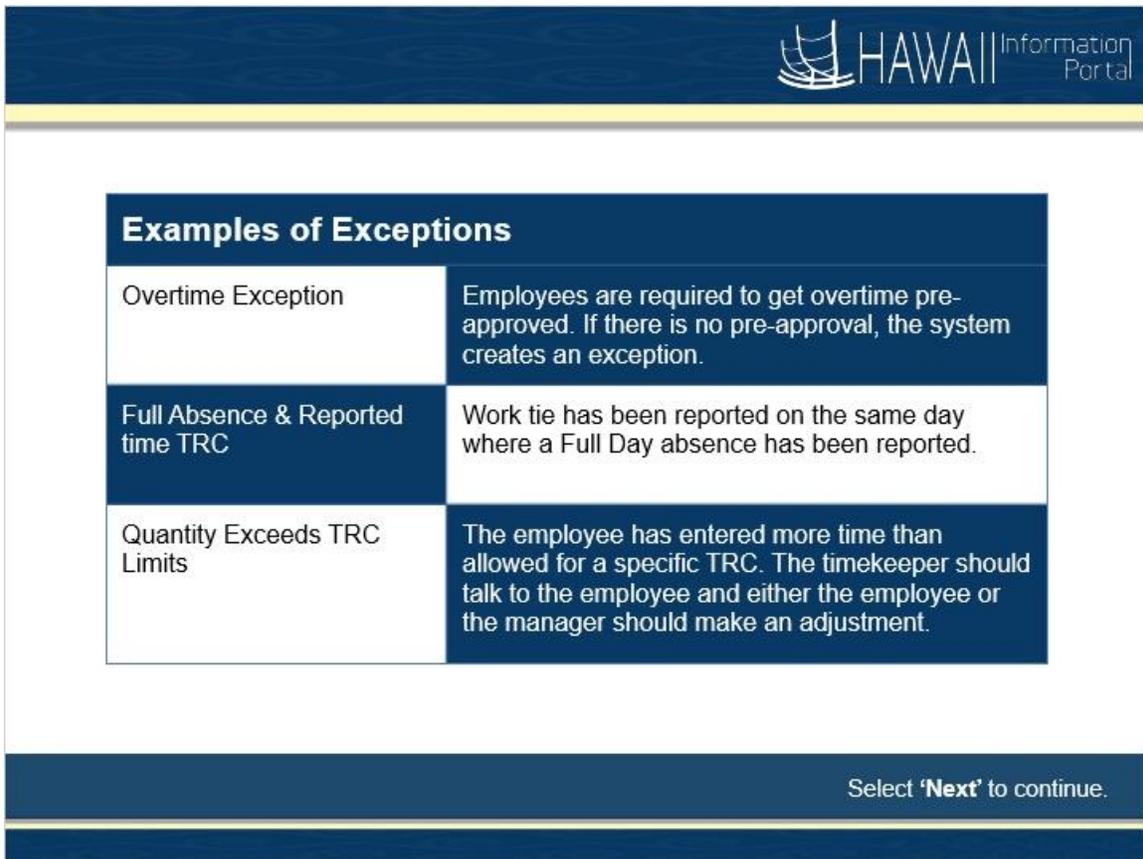




What are some examples of **exceptions**?

Select 'Next' to continue

What are some examples of **exceptions**?



The screenshot shows a slide from the HAWAII Information Portal. At the top right is the logo. Below it is a table with the title "Examples of Exceptions". The table has three rows, each with a category on the left and a description on the right. At the bottom right of the slide, there is a button labeled "Select 'Next' to continue."

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 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.

Select 'Next' to continue.

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.



How do exceptions get **resolved**?



Select 'Next' to continue

How do exceptions get **resolved**?

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

Depending on the specific exception, the timekeeper may work with the employee or the supervisor to make adjustments to the employee's timesheet. If you are unable to resolve the issue please work with your fiscal office.

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.

Select '**Next**' to continue.

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:

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What does it mean to **allow** an exception?

Select 'Next' to continue

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/>

Select 'Next' to continue.

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 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Allow Exceptions

 HAWAII Information Portal

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).

Select **'Next'** to continue.



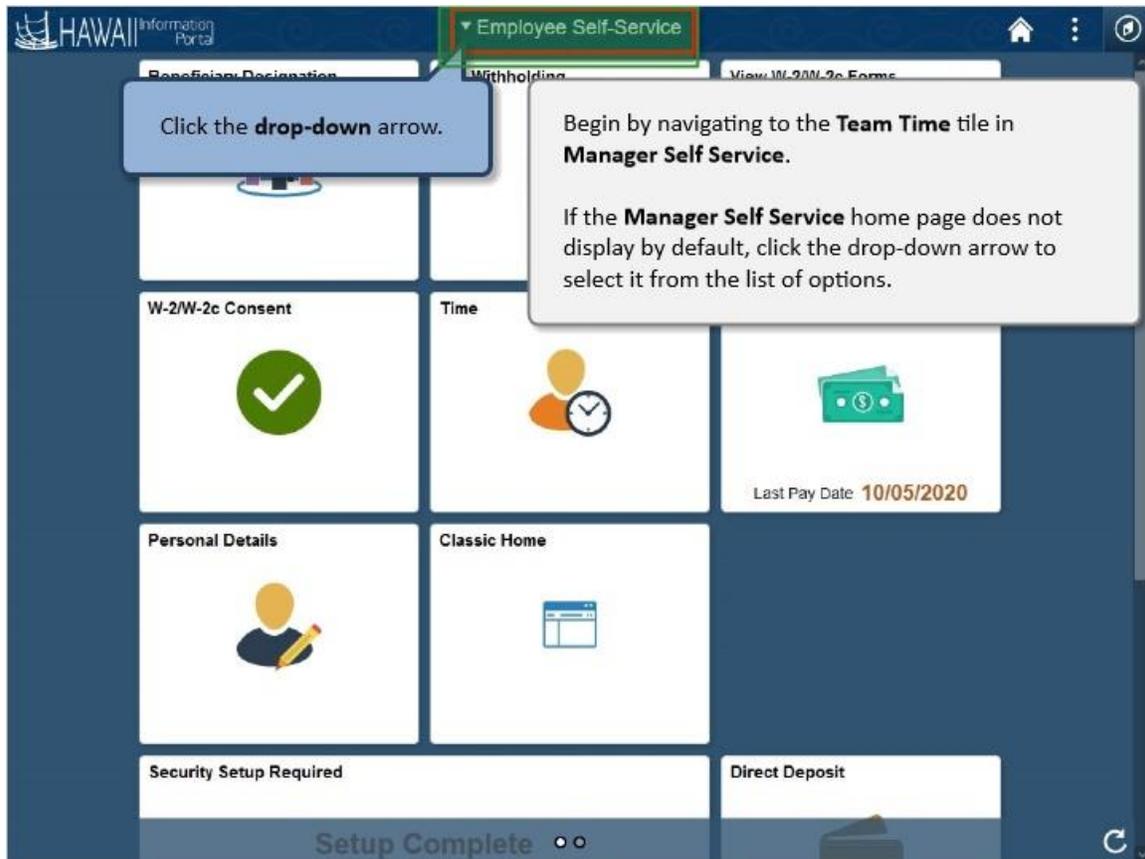
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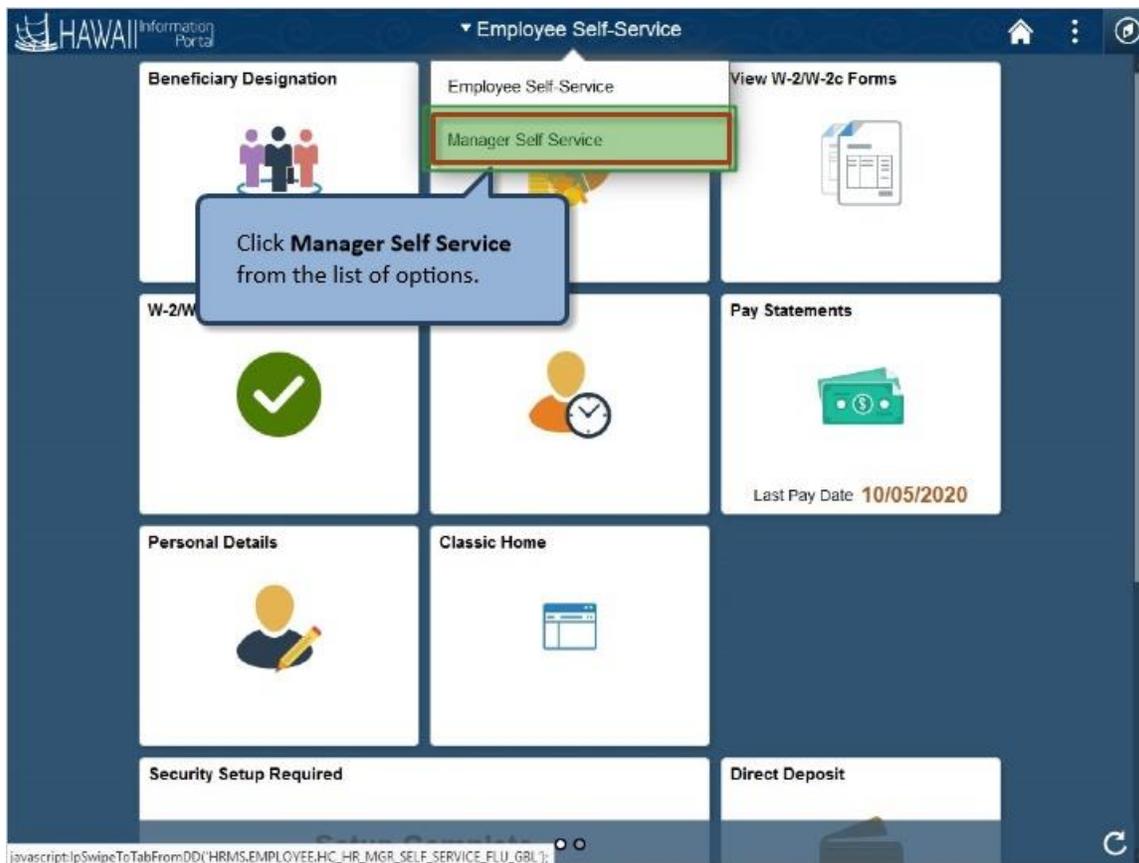
Timekeepers may allow exceptions in support of supervisors under certain conditions (For example when supervisor pre-approval is received).



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.

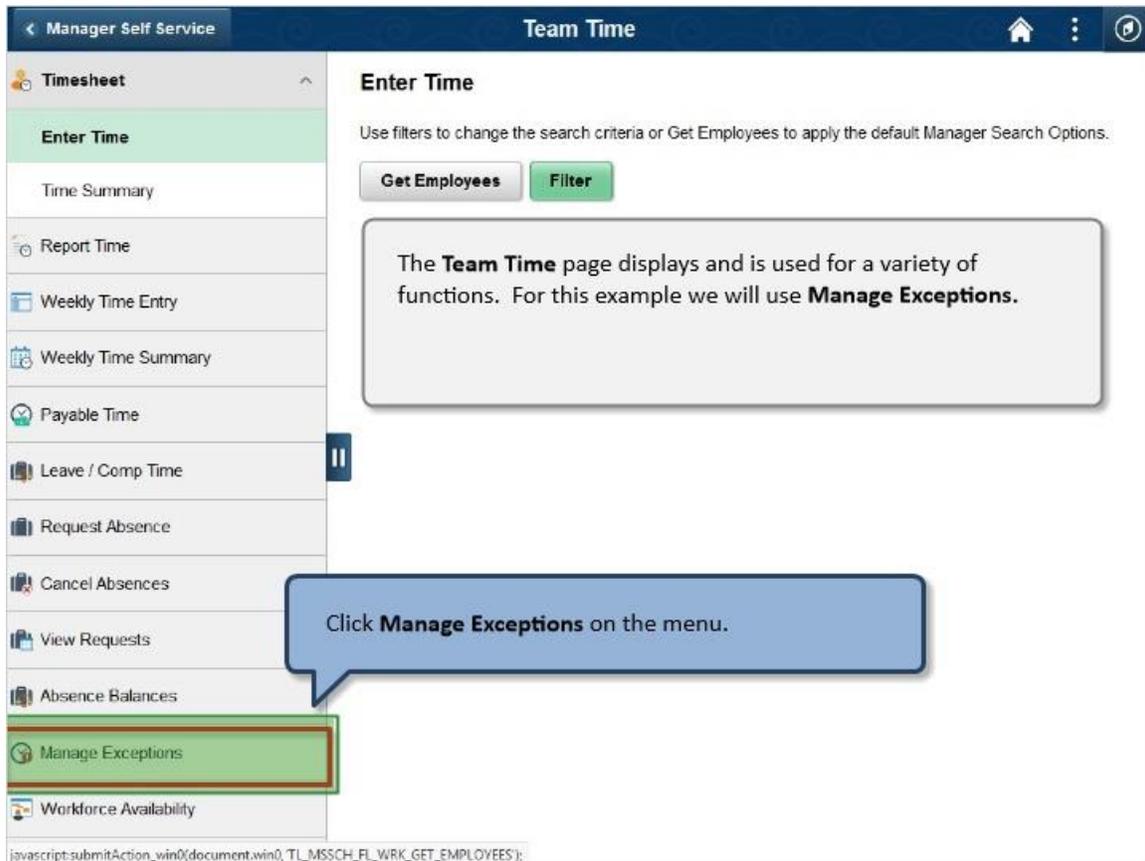
Click the **drop-down** arrow.



Click **Manager Self Service** from the list of options.

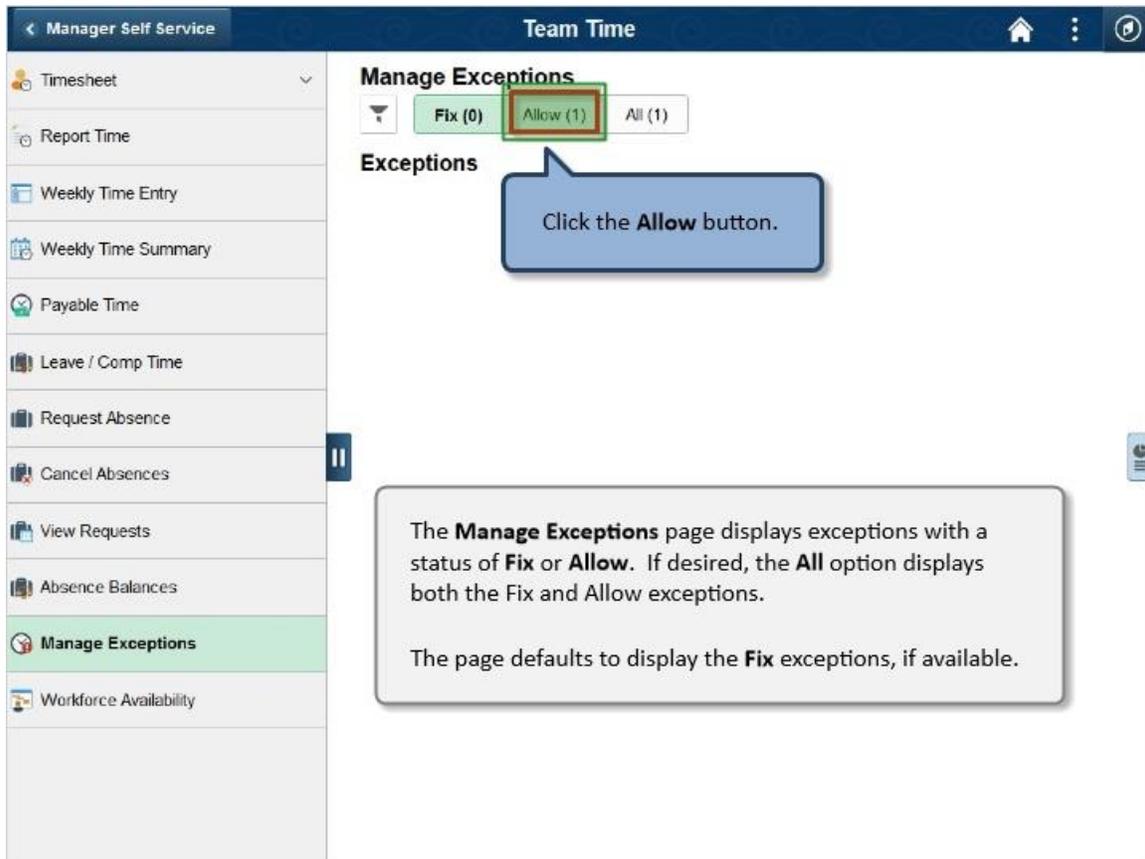


Click the **Team Time** tile



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

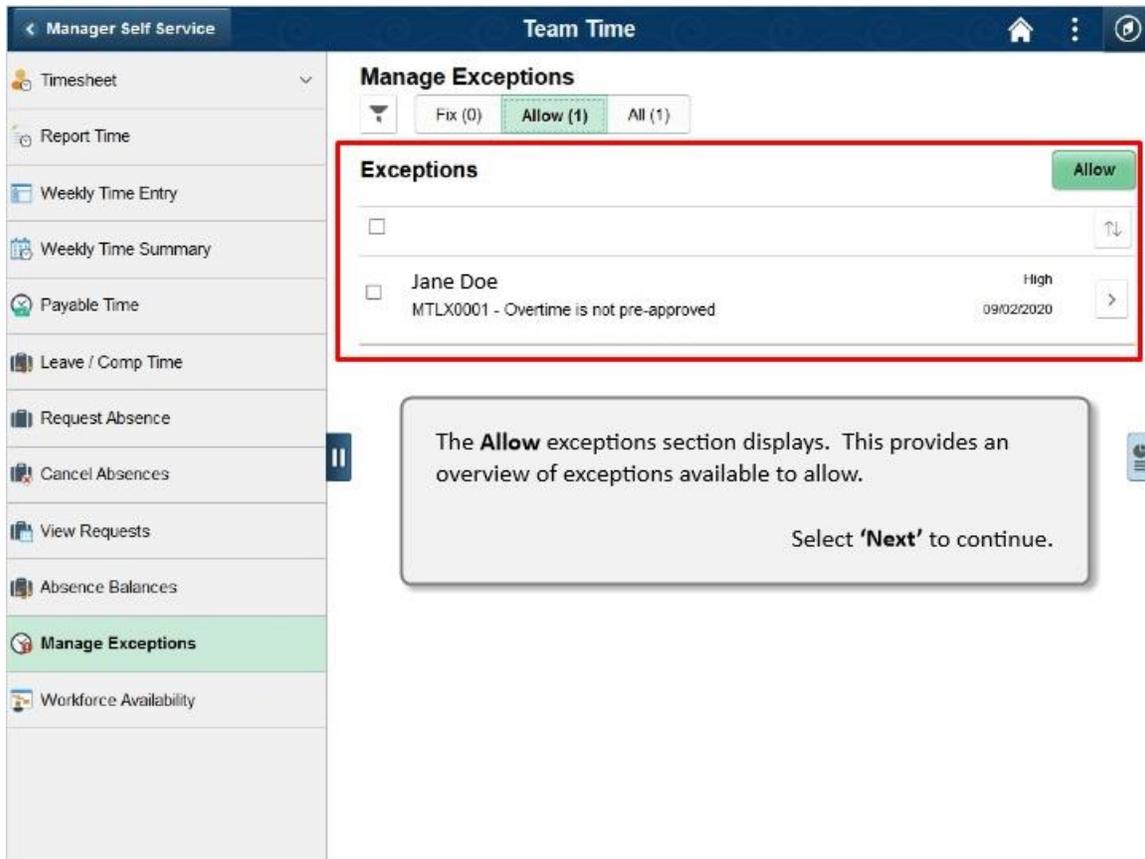
Click **Manage Exceptions** on the menu.



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

Manage Exceptions

Fix (0) Allow (1) All (1)

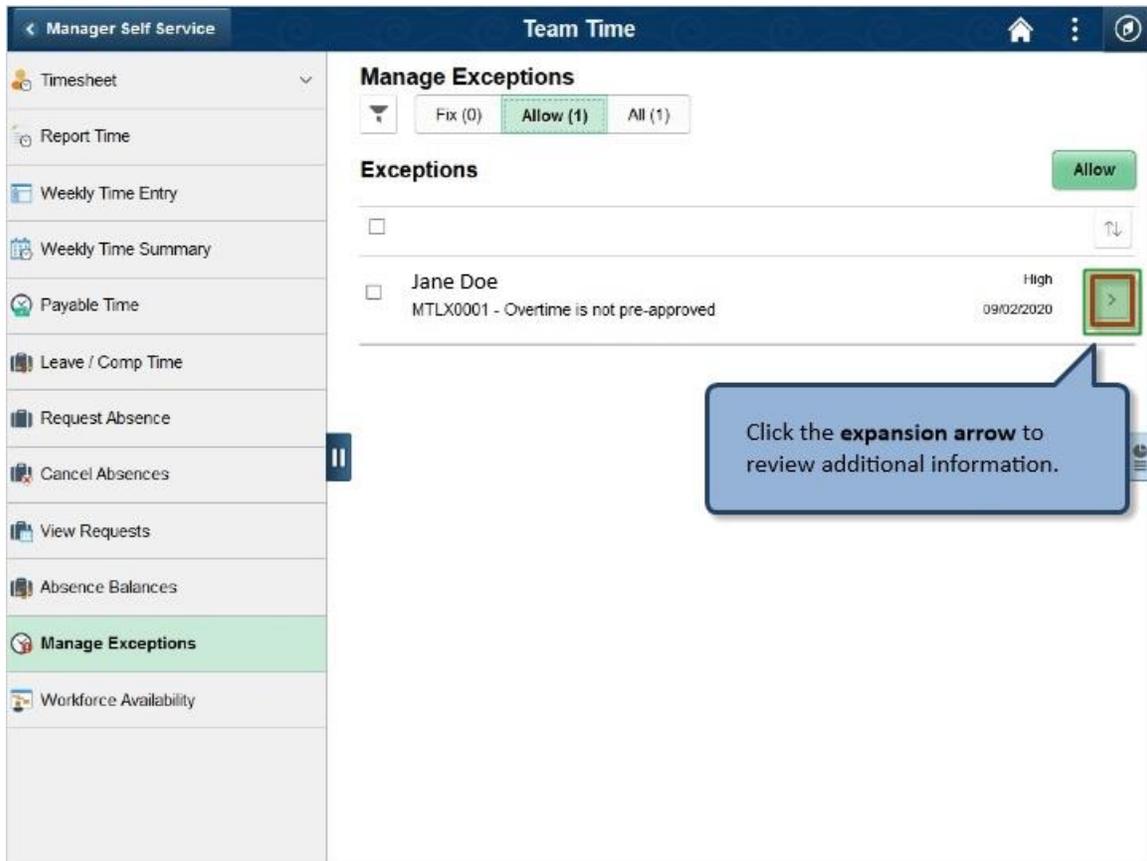
Exceptions Allow

<input type="checkbox"/>			
<input type="checkbox"/>	Jane Doe	High	09/02/2020
	MTLX0001 - Overtime is not pre-approved		

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

Select **'Next'** to continue.

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

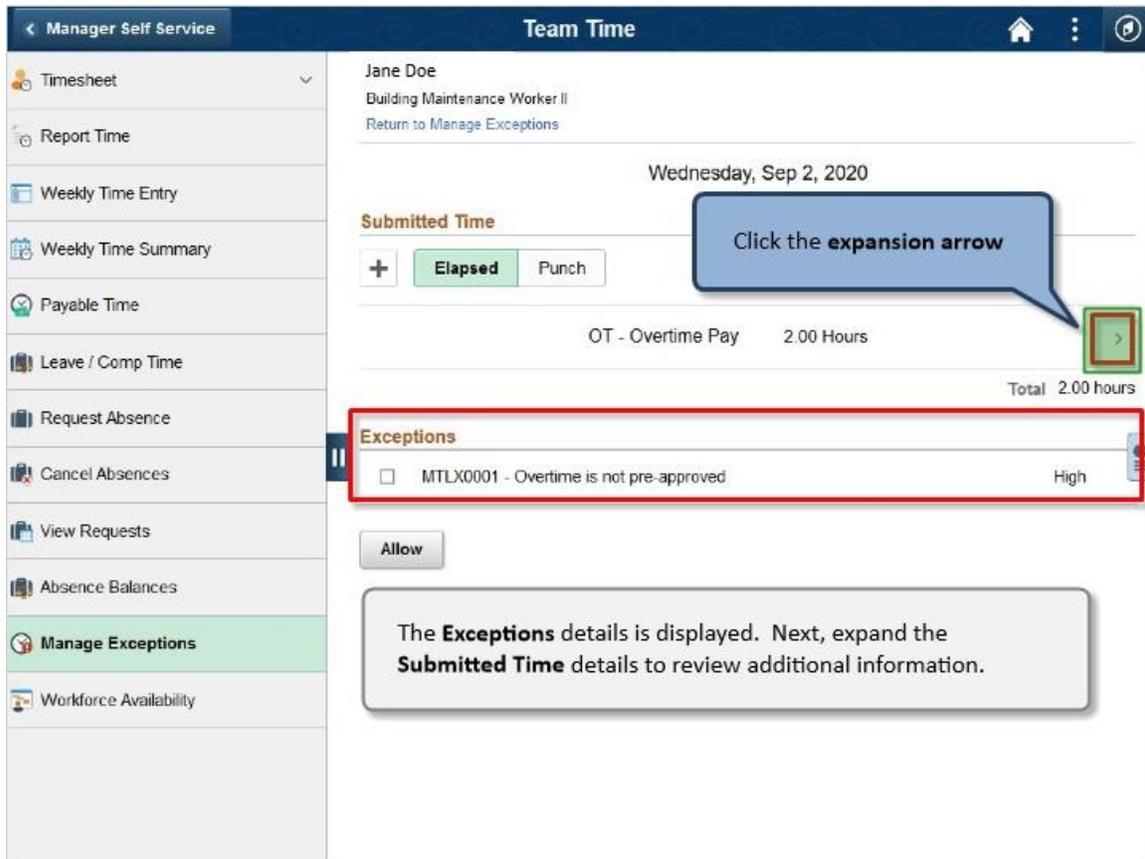


The screenshot displays the 'Manager Self Service' interface for 'Team Time'. The left sidebar contains a menu with items: Timesheet, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave / Comp Time, Request Absence, Cancel Absences, View Requests, Absence Balances, **Manage Exceptions** (highlighted), and Workforce Availability. The main content area is titled 'Manage Exceptions' and includes filters for 'Fix (0)', 'Allow (1)', and 'All (1)'. Below the filters is a table of exceptions:

Exception	Priority	Date	Action
<input type="checkbox"/>			
<input type="checkbox"/> Jane Doe MTLX0001 - Overtime is not pre-approved	High	09/02/2020	

A blue callout box with a white border and a tail pointing to the expansion arrow in the second row contains the text: 'Click the **expansion arrow** to review additional information.'

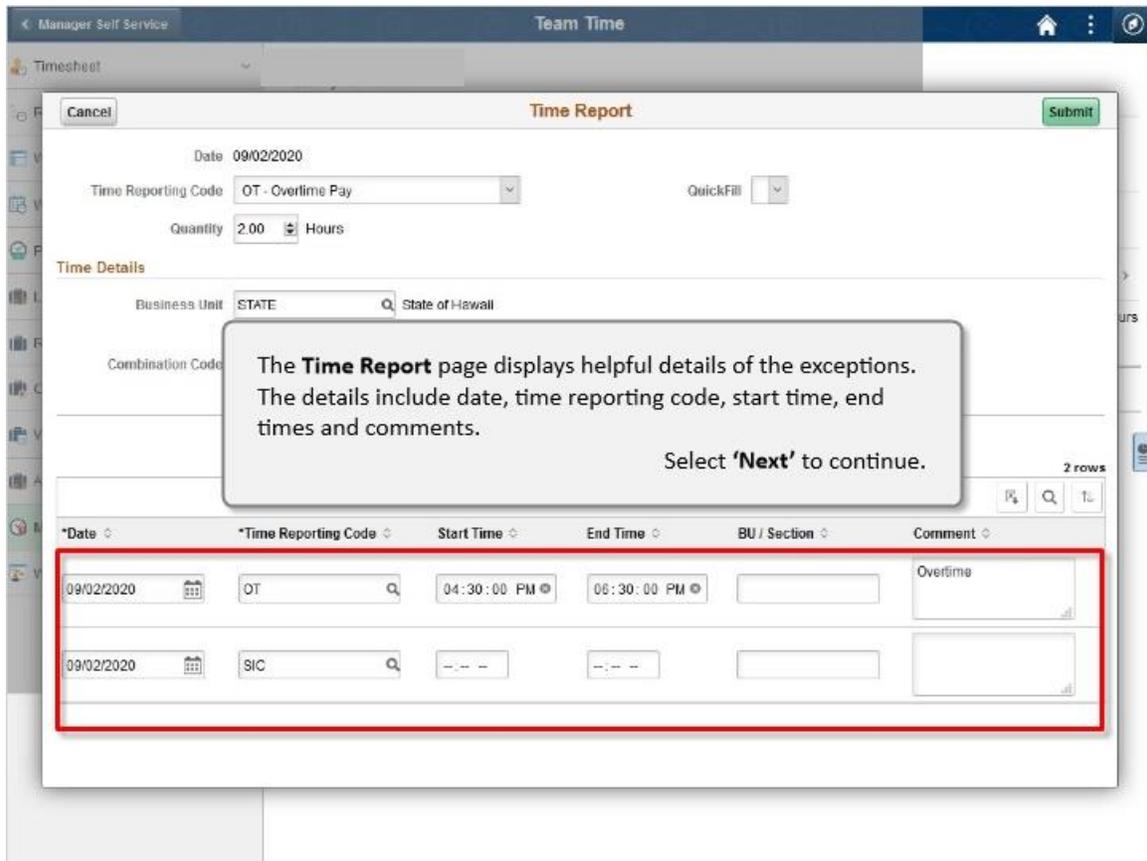
Click the **expansion arrow** to review additional information.



The screenshot displays the 'Manager Self Service' interface for 'Team Time'. The user is Jane Doe, a Building Maintenance Worker II. The date is Wednesday, Sep 2, 2020. Under 'Submitted Time', there is a green 'Elapsed' button and a 'Punch' button. A callout box with a blue background and white text says 'Click the expansion arrow' pointing to a right-pointing arrow icon on the Submitted Time section. Below this, it shows 'OT - Overtime Pay 2.00 Hours' and a 'Total 2.00 hours' label. A red box highlights an 'Exceptions' table with one entry: 'MTLX0001 - Overtime is not pre-approved' with a 'High' priority. An 'Allow' button is below the table. A grey callout box at the bottom says: 'The **Exceptions** details is displayed. Next, expand the **Submitted Time** details to review additional information.'

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

Click the **expansion arrow**



Time Report

Date: 09/02/2020

Time Reporting Code: OT - Overtime Pay

Quantity: 2.00 Hours

Business Unit: STATE - State of Hawaii

Combination Code:

The **Time Report** page displays helpful details of the exceptions. The details include date, time reporting code, start time, end times and comments. Select **'Next'** to continue.

*Date	*Time Reporting Code	Start Time	End Time	BU / Section	Comment
09/02/2020	OT	04:30:00 PM	06:30:00 PM		Overtime
09/02/2020	SIC	-- --	-- --		

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

Manager Self Service Team Time

Time Report

Date 09/02/2020

Time Reporting Code OT - Overtime Pay QuickFill

Quantity 2.00 Hours

Time Details

Business Unit STATE State of Hawaii

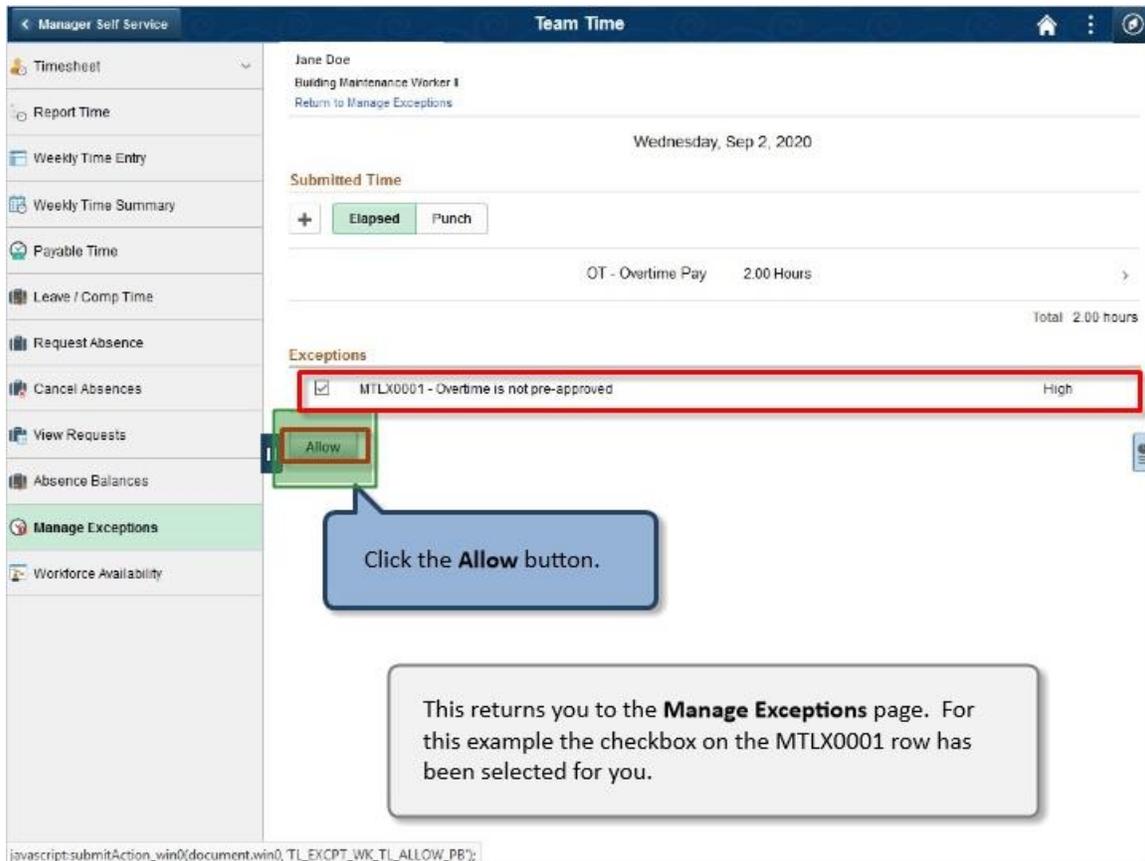
Combination Code

Delete

2 rows

*Date	*Time Reporting Code	Start Time	End Time	BU / Section	Comment
09/02/2020	OT	04:30:00 PM	06:30:00 PM		Overtime
09/02/2020	SIC	-- --	-- --		

Click **Cancel** to continue.



Manager Self Service Team Time

Jane Doe
Building Maintenance Worker II
Return to Manage Exceptions

Wednesday, Sep 2, 2020

Submitted Time

+ Elapsed Punch

OT - Overtime Pay 2.00 Hours

Total 2.00 hours

Exceptions

<input checked="" type="checkbox"/>	MTLX0001 - Overtime is not pre-approved	High
-------------------------------------	---	------

Allow

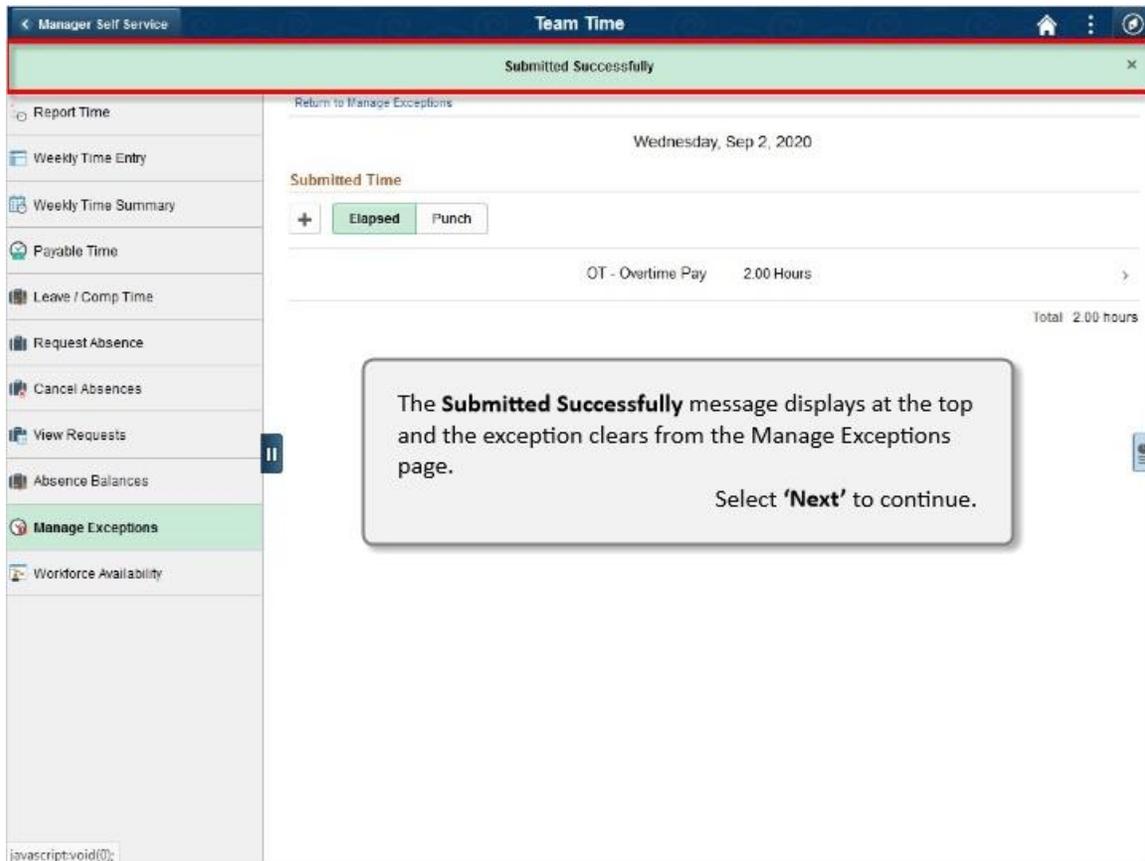
Click the **Allow** button.

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

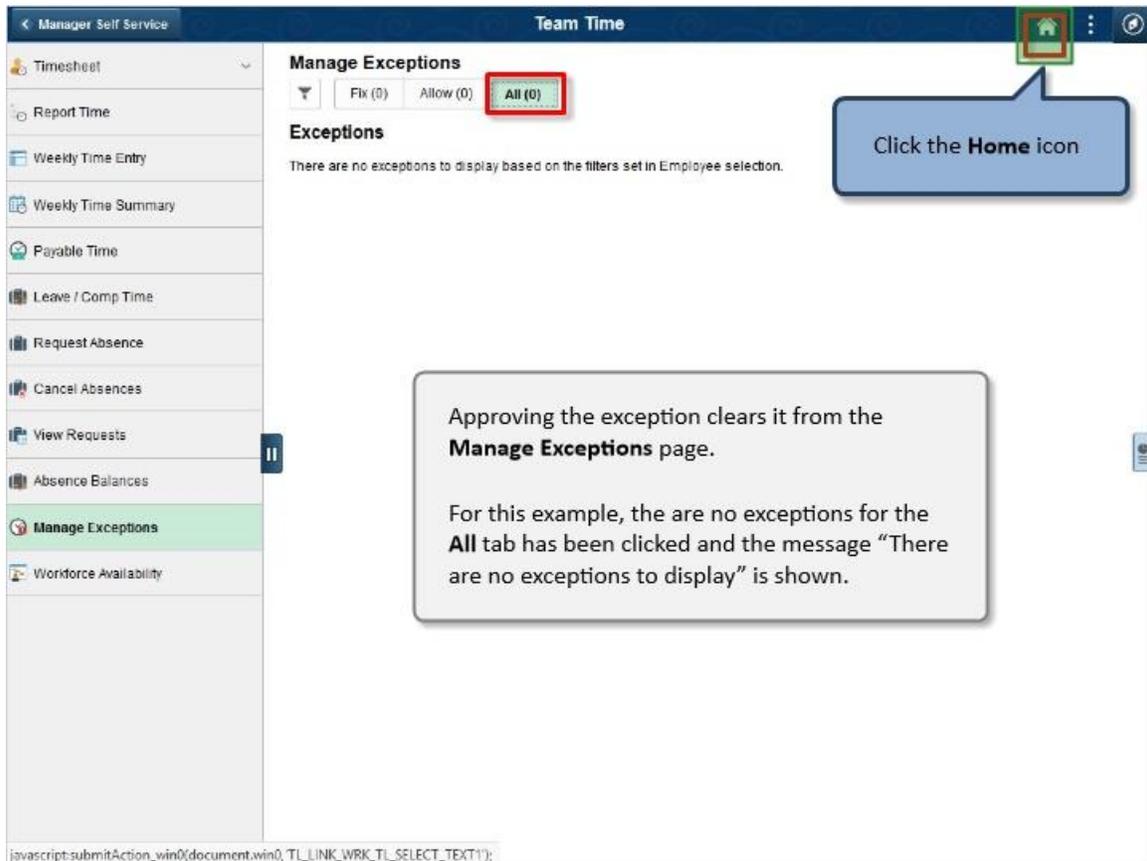
javascript:submitAction_win0(document.win0, TL_EXCPT_WK_TL_ALLOW_PB?);

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.



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



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

 HAWAII Information Portal



Congratulations!

You've successfully completed this lesson.

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

Select **'Next'** to continue.

Congratulations!

You've successfully completed this lesson.

* - See additional exception management guidance at

<https://ags.hawaii.gov/hip/exception-management/>

Allow Exceptions – Email Notification



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.

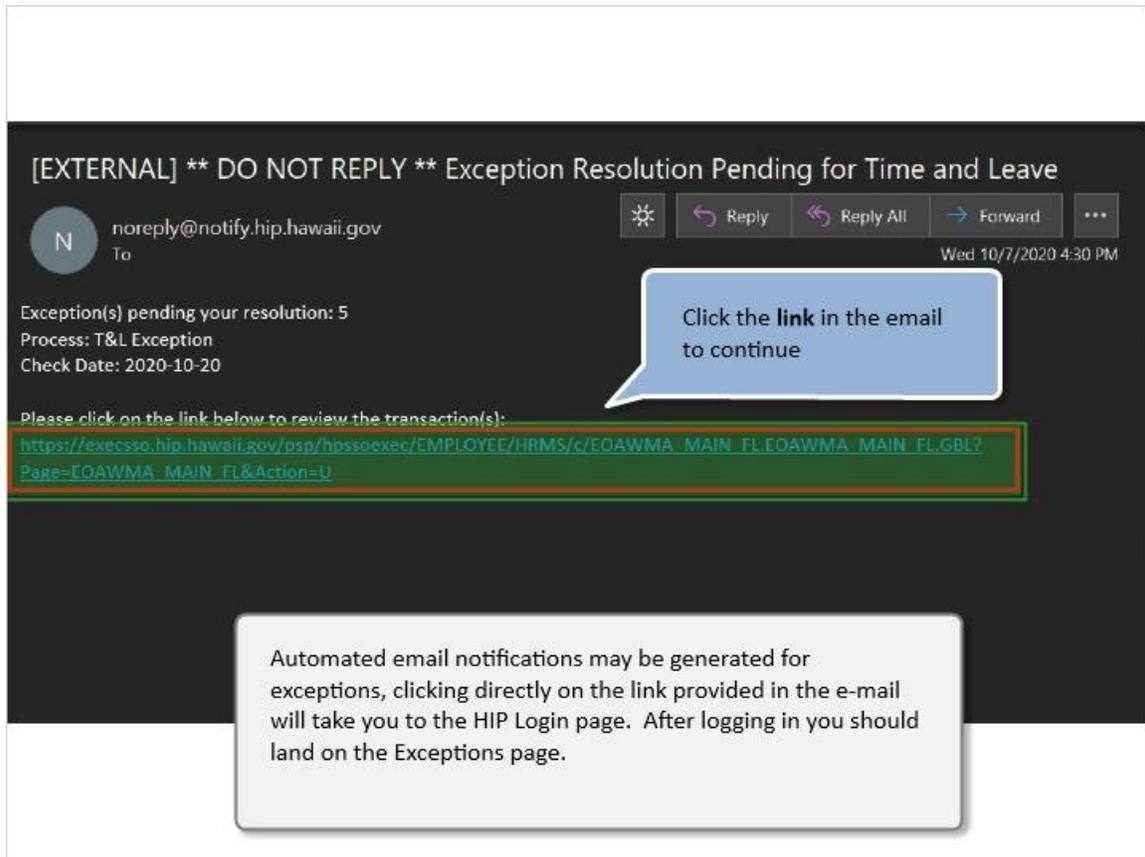
Select **'Next'** to continue.

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 Resolution Pending for Time and Leave

noreply@notify.hip.hawaii.gov
To

Wed 10/7/2020 4:30 PM

Exception(s) pending your resolution: 5
Process: T&L Exception
Check Date: 2020-10-20

Please click on the link below to review the transaction(s):

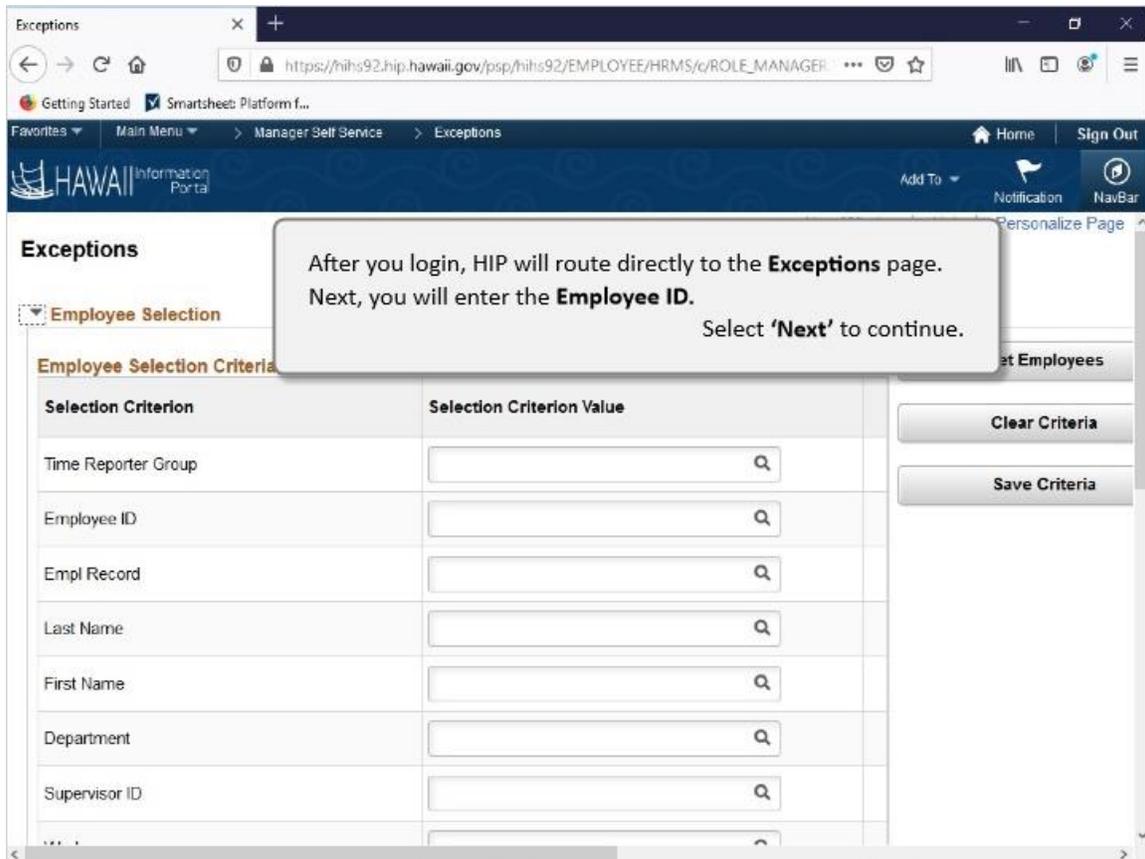
https://execsso.hip.hawaii.gov/psp/hpssoexec/EMPLOYEE/HRMS/c/EOAWMA_MAIN_FL.EOAWMA_MAIN_FL.GBL?Page=EOAWMA_MAIN_FL&Action=U

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

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.

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



Exceptions

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

Employee Selection

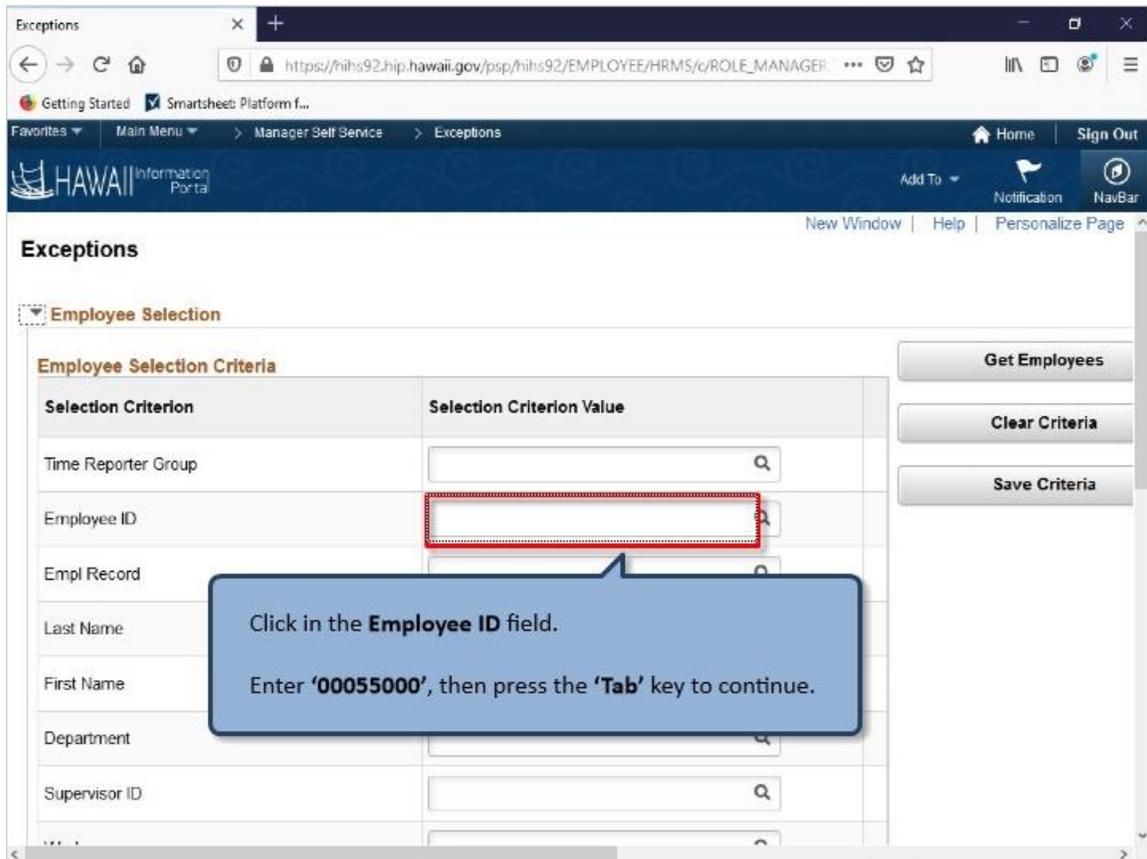
Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Clear Criteria

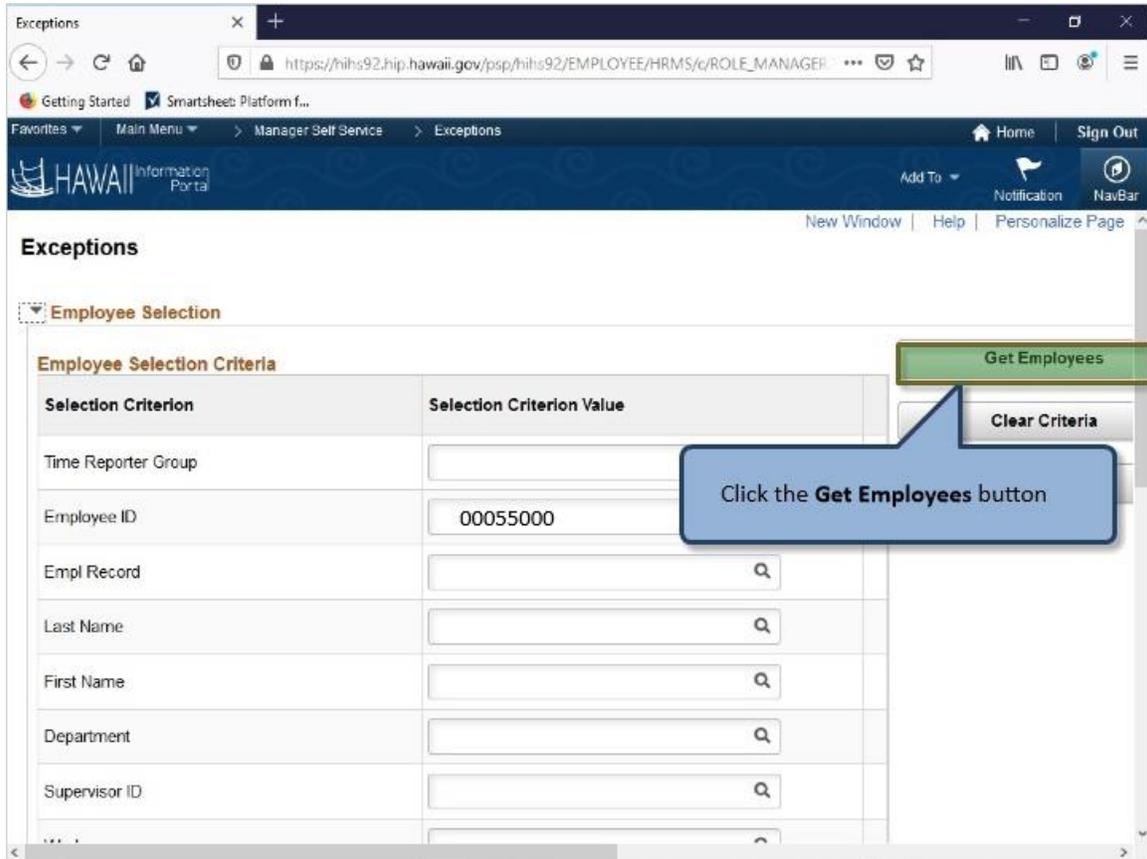
Save Criteria

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



Click in the **Employee ID** field.

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



Exceptions

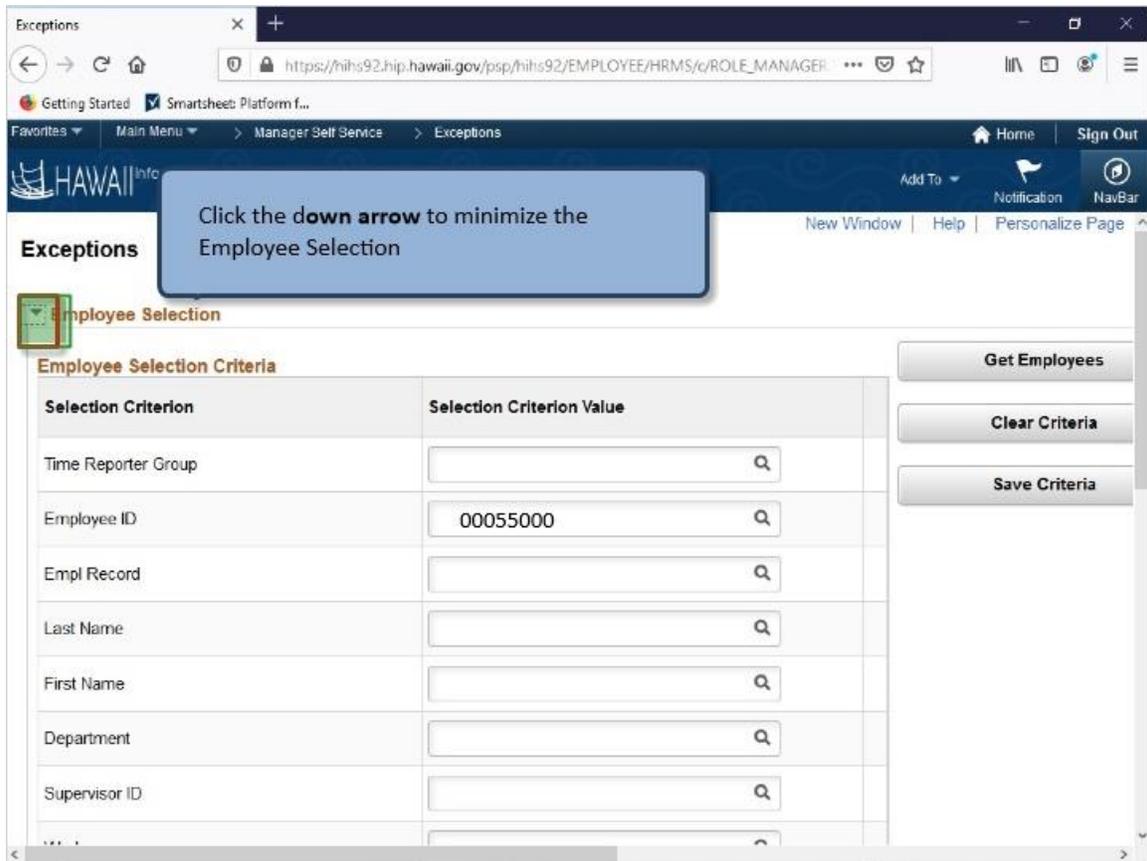
Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00055000
Empl Record	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Department	<input type="text"/> <input type="button" value="Q"/>
Supervisor ID	<input type="text"/> <input type="button" value="Q"/>

Click the **Get Employees** button

Click the **Get Employees** button.

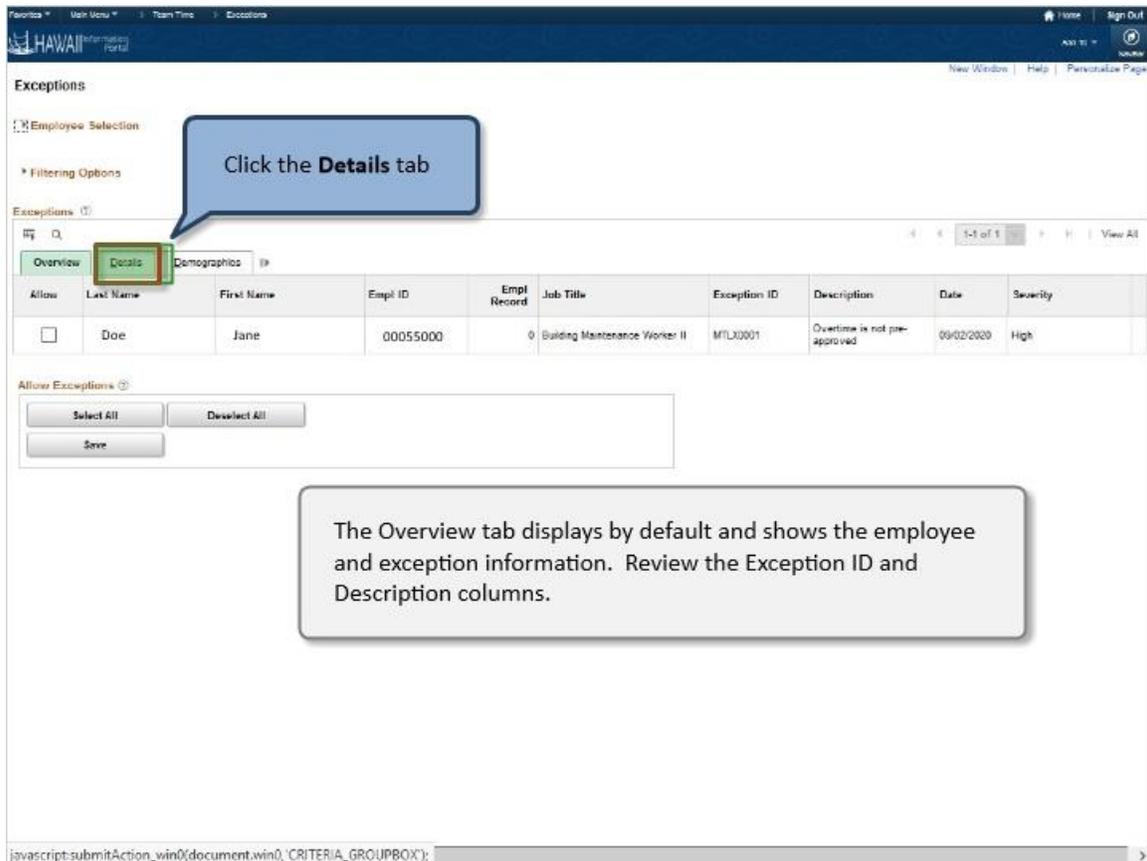


Click the **down arrow** to minimize the Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00055000
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

Click the **down arrow** to minimize the Employee Selection



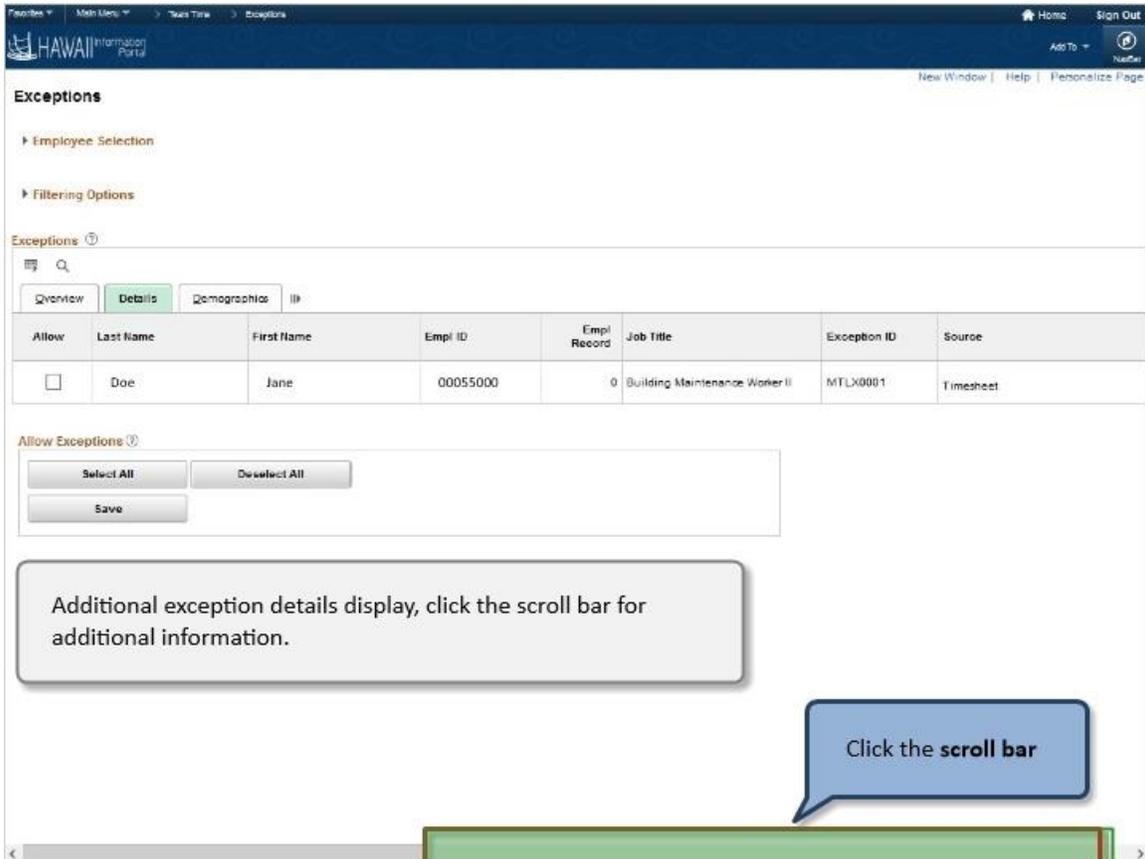
Click the **Details** tab

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Jane	00055000	0	Building Maintenance Worker II	MTLX0001	Overtime is not pre-approved	09/02/2020	High

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

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

Click the **Details** tab



Exceptions

Employee Selection

Filtering Options

Exceptions ⓘ

Overview Details Demographics ⓘ

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source
<input type="checkbox"/>	Doe	Jane	00055000	0	Building Maintenance Worker II	MTLX0001	Timesheet

Allow Exceptions ⓘ

Select All Deselect All Save

Additional exception details display, click the scroll bar for additional information.

Click the **scroll bar**

Additional exception details display, click the scroll bar for additional information.

Click the **scroll bar**



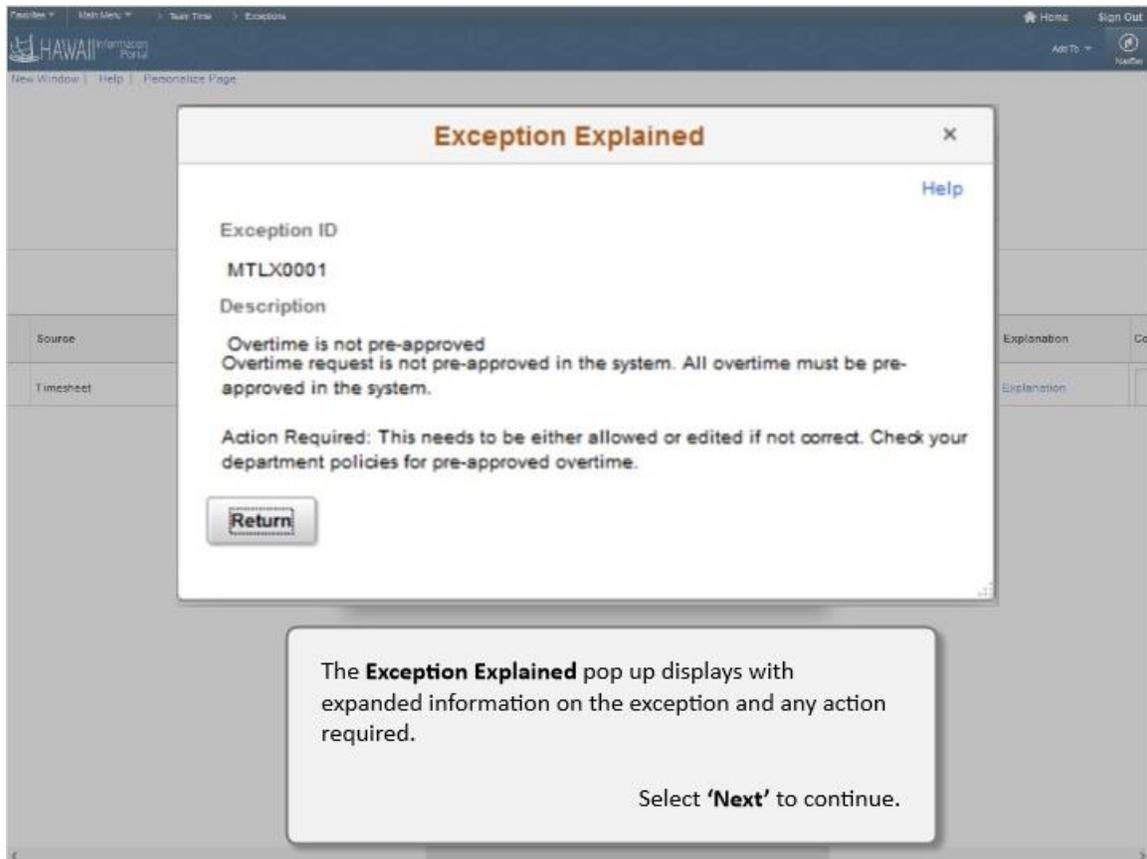
Exception Data shows a short summary of Action Required. A longer description is provided via the Explanation link.

Source	Last Updated	Exception Data	Explanation	Col
Timesheet	10/08/2020 9:09:42PM	Action Required: Overtime request is not pre-approved in the system.	Explanation	

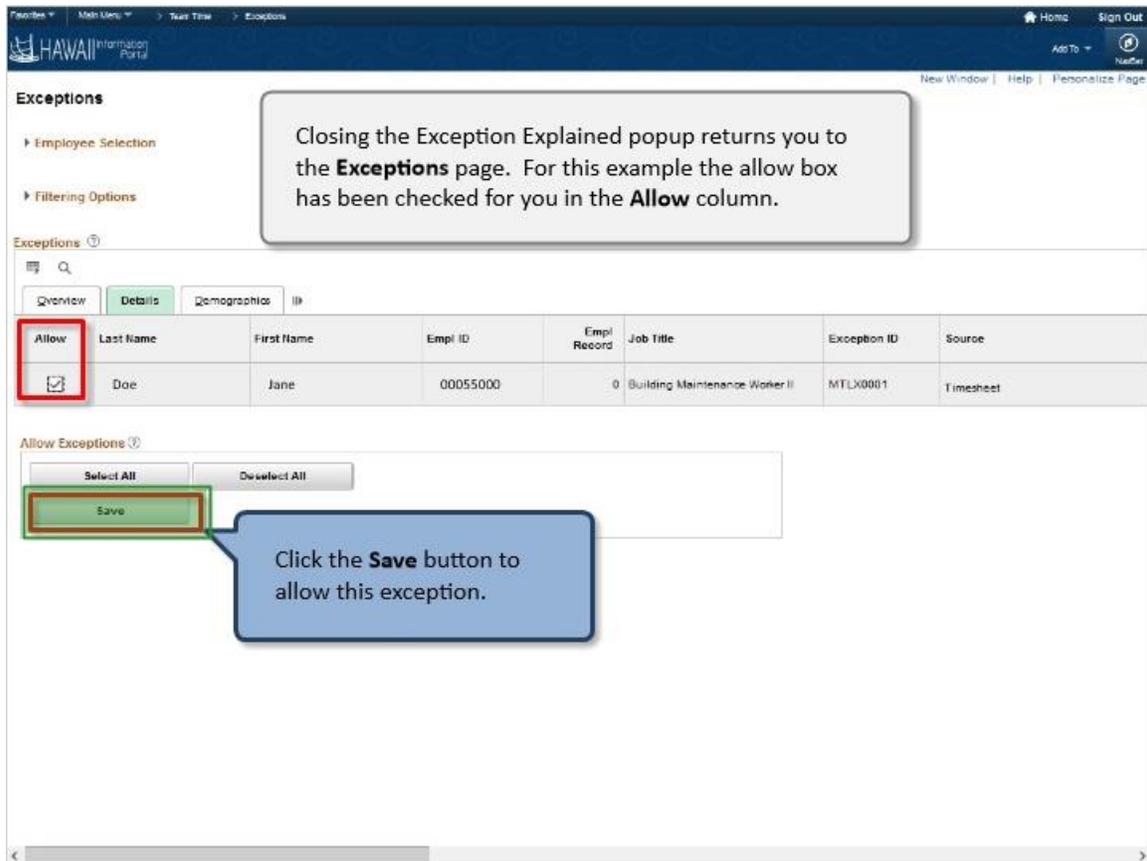
Click **Explanation**

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

Click **Explanation**



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



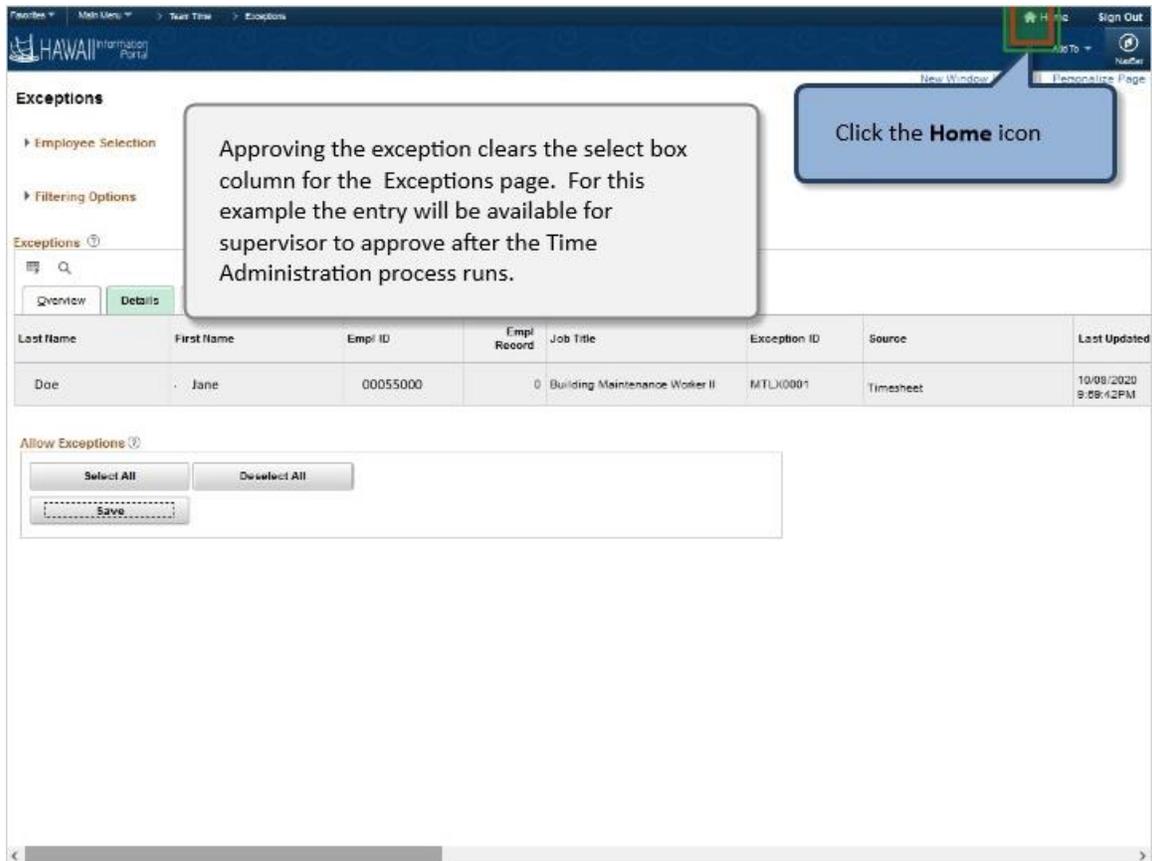
Closing the Exception Explained popup returns you to the **Exceptions** page. For this example the allow box has been checked for you in the **Allow** column.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source
<input checked="" type="checkbox"/>	Doe	Jane	00055000	0	Building Maintenance Worker II	MTLX0001	Timesheet

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



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

Last name	First name	Emp/ID	Emp/Record	Job Title	Exception ID	Source	Last Updated
Doe	Jane	00055000	0	Building Maintenance Worker II	MTL\0001	Timesheet	10/08/2020 9:08:42PM

Allow Exceptions (3)

Select All Deselect All Save

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

 **HAWAII** Information
Portal

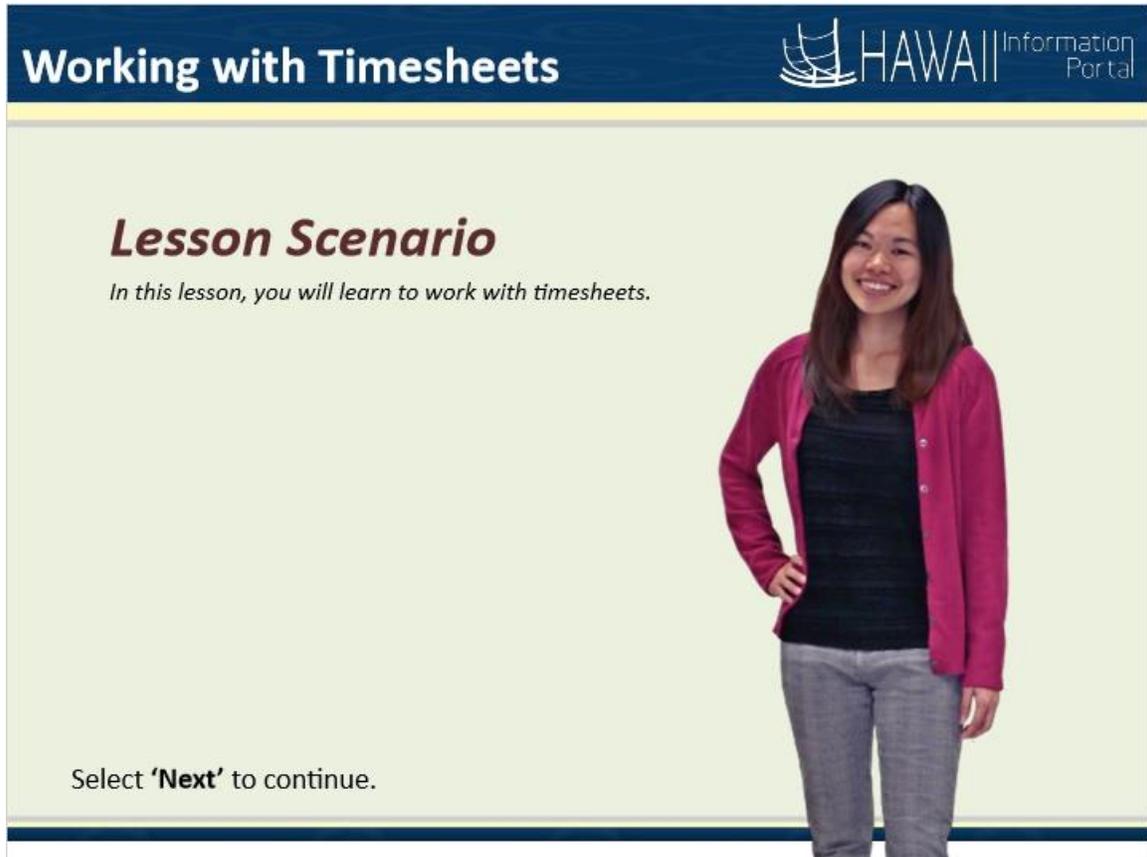


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Working with Timesheets

A presentation slide titled "Working with Timesheets" with the Hawaii Information Portal logo in the top right. The slide has a light green background and features the text "Lesson Scenario" and "In this lesson, you will learn to work with timesheets." on the left, and a photograph of a smiling woman in a pink jacket on the right. At the bottom left, it says "Select 'Next' to continue." The slide is framed by a dark blue header and footer.

Working with Timesheets

Lesson Scenario

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

Select **'Next'** to continue.

Lesson Scenario

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



 HAWAII Information Portal

Review Payable Time for Approval

Report Time and Add a Comment for an Employee

Update Employee Work Schedule

Select any button above to learn more!

Select **'Next'** to continue.

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 

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.

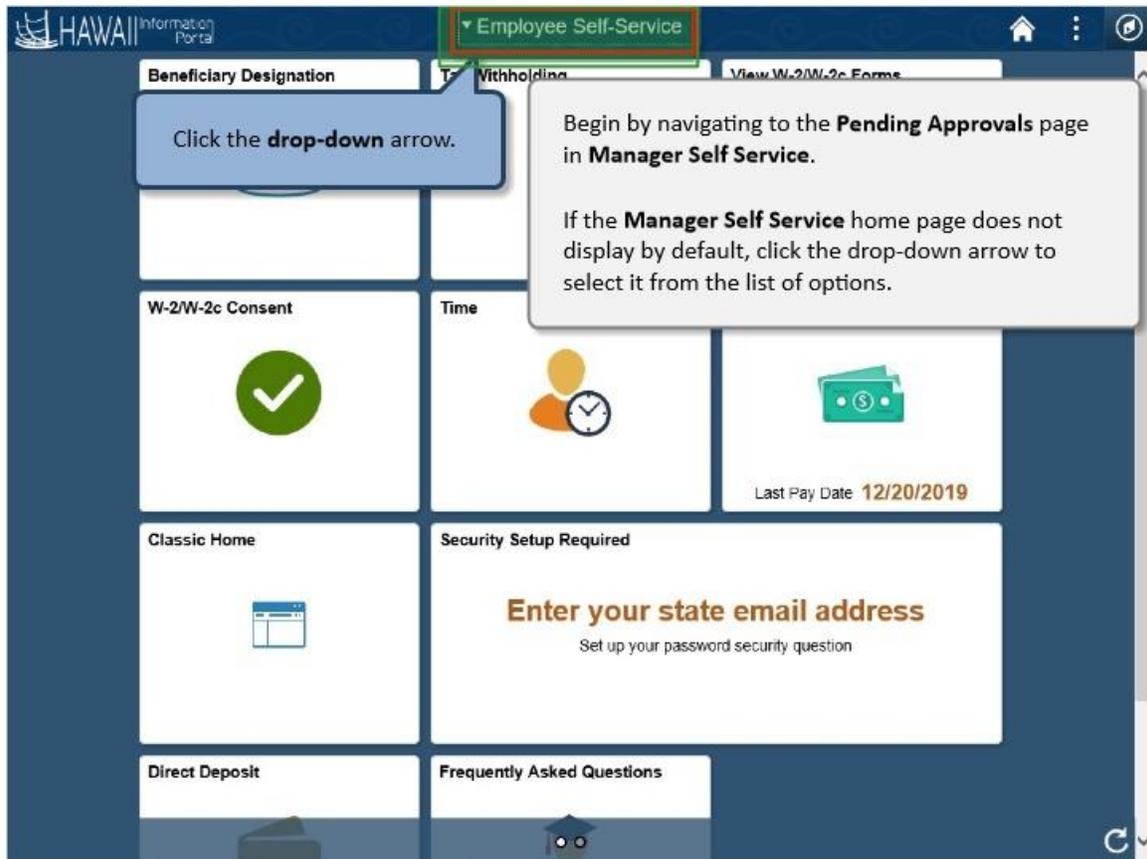
Select **'Next'** to continue.

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.

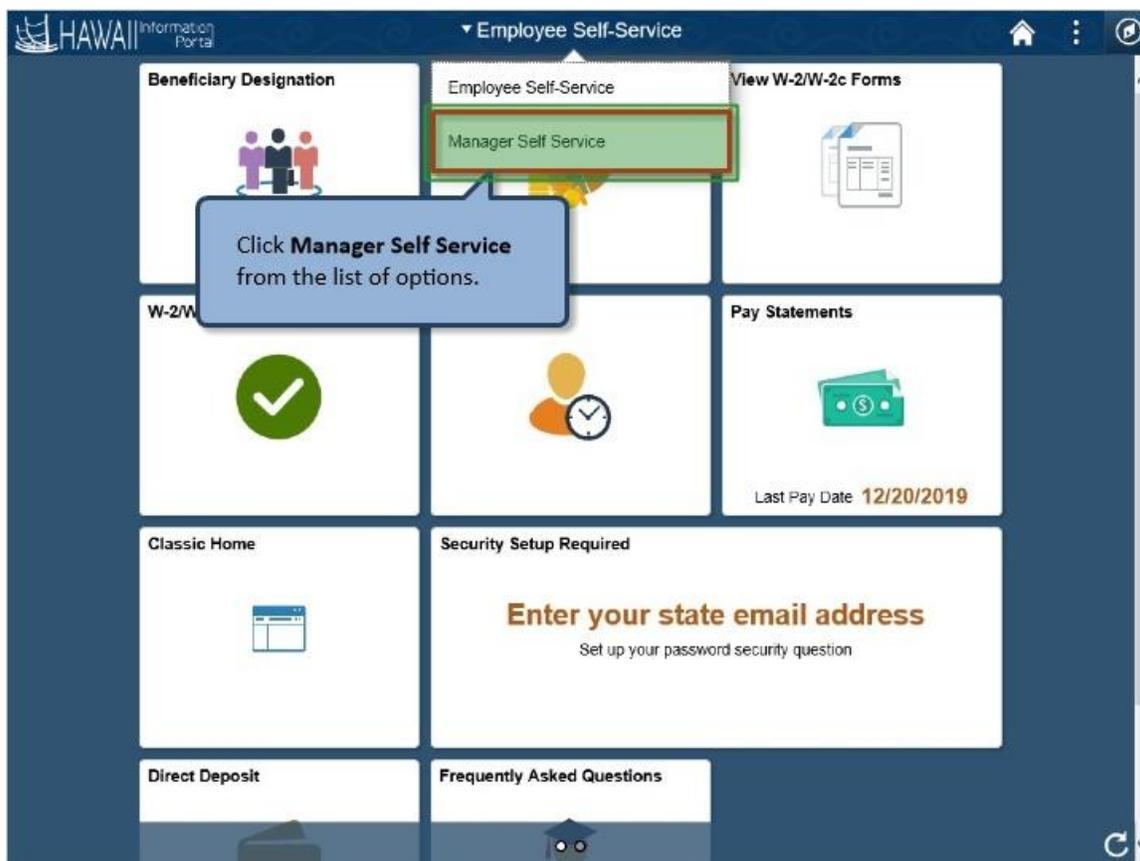
If you have questions about what you are approving, you can review payable time.



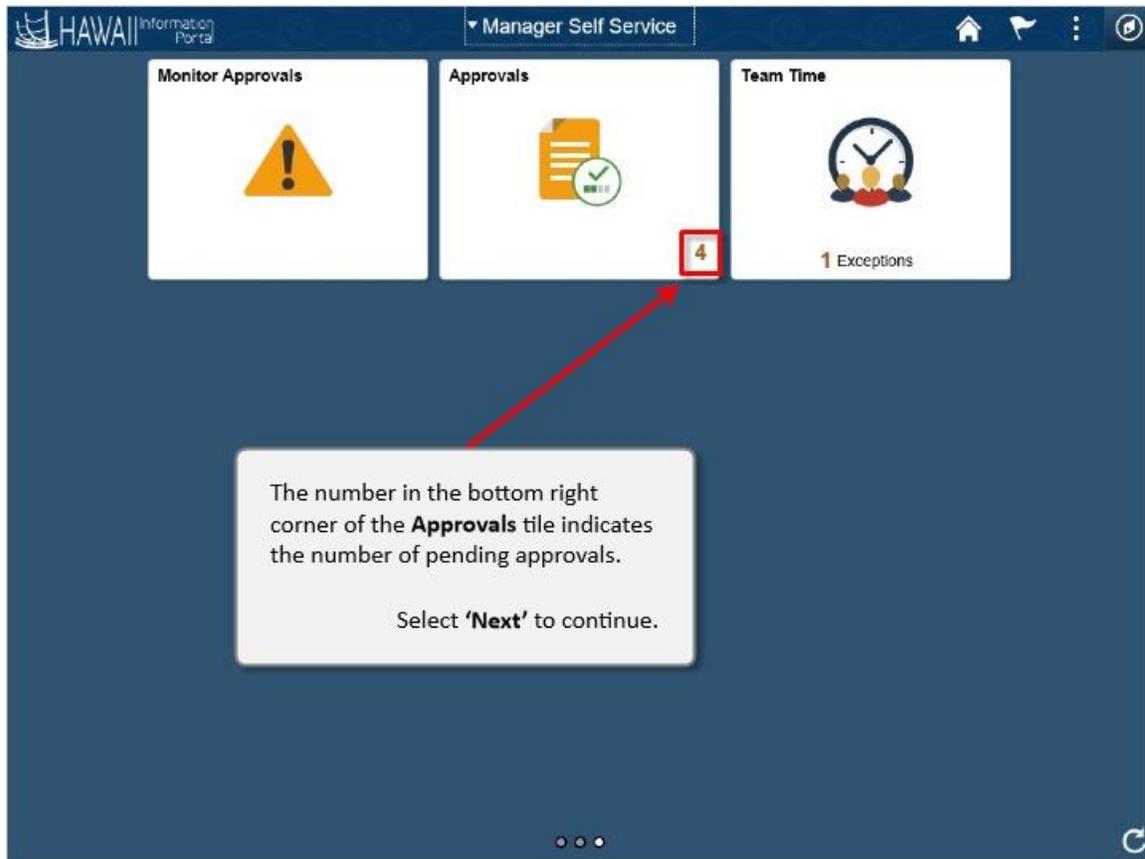
Begin by navigating to the **Pending Approvals** page in **Manager Self Service**.

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.



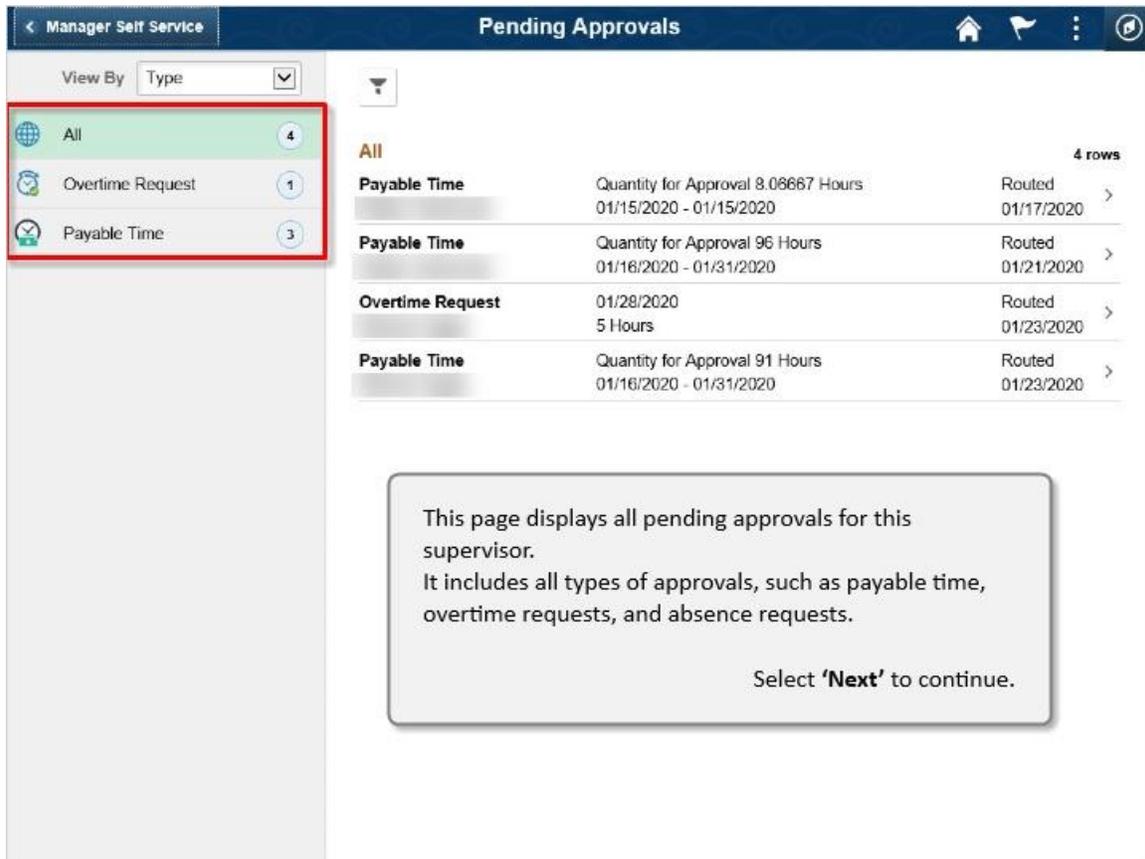
Click **Manager Self Service** from the list of options.



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



Click the **Approvals** tile.



Manager Self Service Pending Approvals

View By Type

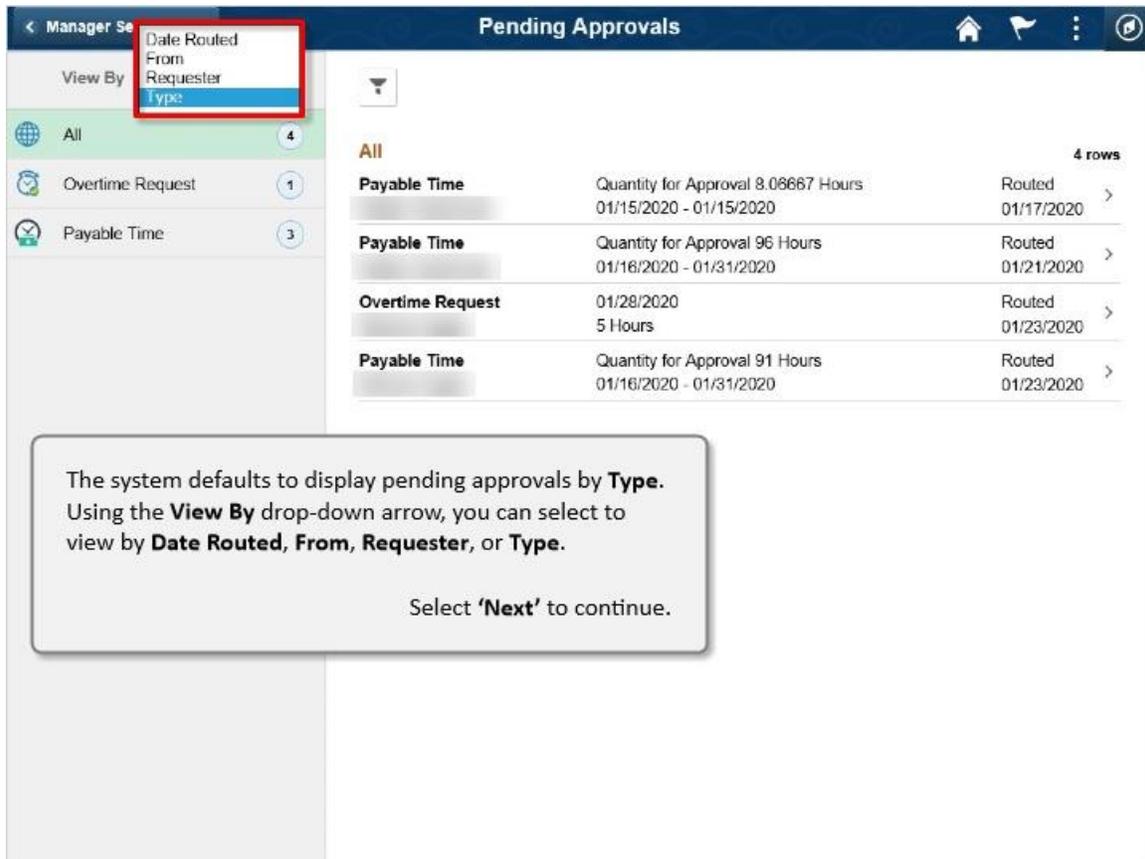
- All (4)
- Overtime Request (1)
- Payable Time (3)

All			4 rows
Payable Time	Quantity for Approval 8.08667 Hours 01/15/2020 - 01/15/2020	Routed	01/17/2020 >
Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020	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 displays all pending approvals for this supervisor.
It includes all types of approvals, such as payable time, overtime requests, and absence requests.

Select **'Next'** to continue.

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



Pending Approvals

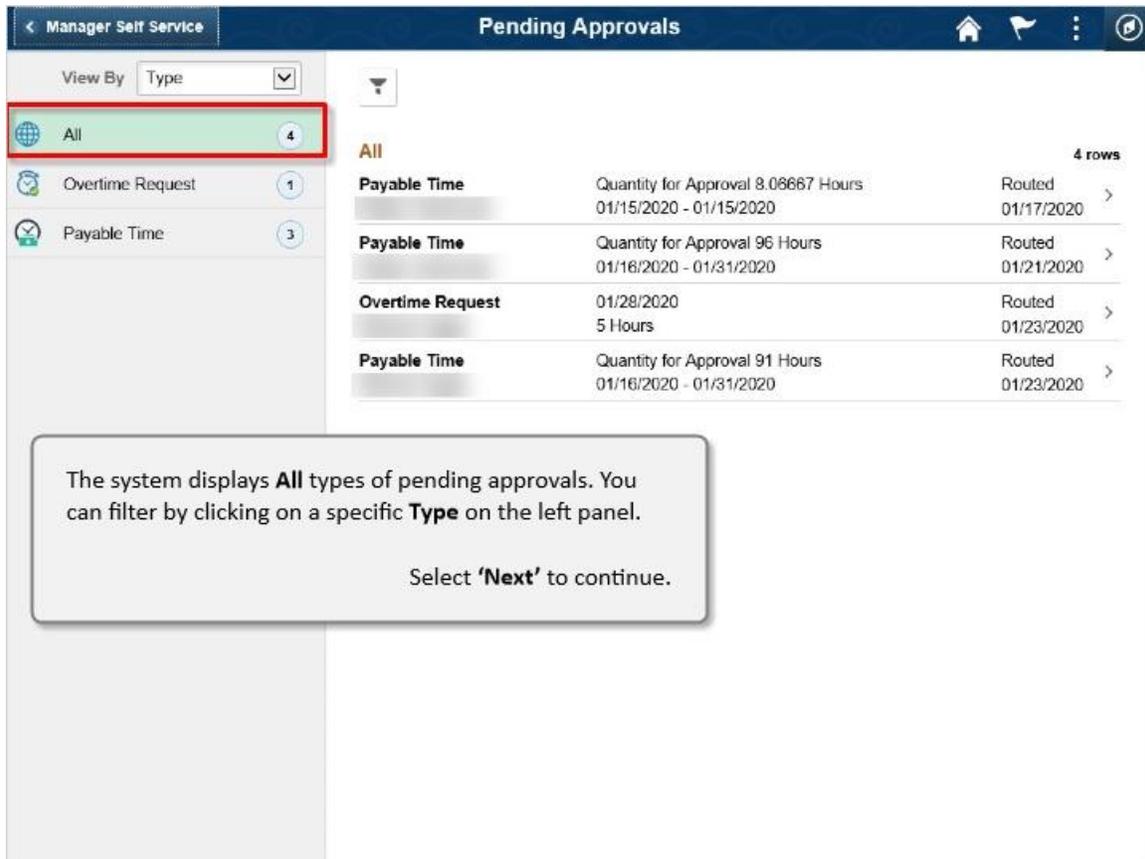
View By: **Date Routed**, From, Requester, Type

All			4 rows
Payable Time	Quantity for Approval 8.08667 Hours 01/15/2020 - 01/15/2020	Routed	01/17/2020 >
Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020	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 >

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**.

Select '**Next**' 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 Pending Approvals

View By Type

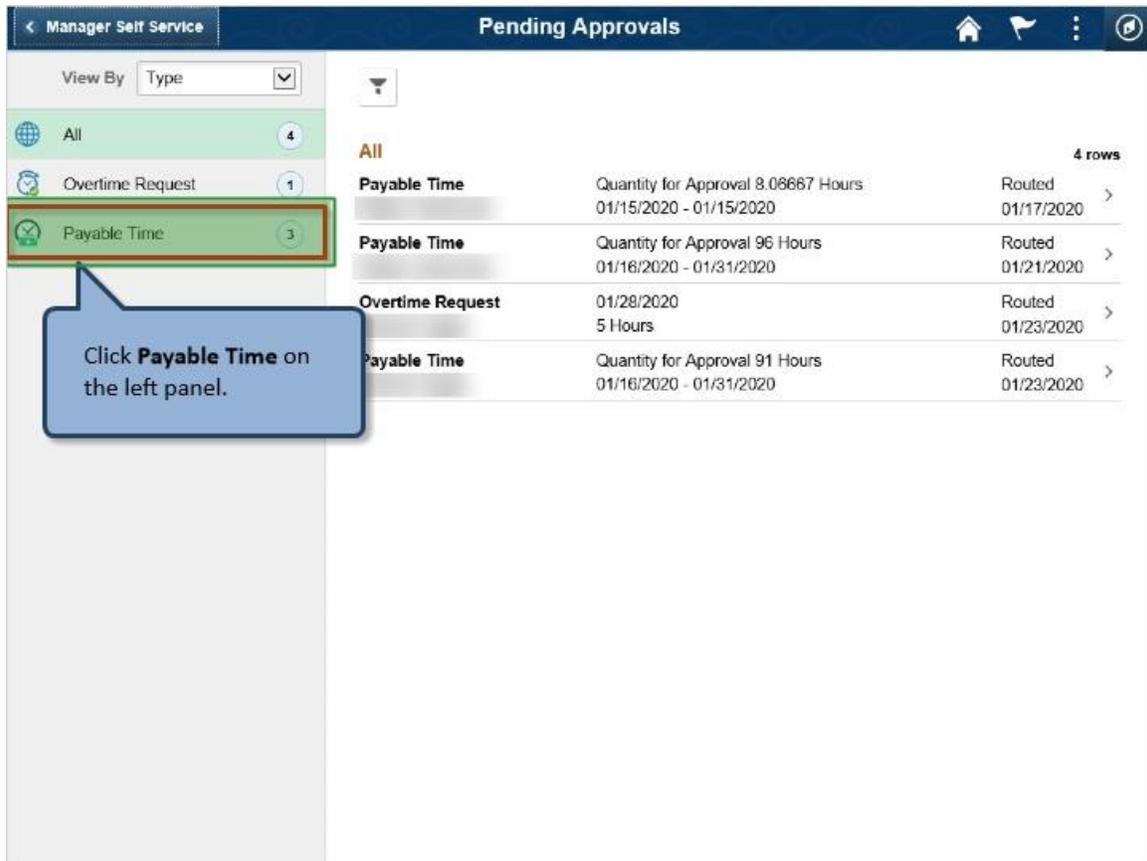
- All (4)
- Overtime Request (1)
- Payable Time (3)

All			4 rows
Payable Time	Quantity for Approval 8.08667 Hours 01/15/2020 - 01/15/2020	Routed	01/17/2020 >
Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020	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 >

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

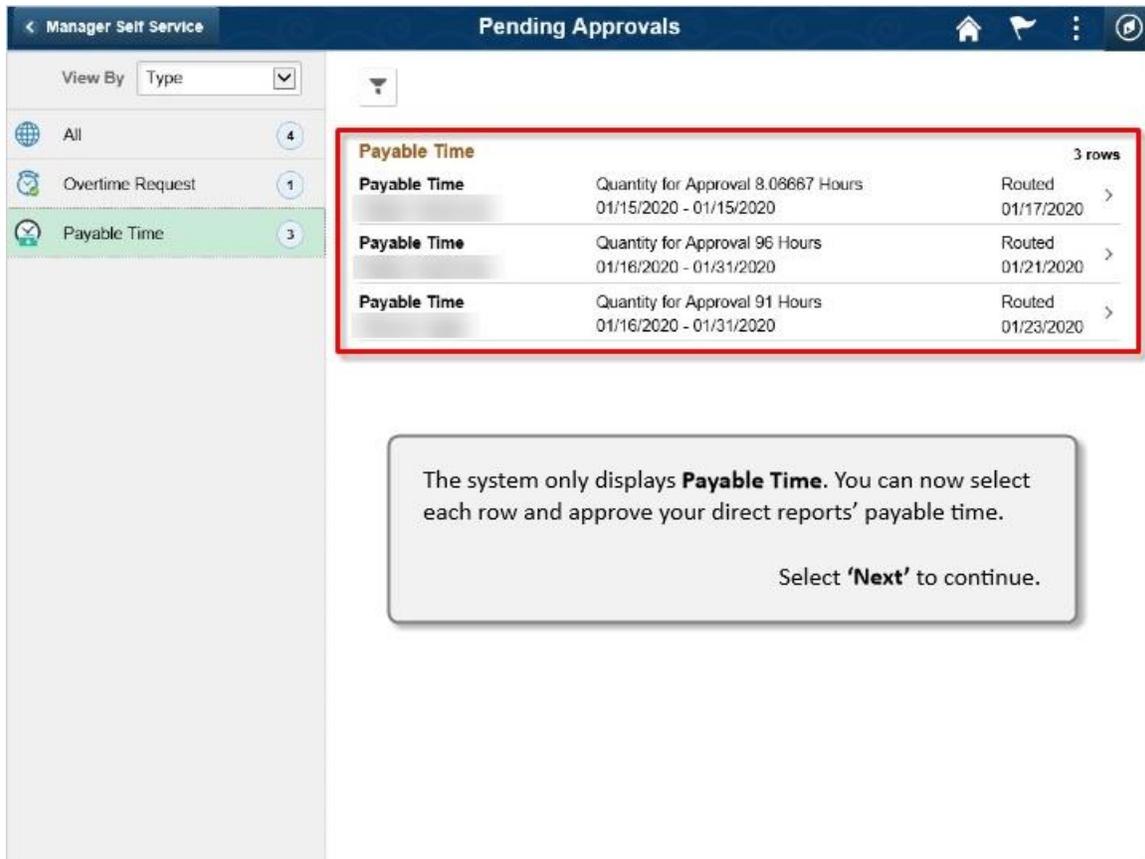
Select **'Next'** to continue.

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



Pending Approvals		
All 4 rows		
Payable Time	Quantity for Approval 8.08667 Hours 01/15/2020 - 01/15/2020	Routed 01/17/2020
Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020	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

Click **Payable Time** on the left panel.



Manager Self Service Pending Approvals

View By Type

- All (4)
- Overtime Request (1)
- Payable Time (3)**

Payable Time			3 rows
Payable Time	Quantity for Approval 8.08667 Hours 01/15/2020 - 01/15/2020	Routed	01/17/2020 >
Payable Time	Quantity for Approval 96 Hours 01/16/2020 - 01/31/2020	Routed	01/21/2020 >
Payable Time	Quantity for Approval 91 Hours 01/16/2020 - 01/31/2020	Routed	01/23/2020 >

The system only displays **Payable Time**. You can now select each row 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.

 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Report Time and Add Comments

Report Time and Add Comments 

Lesson Scenario

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

Supervisors can use timesheets to report time on behalf of employees. They can also add comments for time the employee entered.

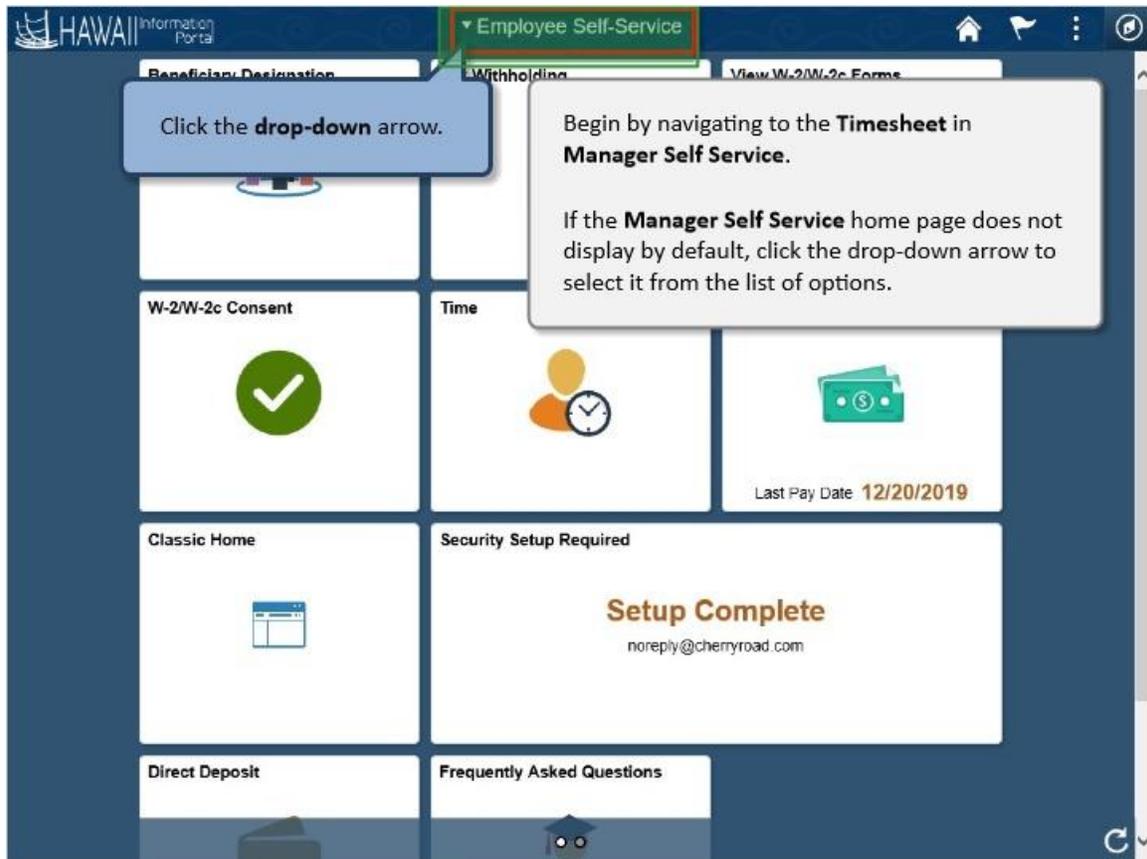
A photograph of a woman with long dark hair, wearing a bright pink cardigan over a black top and grey pants. She is smiling and standing with her hands on her hips against a plain light green background.

Select '**Next**' to continue.

Lesson Scenario

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

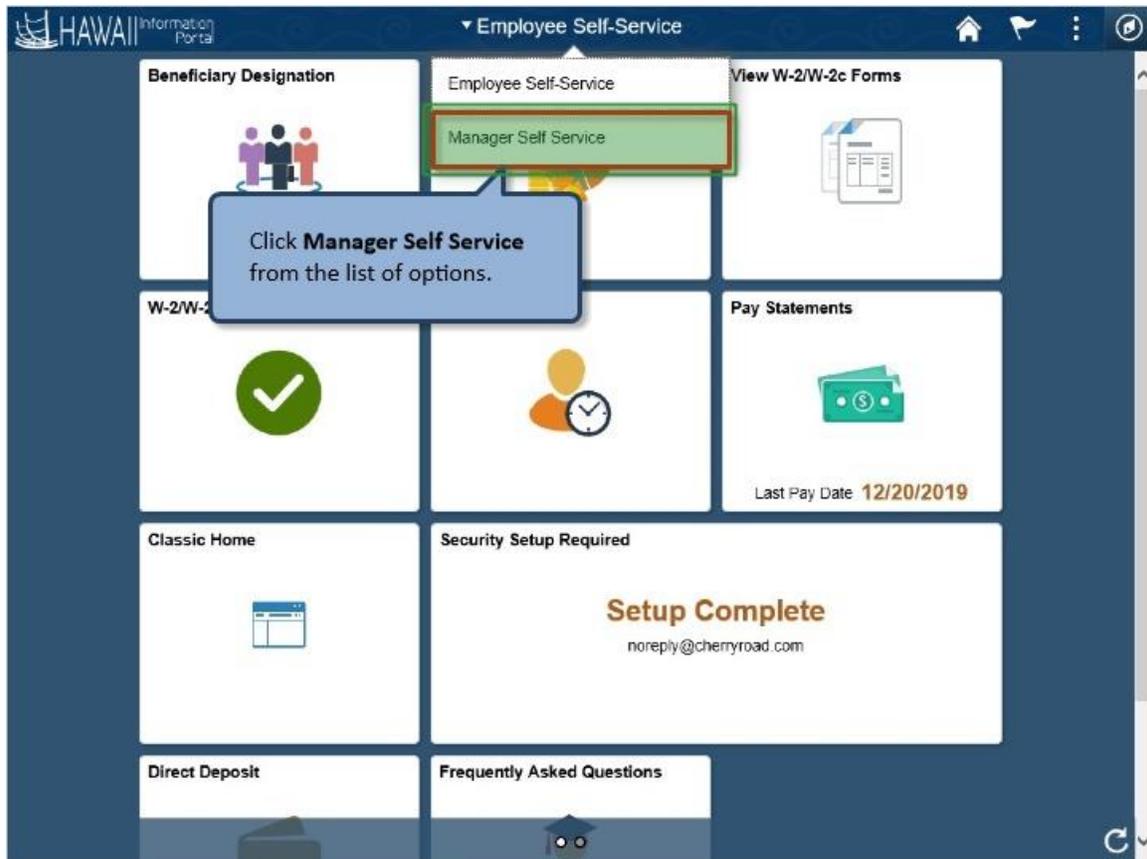
Managers can use timesheets to report time on behalf of employees. They can also add comments for non-regular time.



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.

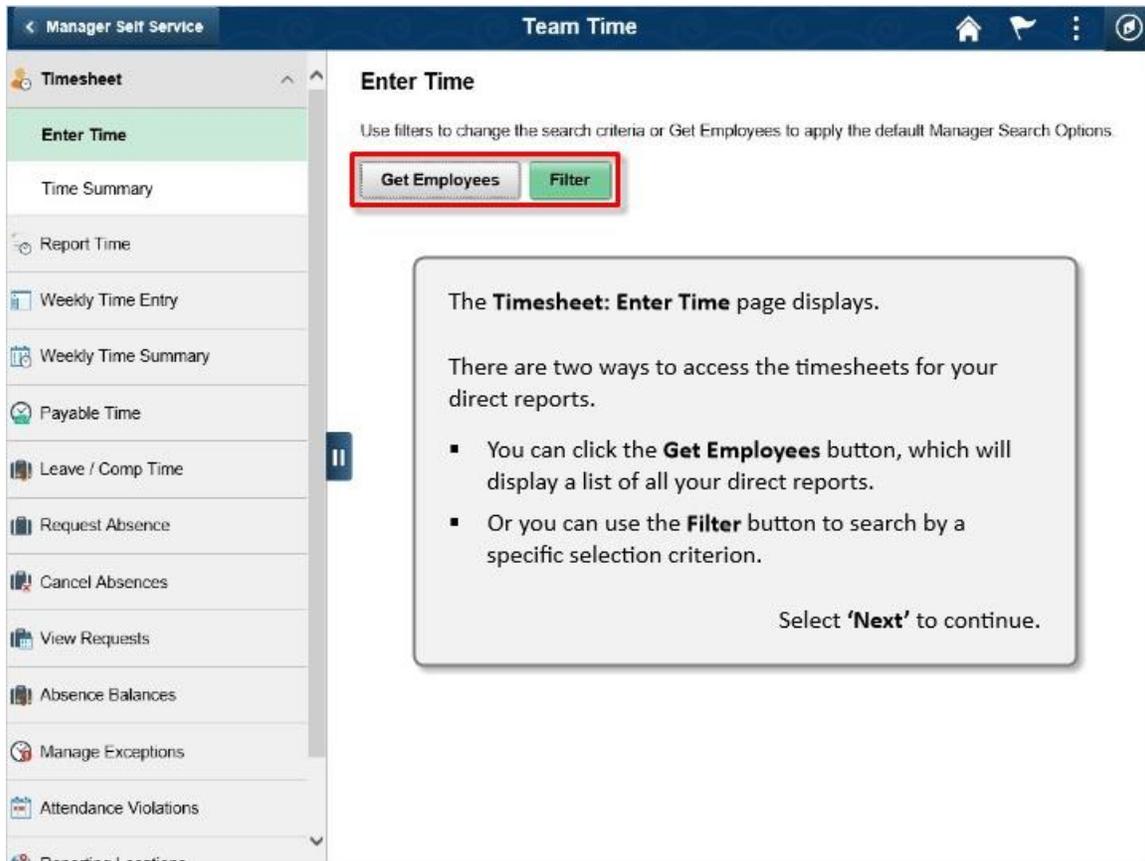
Click the **drop-down** arrow.



Click **Manager Self Service** from the list of options.



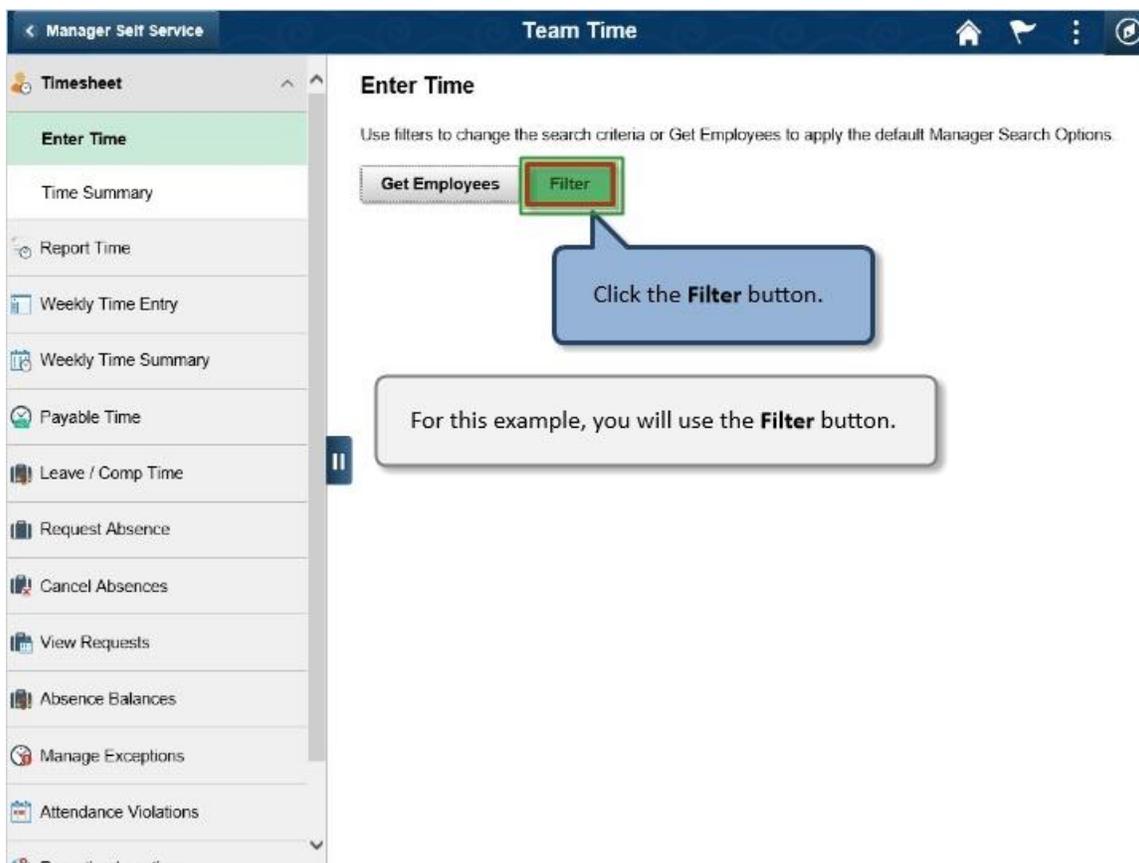
Click the **Team Time** tile.



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

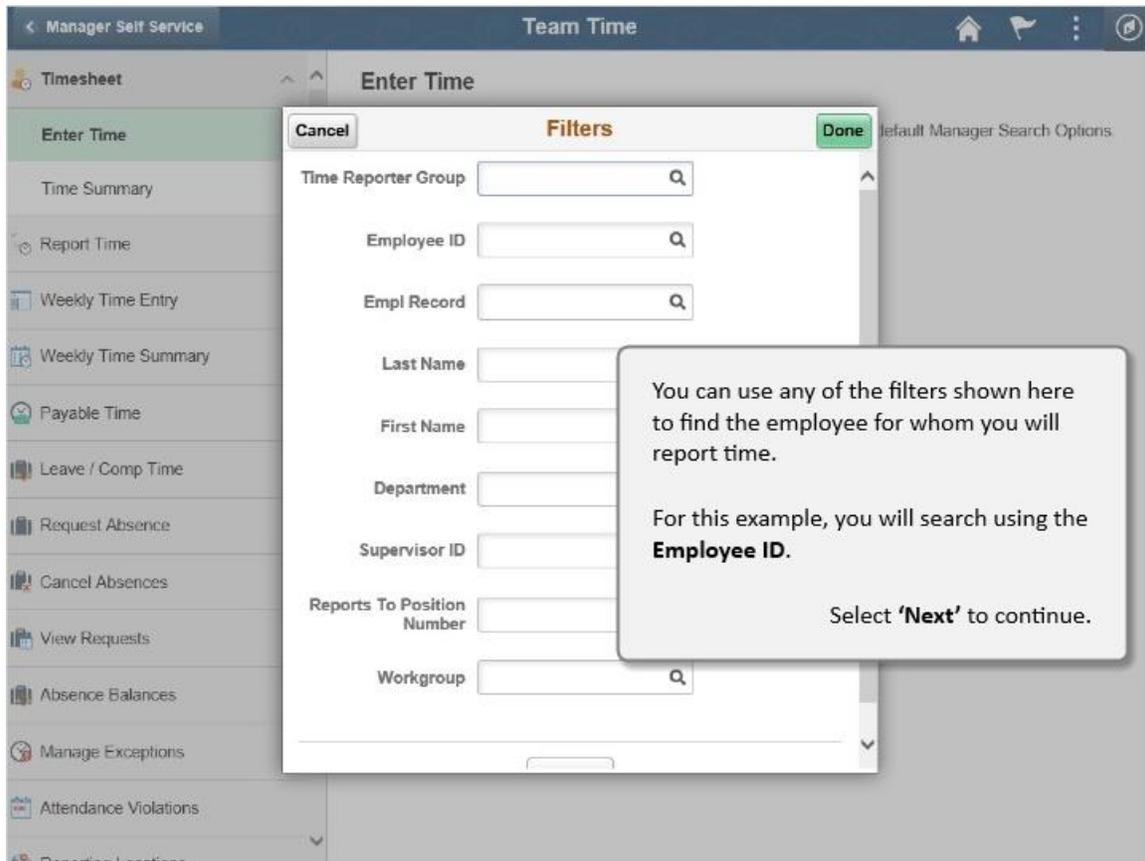
There are two ways to access the timesheets for your direct reports.

- 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.



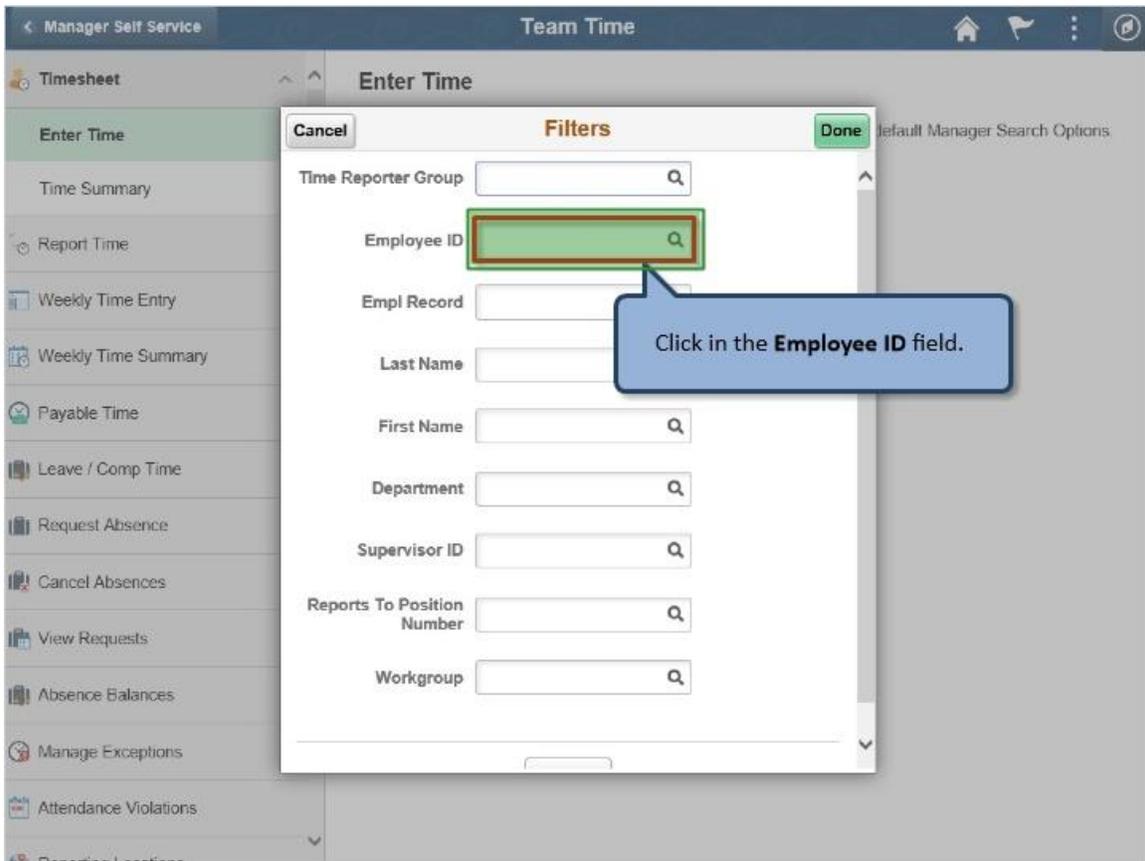
For this example, you will use the **Filter** button.

Click the **Filter** button.

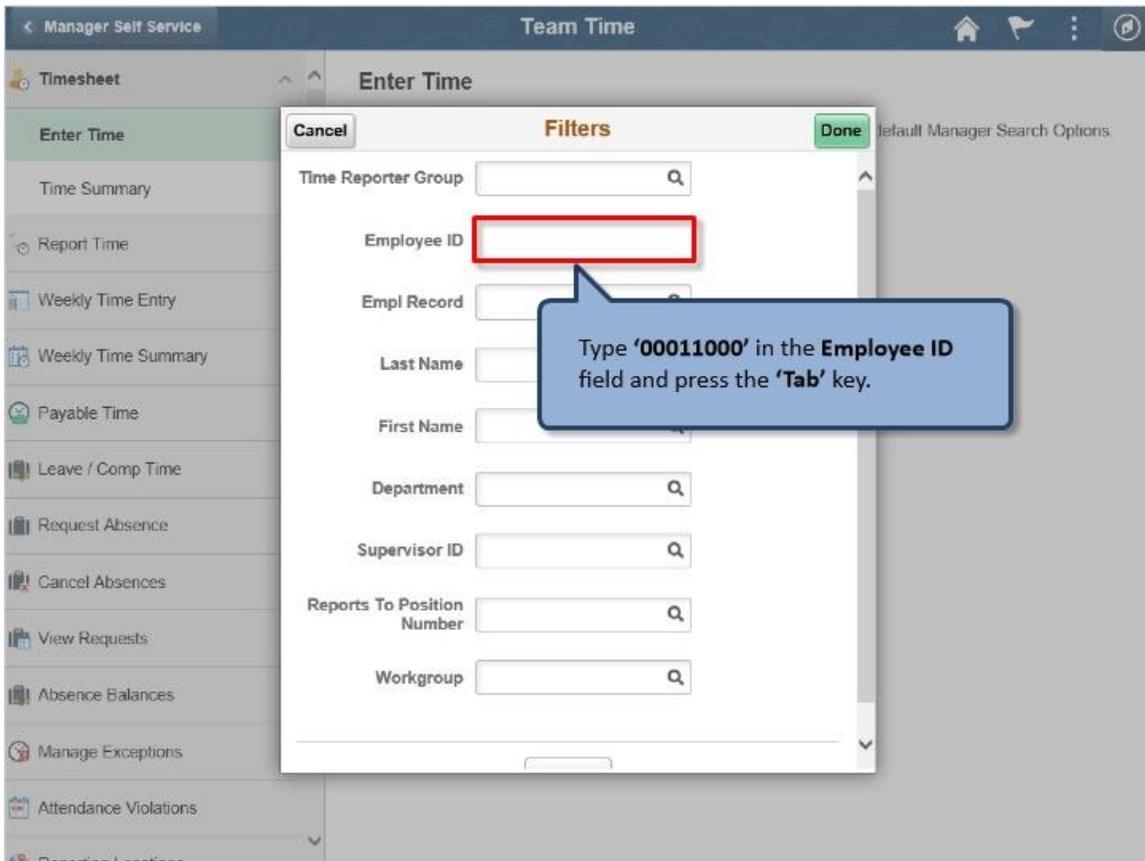


You can use any of the filters shown here to find the employee for whom you will report time.

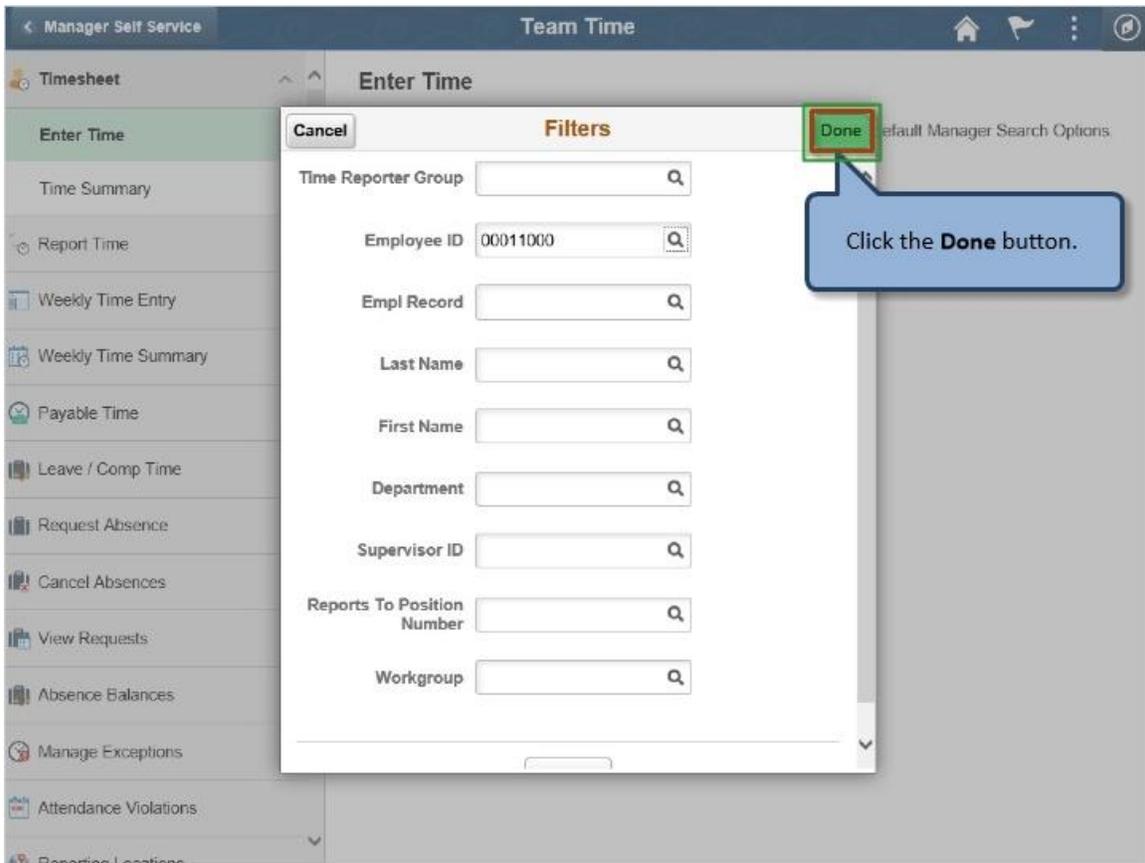
For this example, you will search using the **Employee ID**.



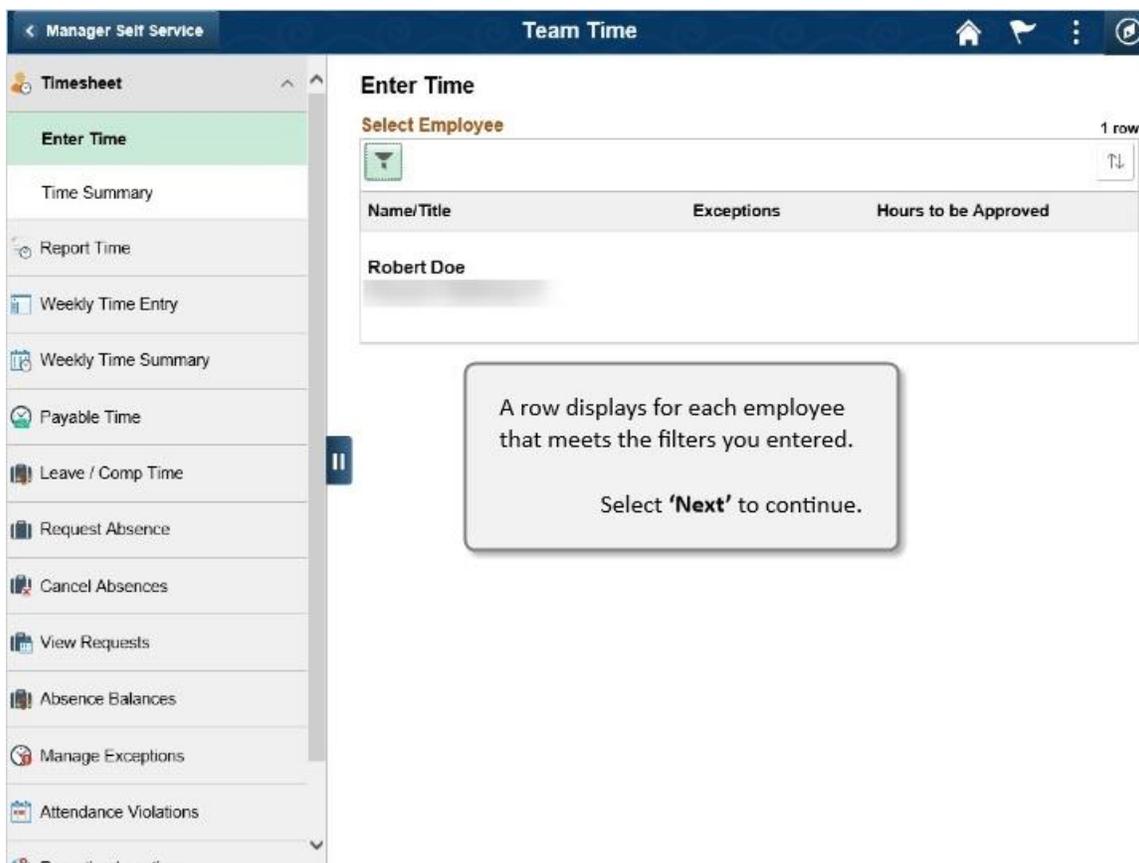
Click in the **Employee ID** field.



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



Click the **Done** button.



Enter Time

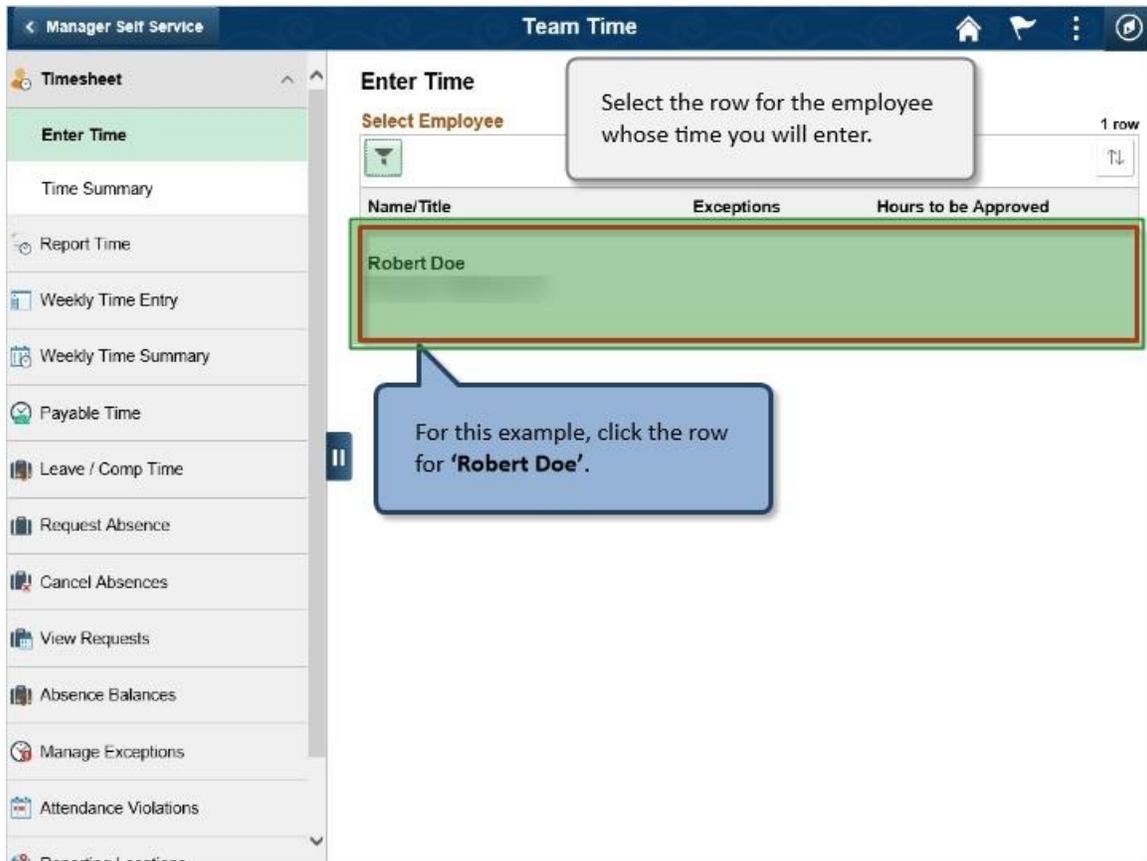
Select Employee 1 row

Name/Title	Exceptions	Hours to be Approved
Robert Doe		

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

Select **'Next'** to continue.

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



Enter Time

Select Employee

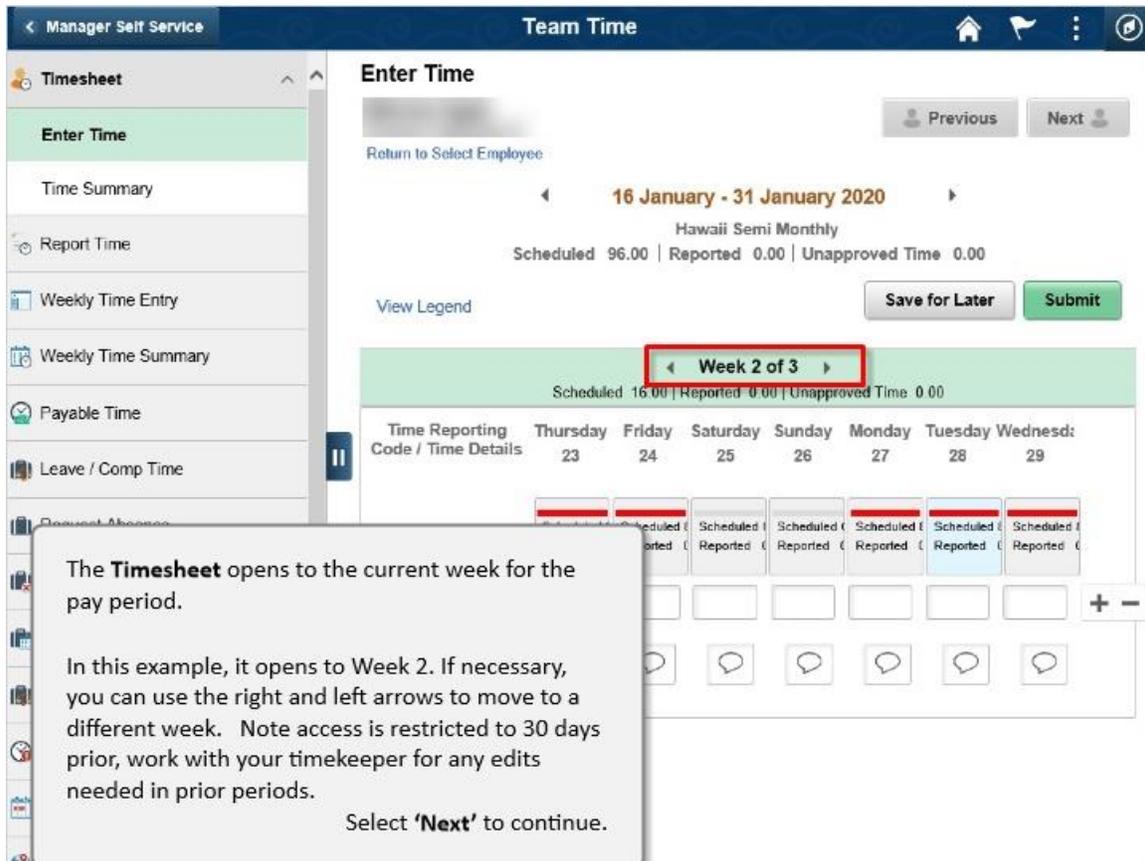
Select the row for the employee whose time you will enter.

Name/Title	Exceptions	Hours to be Approved
Robert Doe		

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

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

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



Enter Time

Return to Select Employee

16 January - 31 January 2020

Hawaii Semi Monthly

Scheduled 96.00 | Reported 0.00 | Unapproved Time 0.00

View Legend

Save for Later Submit

← Week 2 of 3 →

Scheduled 16.00 | Reported 0.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
	Reported	Reported	Reported	Reported	Reported	Reported	Reported

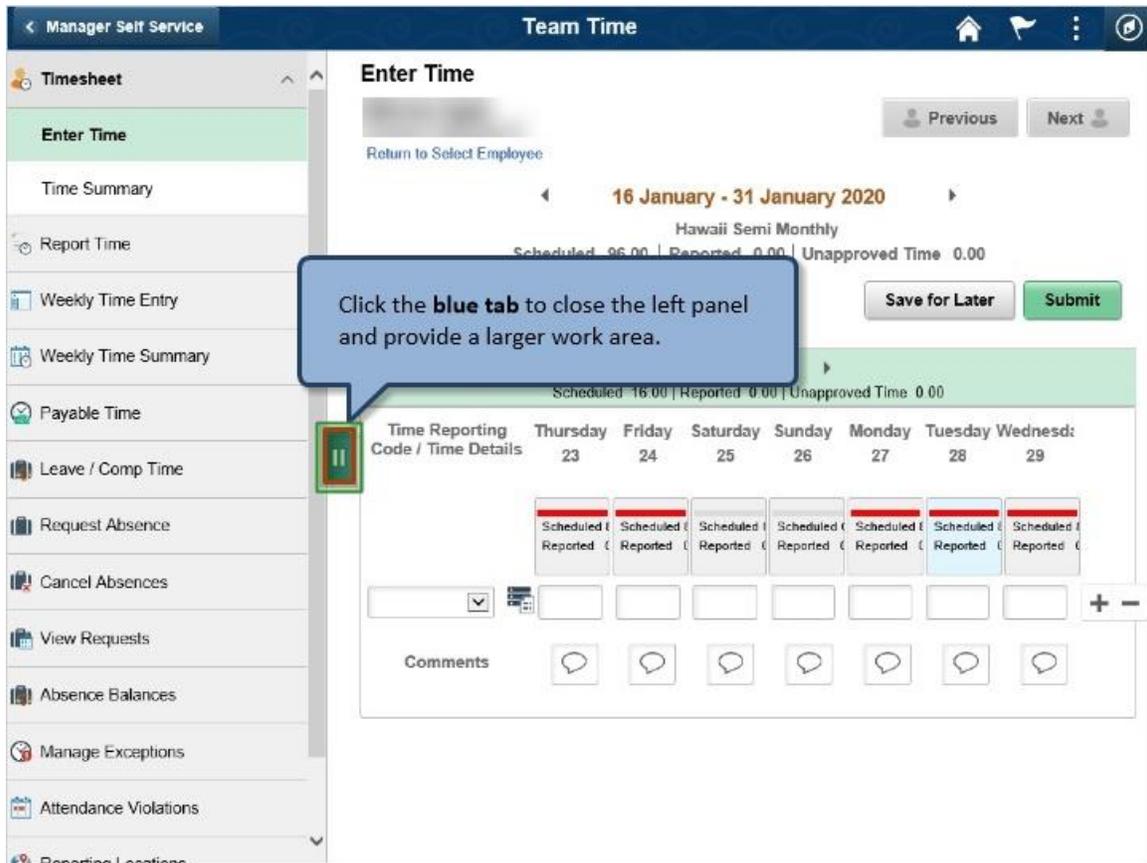
The **Timesheet** opens to the current week for the pay period.

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 in prior periods.

Select **'Next'** to continue.

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.



Enter Time

Return to Select Employee

16 January - 31 January 2020

Hawaii Semi Monthly
Scheduled: 96.00 | Reported: 0.00 | Unapproved Time: 0.00

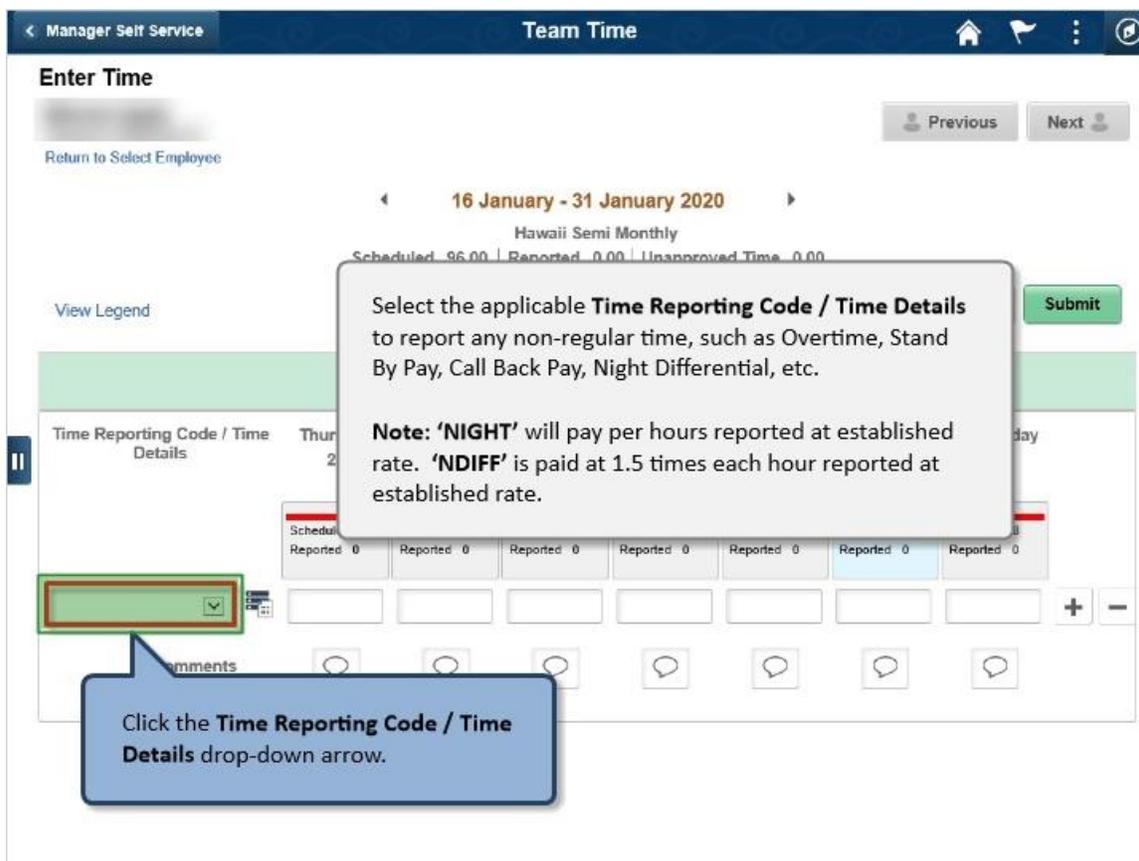
Save for Later Submit

Scheduled: 16.00 | Reported: 0.00 | Unapproved Time: 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported

Comments

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



The screenshot shows the 'Enter Time' interface for 'Team Time' in the 'Manager Self Service' portal. The page displays a date range of '16 January - 31 January 2020' and a 'Hawaii Semi Monthly' schedule. A 'Submit' button is visible on the right. A central callout box provides instructions: 'Select the applicable **Time Reporting Code / Time Details** to report any non-regular time, such as Overtime, Stand By Pay, Call Back Pay, Night Differential, etc.' and includes a note: '**Note: 'NIGHT'** will pay per hours reported at established rate. '**NDIFF**' is paid at 1.5 times each hour reported at established rate.' A blue callout box points to a drop-down arrow in the 'Time Reporting Code / Time Details' column, stating: 'Click the **Time Reporting Code / Time Details** drop-down arrow.'

Select the applicable **Time Reporting Code / Time Details** to report any non-regular 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 Self Service **Team Time**

Enter Time

Return to Select Employee

16 January - 31 January 2020

Hawaii Semi Monthly

Scheduled 96.00 | Reported 0.00 | Unapproved Time 0.00

View Legend

Save for Later Submit

Week 2 of 3

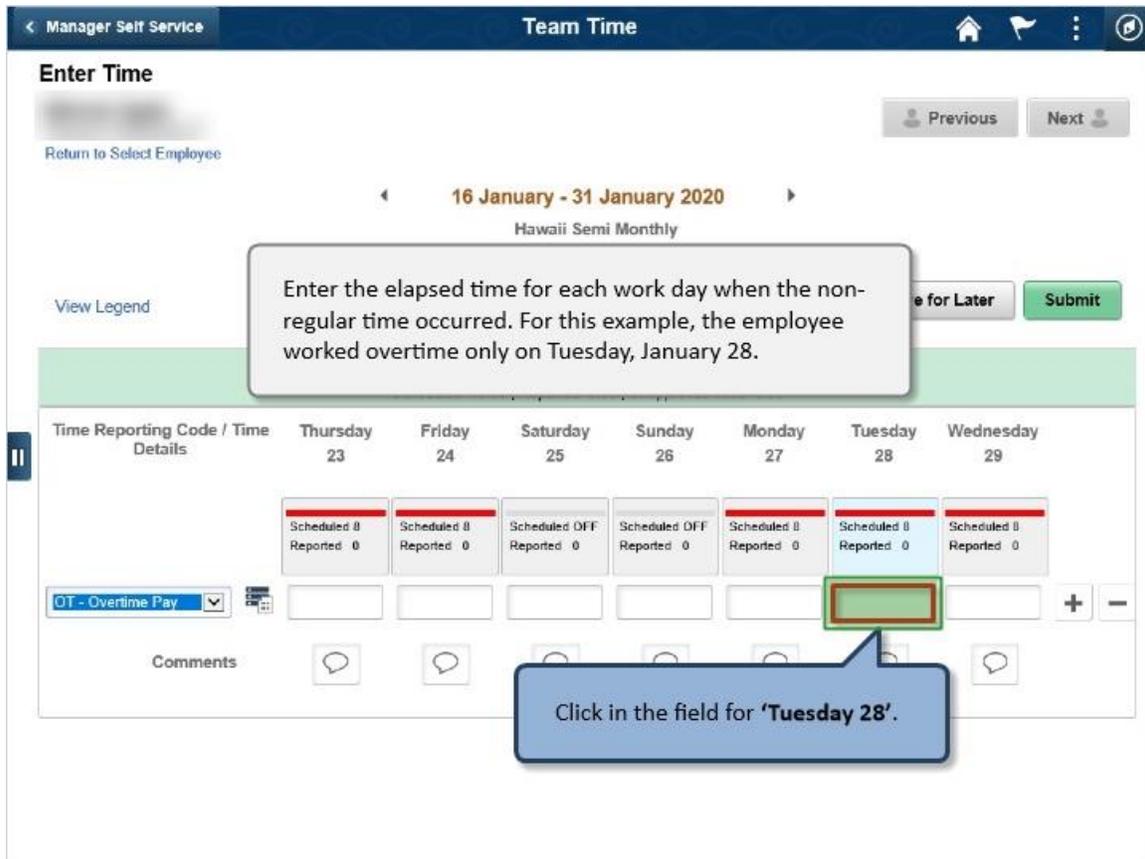
Scheduled 40.00 | Reported 0.00 | Unapproved Time 0.00

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 8 Reported 0

- CLBK1 - Call Back Pay
- CLBK2 - Call Back Consecutive Call(s)
- HZD15 - Hazard Pay Severe
- HZD25 - Hazard Pay Most Severe
- MEAL1 - Meal - Breakfast
- MEAL2 - Meal - Lunch
- MEAL3 - Meal - Dinner
- OT - Overtime Pay**
- RG1 - Regular - Sent to payroll
- RNG - Regular - Negative Earnings
- SHWUP - Show UP Pay
- SPLIT - Split Shift Differential
- STDBY - Stand By Pay Portions
- WC - Workers Compensation
- WKD13 - Working Condition Differential
- ZUNFM - Uniform Pay

For this example, click '**OT - Overtime Pay**' from the list of values.
 Note: HZD15, HZD25, RG1 and RNG should not be used.

For this example, click '**OT - Overtime Pay**' from the list of values.
 Note: HZD15, HZD25, RG1 and RNG should not be used.



Enter Time

Return to Select Employee

16 January - 31 January 2020
Hawaii Semi Monthly

View Legend

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.

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled # Reported 0	Scheduled # Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled # Reported 0	Scheduled # Reported 0	Scheduled # Reported 0	Scheduled # Reported 0
OT - Overtime Pay							
Comments							

Click in the field for 'Tuesday 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 Time** Home Flag More Help

Enter Time

Return to Select Employee Previous Next

16 January - 31 January 2020
Hawaii Semi Monthly
Scheduled 96.00 | Reported 0.00 | Unapproved Time 0.00

View Legend Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 0.00 | Unapproved Time 0.00

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 8 Reported 0
OT - Overtime Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Manager Self Service
Team Time
⌂
⋮
🔍

Enter Time

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.

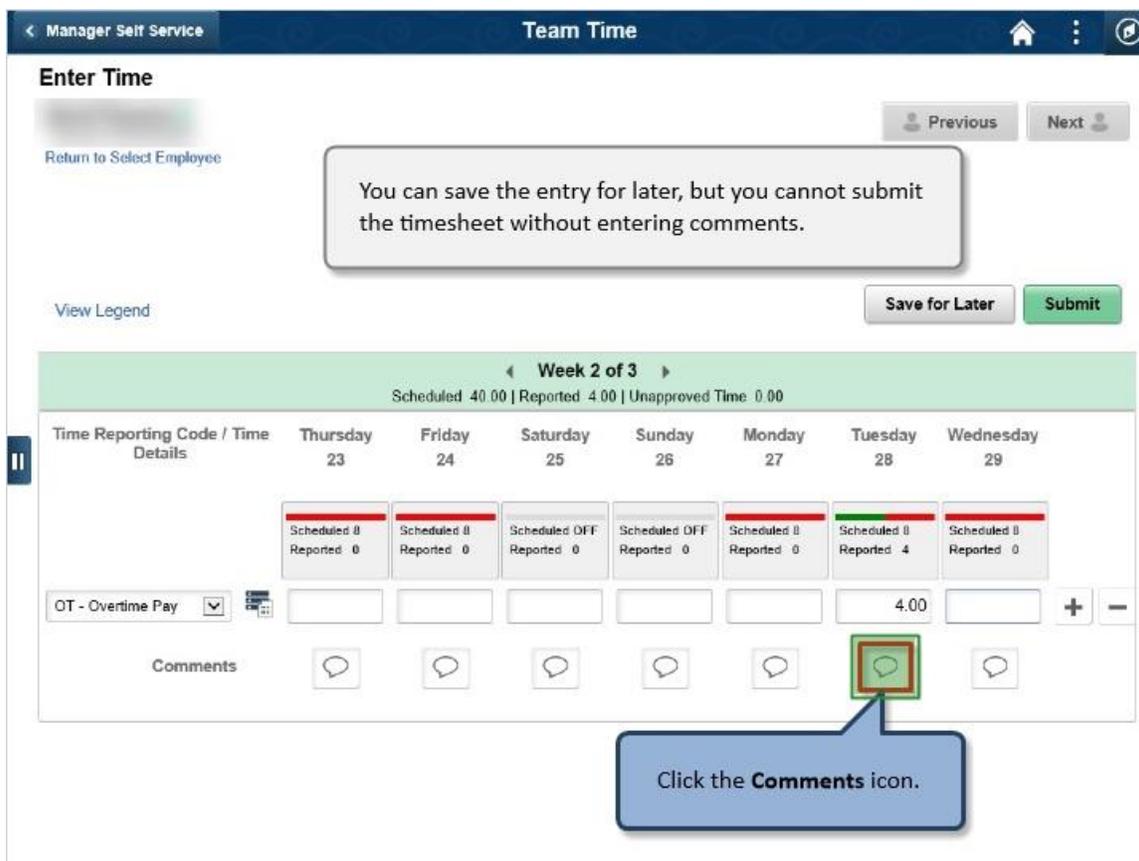
Select **'Next'** to continue.

← Week 2 of 3 →
Scheduled 40.00 | Reported 4.00 | Unapproved Time: 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled ⌘ Reported 0	Scheduled ⌘ Reported 0	Scheduled ⌘ Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled ⌘ Reported 0	Scheduled ⌘ Reported 4	Scheduled ⌘ Reported 0
OT - Overtime Pay ⌵	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4.00"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.



Enter Time

Return to Select Employee

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

View Legend

Save for Later Submit

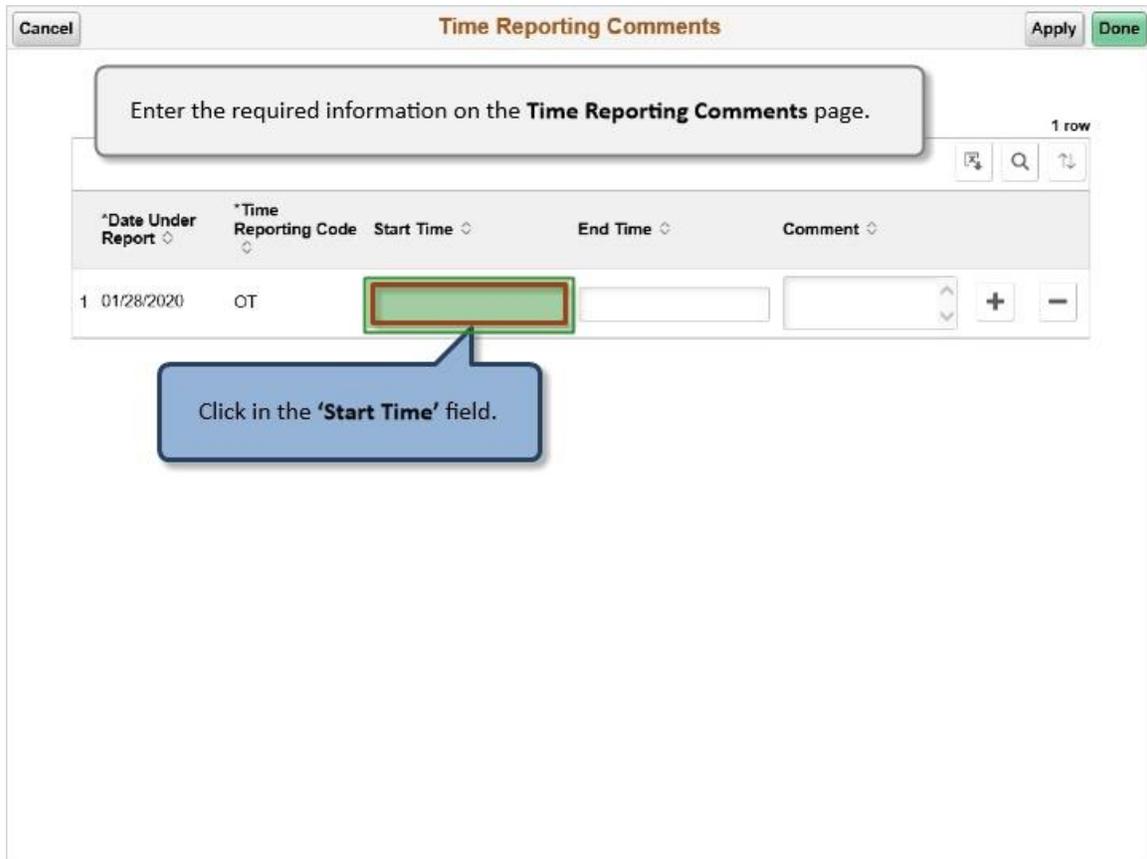
Week 2 of 3
Scheduled 40.00 | Reported 4.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 4	Scheduled 0 Reported 0
OT - Overtime Pay						4.00	
Comments							

Click the **Comments** icon.

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

Click the **Comments** icon.



*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1	01/28/2020	OT		

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

Click in the **'Start Time'** field.

Time Reporting Comments

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 row

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

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

Time Reporting Comments

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	5p		

Click in the 'End Time' field.

Click in the 'End Time' field.

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	5p		

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

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

Cancel **Time Reporting Comments** Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment		
1 01/28/2020	OT	5p	9p	has been approved	+	-

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

Select **'Next'** to continue.

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

Cancel Time Reporting Comments Apply Done

Click the 'Apply' button.

#	*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1	01/28/2020	OT	5p	9p	has been approved + -

Click the 'Apply' button.

Cancel Time Reporting Comments Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT - Overtime Pay	5:00PM	9:00PM	OT for special projec

The system formats the **Start** and **End Times**.
Select '**Next**' to continue.

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

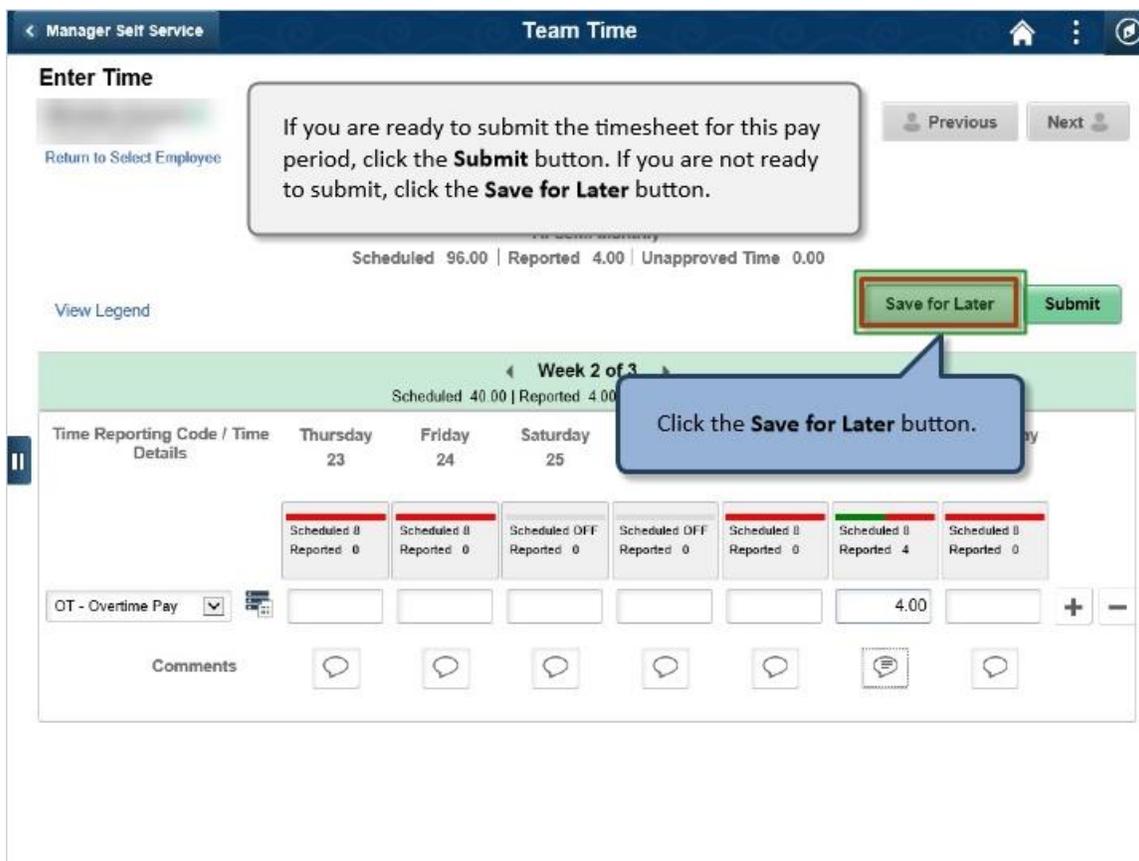
Cancel Time Reporting Comments Apply Done

Click the 'Done' button.

1 row

	*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment		
1	01/28/2020	OT - Overtime Pay	5:00PM	x	9:00PM	OT for special projec	+ -

Click the 'Done' button.



Enter Time

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.

Scheduled 96.00 | Reported 4.00 | Unapproved Time 0.00

Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 4.00

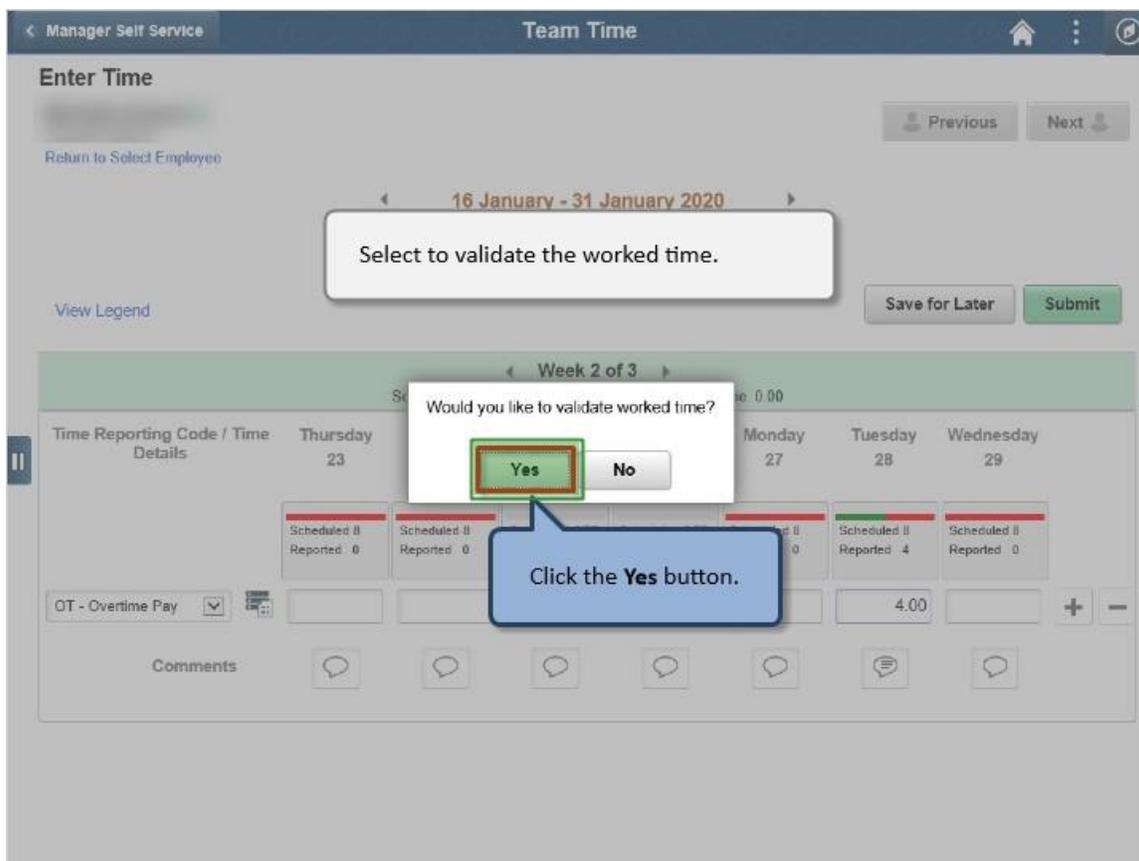
Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled	0	0	OFF	OFF	0	0	0
Reported	0	0	0	0	0	4	0

OT - Overtime Pay: 4.00

Comments: [Icons for each day]

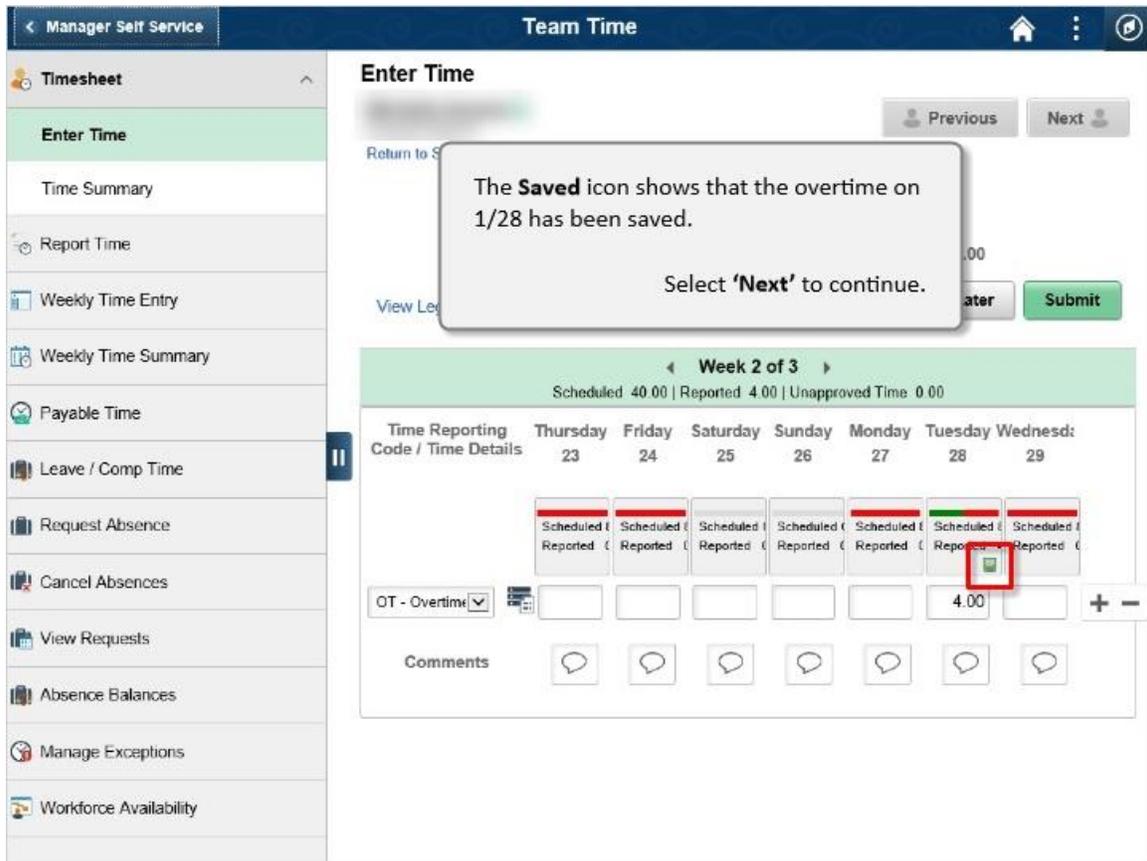
If you are ready to submit the timesheet for this pay period, click the **Submit** button. If you are not ready to submit, click the **Save for Later** button.

Click the **Save for Later** button.



Select to validate the worked time.

Click the **Yes** button.



Enter Time

Return to S [Previous] [Next]

The **Saved** icon shows that the overtime on 1/28 has been saved.

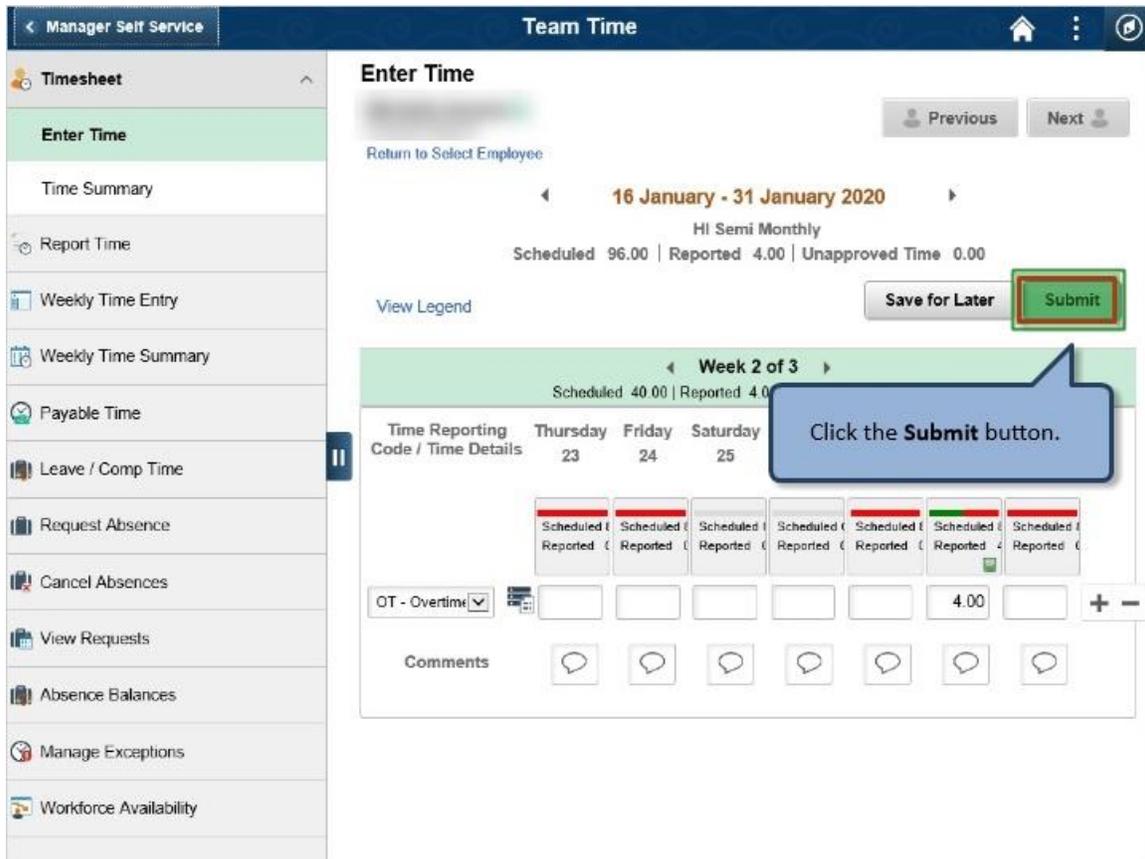
Select **'Next'** to continue.

View Le [ater] [Submit]

← Week 2 of 3 →
Scheduled 40.00 | Reported 4.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported
OT - Overtime						4.00	
Comments							

The **Saved** icon shows that the overtime on 1/28 has been saved.



Enter Time

Return to Select Employee

16 January - 31 January 2020

HI Semi Monthly

Scheduled 96.00 | Reported 4.00 | Unapproved Time 0.00

Save for Later **Submit**

View Legend

Week 2 of 3

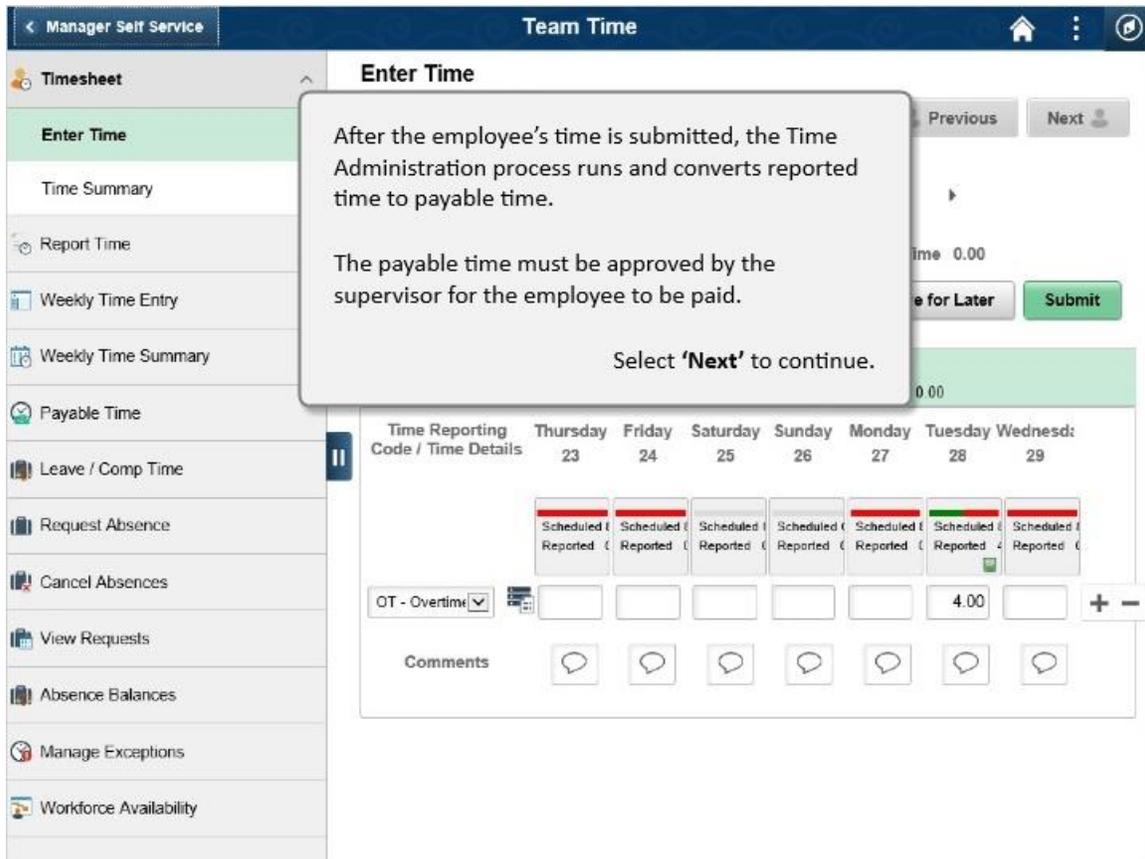
Scheduled 40.00 | Reported 4.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported

OT - Overtime: 4.00

Comments

Click the **Submit** button.



Enter Time

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 supervisor for the employee to be paid.

Select **'Next'** to continue.

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported
OT - Overtime						4.00	
Comments							

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.

 **HAWAII** Information Portal

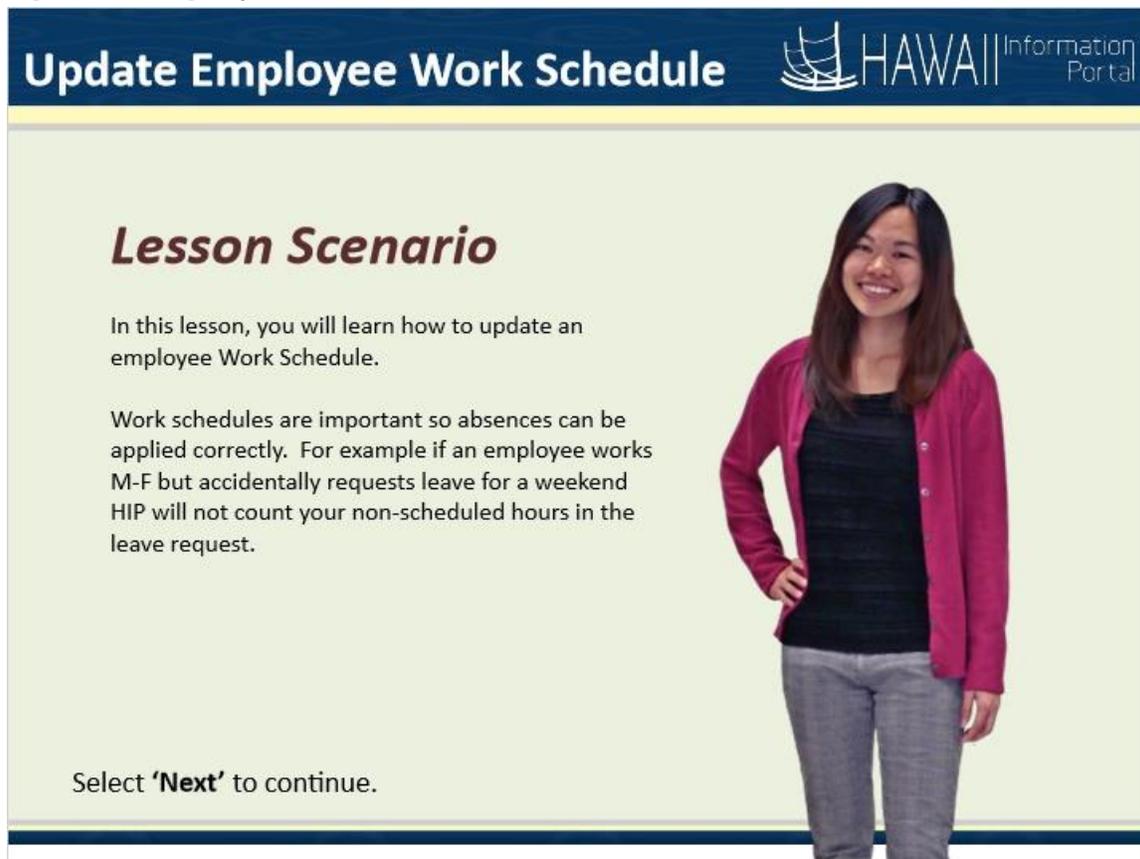


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

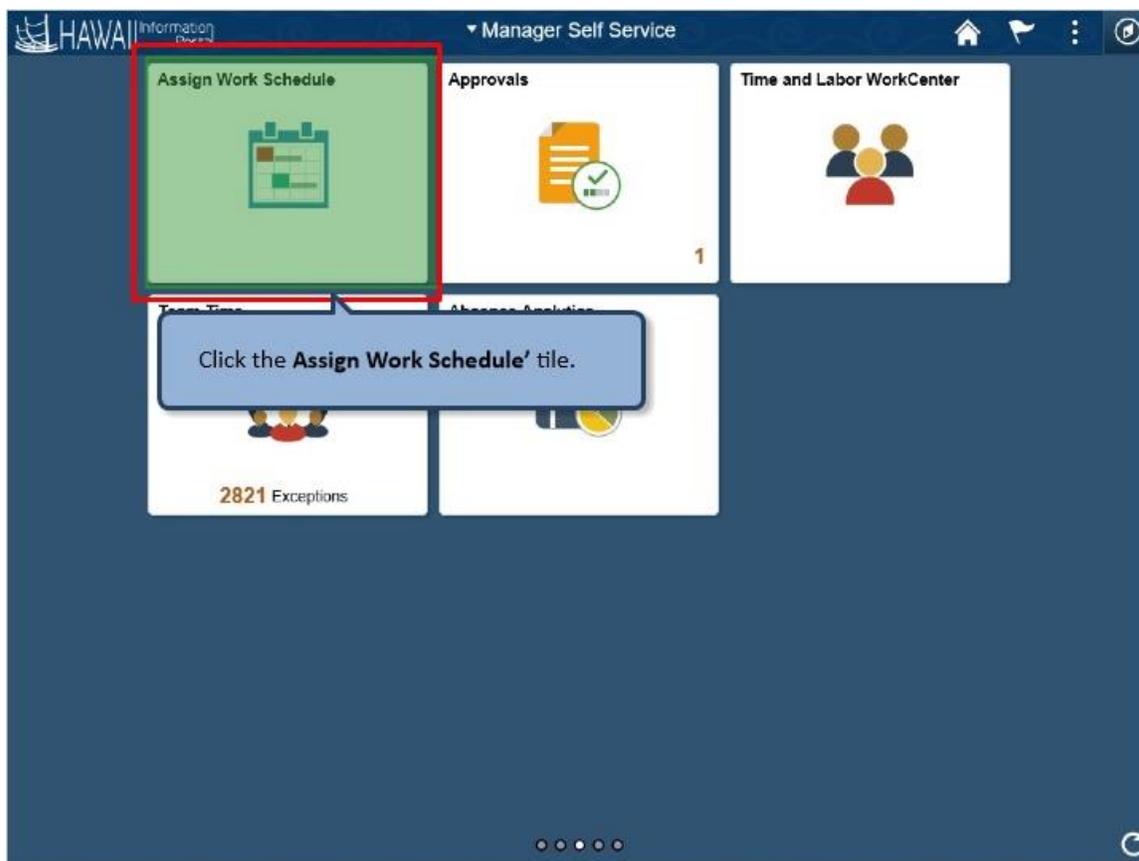
Update Employee Work Schedule

A screenshot of a presentation slide titled "Update Employee Work Schedule" from the Hawaii Information Portal. The slide has a dark blue header with the title and logo. The main content area has a light green background. On the left, the text reads: "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.", and "Select 'Next' to continue." On the right, there is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants.

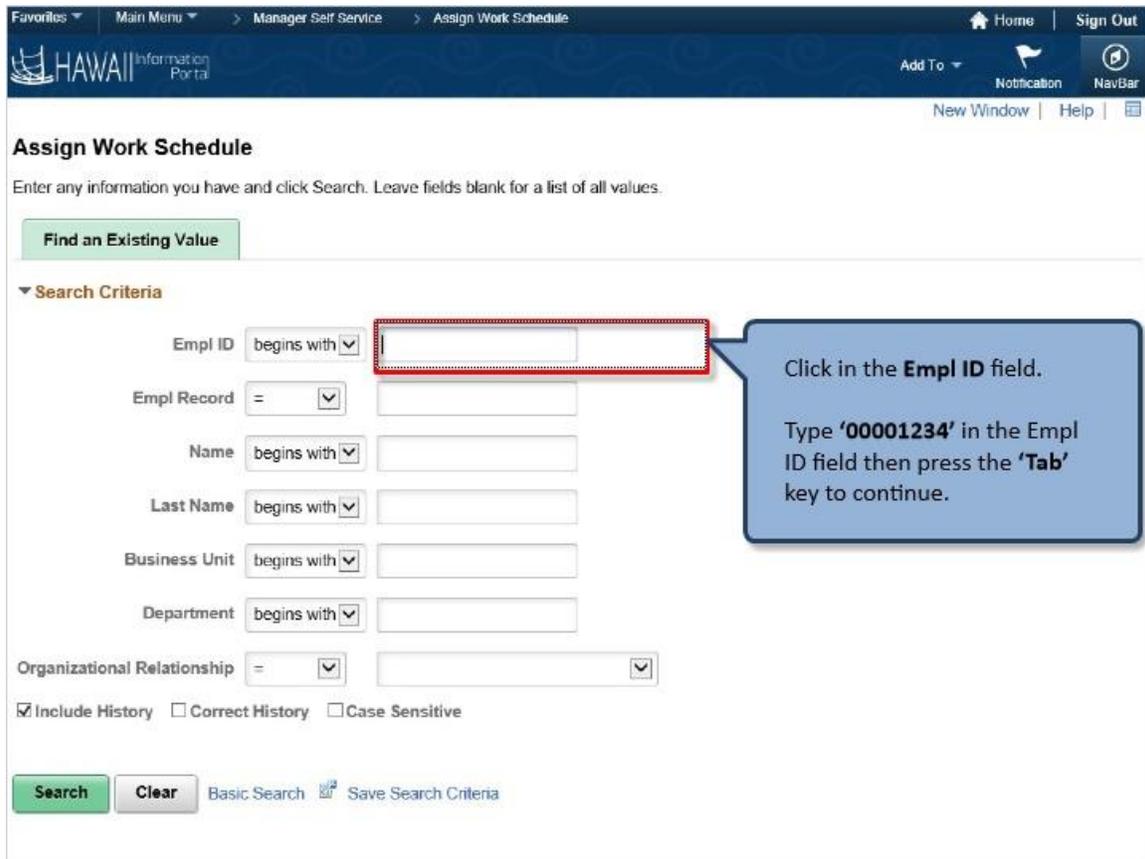
Lesson Scenario

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.



Click the '**Assign Work Schedule**' tile.



Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Organizational Relationship =

Include History Correct History Case Sensitive

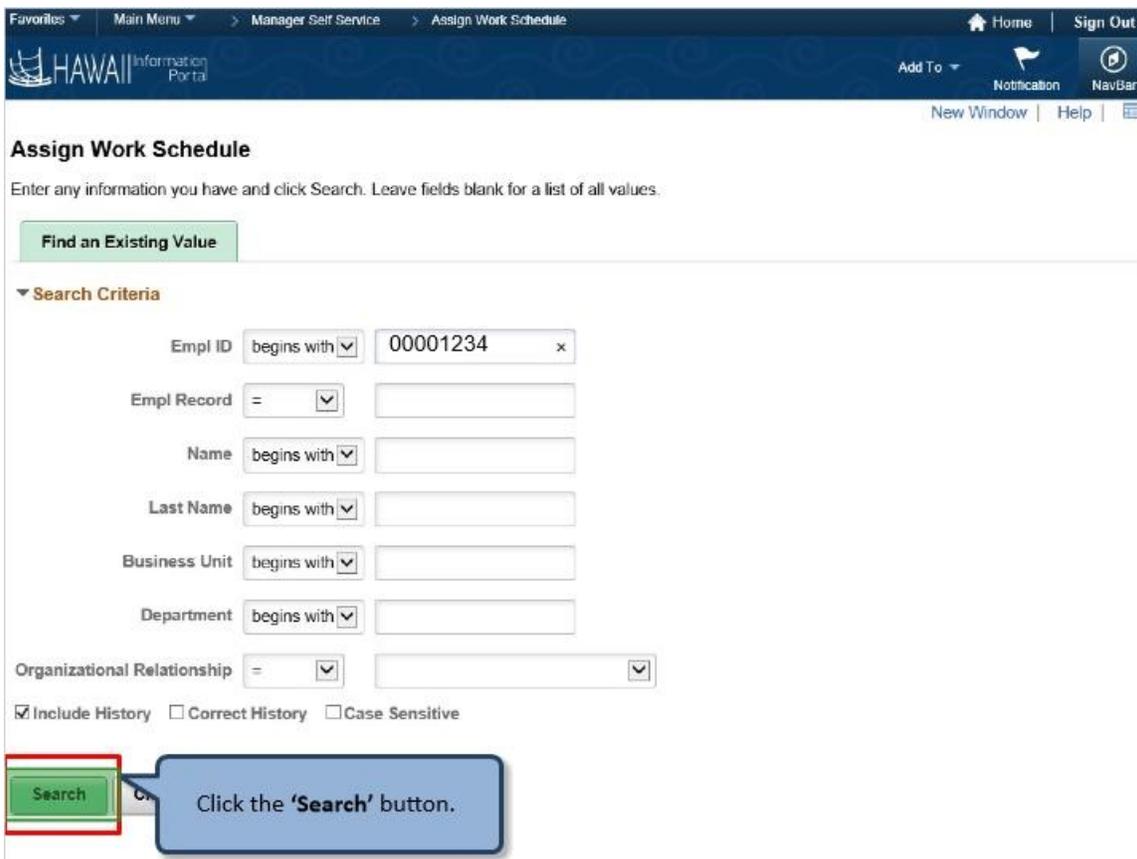
Search **Clear** Basic Search Save Search Criteria

Click in the **Empl ID** field.

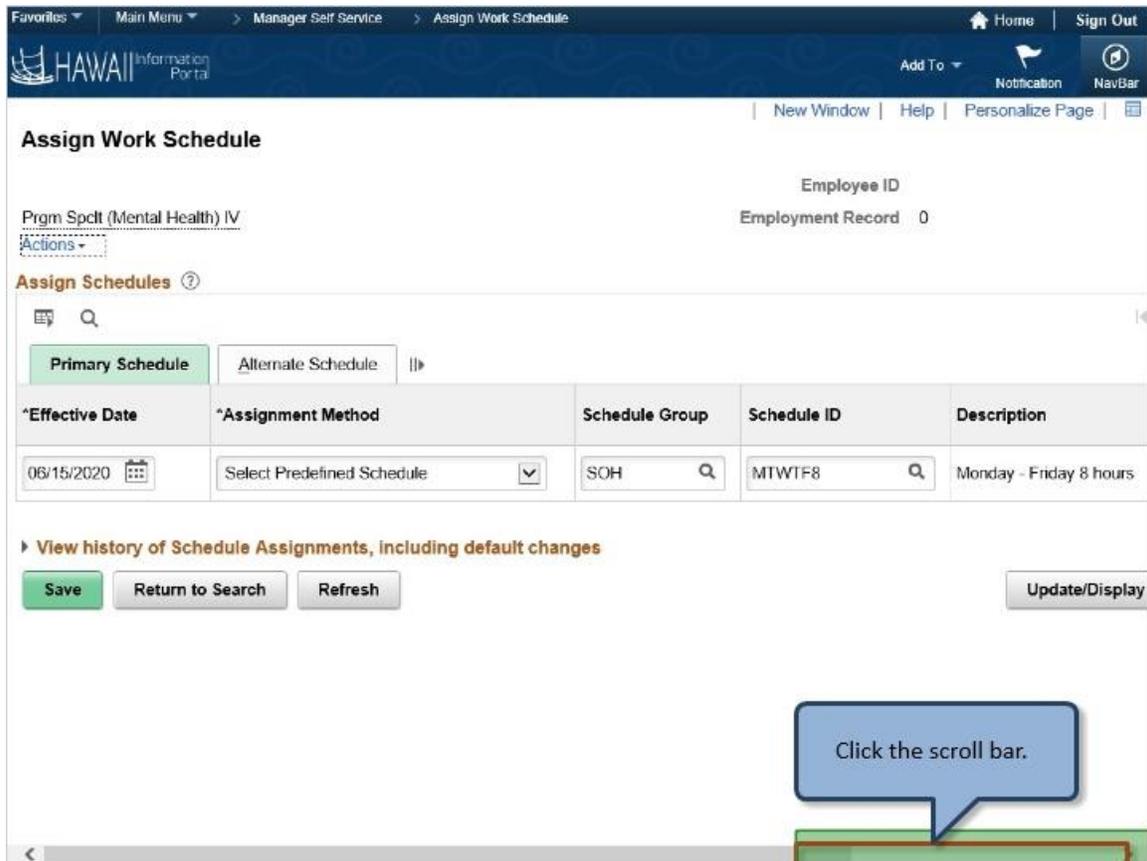
Type **'00001234'** in the Empl ID field then press the **'Tab'** key to continue.

Click in the **Empl ID** field.

Type **'00001234'** in the Empl ID field then press the **'Tab'** key to continue.



Click the **'Search'** button.



Assign Work Schedule

Employee ID
Employment Record 0

Prgrm Spcft (Mental Health) IV

Actions -

Assign Schedules ?

Primary Schedule | Alternate Schedule

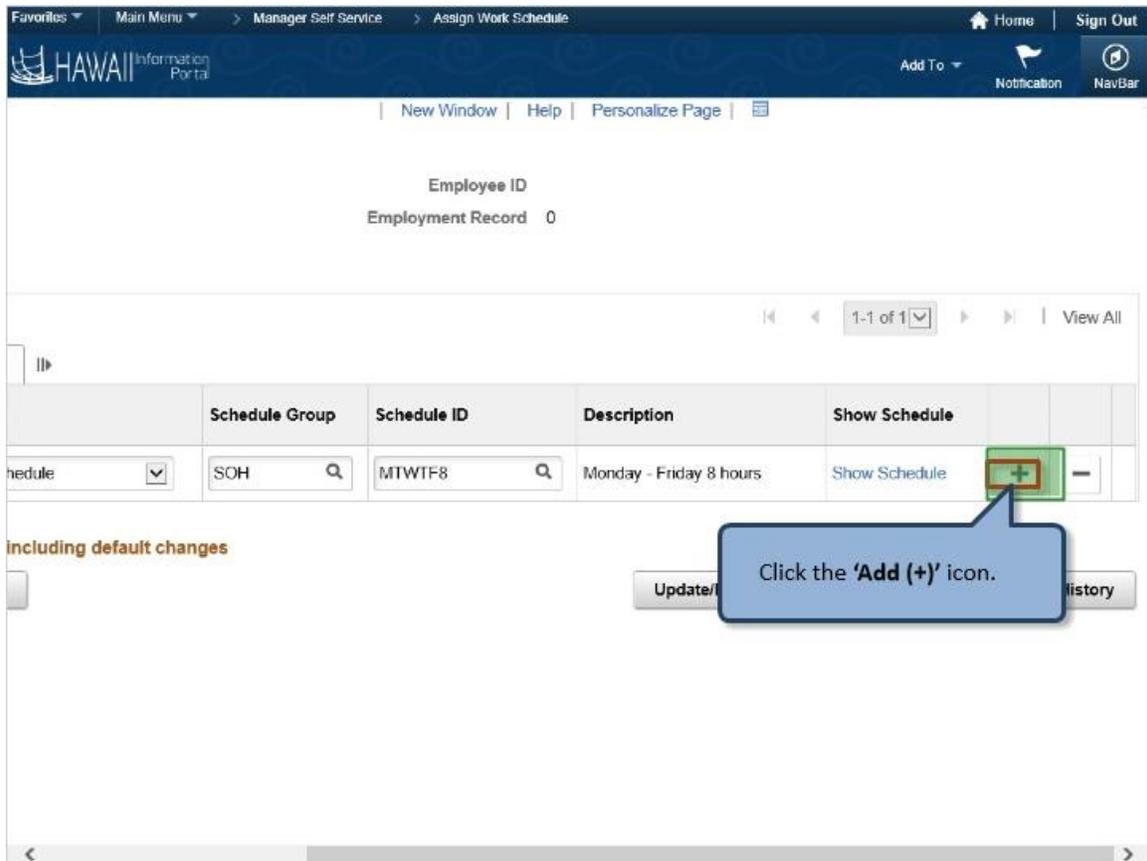
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description
06/15/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours

View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh | Update/Display

Click the scroll bar.

Click the scroll bar.



Employee ID
Employment Record 0

1-1 of 1 | View All

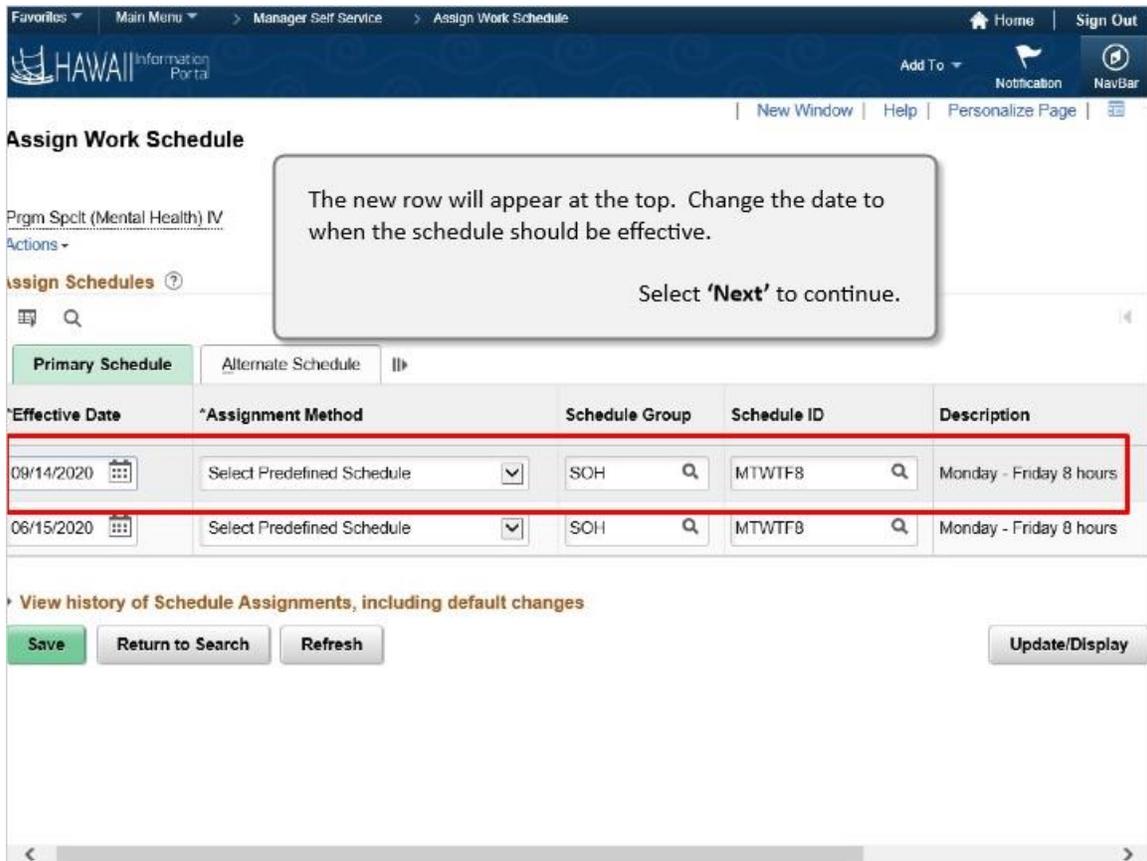
Schedule Group	Schedule ID	Description	Show Schedule
SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule +

including default changes

Update/History

Click the 'Add (+)' icon.

Click the 'Add (+)' icon.



Assign Work Schedule

Prgm SpcIt (Mental Health) IV
Actions -

Assign Schedules ?

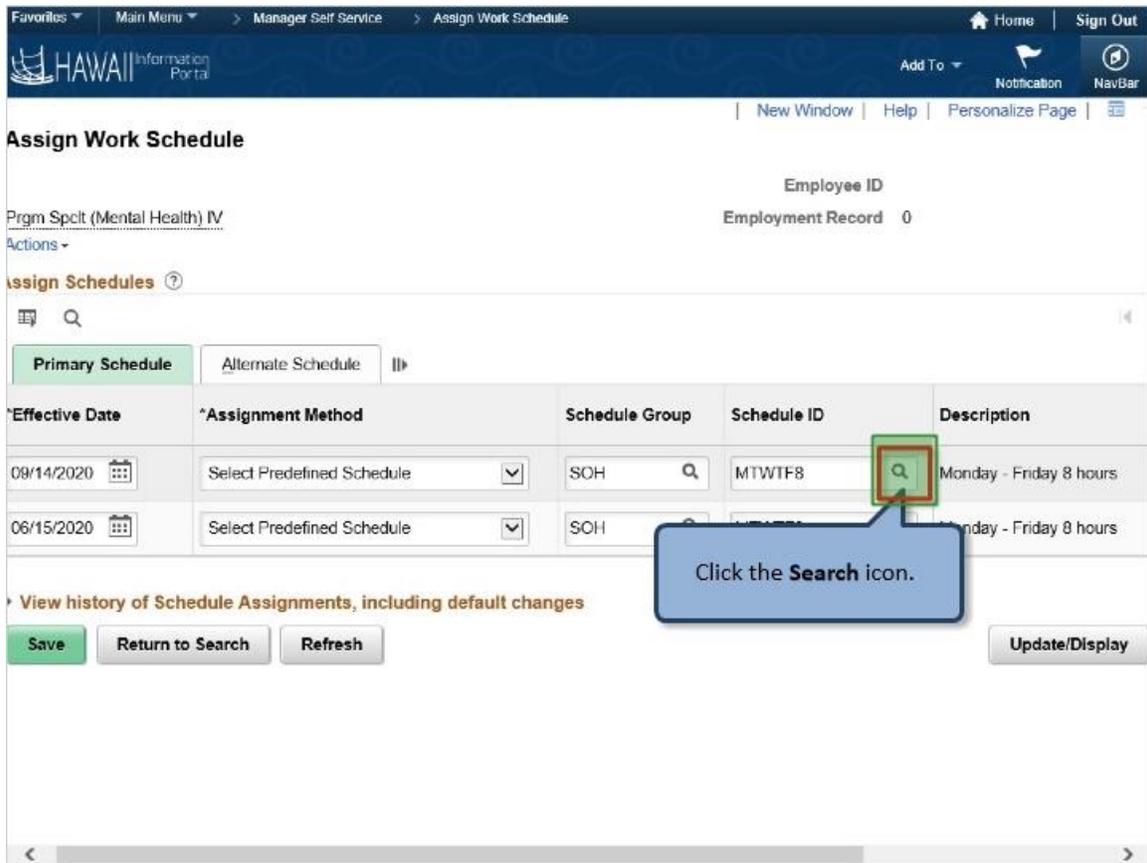
Primary Schedule | Alternate Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
09/14/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours
06/15/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours

View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh | Update/Display

The new row will appear at the top. Change the date to when the schedule should be effective



Assign Work Schedule

Employee ID
Employment Record 0

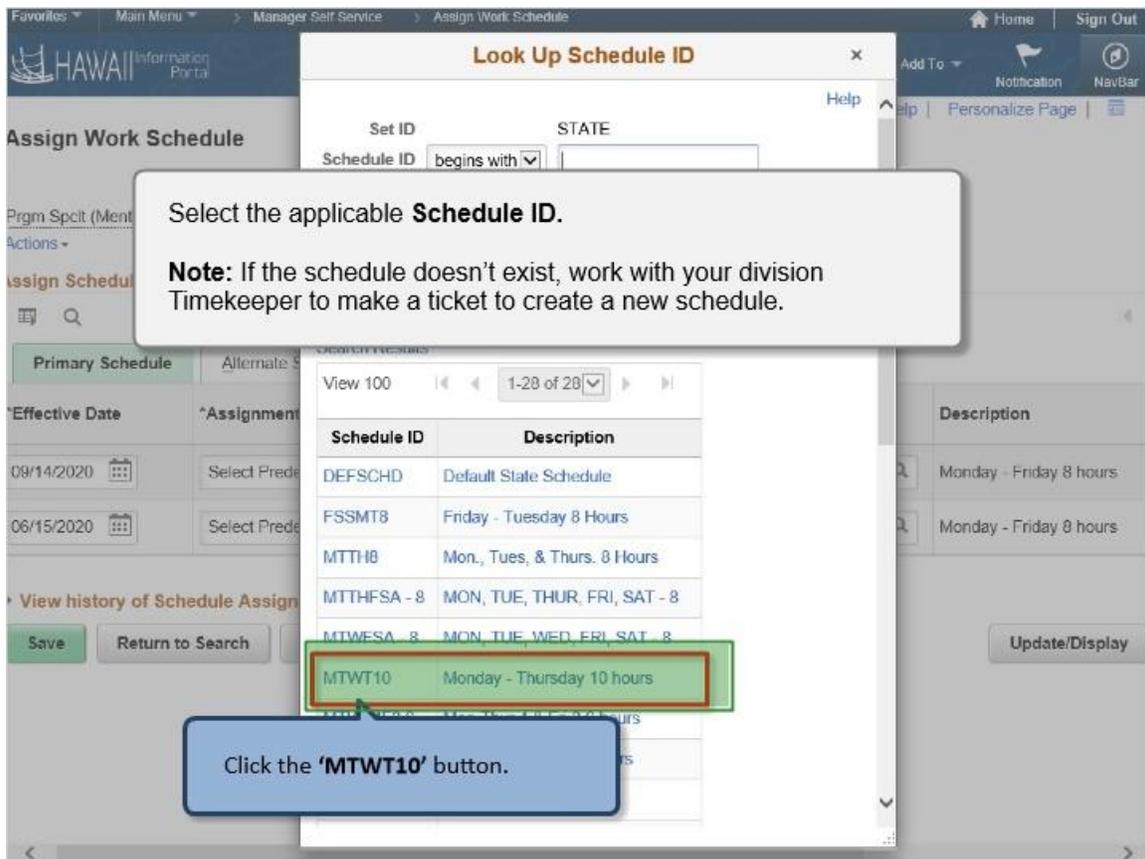
Primary Schedule | Alternate Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
09/14/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours
06/15/2020	Select Predefined Schedule	SOH		Monday - Friday 8 hours

Click the **Search** icon.

Save | Return to Search | Refresh | Update/Display

Click the **Search** icon.



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.

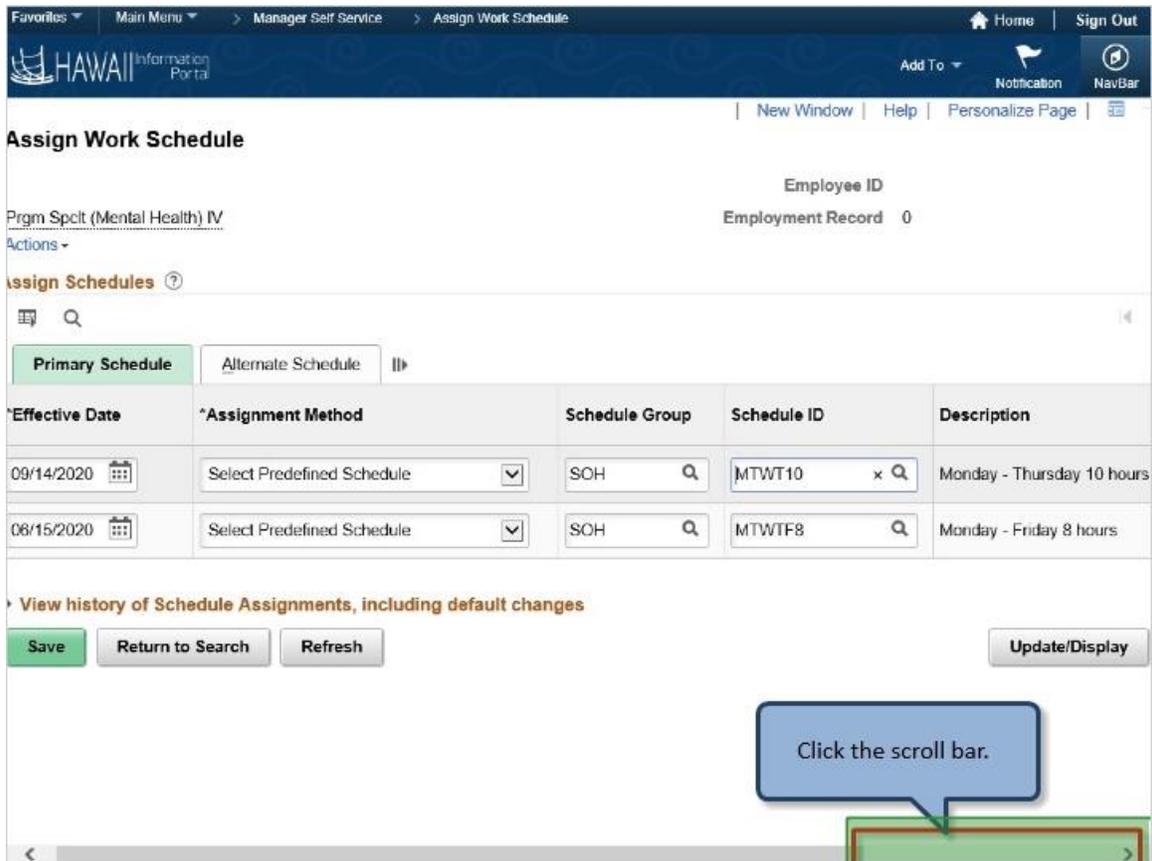
Schedule ID	Description
DEFSCHD	Default State Schedule
FSSMT8	Friday - Tuesday 8 Hours
MTTH8	Mon., Tues. & Thurs. 8 Hours
MTTHFSA - 8	MON, TUE, THUR, FRI, SAT - 8
MTWESA - 8	MON, TUE, WED, FRI, SAT - 8
MTWT10	Monday - Thursday 10 hours

Click the **'MTWT10'** button.

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.



Assign Work Schedule

Employee ID
Employment Record 0

Prgm Spcft (Mental Health) IV

Assign Schedules

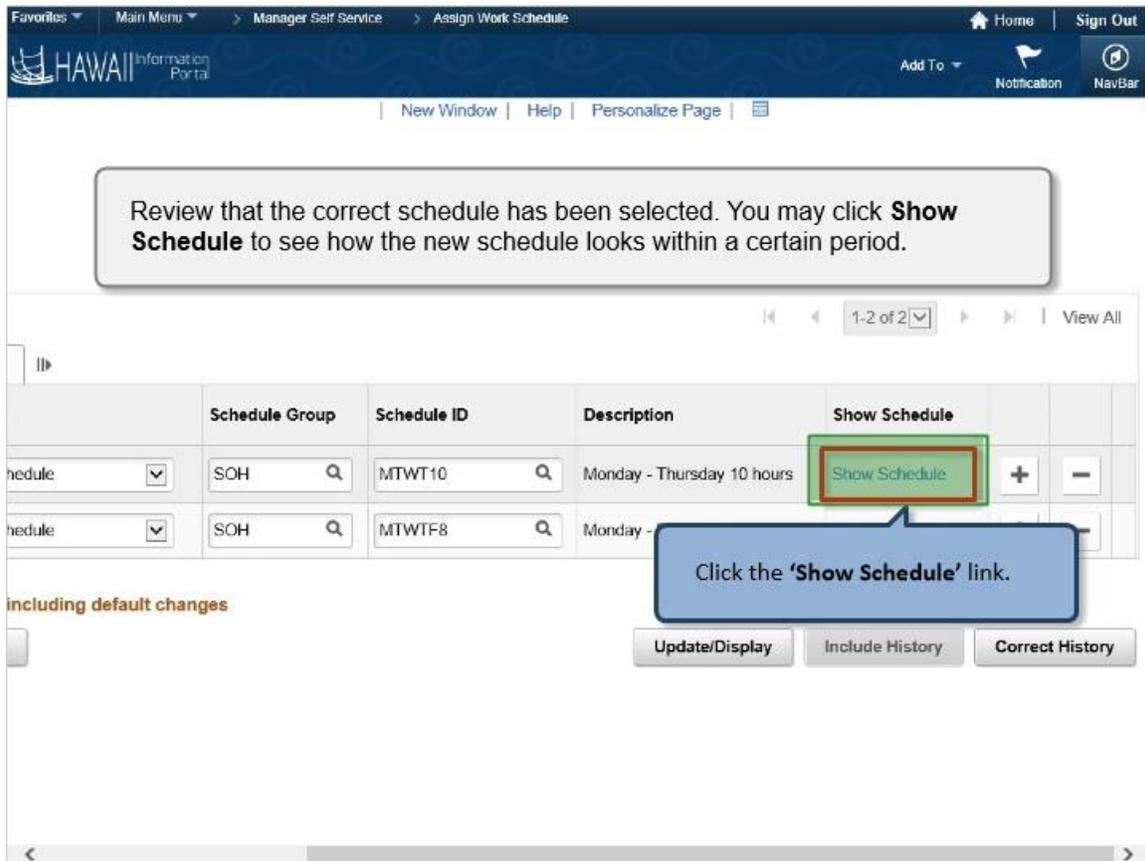
Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
09/14/2020	Select Predefined Schedule	SOH	MTWT10	Monday - Thursday 10 hours
08/15/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display

Click the scroll bar.

Click the scroll bar.



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

	Schedule Group	Schedule ID	Description	Show Schedule
chedule	SOH	MTWT10	Monday - Thursday 10 hours	Show Schedule
chedule	SOH	MTWTF8	Monday -	

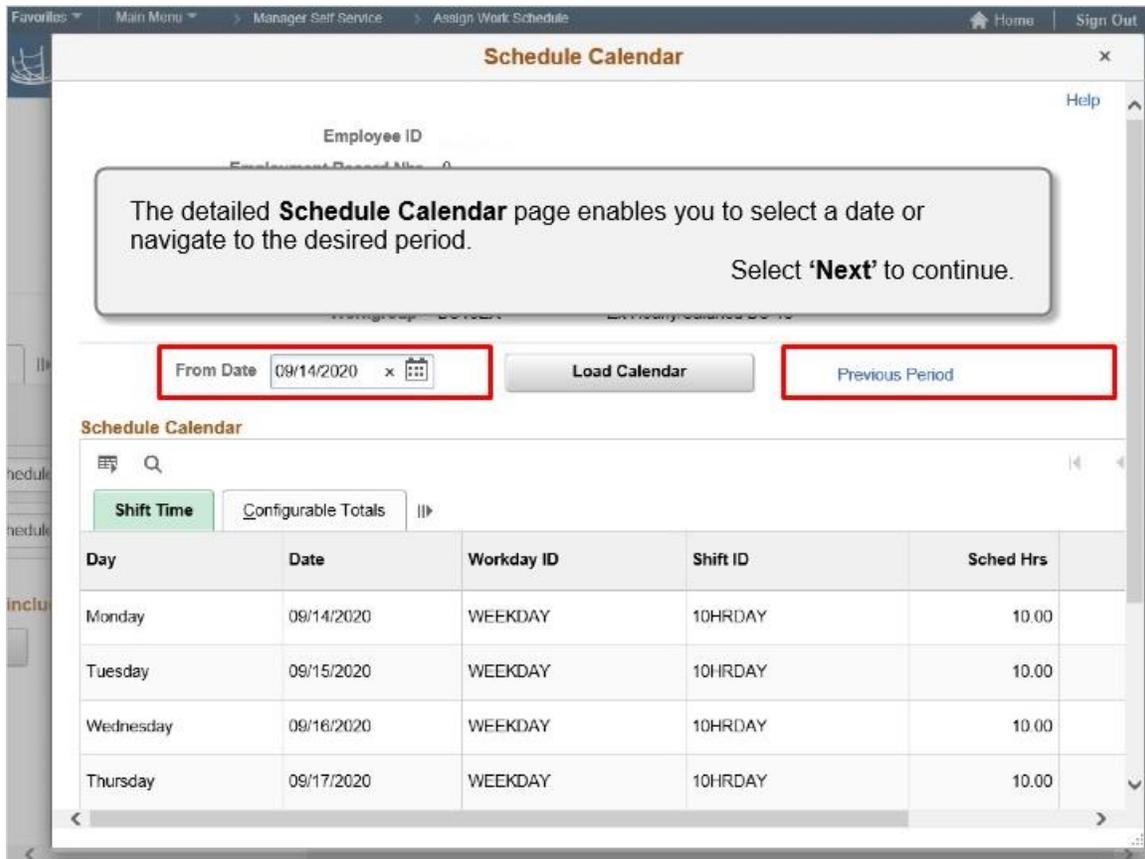
including default changes

Update/Display Include History Correct History

Click the 'Show Schedule' link.

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.



Employee ID

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

Select **'Next'** to continue.

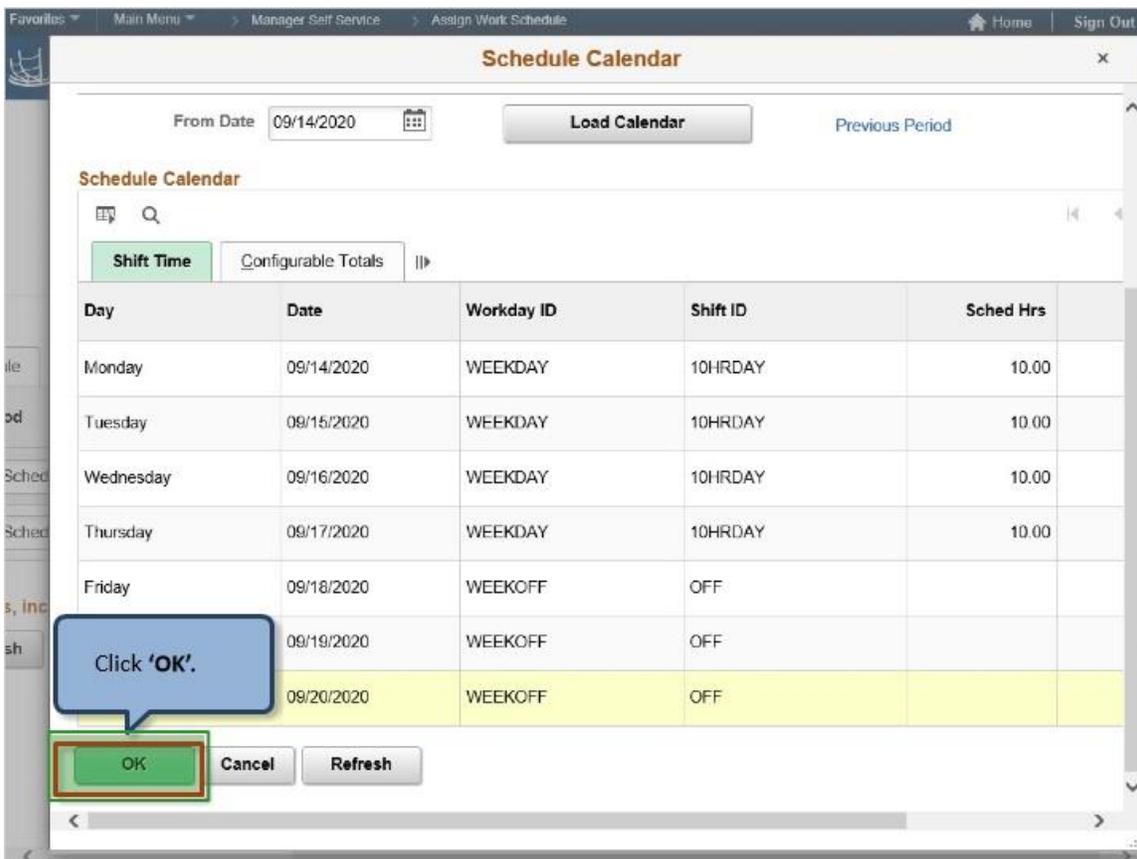
From Date: 09/14/2020

Load Calendar

Previous Period

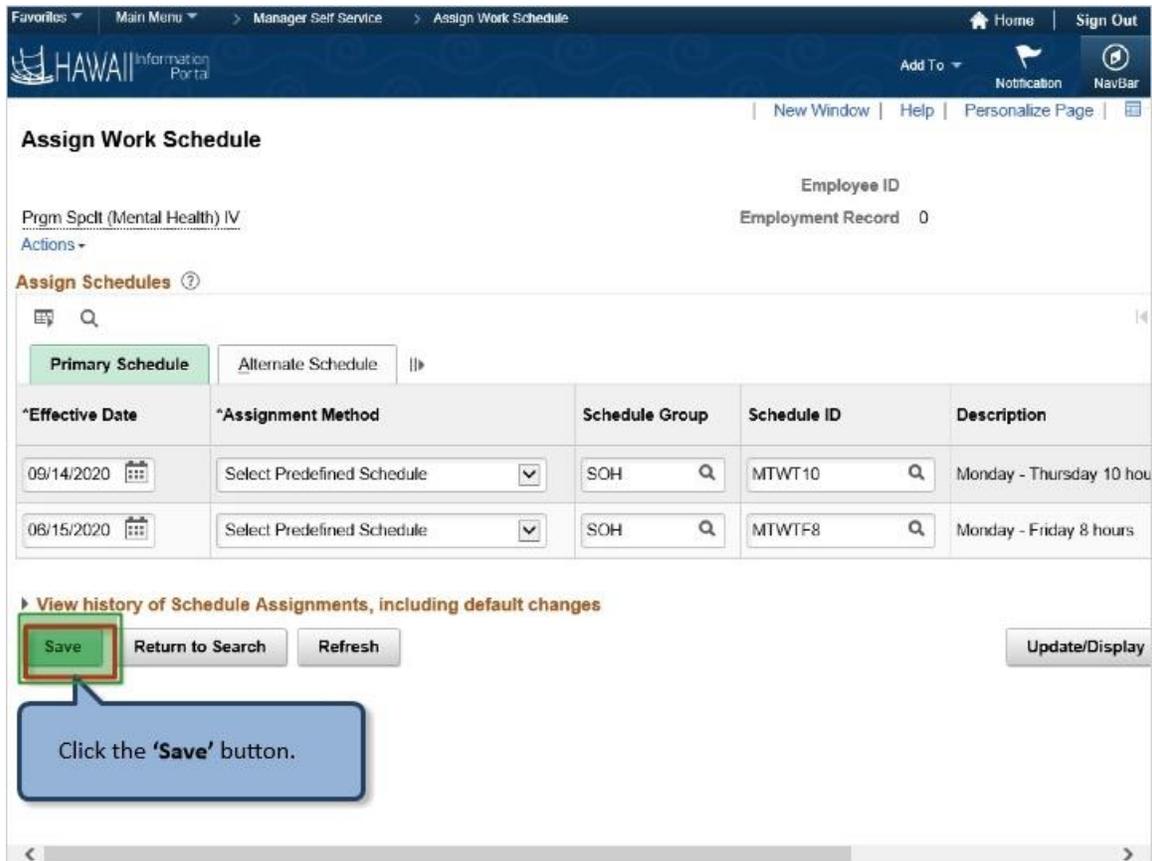
Day	Date	Workday ID	Shift ID	Sched Hrs
Monday	09/14/2020	WEEKDAY	10HRDAY	10.00
Tuesday	09/15/2020	WEEKDAY	10HRDAY	10.00
Wednesday	09/16/2020	WEEKDAY	10HRDAY	10.00
Thursday	09/17/2020	WEEKDAY	10HRDAY	10.00

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



Day	Date	Workday ID	Shift ID	Sched Hrs
Monday	09/14/2020	WEEKDAY	10HRDAY	10.00
Tuesday	09/15/2020	WEEKDAY	10HRDAY	10.00
Wednesday	09/16/2020	WEEKDAY	10HRDAY	10.00
Thursday	09/17/2020	WEEKDAY	10HRDAY	10.00
Friday	09/18/2020	WEEKOFF	OFF	10.00
	09/19/2020	WEEKOFF	OFF	10.00
	09/20/2020	WEEKOFF	OFF	10.00

Click 'OK'.



Assign Work Schedule

Employee ID
Employment Record 0

Prgrn Spcrl (Mental Health) IV
Actions -

Assign Schedules ?

Primary Schedule | Alternate Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
09/14/2020	Select Predefined Schedule	SOH	MTWT10	Monday - Thursday 10 hours
08/15/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours

View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh | Update/Display

Click the 'Save' button.

Click the 'Save' button.

 **HAWAII** Information
Portal

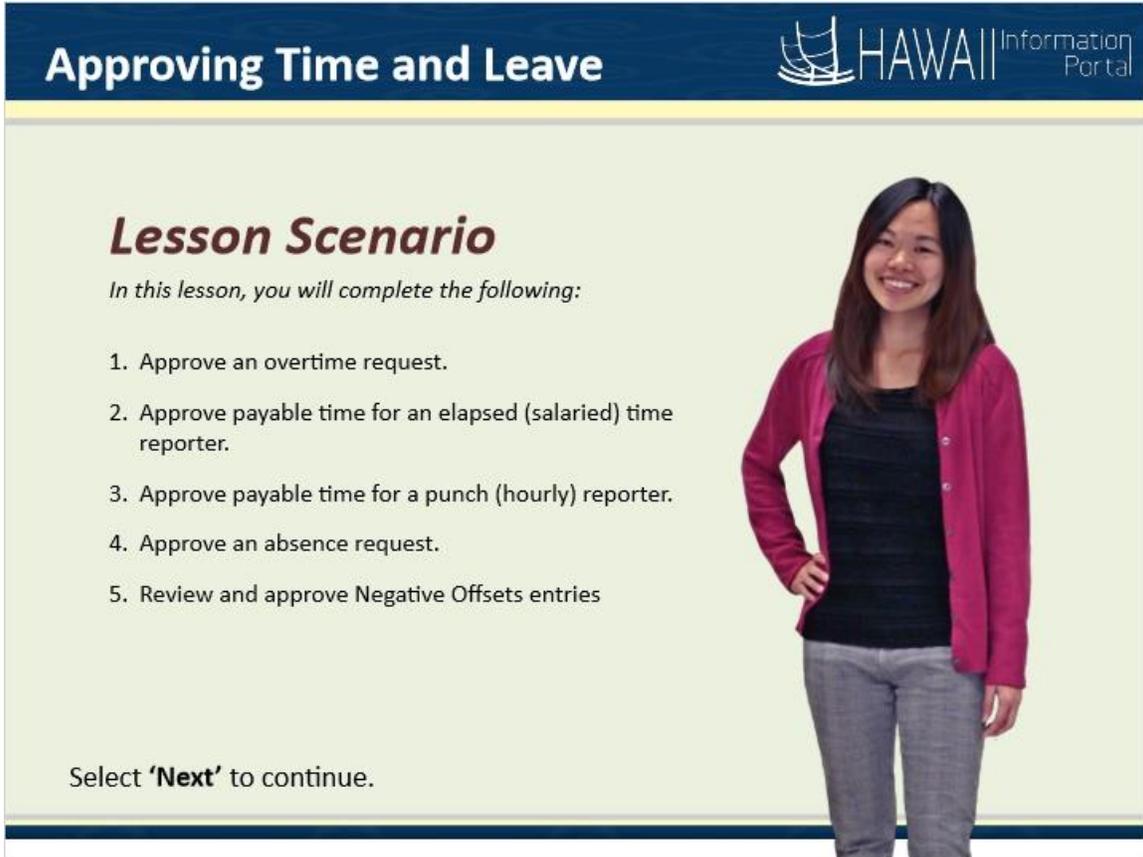


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Approving Time and Leave



Approving Time and Leave

Lesson Scenario

In this lesson, you will complete the following:

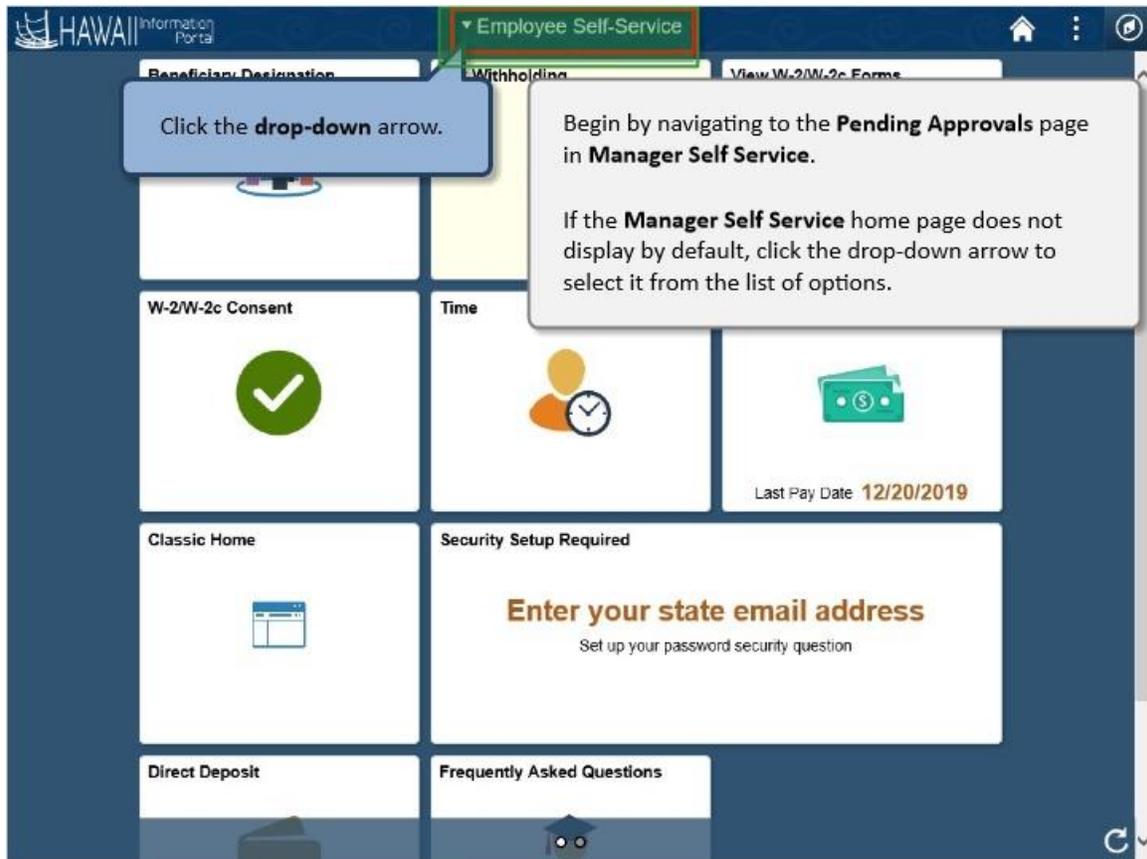
1. Approve an overtime request.
2. Approve payable time for an elapsed (salaried) time reporter.
3. Approve payable time for a punch (hourly) reporter.
4. Approve an absence request.
5. Review and approve Negative Offsets entries

Select **'Next'** to continue.

Lesson Scenario

In this lesson, you will complete the following:

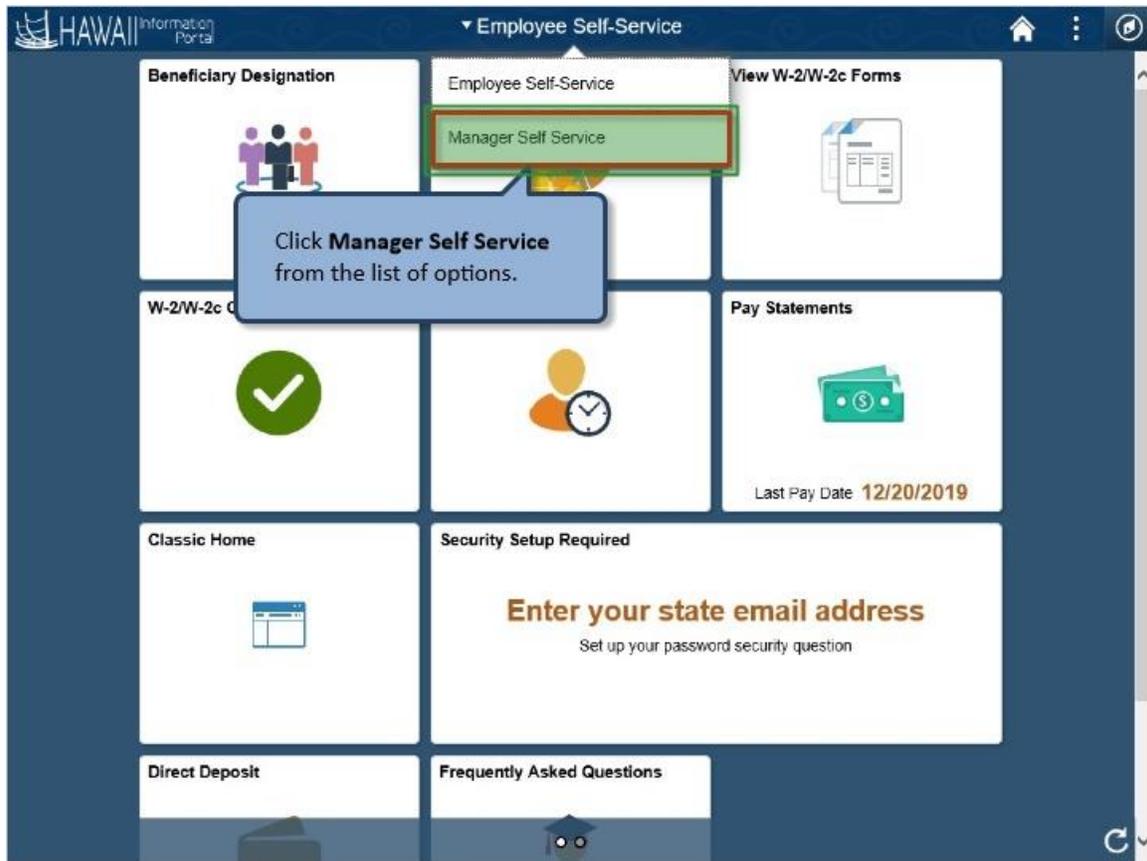
1. Approve an overtime request.
2. Approve payable time for an elapsed (salaried) time reporter.
3. Approve payable time for a punch (hourly) reporter.
4. Approve an absence request.
5. Review and approve Negative Offsets entries



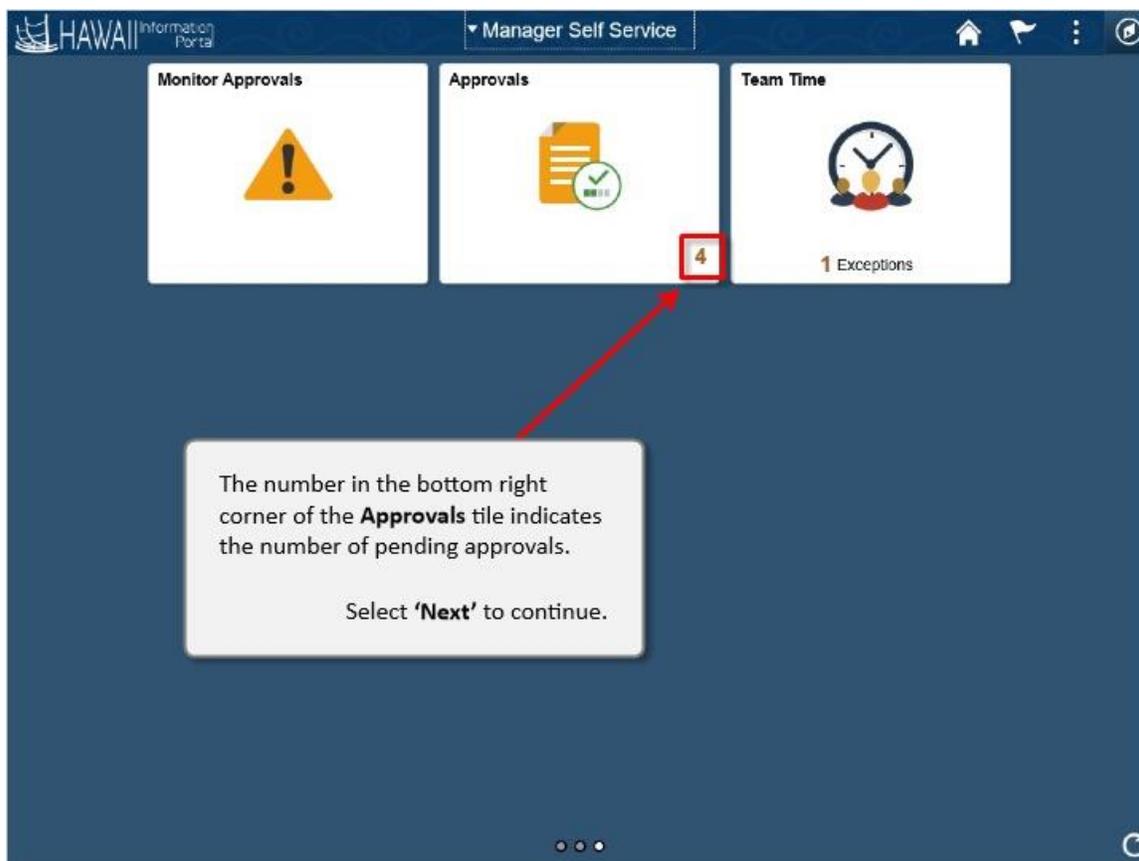
Begin by navigating to the **Pending Approvals** page in **Manager Self Service**.

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.

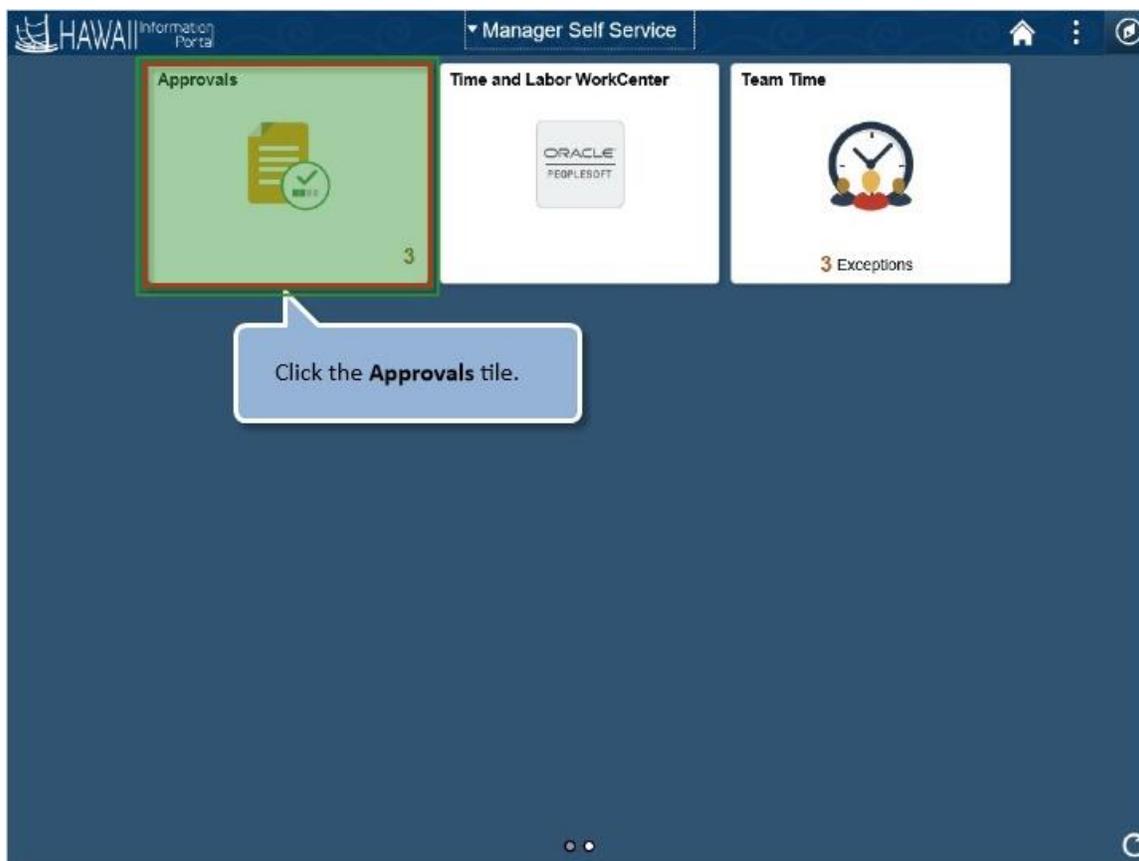
Click the **drop-down** arrow.



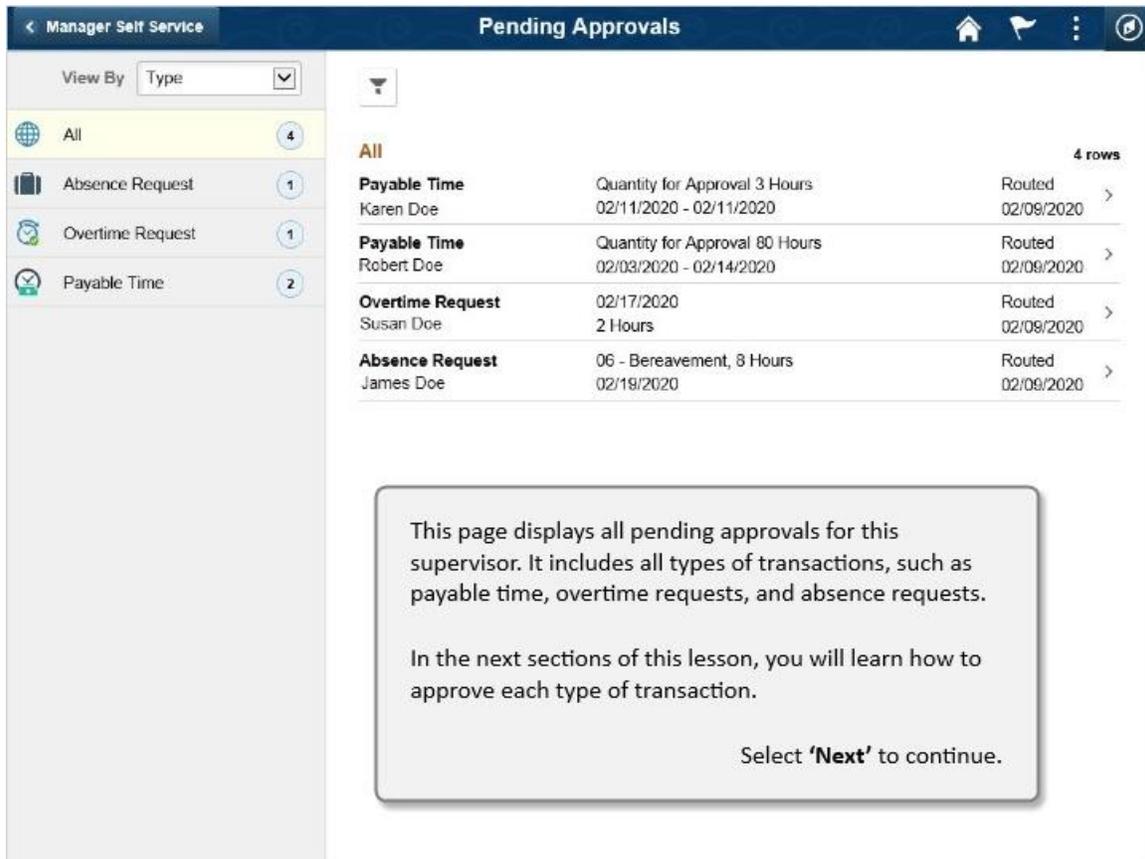
Click **Manager Self Service** from the list of options.



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



Click the **Approvals** tile.



Manager Self Service Pending Approvals

View By Type

- All (4)
- Absence Request (1)
- Overtime Request (1)
- Payable Time (2)

All			4 rows
Payable Time Karen Doe	Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020	Routed	02/09/2020 >
Payable Time Robert Doe	Quantity for Approval 80 Hours 02/03/2020 - 02/14/2020	Routed	02/09/2020 >
Overtime Request Susan Doe	02/17/2020 2 Hours	Routed	02/09/2020 >
Absence Request James Doe	06 - Bereavement, 8 Hours 02/19/2020	Routed	02/09/2020 >

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.

Select **'Next'** to continue.

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.

A screenshot of the Hawaii Information Portal interface. On the left, a man in a blue patterned shirt stands with his hand on his chin. To his right are five dark red buttons with white text: "Approve an Overtime Request", "Approve Payable Time – Elapsed (Salaried) Time Reporter", "Approve Payable Time – Punch (Hourly) Time Reporter", "Approve an Absence Request", and "Review and Approve Negative Offset entries". Below the buttons, the text "Select any button above to learn more!" is displayed. At the bottom right, it says "Select 'Next' to continue." The top of the screenshot shows the "HAWAII Information Portal" logo.

Approve an Overtime Request

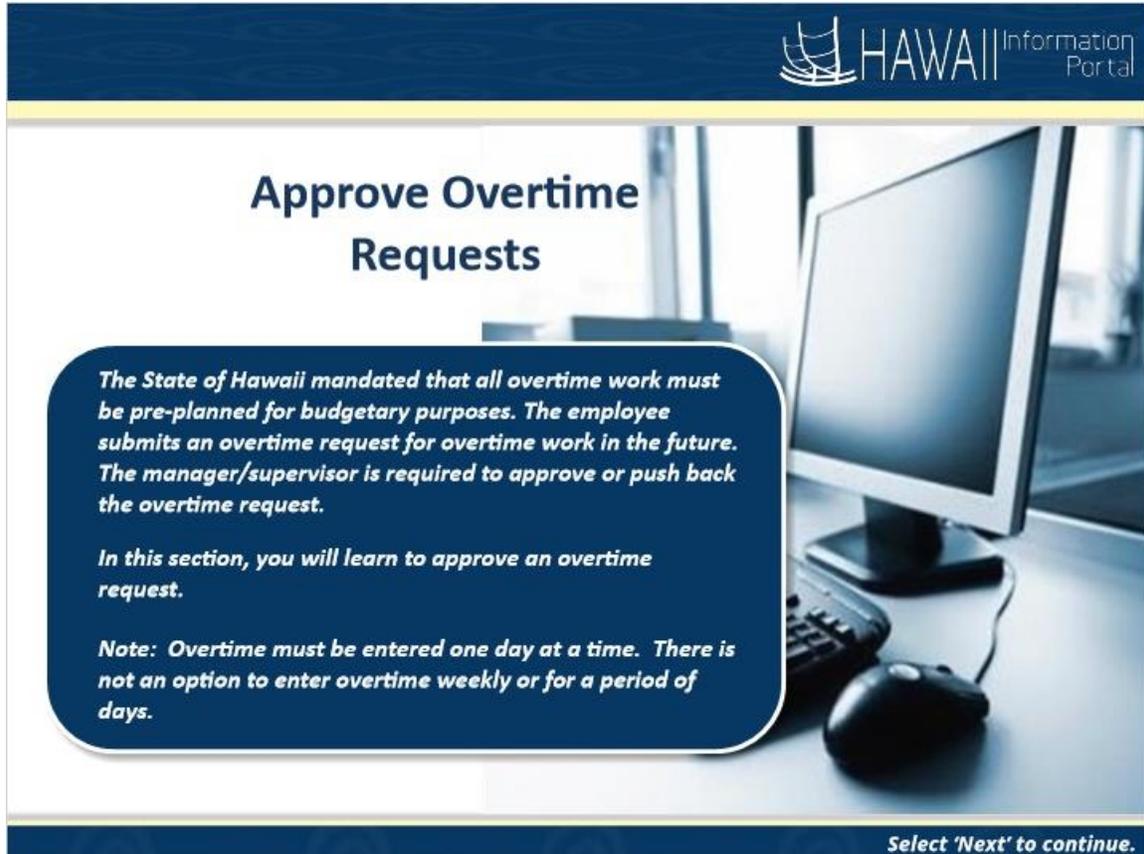
Approve Payable Time - Elapsed (Salaried) Time Reporter

Approve Payable Time - Punch (Hourly) Time Reporter

Approve an Absence Request

Review and Approve Negative Offset entries

Approve Overtime Requests



The screenshot shows a slide titled "Approve Overtime Requests" with a background image of a computer monitor and mouse. The slide contains the following text:

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.

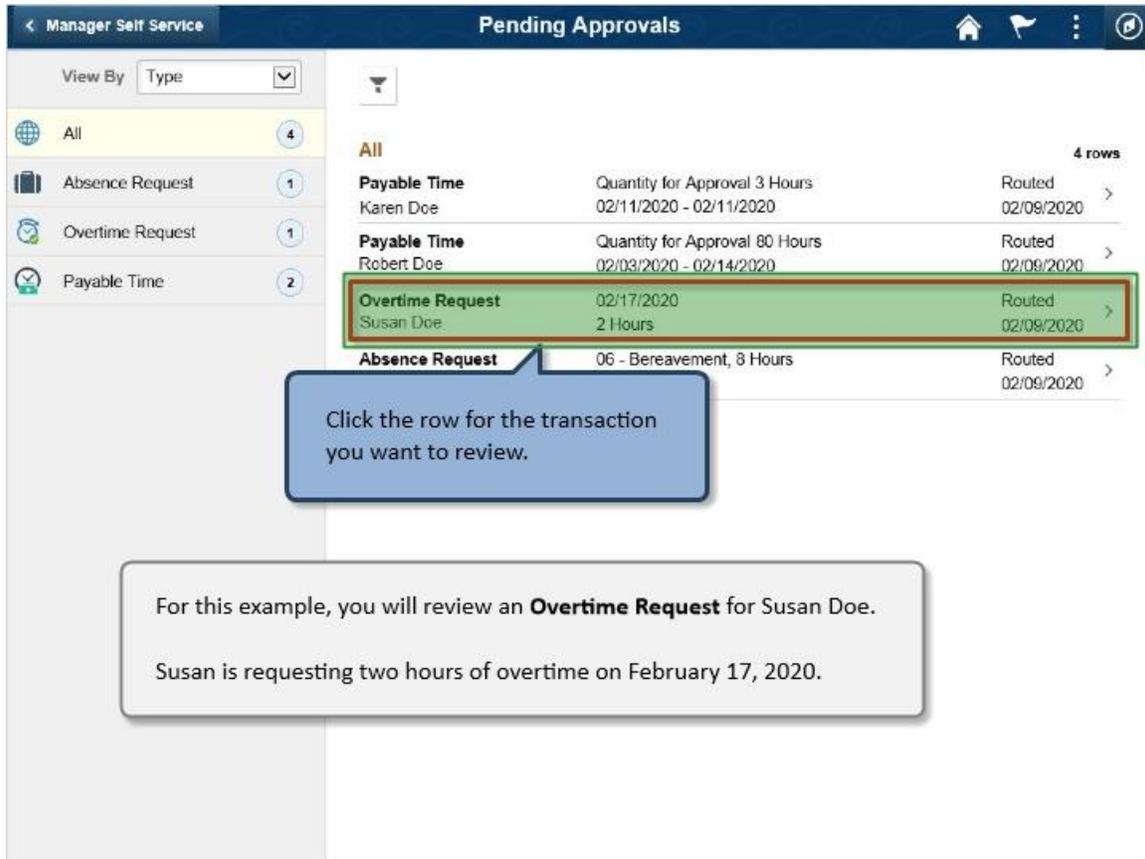
Note: Overtime must be entered one day at a time. There is not an option to enter overtime weekly or for a period of days.

Select 'Next' to continue.

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.



Manager Self Service Pending Approvals

View By Type

- All (4)
- Absence Request (1)
- Overtime Request (1)
- Payable Time (2)

All (4 rows)			
Payable Time	Quantity for Approval 3 Hours		Routed
Karen Doe	02/11/2020 - 02/11/2020		02/09/2020
Payable Time	Quantity for Approval 80 Hours		Routed
Robert Doe	02/03/2020 - 02/14/2020		02/09/2020
Overtime Request	02/17/2020		Routed
Susan Doe	2 Hours		02/09/2020
Absence Request	06 - Bereavement, 8 Hours		Routed
			02/09/2020

Click the row for the transaction you want to review.

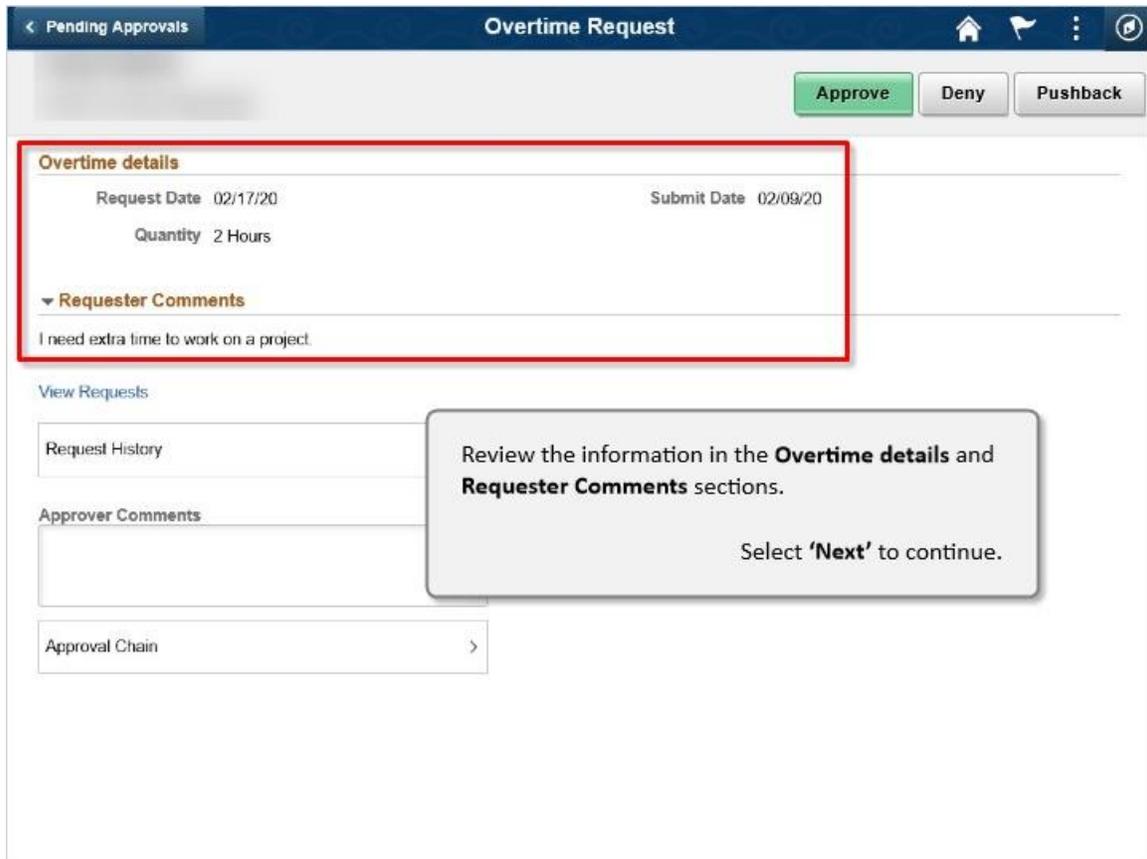
For this example, you will review an **Overtime Request** for Susan Doe.

Susan is requesting two hours of overtime 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.



Overtime Request

Approve Deny Pushback

Overtime details

Request Date 02/17/20 Submit Date 02/09/20

Quantity 2 Hours

Requester Comments

I need extra time to work on a project.

View Requests

Request History

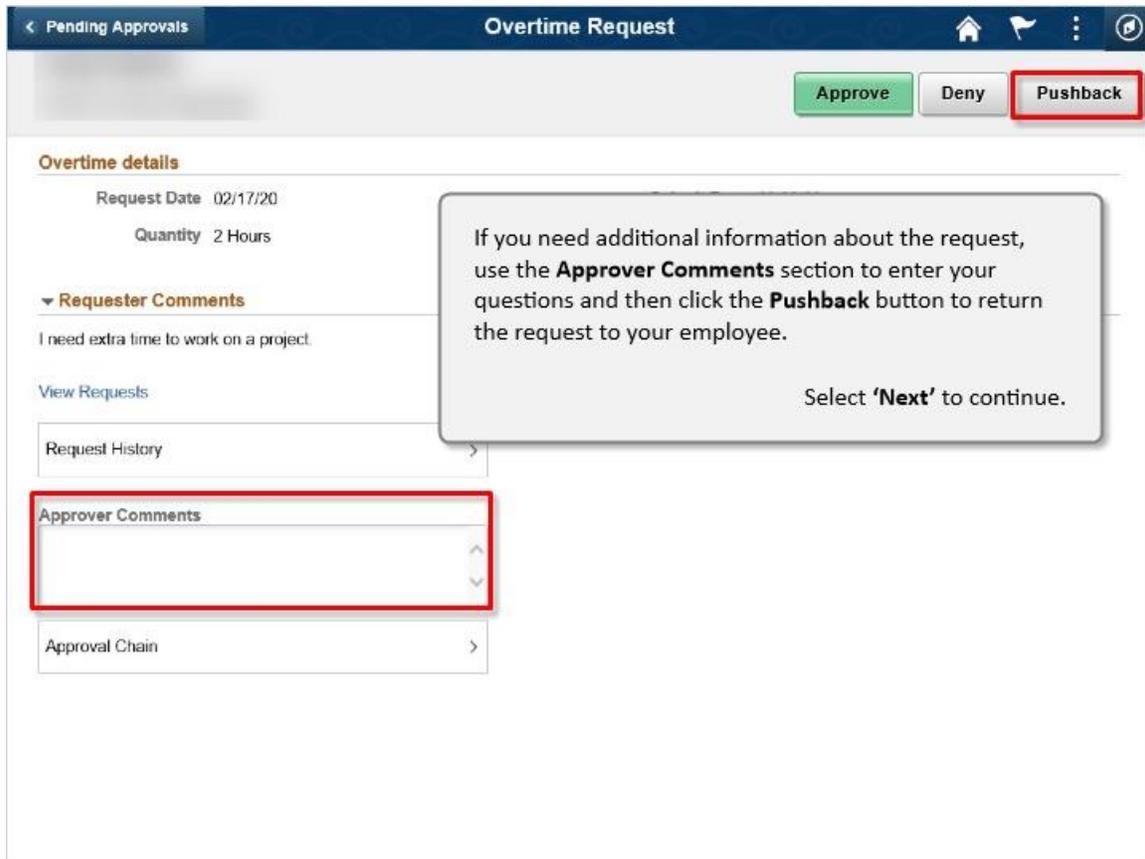
Approver Comments

Approval Chain >

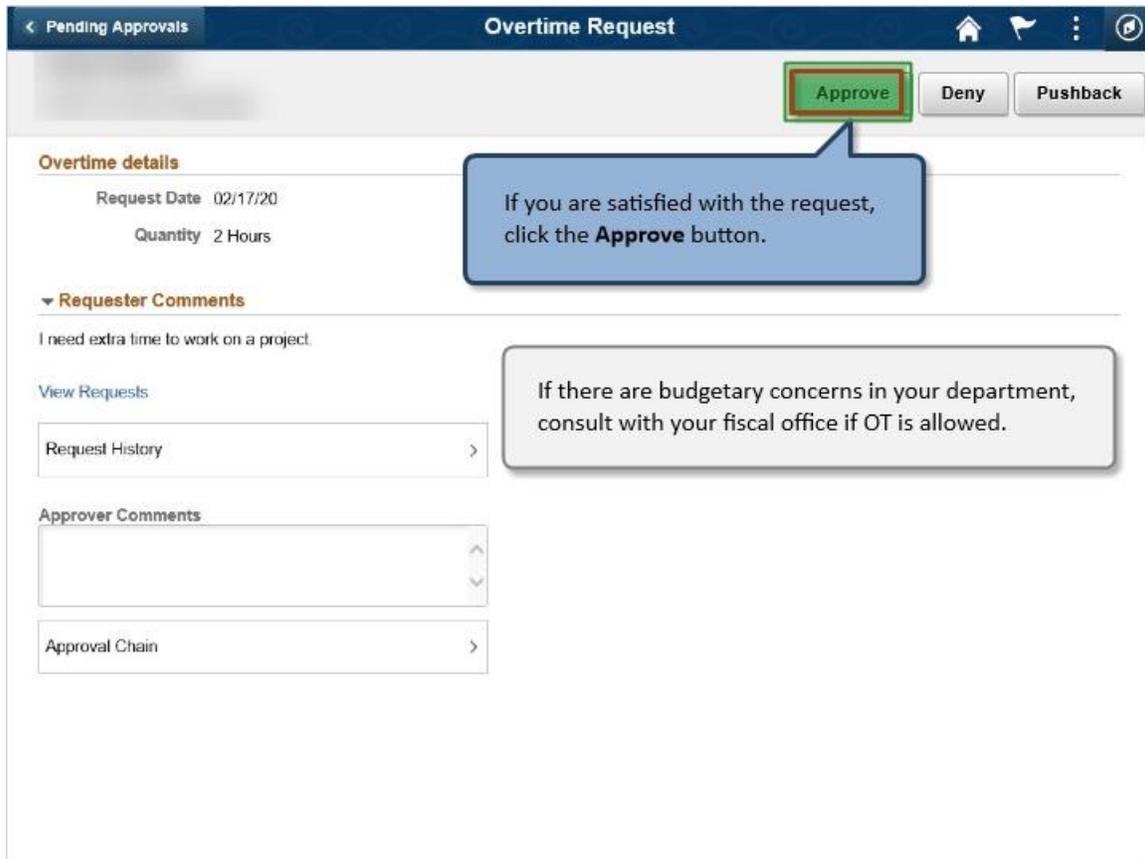
Review the information in the **Overtime details** and **Requester Comments** sections.

Select **'Next'** to continue.

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



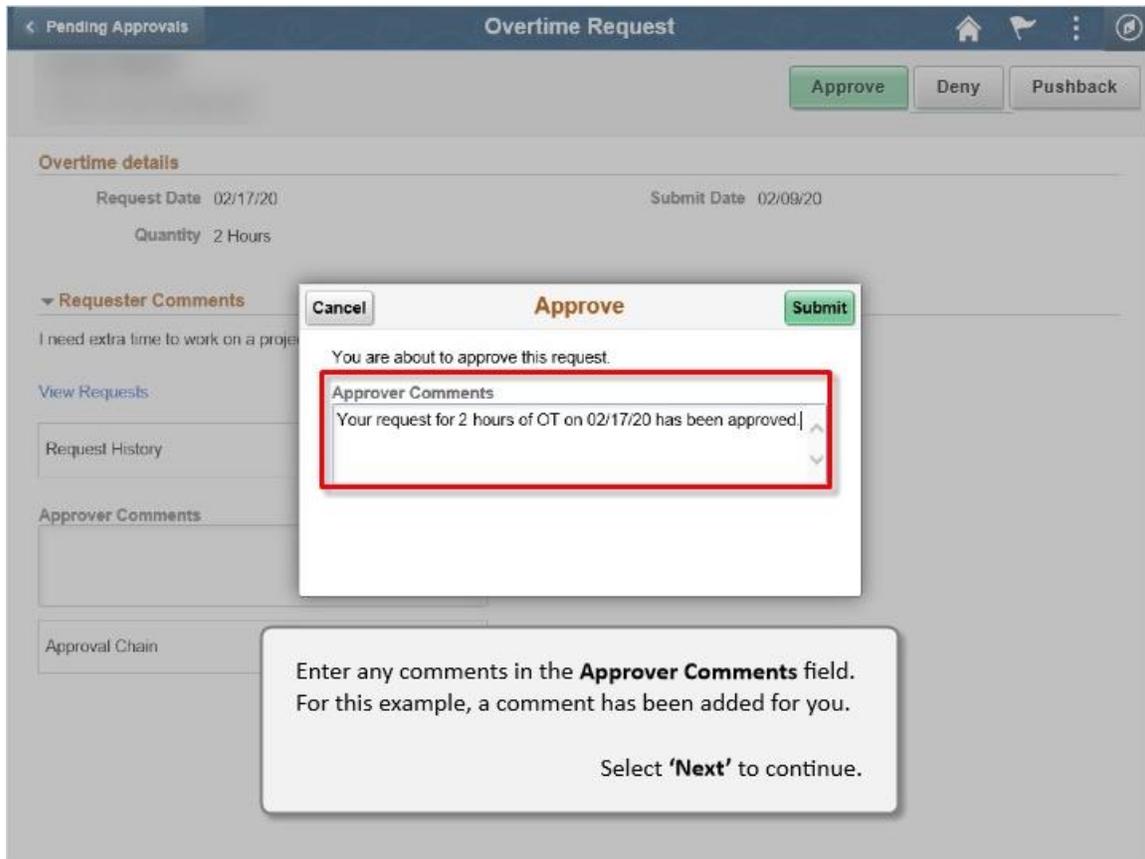
If you need additional information about the request, use the **Approver Comments** section to enter your questions and then click the **Pushback** button to return the request to your employee.



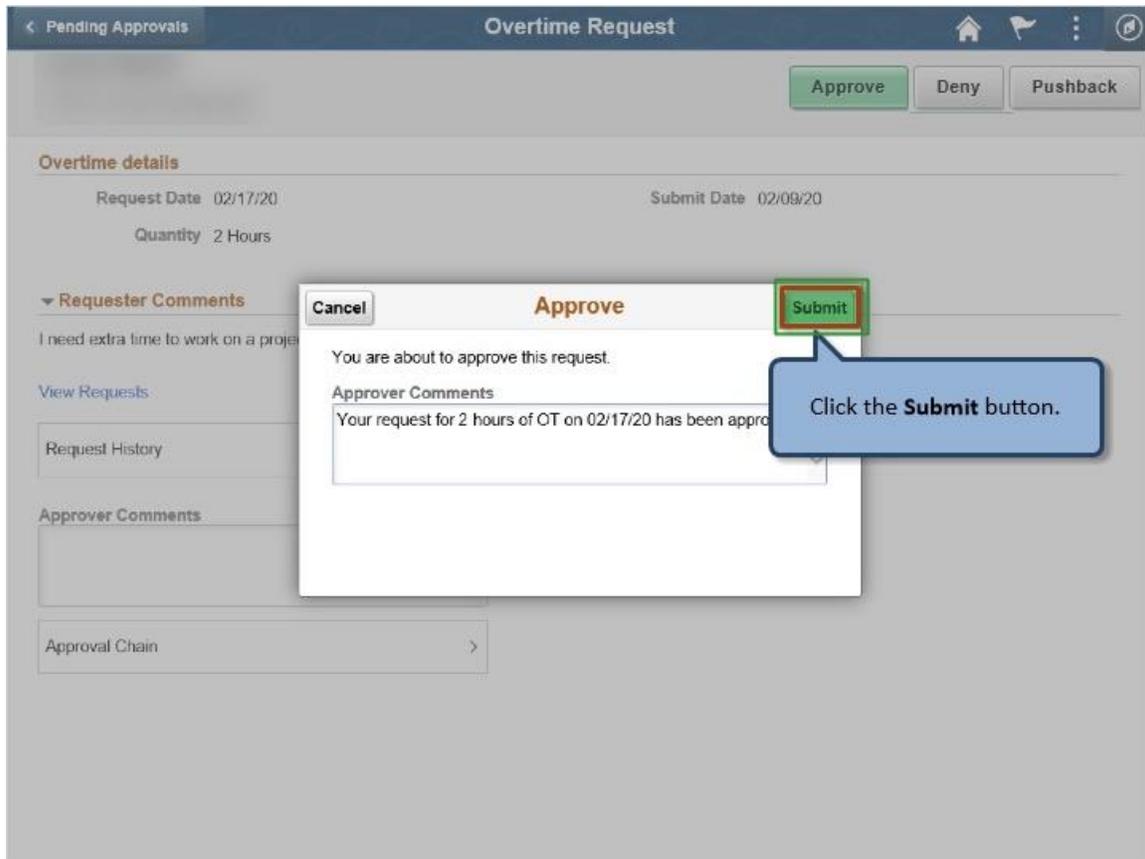
The screenshot shows the 'Overtime Request' page in the 'Pending Approvals' section. At the top right, there are three buttons: 'Approve' (highlighted with a green box), 'Deny', and 'Pushback'. Below the buttons, the 'Overtime details' section shows 'Request Date 02/17/20' and 'Quantity 2 Hours'. The 'Requester Comments' section contains the text 'I need extra time to work on a project.' Below this, there are sections for 'View Requests' (with a 'Request History' link), 'Approver Comments' (with a text input field), and 'Approval Chain' (with a link). Two callout boxes provide instructions: a blue box points to the 'Approve' button, and a grey box points to the 'Approver Comments' section.

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

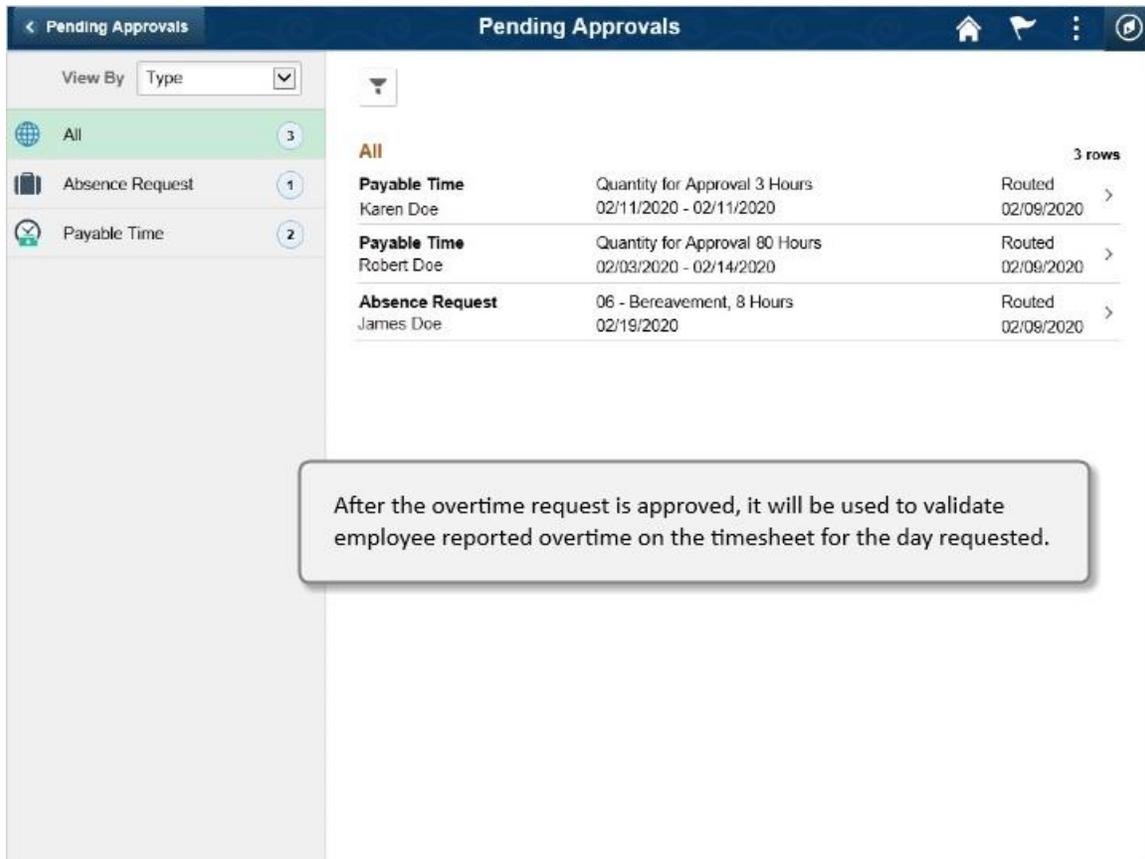
If there are budgetary concerns in your department, consult with your fiscal office if OT is allowed.



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



Click the **Submit** button.



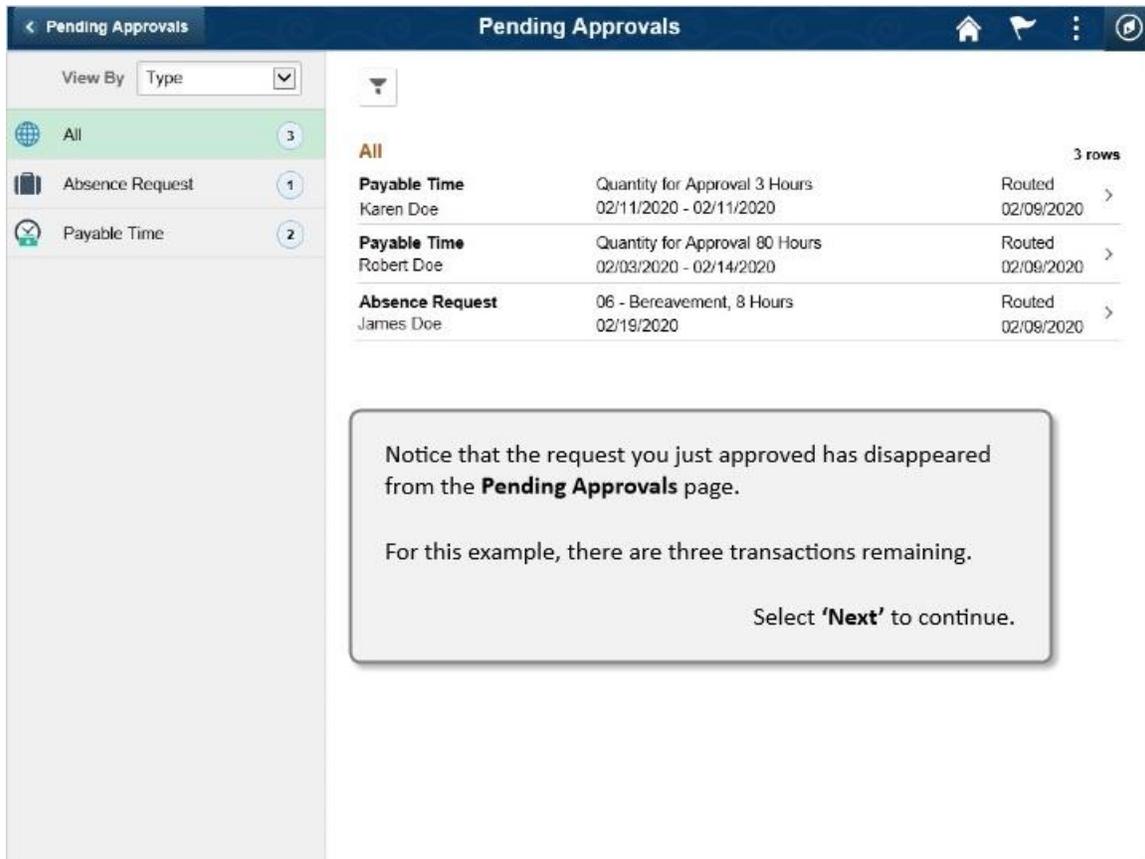
The screenshot shows a web interface titled "Pending Approvals". On the left is a sidebar with a "View By" dropdown set to "Type". Below it are three filterable categories: "All" (3 items), "Absence Request" (1 item), and "Payable Time" (2 items). The main content area displays a table of pending requests:

All			3 rows
Payable Time Karen Doe	Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020	Routed	>
Payable Time Robert Doe	Quantity for Approval 80 Hours 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	>

A callout box is overlaid on the interface with the following text:

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

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



Pending Approvals

View By Type

- All (3)
- Absence Request (1)
- Payable Time (2)

All			3 rows
Payable Time Karen Doe	Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020	Routed	02/09/2020 >
Payable Time Robert Doe	Quantity for Approval 80 Hours 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 request you just approved has disappeared from the **Pending Approvals** page.

For this example, there are three transactions remaining.

Select **'Next'** to continue.

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

A presentation slide with a blue header and footer. The header contains the Hawaii Information Portal logo. The main content area features a background image of a computer desk with a monitor, keyboard, and mouse. Overlaid on this is a dark blue rounded rectangle containing white text. The title "Approve Payable Time - Elapsed (Salaried) Time Reporter" is centered at the top. Below it are three lines of text: "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.", and "An elapsed time reporter enters the total number of hours worked each day." The footer contains the text "Select 'Next' to continue." in white.

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.

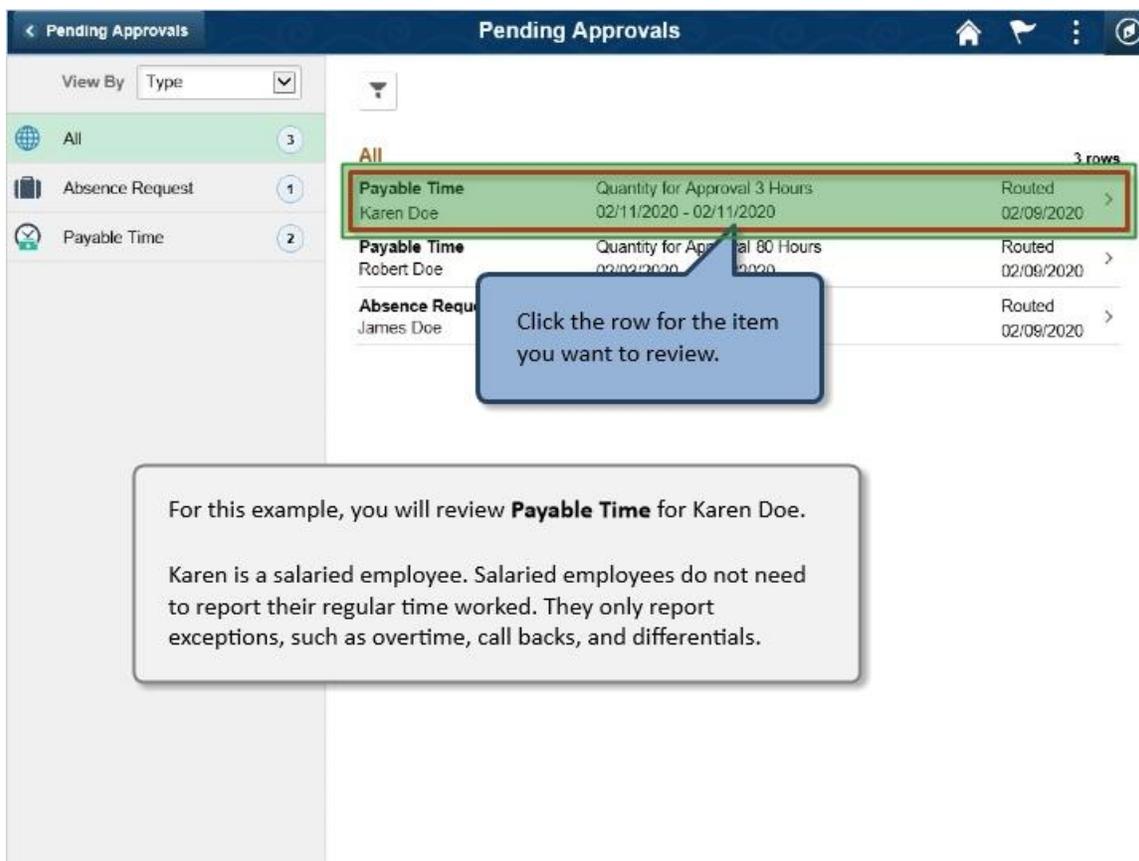
An elapsed time reporter enters the total number of hours worked each day.

Select 'Next' to continue.

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.



View By Type

All 3

Absence Request 1

Payable Time 2

All 3 rows		
Payable Time Karen Doe	Quantity for Approval 3 Hours 02/11/2020 - 02/11/2020	Routed 02/09/2020
Payable Time Robert Doe	Quantity for Approval 80 Hours 02/09/2020 - 02/09/2020	Routed 02/09/2020
Absence Request James Doe		Routed 02/09/2020

Click the row for the item you want to review.

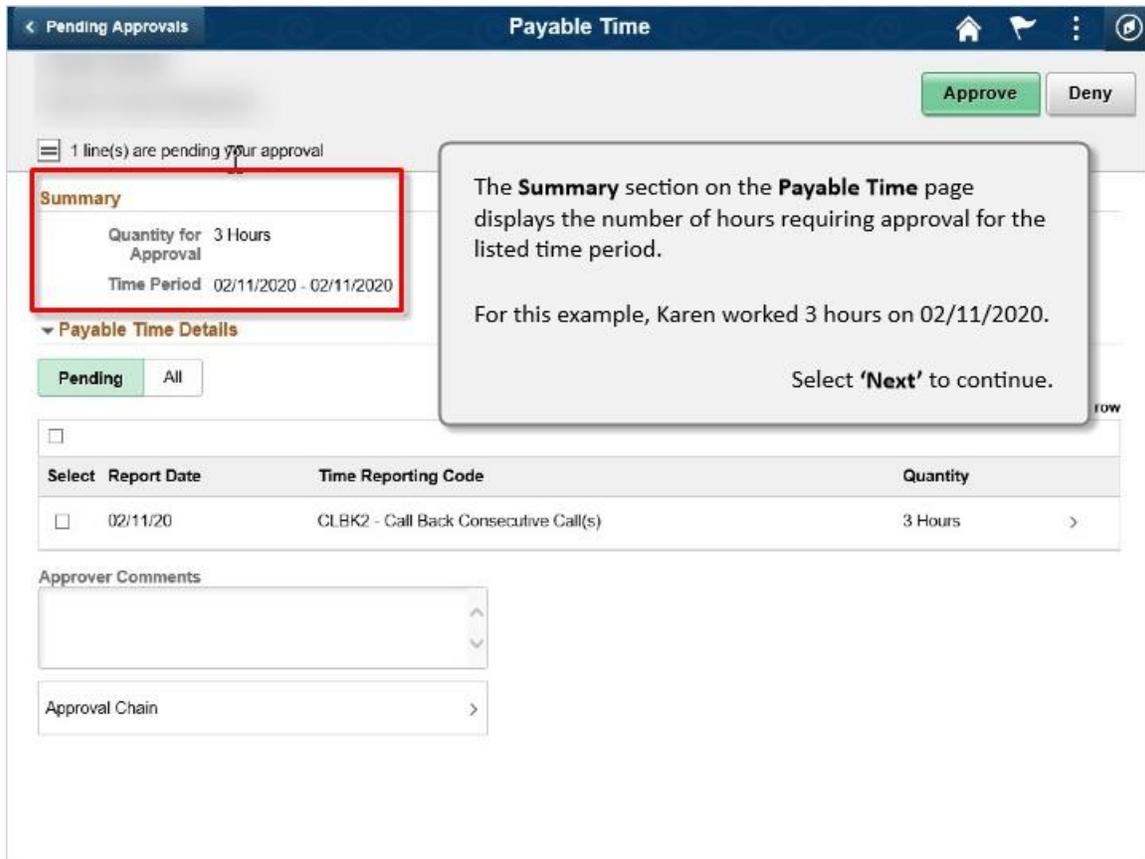
For this example, you will review **Payable Time** for Karen Doe.

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.

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.



1 line(s) are pending your approval

Summary
 Quantity for Approval: 3 Hours
 Time Period: 02/11/2020 - 02/11/2020

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.

Select **'Next'** to continue.

Payable Time Details

Pending All

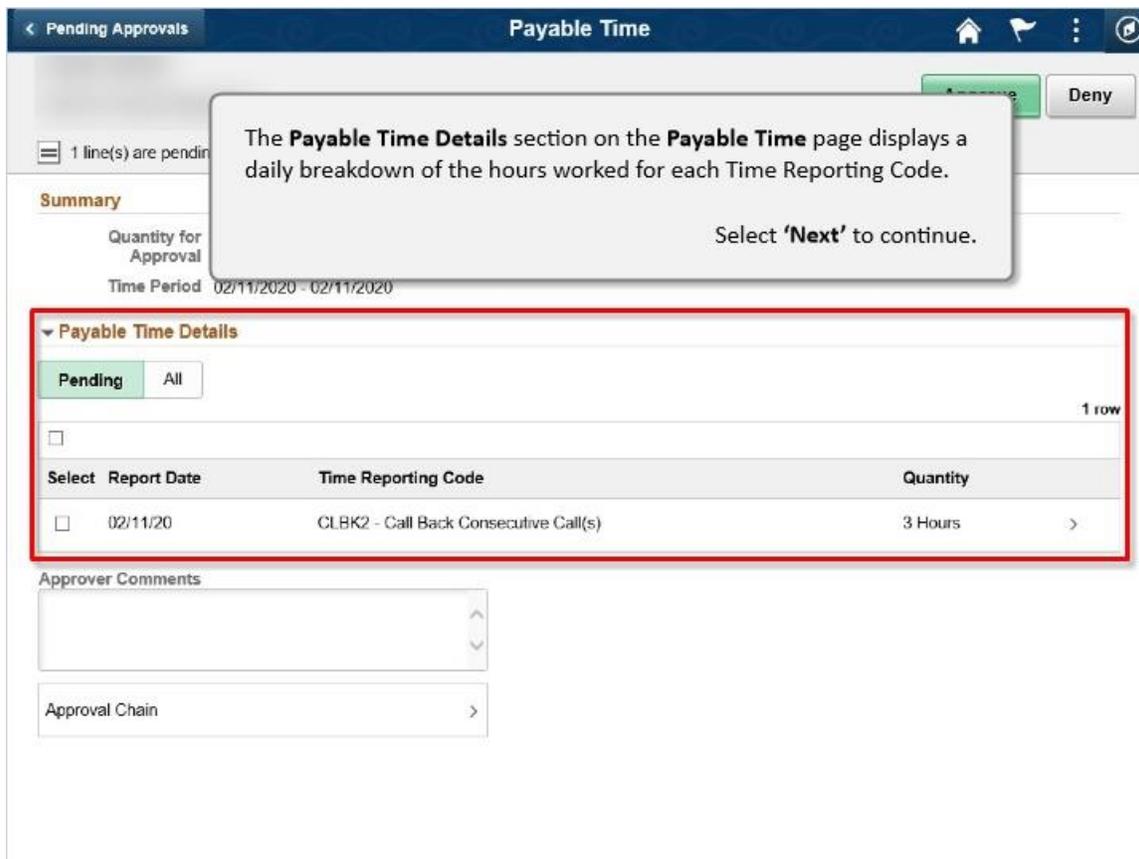
Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours >

Approver Comments

Approval Chain >

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.

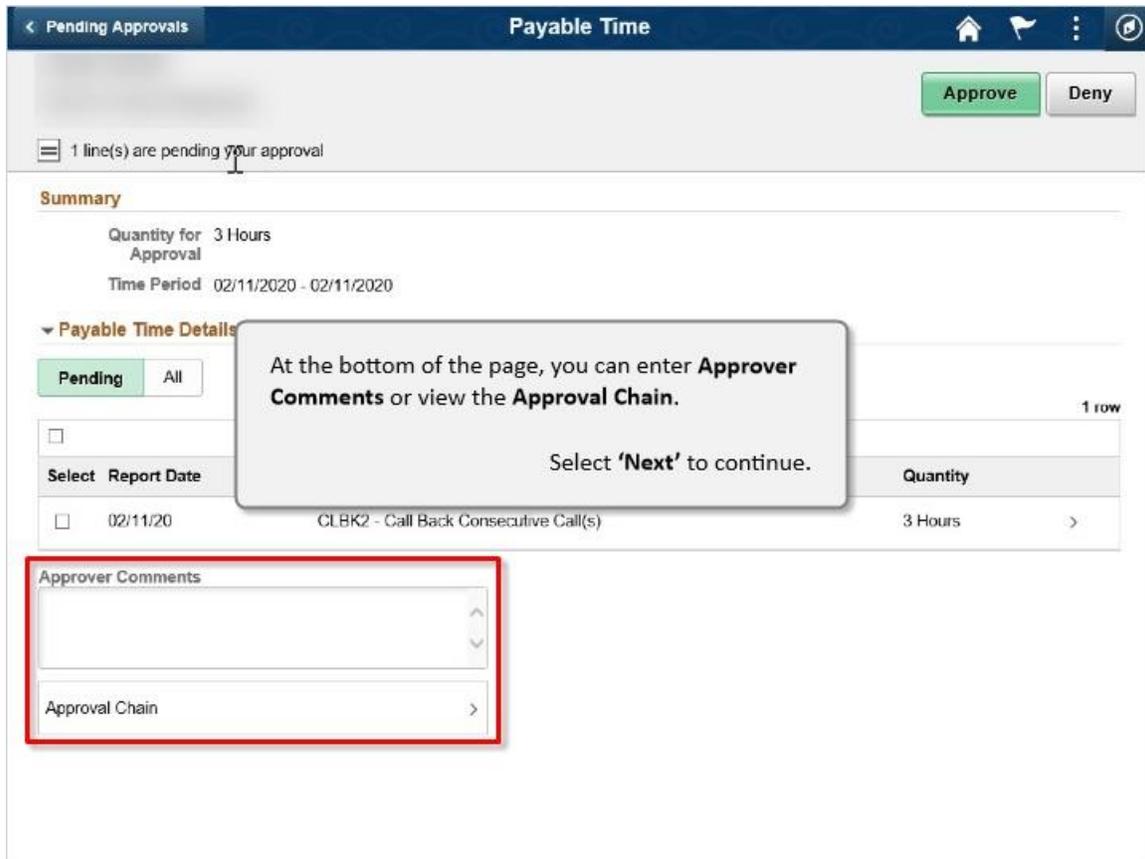


The **Payable Time Details** section on the **Payable Time** page displays a daily breakdown of the hours worked for each Time Reporting Code.

Select **'Next'** to continue.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours

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



Payable Time

1 line(s) are pending your approval

Summary

Quantity for Approval: 3 Hours
Time Period: 02/11/2020 - 02/11/2020

Payable Time Details

Pending All

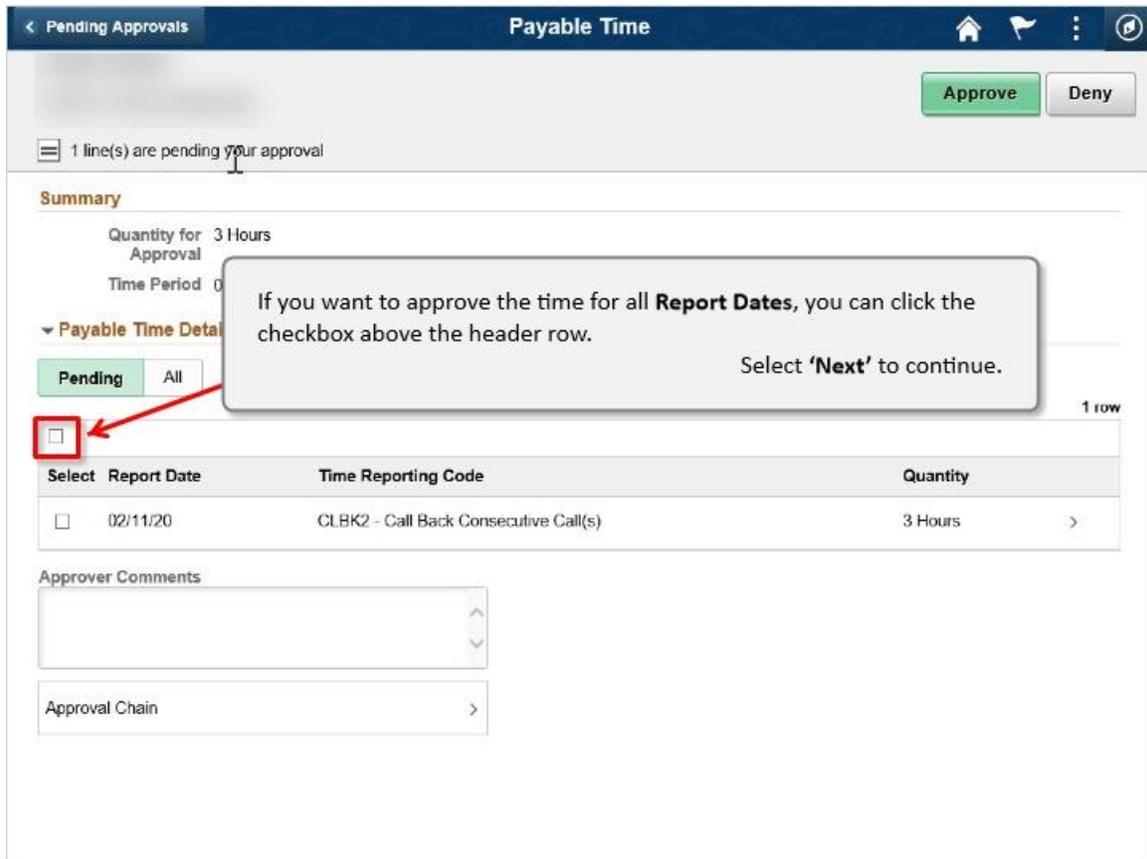
Select	Report Date		Quantity
<input type="checkbox"/>	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours >

Approver Comments

Approval Chain >

At the bottom of the page, you can enter **Approver Comments** or view the **Approval Chain**.
Select **'Next'** to continue.

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



1 line(s) are pending your approval

Summary

Quantity for Approval: 3 Hours

Time Period: 0

Payable Time Details

Pending All

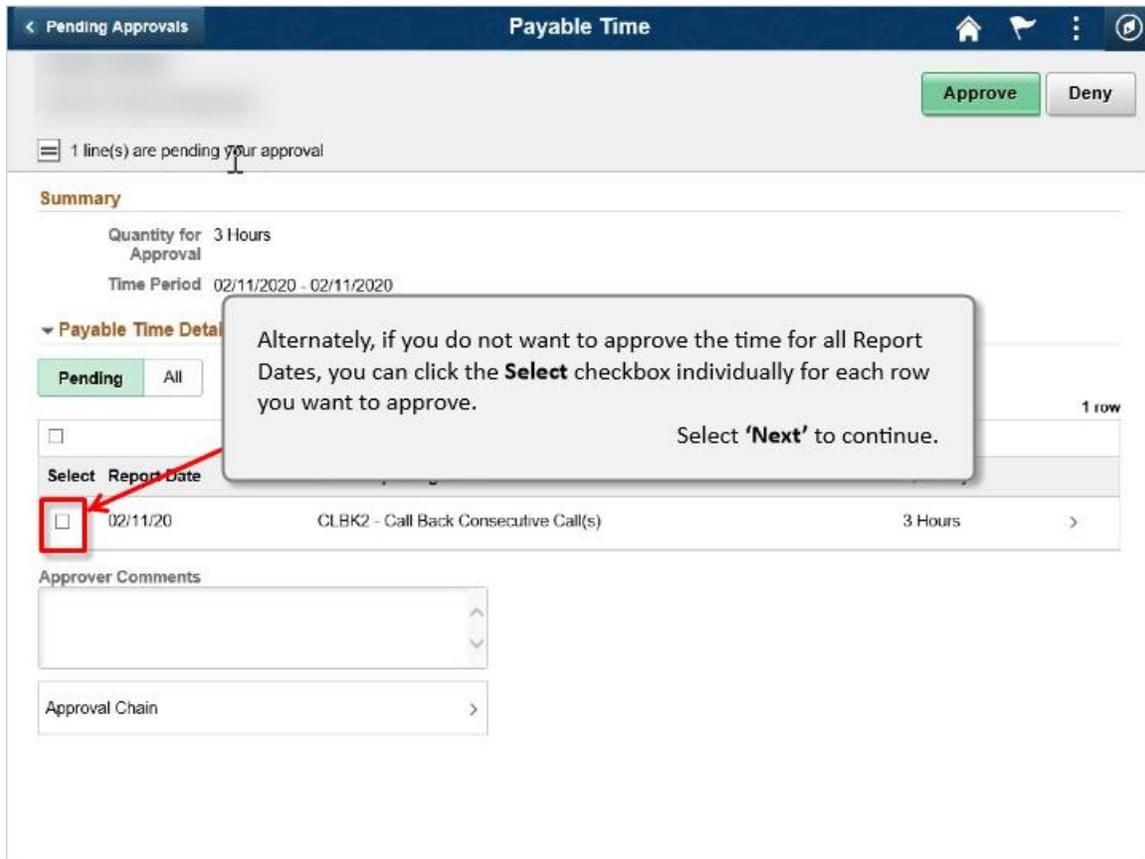
If you want to approve the time for all **Report Dates**, you can click the checkbox above the header row. Select 'Next' to continue.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours

Approver Comments

Approval Chain

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



1 line(s) are pending your approval

Summary

Quantity for Approval: 3 Hours
Time Period: 02/11/2020 - 02/11/2020

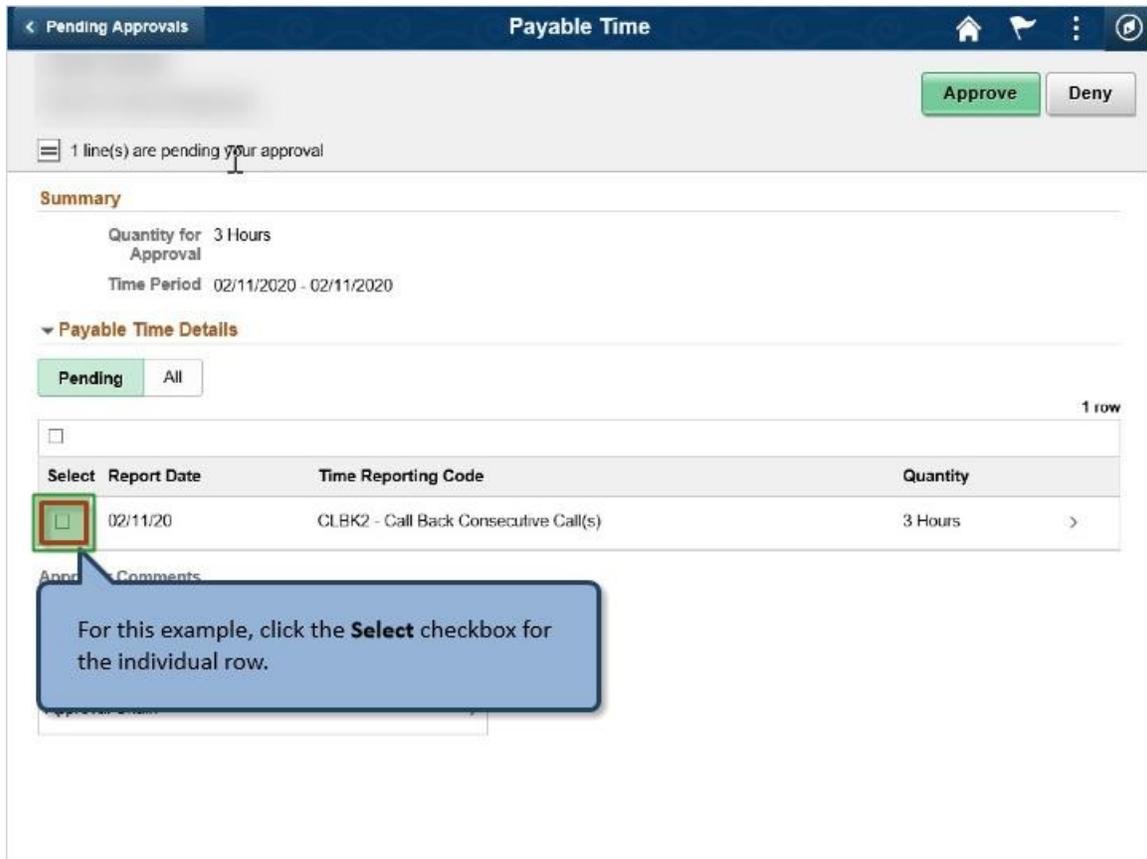
Payable Time Details

Select	Report Date	Description	Hours
<input type="checkbox"/>	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours

Approver Comments

Approval Chain

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.



Payable Time

1 line(s) are pending your approval

Summary

Quantity for Approval: 3 Hours
Time Period: 02/11/2020 - 02/11/2020

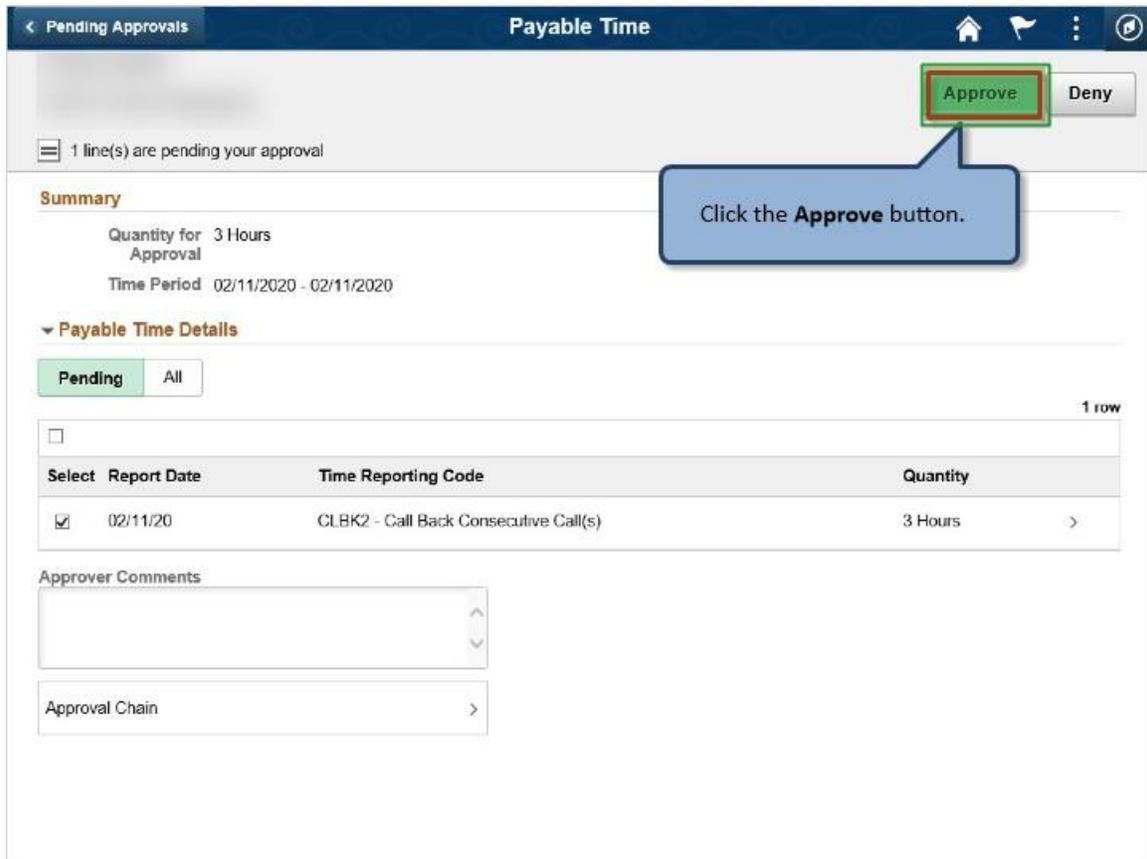
Payable Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours

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

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



Payable Time

Approve Deny

1 line(s) are pending your approval

Summary

Quantity for 3 Hours Approval
Time Period 02/11/2020 - 02/11/2020

Payable Time Details

Pending All

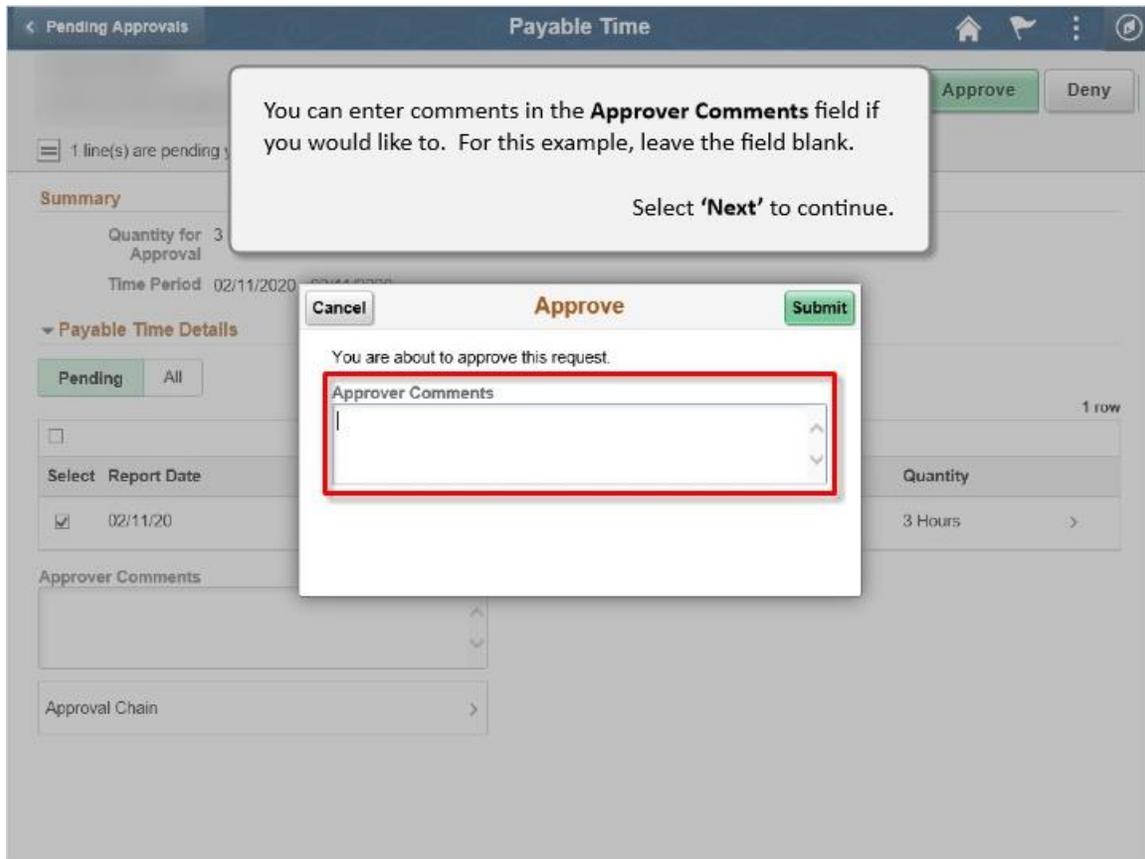
1 row

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	02/11/20	CLBK2 - Call Back Consecutive Call(s)	3 Hours

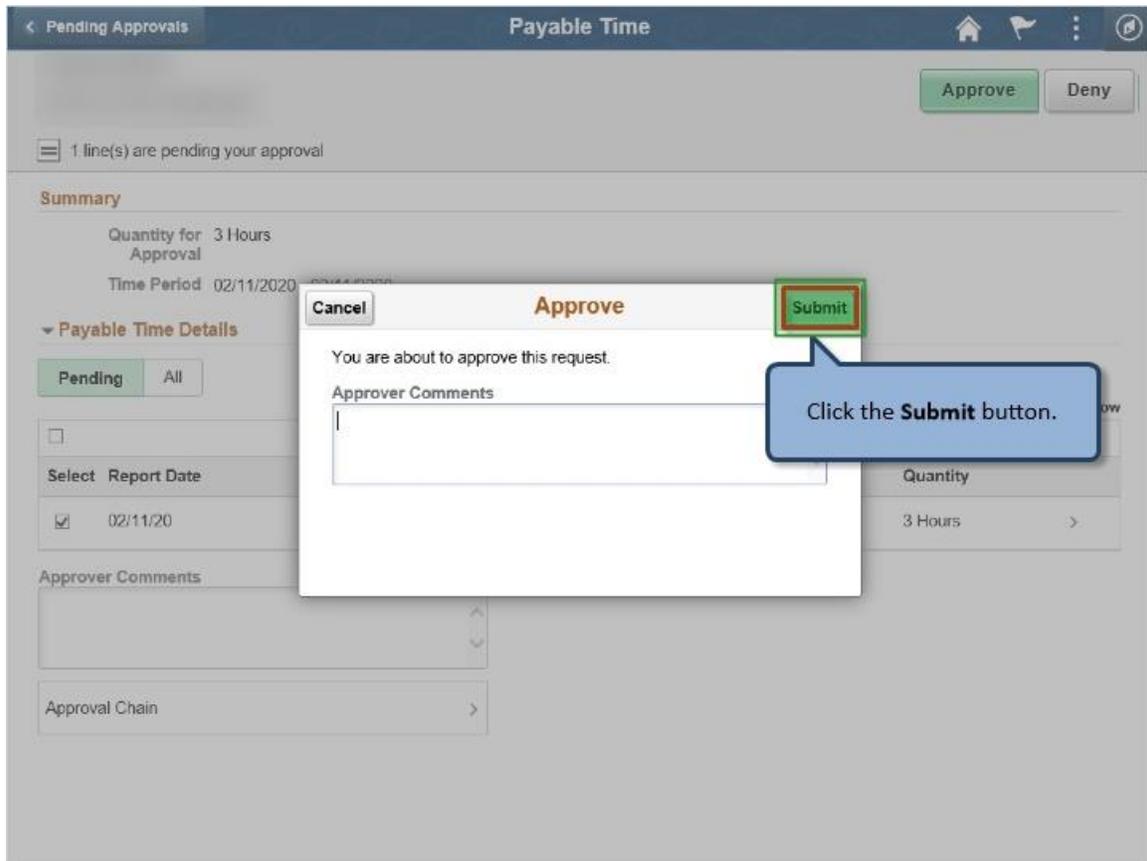
Approver Comments

Approval Chain

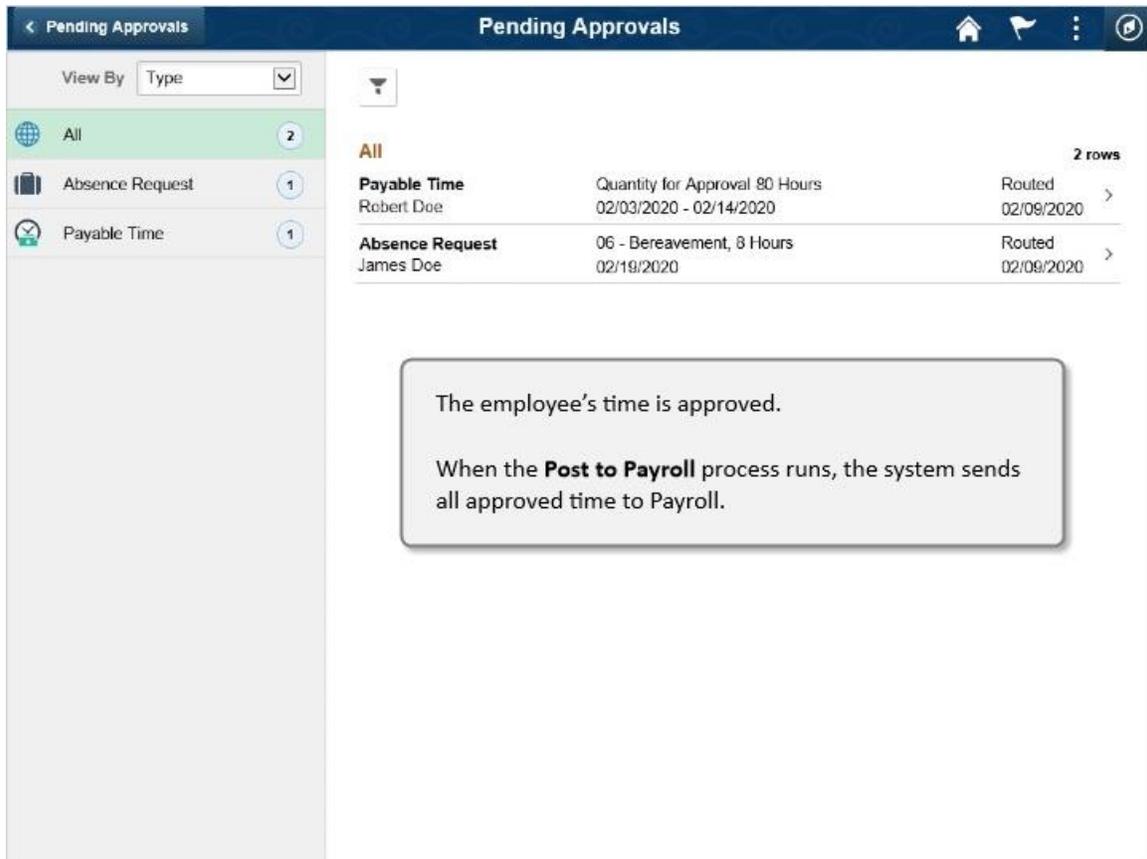
Click the **Approve** button.



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



Click the **Submit** button.



The screenshot shows a web interface for 'Pending Approvals'. On the left, there is a sidebar with a 'View By' dropdown set to 'Type'. Below it are three filter options: 'All' (2 items), 'Absence Request' (1 item), and 'Payable Time' (1 item). The main content area shows a table with two rows of data:

All			2 rows
Payable Time Robert Doe	Quantity for Approval 80 Hours 02/03/2020 - 02/14/2020	Routed	02/08/2020 >
Absence Request James Doe	06 - Bereavement, 8 Hours 02/19/2020	Routed	02/09/2020 >

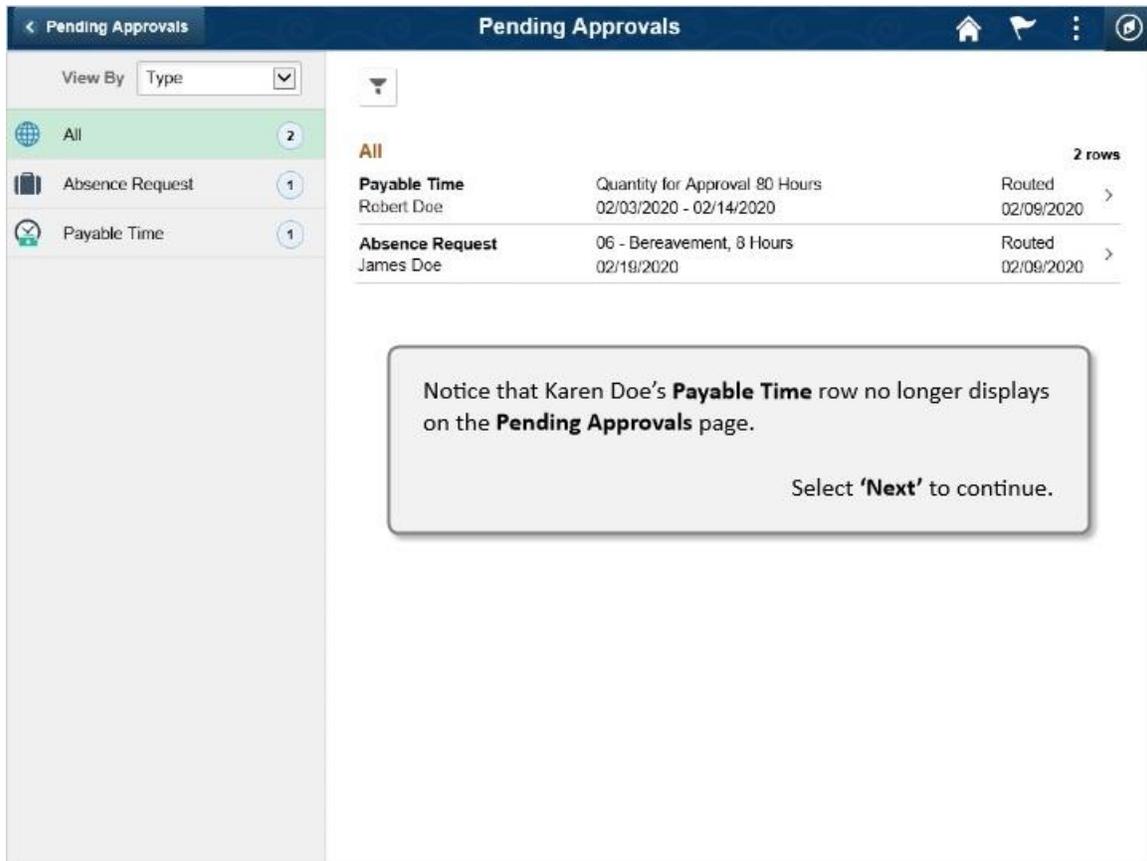
Below the table, a grey box contains the following text:

The employee's time is approved.

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

The employee's time is approved.

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



Pending Approvals

View By Type

- All (2)
- Absence Request (1)
- Payable Time (1)

All			
Payable Time	Quantity for Approval 80 Hours		Routed
Robert Doe	02/03/2020 - 02/14/2020		02/08/2020
Absence Request	06 - Bereavement, 8 Hours		Routed
James Doe	02/19/2020		02/09/2020

2 rows

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

Select **'Next'** to continue.

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

Approve Payable Time (Hourly) Time Reporter




Approve Payable Time – Punch (Hourly) Time Reporter

Supervisors 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.

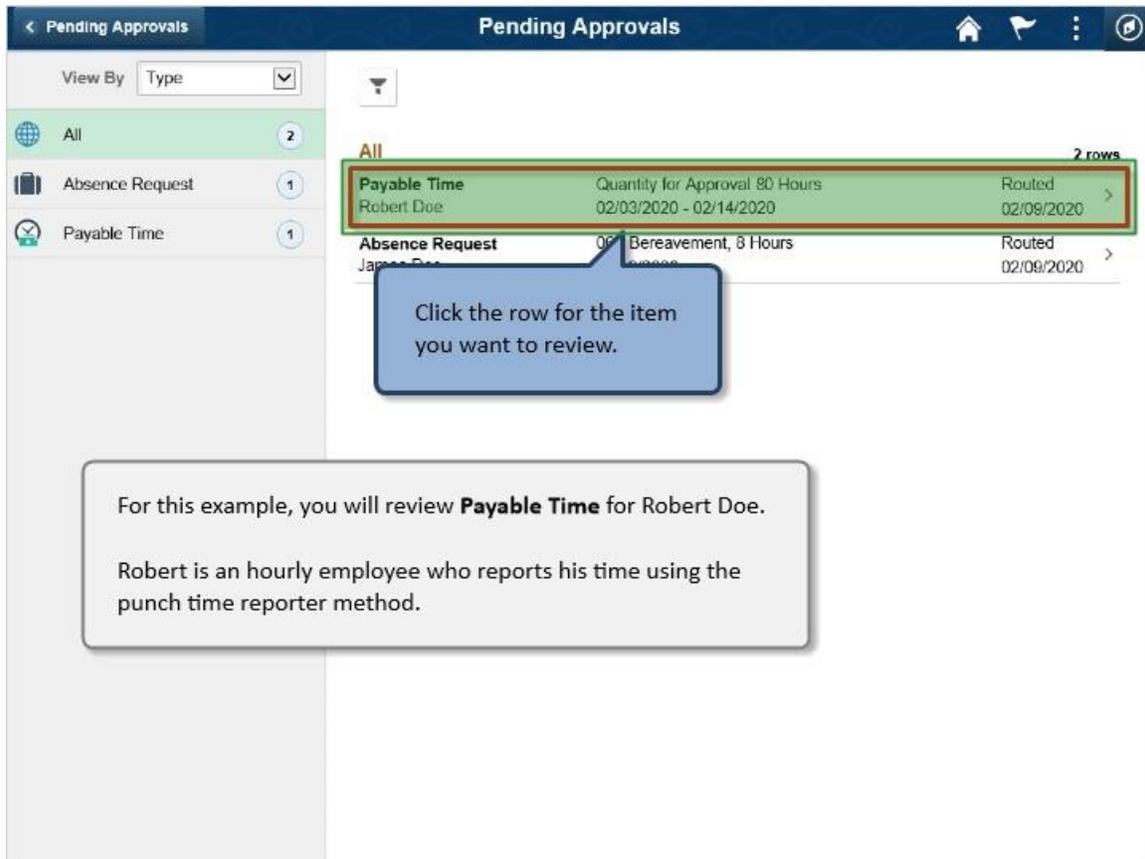
A punch time reporter enters specific In and Out times for each work day.

Select 'Next' to continue.

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.



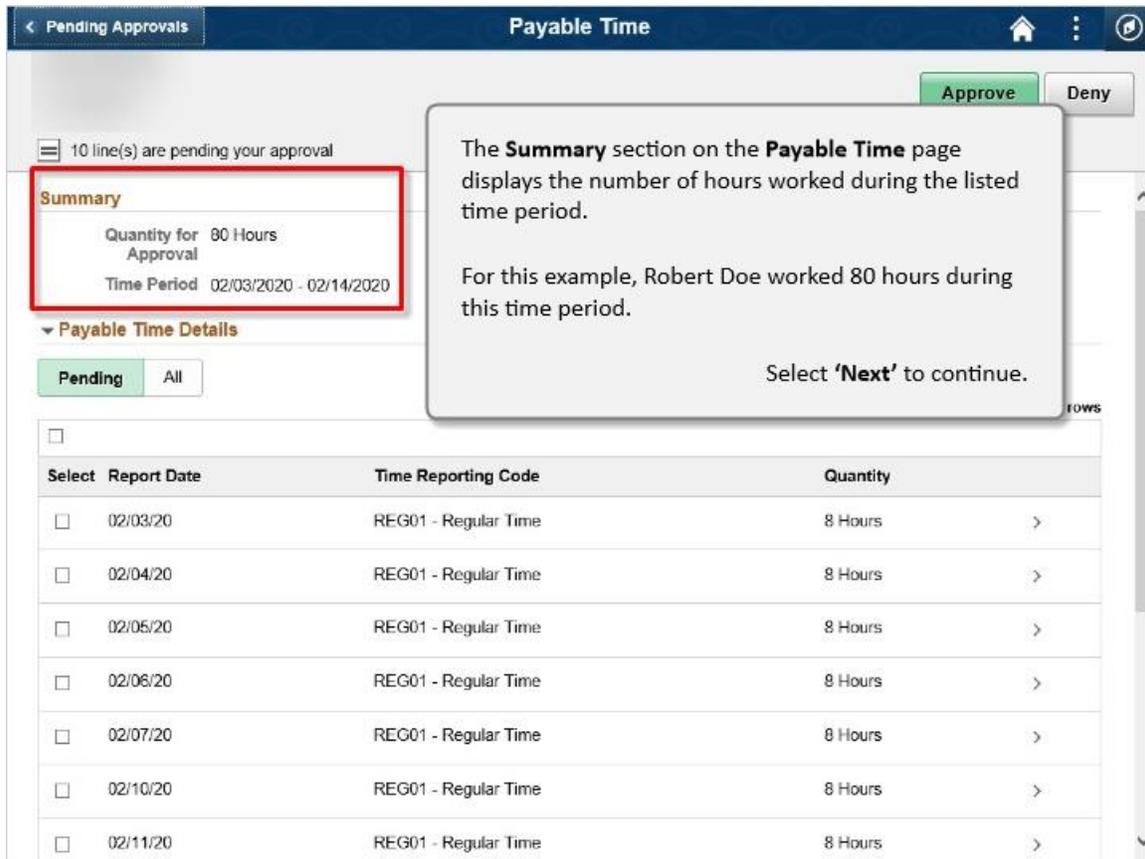
The screenshot shows a 'Pending Approvals' interface. On the left, there is a sidebar with a 'View By' dropdown set to 'Type'. Below it are three filter options: 'All' (2 items), 'Absence Request' (1 item), and 'Payable Time' (1 item). The main area displays a table of pending items. The first row is highlighted in green and has a red box around it. This row is for 'Payable Time' for 'Robert Doe', with a quantity of 80 hours for approval from 02/03/2020 to 02/14/2020, and a status of 'Routed' on 02/09/2020. A blue callout box points to this row with the text: 'Click the row for the item you want to review.' A larger grey callout box below it contains the text: '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.'

Type	Employee	Quantity for Approval	Approval Dates	Status	Date
Payable Time	Robert Doe	80 Hours	02/03/2020 - 02/14/2020	Routed	02/09/2020
Absence Request	James Doe	Bereavement	8 Hours	Routed	02/09/2020

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.



The screenshot shows the 'Payable Time' page in a web application. At the top, there is a navigation bar with 'Pending Approvals' and 'Payable Time'. Below the navigation bar, there are 'Approve' and 'Deny' buttons. A message states '10 line(s) are pending your approval'. A red box highlights the 'Summary' section, which displays 'Quantity for Approval: 80 Hours' and 'Time Period: 02/03/2020 - 02/14/2020'. Below this is a 'Payable Time Details' section with 'Pending' and 'All' filters. A table lists the details of the 10 pending entries, each with a 'Select' checkbox, 'Report Date', 'Time Reporting Code', and 'Quantity'.

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

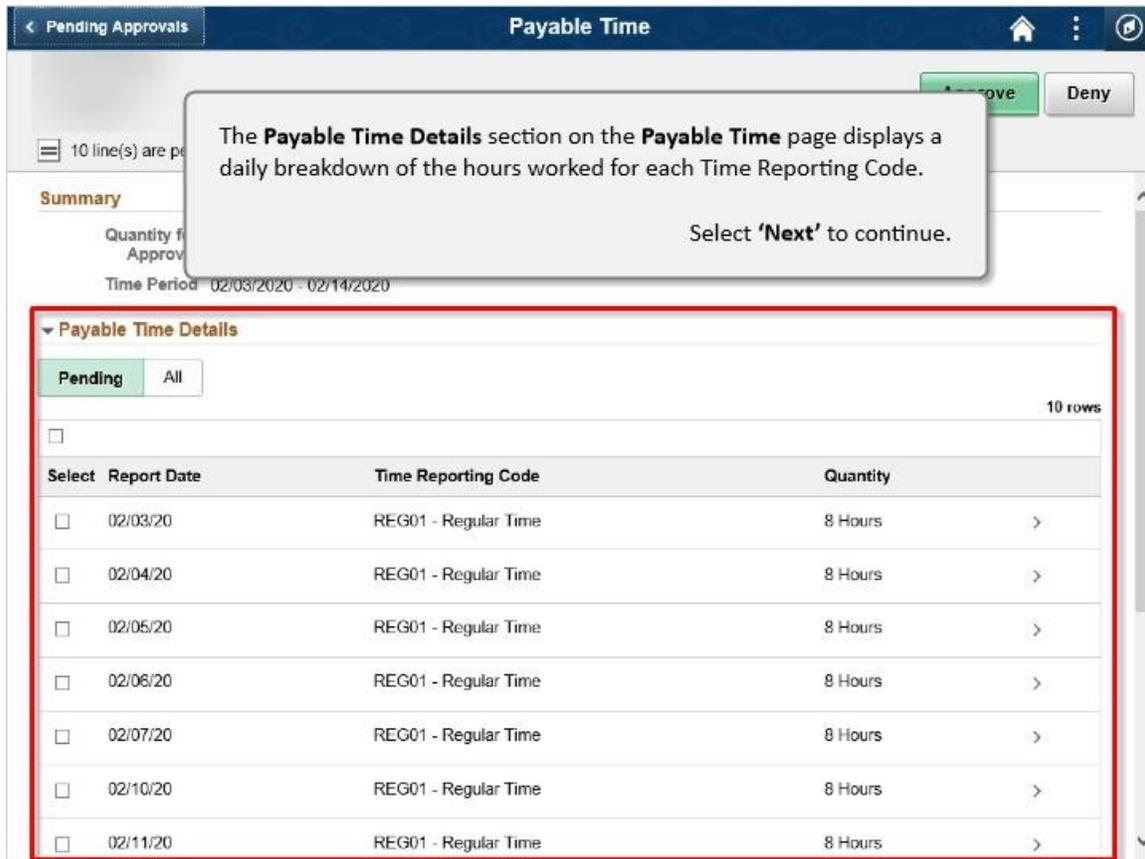
For this example, Robert Doe worked 80 hours during this time period.

Select '**Next**' to continue.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/03/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	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.

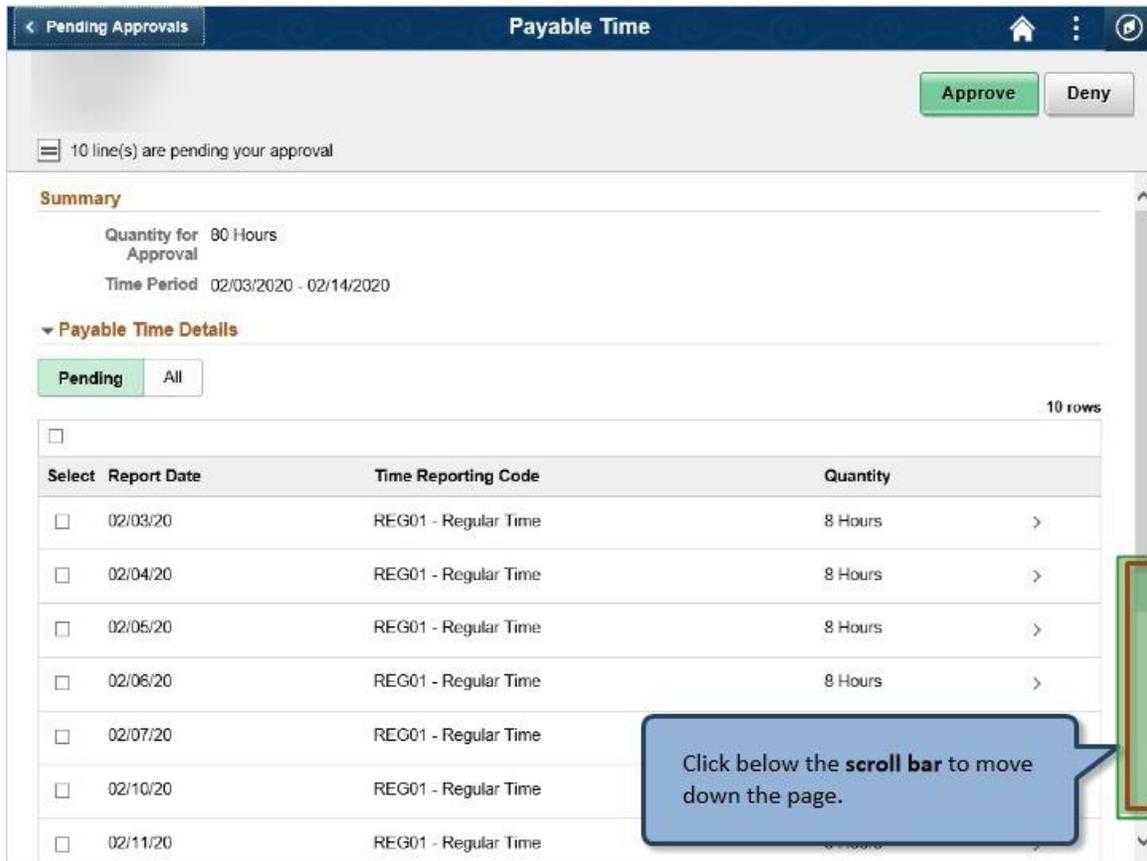


The **Payable Time Details** section on the **Payable Time** page displays a daily breakdown of the hours worked for each Time Reporting Code.

Select **'Next'** to continue.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/03/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/11/20	REG01 - Regular 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.



Payable Time

10 line(s) are pending your approval

Summary

Quantity for Approval: 80 Hours
Time Period: 02/03/2020 - 02/14/2020

Payable Time Details

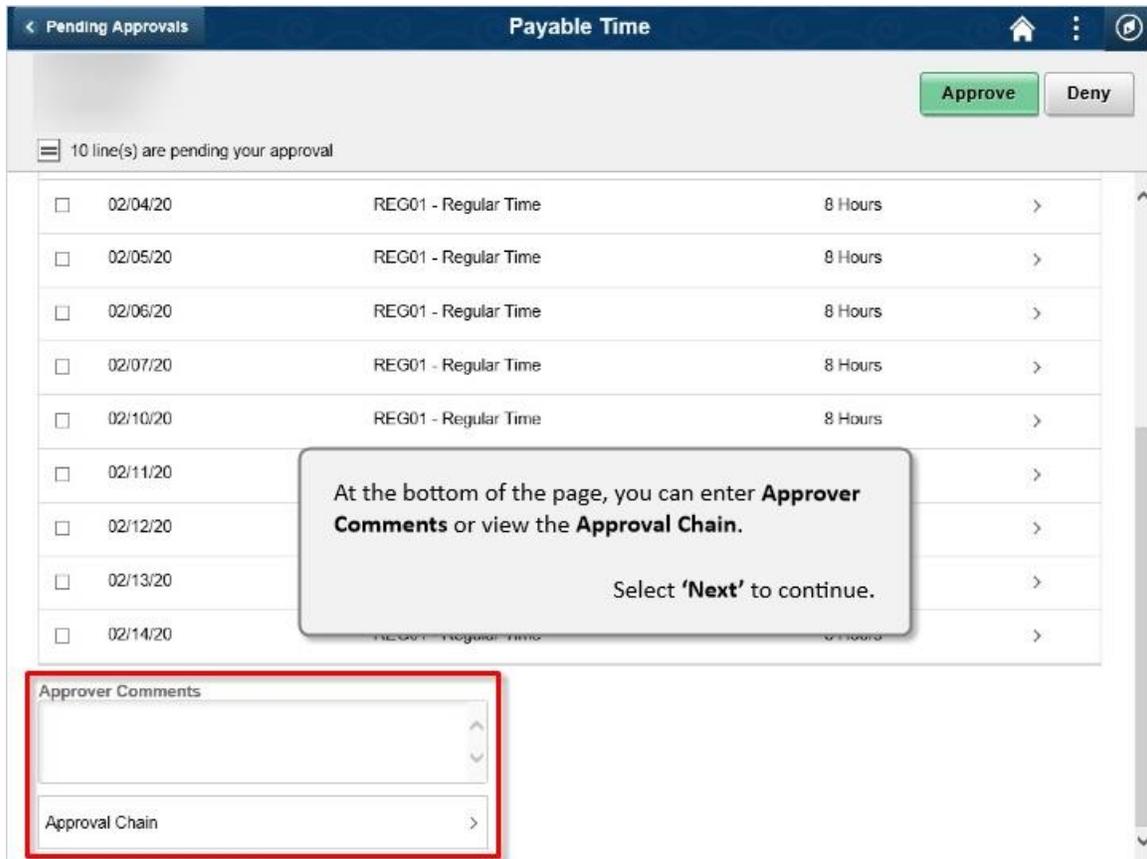
Pending All

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/03/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours
<input type="checkbox"/>	02/11/20	REG01 - Regular Time	8 Hours

10 rows

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

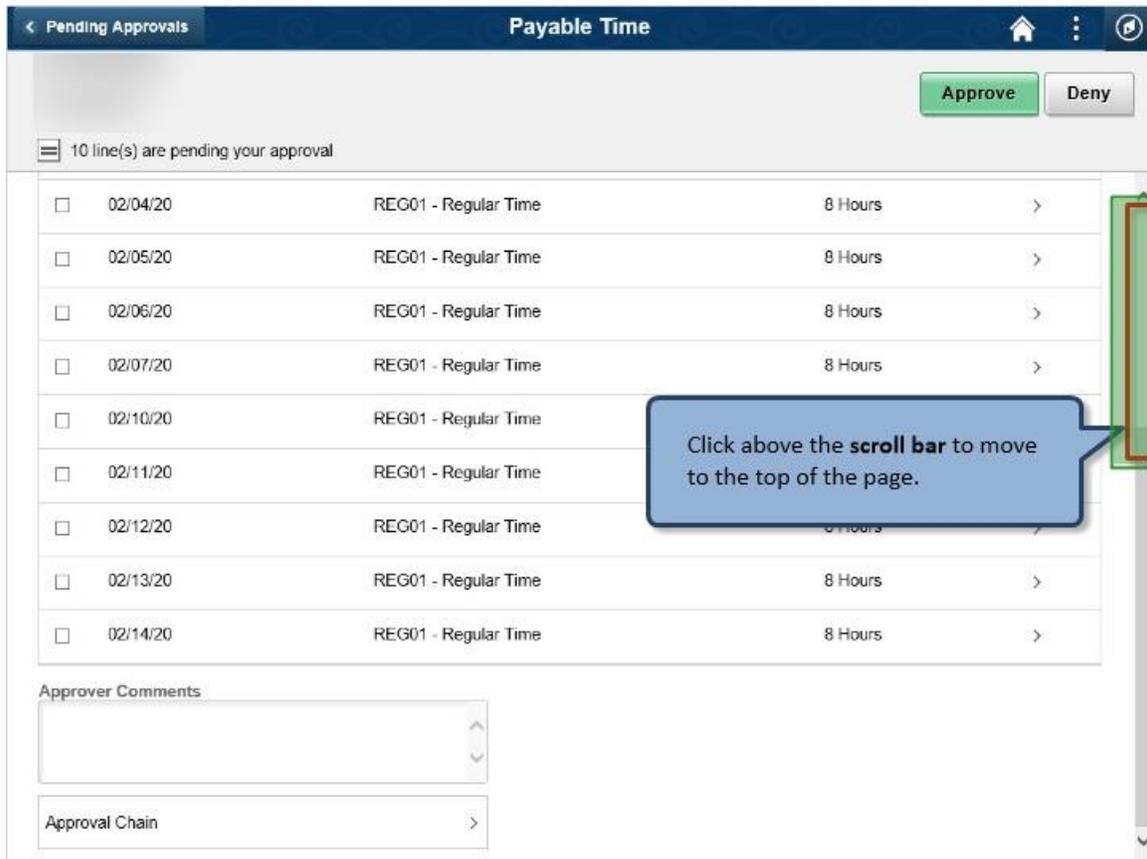
Click below the scroll bar to move down the page.



The screenshot shows a web interface titled "Payable Time" under a "Pending Approvals" tab. At the top right, there are "Approve" and "Deny" buttons. Below the buttons, a message states "10 line(s) are pending your approval". A table lists 10 entries, each with a date, "REG01 - Regular Time", and "8 Hours". A callout box points to the bottom of the table with the text: "At the bottom of the page, you can enter **Approver Comments** or view the **Approval Chain**. Select '**Next**' to continue." At the bottom of the interface, there are two sections: "Approver Comments" with a text input field and "Approval Chain" with a right-pointing arrow. A red box highlights these two sections.

Date	Category	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
02/12/20	REG01 - Regular Time	8 Hours
02/13/20	REG01 - Regular Time	8 Hours
02/14/20	REG01 - Regular Time	8 Hours

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



Payable Time

10 line(s) are pending your approval

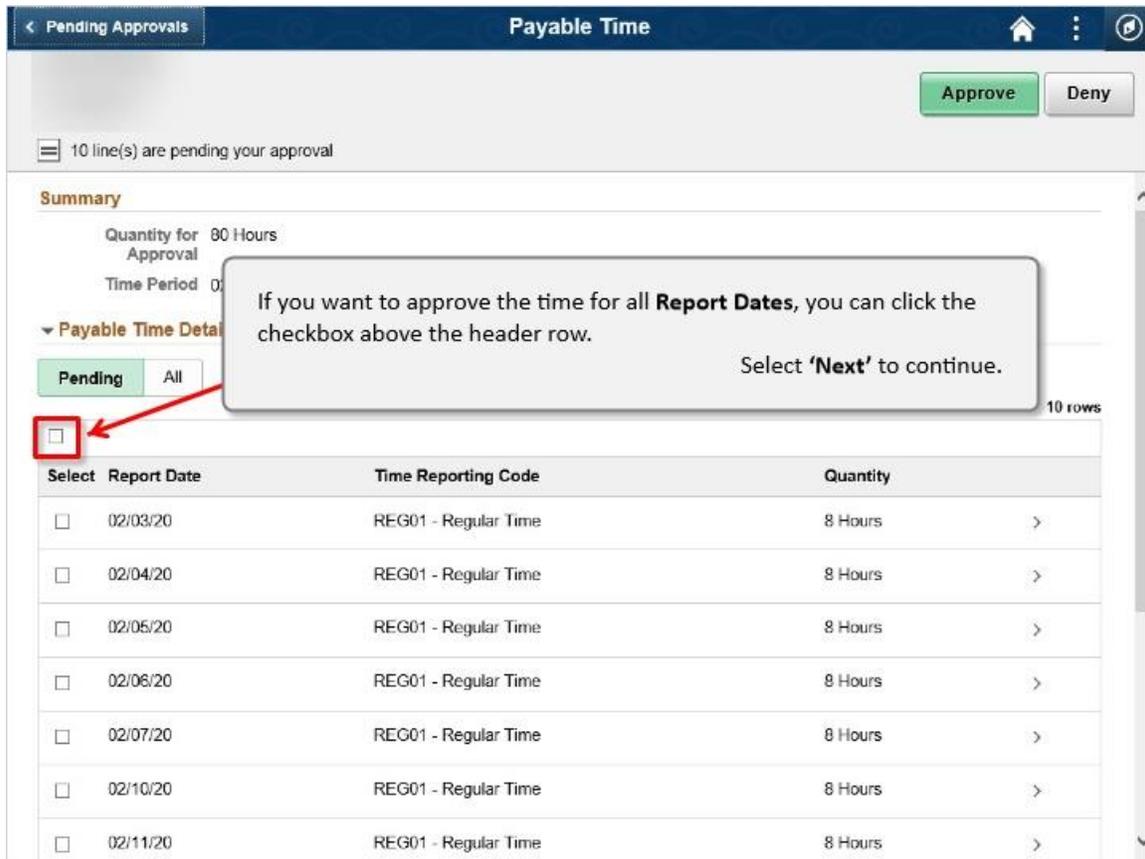
<input type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/11/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/12/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/13/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/14/20	REG01 - Regular Time	8 Hours	>

Approver Comments

Approval Chain

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

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



10 line(s) are pending your approval

Summary

Quantity for Approval: 80 Hours
Time Period: 02/03/20 - 02/11/20

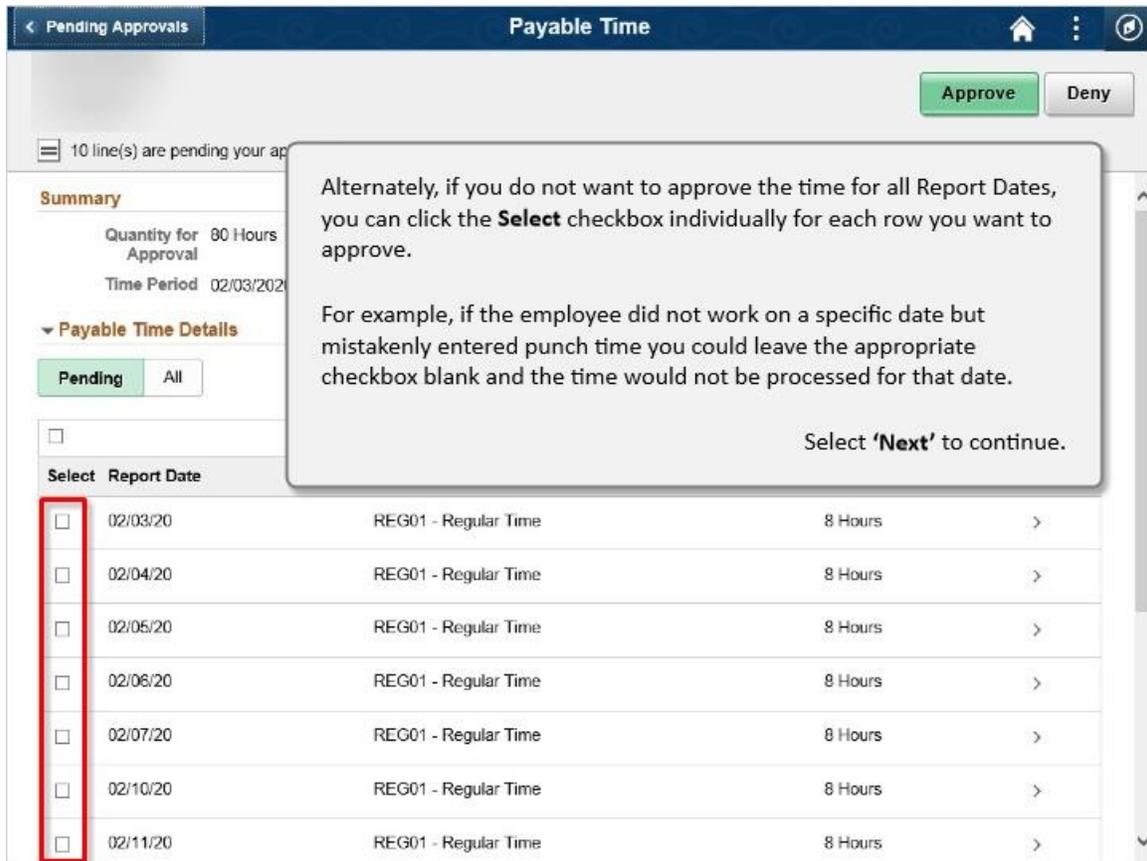
Payable Time Details

Pending All

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

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/03/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	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.



10 line(s) are pending your approval

Summary

Quantity for Approval: 80 Hours
Time Period: 02/03/2020

Payable Time Details

Pending All

Select Report Date

Select	Report Date	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/03/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	02/11/20	REG01 - Regular Time	8 Hours	>

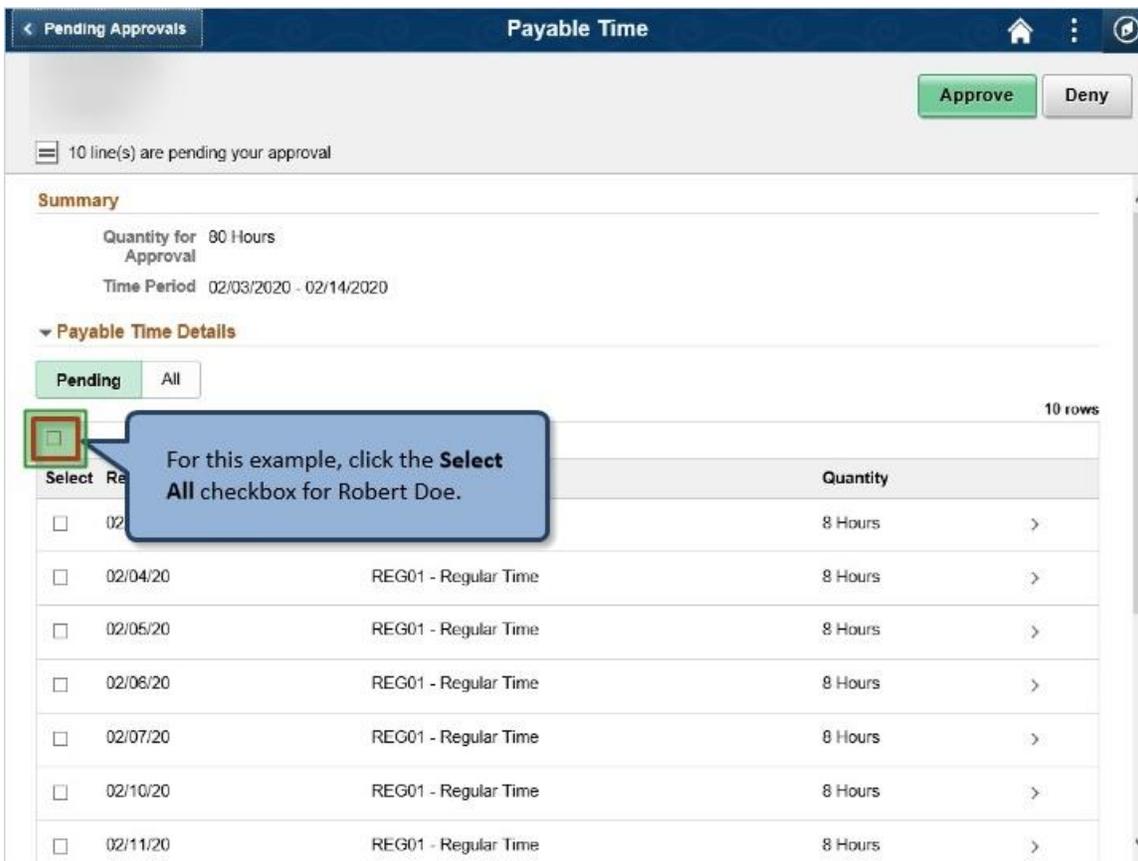
Alternately, if you do not want to approve the time for all Report Dates, you can click the **Select** checkbox individually for each row you want to approve.

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.

Select **'Next'** to continue.

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.



10 line(s) are pending your approval

Summary

Quantity for Approval: 90 Hours
Time Period: 02/03/2020 - 02/14/2020

Payable Time Details

Pending All

10 rows

Select	Re	Quantity
<input type="checkbox"/>	02/03/20	8 Hours >
<input type="checkbox"/>	02/04/20 REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/05/20 REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/06/20 REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/07/20 REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/10/20 REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	02/11/20 REG01 - Regular Time	8 Hours >

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

← Pending Approvals Payable Time Home More Refresh

Approve Deny

10 line(s) are pending your approval

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

Select '**Next**' to continue.

Summary
 Quantity for Approval: 80 Hours
 Time Period: 02/03/2020 - 02/14/2020

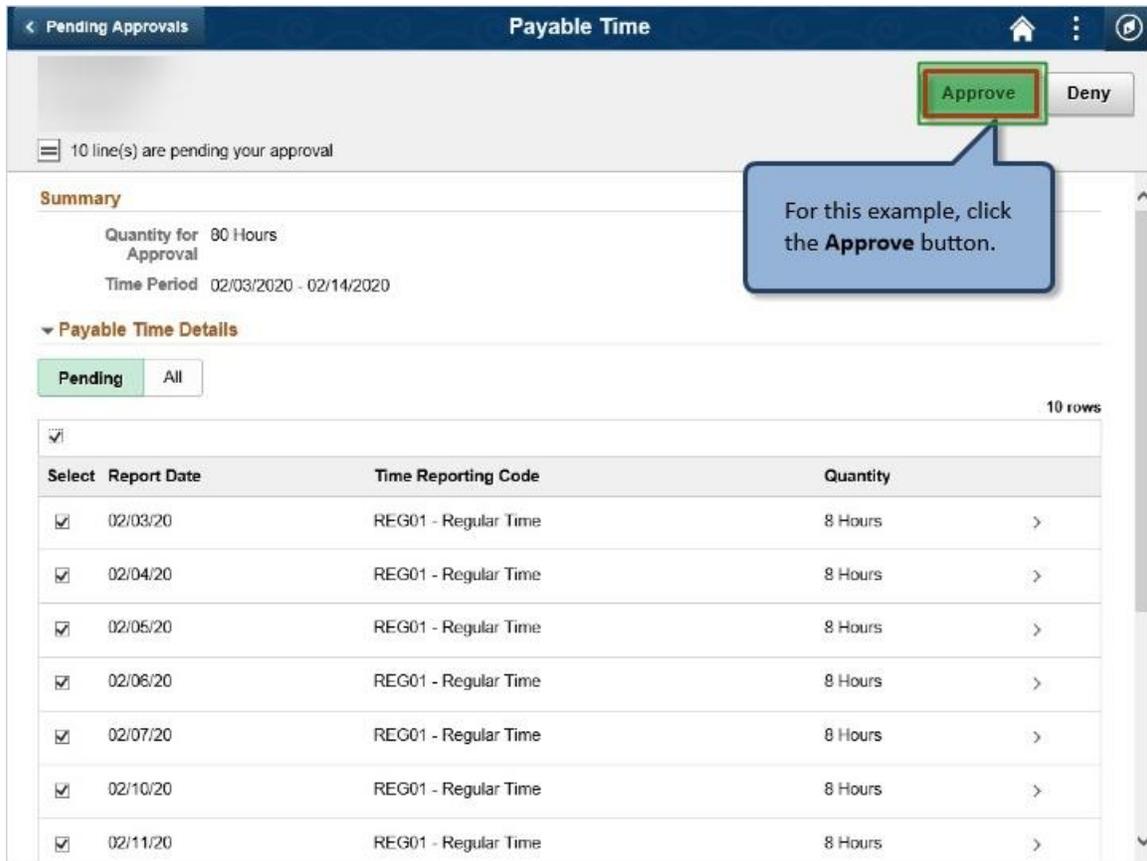
Payable Time Details

Pending All

10 rows

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	02/03/20	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	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.



10 line(s) are pending your approval

Summary

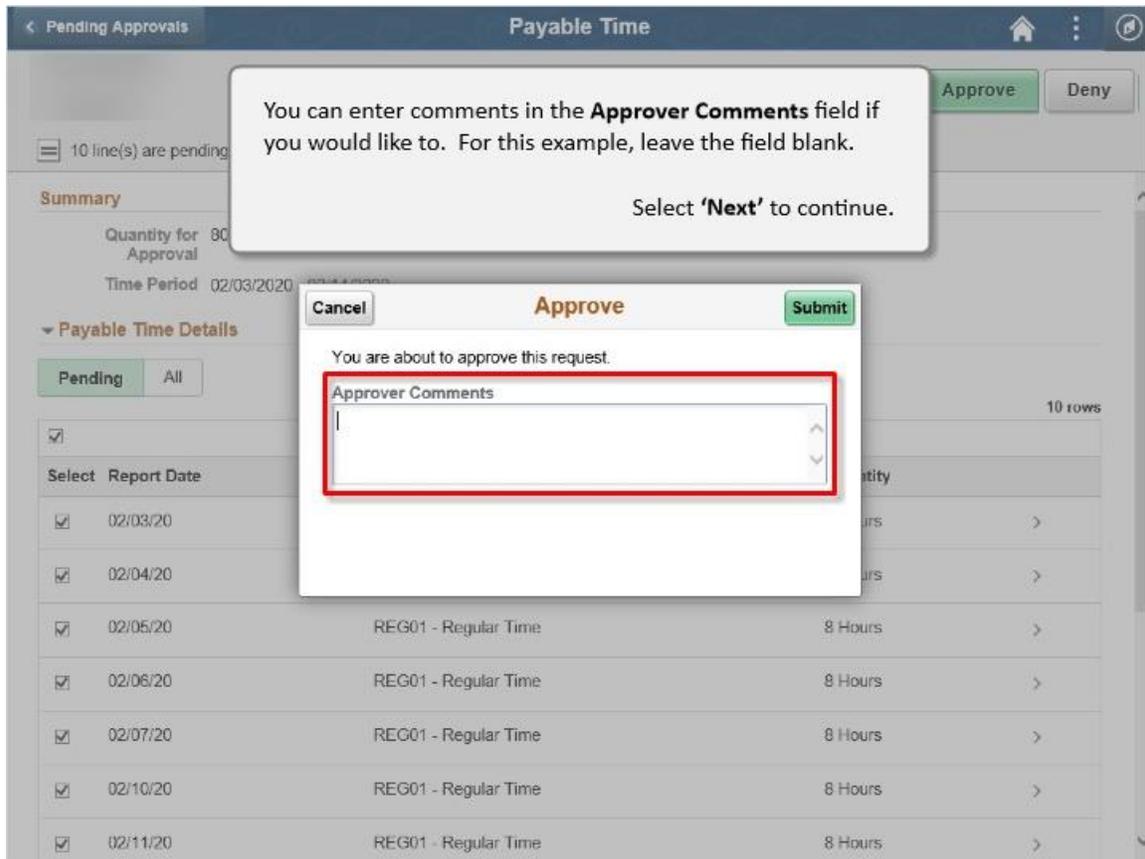
Quantity for Approval: 80 Hours
Time Period: 02/03/2020 - 02/14/2020

Payable Time Details

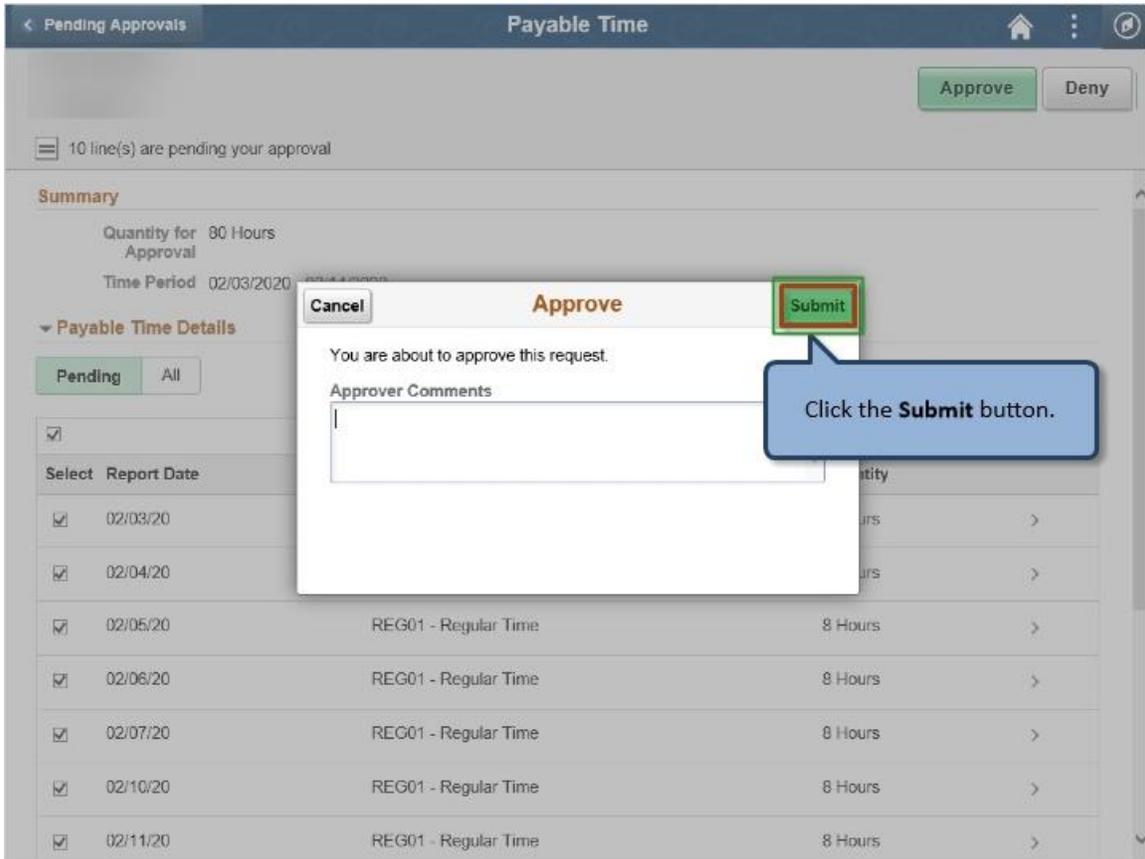
Pending All

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	02/03/20	REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	02/04/20	REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	02/05/20	REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	02/06/20	REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	02/07/20	REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	02/10/20	REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	02/11/20	REG01 - Regular Time	8 Hours

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



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



Payable Time

10 line(s) are pending your approval

Summary

Quantity for Approval: 80 Hours
Time Period: 02/03/2020

Payable Time Details

Approve

You are about to approve this request.

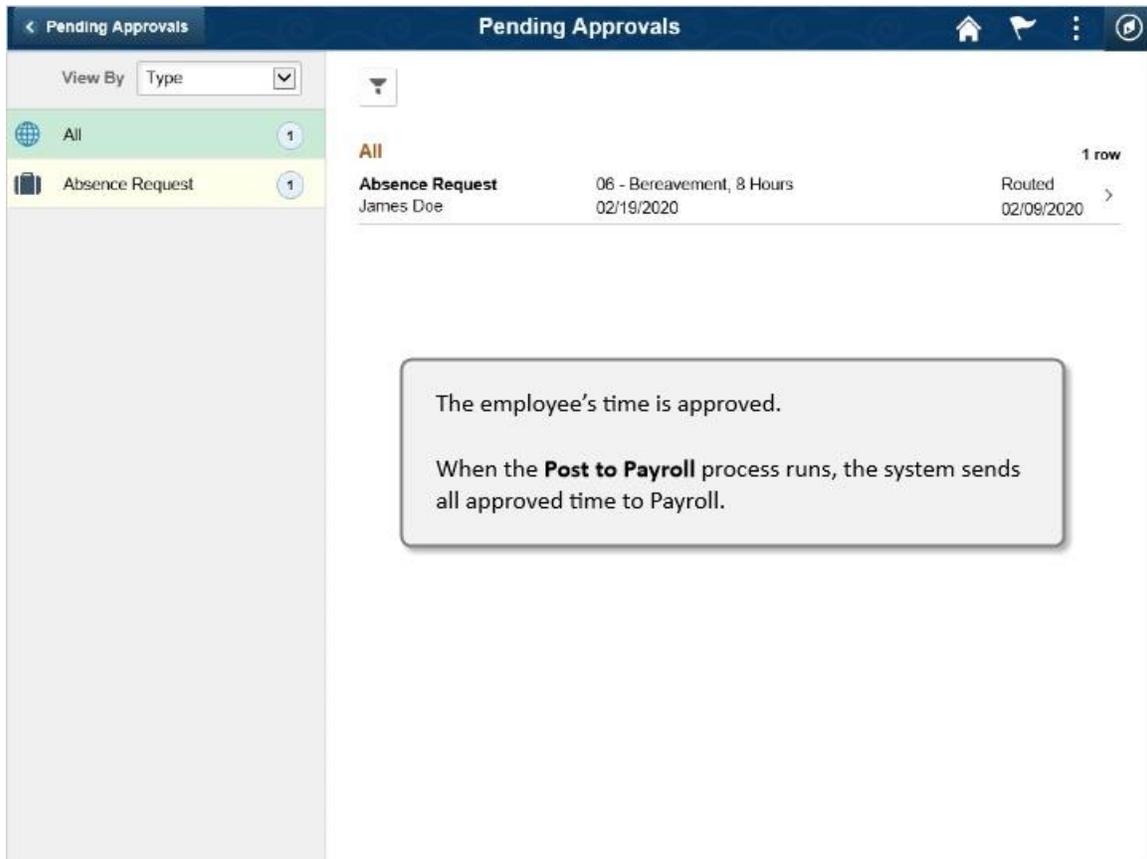
Approver Comments

Submit

Click the **Submit** button.

Select	Report Date	Quantity	Activity
<input checked="" type="checkbox"/>	02/03/20	8 Hours	REG01 - Regular Time
<input checked="" type="checkbox"/>	02/04/20	8 Hours	REG01 - Regular Time
<input checked="" type="checkbox"/>	02/05/20	8 Hours	REG01 - Regular Time
<input checked="" type="checkbox"/>	02/06/20	8 Hours	REG01 - Regular Time
<input checked="" type="checkbox"/>	02/07/20	8 Hours	REG01 - Regular Time
<input checked="" type="checkbox"/>	02/10/20	8 Hours	REG01 - Regular Time
<input checked="" type="checkbox"/>	02/11/20	8 Hours	REG01 - Regular Time

Click the **Submit** button.



The screenshot shows a web interface for "Pending Approvals". On the left, there is a sidebar with "View By" set to "Type". Two options are visible: "All" (with a count of 1) and "Absence Request" (with a count of 1). The main area displays a table with one row of data:

All		1 row
Absence Request James Doe	06 - Bereavement, 8 Hours 02/19/2020	Routed 02/08/2020

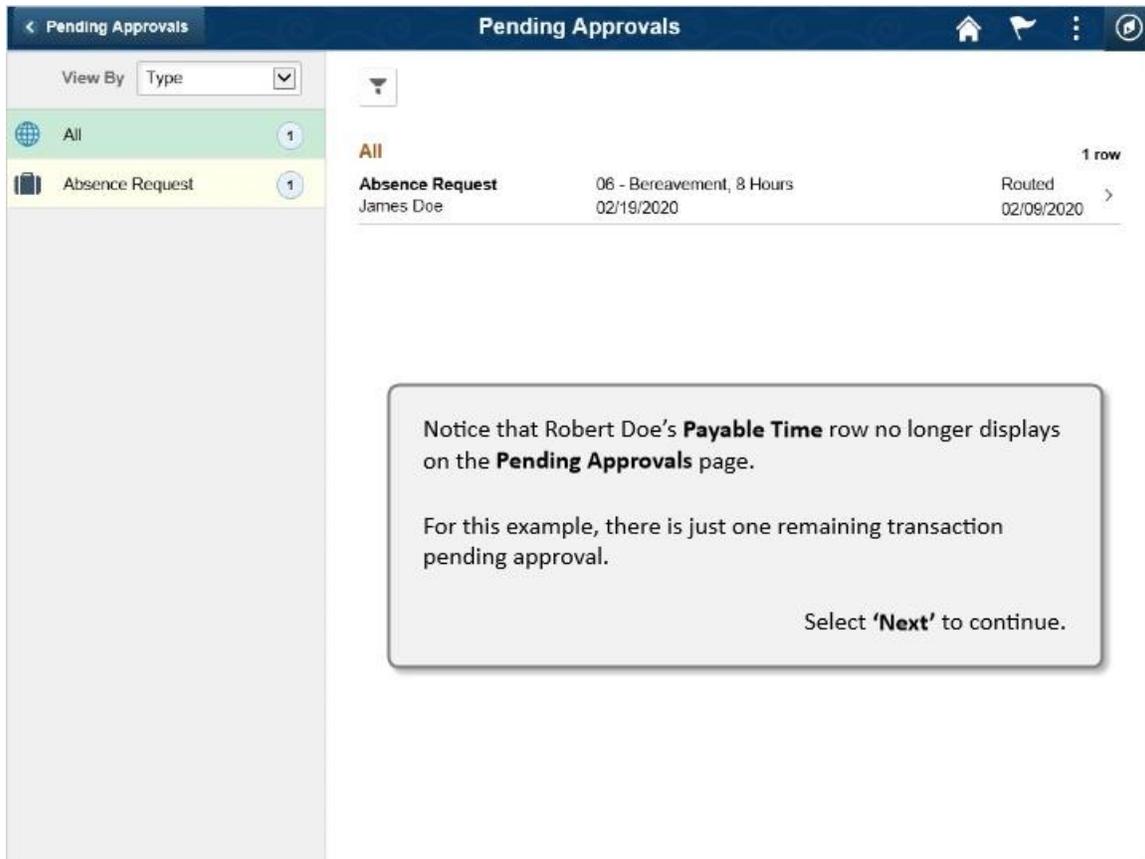
Below the table, a grey box contains the following text:

The employee's time is approved.

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

The employee's time is approved.

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



Pending Approvals

View By Type

- All 1
- Absence Request 1

All		1 row
Absence Request James Doe	06 - Bereavement, 8 Hours 02/19/2020	Routed 02/08/2020

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

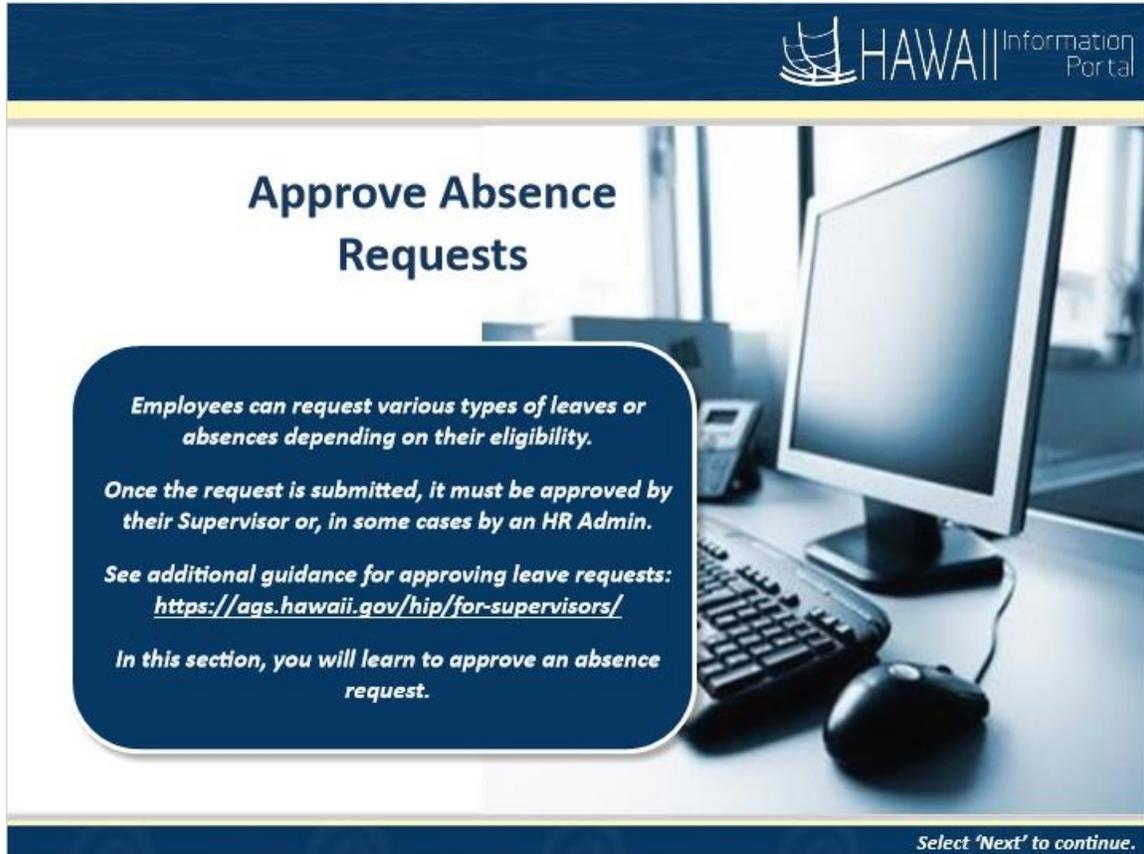
For this example, there is just one remaining transaction pending approval.

Select '**Next**' to continue.

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

A presentation slide titled "Approve Absence Requests" with a background image of a computer desk. The slide contains a blue rounded rectangle with white text. The Hawaii Information Portal logo is in the top right corner of the slide.

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 their Supervisor or, in some cases by an HR Admin.

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

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

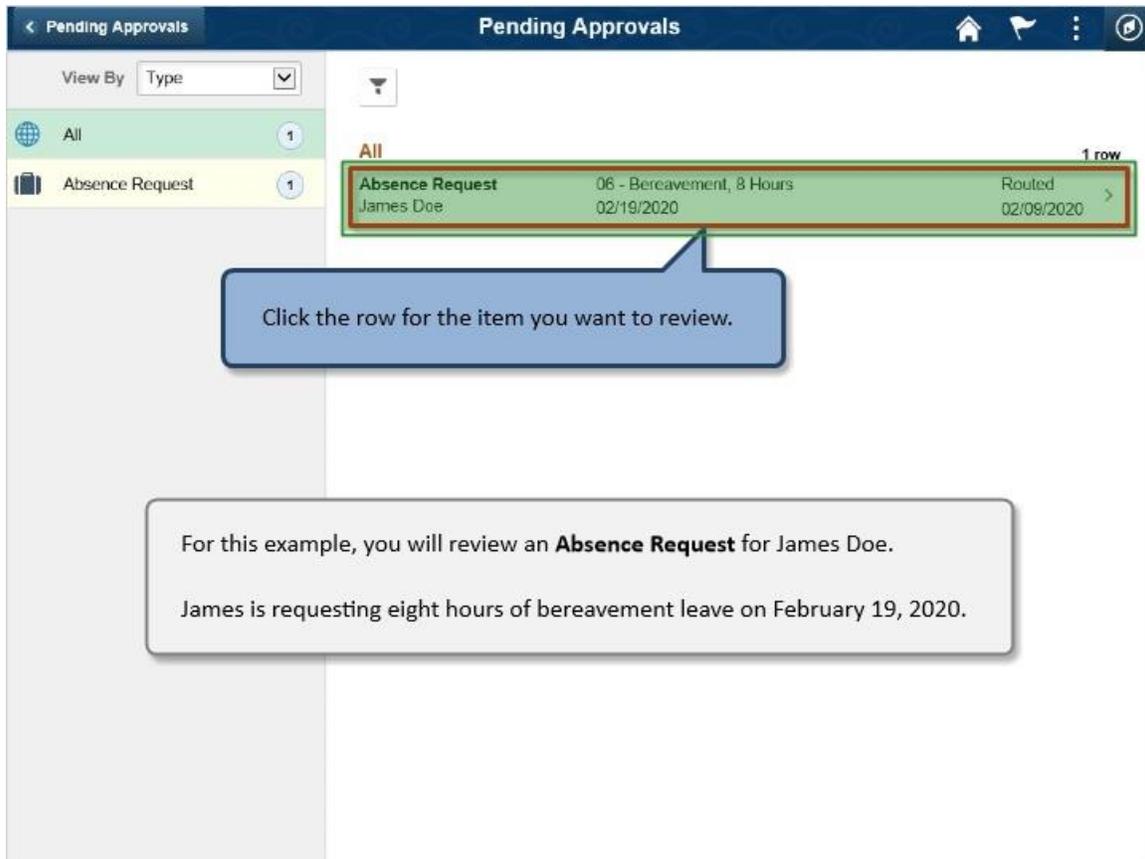
Select 'Next' to continue.

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:
<https://ags.hawaii.gov/hip/for-supervisors/>

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



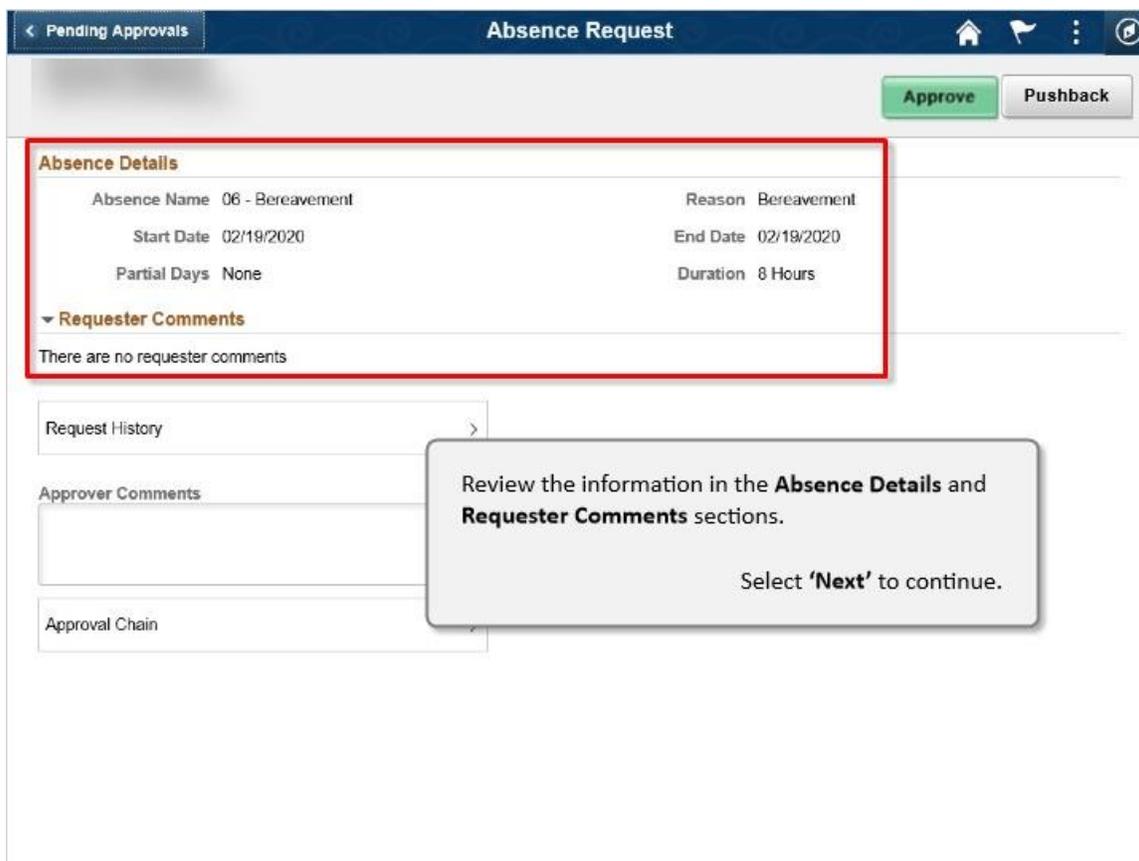
The screenshot shows the 'Pending Approvals' interface. On the left, there is a sidebar with 'View By' set to 'Type'. Two categories are listed: 'All' with a count of 1 and 'Absence Request' with a count of 1. The main area displays a table with one row highlighted in green. The row contains the following information: 'Absence Request' (bolded), 'James Doe', '06 - Bereavement, 8 Hours', and 'Routed 02/08/2020'. A blue callout box points to the row with the text 'Click the row for the item you want to review.' Below the table, a larger grey callout box contains the text: 'For this example, you will review an **Absence Request** for James Doe. James is requesting eight hours of bereavement leave on February 19, 2020.'

Pending Approvals			
View By Type			
All	1		
Absence Request	1		
All 1 row			
Absence Request	James Doe	06 - Bereavement, 8 Hours	Routed 02/08/2020

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.



Absence Request

Approve Pushback

Absence Details

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

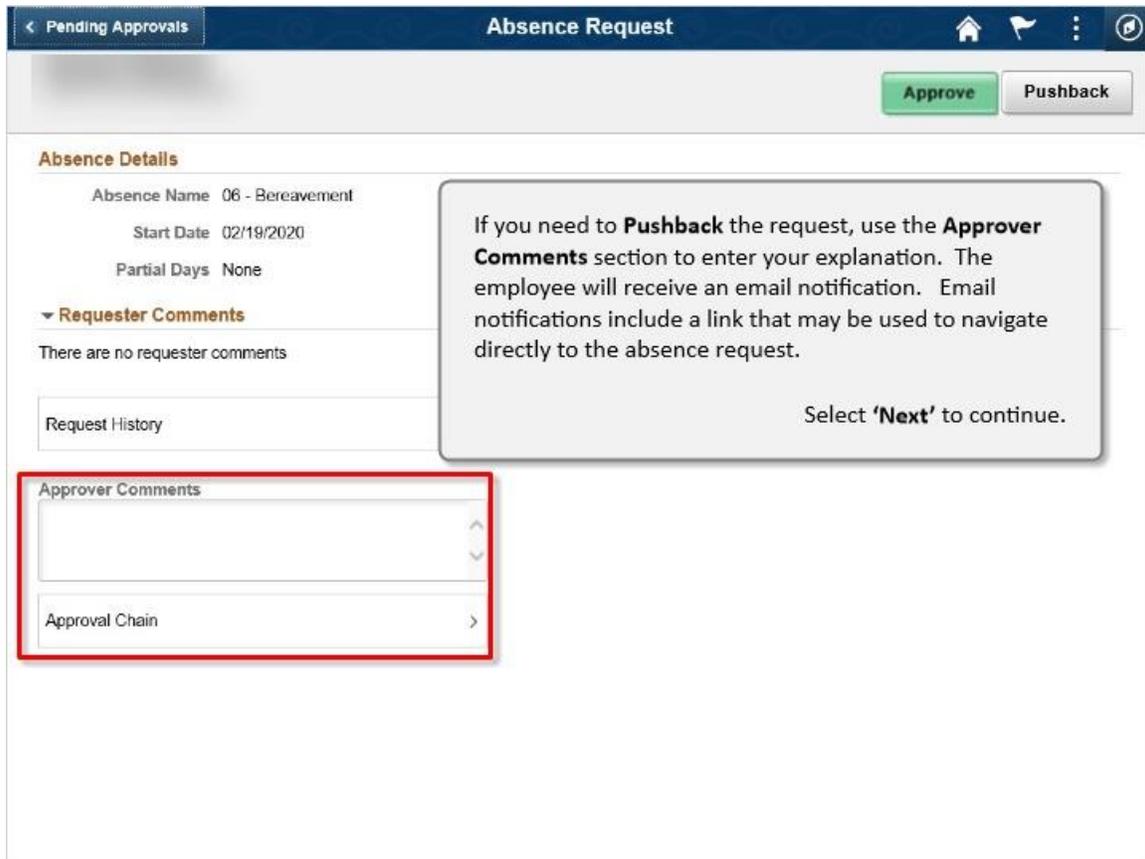
Approver Comments

Approval Chain

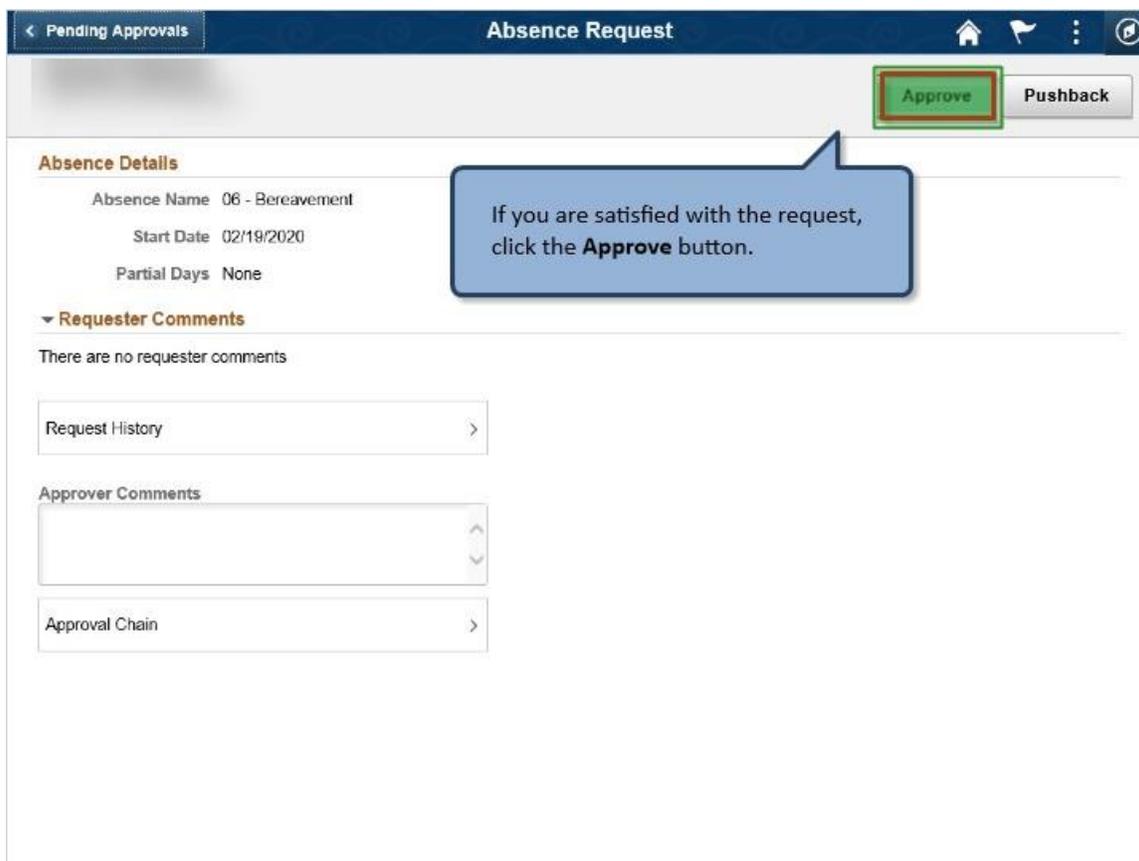
Review the information in the **Absence Details** and **Requester Comments** sections.

Select **'Next'** to continue.

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

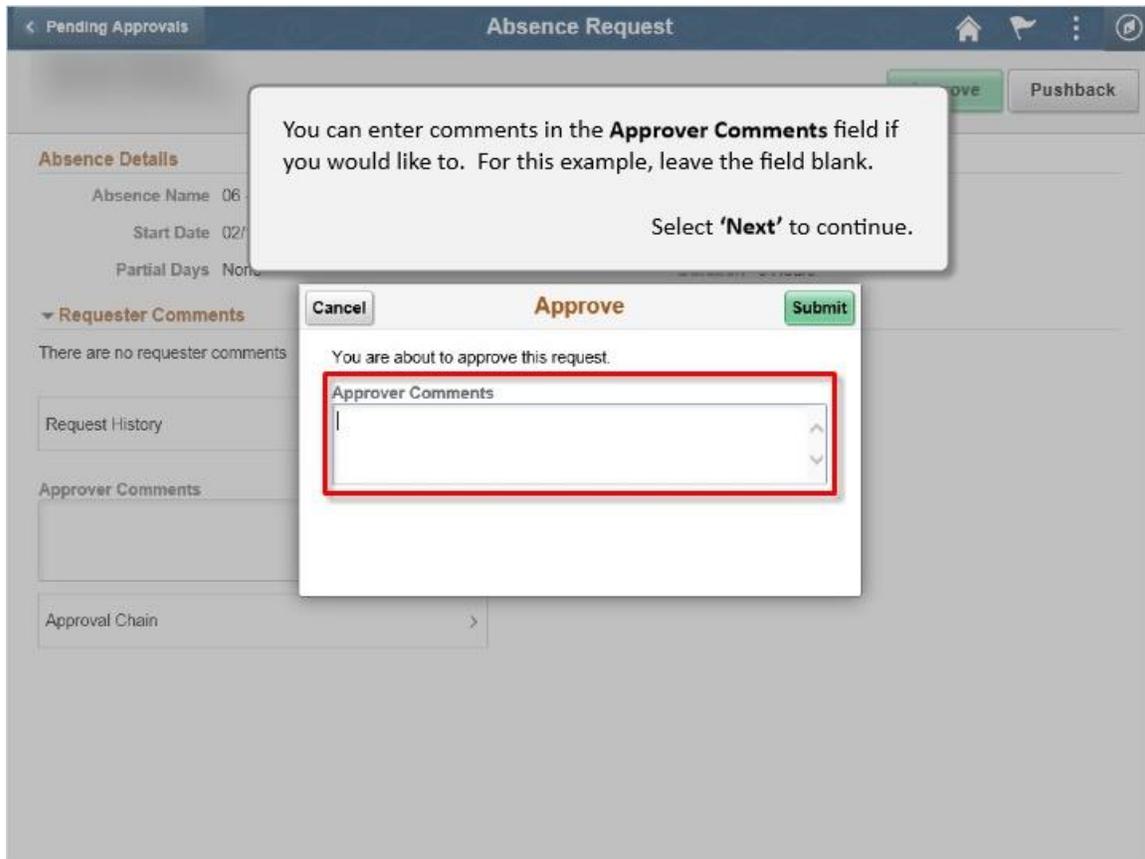


If you need to **Pushback** the request, us the **Approver Comments** section to enter your explanation. The employee will receive an email notification. Email notifications include a link that may be used to navigate directly to the absence request.

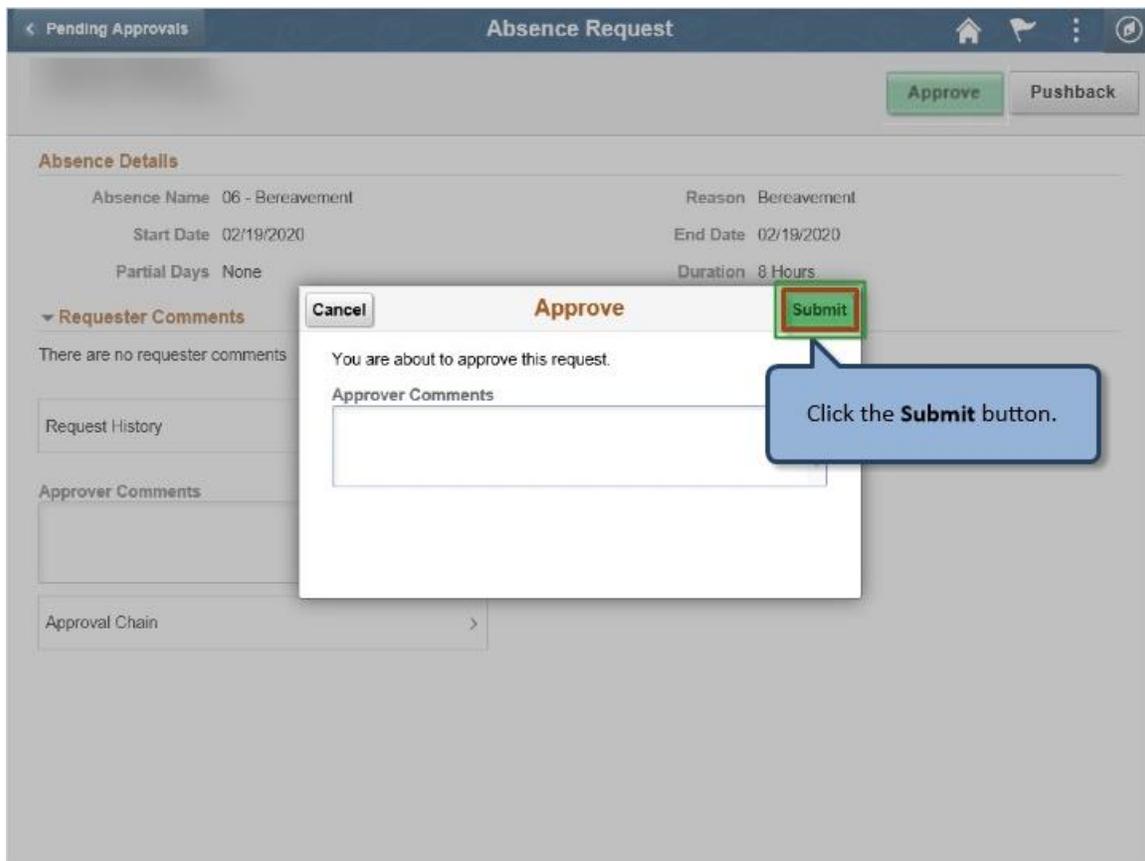


The screenshot shows the 'Absence Request' page in the 'Pending Approvals' section. At the top right, there are two buttons: 'Approve' (highlighted with a green box) and 'Pushback'. Below this, the 'Absence Details' section shows: Absence Name: 06 - Bereavement, Start Date: 02/19/2020, and Partial Days: None. A blue callout box points to the 'Approve' button with the text: 'If you are satisfied with the request, click the **Approve** button.' Below the details are sections for 'Requester Comments' (stating 'There are no requester comments'), 'Request History', 'Approver Comments' (with an empty text area), and 'Approval Chain'.

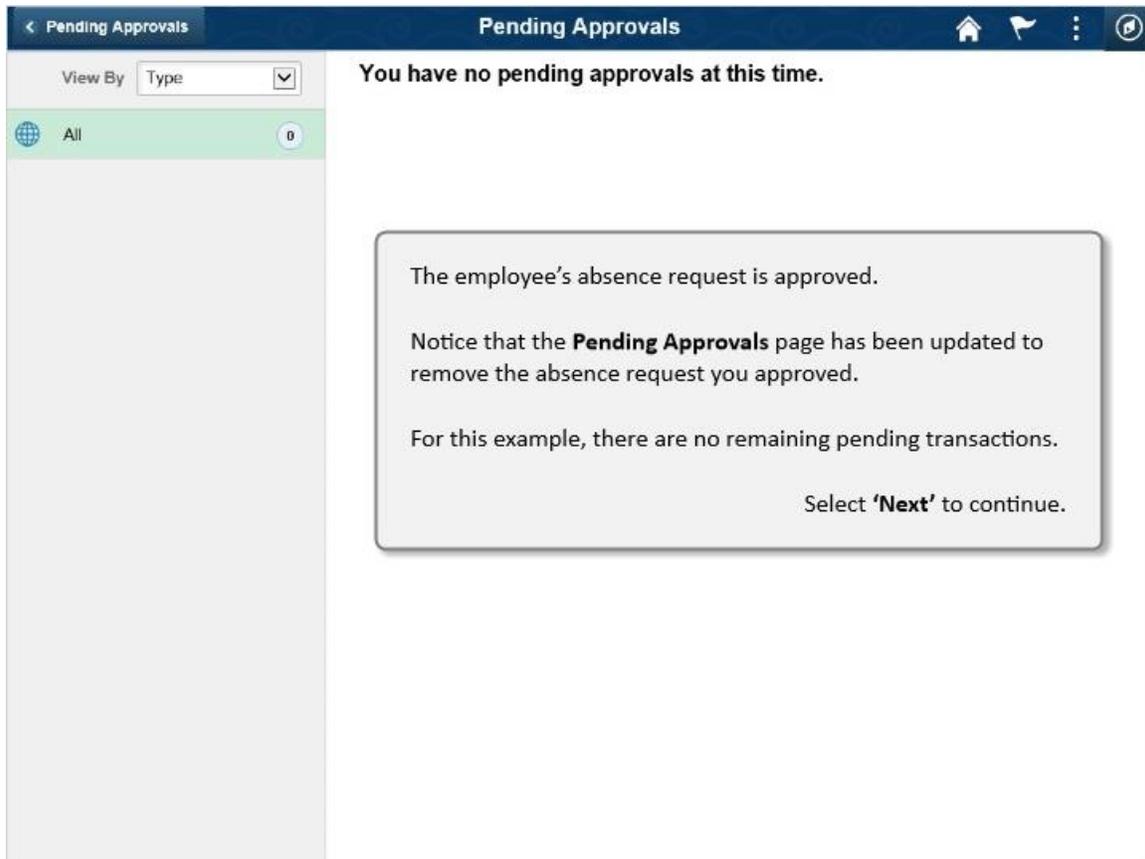
If you are satisfied with the request, click the **Approve** button.



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



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

A presentation slide with a dark blue header containing the text "Review and Approve Negative Offsets" and the Hawaii Information Portal logo. The main content area has a light green background. On the left, the text reads: "Lesson Scenario" in a large, bold, dark brown font, followed by "In this lesson, you will learn to review and approve system generated offsets to payable time entries." in a smaller black font. At the bottom left, it says "Select 'Next' to continue." On the right side of the slide is a photograph of a smiling woman with long dark hair, wearing a bright pink cardigan over a black top and grey pants.

Review and Approve Negative Offsets 

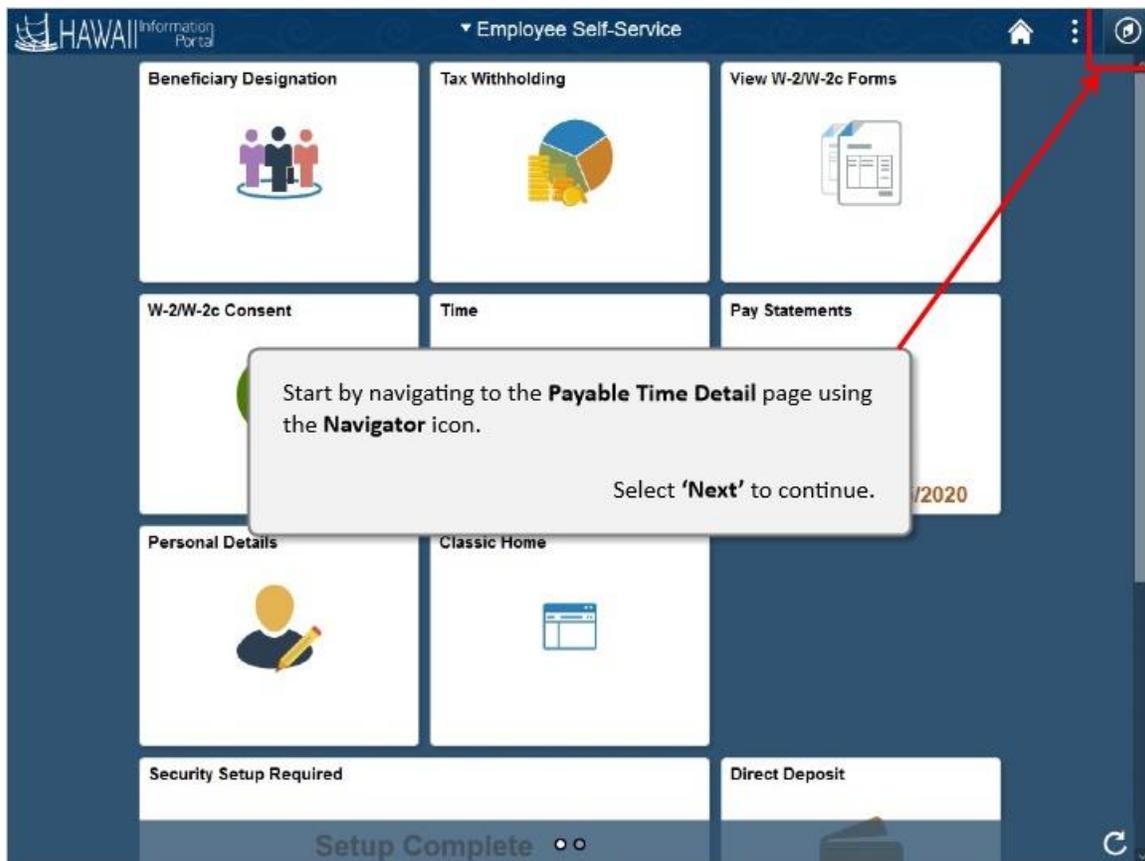
Lesson Scenario

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

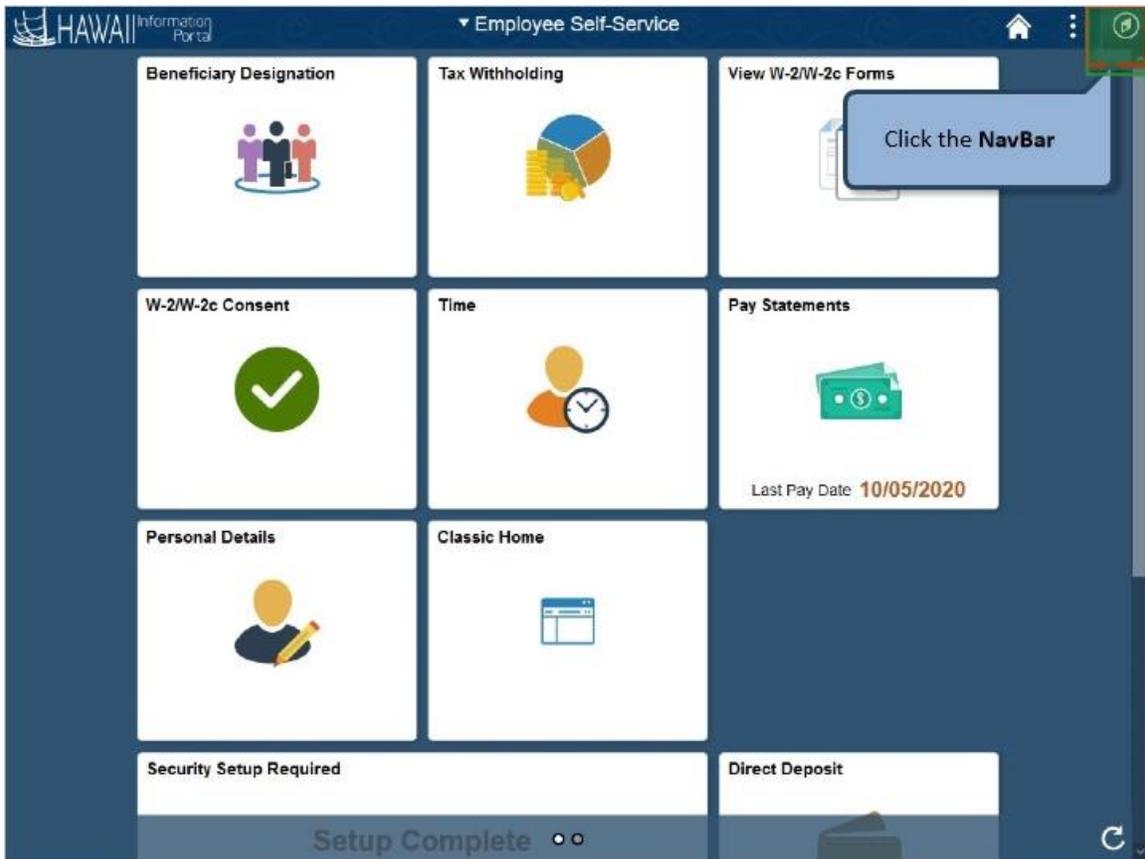
Select '**Next**' to continue.

Lesson Scenario

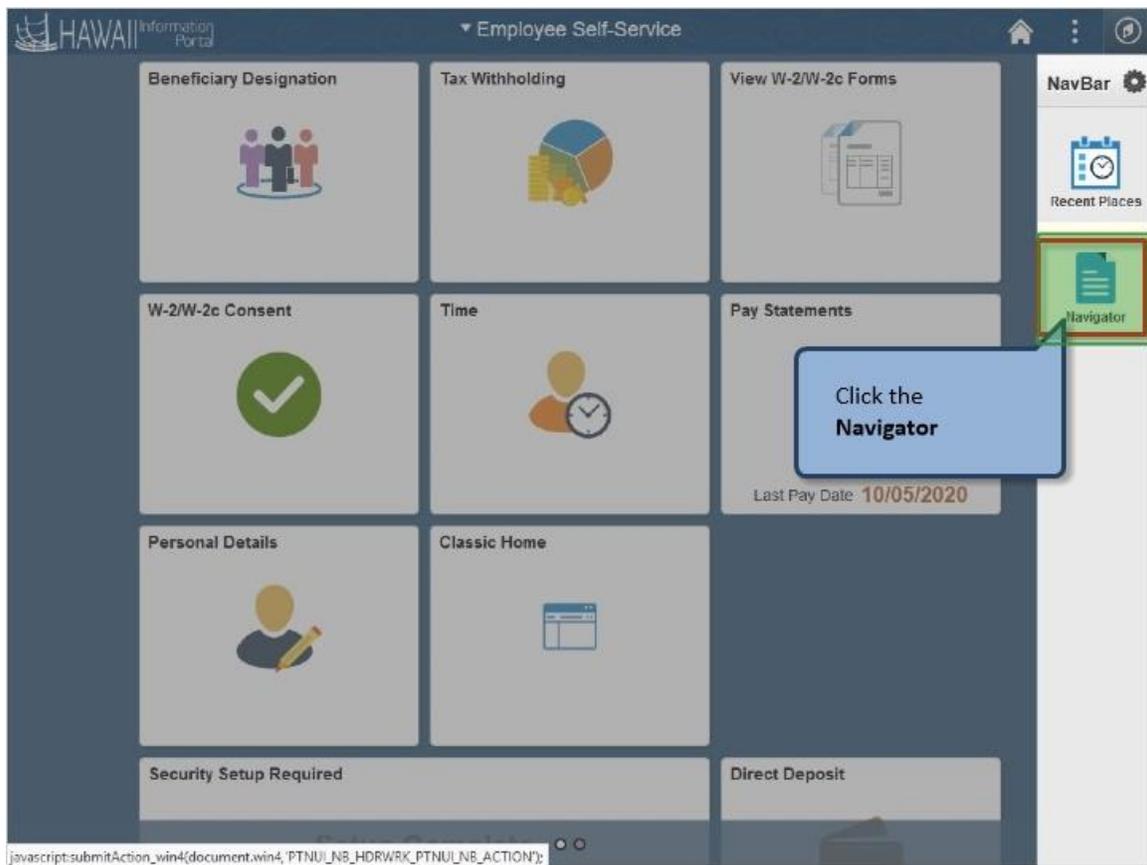
In this lesson, you will learn to review and approve system generated offsets to payable time entries.



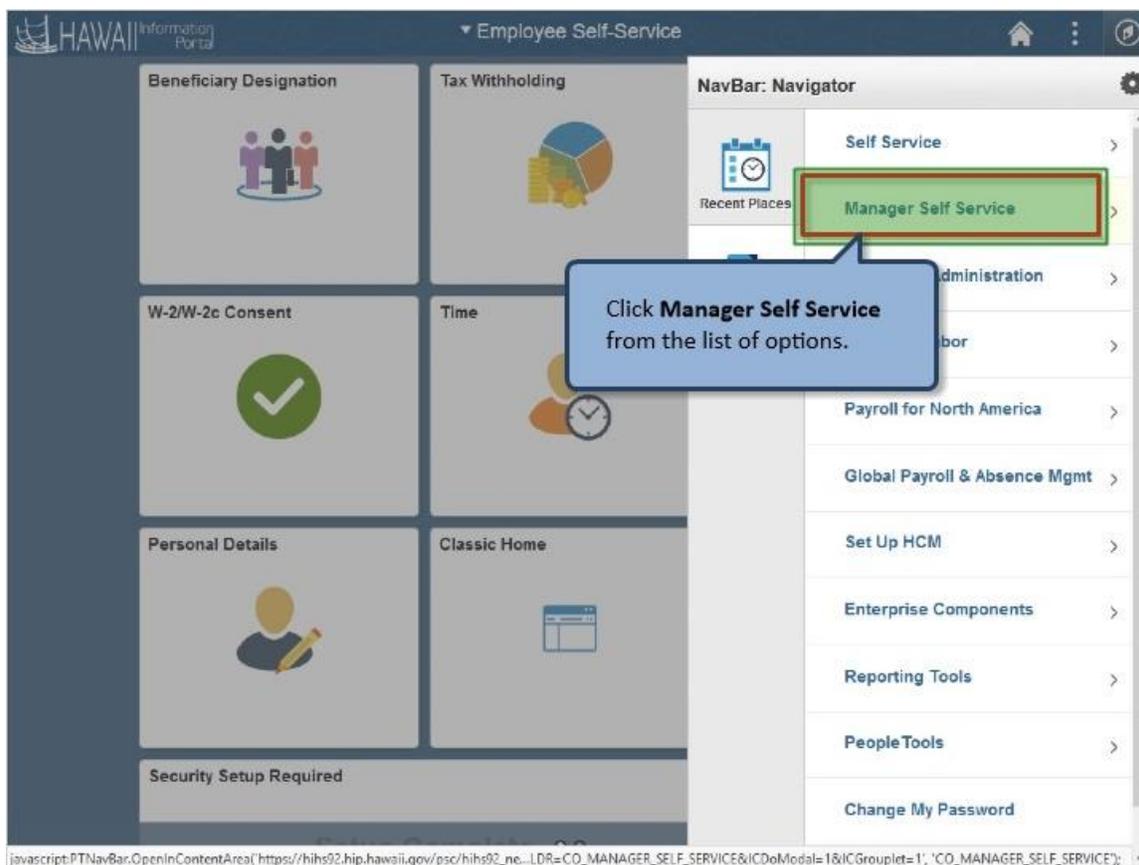
Start by navigating to the **Payable Time Detail** page using the **Navigator** icon.



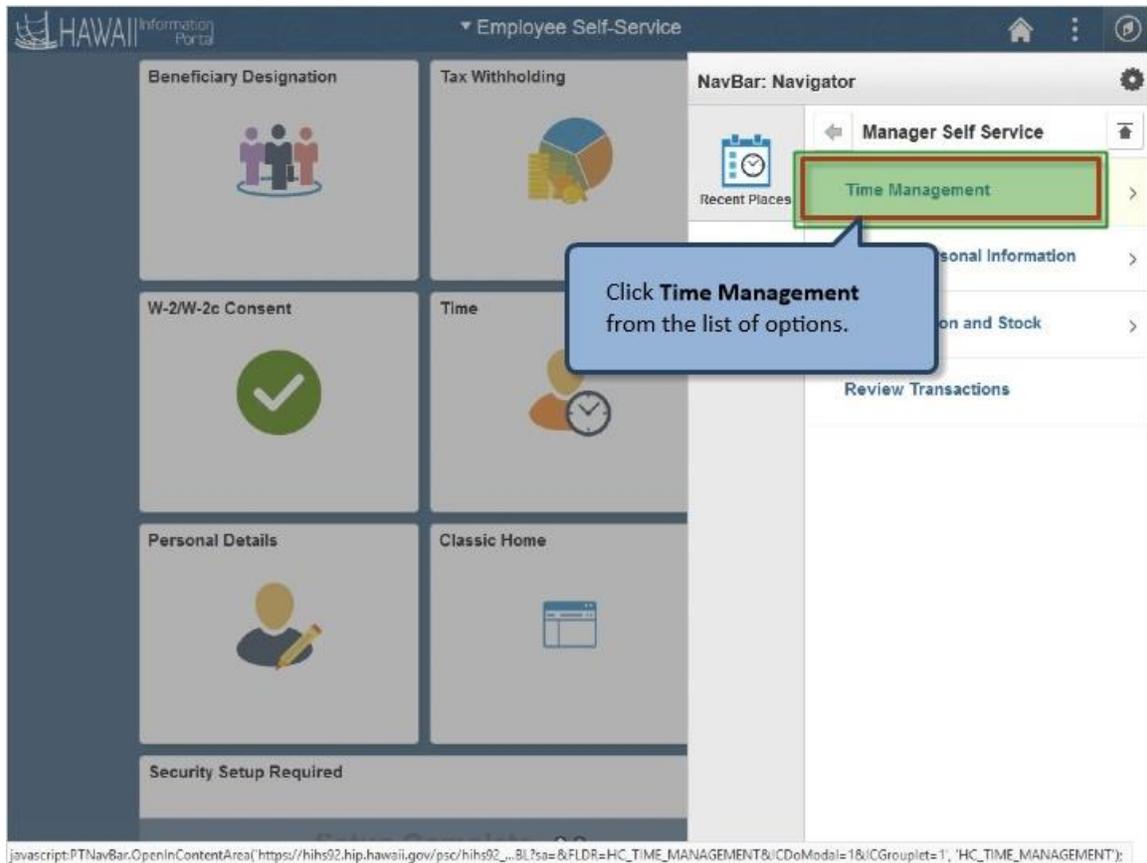
Click the **NavBar**



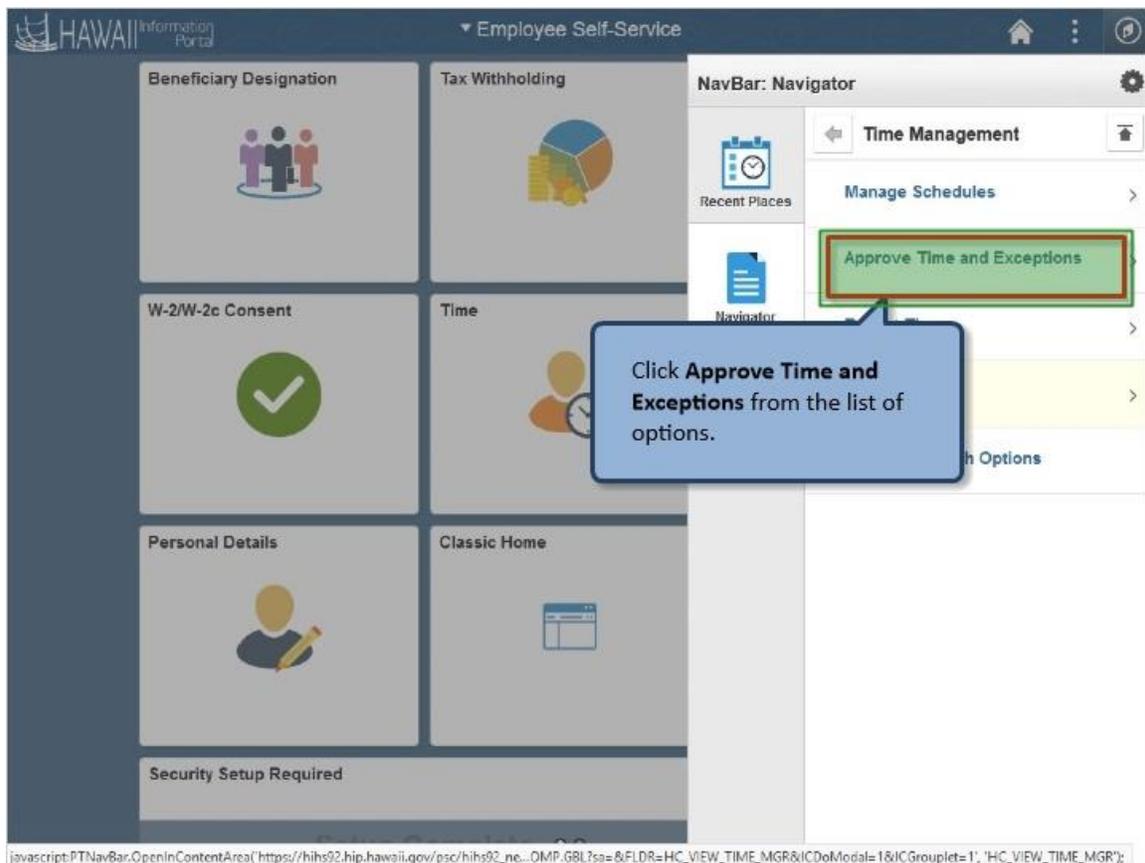
Click the **Navigator**



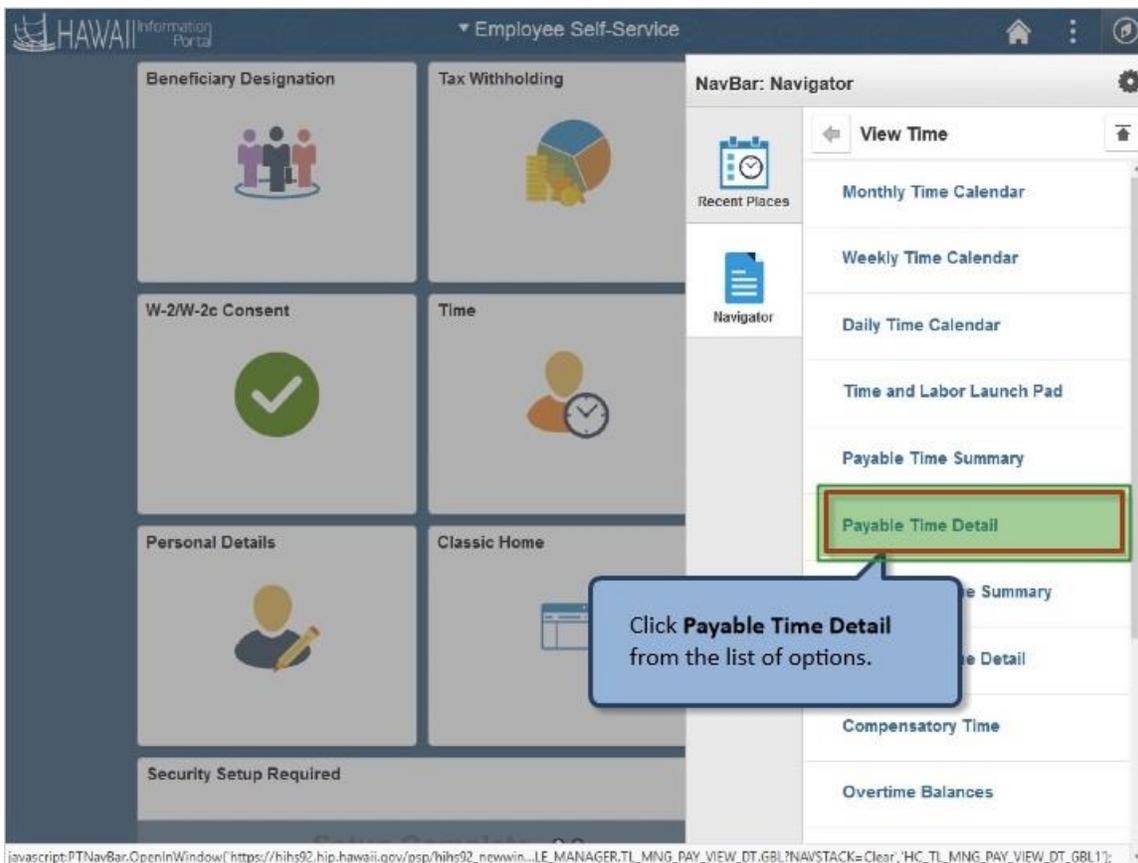
Click **Manager Self Service** from the list of options.



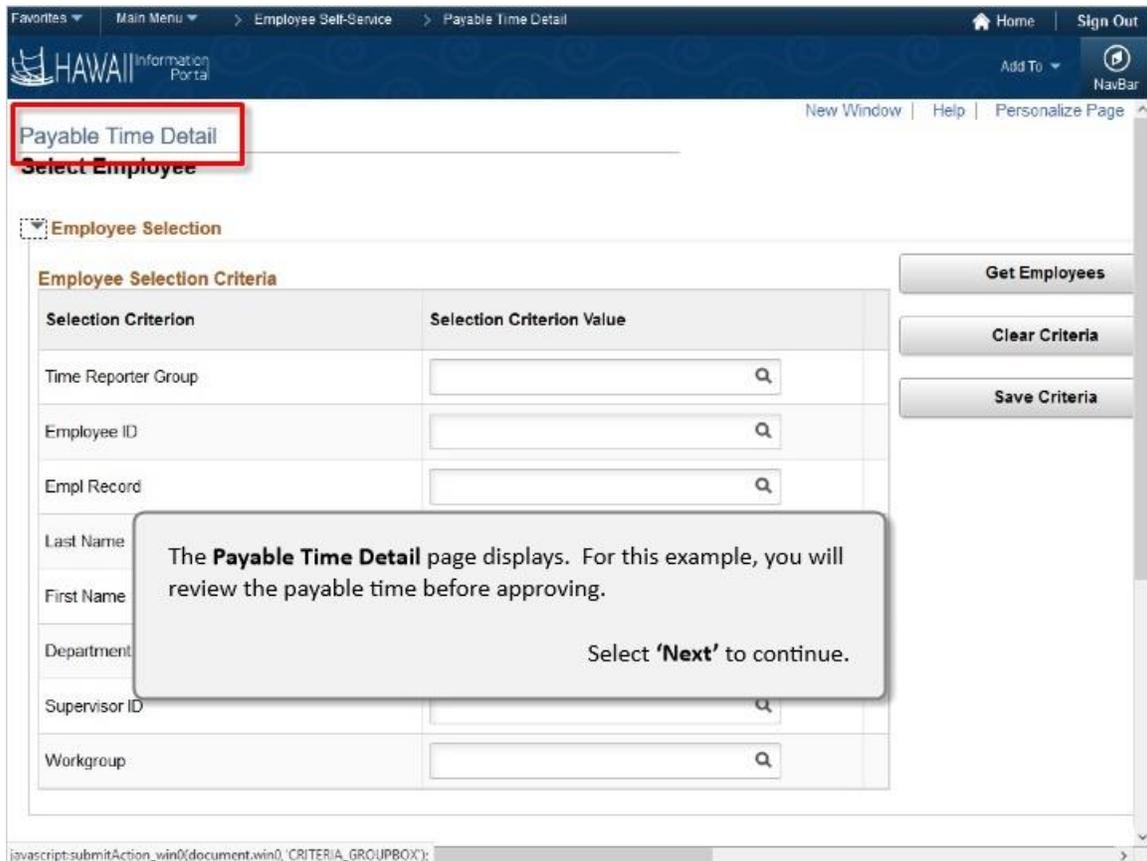
Click **Time Management** from the list of options.



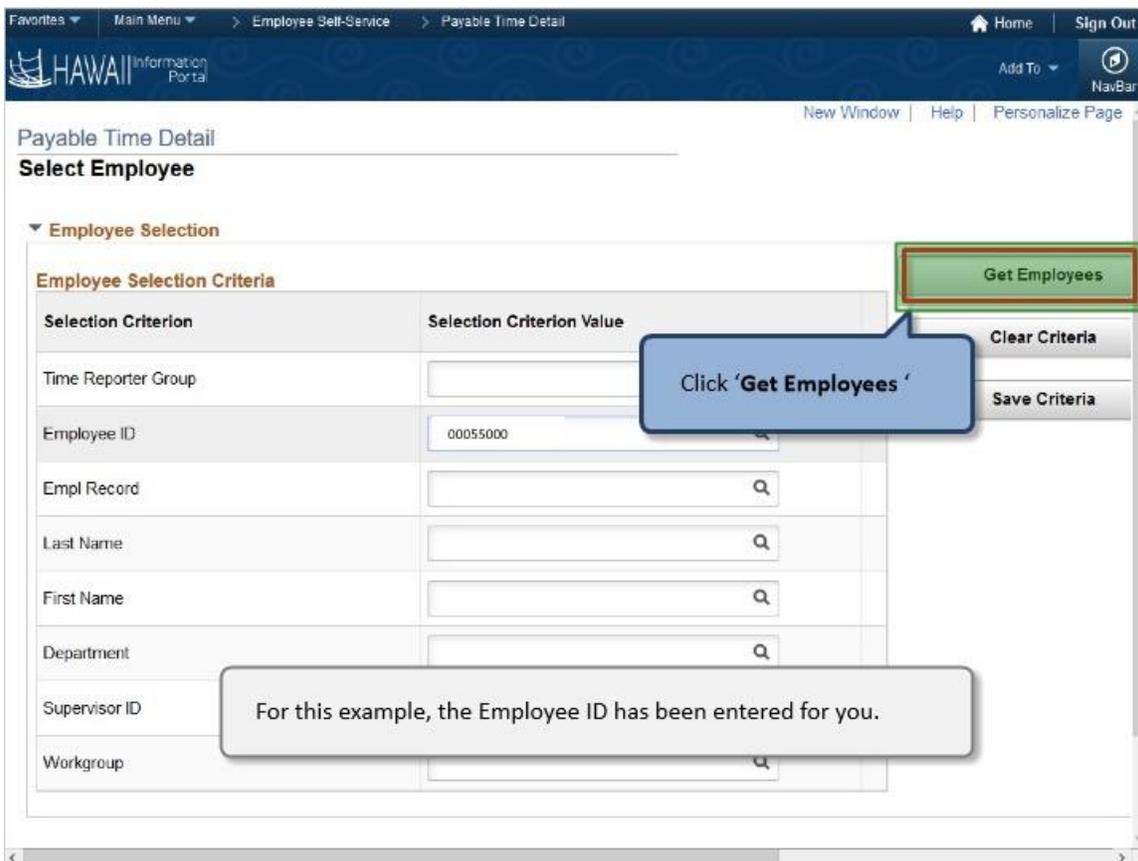
Click **Approve Time and Exceptions** from the list of options.



Click **Payable Time Detail** from the list of options.



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



Payable Time Detail

Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00055000
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

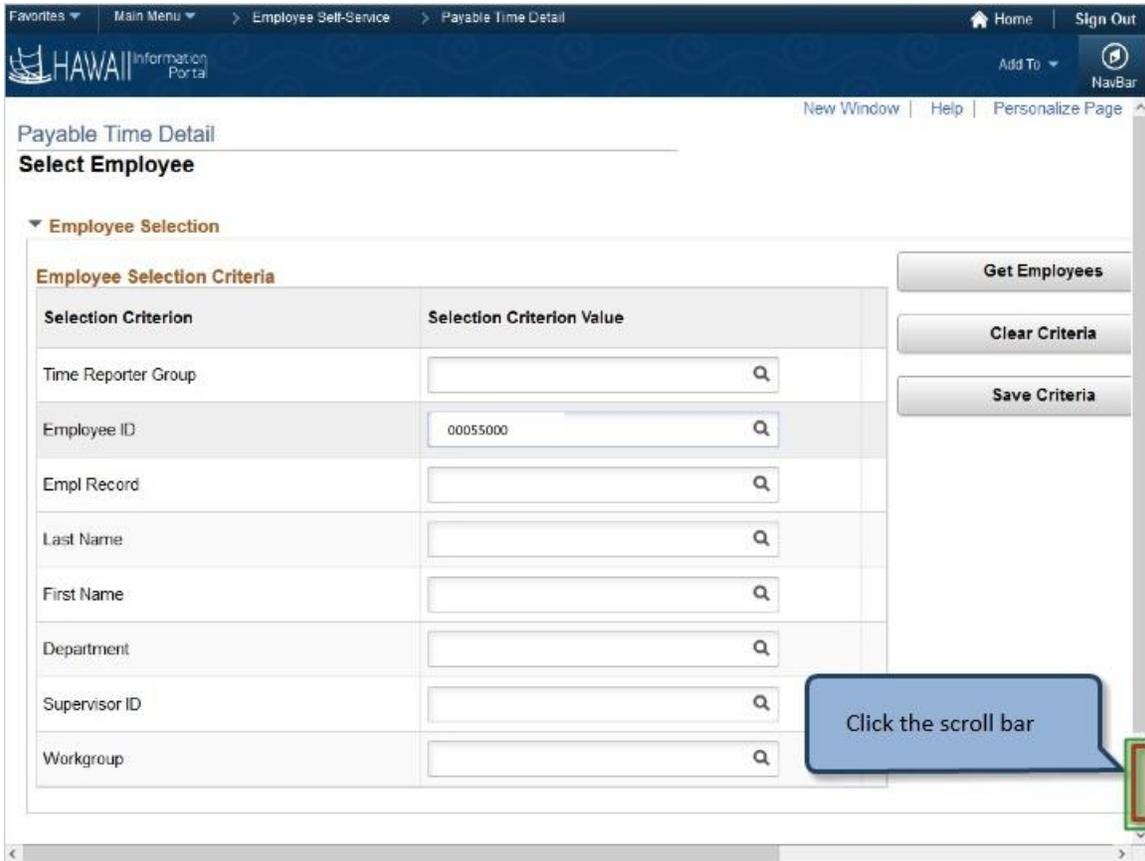
Save Criteria

Click 'Get Employees'

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

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

Click 'Get Employees'



Payable Time Detail

Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00055000
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

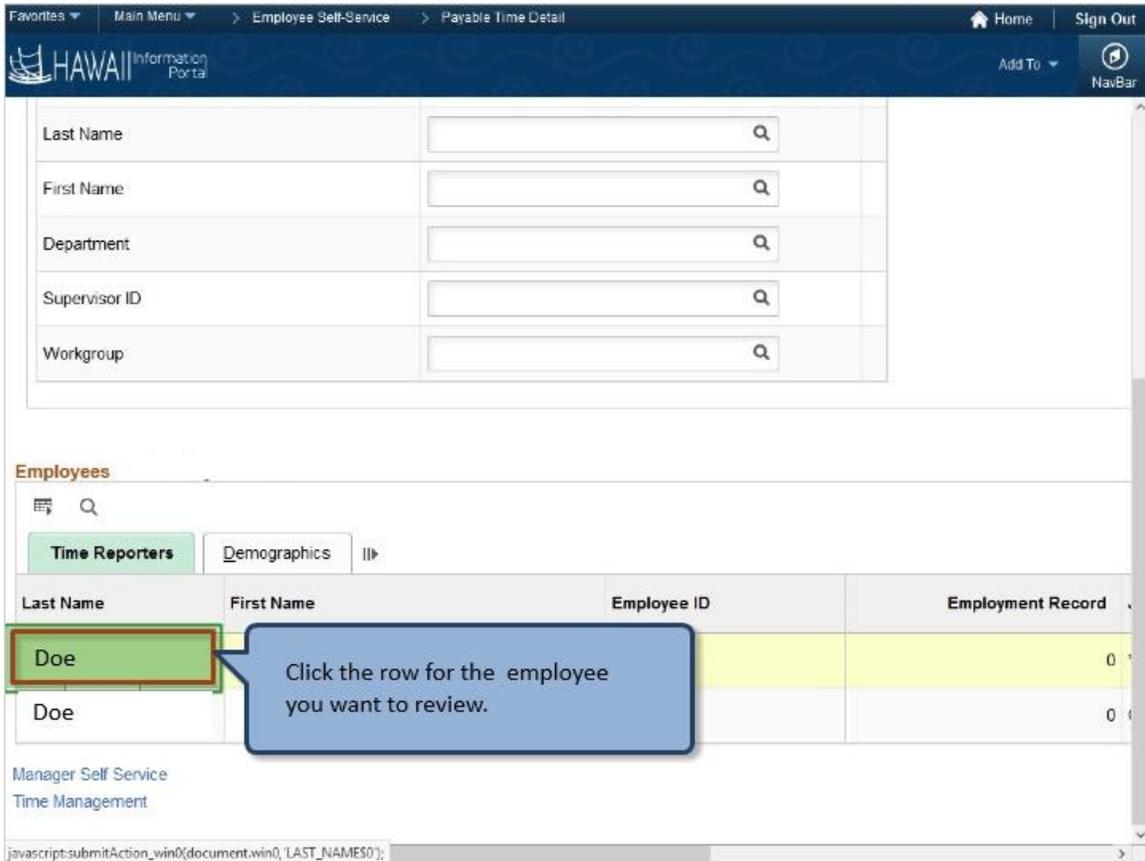
Get Employees

Clear Criteria

Save Criteria

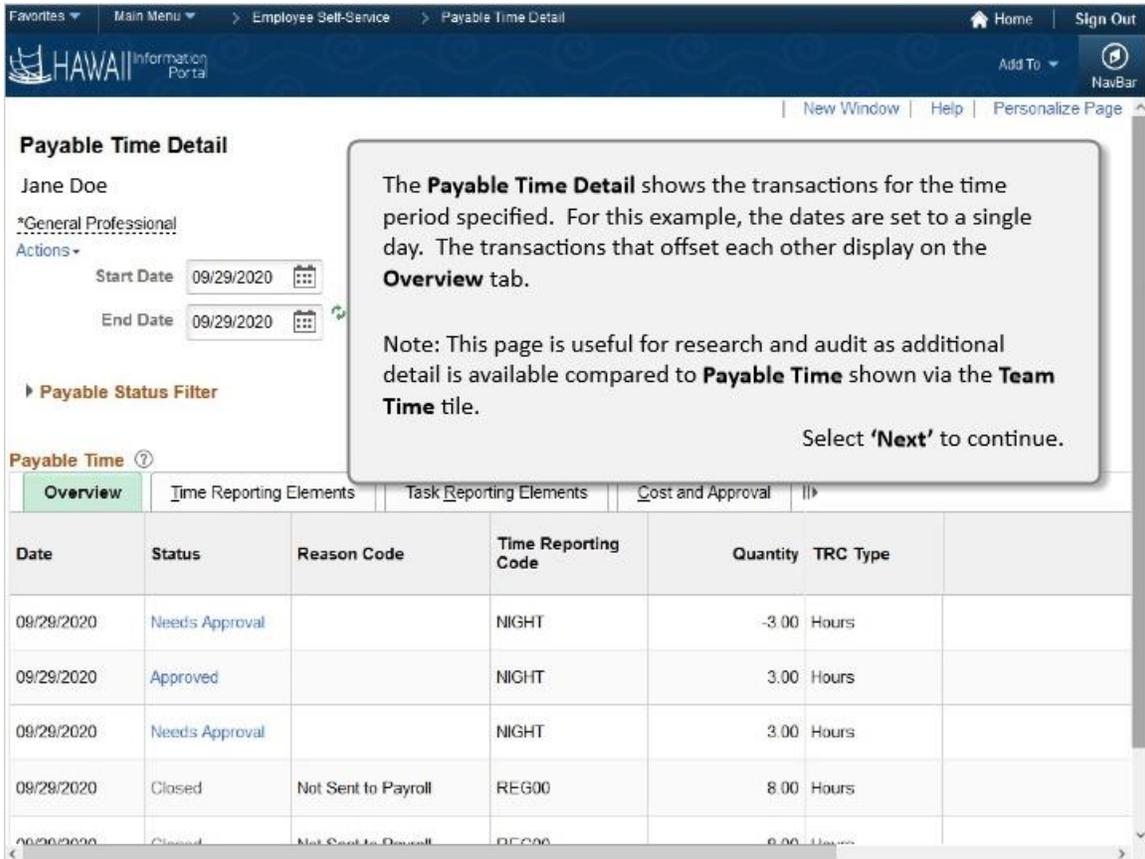
Click the scroll bar

Click the scroll bar



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Home' and 'Sign Out' links. Below the navigation bar, there are search filters for 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Workgroup'. The main content area is titled 'Employees' and contains a table with columns for 'Last Name', 'First Name', 'Employee ID', and 'Employment Record'. The first row of the table, containing the name 'Doe', is highlighted in yellow. A blue callout box with a white border points to this row, containing the text: 'Click the row for the employee you want to review.' Below the table, there are links for 'Manager Self Service' and 'Time Management'. At the bottom of the page, there is a small JavaScript code snippet: `javascript:submitAction_win0(document.win0,'LAST_NAMES0');`

Click the row for the employee you want to review



Payable Time Detail

Jane Doe
 *General Professional
 Actions ▾
 Start Date: 09/29/2020
 End Date: 09/29/2020
 Payable Status Filter

Payable Time ⓘ

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.

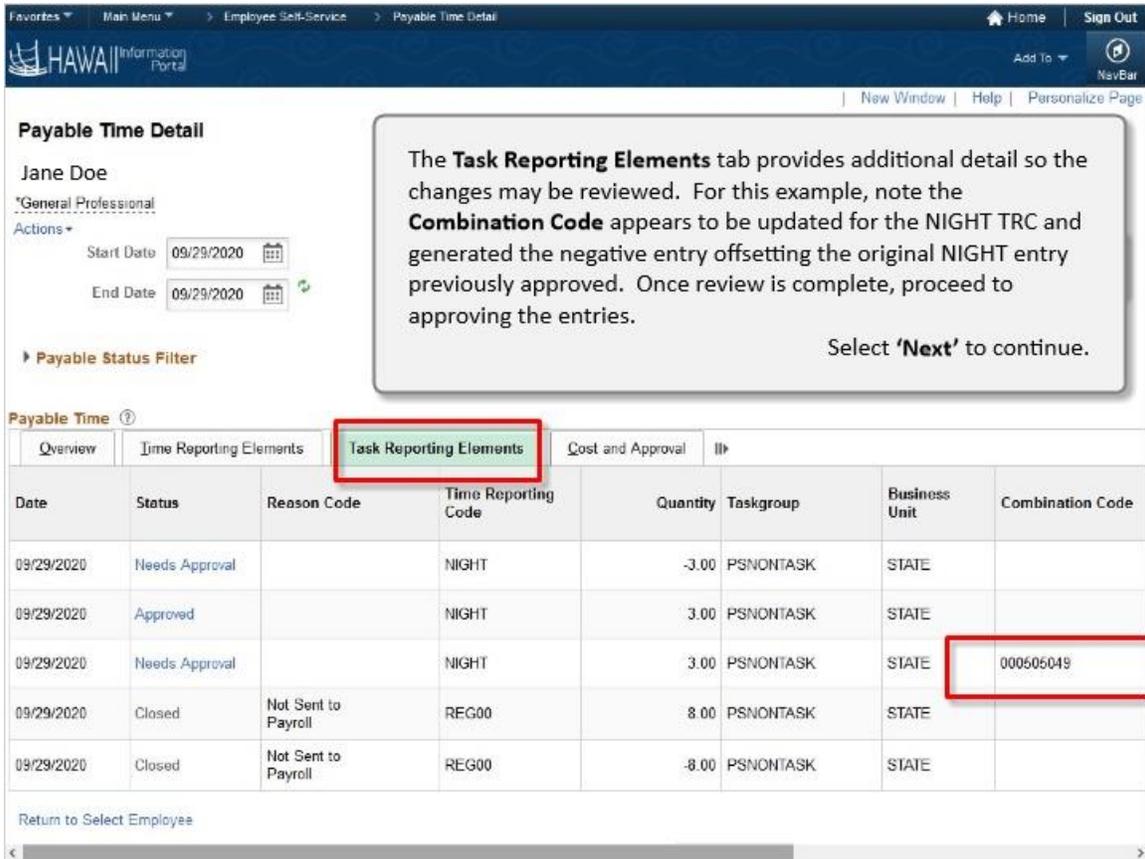
Note: This page is useful for research and audit as additional detail is available compared to **Payable Time** shown via the **Team Time** tile.

Select 'Next' to continue.

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
09/29/2020	Needs Approval		NIGHT	-3.00	Hours
09/29/2020	Approved		NIGHT	3.00	Hours
09/29/2020	Needs Approval		NIGHT	3.00	Hours
09/29/2020	Closed	Not Sent to Payroll	REG00	8.00	Hours
09/29/2020	Closed	Not Sent to Payroll	REG00	8.00	Hours

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.

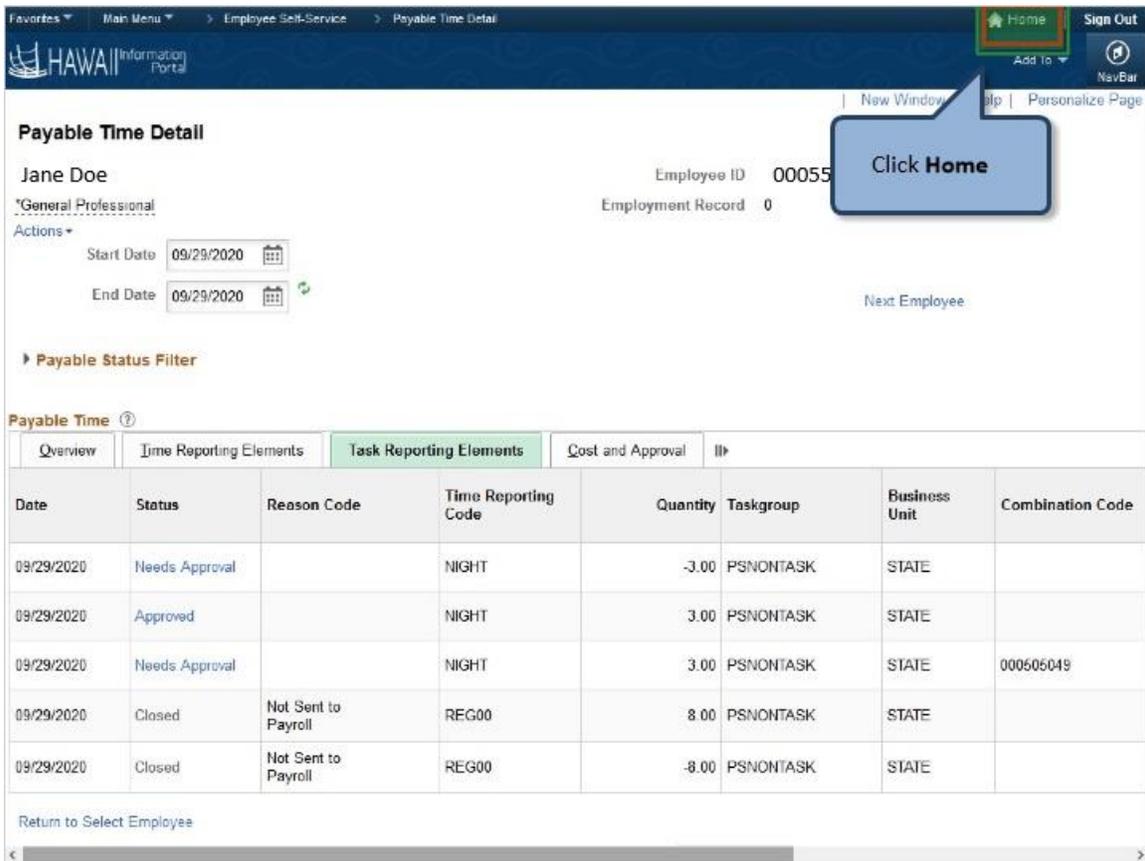


The **Task Reporting Elements** tab provides additional detail so the changes may be reviewed. For this example, note the **Combination Code** appears to be updated for the NIGHT TRC and generated the negative entry offsetting the original NIGHT entry previously approved. Once review is complete, proceed to approving the entries.

Select **'Next'** to continue.

Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Combination Code
09/29/2020	Needs Approval		NIGHT	-3.00	PSNONTASK	STATE	
09/29/2020	Approved		NIGHT	3.00	PSNONTASK	STATE	
09/29/2020	Needs Approval		NIGHT	3.00	PSNONTASK	STATE	000505049
09/29/2020	Closed	Not Sent to Payroll	REG00	8.00	PSNONTASK	STATE	
09/29/2020	Closed	Not Sent to Payroll	REG00	-8.00	PSNONTASK	STATE	

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.



Payable Time Detail

Jane Doe
Employee ID 00055
Employment Record 0

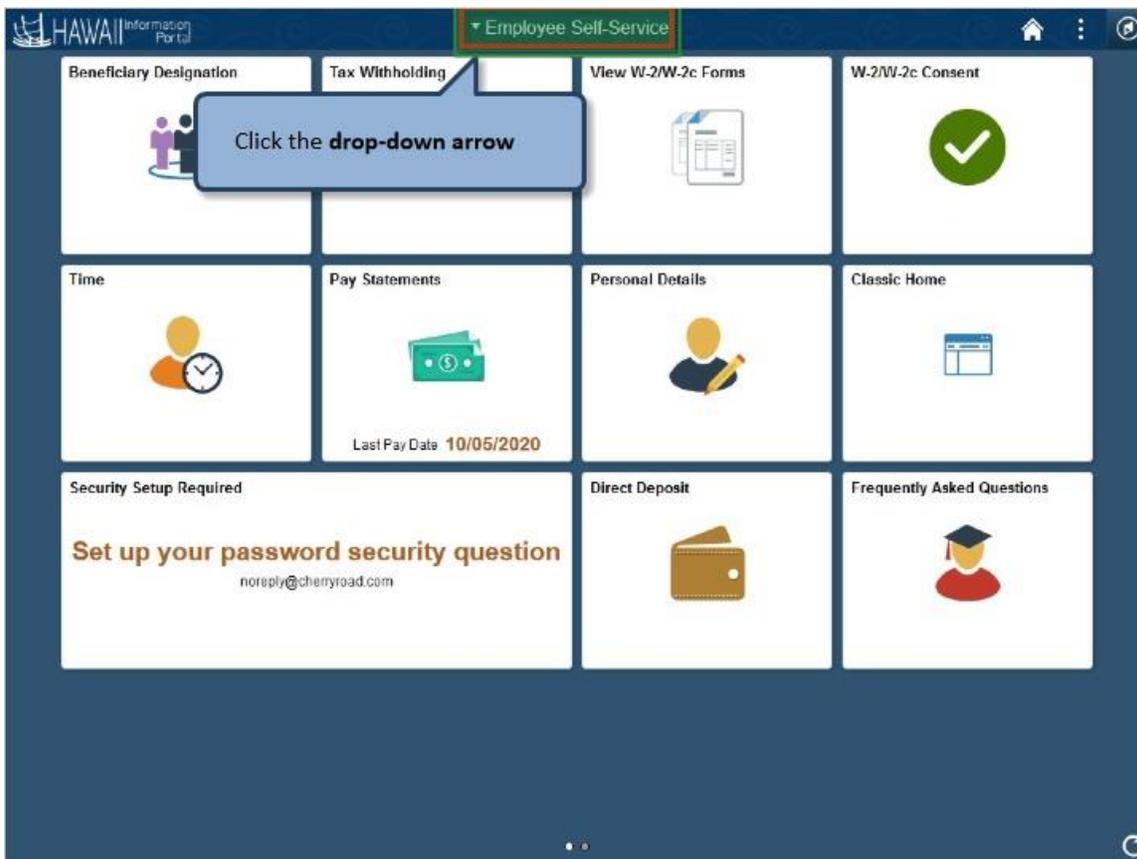
Start Date 09/29/2020
End Date 09/29/2020

Payable Status Filter

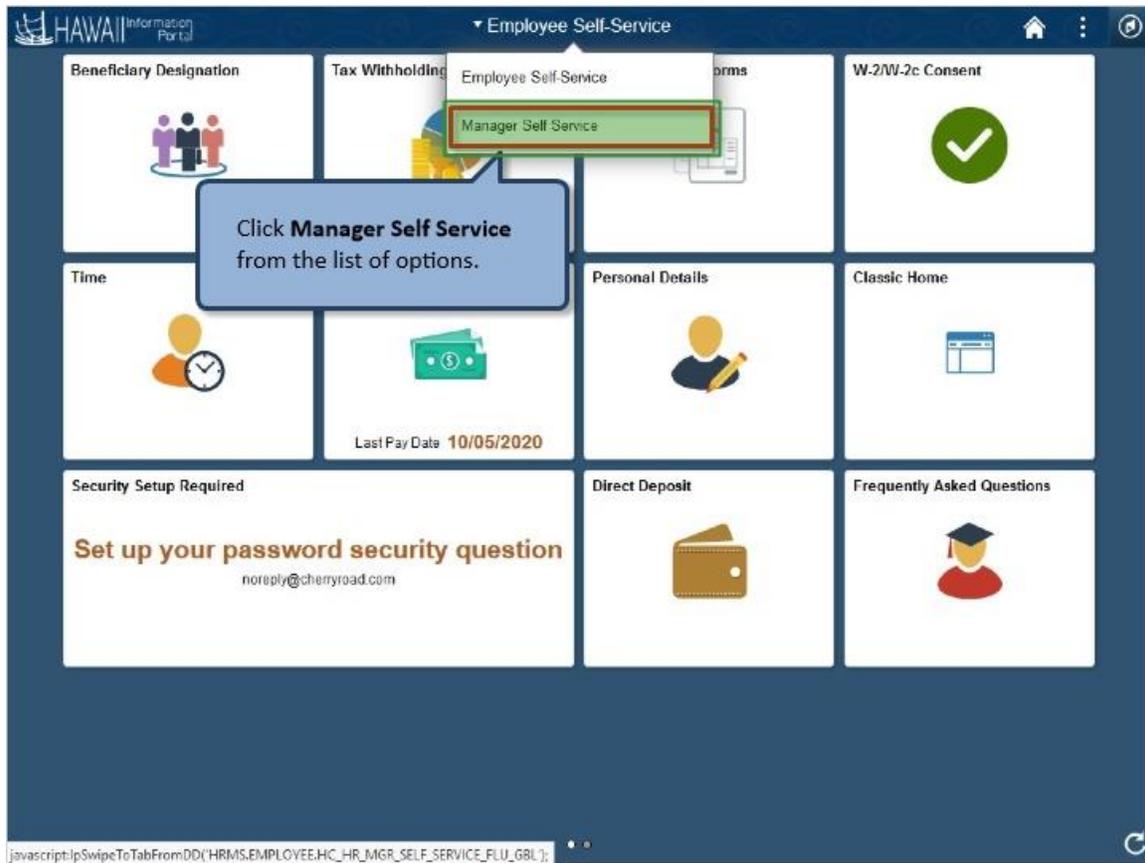
Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Combination Code
09/29/2020	Needs Approval		NIGHT	-3.00	PSNONTASK	STATE	
09/29/2020	Approved		NIGHT	3.00	PSNONTASK	STATE	
09/29/2020	Needs Approval		NIGHT	3.00	PSNONTASK	STATE	000606049
09/29/2020	Closed	Not Sent to Payroll	REG00	8.00	PSNONTASK	STATE	
09/29/2020	Closed	Not Sent to Payroll	REG00	-8.00	PSNONTASK	STATE	

Click **Home**



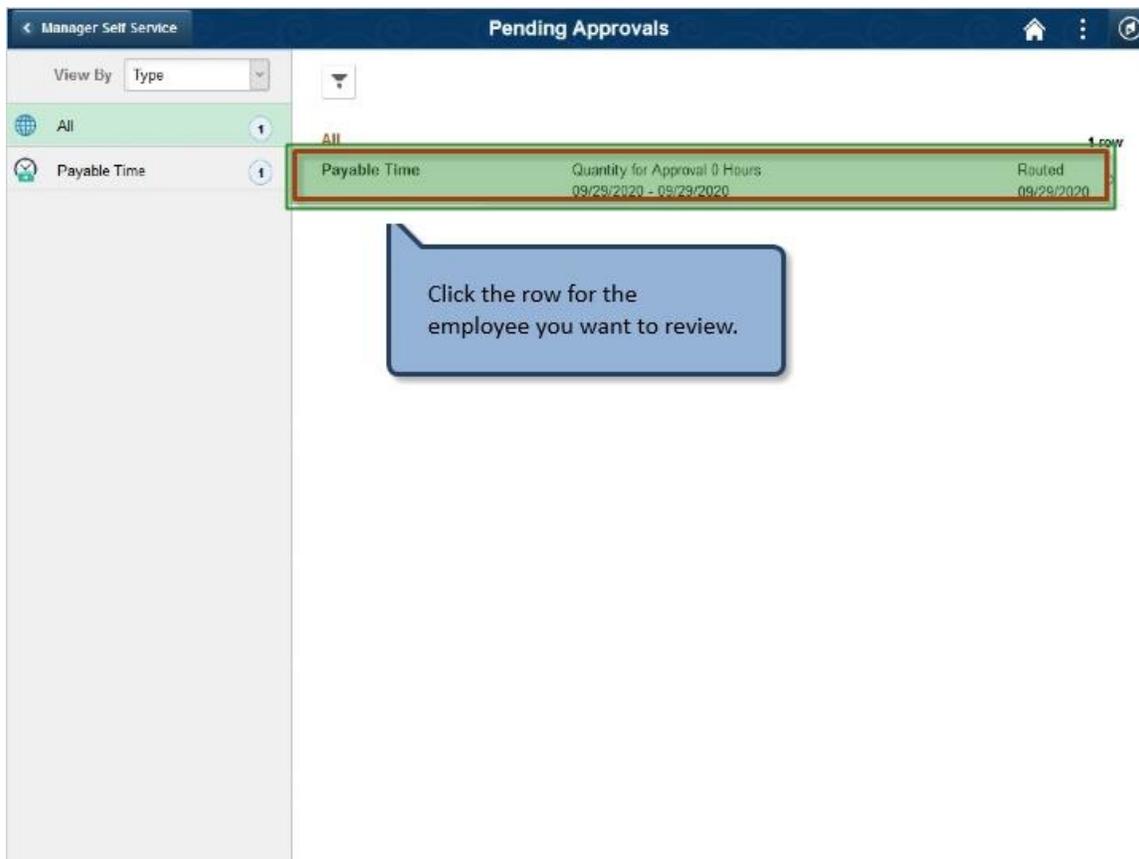
Click the **drop-down** arrow



Click **Manager Self Service** from the list of options.



Click the **Approvals** tile.



Manager Self Service Pending Approvals

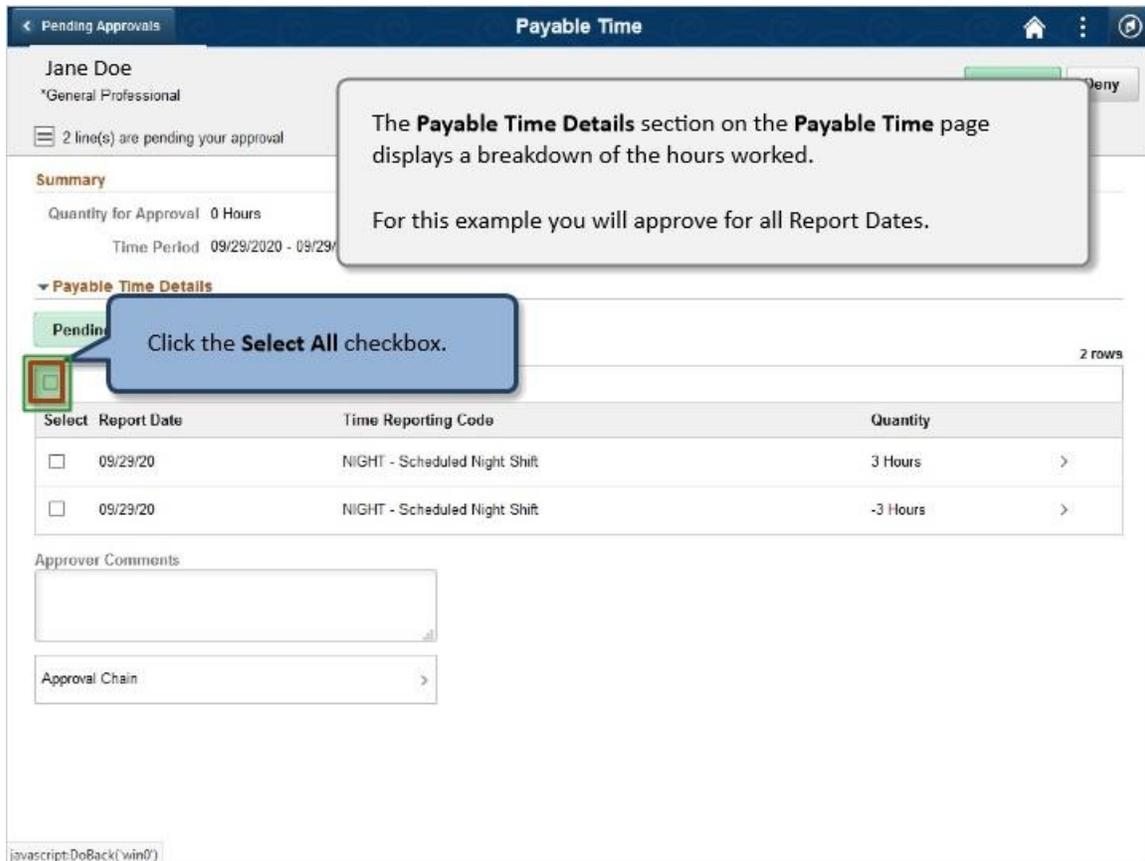
View By Type

All Payable Time

All	Payable Time
Quantity for Approval 0 Hours 09/29/2020 - 09/29/2020	Routed 09/29/2020

Click the row for the employee you want to review.

Click the row for the employee you want to review.



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 All** checkbox.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	09/29/20	NIGHT - Scheduled Night Shift	3 Hours
<input type="checkbox"/>	09/29/20	NIGHT - Scheduled Night Shift	-3 Hours

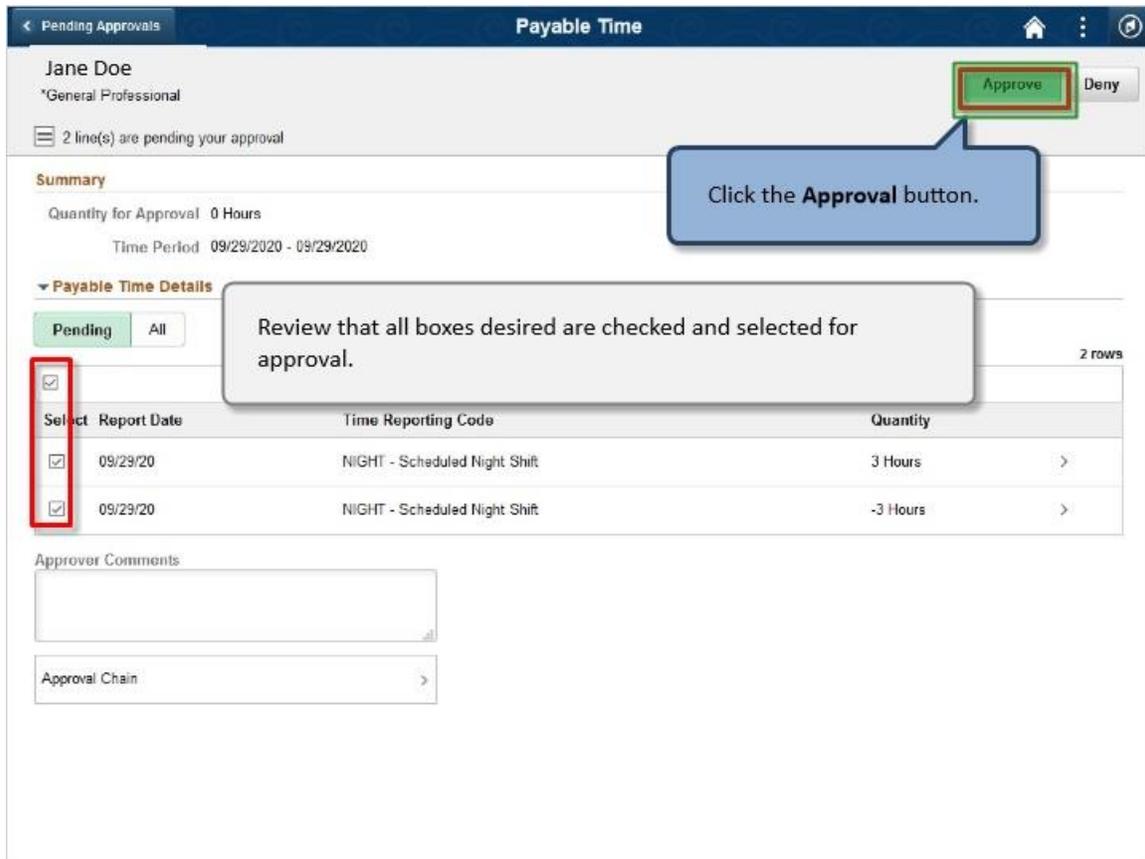
Approver Comments

Approval Chain

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



Payable Time

Jane Doe
*General Professional

2 line(s) are pending your approval

Summary

Quantity for Approval 0 Hours
Time Period 09/29/2020 - 09/29/2020

Payable Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	09/29/20	NIGHT - Scheduled Night Shift	3 Hours
<input checked="" type="checkbox"/>	09/29/20	NIGHT - Scheduled Night Shift	-3 Hours

Approver Comments

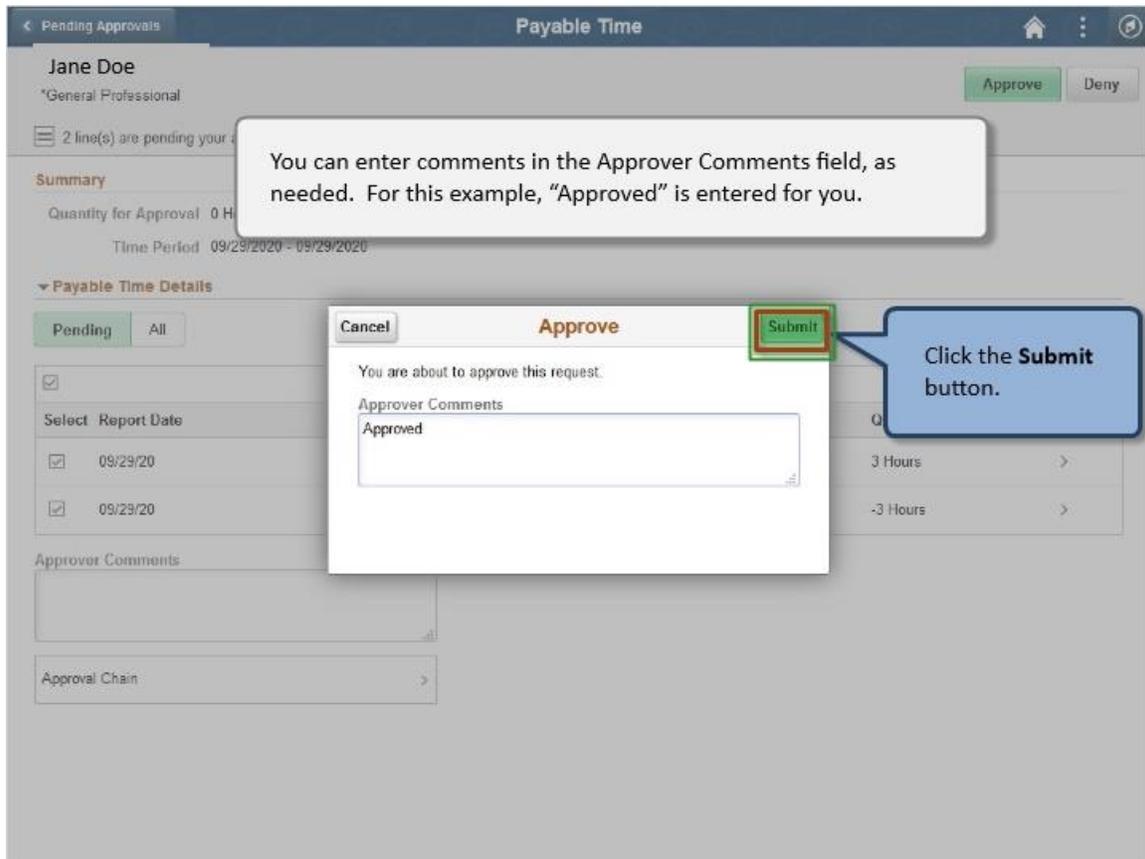
Approval Chain

Approve Deny

Click the **Approval** button.

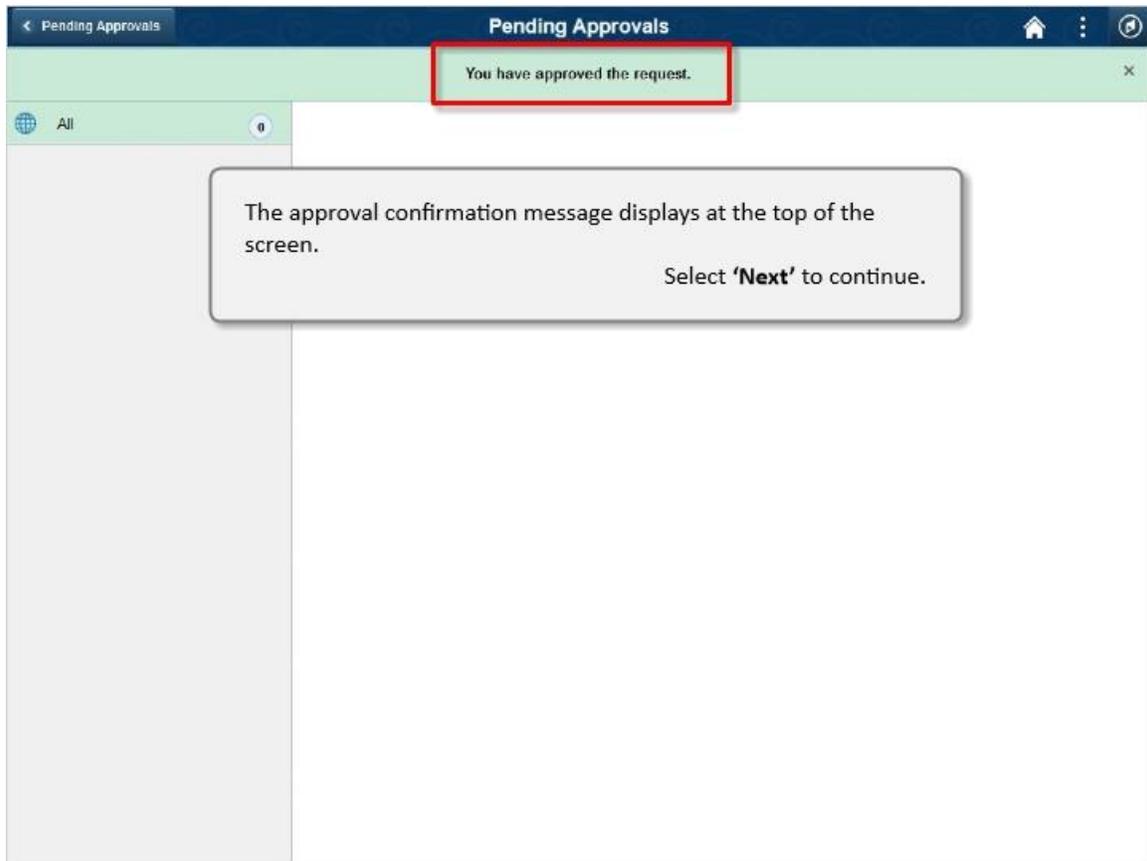
Review that all boxes desired are checked and selected for approval.

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

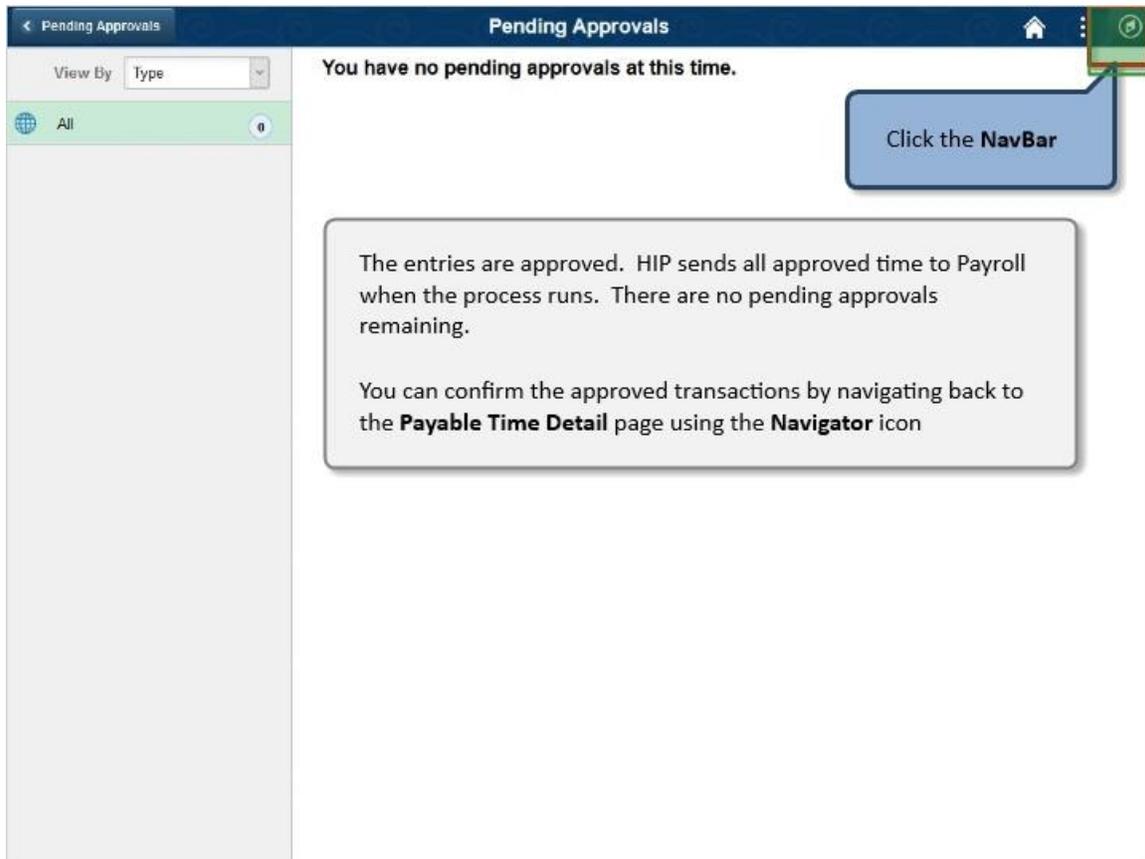


You can enter comments in the Approver Comments field if you would like to. For this example, “Approved” is entered for you.

Click the **Submit** button.



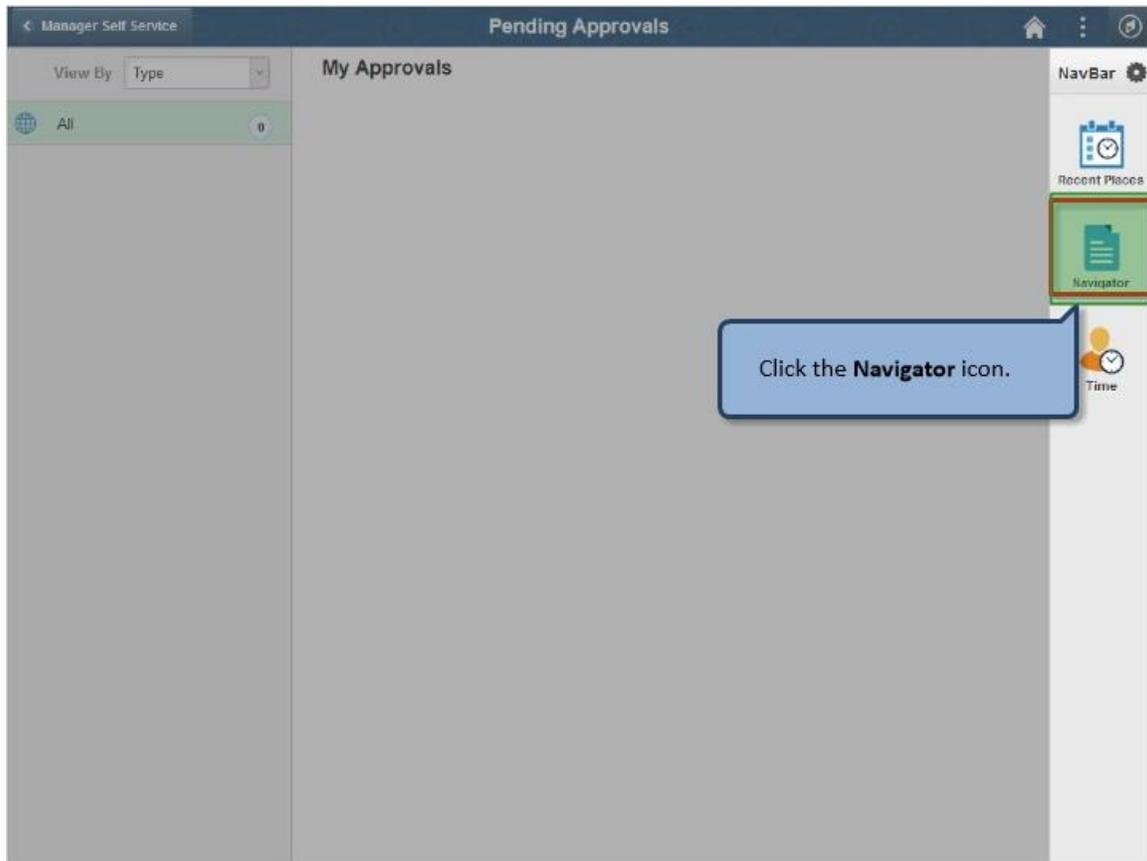
The approval confirmation message displays at the top of the screen.



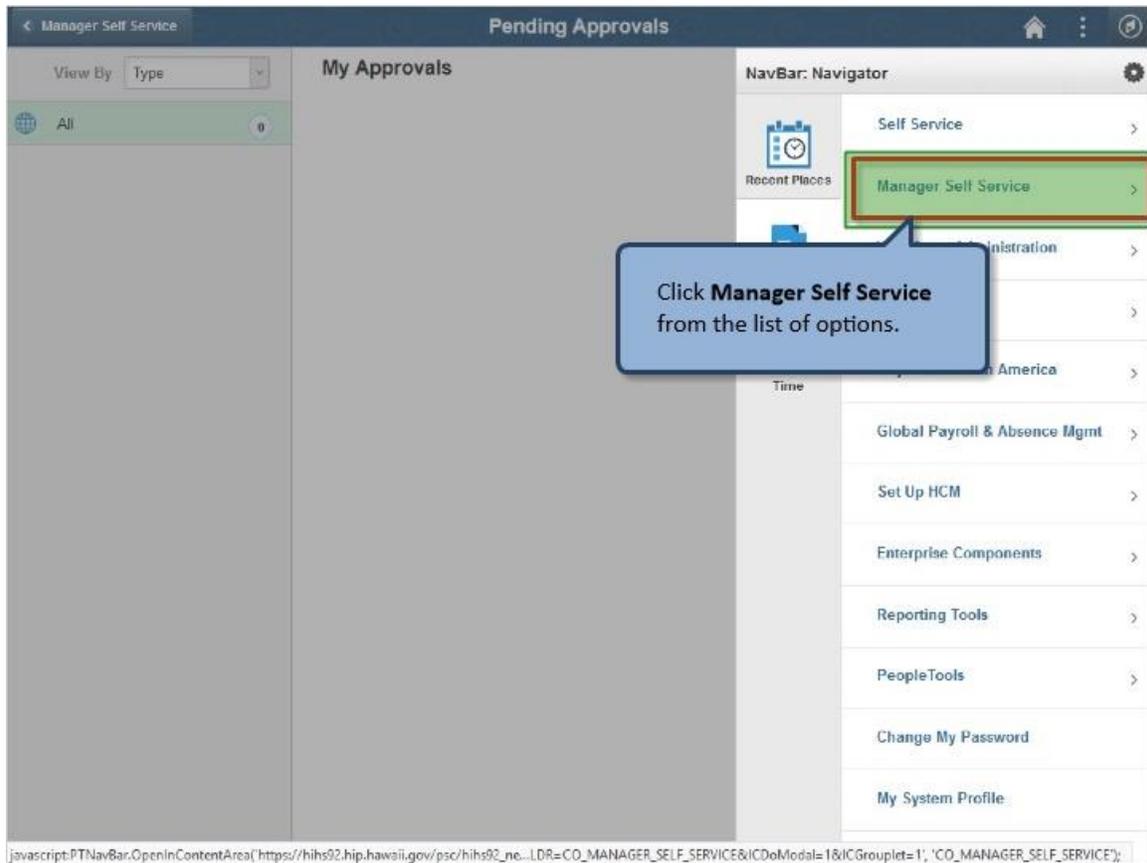
The entries are approved. HIP sends all approved time to Payroll when the process runs. There are no pending approvals remaining.

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

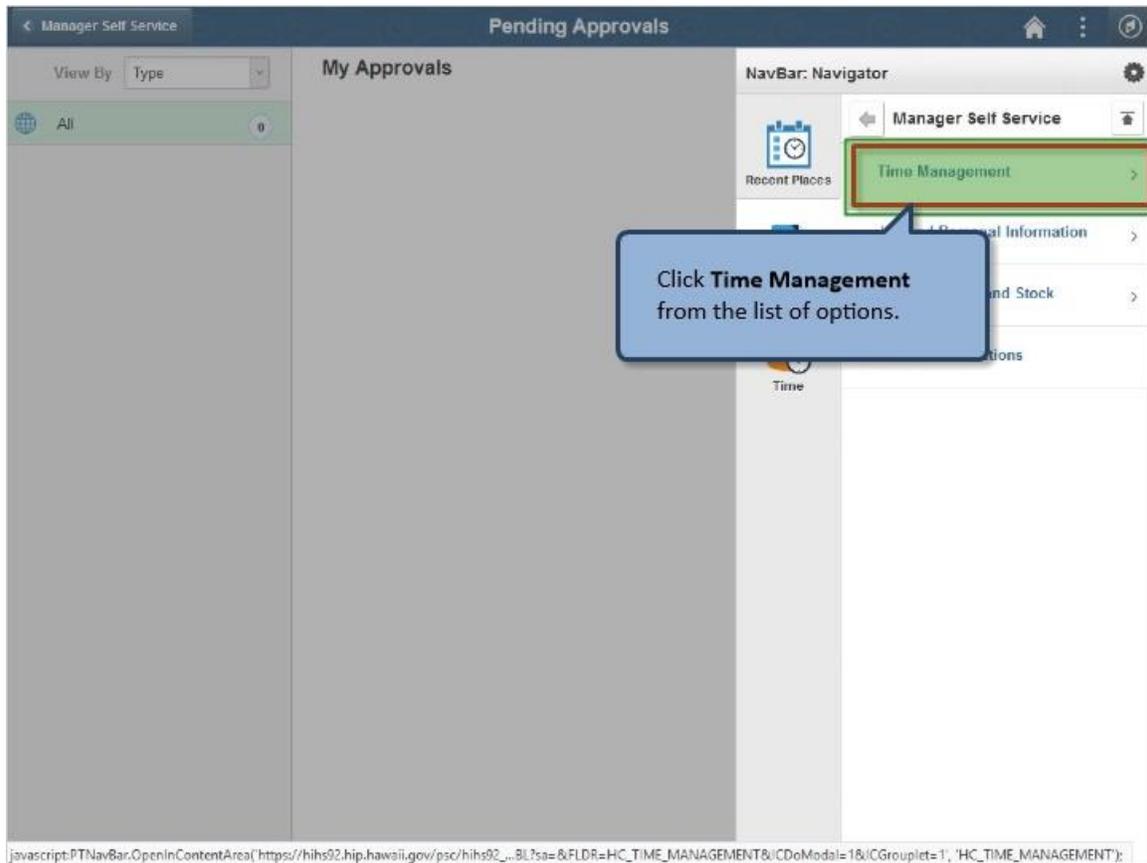
Click the **NavBar**



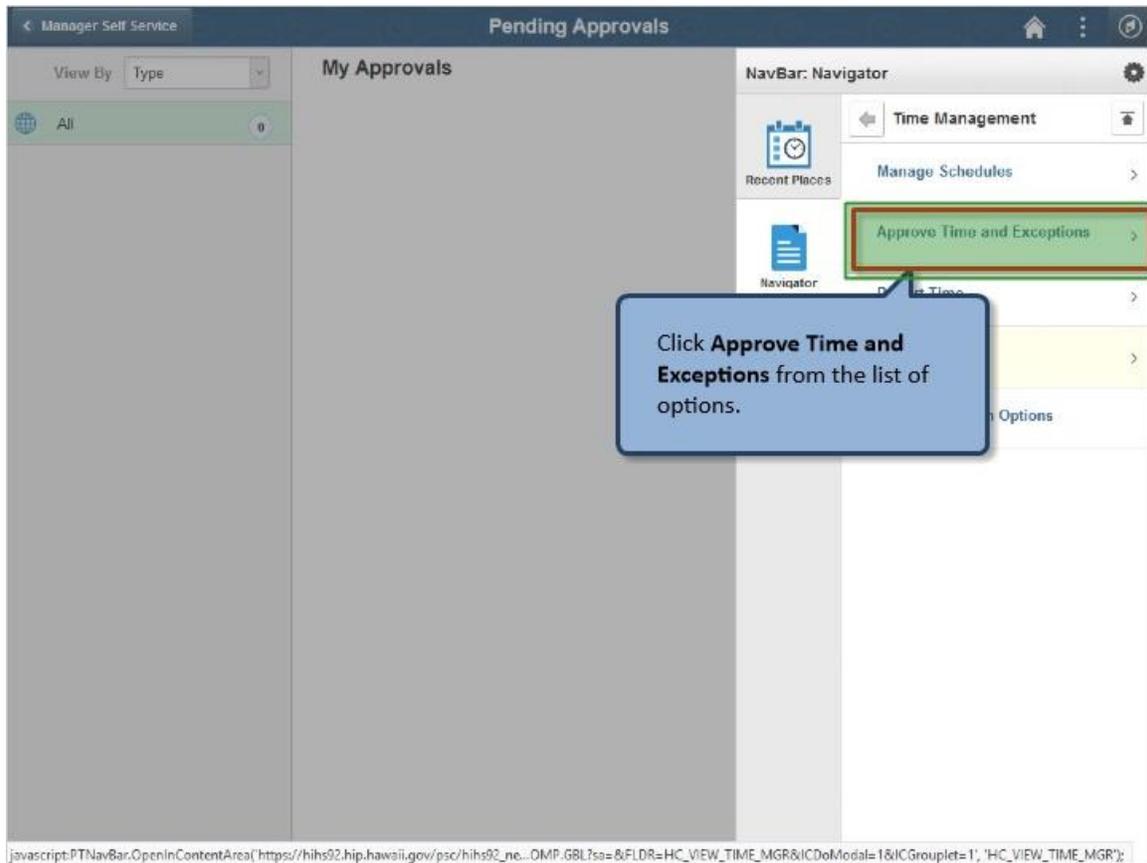
Click the **Navigator**



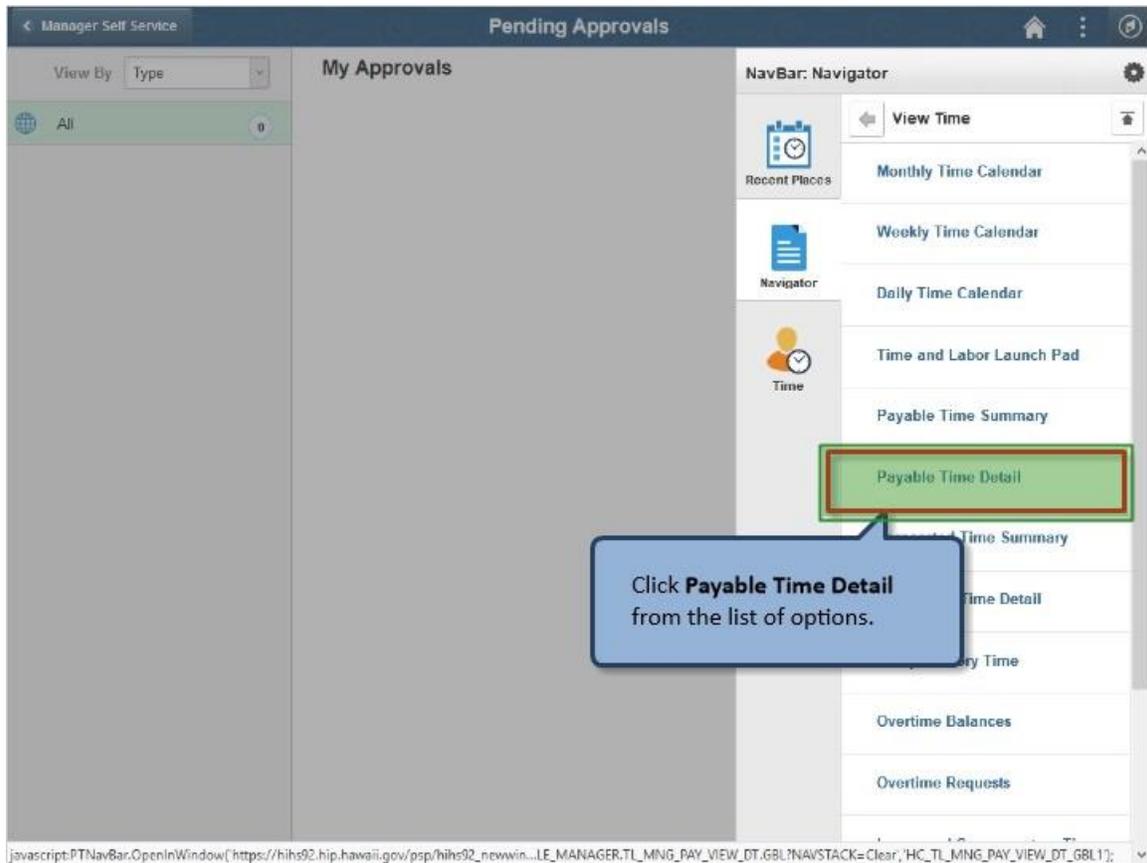
Click **Manager Self Service** from the list of options.



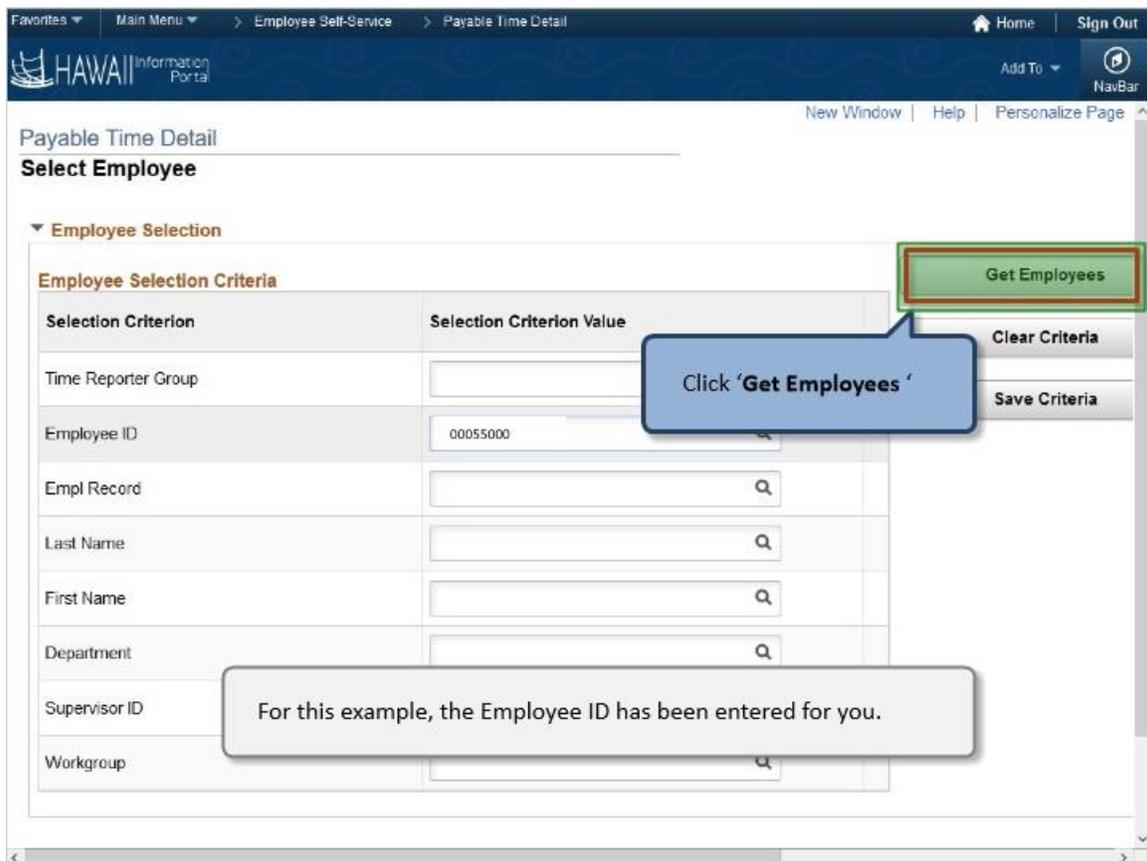
Click **Time Management** from the list of options.



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



Click **Payable Time Detail** from the list of options



Payable Time Detail

Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00055000
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

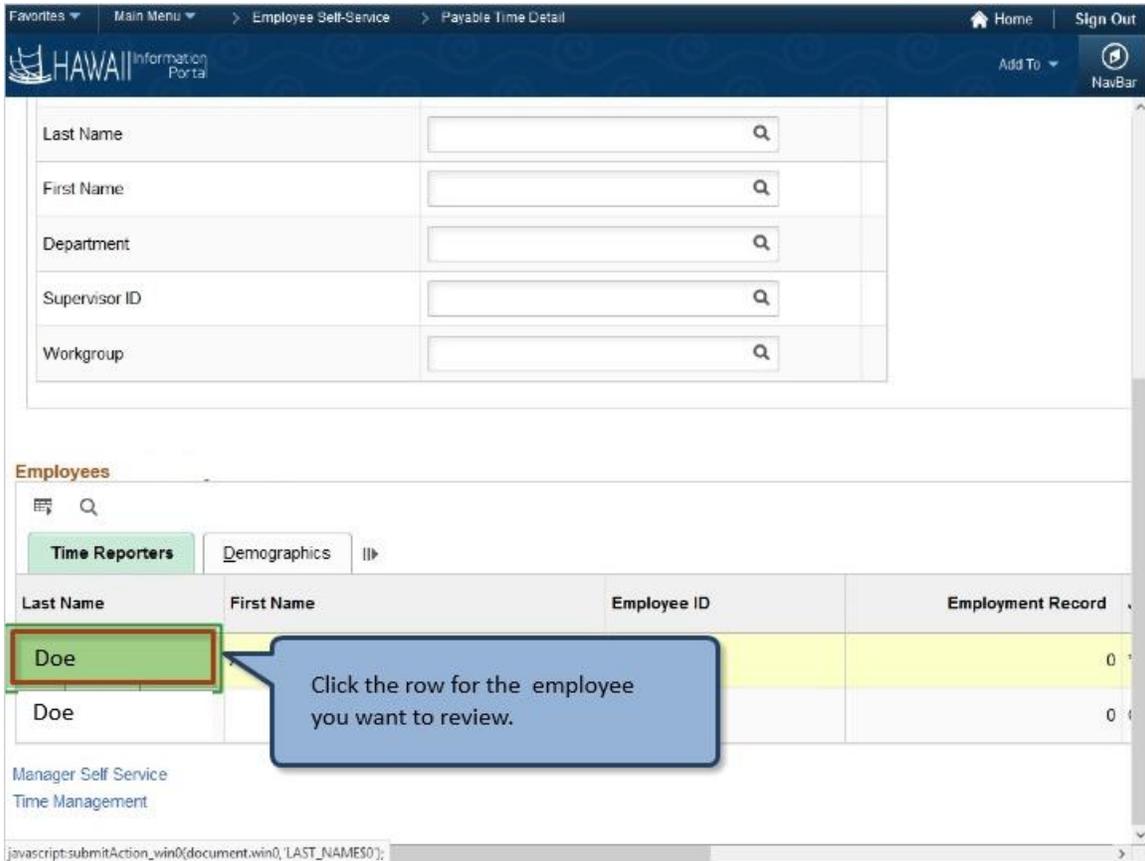
Save Criteria

Click 'Get Employees'

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

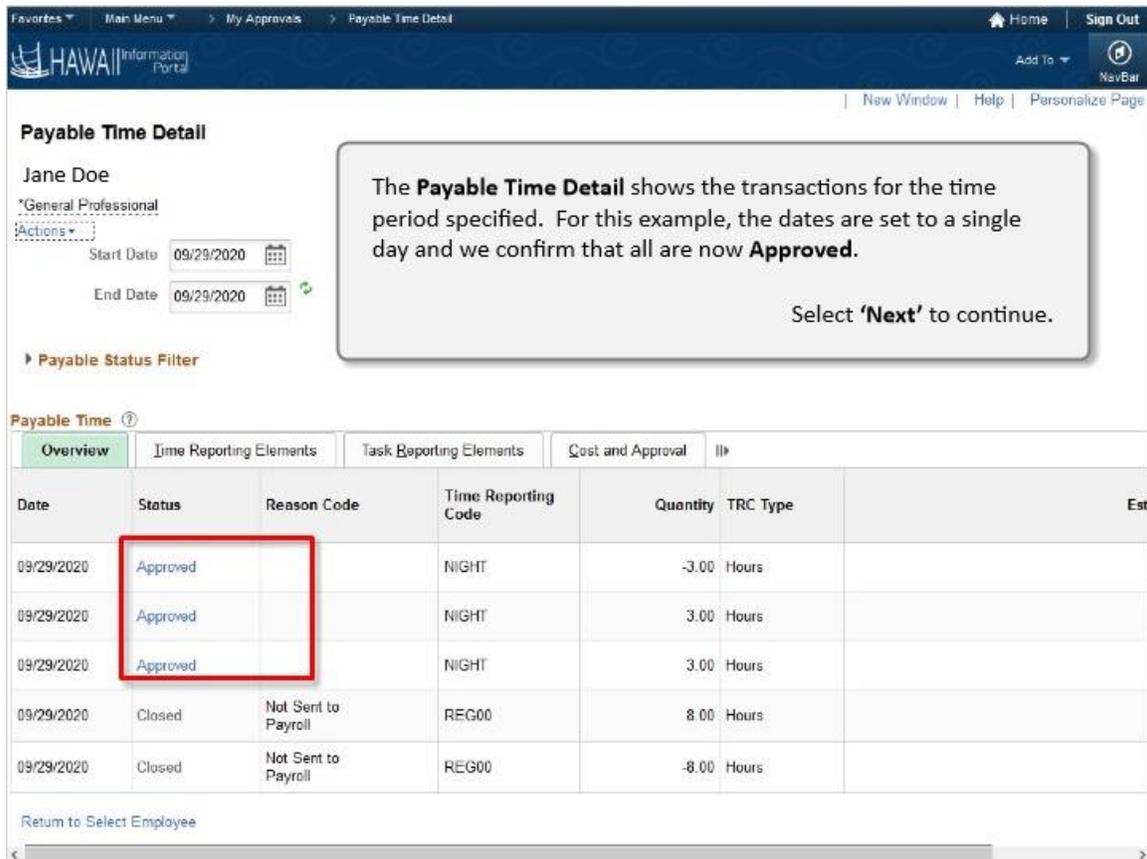
For this example, the Employee ID has been entered for you.

Click 'Get Employees'



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Payable Time Detail'. Below this is a search area with filters for 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Workgroup'. The main content area is titled 'Employees' and has tabs for 'Time Reporters' and 'Demographics'. A table lists employees with columns for 'Last Name', 'First Name', 'Employee ID', and 'Employment Record'. The first row, with 'Doe' in the 'Last Name' column, is highlighted in yellow and has a green box around it. A blue callout box points to this row with the text: 'Click the row for the employee you want to review.' Below the table are links for 'Manager Self Service' and 'Time Management'. At the bottom, there is a JavaScript snippet: `javascript:submitAction_win0(document.win0,'LAST_NAMES0');`

Click the row for the employee you want to review.



Payable Time Detail

Jane Doe
 *General Professional
 Actions
 Start Date: 09/29/2020
 End Date: 09/29/2020
 Payable Status Filter

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**.

Select **'Next'** to continue.

Payable Time

Overview		Time Reporting Elements	Task Reporting Elements	Cost and Approval	
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
09/29/2020	Approved		NIGHT	-3.00	Hours
09/29/2020	Approved		NIGHT	3.00	Hours
09/29/2020	Approved		NIGHT	3.00	Hours
09/29/2020	Closed	Not Sent to Payroll	REG00	8.00	Hours
09/29/2020	Closed	Not Sent to Payroll	REG00	-8.00	Hours

Return to Select Employee

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**.

 **HAWAII** Information
Portal

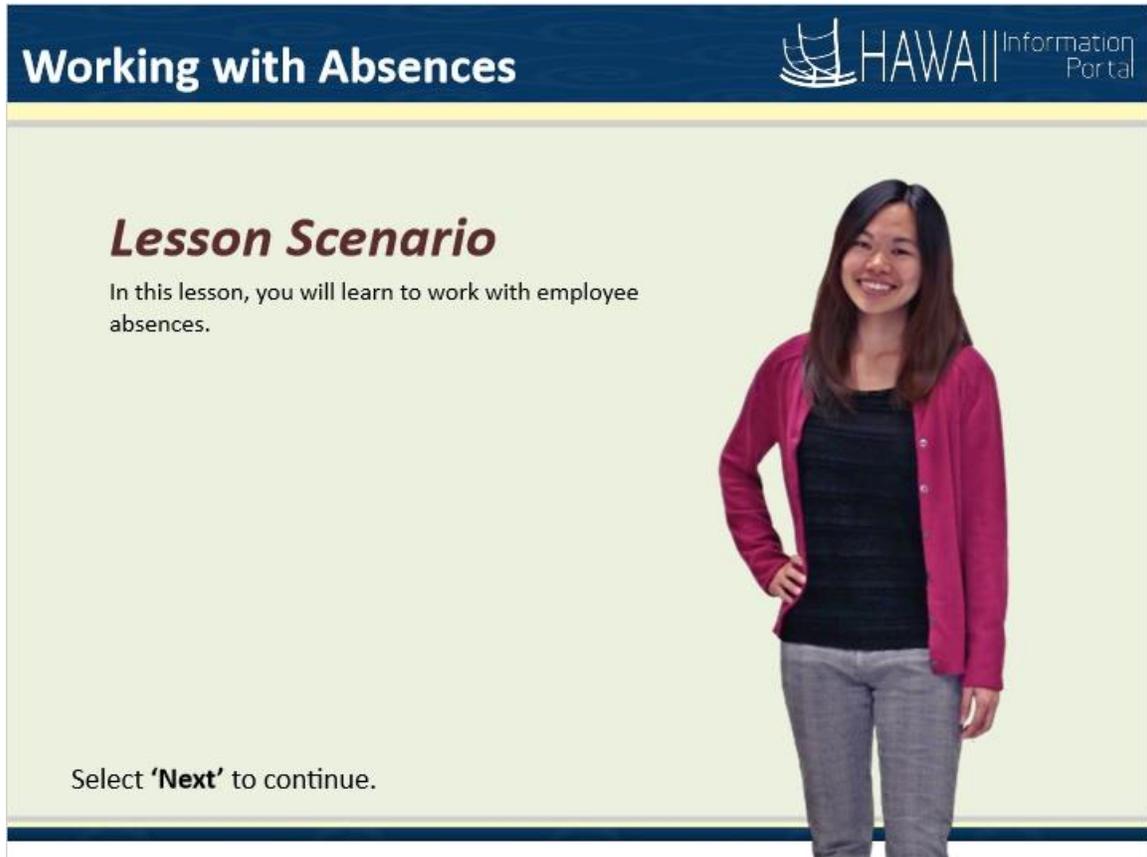


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Working with Absences

A presentation slide titled "Working with Absences" with the Hawaii Information Portal logo in the top right. The slide has a light green background and a dark blue header. On the left, the text reads "Lesson Scenario" in a large, bold, italicized font, followed by "In this lesson, you will learn to work with employee absences." in a smaller font. On the right, a woman with long dark hair, wearing a pink cardigan over a black top and grey pants, stands with her hands on her hips, smiling. At the bottom left, the text says "Select 'Next' to continue." in a small font.

Working with Absences

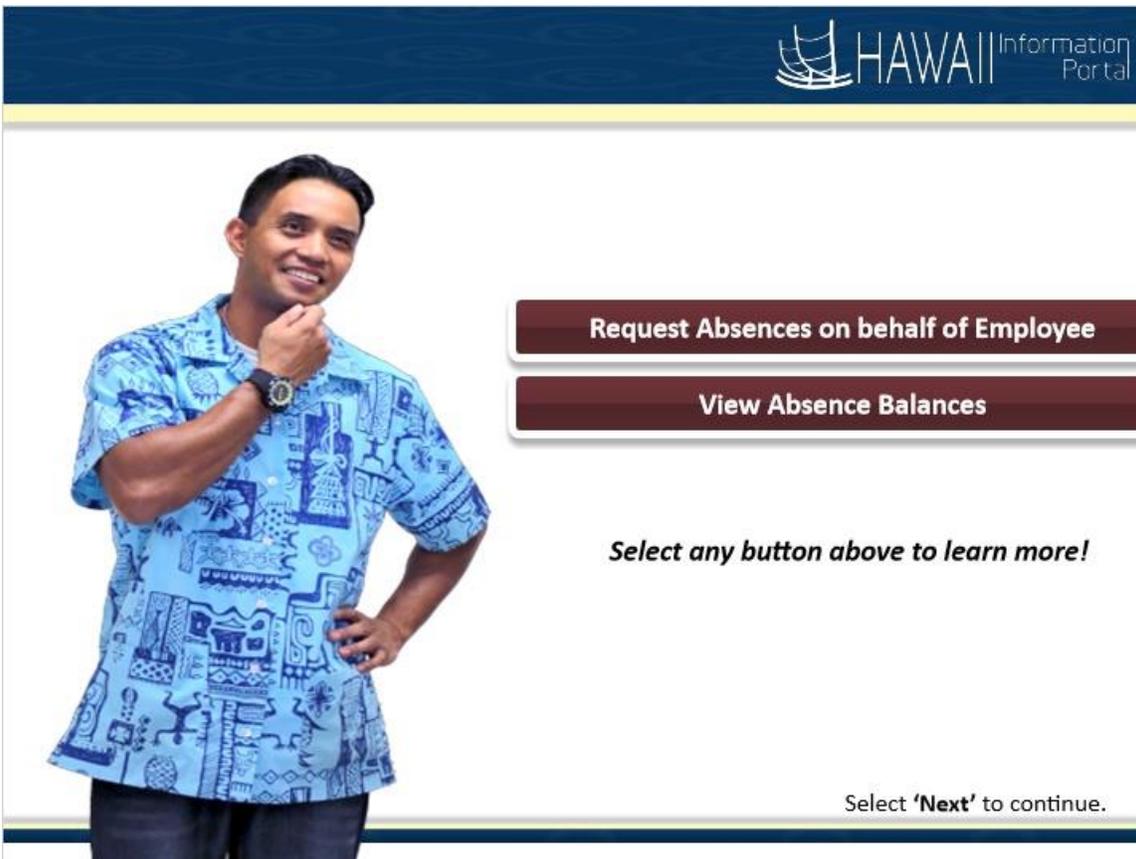
Lesson Scenario

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

Select **'Next'** to continue.

Lesson Scenario

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



 **HAWAII** Information Portal

Request Absences on behalf of Employee

View Absence Balances

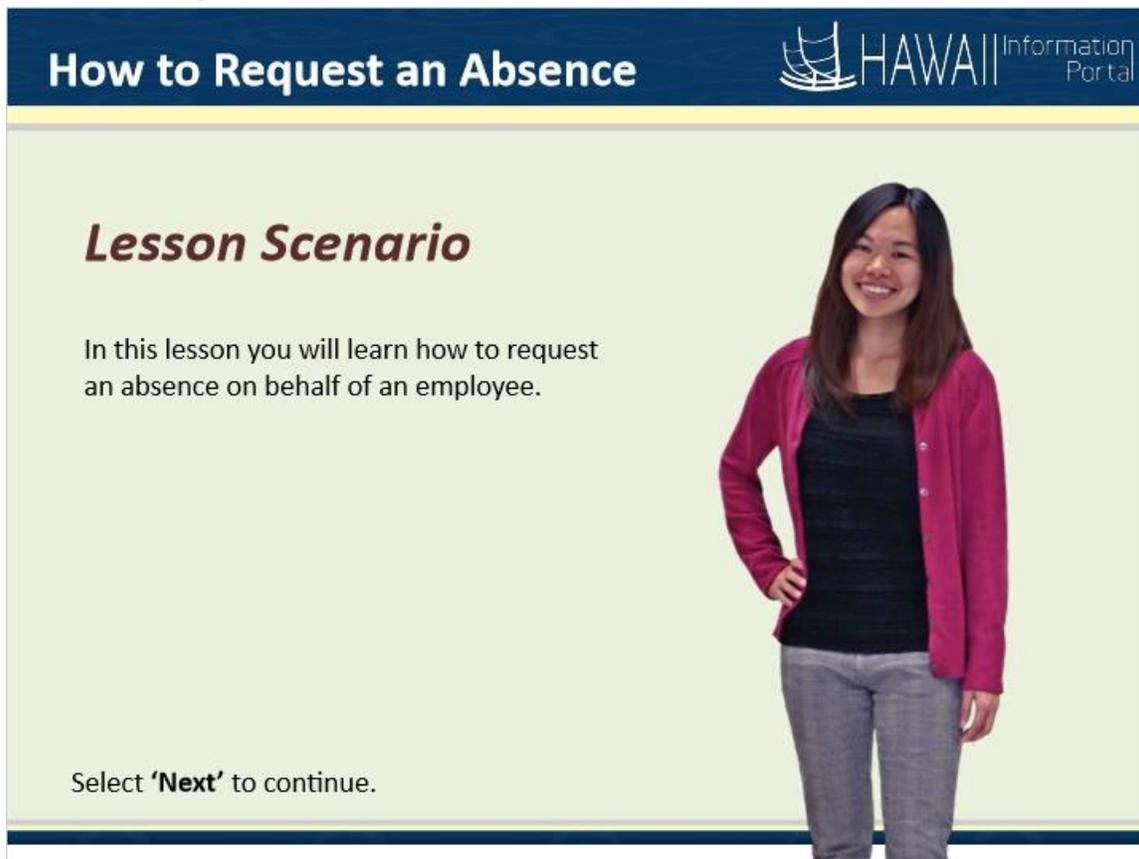
Select any button above to learn more!

Select **'Next'** to continue.

Request Absences on behalf of Employee

View Absence Balances

How to Request an Absence

A presentation slide with a dark blue header containing the title "How to Request an Absence" and the Hawaii Information Portal logo. The main content area has a light green background. On the left, the text reads "Lesson Scenario" in a dark red font, followed by "In this lesson you will learn how to request an absence on behalf of an employee." and "Select 'Next' to continue." at the bottom left. On the right, a woman with long dark hair, wearing a pink cardigan over a black top and grey pants, stands with her hands on her hips, smiling.

How to Request an Absence

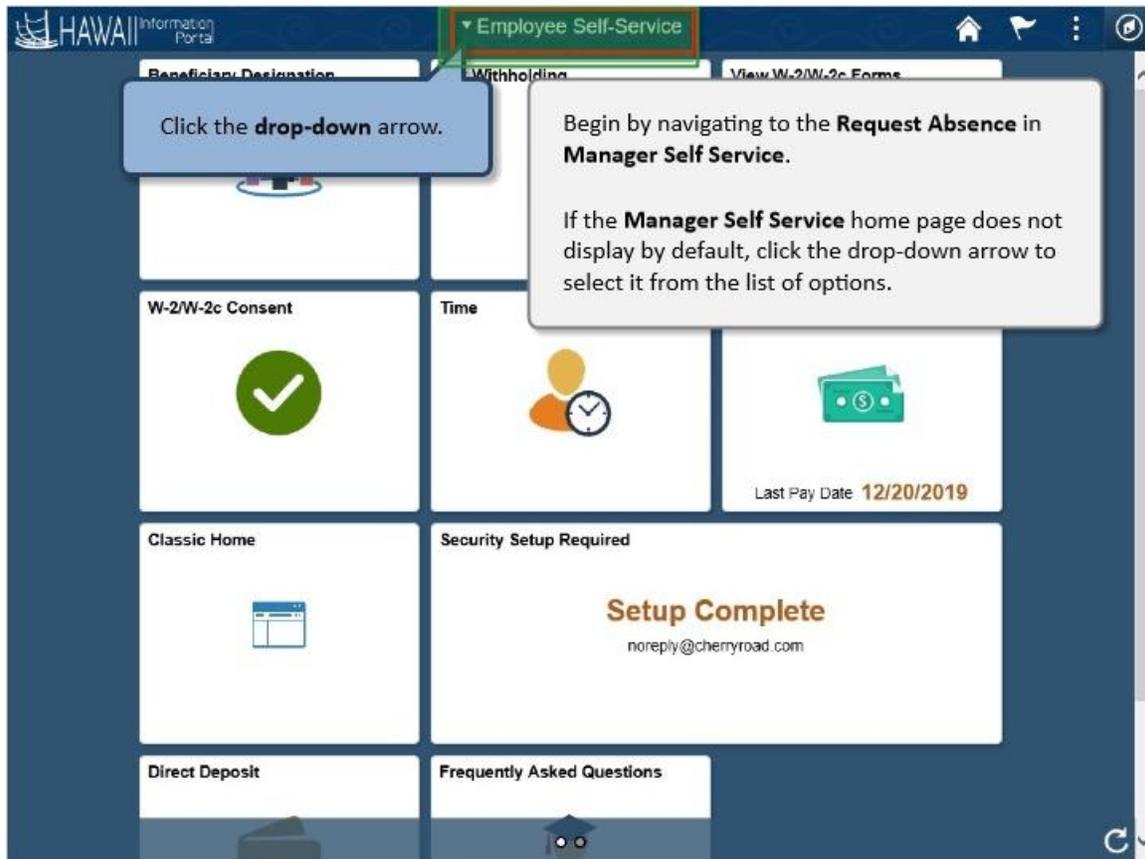
Lesson Scenario

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

Select '**Next**' to continue.

Lesson Scenario

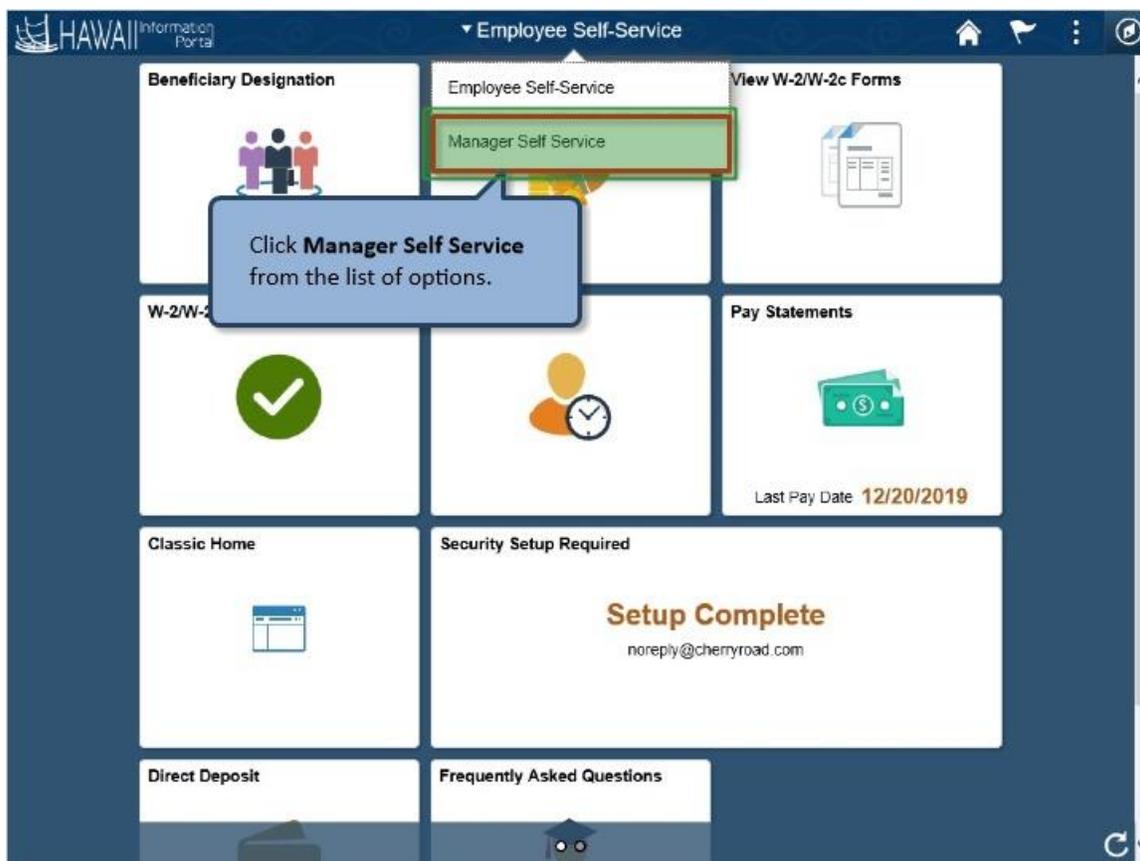
In this lesson you will learn how to request an absence on behalf of an employee.



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.

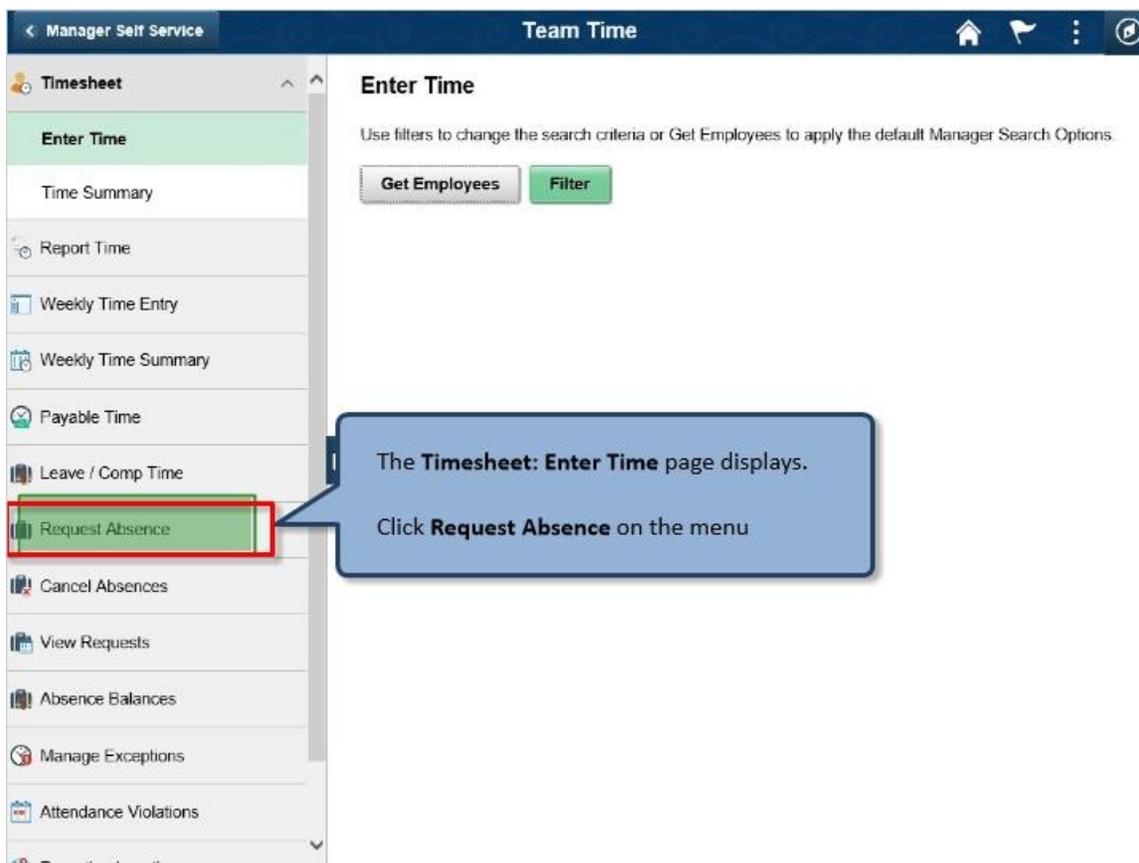
Click the **drop-down** arrow.



Click **Manager Self Service** from the list of options.



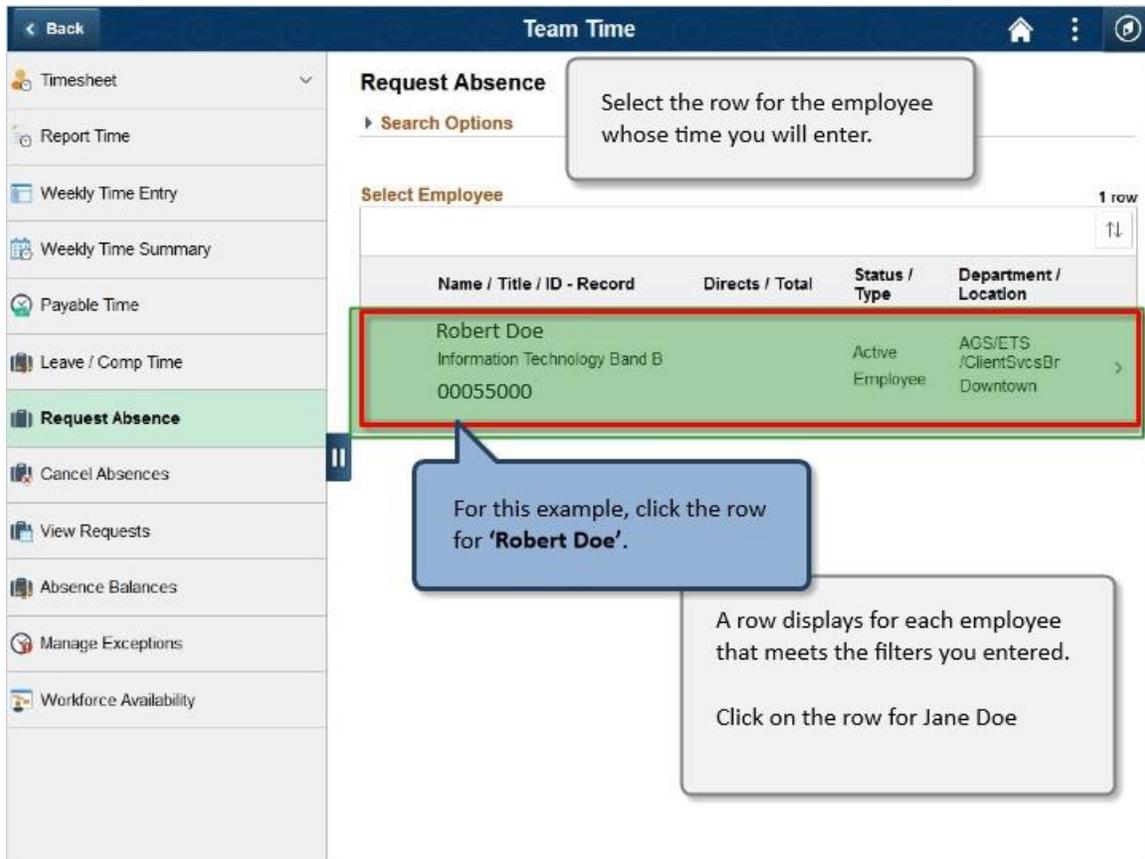
Click the **Team Time** tile.



The screenshot shows the 'Manager Self Service' interface with the 'Team Time' section. The 'Enter Time' page is active, displaying instructions to use filters and buttons for 'Get Employees' and 'Filter'. The left sidebar menu is visible, with 'Request Absence' highlighted in green and enclosed in a red rectangular box. A blue callout bubble points to this menu item, containing the text: 'The Timesheet: Enter Time page displays. Click Request Absence on the menu'.

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

Click **Request Absence** on the menu



Request Absence

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

Select Employee 1 row

Name / Title / ID - Record	Directs / Total	Status / Type	Department / Location
Robert Doe Information Technology Band B 00055000		Active Employee	ACS/ETS /ClientSvcsBr Downtown

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

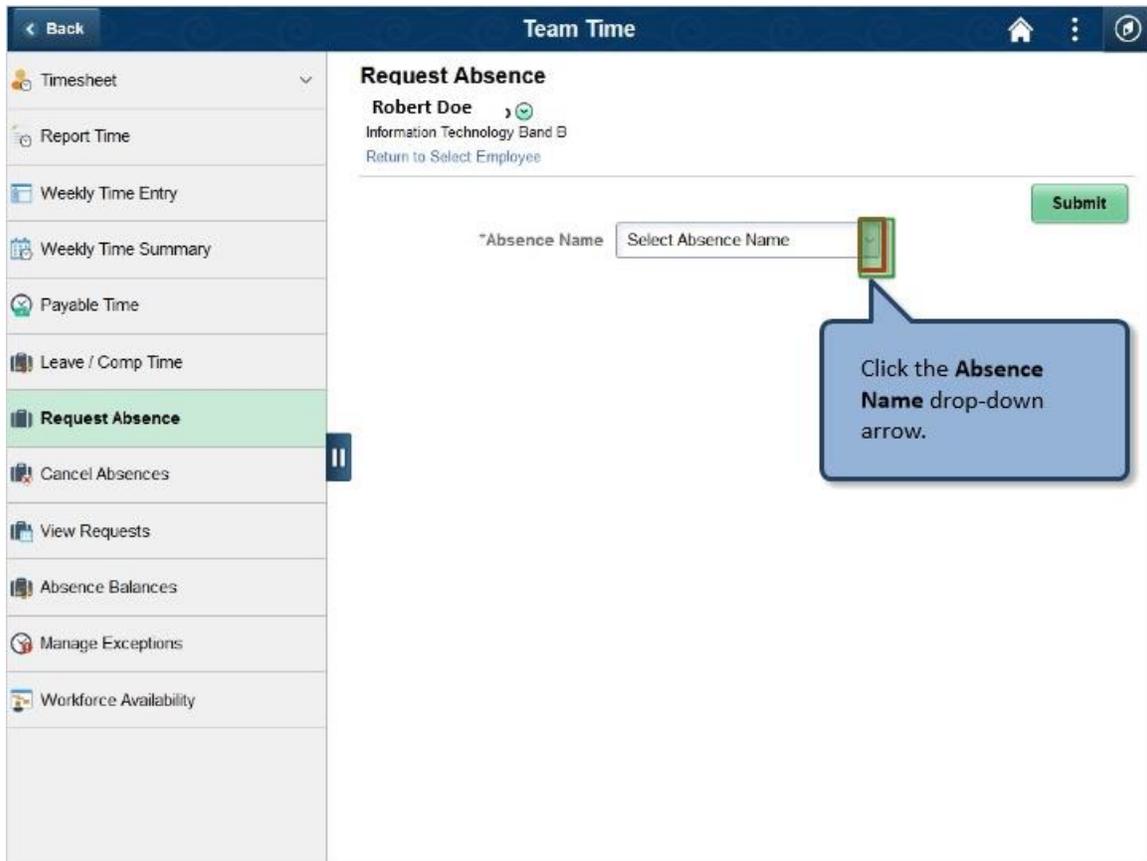
A row displays for each employee that meets the filters you entered.
Click on the row for Jane Doe

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

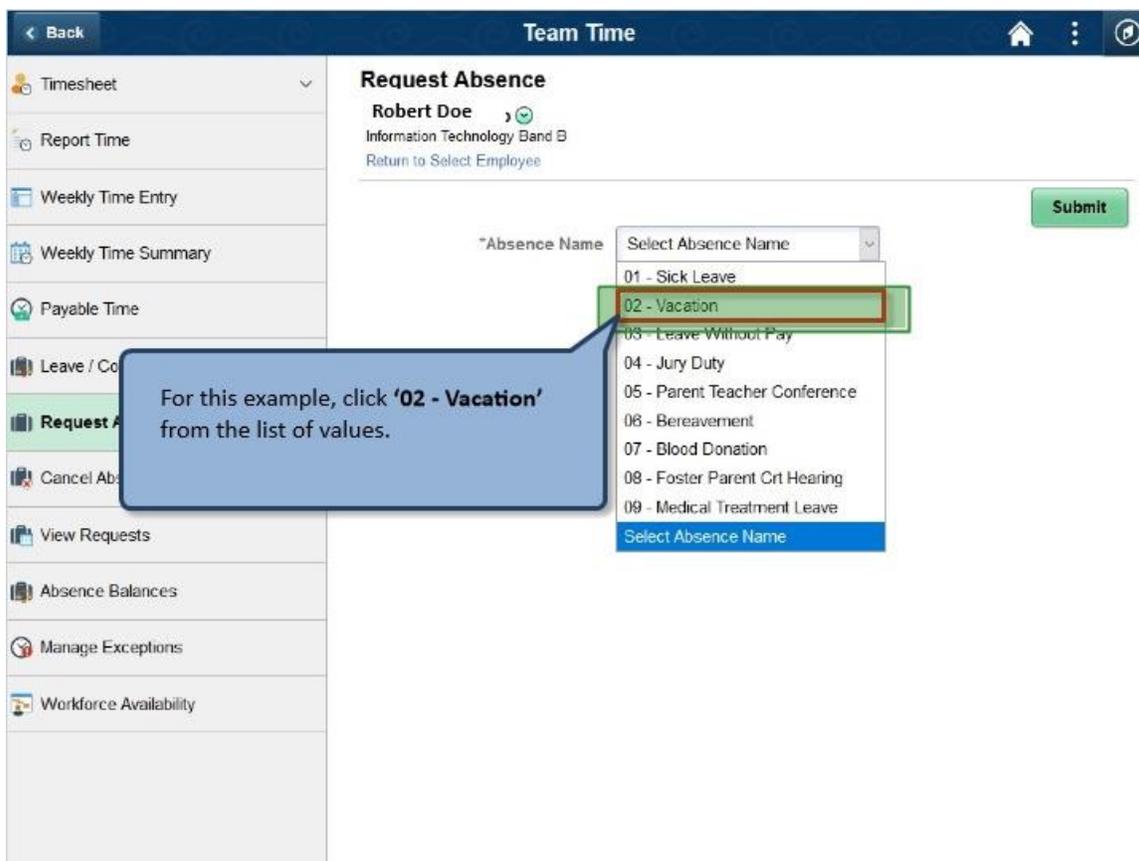
A row display for each employee that meets the filters you entered.

Click on the row for **Robert Doe**.

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



Click the **Absence Name** drop-down arrow.



Request Absence
Robert Doe
Information Technology Band B
Return to Select Employee

*Absence Name: Select Absence Name

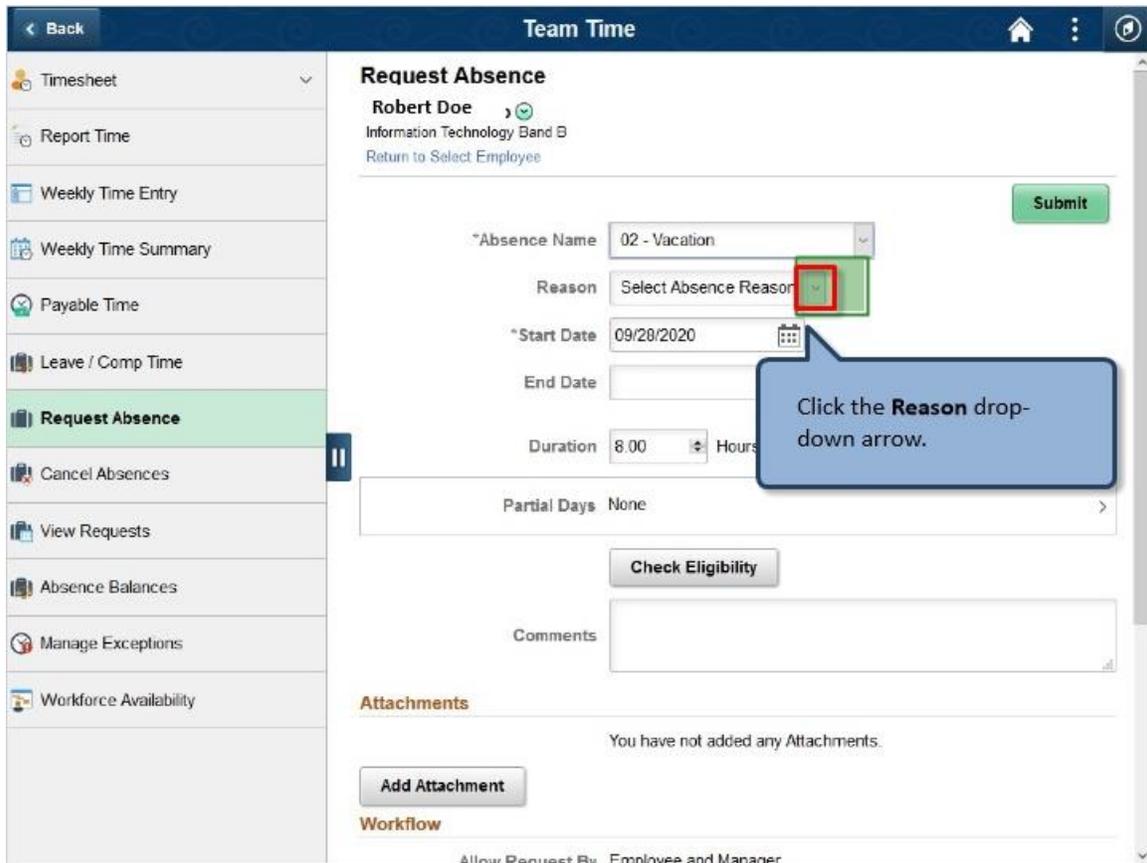
- 01 - Sick Leave
- 02 - Vacation**
- 03 - Leave Without Pay
- 04 - Jury Duty
- 05 - Parent Teacher Conference
- 06 - Bereavement
- 07 - Blood Donation
- 08 - Foster Parent Crt Hearing
- 09 - Medical Treatment Leave

Select Absence Name

Submit

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

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



Request Absence
Robert Doe
Information Technology Band 9
Return to Select Employee

Submit

*Absence Name 02 - Vacation
Reason Select Absence Reason
*Start Date 09/28/2020
End Date
Duration 8:00 Hours
Partial Days None

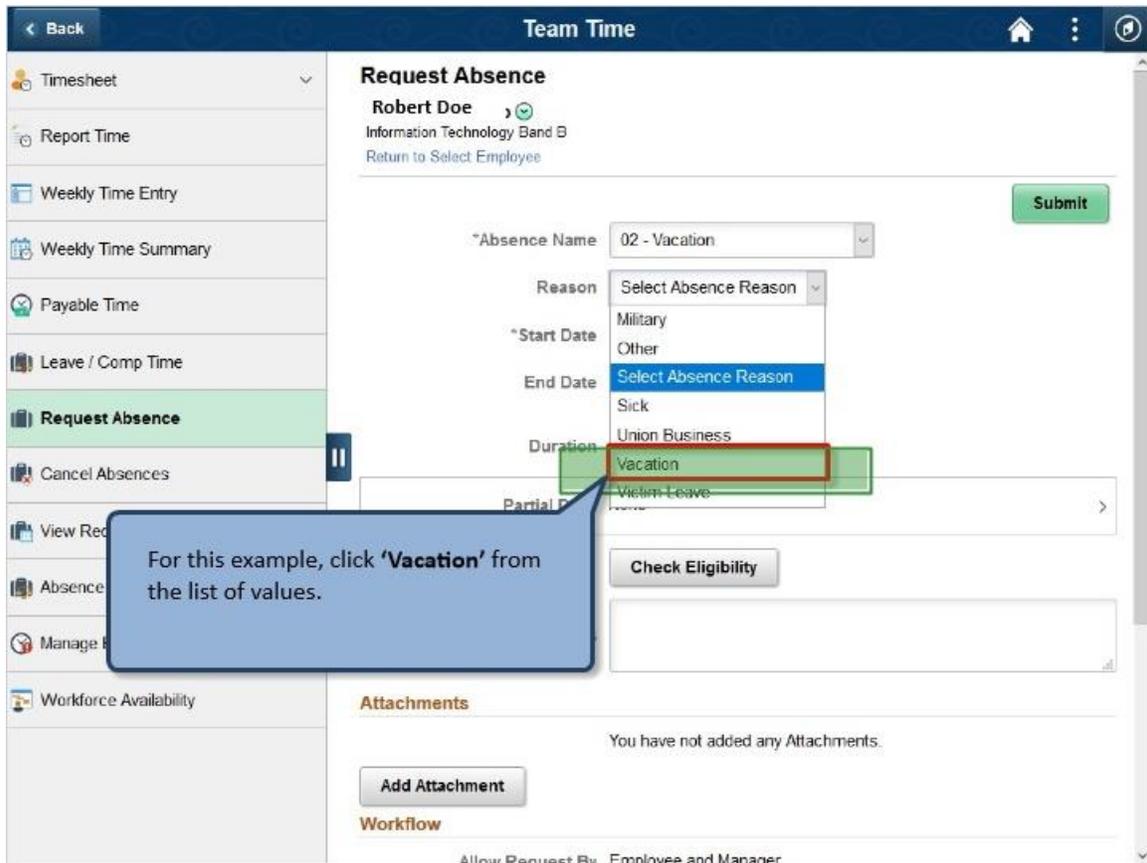
Check Eligibility

Comments

Attachments
You have not added any Attachments.
Add Attachment

Workflow
Allow Request By Employee and Manager

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



Request Absence
Robert Doe
Information Technology Band B
Return to Select Employee

*Absence Name: 02 - Vacation

Reason: Select Absence Reason

*Start Date: Military

End Date: Select Absence Reason

Duration: Sick

Partial P: Union Business

Vacation

Victim Leave

Submit

Check Eligibility

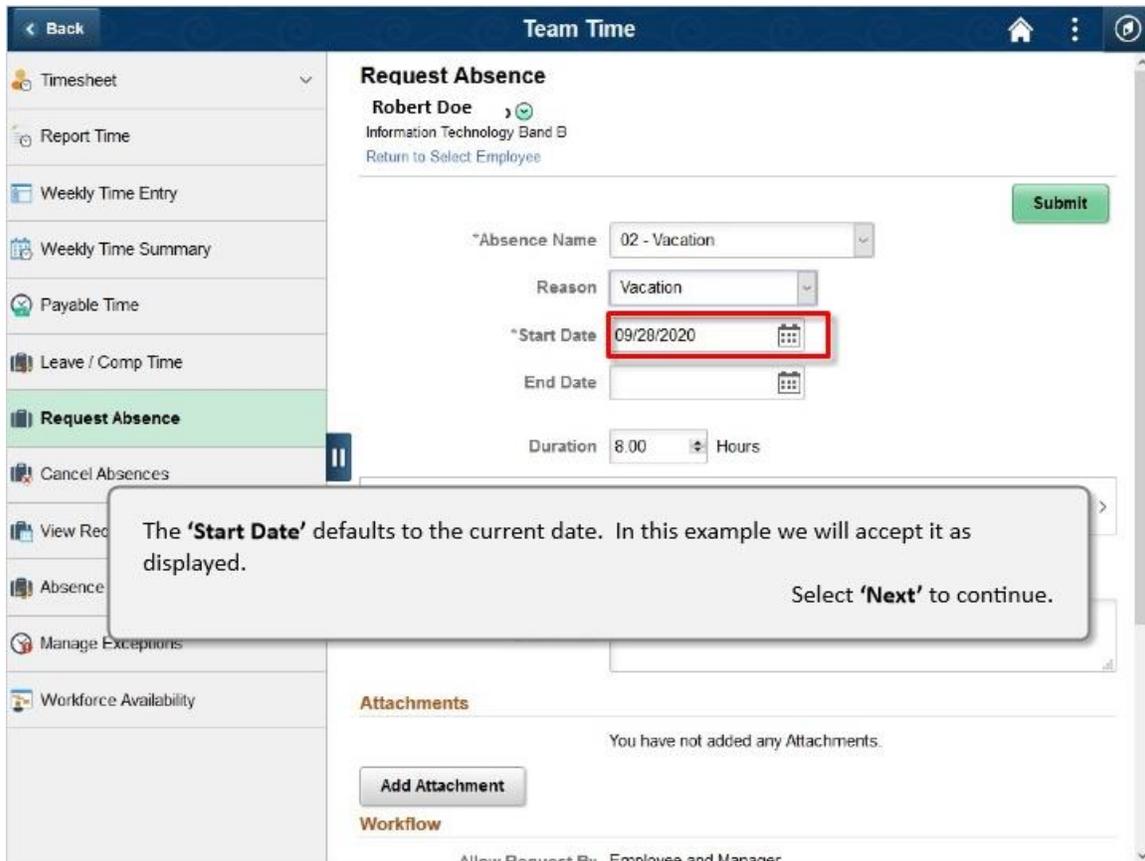
Add Attachment

Workflow

Allow Request By: Employee and Manager

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

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



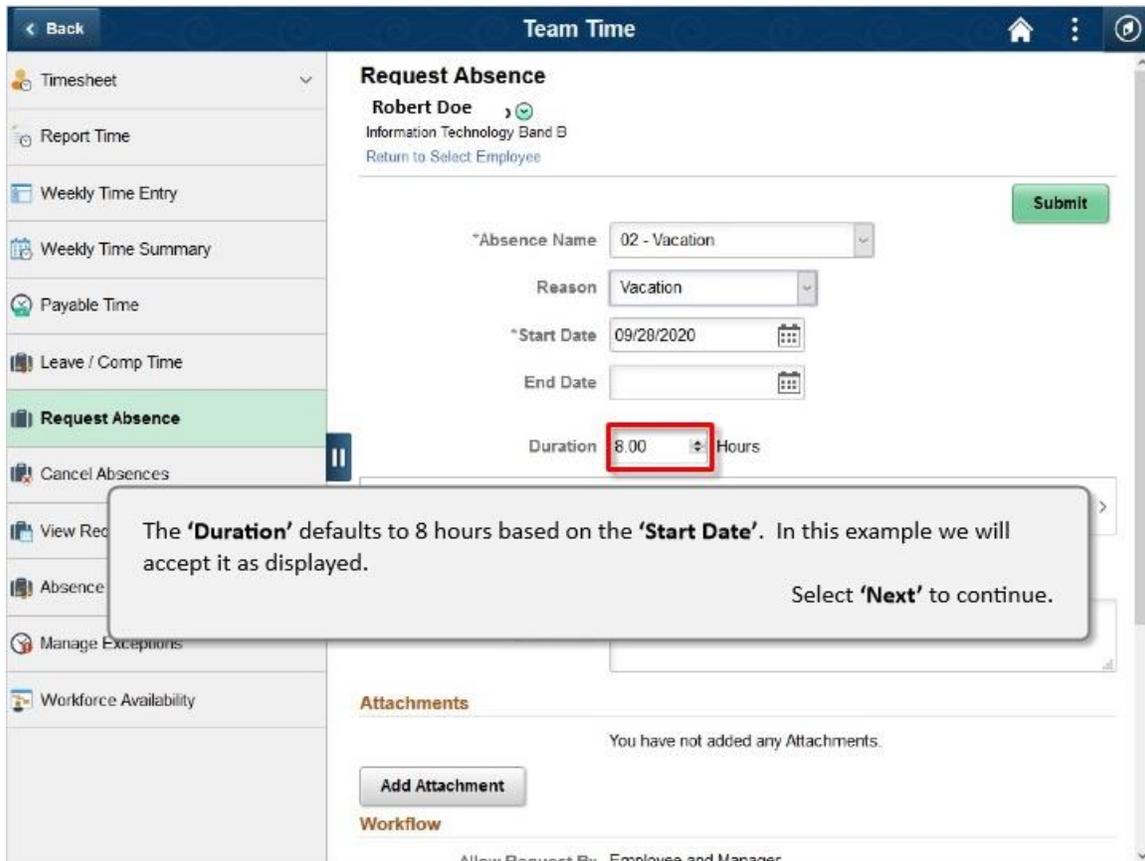
Request Absence
Robert Doe
Information Technology Band 9
Return to Select Employee

*Absence Name: 02 - Vacation
Reason: Vacation
*Start Date: 09/28/2020
End Date:
Duration: 8.00 Hours

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.



Request Absence
Robert Doe
Information Technology Band 9
Return to Select Employee

*Absence Name: 02 - Vacation
Reason: Vacation
*Start Date: 09/28/2020
End Date:
Duration: 8.00 Hours

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

Attachments
You have not added any Attachments.
Add Attachment

Workflow
Allow Request By: Employee and Manager

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

Request Absence
Robert Doe
Information Technology Band 9
Return to Select Employee

Submit

*Absence Name: 02 - Vacation
Reason: Vacation
*Start Date: 09/28/2020
End Date:
Duration: 8.00 Hours

Partial Days: None

Check Eligibility

Comments

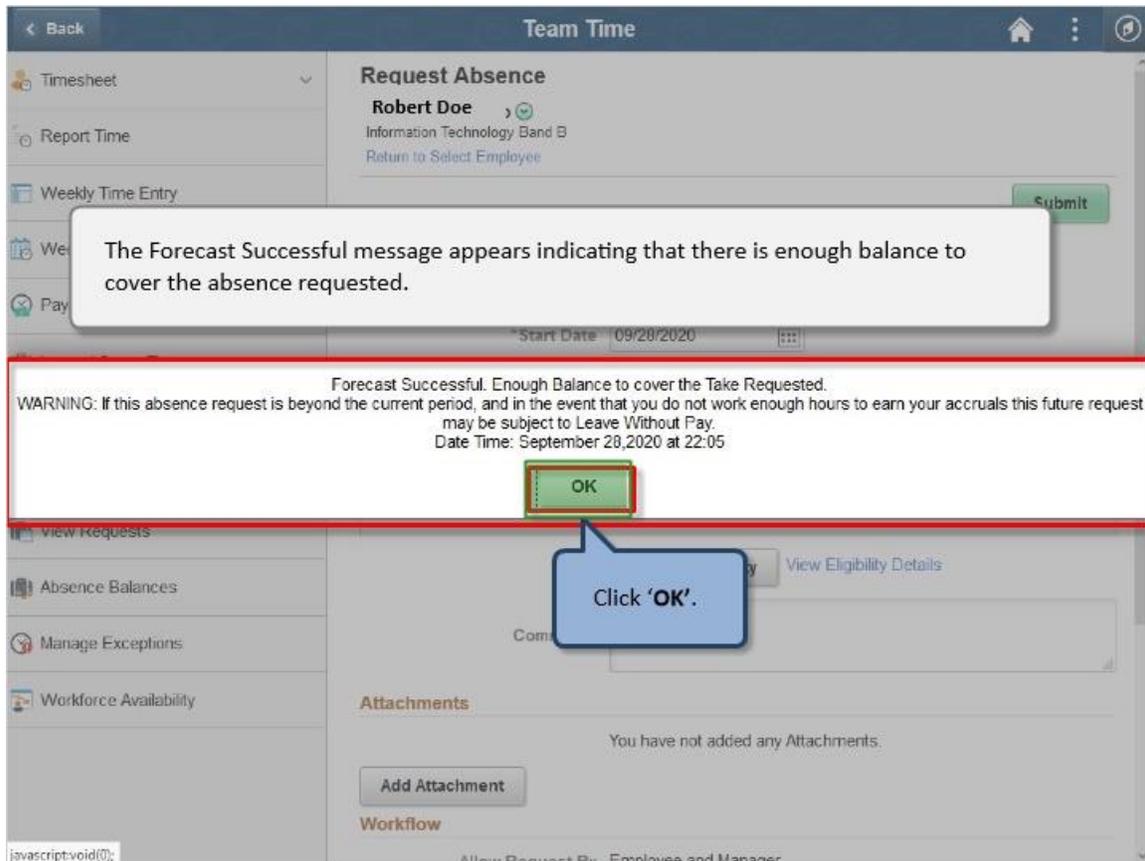
Attachments

Add Attachment

Workflow

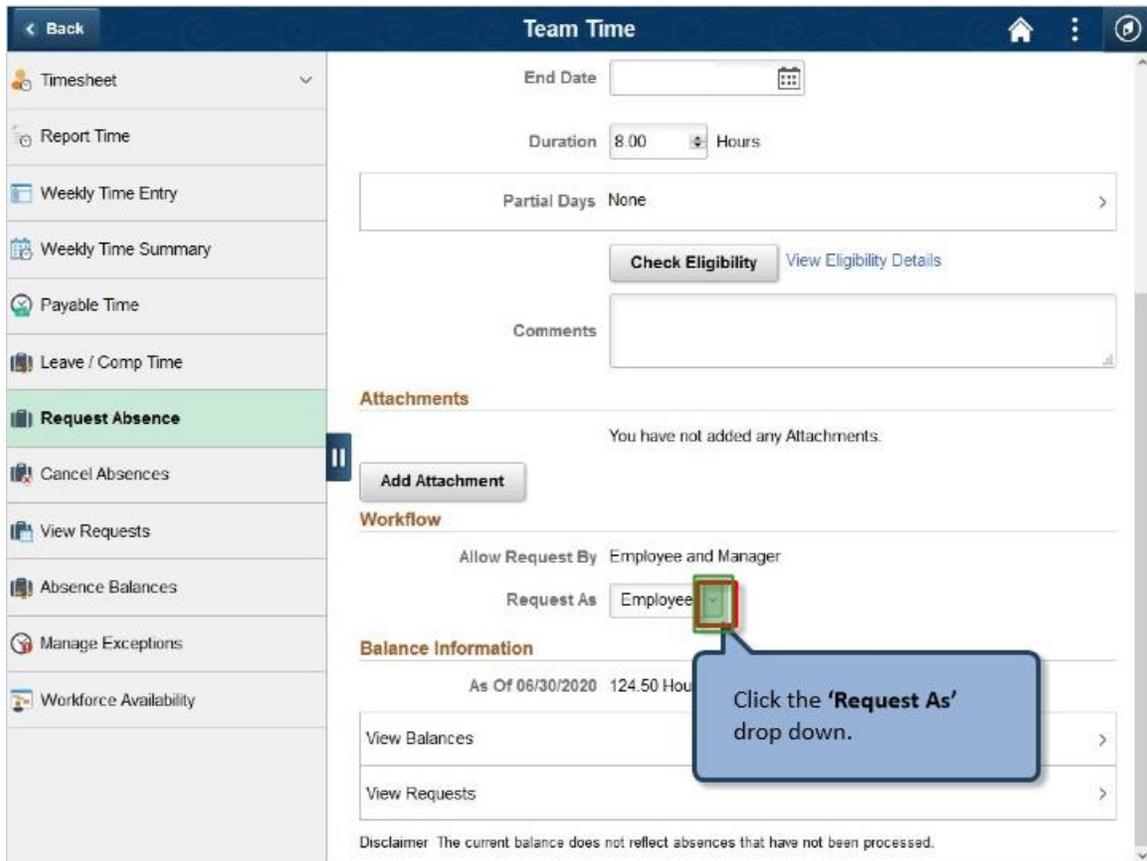
Allow Request By: Employee and Manager

Click the **Check Eligibility** button.

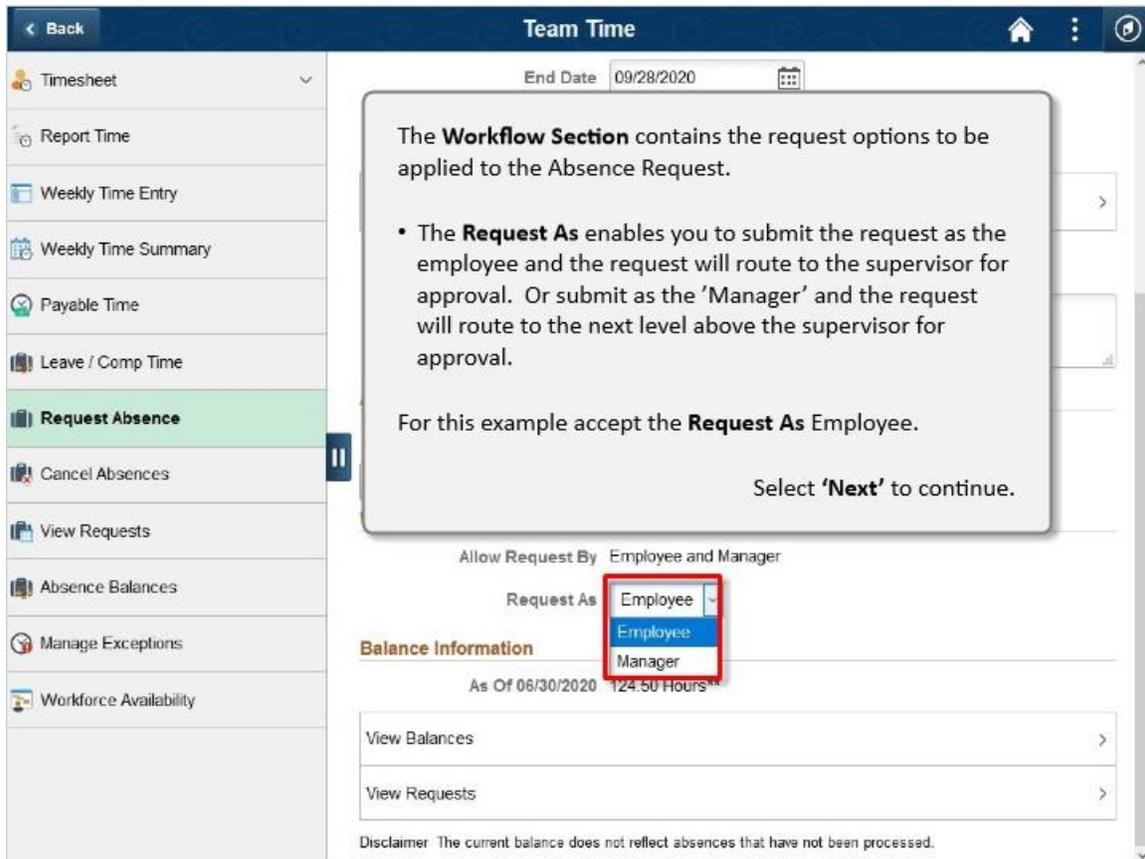


The Forecast Successful message appears indicating that there is enough balance to cover the absence requested.

Click **'OK'**.



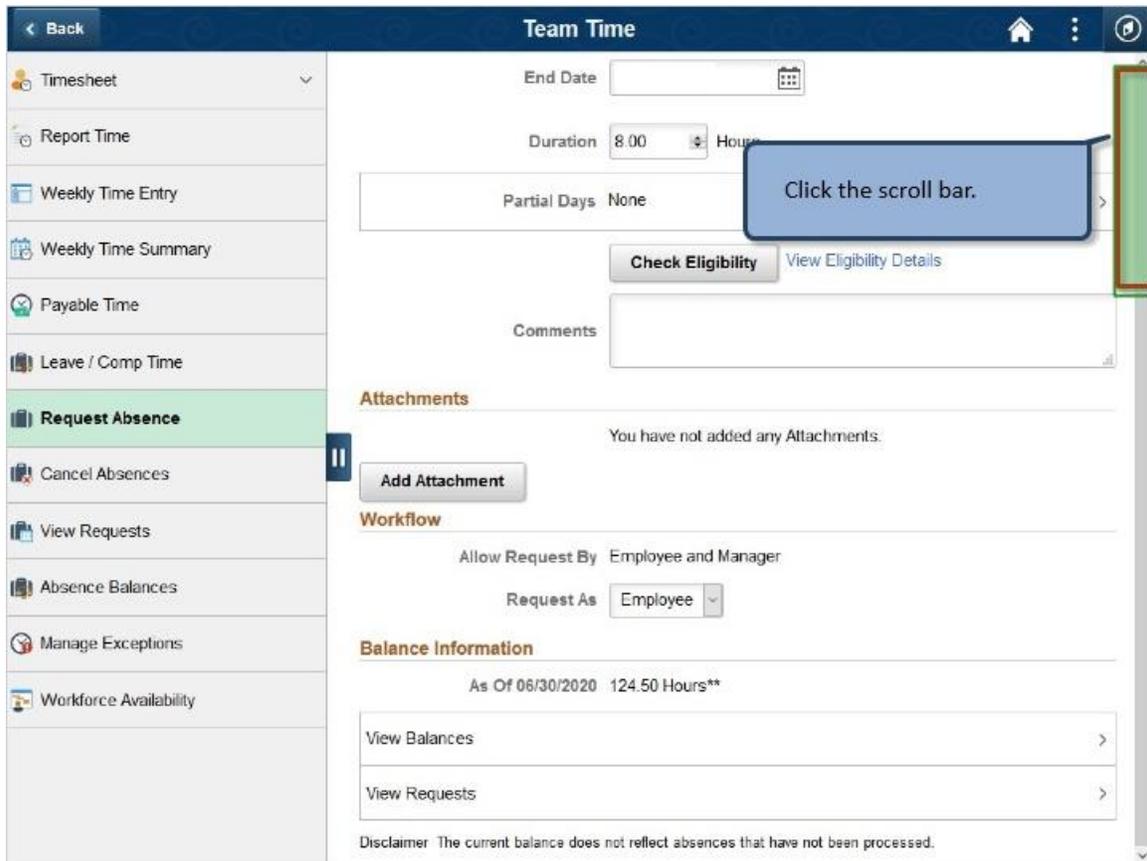
Click the 'Request As' drop down.



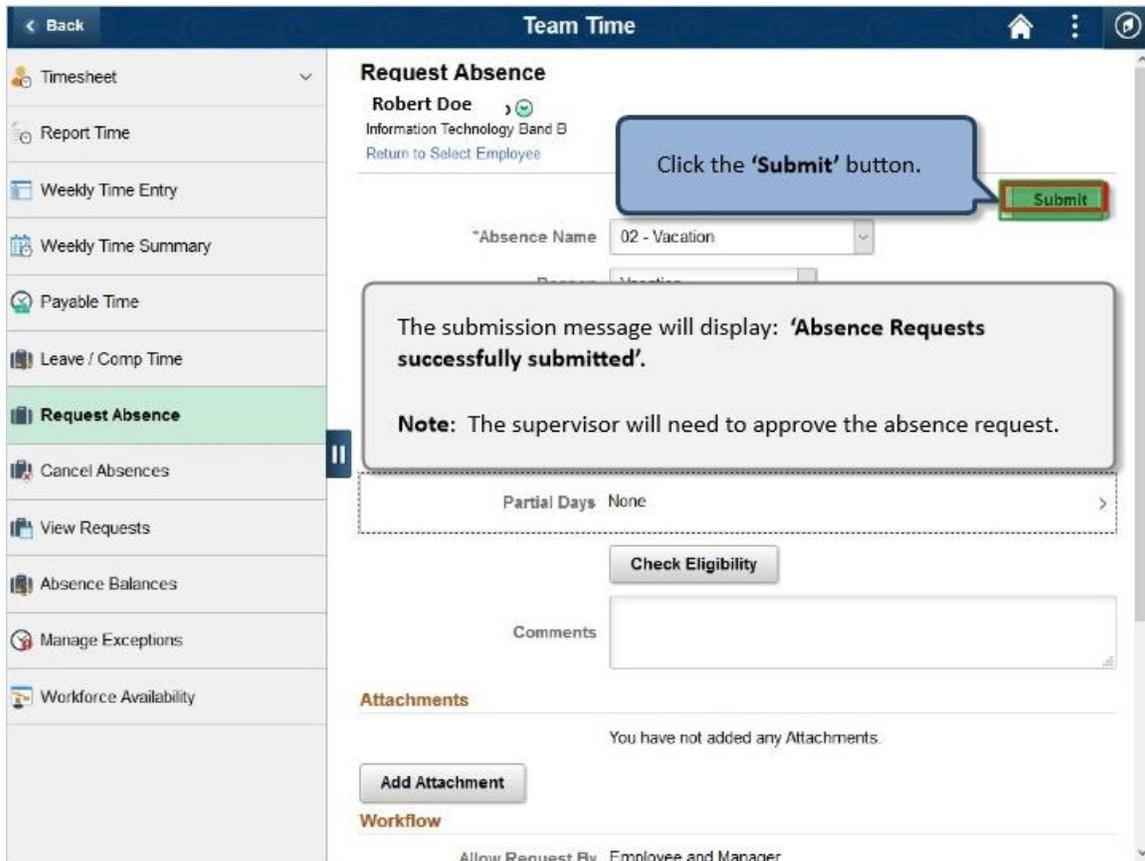
The **Workflow Section** contains the request options to be applied to the Absence Request.

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.



Click the scroll bar



Click the **'Submit'** button.

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

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

 HAWAII Information Portal

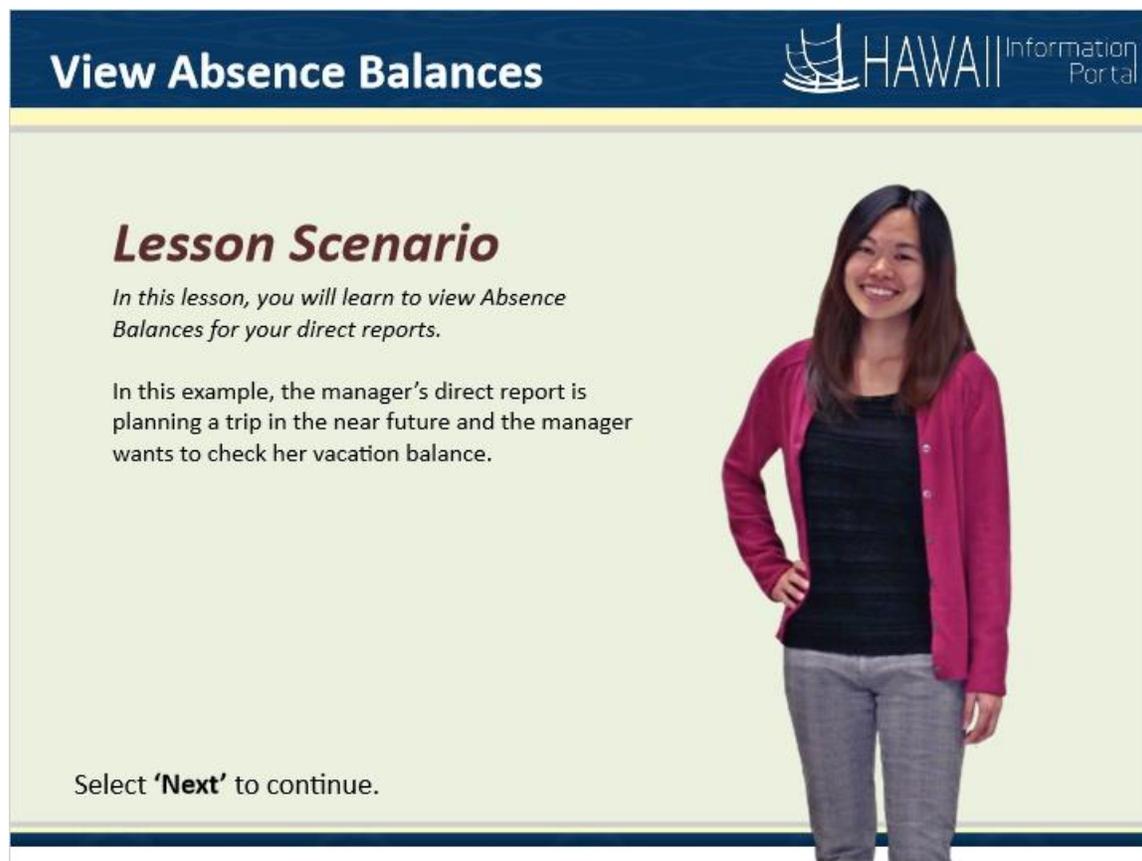


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

View Absence Balances

A screenshot of a presentation slide titled "View Absence Balances" from the Hawaii Information Portal. The slide has a dark blue header with the title and logo. The main content area has a light green background. On the left, the text reads: "Lesson Scenario", "In this lesson, you will learn to view Absence Balances for your direct reports.", and "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." On the right, there is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants. At the bottom left, it says "Select 'Next' to continue." The slide is framed by a dark blue border at the top and bottom.

View Absence Balances

Lesson Scenario

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

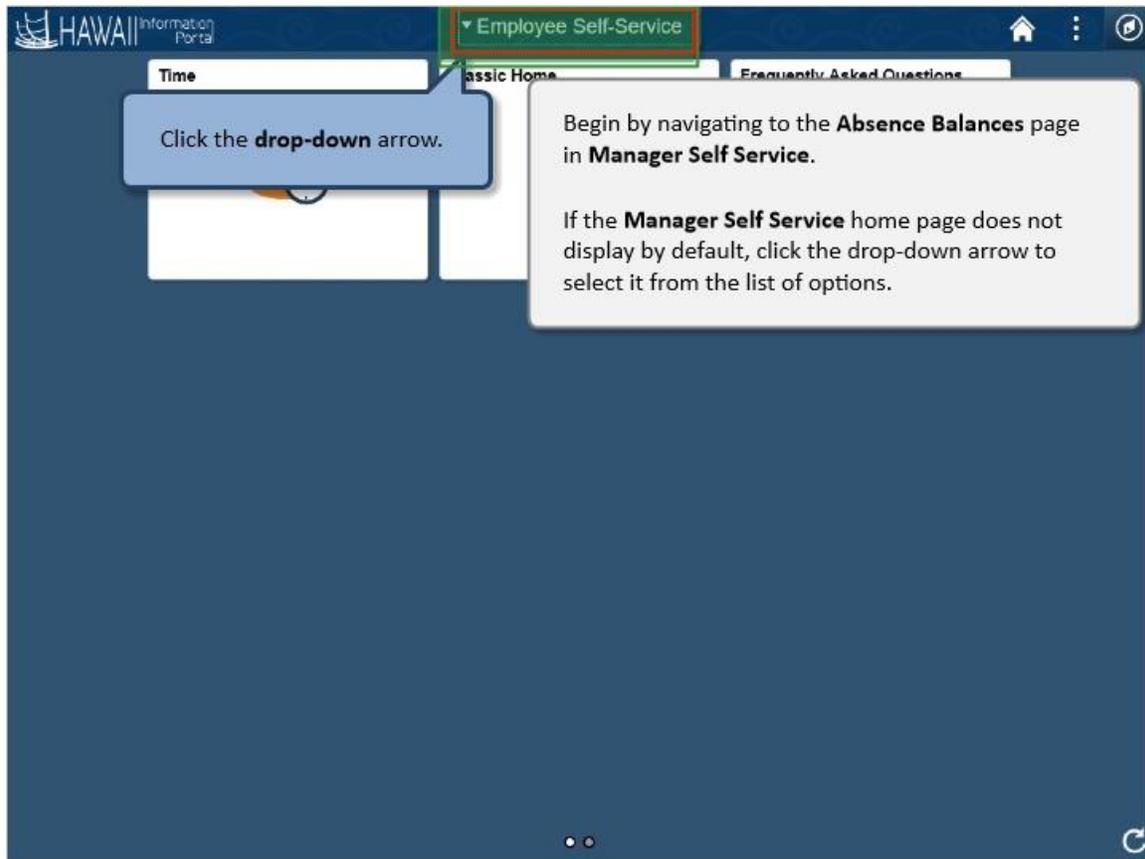
In this example, the manager's direct report is planning a trip in the near future and the manager wants to check her vacation balance.

Select '**Next**' to continue.

Lesson Scenario

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

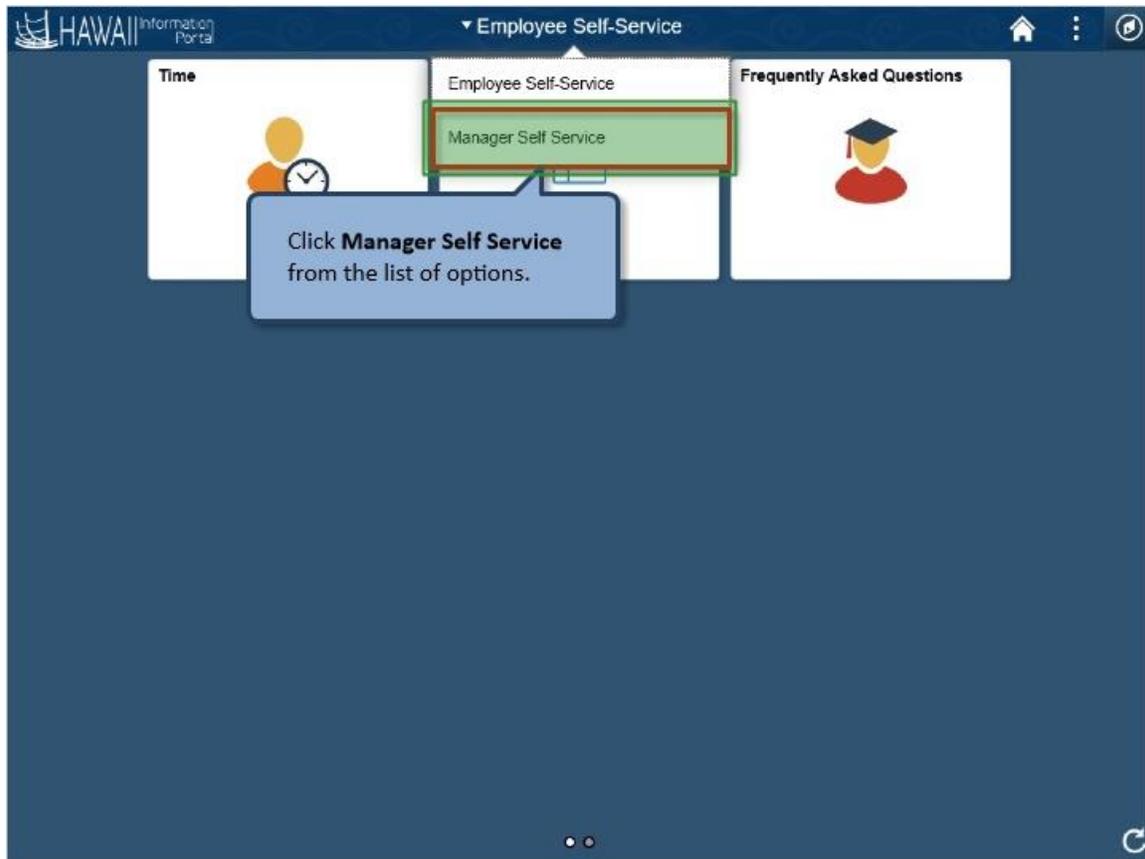
In this example, the manager's direct report is planning a trip in the near future and the manager wants to check her vacation balance.



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.

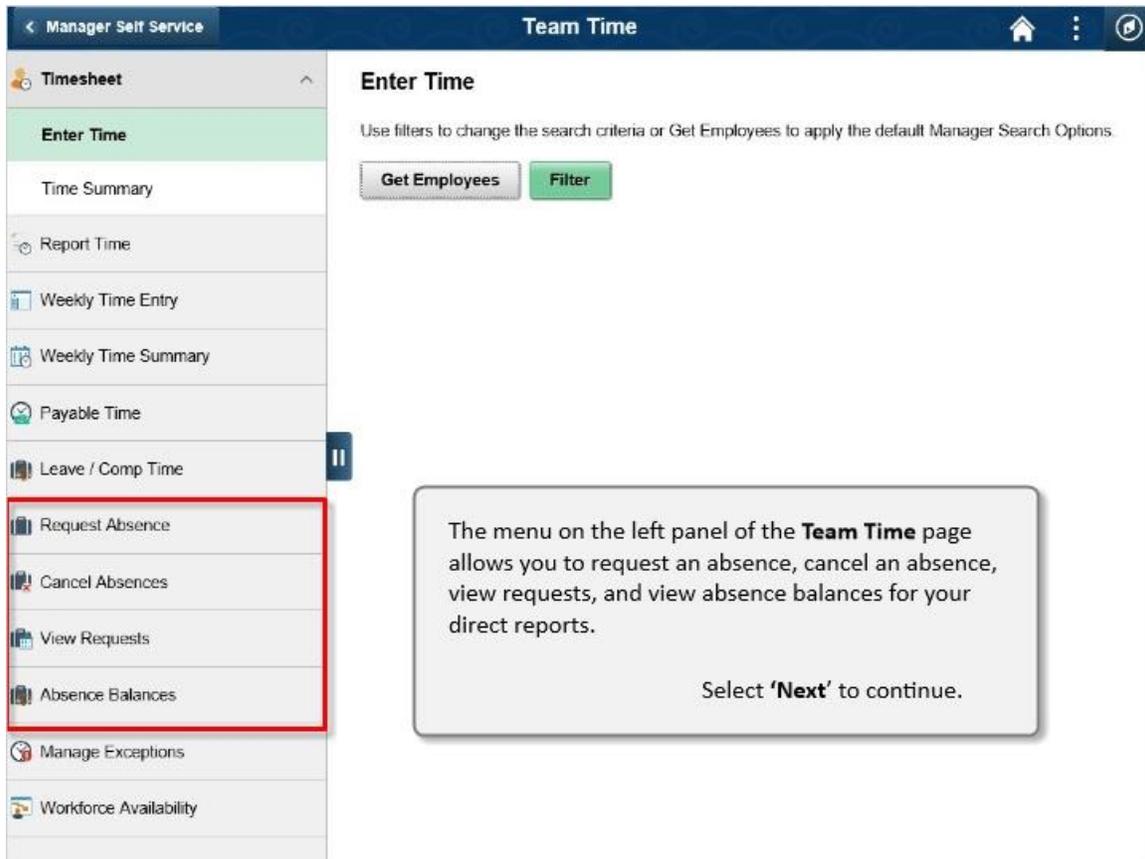
Click the **drop-down** arrow.



Click Manager Self Service from the list of options.



Click the Team Time tile.



The screenshot shows the 'Team Time' page in the 'Manager Self Service' portal. The left sidebar menu is highlighted with a red box, containing the following items: 'Request Absence', 'Cancel Absences', 'View Requests', and 'Absence Balances'. The main content area is titled 'Enter Time' and includes the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are two buttons: 'Get Employees' and 'Filter'. A callout box on the right contains the text: '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.' Below this text is the instruction: 'Select **'Next'** to continue.'

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

Timesheet

- Enter Time
- Time Summary
- Report Time
- Weekly Time Entry
- Weekly Time Summary
- Payable Time
- Leave / Comp Time
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances**
- Manage Exceptions
- Workforce Availability

Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

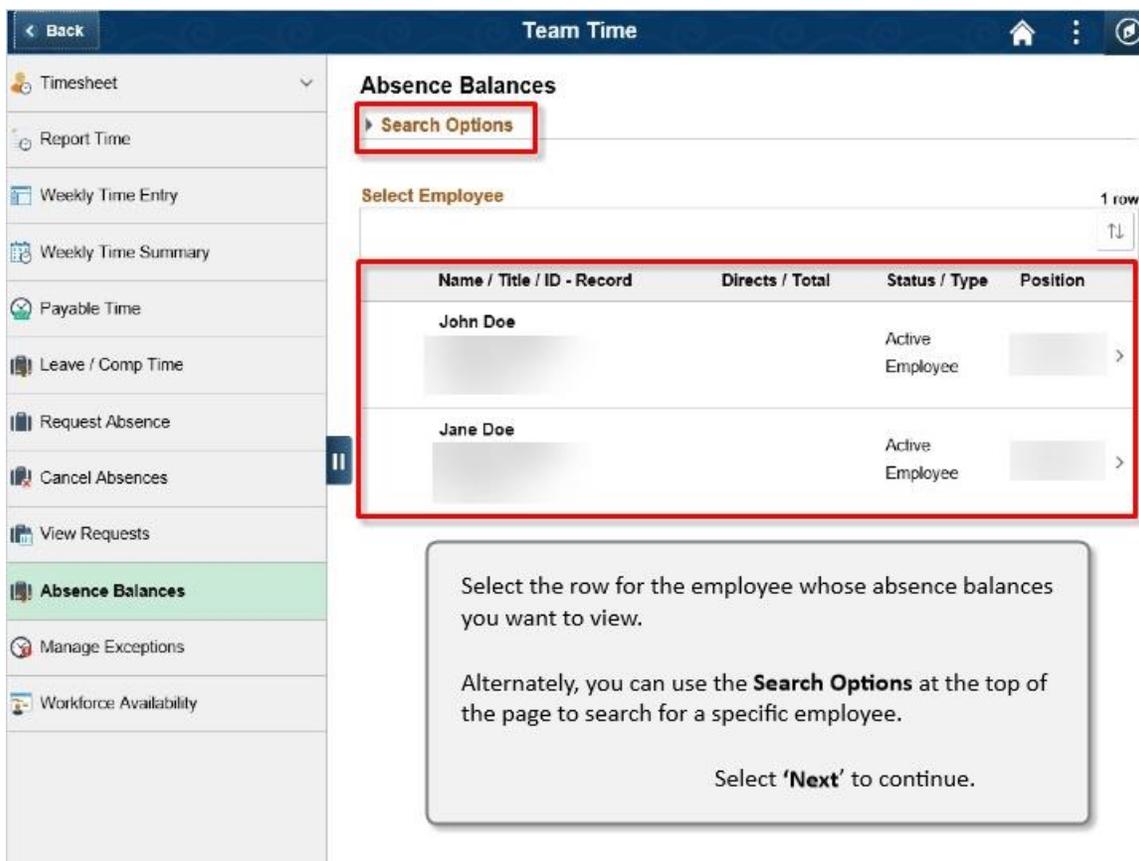
Get Employees Filter

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

Click the **Absence Balances** button.

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

Click the Absence Balances button.



Absence Balances

Search Options

Select Employee

Name / Title / ID - Record	Directs / Total	Status / Type	Position
John Doe		Active Employee	
Jane Doe		Active Employee	

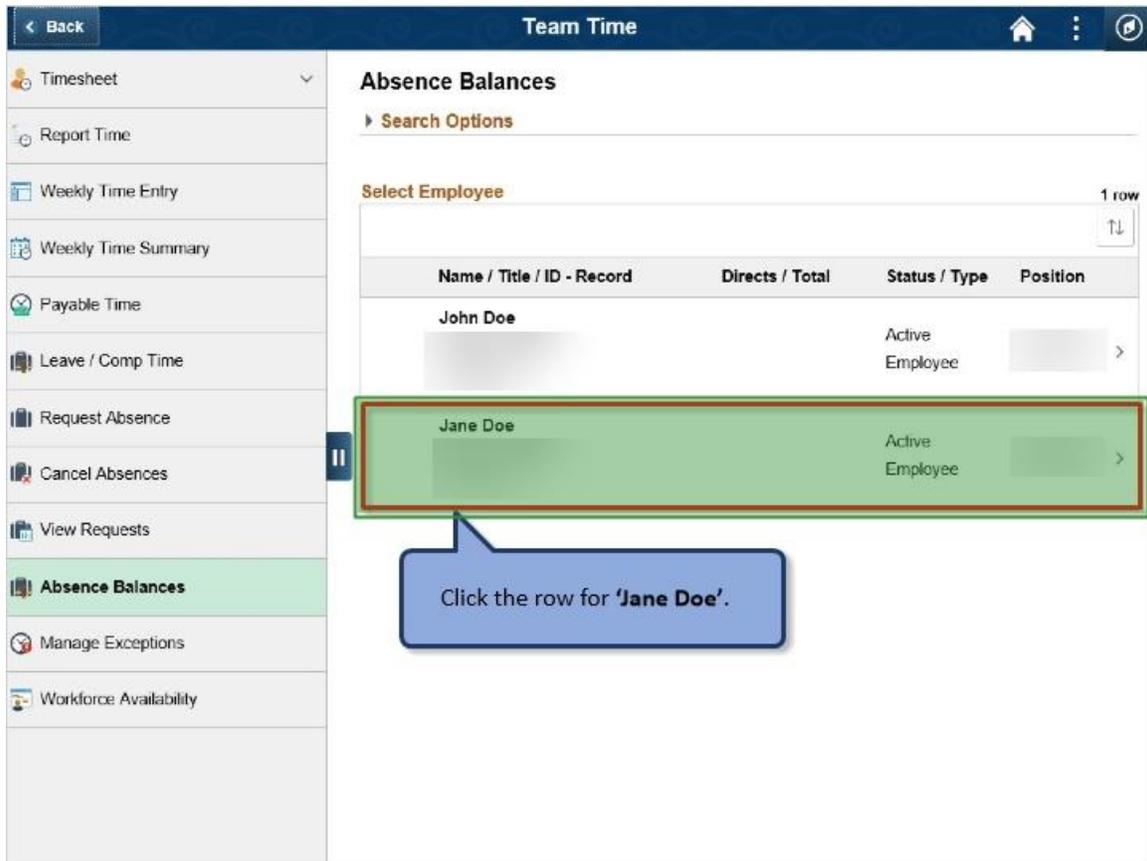
Select the row for the employee whose absence balances you want to view.

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

Select **'Next'** to continue.

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

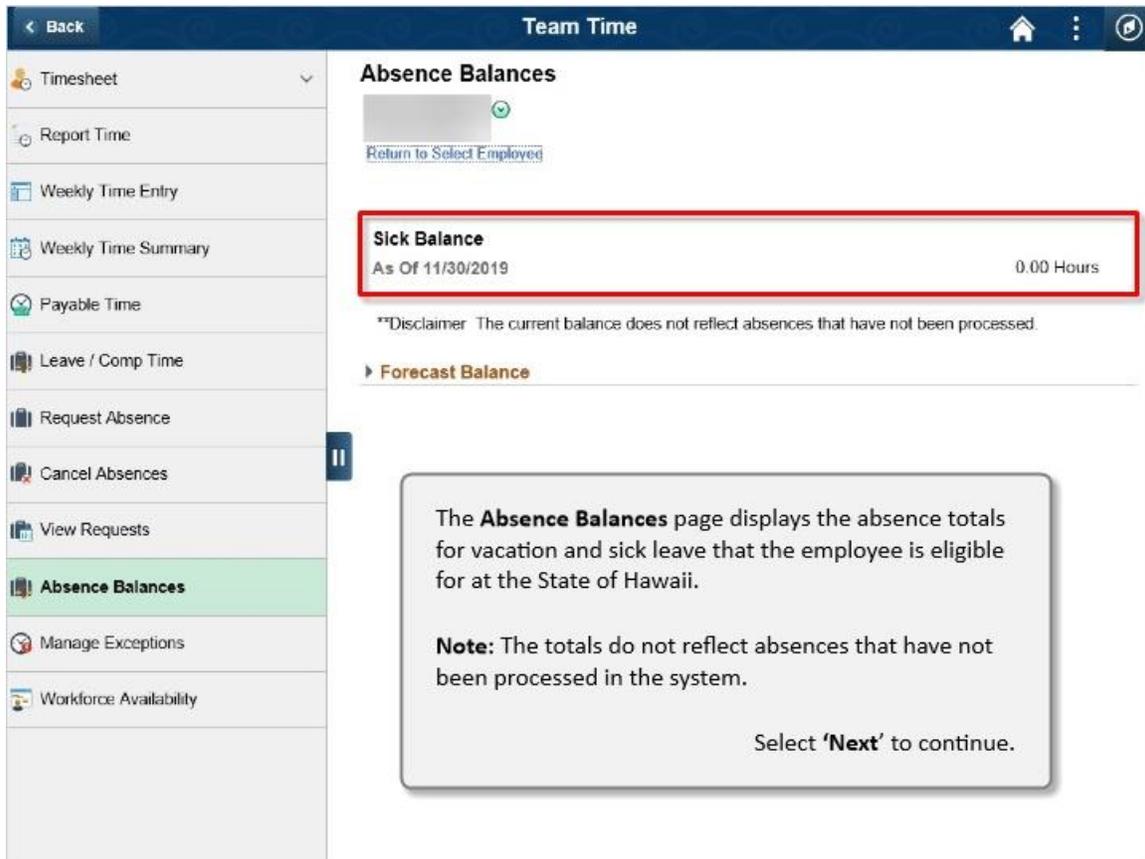
Alternately, you can use the **Search Options** at the top of the page to search for a specific employee.



The screenshot shows the 'Team Time' interface. On the left is a navigation menu with options like 'Timesheet', 'Report Time', 'Weekly Time Entry', 'Weekly Time Summary', 'Payable Time', 'Leave / Comp Time', 'Request Absence', 'Cancel Absences', 'View Requests', 'Absence Balances' (highlighted), 'Manage Exceptions', and 'Workforce Availability'. The main content area is titled 'Absence Balances' and includes a 'Search Options' section. Below that is a table with the heading 'Select Employee' and '1 row'. The table has columns for 'Name / Title / ID - Record', 'Directs / Total', 'Status / Type', and 'Position'. Two rows are visible: 'John Doe' and 'Jane Doe'. The 'Jane Doe' row is highlighted with a green border. A blue callout box points to the 'Jane Doe' row with the text 'Click the row for 'Jane Doe'.'

Name / Title / ID - Record	Directs / Total	Status / Type	Position
John Doe		Active Employee	
Jane Doe		Active Employee	

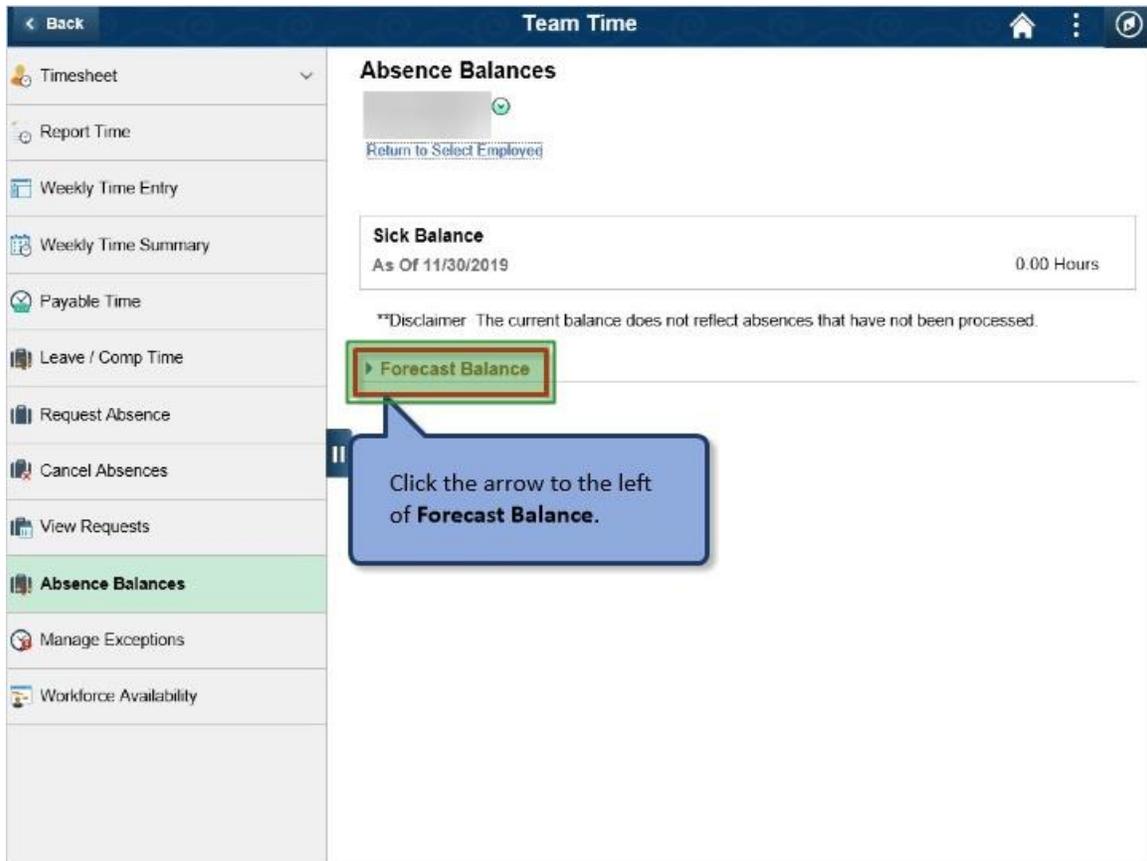
Click the row for **'Jane Doe'**.



The screenshot shows the 'Team Time' interface. On the left is a sidebar with a list of navigation items: Timesheet, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave / Comp Time, Request Absence, Cancel Absences, View Requests, **Absence Balances** (highlighted), Manage Exceptions, and Workforce Availability. The main content area is titled 'Absence Balances' and includes a 'Return to Select Employee' link. A red box highlights the 'Sick Balance' section, which shows 'As Of 11/30/2019' and '0.00 Hours'. Below this is a disclaimer: '**Disclaimer The current balance does not reflect absences that have not been processed.' A 'Forecast Balance' section is partially visible. A callout box contains the following text: '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. Select **'Next'** to continue.'

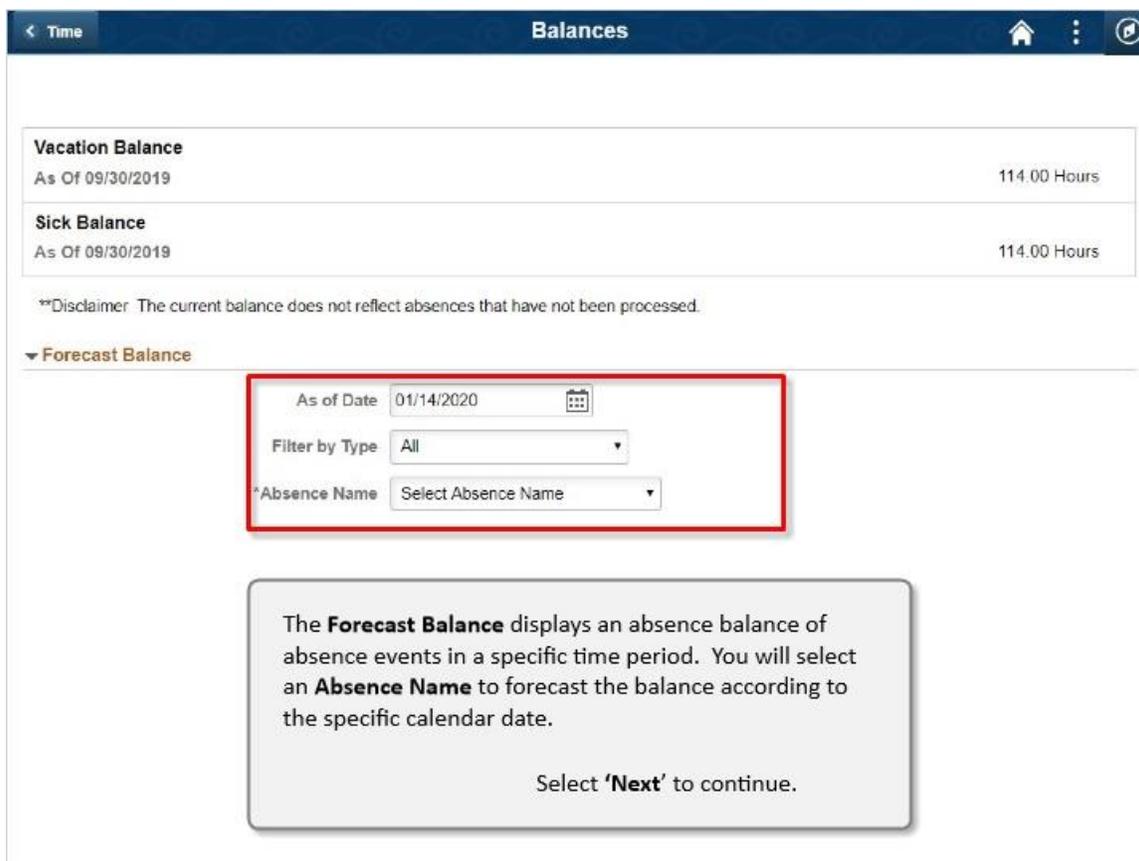
The **Absence Balances** page displays the absence totals for vacation and sick leave that the employee is eligible for at the State of Hawaii.

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



The screenshot shows the 'Team Time' interface. On the left is a sidebar with a list of menu items: Timesheet, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave / Comp Time, Request Absence, Cancel Absences, View Requests, **Absence Balances** (highlighted), Manage Exceptions, and Workforce Availability. The main content area is titled 'Absence Balances' and shows a summary for an employee (represented by a grey box). Below this, there is a 'Sick Balance' section showing 'As Of 11/30/2019' with a balance of '0.00 Hours'. A disclaimer states: '**Disclaimer The current balance does not reflect absences that have not been processed.' Below the disclaimer is a link for 'Forecast Balance' which has a small right-pointing arrow to its left. This link is enclosed in a red rectangular box. A blue callout box with a white border and a pointer to the arrow contains the text: 'Click the arrow to the left of Forecast Balance.'

Click the arrow to the left of **Forecast Balance**.



Vacation Balance
As Of 09/30/2019 114.00 Hours

Sick Balance
As Of 09/30/2019 114.00 Hours

**Disclaimer: The current balance does not reflect absences that have not been processed.

▼ **Forecast Balance**

As of Date: 01/14/2020

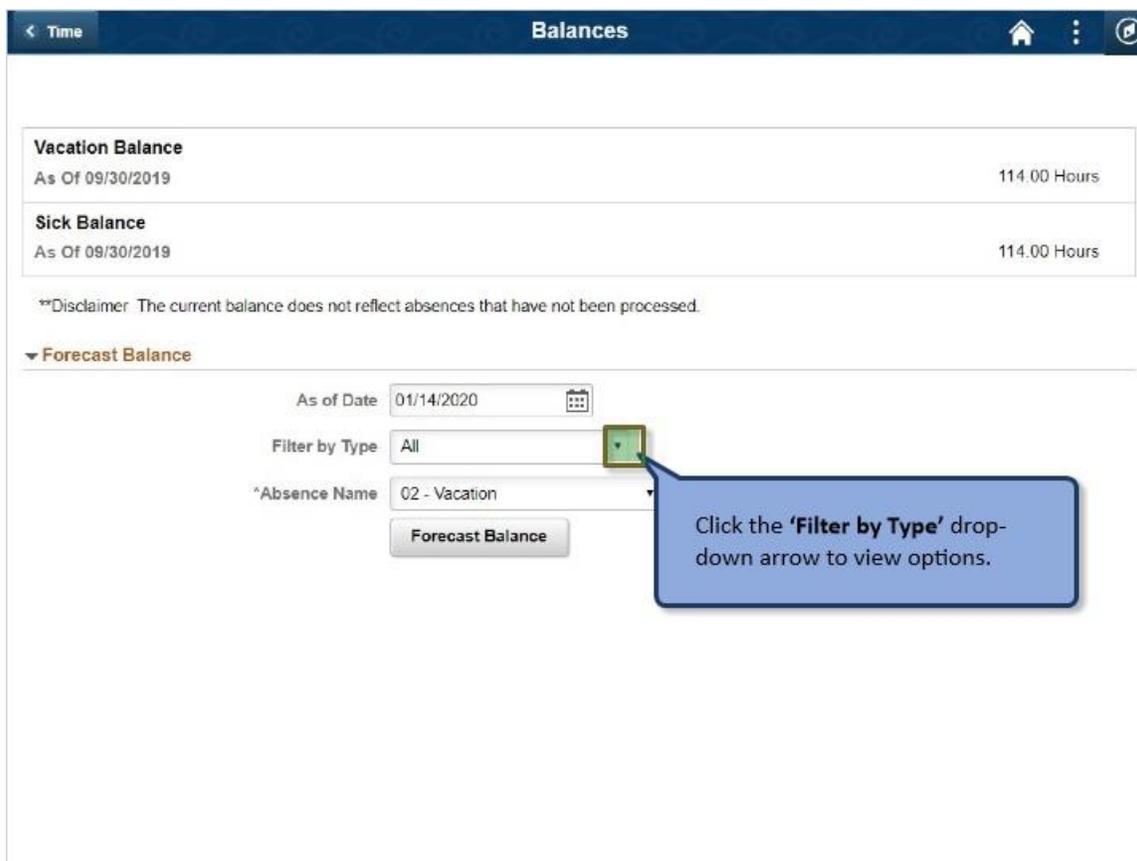
Filter by Type: All

*Absence Name: Select Absence Name

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

Select **'Next'** to continue.

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



Vacation Balance
As Of 09/30/2019 114.00 Hours

Sick Balance
As Of 09/30/2019 114.00 Hours

**Disclaimer: The current balance does not reflect absences that have not been processed.

▼ **Forecast Balance**

As of Date: 01/14/2020

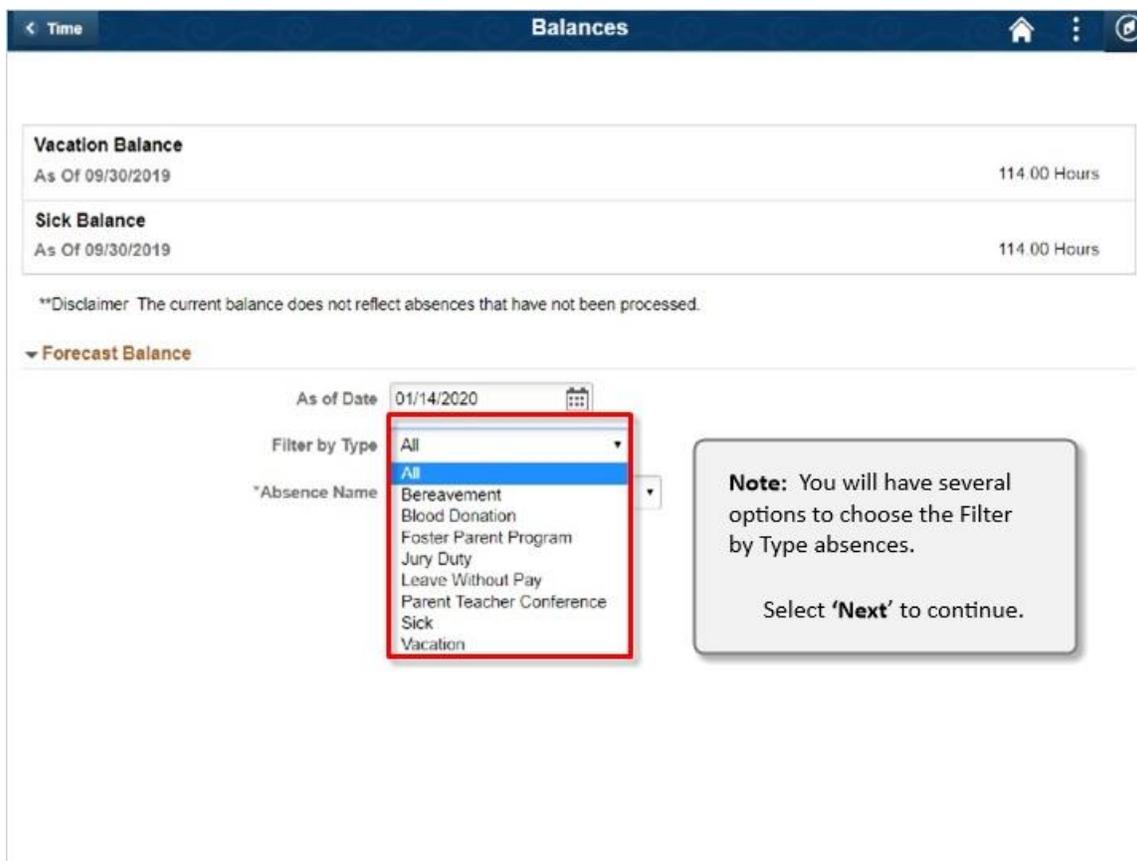
Filter by Type: All

*Absence Name: 02 - Vacation

Forecast Balance

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

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



Vacation Balance
As Of 09/30/2019 114.00 Hours

Sick Balance
As Of 09/30/2019 114.00 Hours

**Disclaimer: The current balance does not reflect absences that have not been processed.

Forecast Balance

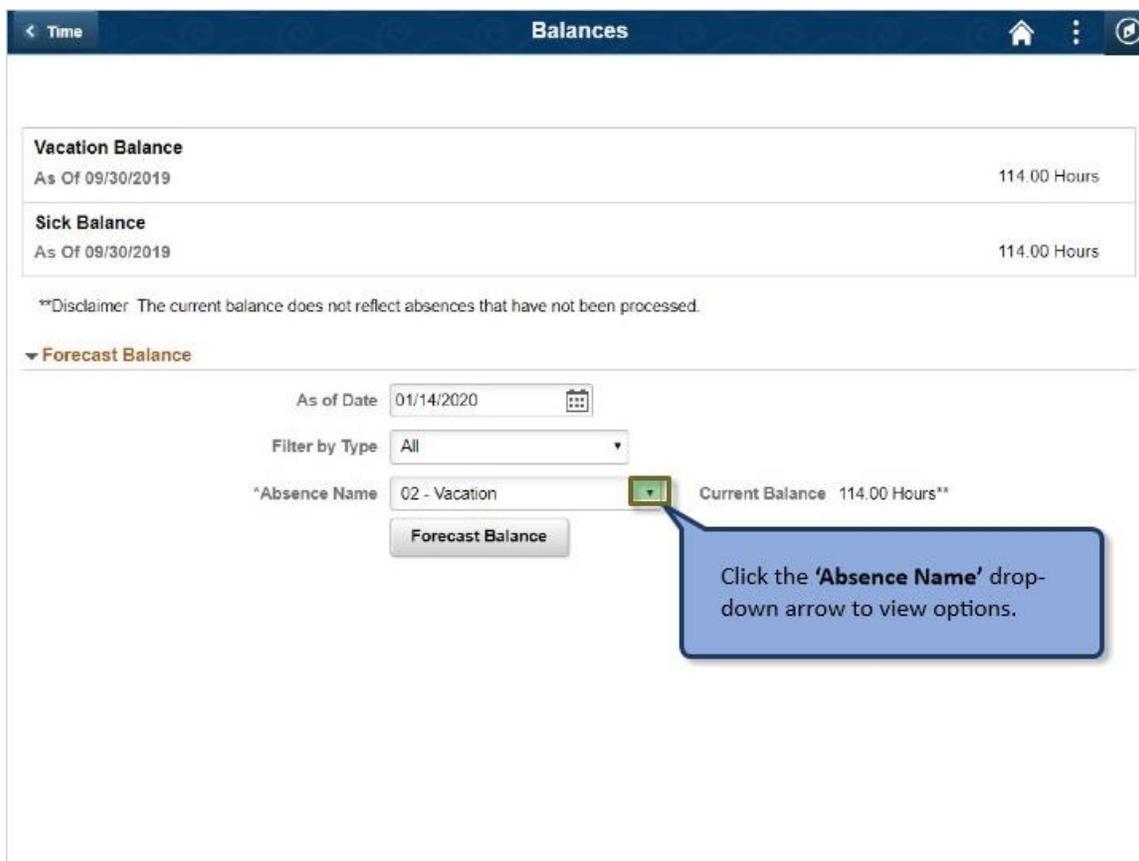
As of Date: 01/14/2020

Filter by Type: All

*Absence Name: Bereavement, Blood Donation, Foster Parent Program, Jury Duty, Leave Without Pay, Parent Teacher Conference, Sick, Vacation

Note: You will have several 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.



Vacation Balance
As Of 09/30/2019 114.00 Hours

Sick Balance
As Of 09/30/2019 114.00 Hours

**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

*Absence Name: 02 - Vacation Current Balance: 114.00 Hours**

Forecast Balance

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

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

Time **Balances**

Vacation Balance As Of 09/30/2019	114.00 Hours
Sick Balance As Of 09/30/2019	114.00 Hours

**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

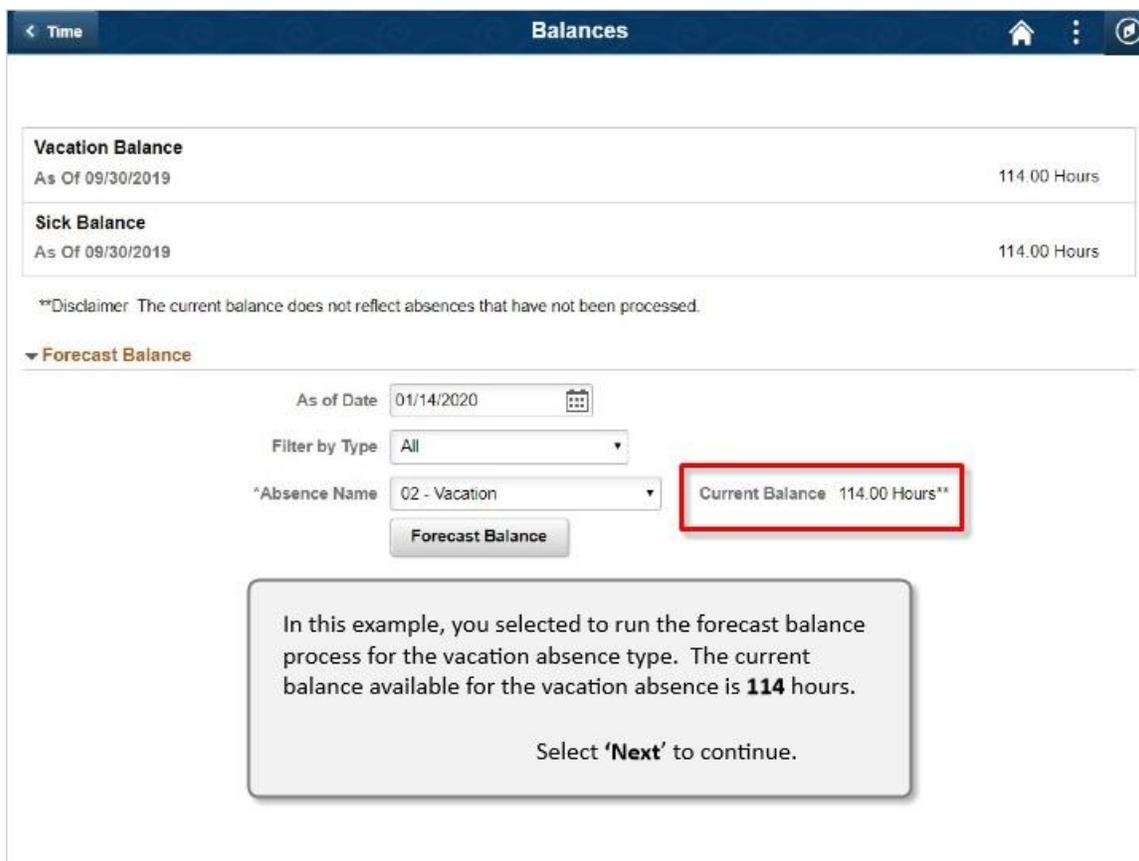
*Absence Name: **Select Absence Name**

- 01 - Sick Leave
- 02 - Vacation
- 03 - Leave Without Pay
- 04 - Jury Duty
- 05 - Parent Teacher Conference
- 08 - Bereavement
- 07 - Blood Donation
- 08 - Foster Parent Crt Hearing
- Select Absence Name

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

Select **'Next'** to continue.

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



Vacation Balance
As Of 09/30/2019 114.00 Hours

Sick Balance
As Of 09/30/2019 114.00 Hours

**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

*Absence Name: 02 - Vacation

Forecast Balance

Current Balance 114.00 Hours**

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.

Select **'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.

 **HAWAII** Information Portal



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Working with Delegations

A presentation slide titled "Working with Delegations" with the Hawaii Information Portal logo in the top right. The slide has a light green background and contains the following text:

Lesson Scenario

In this lesson, you will learn how to:

1. Delegate Approvals
2. Accept Delegations

Select **'Next'** to continue.

A photograph of a woman with long dark hair, wearing a pink cardigan over a black top and grey pants, standing with her hands on her hips and smiling.

Lesson Scenario

In this lesson, you will learn how to:

1. Delegate Approvals
2. Accept a Delegation



 HAWAII Information Portal

Delegate Approvals

Accept Delegations

Select any button above to learn more!

Select **'Next'** to continue.

Delegate Approvals
Accept Delegations

Delegate Approvals

Delegate Approvals

 HAWAII Information Portal

Delegate Approvals

Lesson Scenario

In this lesson, you will learn to 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 the **Resource** section of the LMS or also available on HIP support portal.
<https://ags.hawaii.gov/hip/files/2020/09/Delegation-Guide.pdf> as well the SOPP for delegation information.

Select **'Next'** to continue.

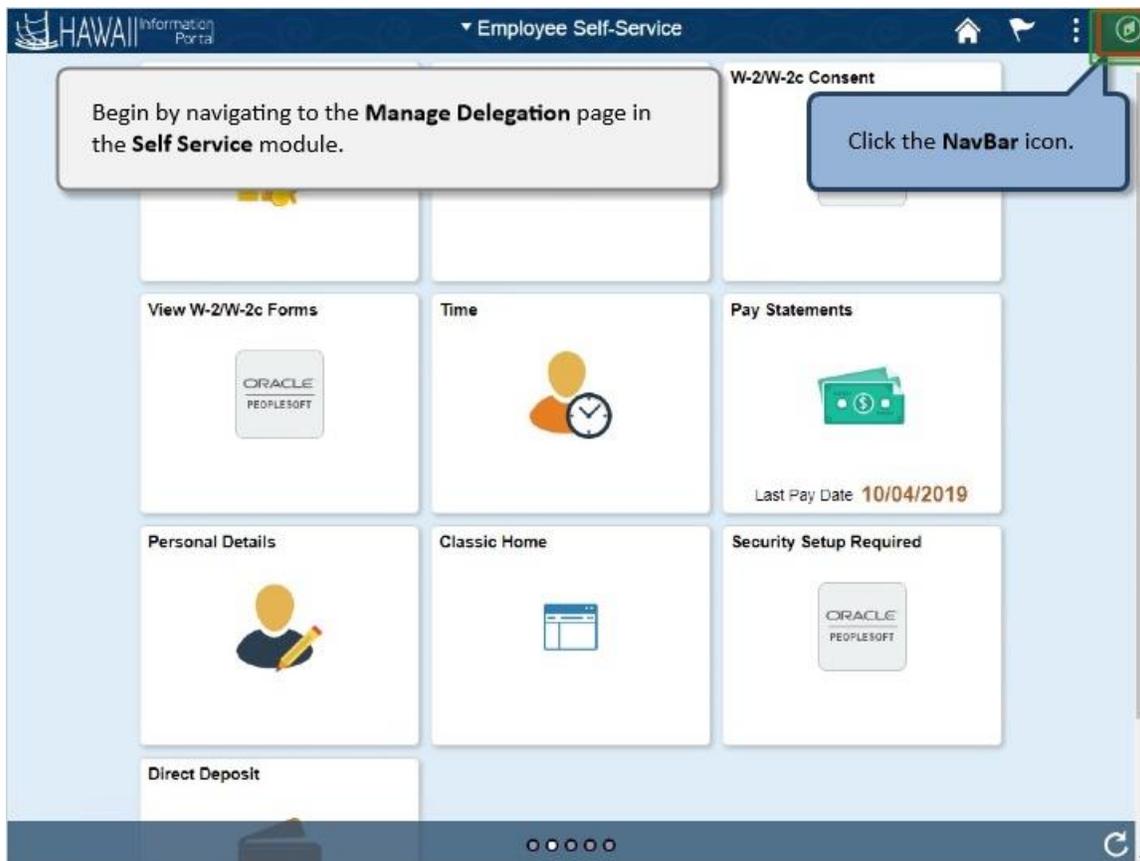


Approvers can delegate the approval of time, overtime requests, and absence approval requests to a proxy.

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.

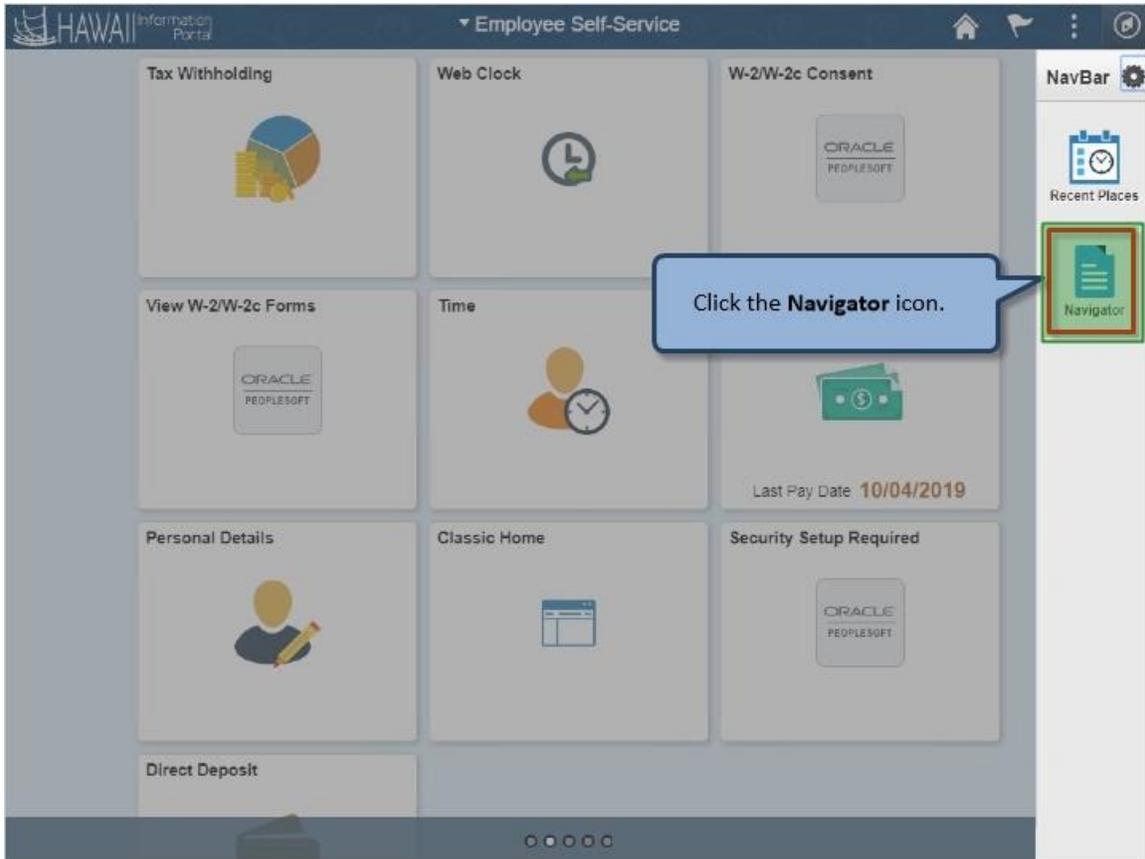
Note: Please review the delegation scenario guide posted in Resource section of the LMS or also available on HIP support portal.

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

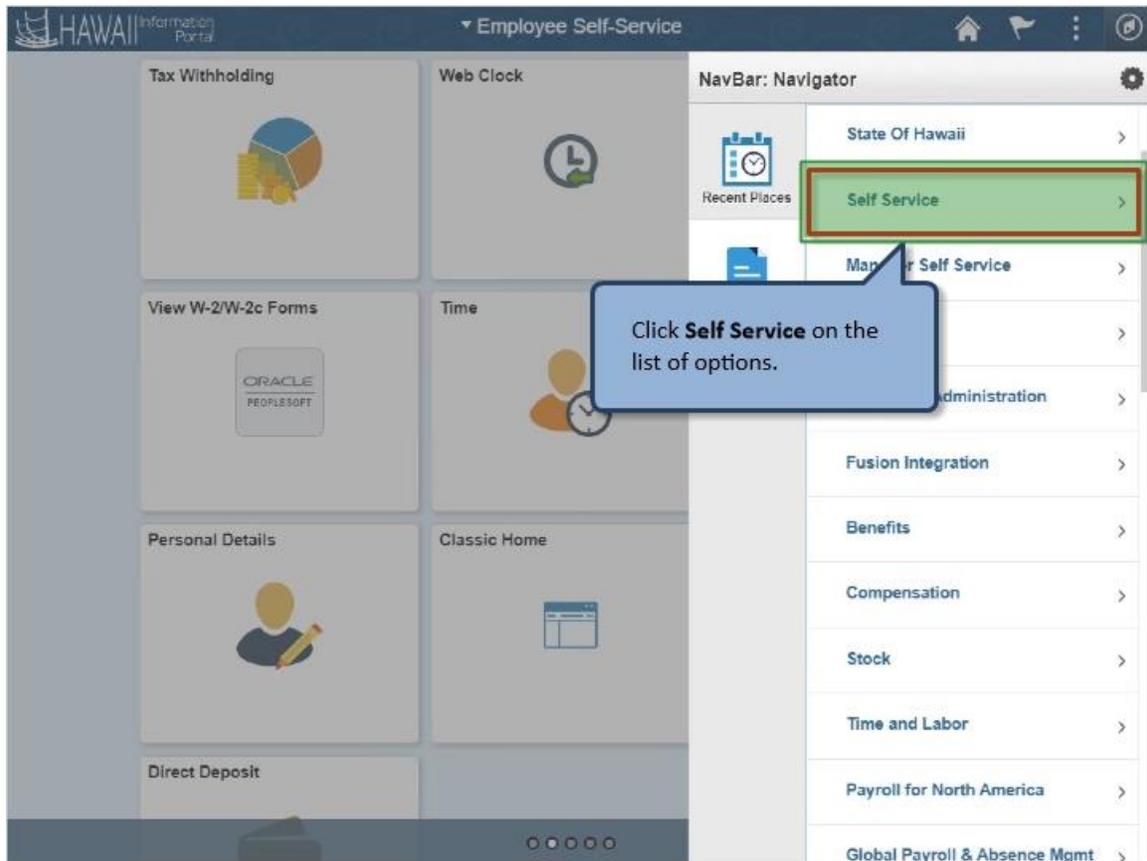


Begin by navigating to the **Manage Delegation** page in the **Self Service** module.

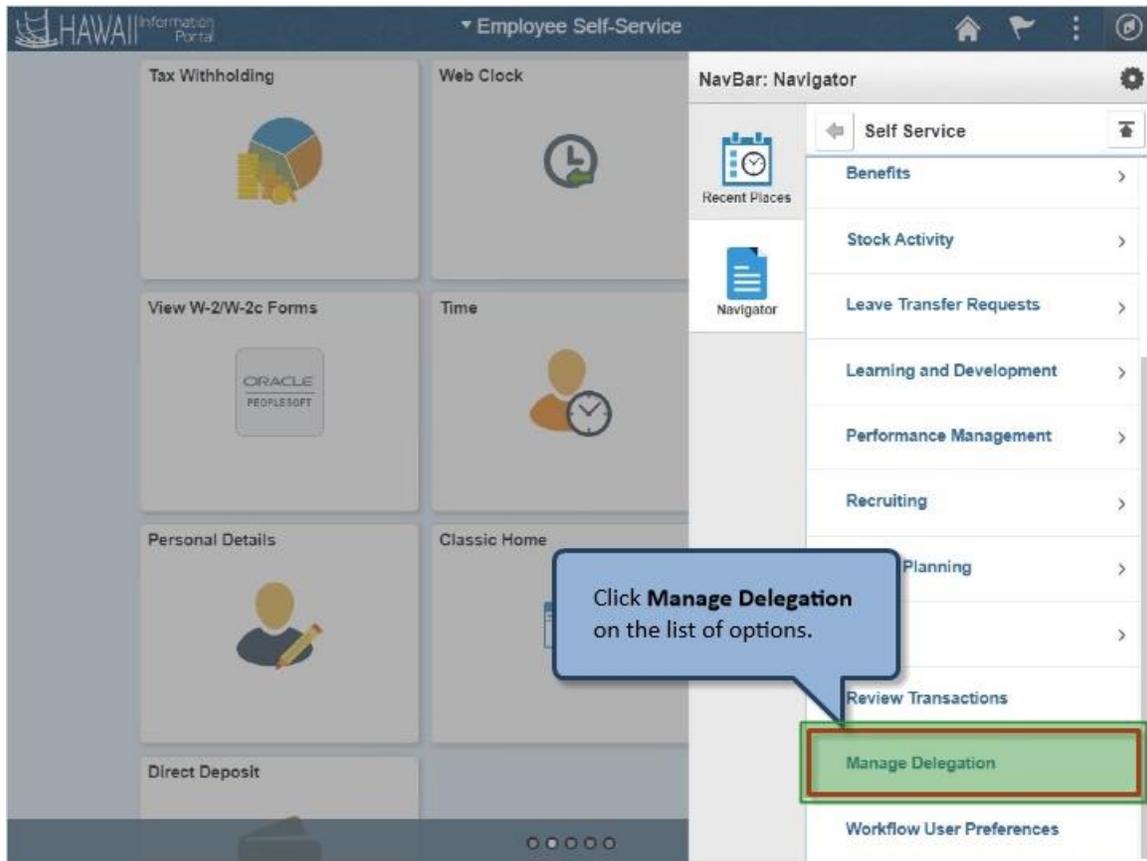
Click the **NavBar** icon.



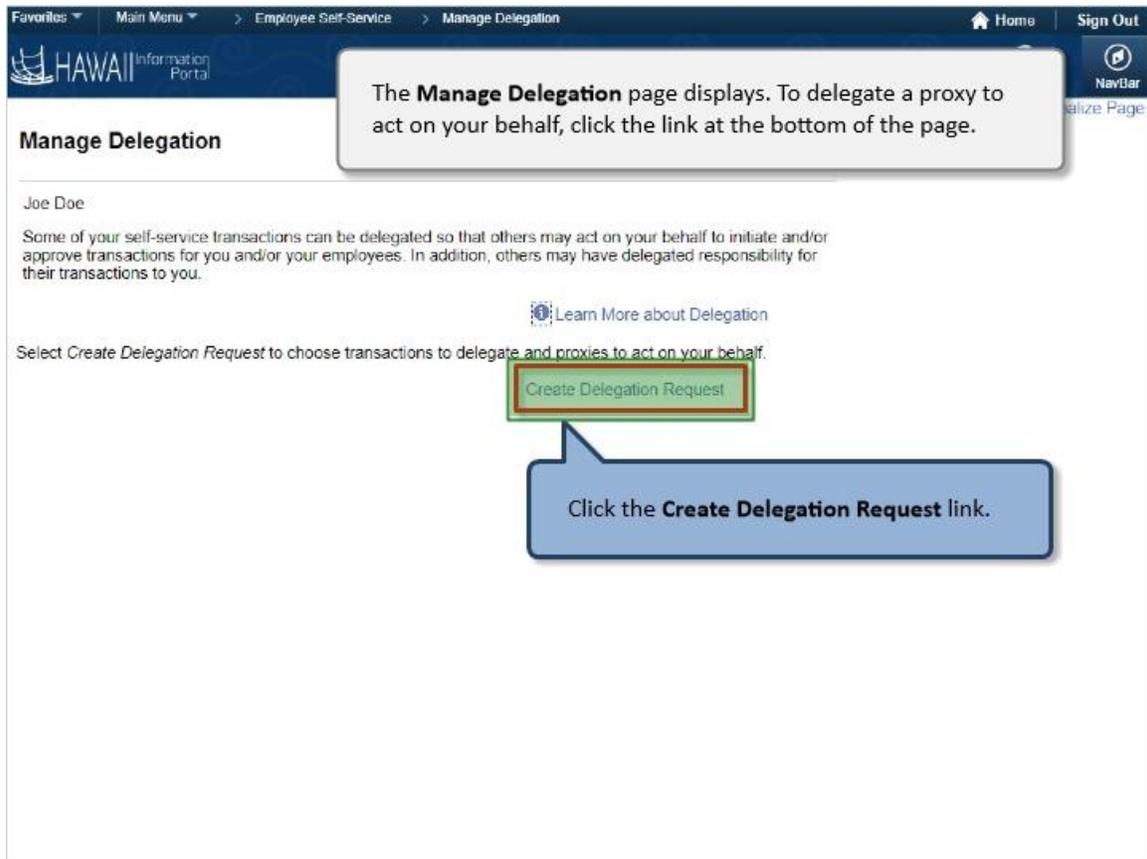
Click the **Navigator** icon.



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

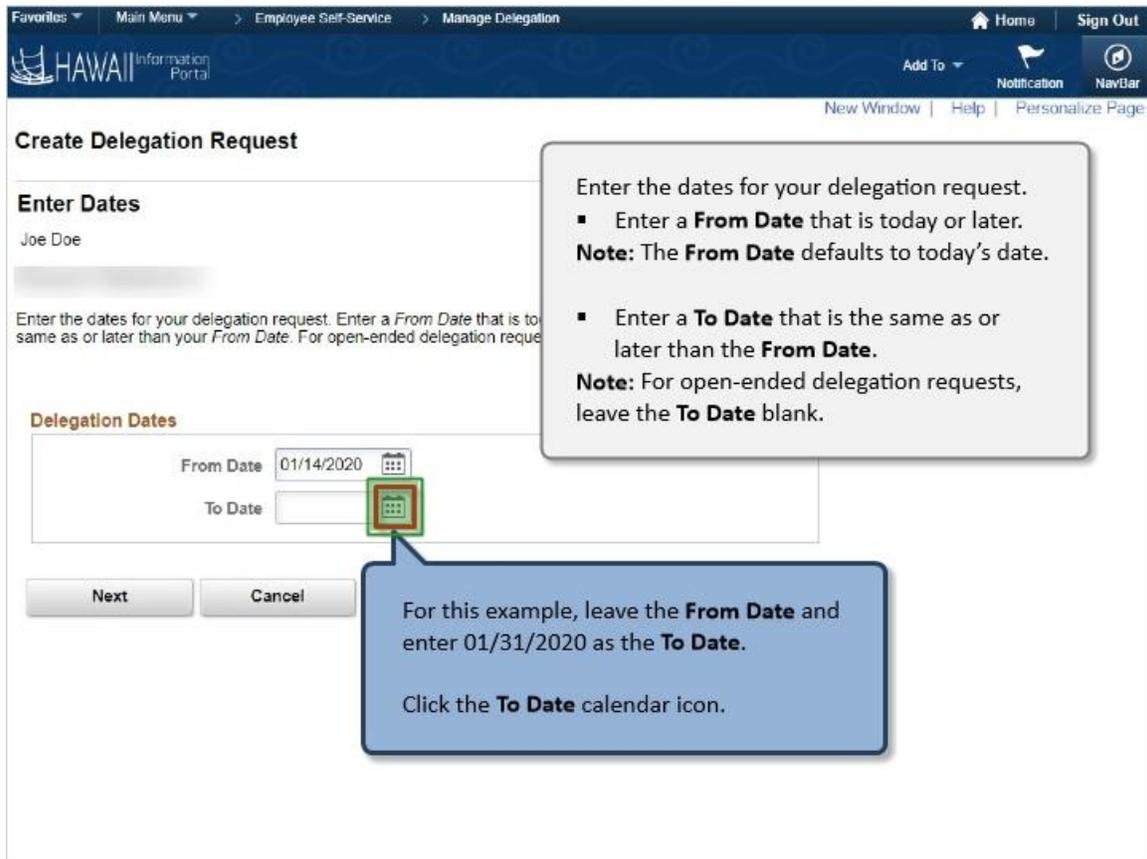


Click **Manage Delegation** on the list of options.



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.



Create Delegation Request

Enter Dates
Joe Doe

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

Delegation Dates

From Date 01/14/2020
To Date

Next Cancel

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.

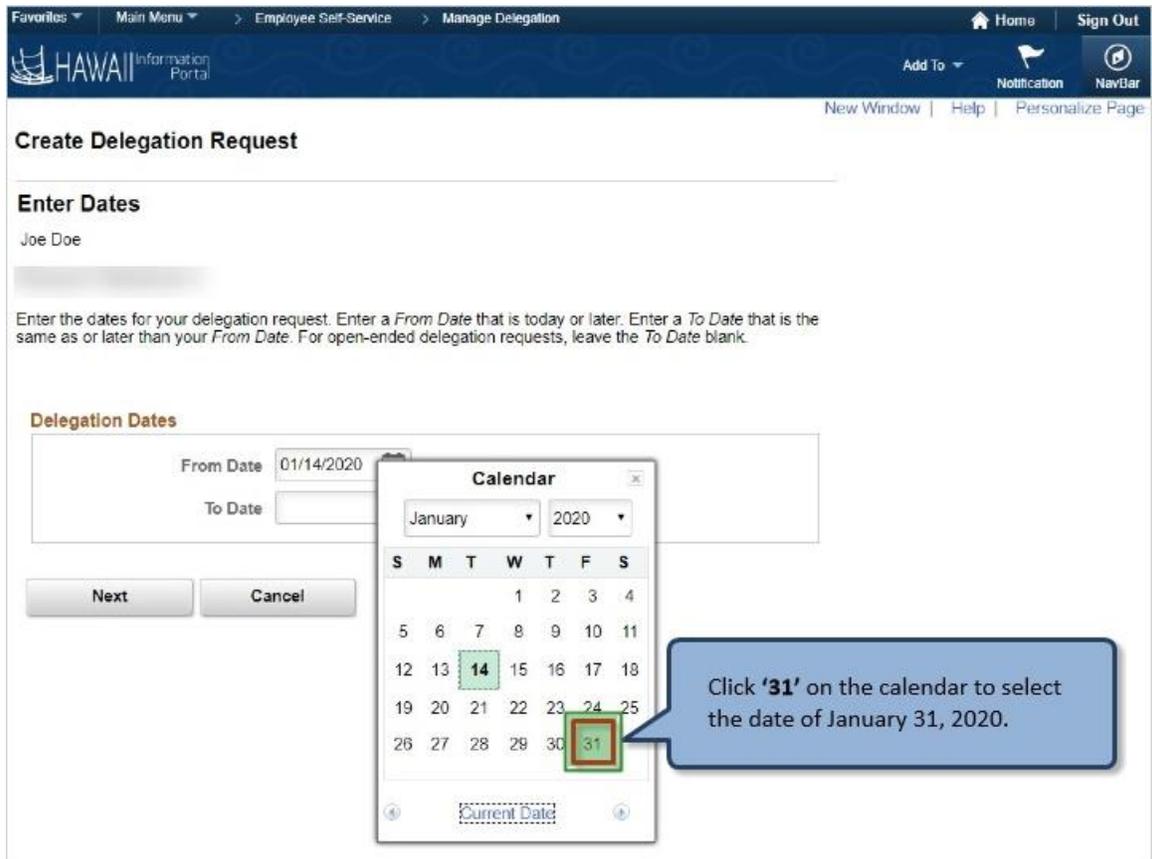
For this example, leave the **From Date** and enter 01/31/2020 as the **To Date**.
Click the **To Date** calendar icon.

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.



Create Delegation Request

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

From Date: 01/14/2020
To Date:

Next Cancel

Calendar
January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Current Date

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

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

Favorites ▾ Main Menu ▾ > Employee Self-Service > Manage Delegation Home Sign Out

HAWAII Information Portal Add To ▾ Notification NavBar

New Window | Help | Personalize Page

Create Delegation Request

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.

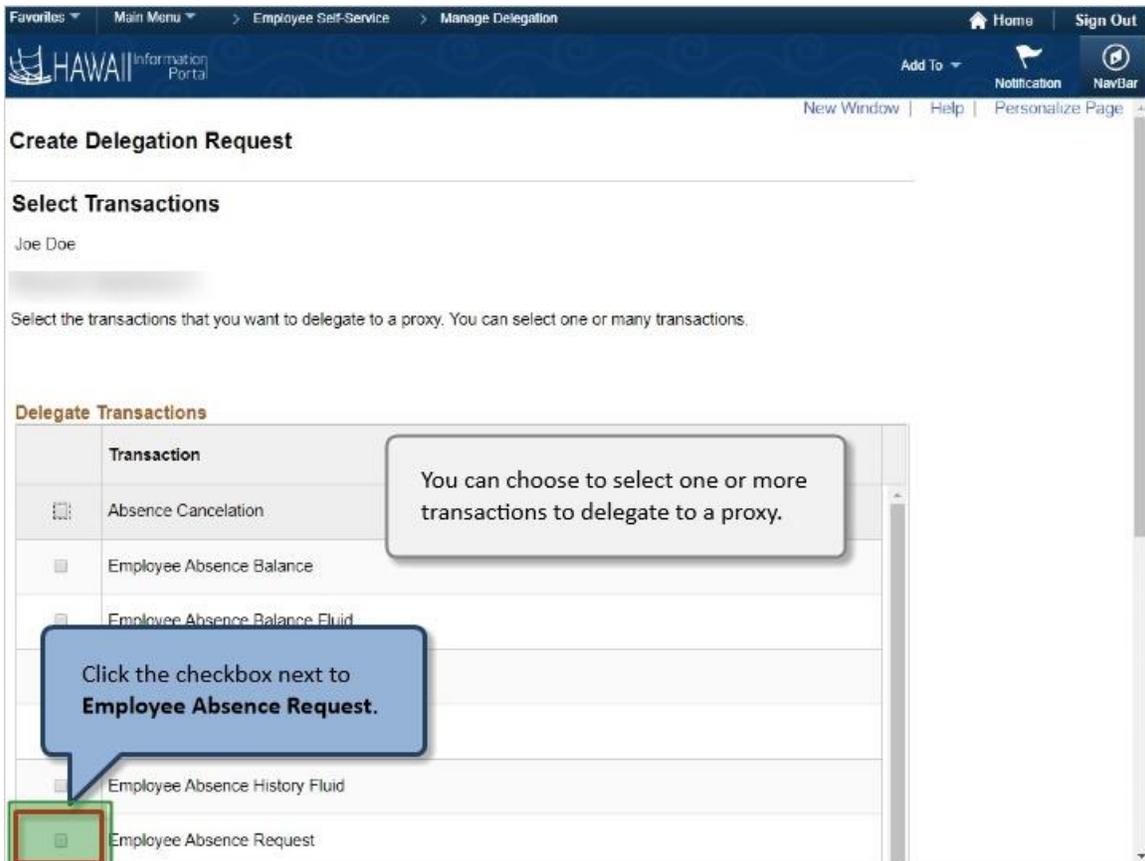
Delegation Dates

From Date	01/14/2020	
To Date	01/31/2020	

Next Cancel

Click the **Next** button.

Click the **Next** button.



Create Delegation Request

Select Transactions

Joe Doe

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

Delegate Transactions

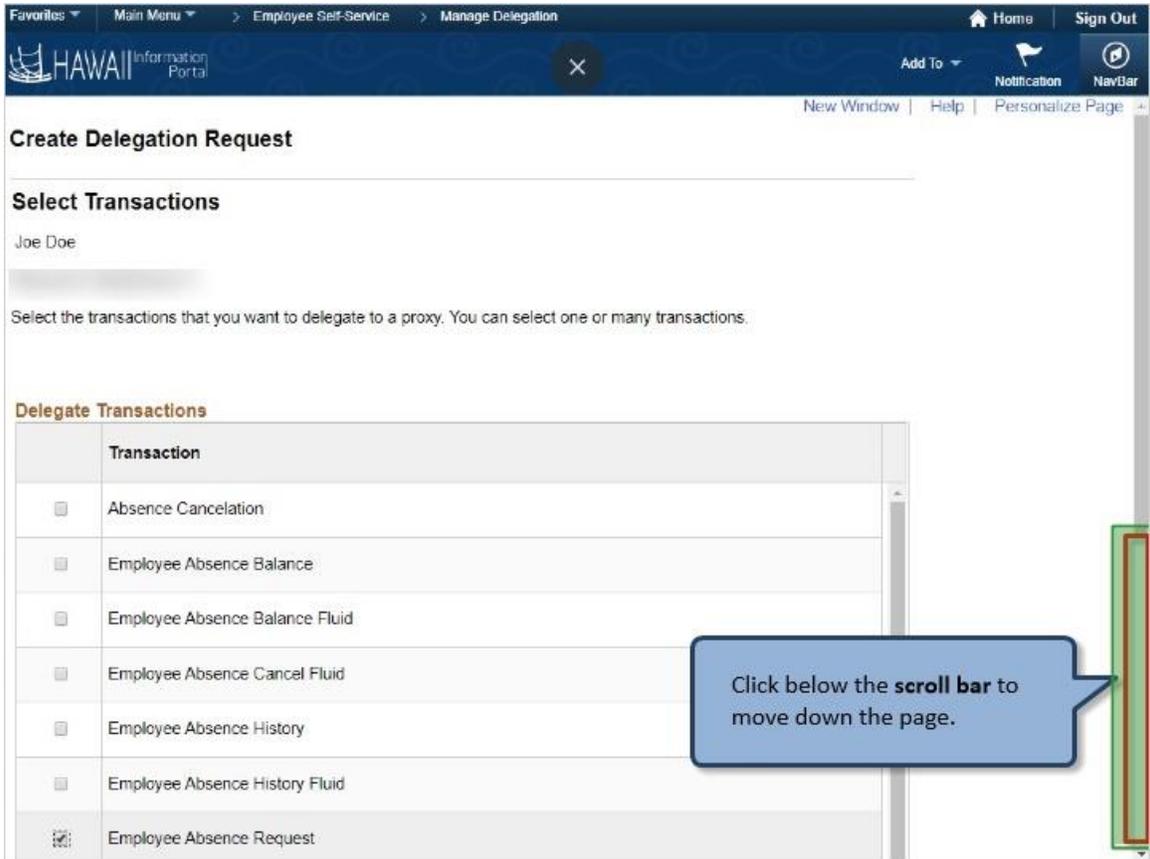
	Transaction
<input type="checkbox"/>	Absence Cancellation
<input type="checkbox"/>	Employee Absence Balance
<input type="checkbox"/>	Employee Absence Balance Fluid
<input type="checkbox"/>	Employee Absence History Fluid
<input type="checkbox"/>	Employee Absence Request

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

Click the checkbox next to **Employee Absence Request**.

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

Click the checkbox next to **Employee Absence Request**.



Create Delegation Request

Select Transactions

Joe Doe

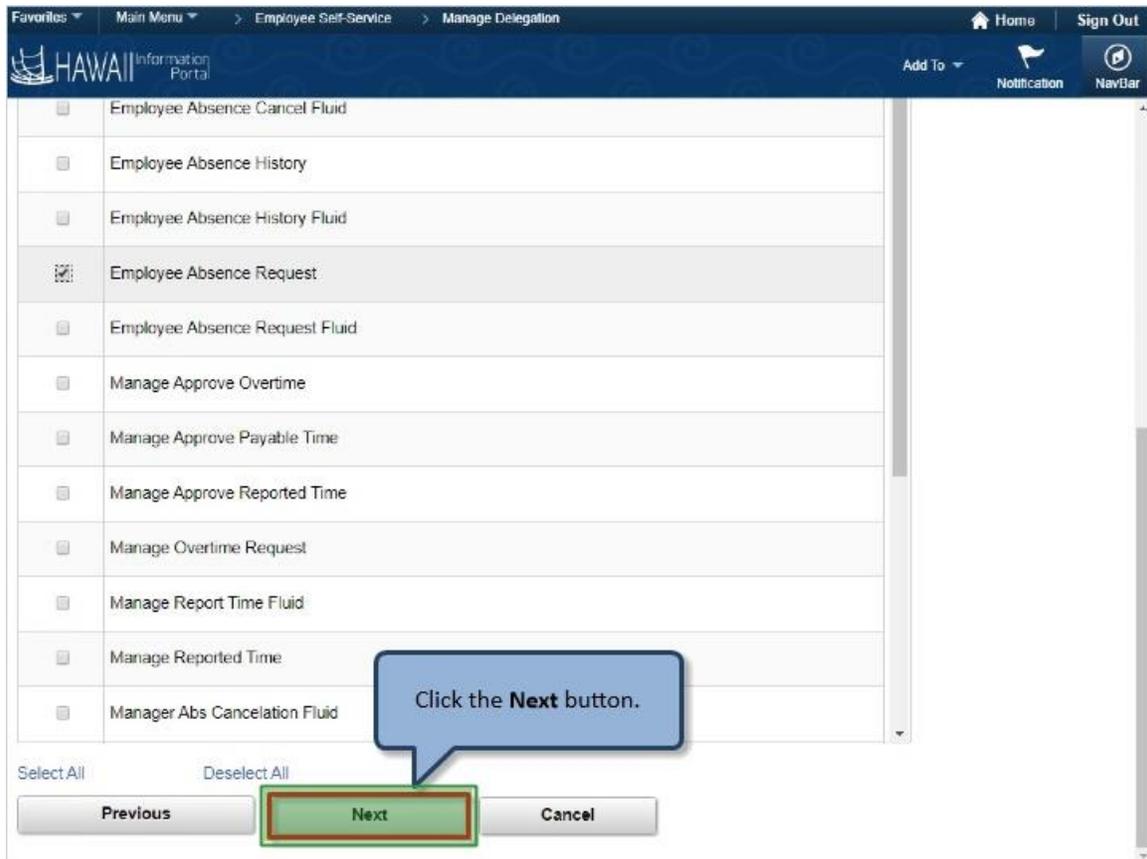
Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions

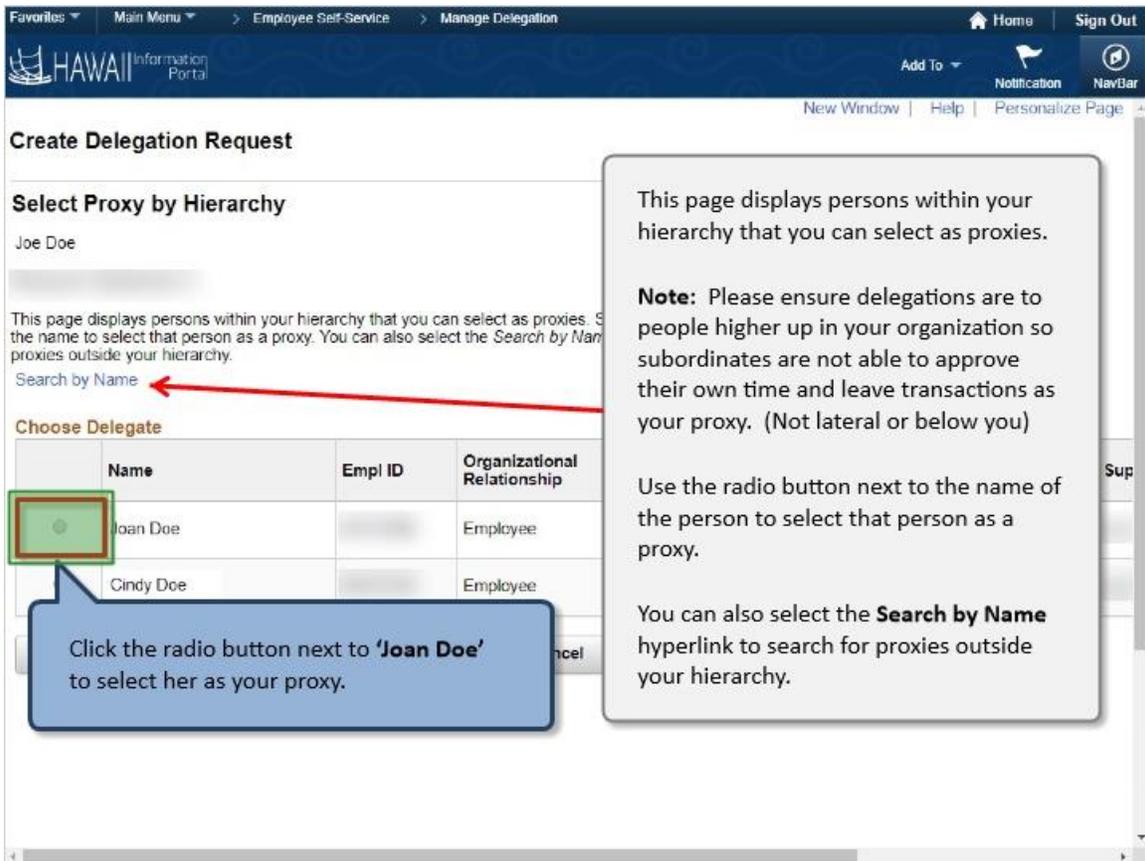
	Transaction
<input type="checkbox"/>	Absence Cancelation
<input type="checkbox"/>	Employee Absence Balance
<input type="checkbox"/>	Employee Absence Balance Fluid
<input type="checkbox"/>	Employee Absence Cancel Fluid
<input type="checkbox"/>	Employee Absence History
<input type="checkbox"/>	Employee Absence History Fluid
<input checked="" type="checkbox"/>	Employee Absence Request

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

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



Click the **Next** button.



Create Delegation Request

Select Proxy by Hierarchy

Joe Doe

This page displays persons within your hierarchy that you can select as proxies. Search the name to select that person as a proxy. You can also select the [Search by Name](#) proxies outside your hierarchy.

Search by Name

Choose Delegate

	Name	Empl ID	Organizational Relationship
<input checked="" type="radio"/>	Joan Doe		Employee
<input type="radio"/>	Cindy Doe		Employee

Click the radio button next to 'Joan Doe' to select her as your proxy.

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.

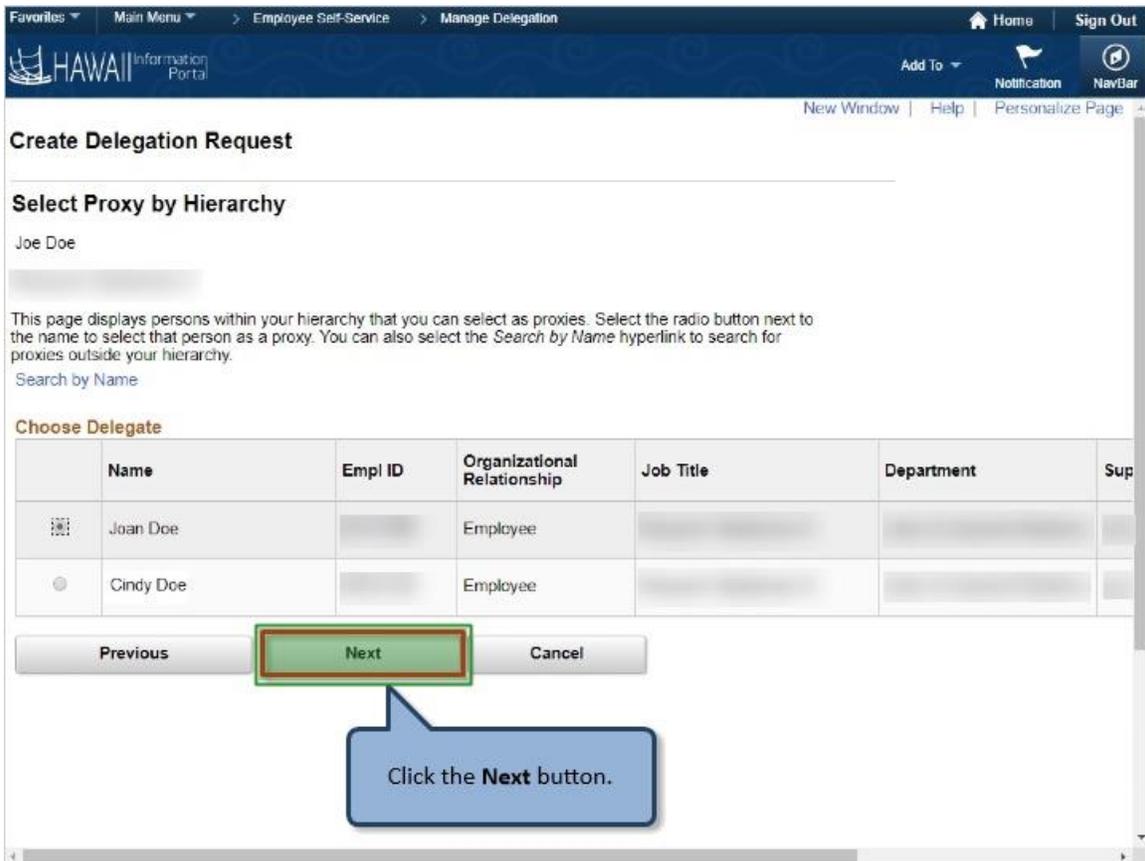
You can also select the **Search by Name** hyperlink to search for proxies outside your hierarchy.

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.



Create Delegation Request

Select Proxy by Hierarchy

Joe Doe

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

Search by Name

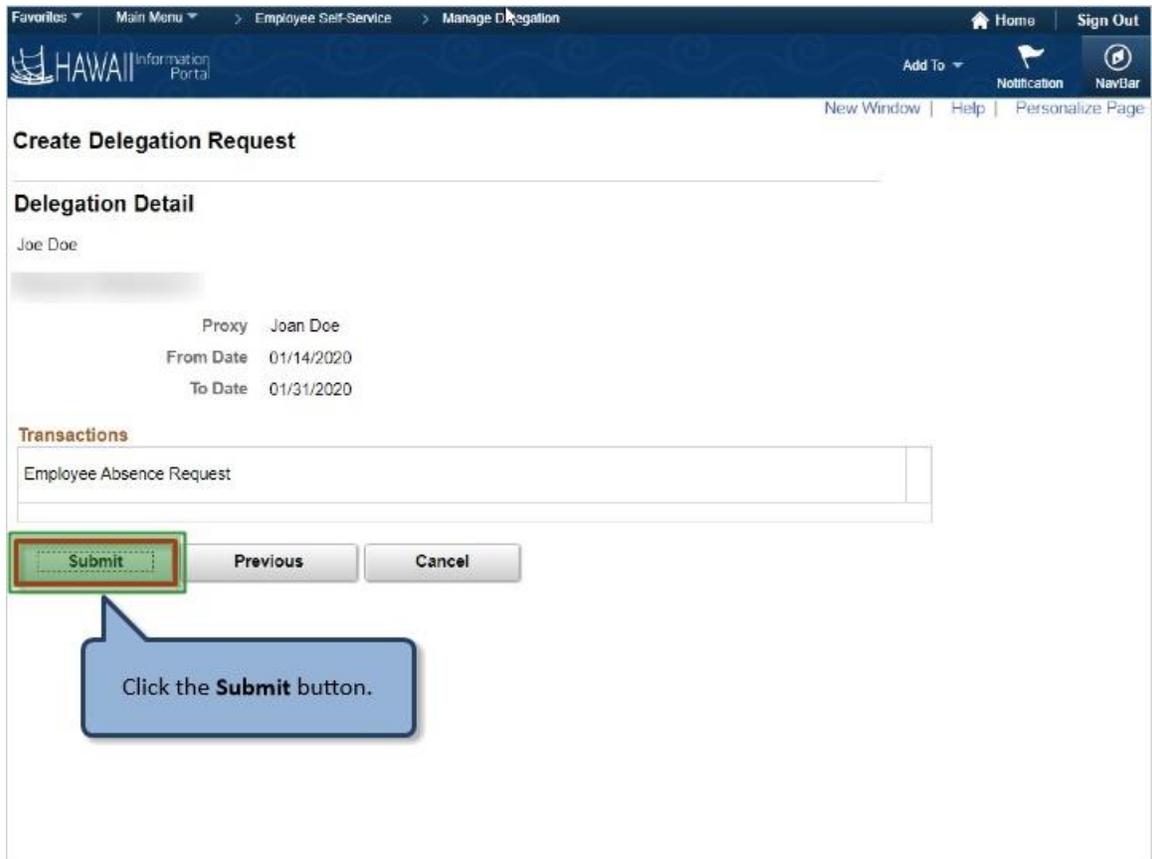
Choose Delegate

	Name	Empl ID	Organizational Relationship	Job Title	Department	Sup
<input type="checkbox"/>	Joan Doe		Employee			
<input checked="" type="checkbox"/>	Cindy Doe		Employee			

Previous **Next** Cancel

Click the **Next** button.

Click the **Next** button.



Favorites ▾ Main Menu ▾ > Employee Self-Service > Manage Delegation Home Sign Out

HAWAII Information Portal Add To ▾ Notification NavBar

New Window | Help | Personalize Page

Create Delegation Request

Delegation Detail

Joe Doe

Proxy Joan Doe

From Date 01/14/2020

To Date 01/31/2020

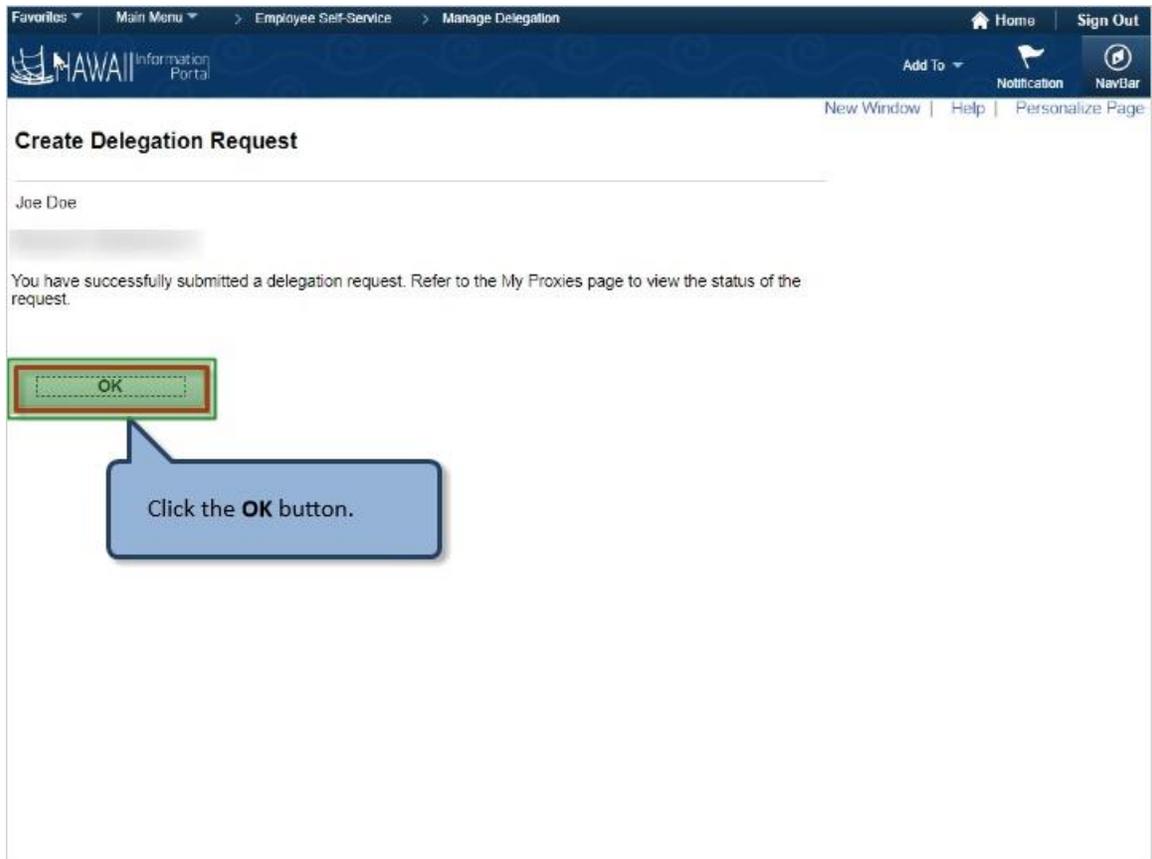
Transactions

Employee Absence Request

Submit Previous Cancel

Click the **Submit** button.

Click the **Submit** button.



Favorites ▾ Main Menu ▾ > Employee Self-Service > Manage Delegation Home Sign Out

HAWAII Information Portal Add To ▾ Notification NavBar

New Window | Help | Personalize Page

Create Delegation Request

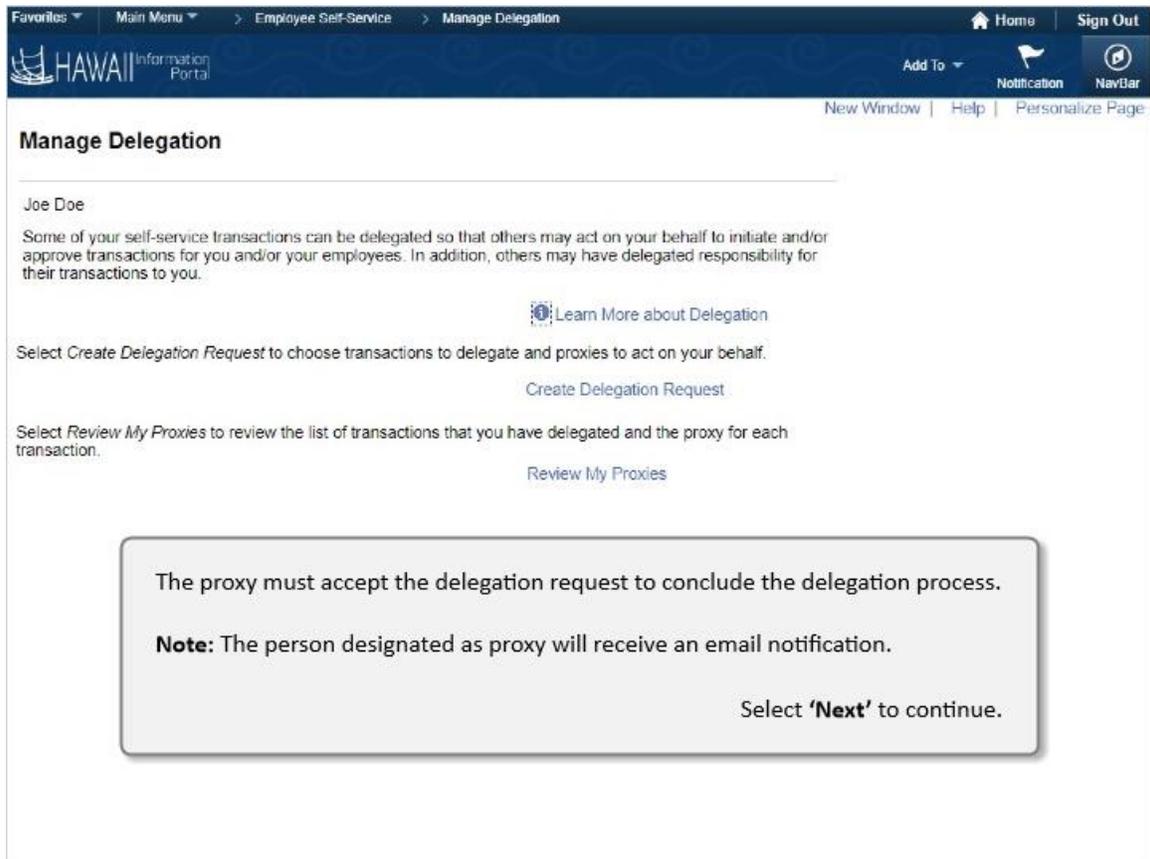
Joe Doe

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

OK

Click the **OK** button.

Click the **OK** button.



Manage Delegation

Joe 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 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 delegation process.

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

Select **'Next'** to continue.

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

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

 **HAWAII** Information
Portal



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Accept Delegations

A presentation slide titled "Accept Delegations" from the Hawaii Information Portal. The slide has a dark blue header with the title and logo. The main content area is light green and contains the following text: "Lesson Scenario", "In this lesson, you will learn to accept delegations.", "When a supervisor creates a delegation request, the proxy must accept it.", and "Select 'Next' to continue." A woman in a pink jacket and grey pants stands on the right side of the slide.

Accept Delegations

Lesson Scenario

In this lesson, you will learn to accept delegations.

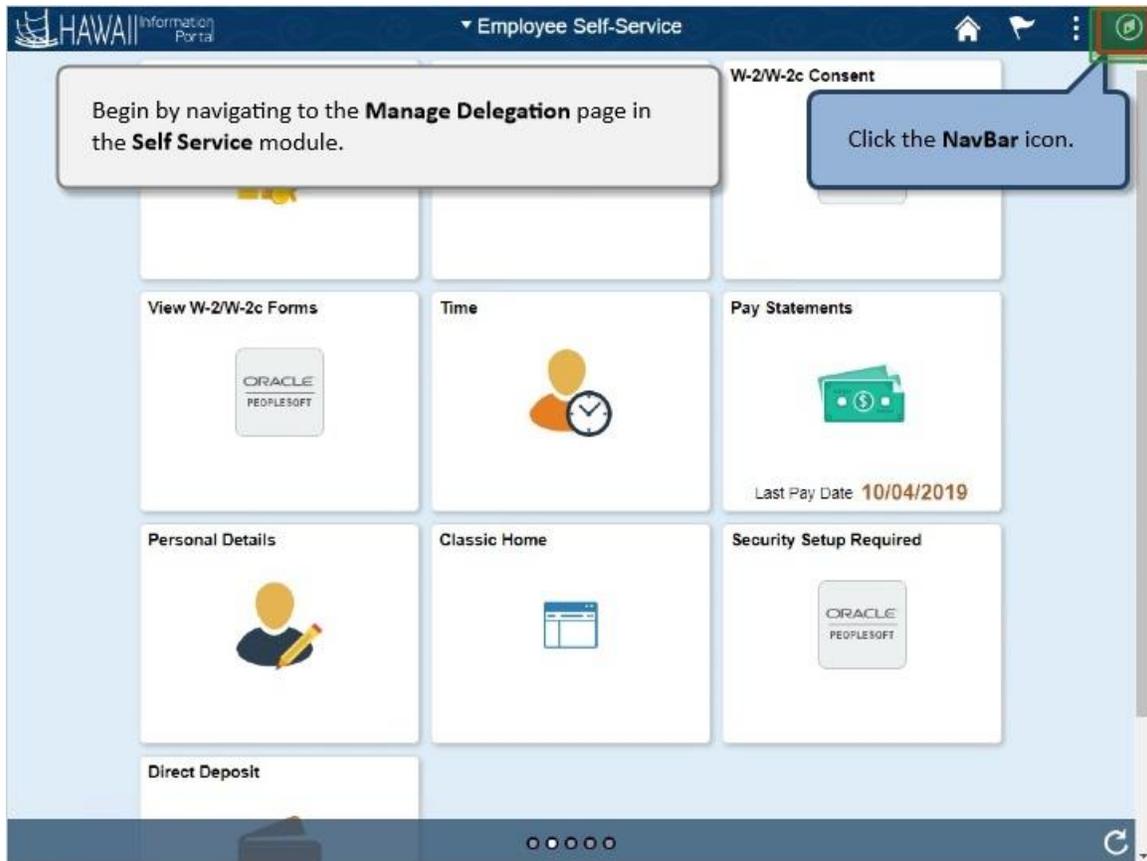
When a supervisor creates a delegation request, the proxy must accept it.

Select **'Next'** to continue.

Lesson Scenario

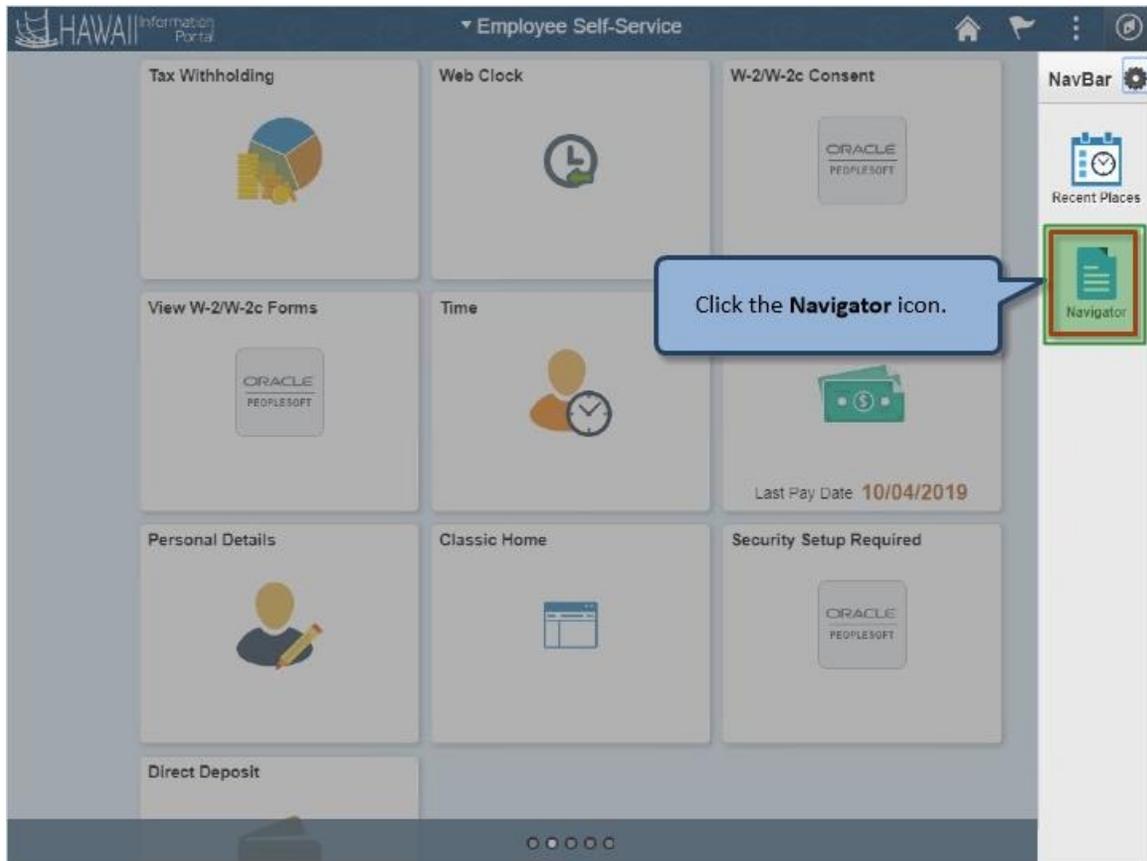
In this lesson, you will learn to accept delegations.

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

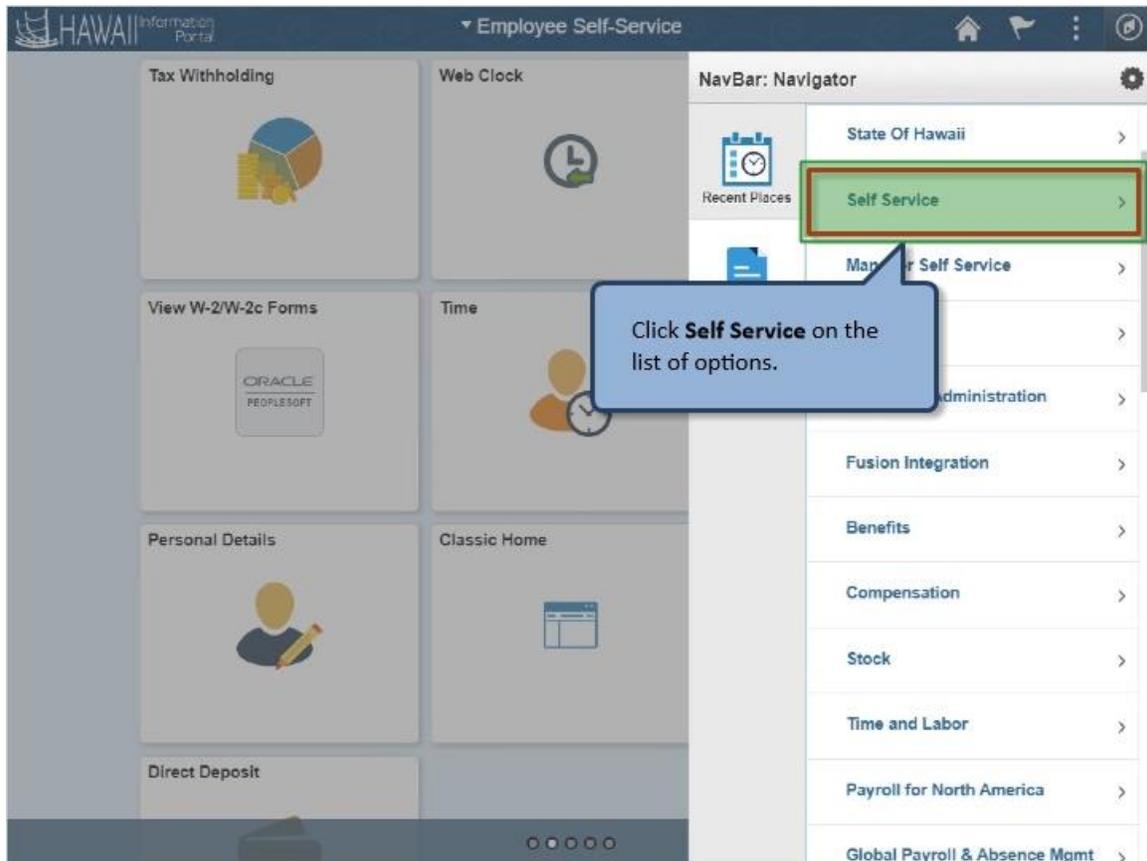


Begin by navigating to the **Manage Delegation** page in the **Self Service** module.

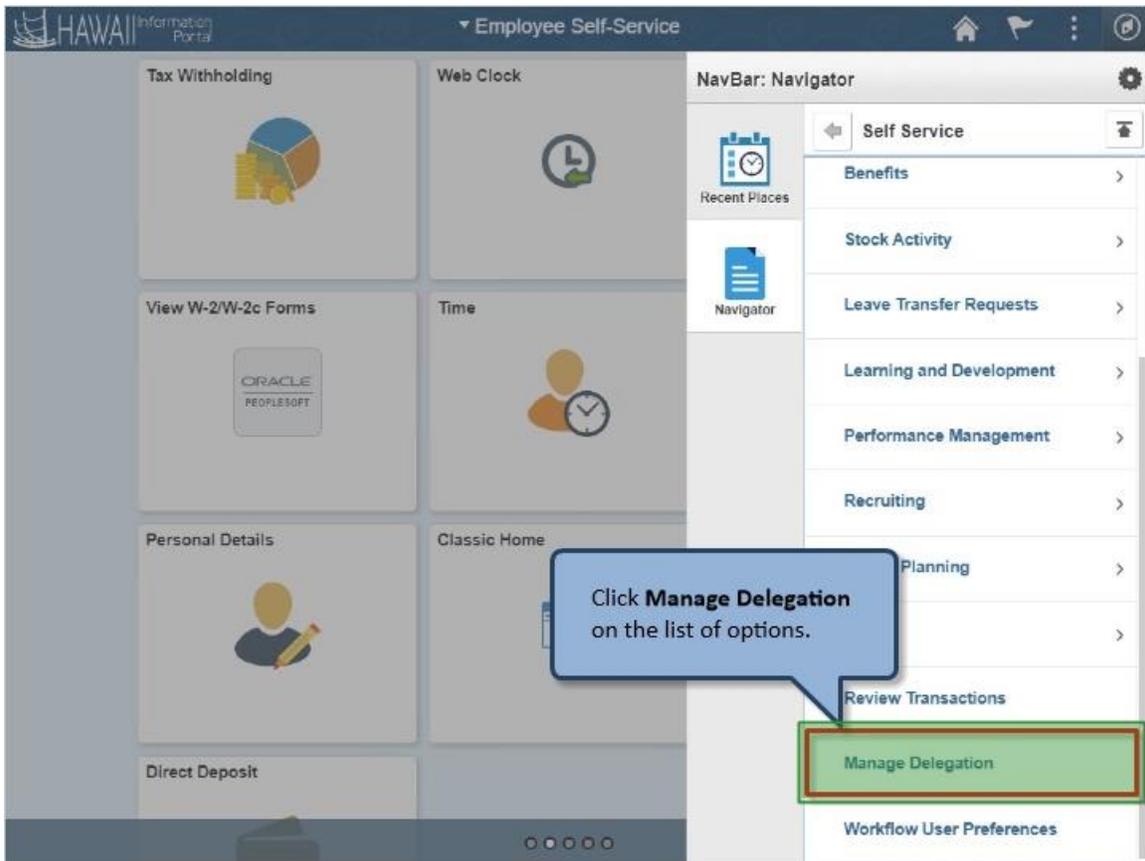
Click the **NavBar** icon.



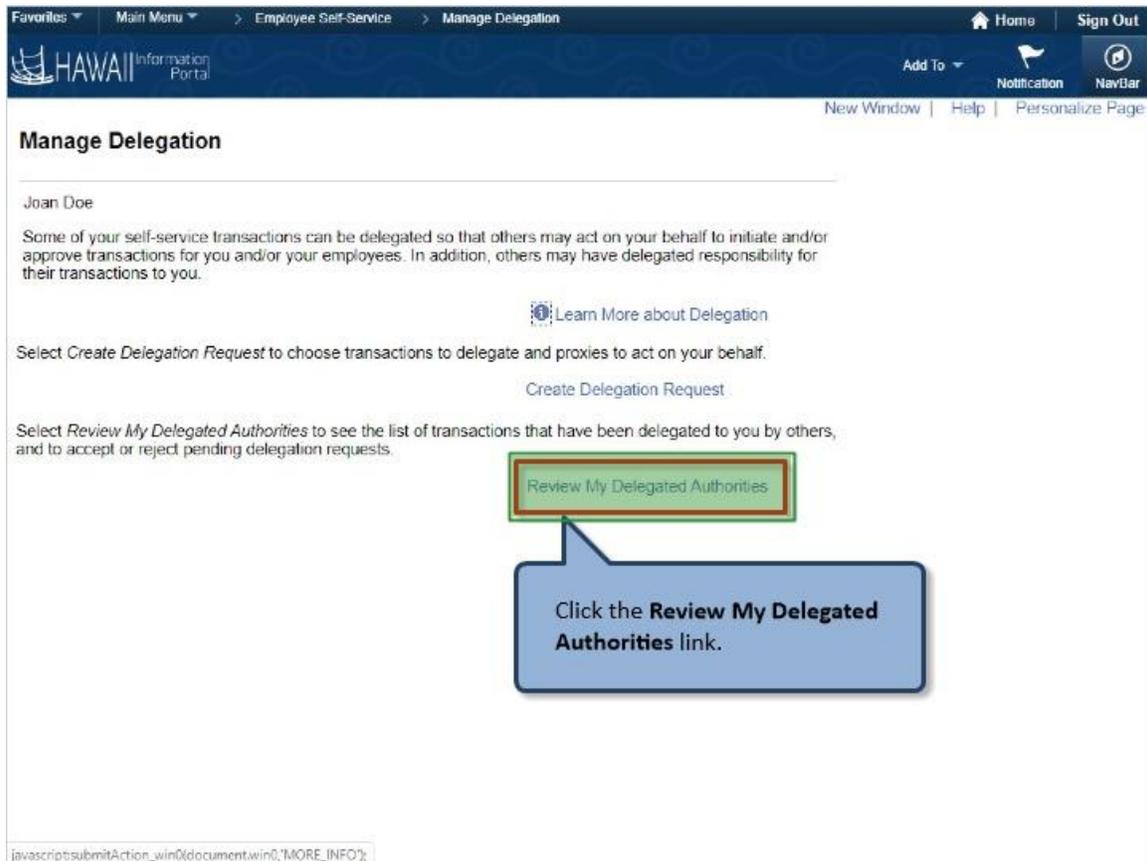
Click the **Navigator** icon.



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



Click **Manage Delegation** on the list of options.



Manage Delegation

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](#)

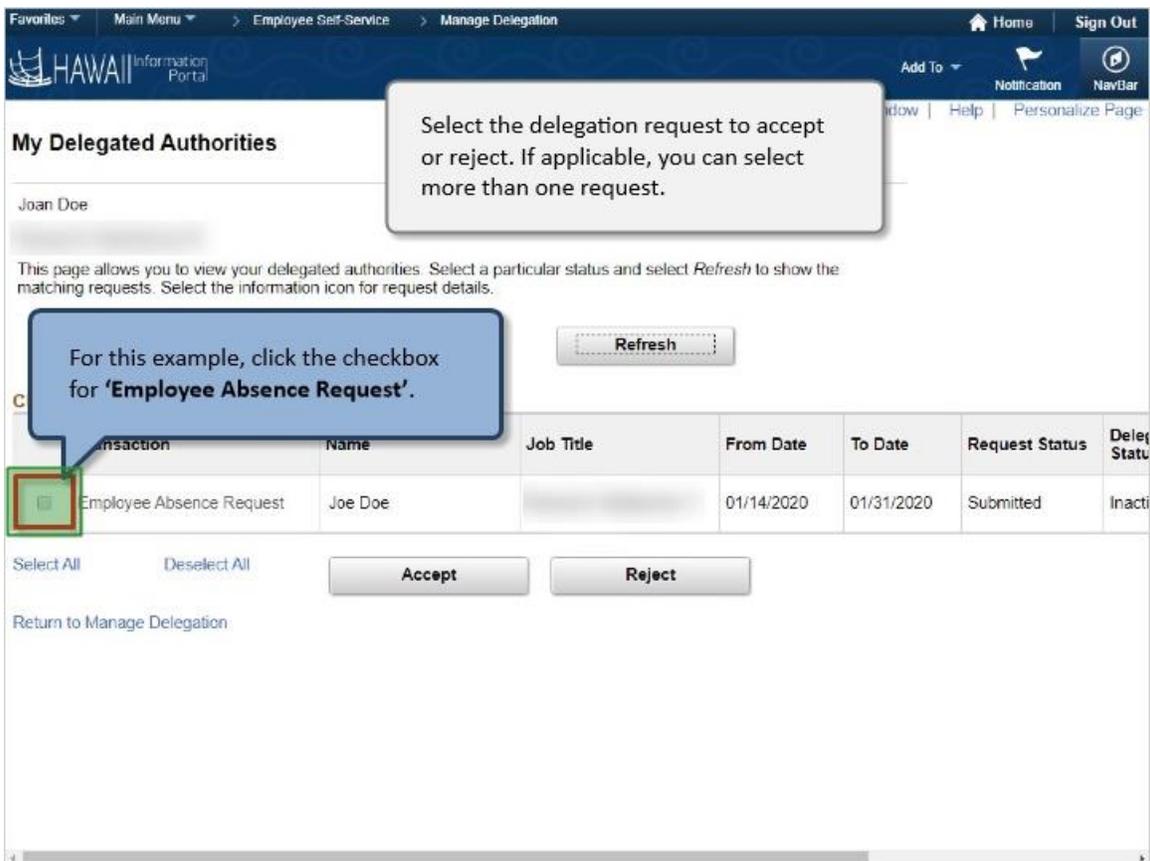
Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)

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

javascript:submitAction_win(document.win,'MORE_INFO');

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



My Delegated Authorities

Joan Doe

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Refresh

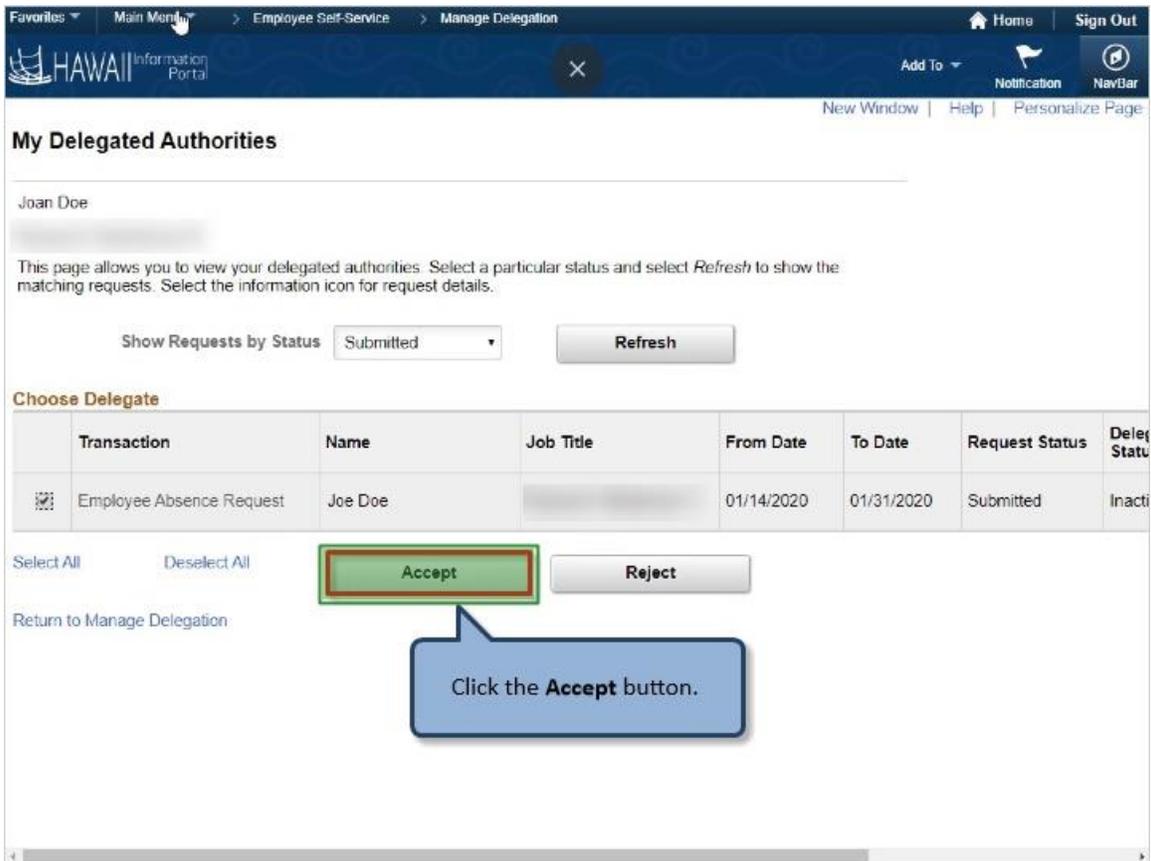
Transaction	Name	Job Title	From Date	To Date	Request Status	Deleg Status
<input type="checkbox"/>	Employee Absence Request	Joe Doe	01/14/2020	01/31/2020	Submitted	Inacti

Select All Deselect All **Accept** **Reject**

[Return to Manage Delegation](#)

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'**.



My Delegated Authorities

Joan Doe

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted

Choose Delegate

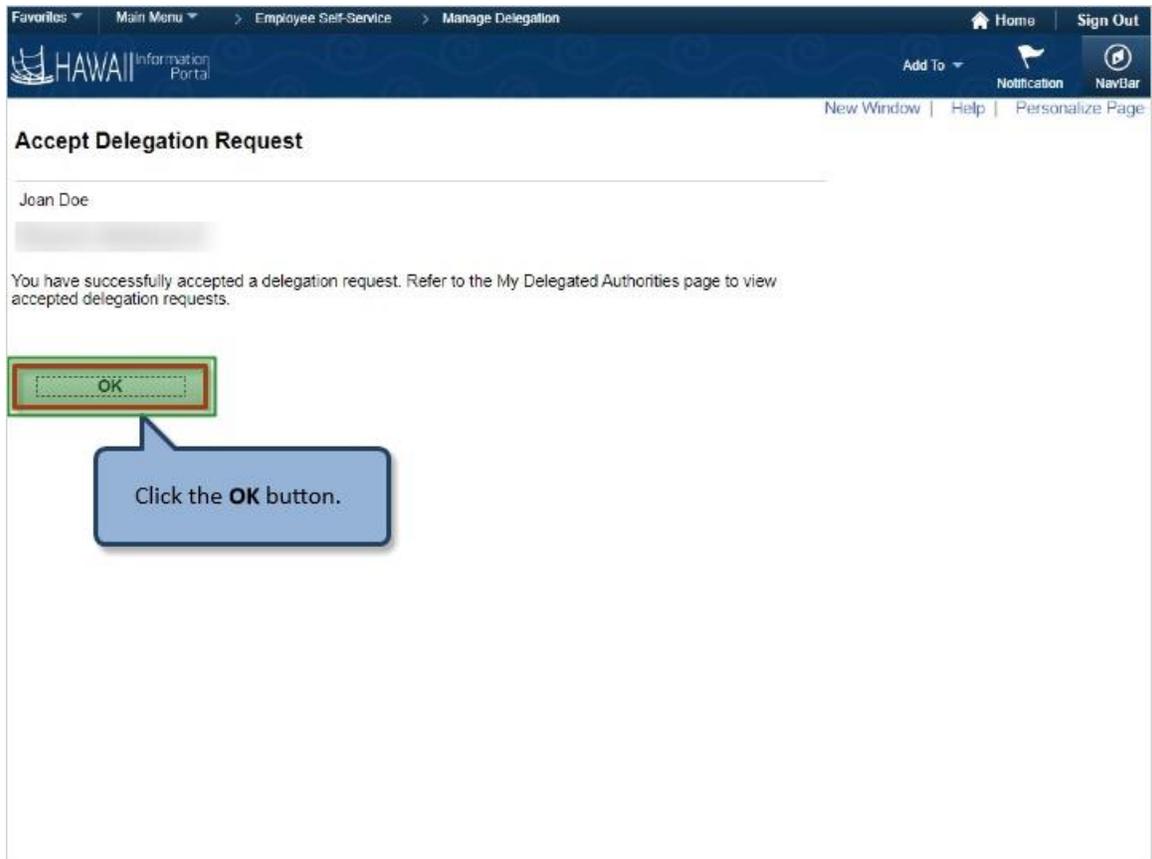
	Transaction	Name	Job Title	From Date	To Date	Request Status	Deleg Status
	Employee Absence Request	Joe Doe		01/14/2020	01/31/2020	Submitted	Inacti

Select All Deselect All

Return to Manage Delegation

Click the **Accept** button.

Click the **Accept** button.



Favorites ▾ Main Menu ▾ > Employee Self-Service > Manage Delegation Home Sign Out

HAWAII Information Portal Add To ▾ Notification NavBar

New Window | Help | Personalize Page

Accept Delegation Request

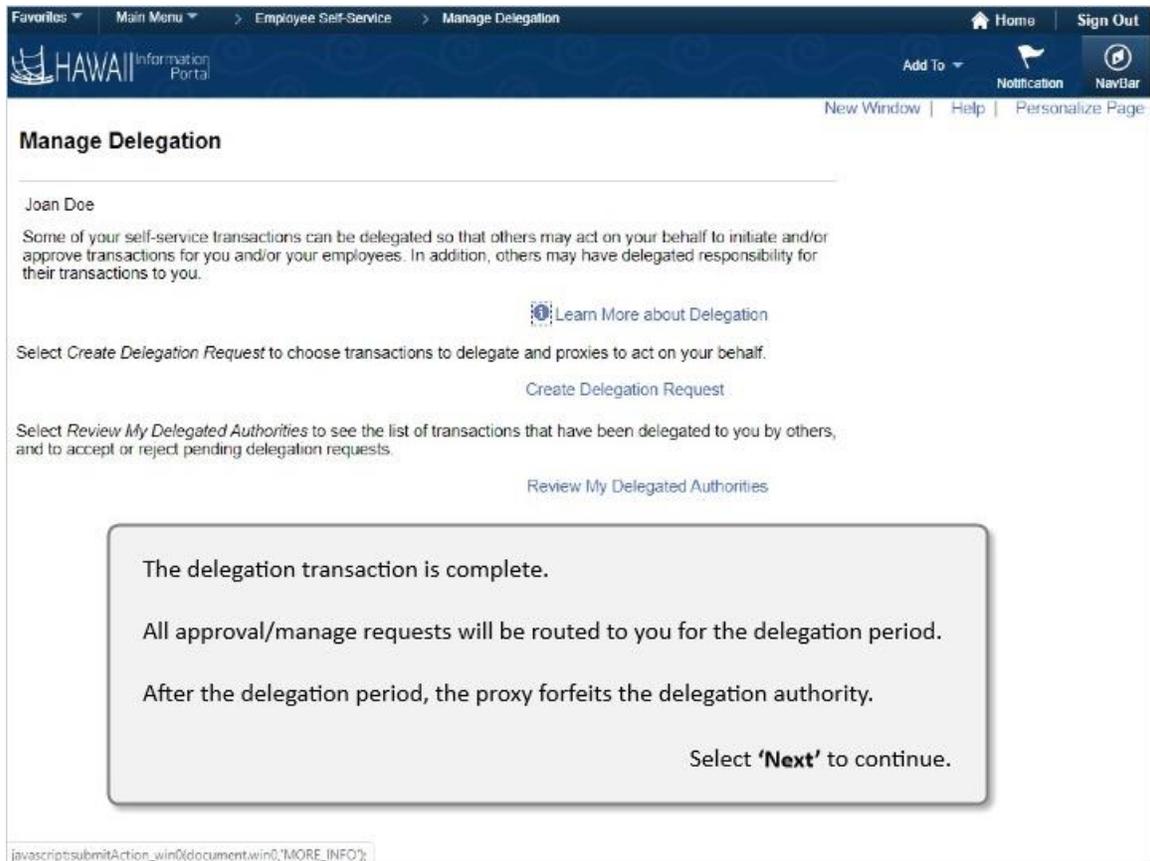
Joan Doe

You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.

OK

Click the **OK** button.

Click the **OK** button.



Favorites ▾ Main Menu ▾ > Employee Self-Service > Manage Delegation Home Sign Out

HAWAII Information Portal Add To ▾ Notification NavBar

New Window | Help | Personalize Page

Manage Delegation

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 period.

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

Select **'Next'** to continue.

javascript:submitAction_win(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.

 **HAWAII** Information
Portal

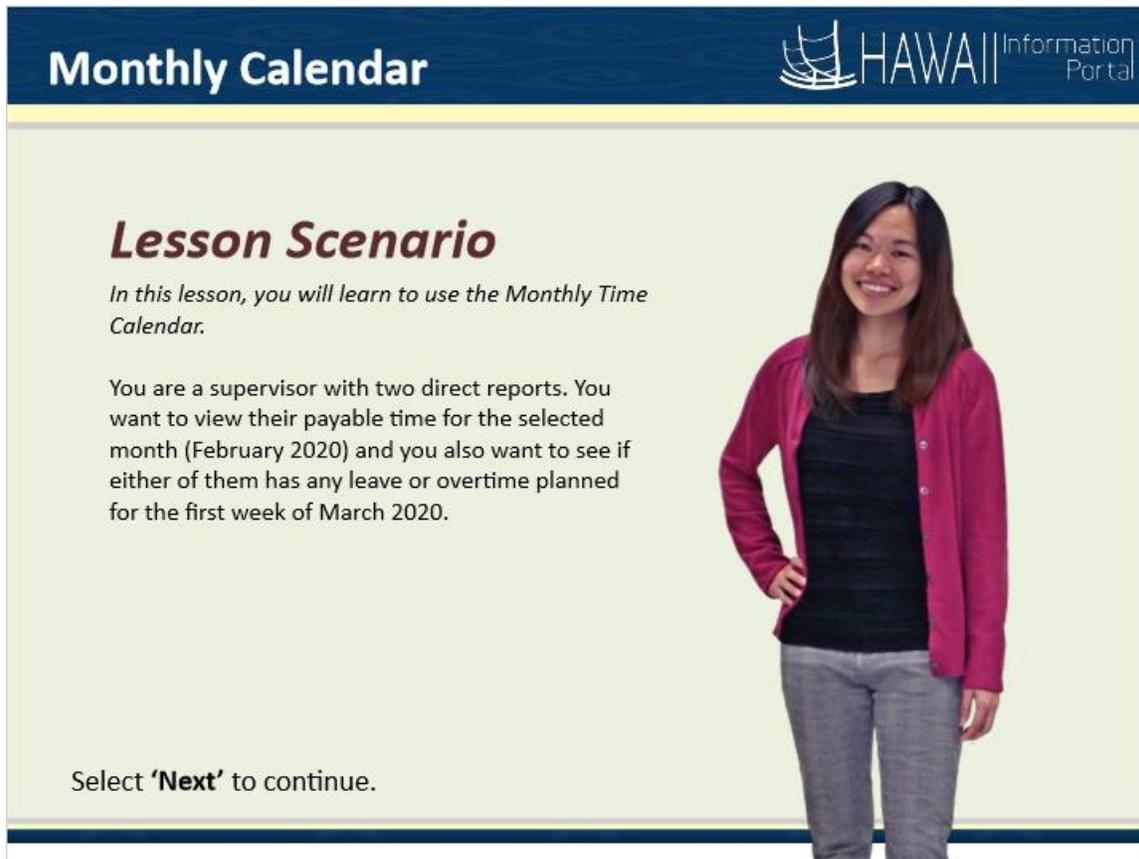


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Monthly Calendar



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 selected 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.

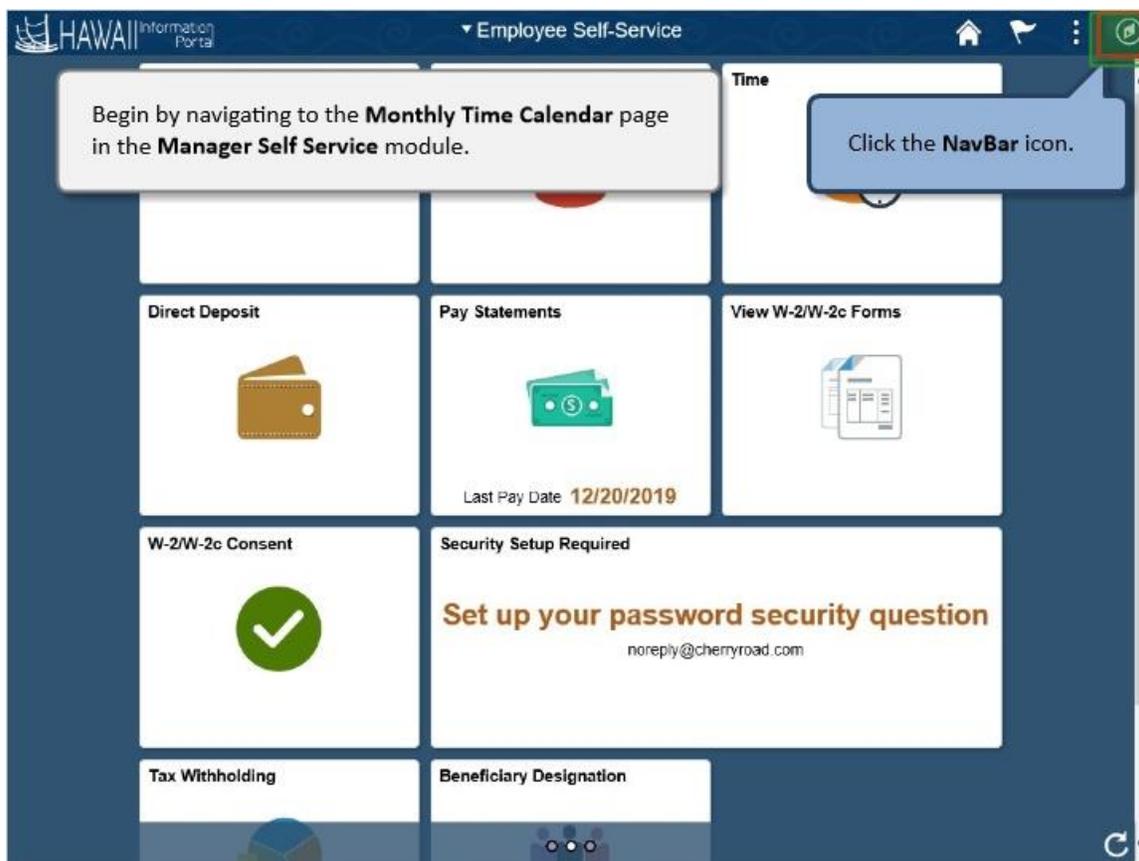
Select **'Next'** to continue.



Lesson Scenario

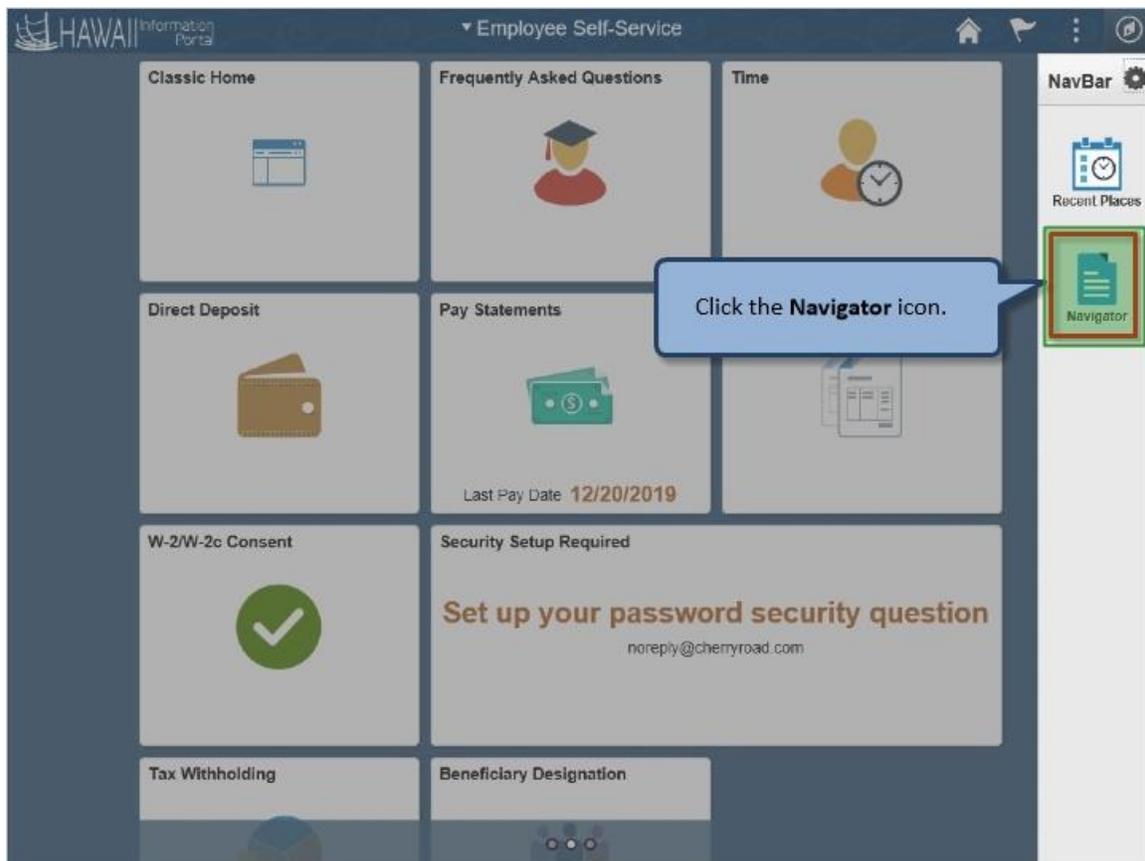
In this lesson, you will learn to use the Monthly Time Calendar.

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.

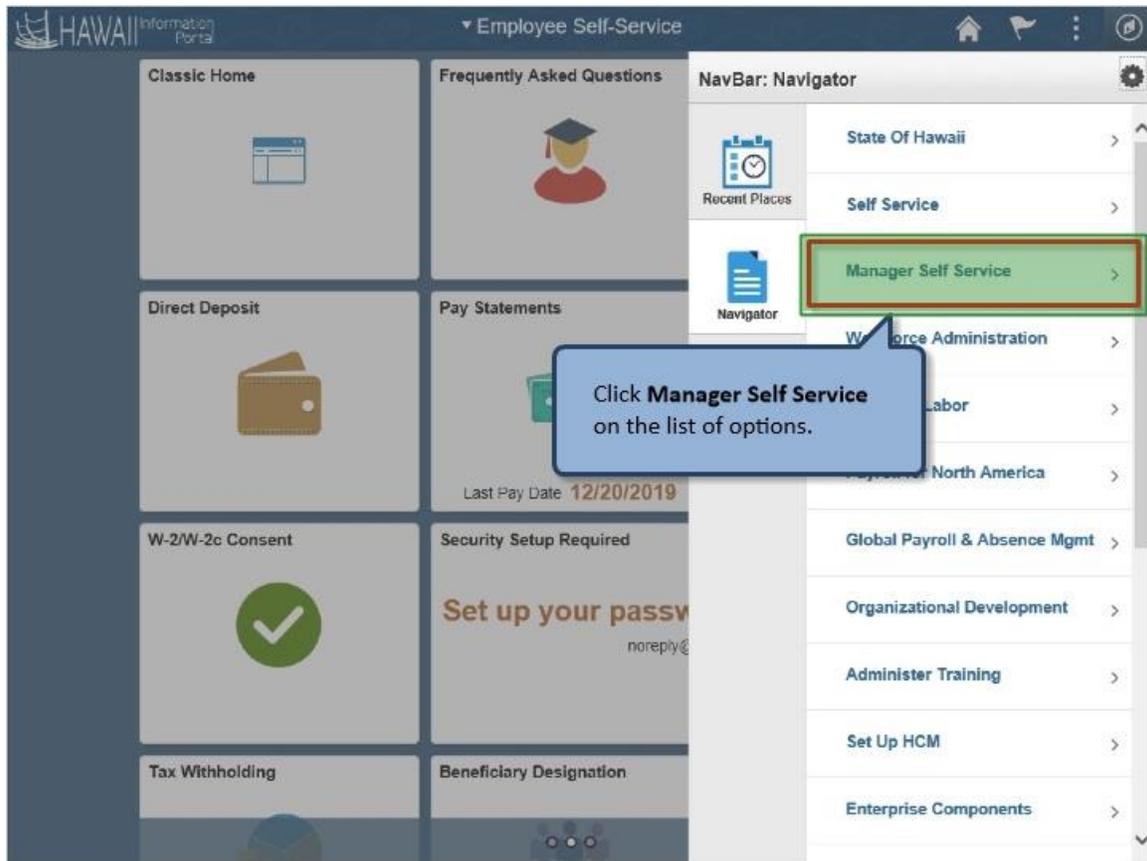


Begin by navigating to the **Monthly Time Calendar** page in the Manager Self Service module.

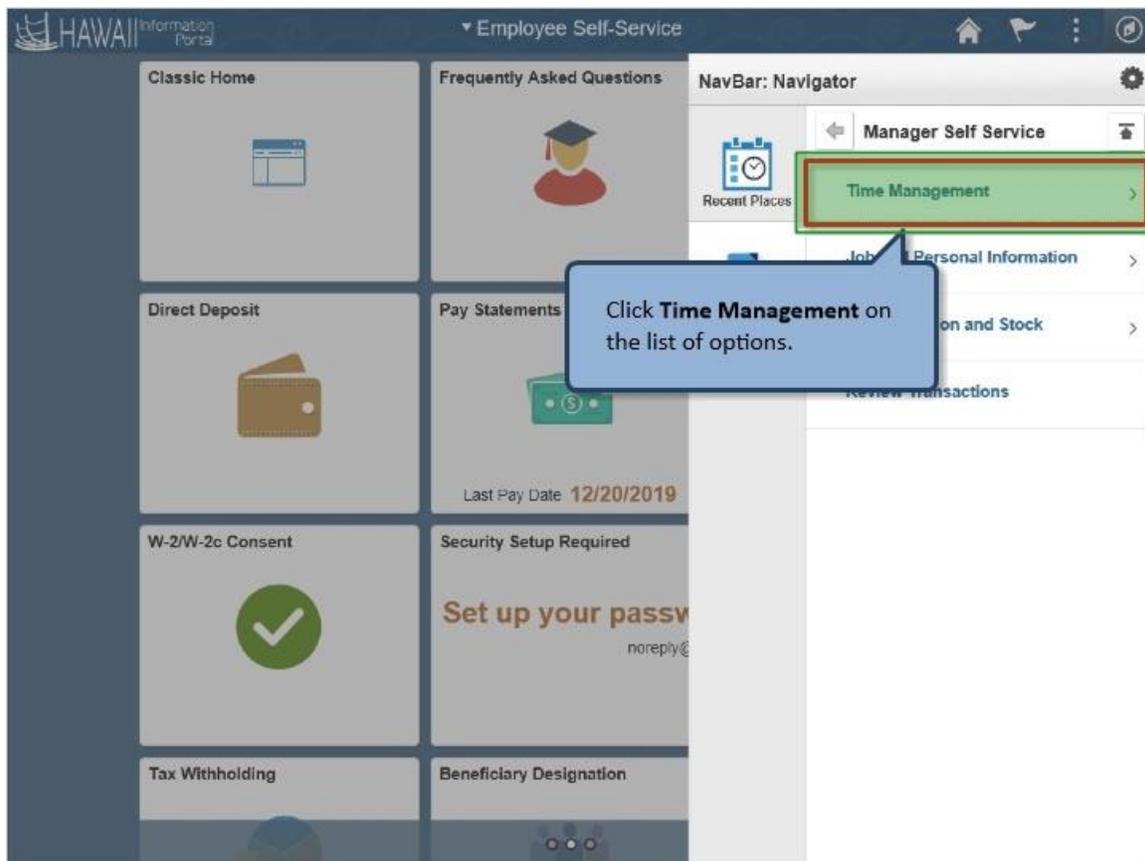
Click the **NavBar** icon.



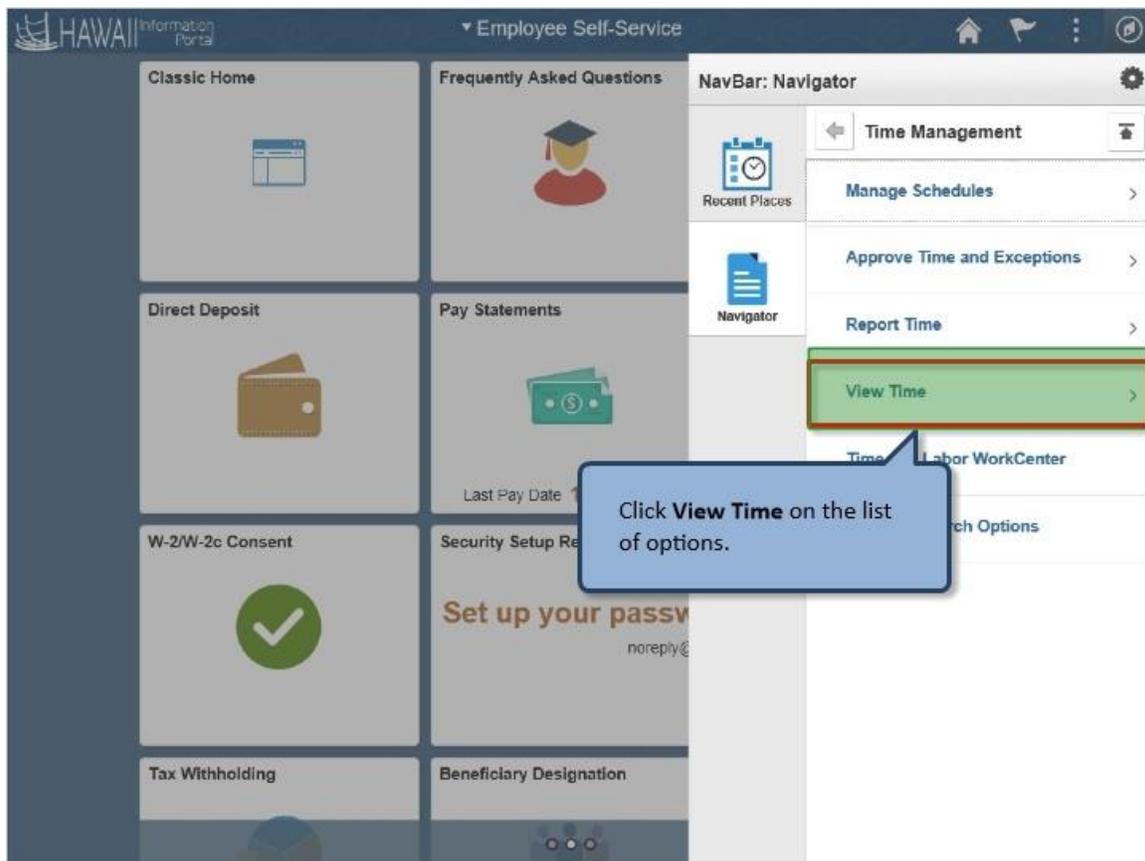
Click the **Navigator** icon.



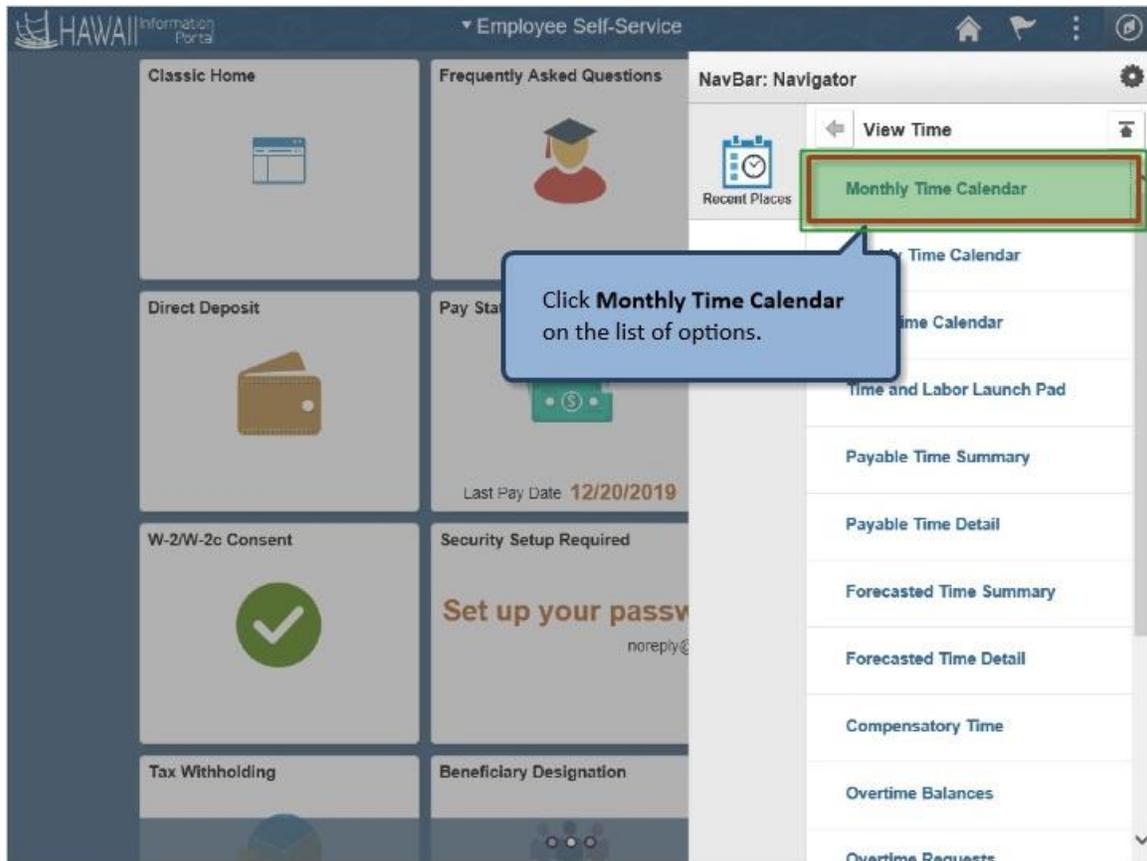
Click **Manager Self Service** on the list of options.



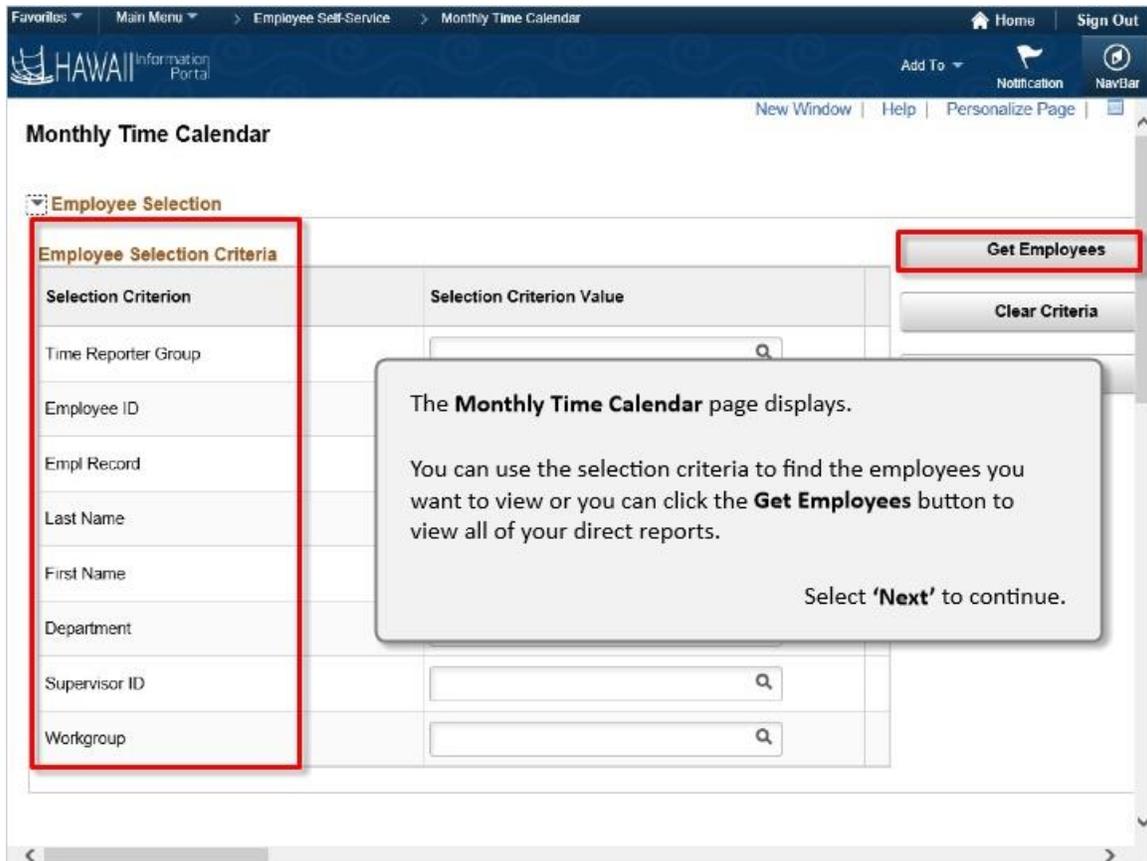
Click **Time Management** on the list of options.



Click **View Time** on the list of options.

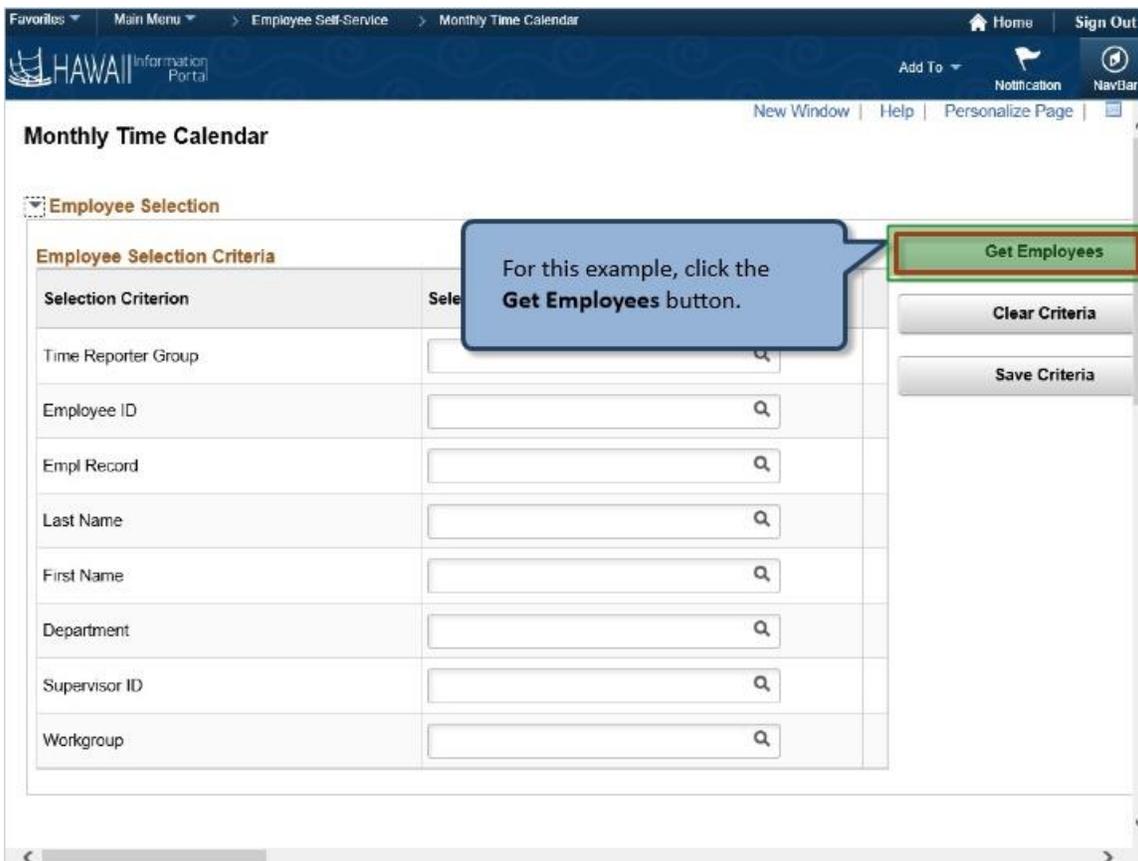


Click **Monthly Time Calendar** on the list of options.



The **Monthly Time Calendar** page displays.

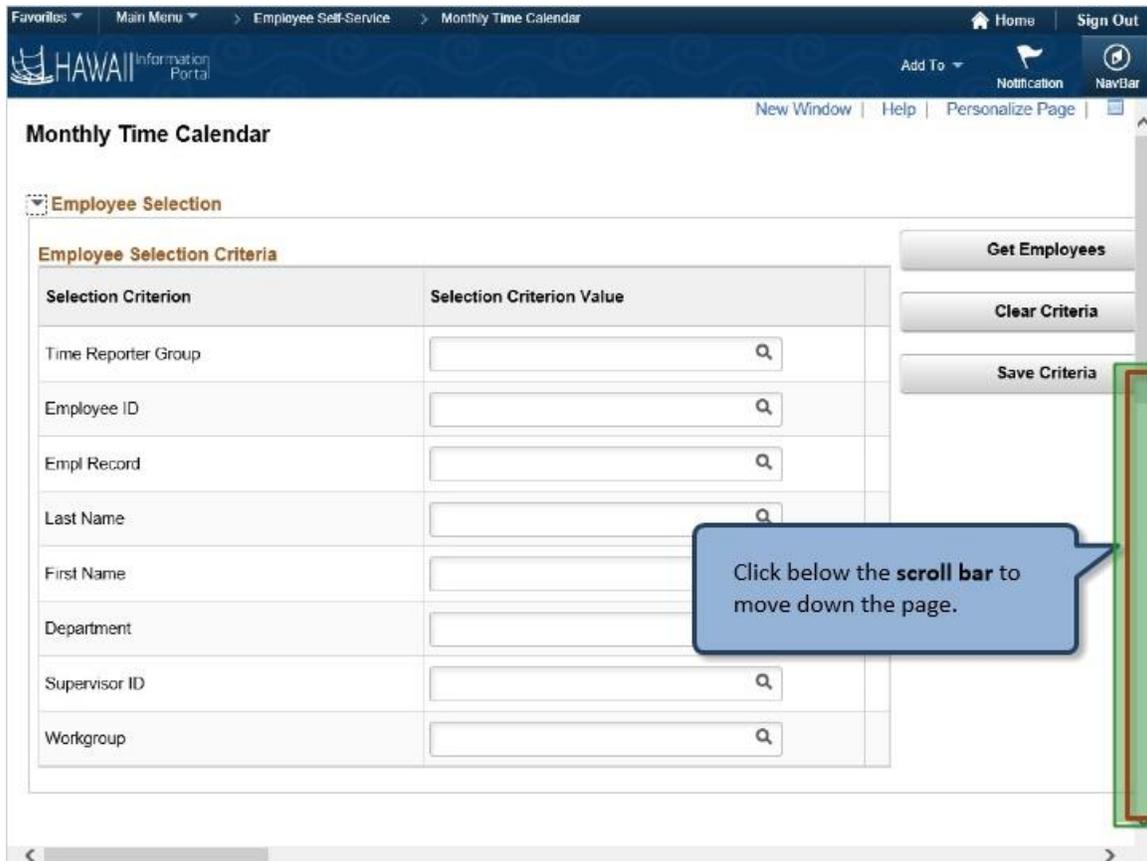
You can use the selection criteria to find the employees you want to view or you can click the **Get Employees** button to view all of your direct reports.



The screenshot shows the 'Monthly Time Calendar' page in the HAWAII Information Portal. The page has a breadcrumb trail: 'Favorites > Main Menu > Employee Self-Service > Monthly Time Calendar'. The main content area is titled 'Monthly Time Calendar' and contains an 'Employee Selection' section. This section has a sub-header 'Employee Selection Criteria' and a table with search criteria. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. A blue callout box with a white border points to the 'Get Employees' button, which is highlighted with a green border. The text inside the callout box reads: 'For this example, click the Get Employees button.'

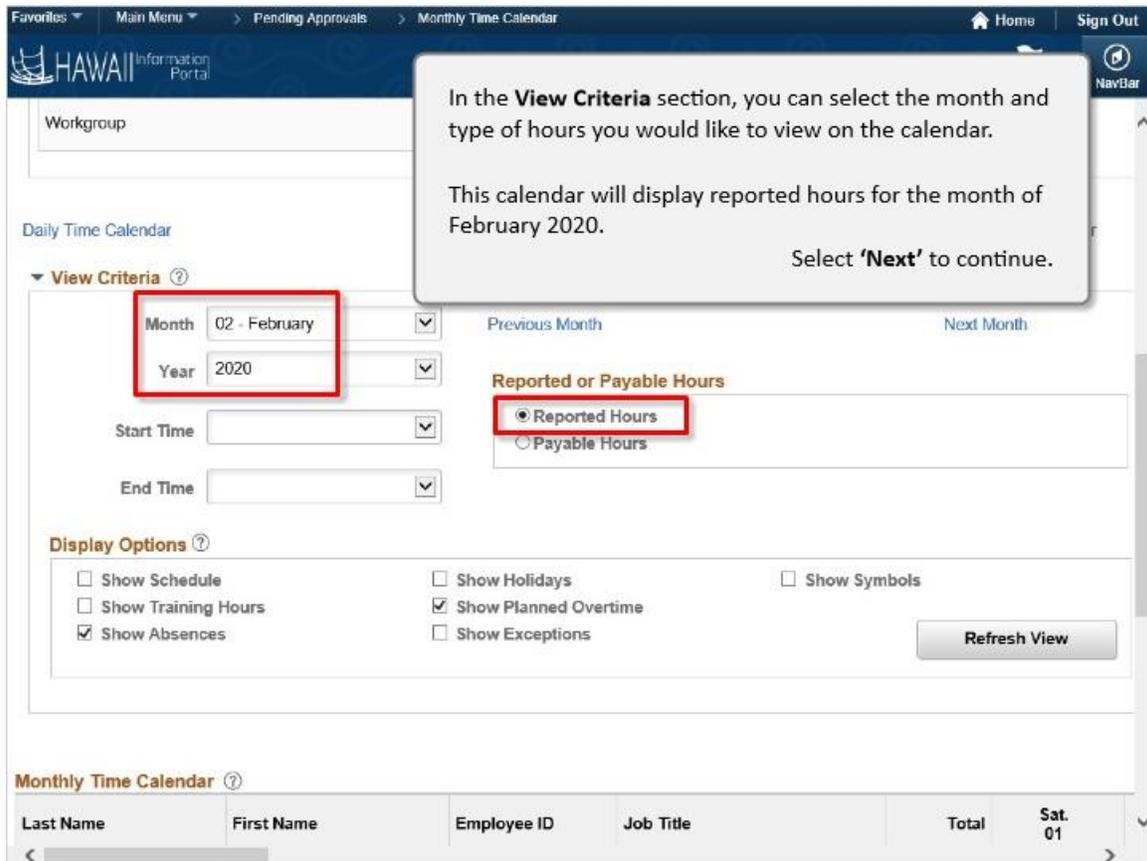
Selection Criterion	Selection
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

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



Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Click below the scroll bar to move down the page.



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.

Select **'Next'** to continue.

Month: 02 - February
Year: 2020

Reported or Payable Hours:
 Reported Hours
 Payable Hours

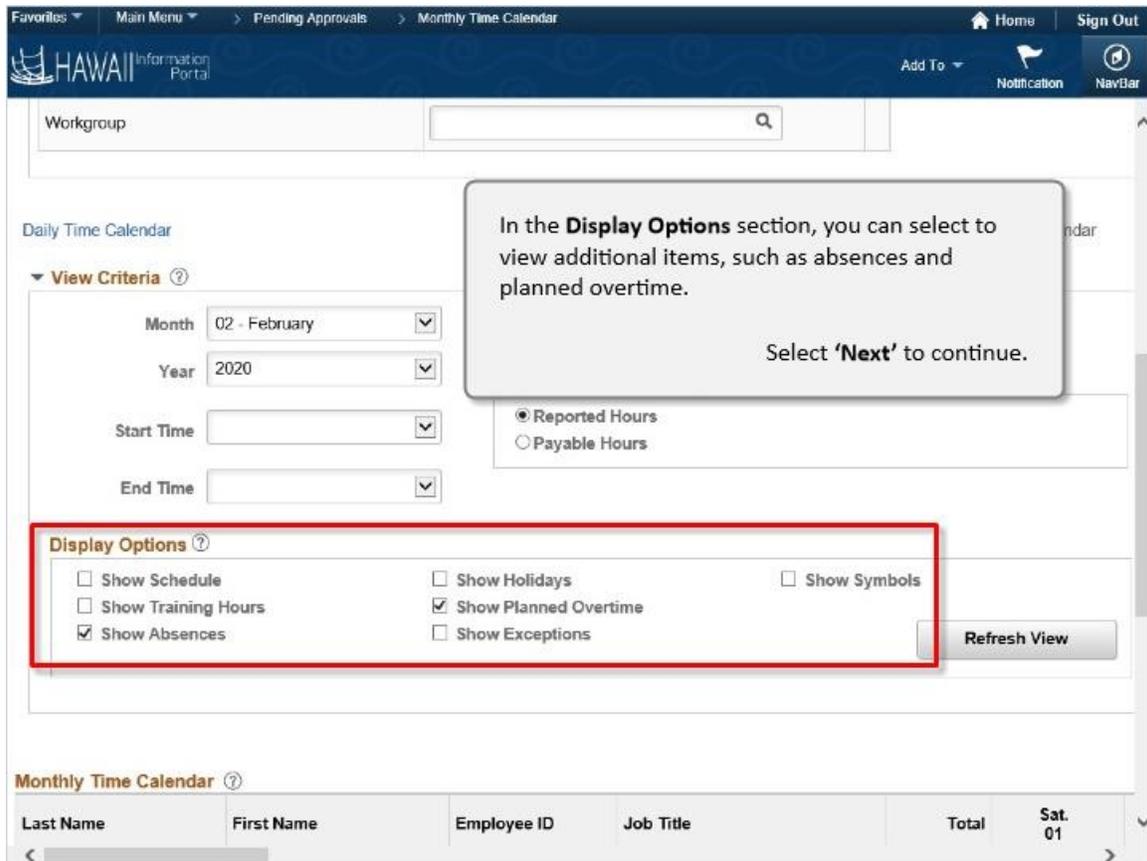
Display Options:
 Show Schedule
 Show Training Hours
 Show Absences
 Show Holidays
 Show Planned Overtime
 Show Exceptions
 Show Symbols

Refresh View

Last Name	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.



Workgroup

Home Sign Out

Navigation: Favorites, Main Menu, Pending Approvals, Monthly Time Calendar

Workgroup

Daily Time Calendar

View Criteria

Month: 02 - February

Year: 2020

Start Time

End Time

Reported Hours (Selected)

Payable Hours

Display Options

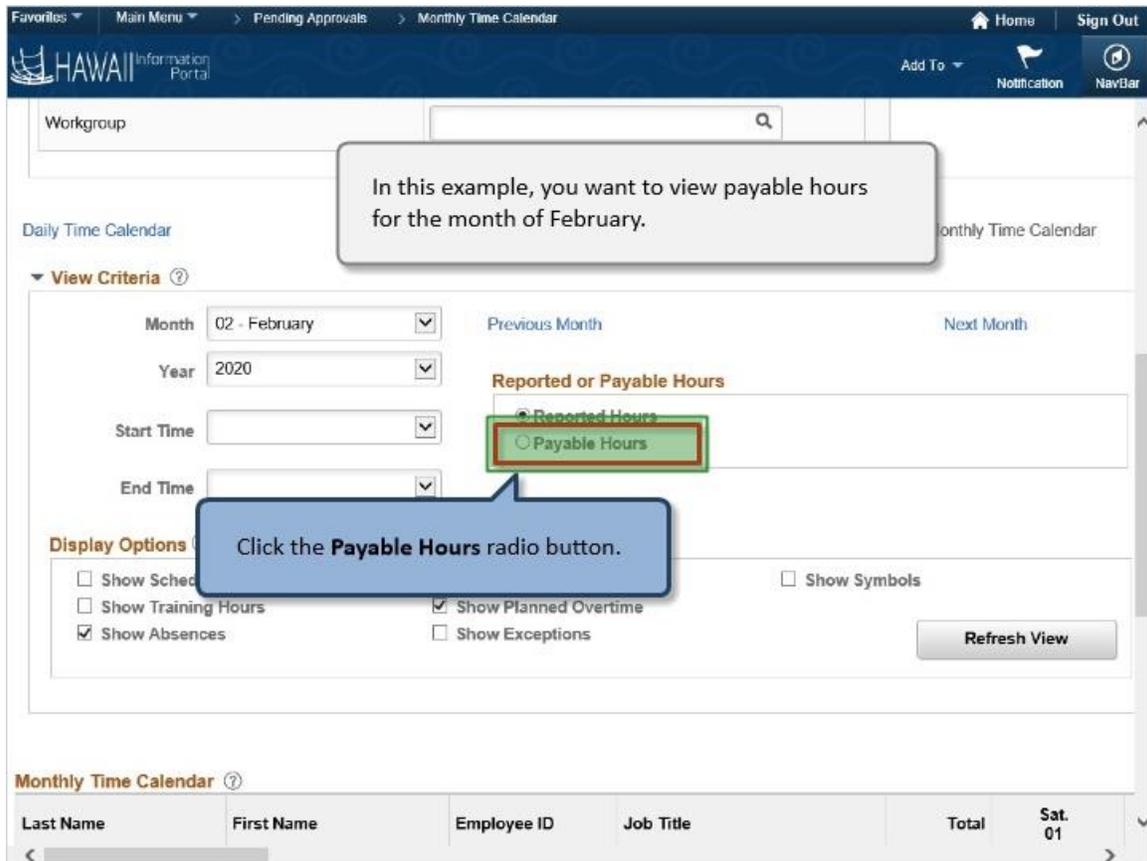
- Show Schedule
- Show Training Hours
- Show Absences
- Show Holidays
- Show Planned Overtime
- Show Exceptions
- Show Symbols

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

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



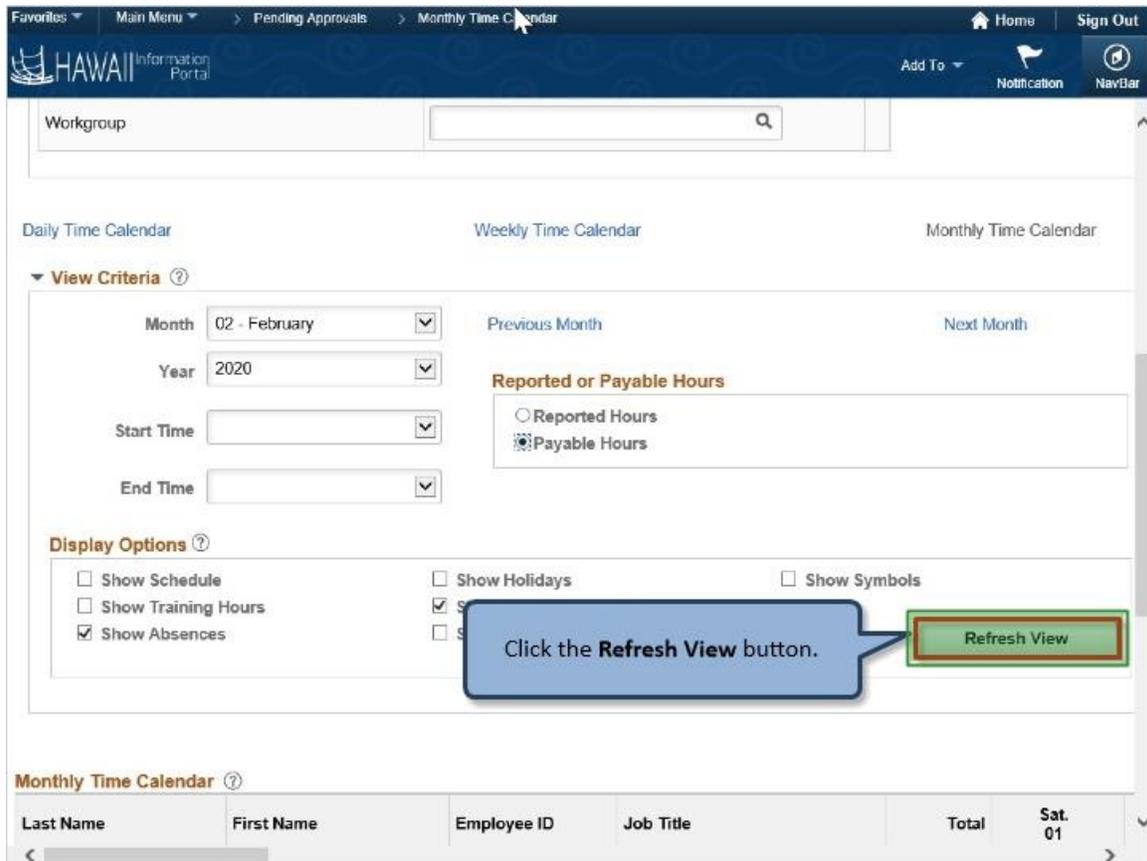
In this example, you want to view payable hours for the month of February.

Click the **Payable Hours** radio button.

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

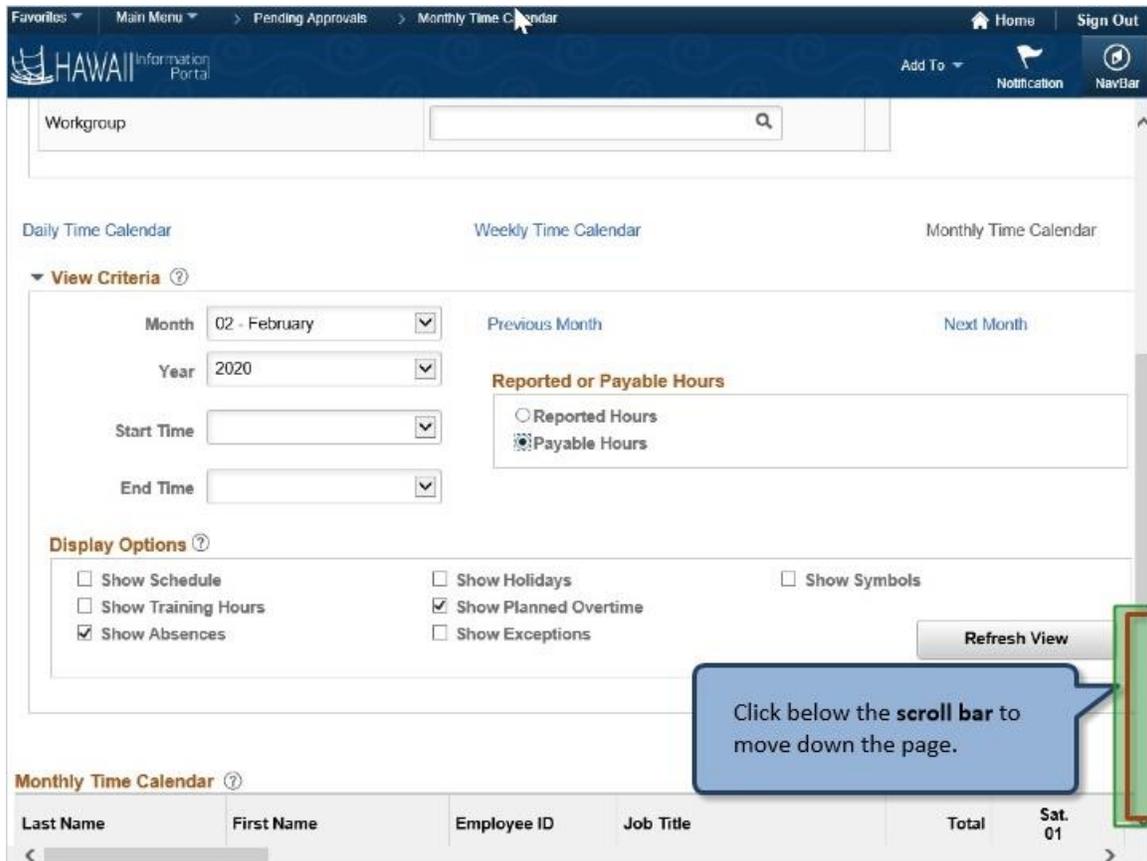
In this example, you want to view payable hours for the month of February.

Click the **Payable Hours** radio button.



Click the **Refresh View** button.

Click the **Refresh View** button.



Monthly Time Calendar

View Criteria

Month: 02 - February
Year: 2020
Start Time: [dropdown]
End Time: [dropdown]

Reported or Payable Hours

Reported Hours
 Payable Hours

Display Options

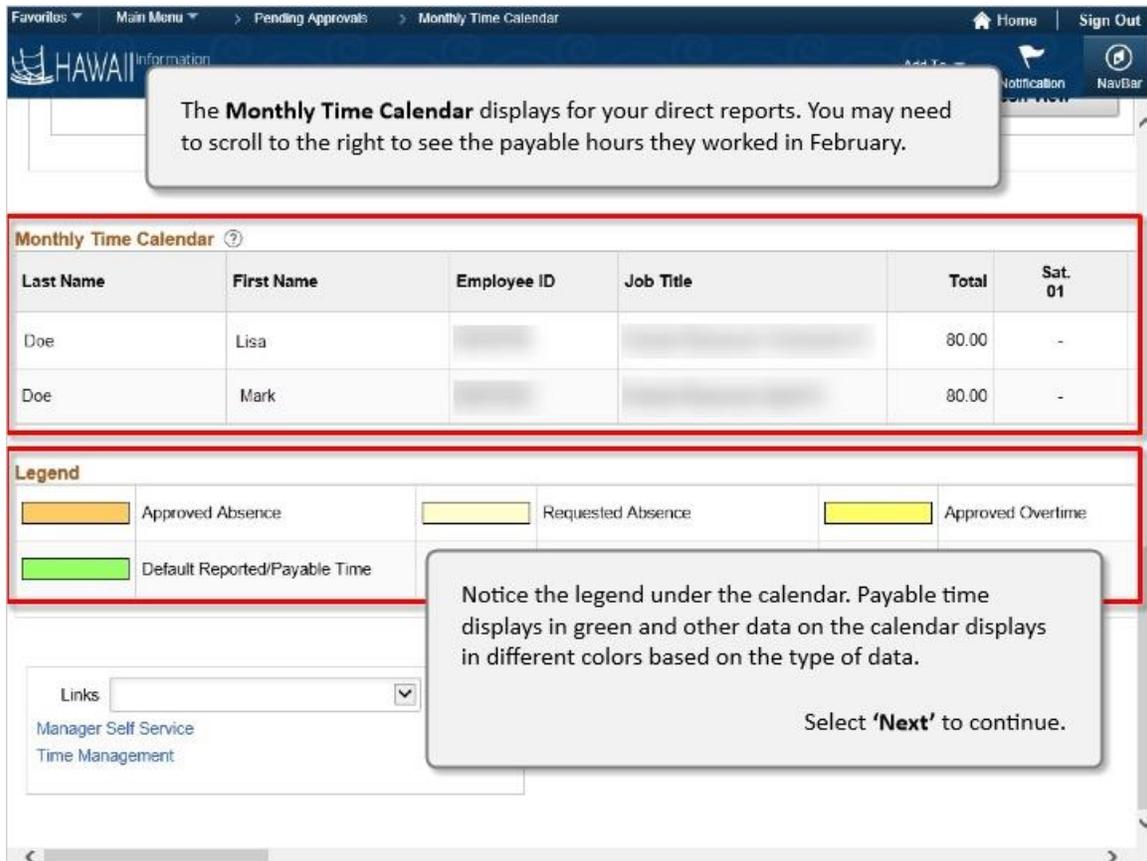
Show Schedule
 Show Training Hours
 Show Absences
 Show Holidays
 Show Planned Overtime
 Show Exceptions
 Show Symbols

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

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



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.

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
Doe	Lisa			80.00	-
Doe	Mark			80.00	-

Legend

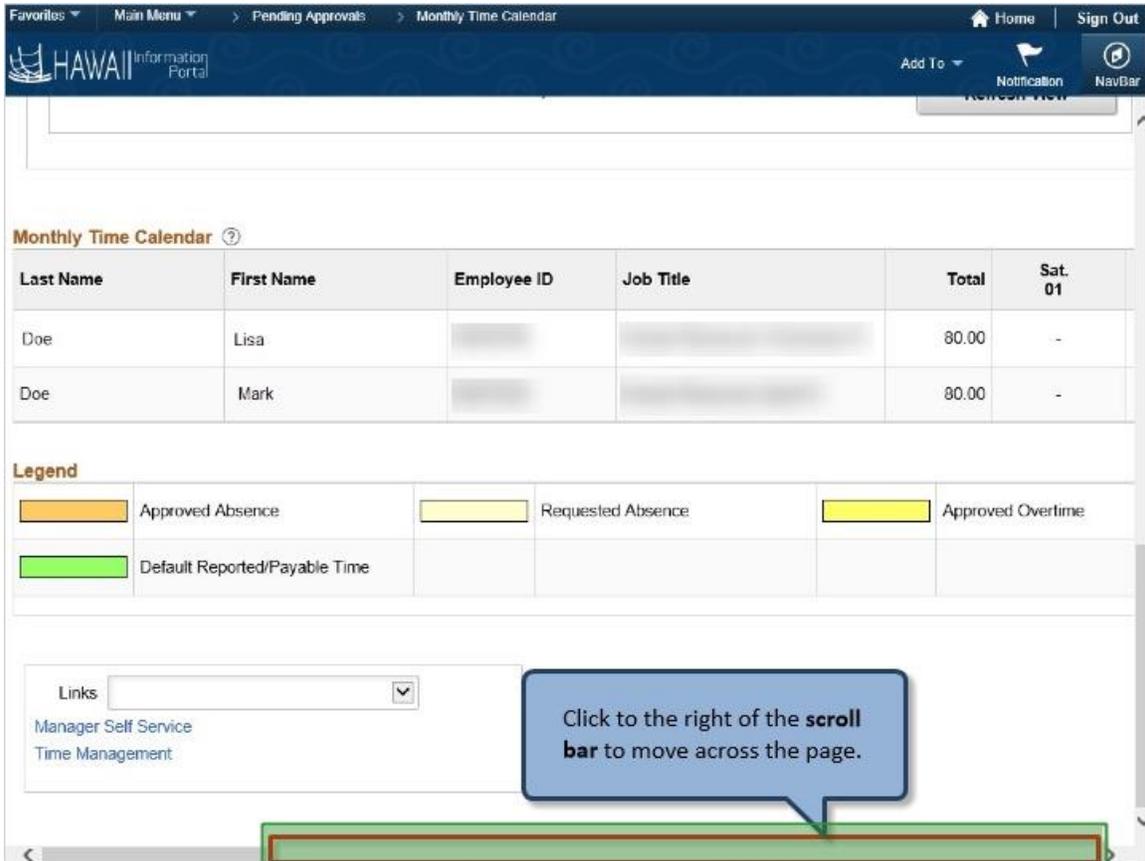
- Approved Absence
- Default Reported/Payable Time
- Requested Absence
- Approved Overtime

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.

Select **'Next'** to continue.

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.

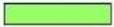
Notice the legend under the calendar. Payable time displays in green and other data on the calendar displays in different colors based on the type of data.



Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
Doe	Lisa			80.00	-
Doe	Mark			80.00	-

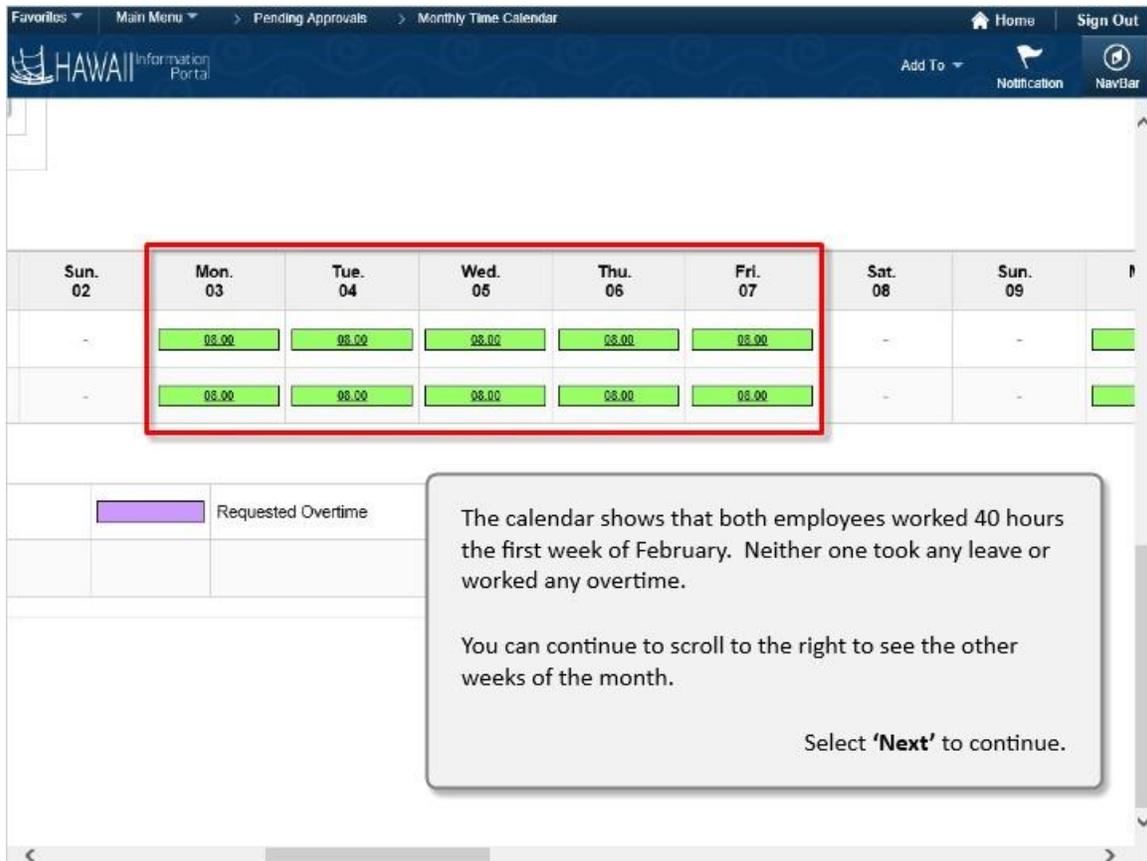
Legend

	Approved Absence		Requested Absence		Approved Overtime
	Default Reported/Payable Time				

Links:
 Manager Self Service
 Time Management

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

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



Sun. 02	Mon. 03	Tue. 04	Wed. 05	Thu. 06	Fri. 07	Sat. 08	Sun. 09
-	08.00	08.00	08.00	08.00	08.00	-	-
-	08.00	08.00	08.00	08.00	08.00	-	-

Requested Overtime

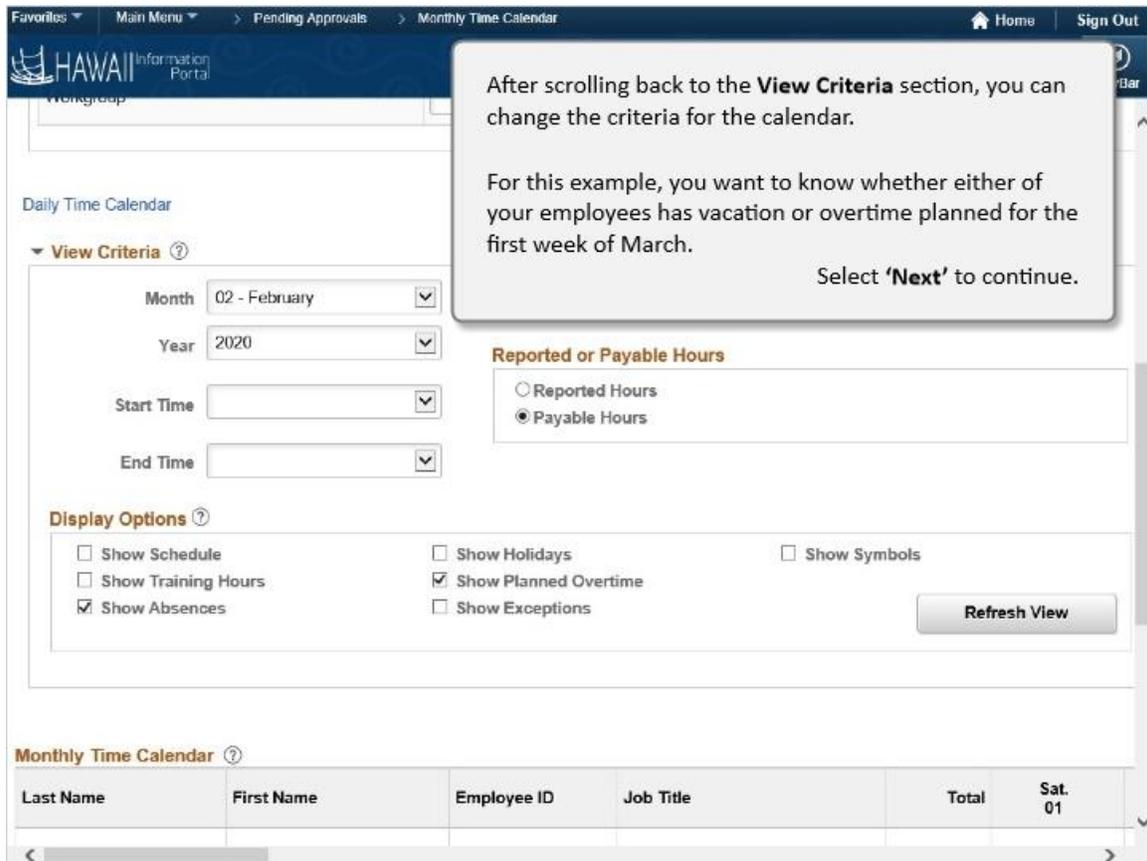
The calendar shows that both employees worked 40 hours the first week of February. Neither one took any leave or worked any overtime.

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

Select **'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.



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.

Select **'Next'** to continue.

Reported or Payable Hours

Reported Hours

Payable Hours

Display Options

Show Schedule

Show Training Hours

Show Absences

Show Holidays

Show Planned Overtime

Show Exceptions

Show Symbols

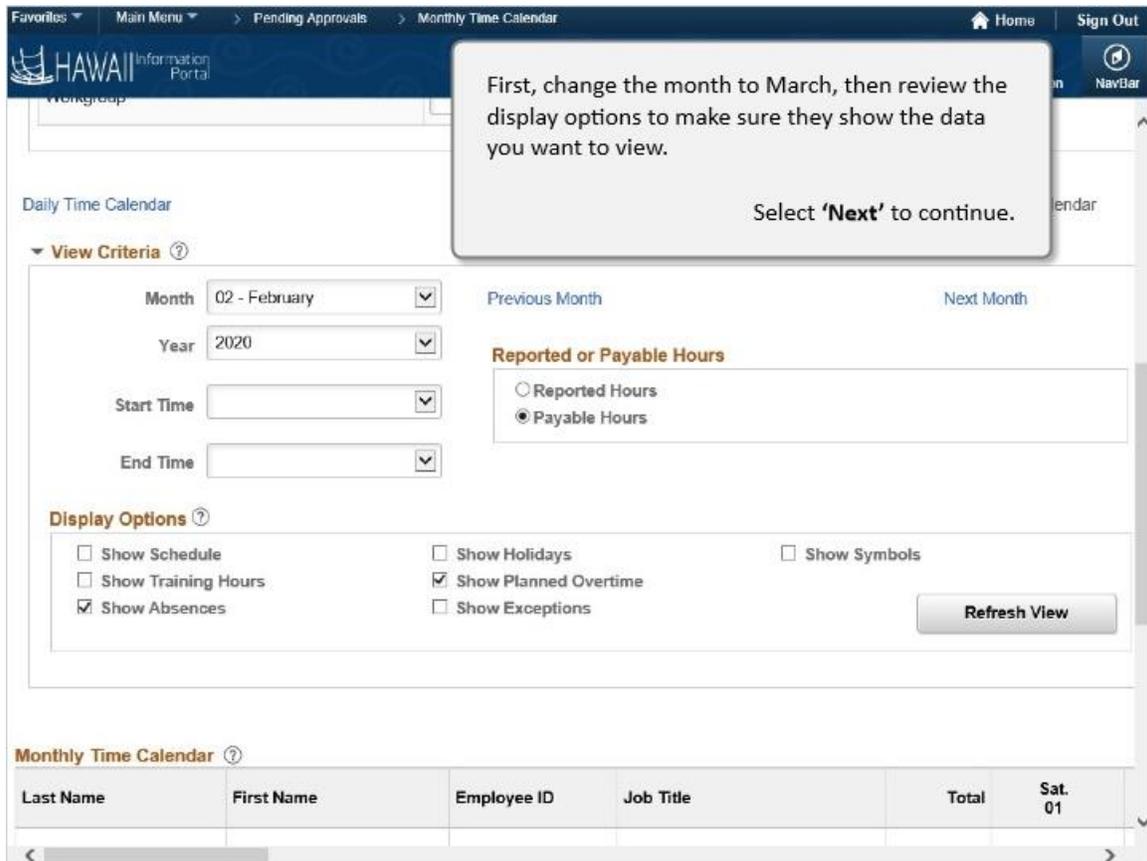
Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
[Empty rows visible in the screenshot]					

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.



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

View Criteria

Month: 02 - February
 Year: 2020
 Start Time: [Dropdown]
 End Time: [Dropdown]

Reported or Payable Hours

Reported Hours
 Payable Hours

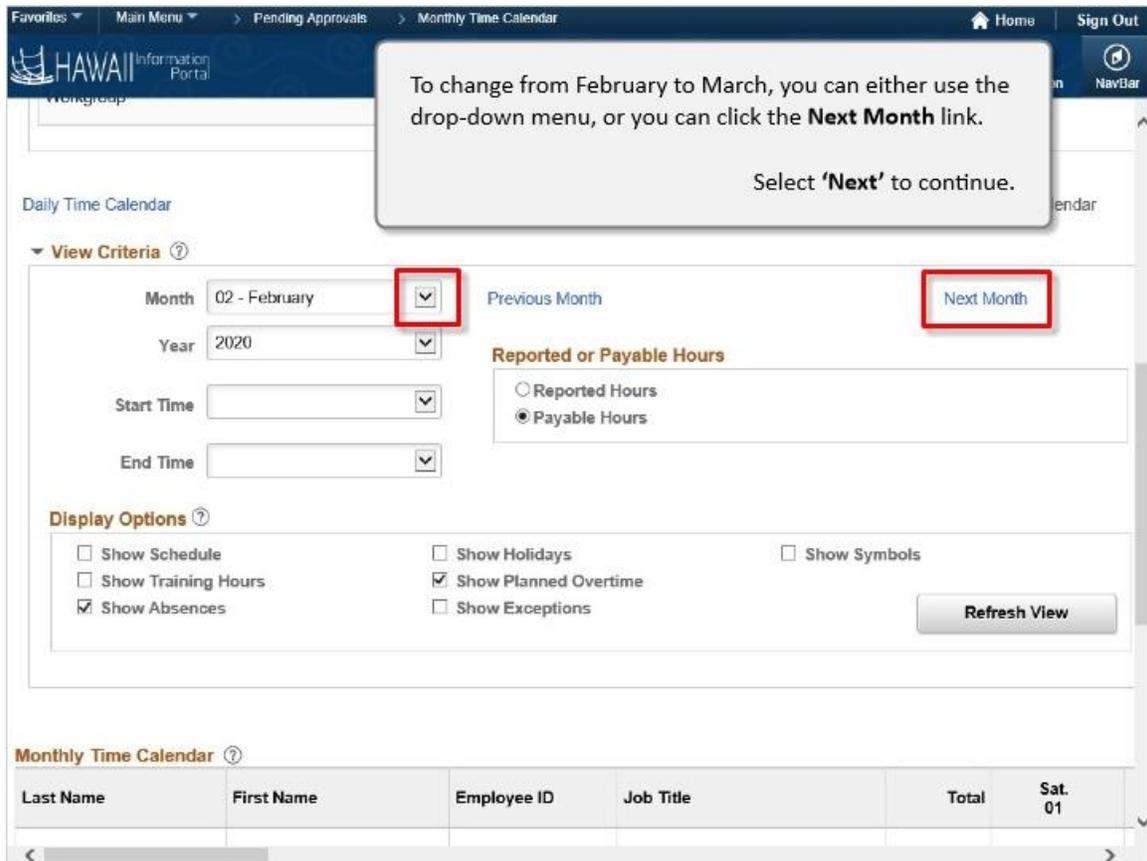
Display Options

Show Schedule
 Show Training Hours
 Show Absences
 Show Holidays
 Show Planned Overtime
 Show Exceptions
 Show Symbols

Refresh View

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

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



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

Select '**Next**' to continue.

Month: 02 - February [dropdown] Previous Month [link] Next Month [link]

Year: 2020 [dropdown]

Start Time [dropdown] End Time [dropdown]

Reported or Payable Hours

Reported Hours Payable Hours

Display Options

Show Schedule Show Holidays Show Symbols

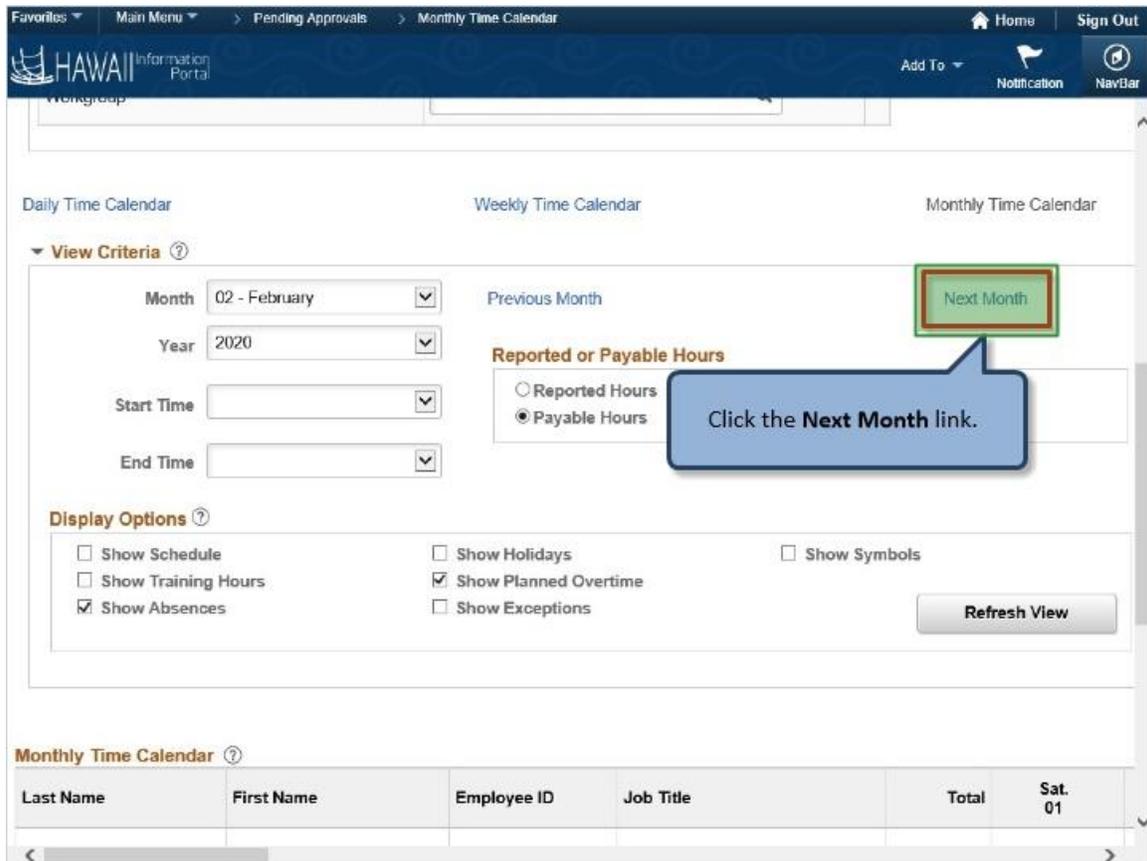
Show Training Hours Show Planned Overtime Show Exceptions

Show Absences

Refresh View

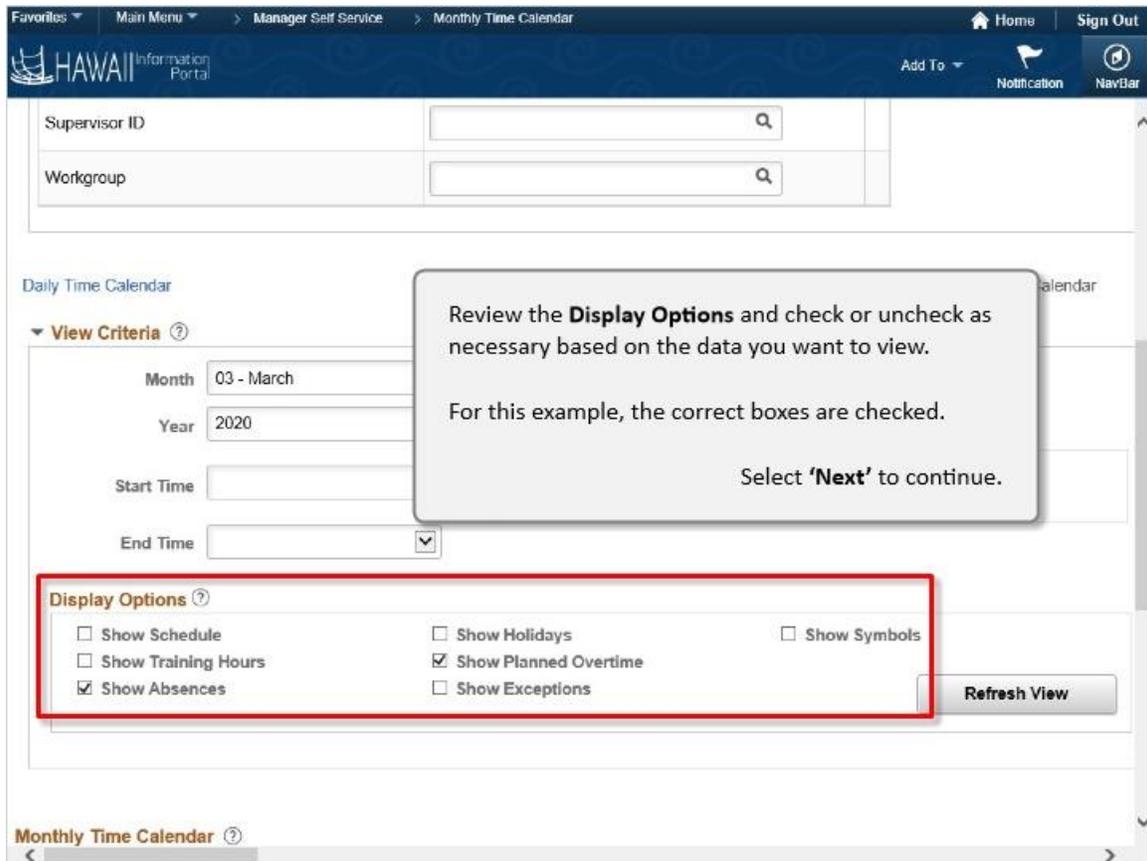
Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

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



Click the **Next Month** link.

Click the **Next Month** link.



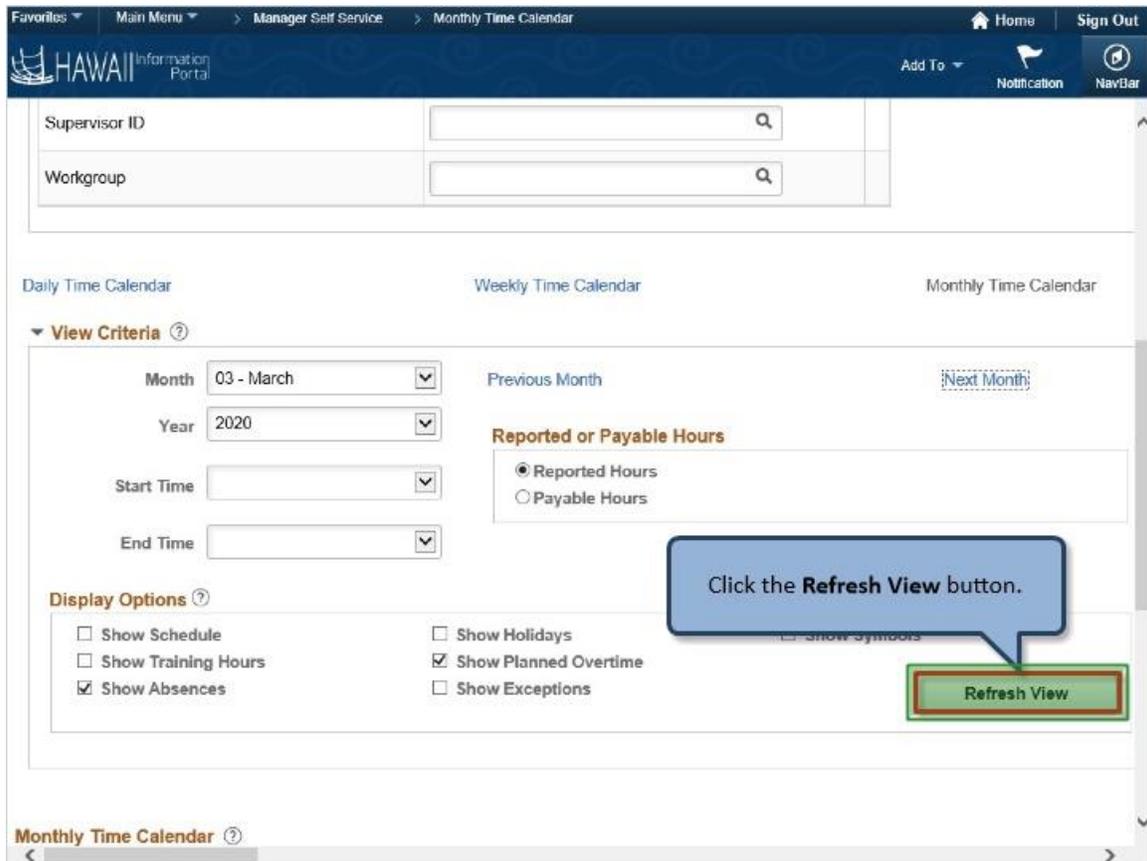
Review the **Display Options** and check or uncheck as necessary based on the data you want to view.

For this example, the correct boxes are checked.

Select **'Next'** to continue.

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

Workgroup

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

▼ View Criteria ?

Month 03 - March Previous Month Next Month

Year 2020

Start Time

End Time

Reported or Payable Hours

Reported Hours

Payable Hours

Display Options ?

Show Schedule Show Holidays Show Symbols

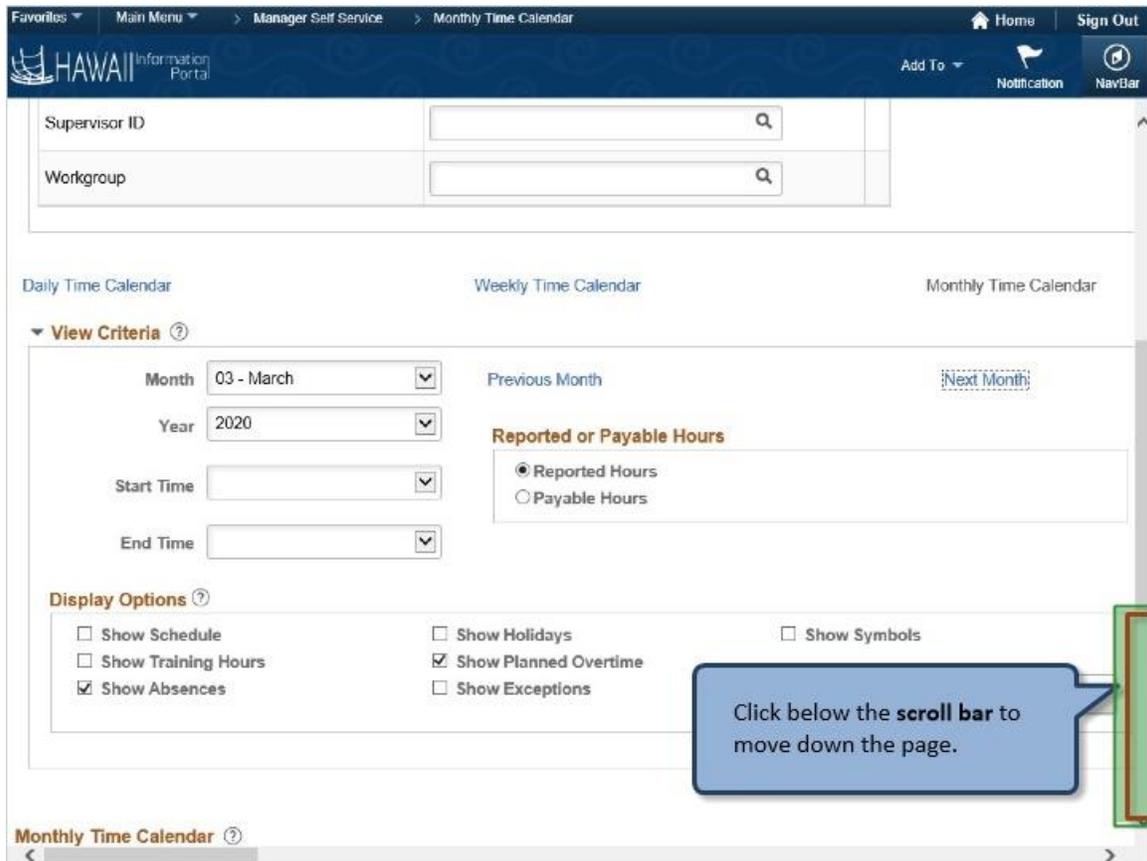
Show Training Hours Show Planned Overtime

Show Absences Show Exceptions

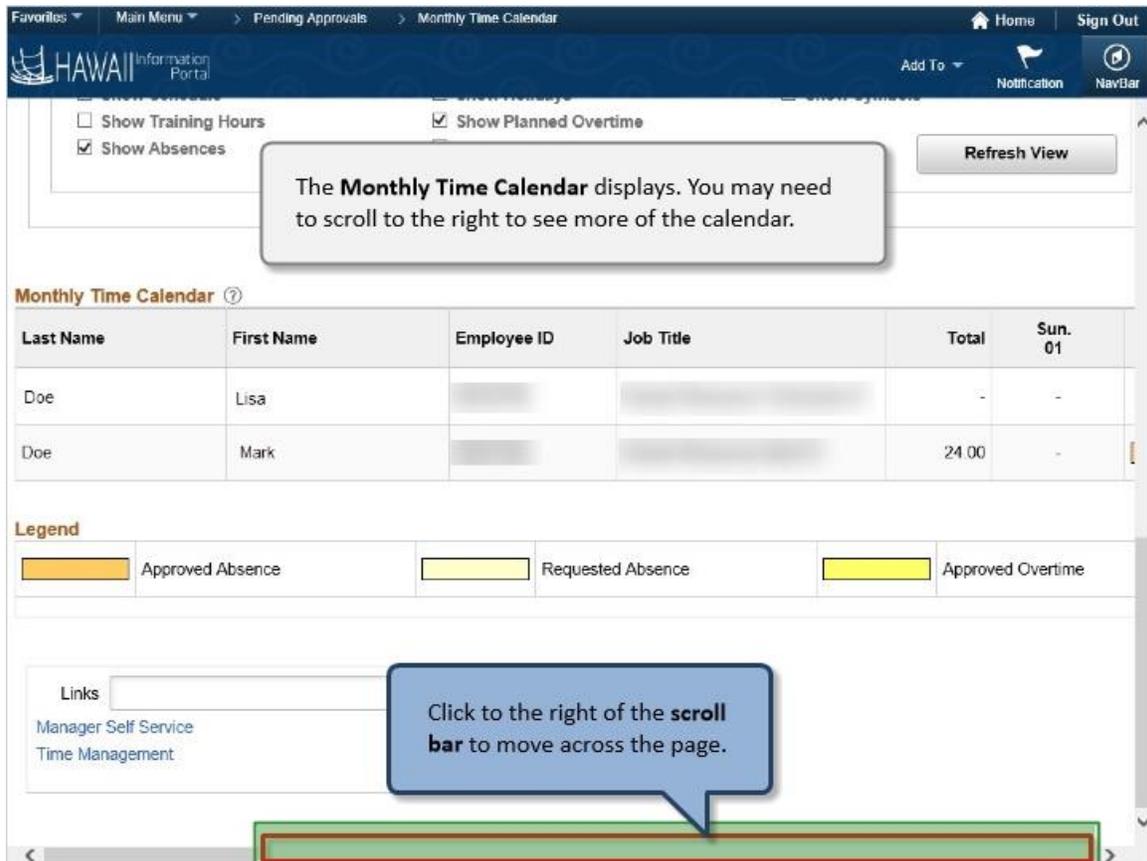
Refresh View

Monthly Time Calendar ?

Click the **Refresh View** button.



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

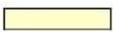
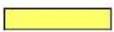


The **Monthly Time Calendar** displays. You may need to scroll to the right to see more of the calendar.

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

Last Name	First Name	Employee ID	Job Title	Total	Sun. 01
Doe	Lisa			-	-
Doe	Mark			24.00	-

Legend

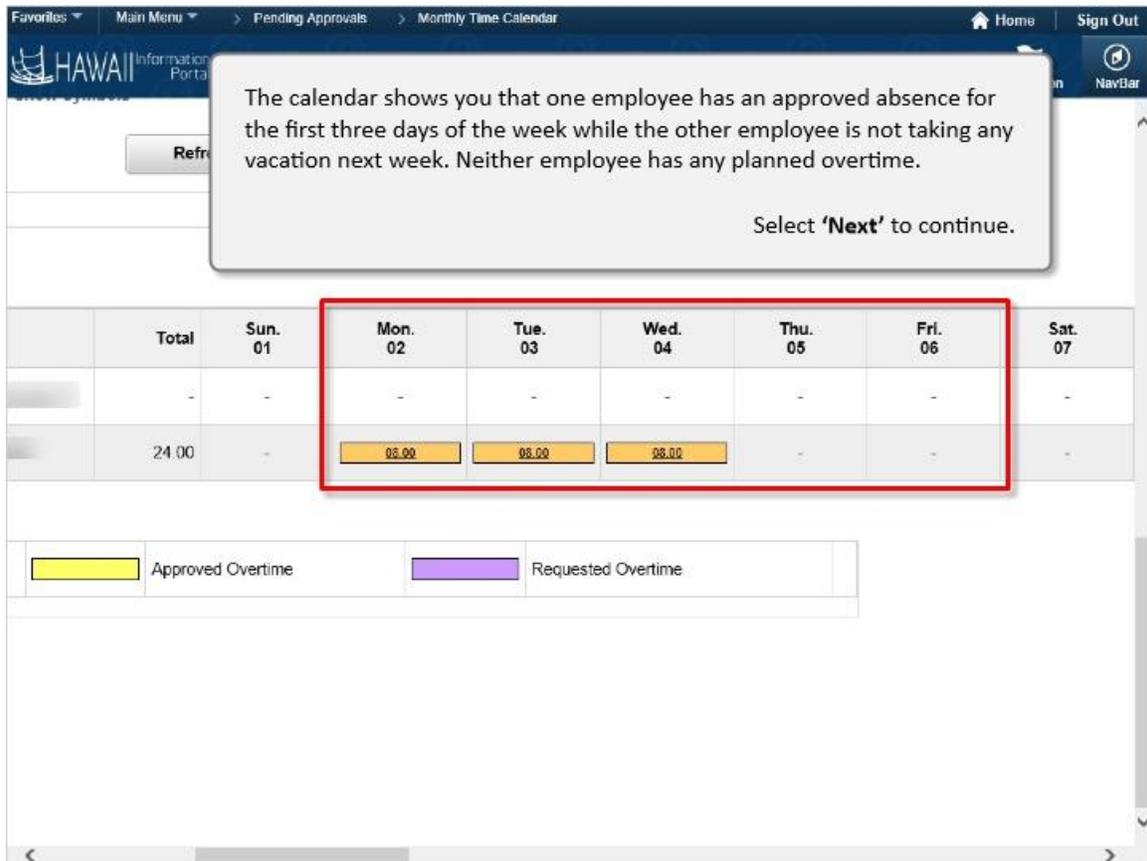
	Approved Absence		Requested Absence		Approved Overtime
---	------------------	---	-------------------	---	-------------------

Links

- Manager Self Service
- Time Management

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.



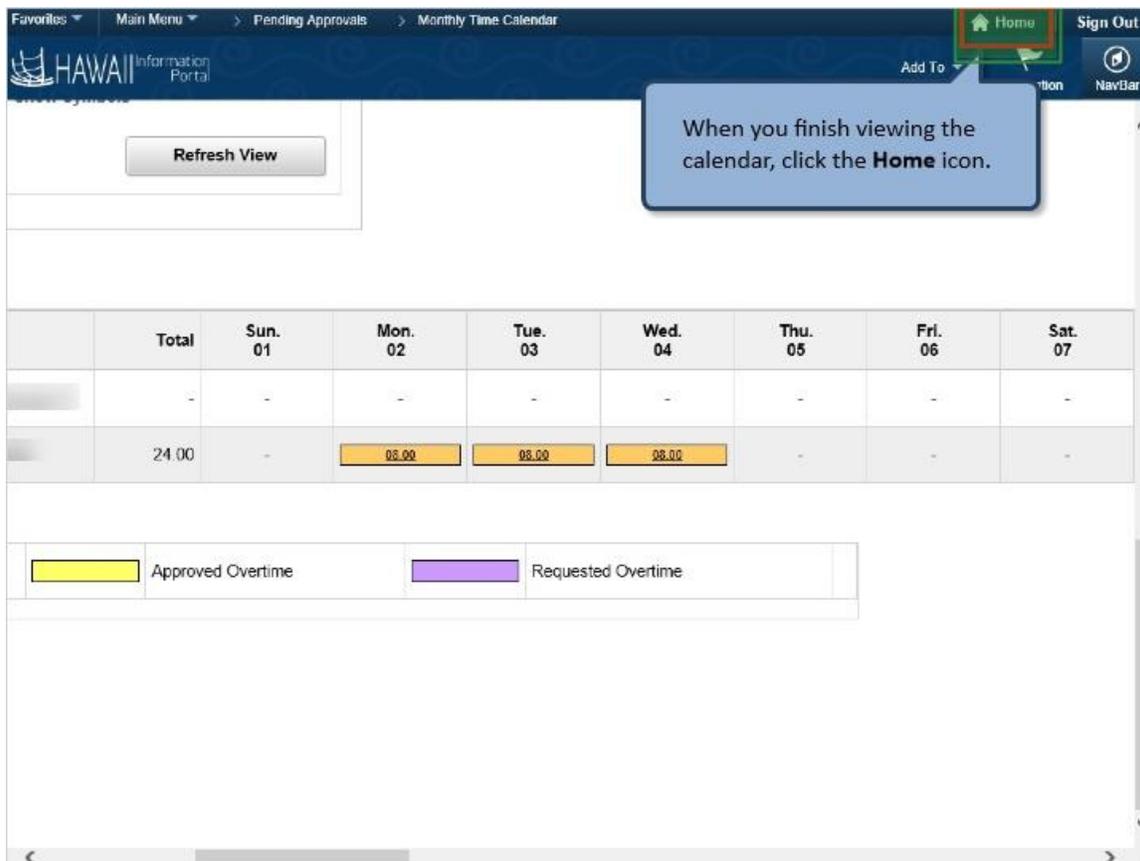
The calendar shows you that one employee has an approved absence for the first three days of the week while the other employee is not taking any vacation next week. Neither employee has any planned overtime.

Select 'Next' to continue.

Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
-	-	-	-	-	-	-	-
24.00	-	08.00	08.00	08.00	-	-	-

Approved Overtime
 Requested Overtime

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.

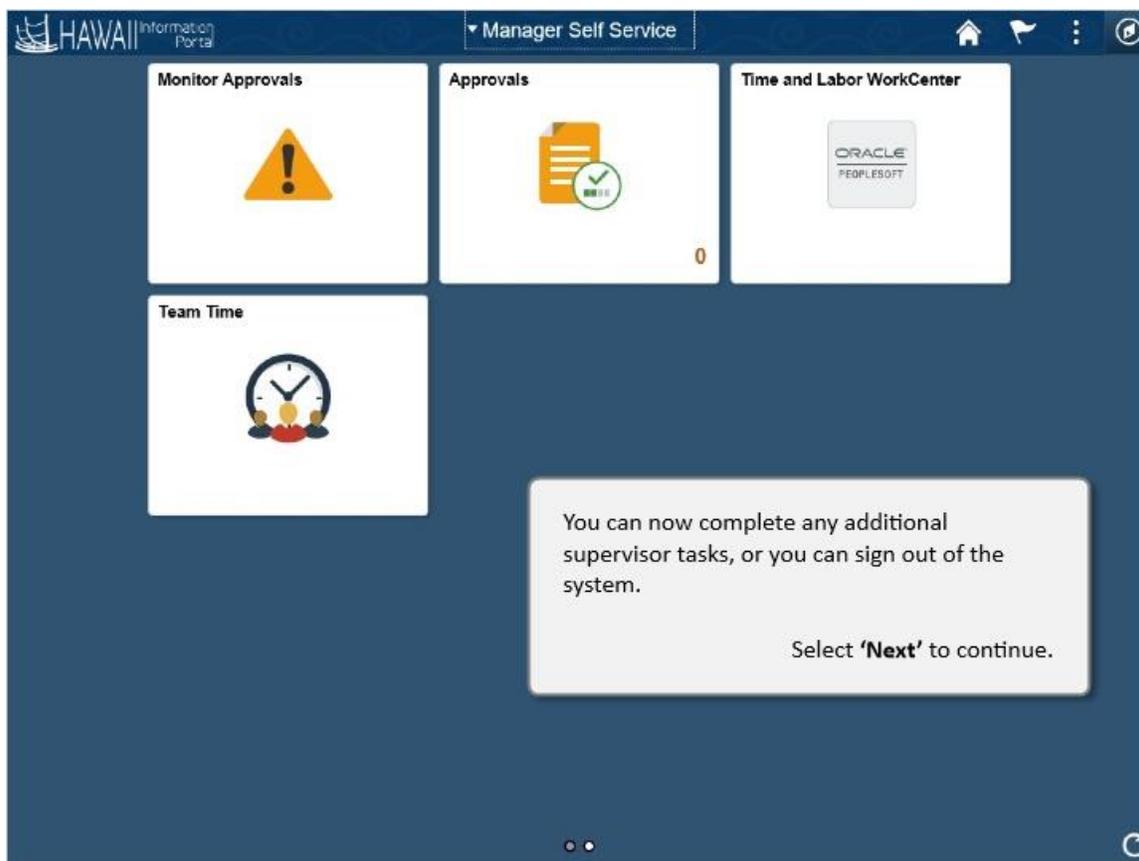


When you finish viewing the calendar, click the **Home** icon.

	Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
	-	-	-	-	-	-	-	-
	24.00	-	08.00	08.00	08.00	-	-	-

 Approved Overtime
 Requested 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.

 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

Need Help?



Hawaii Information Portal Service Center

If you need assistance using the Hawaii Information Portal for Time and Leave:

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: <https://ags.hawaii.gov/hip/get-time-and-leave-help/>

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

Select **'Next'** to continue.

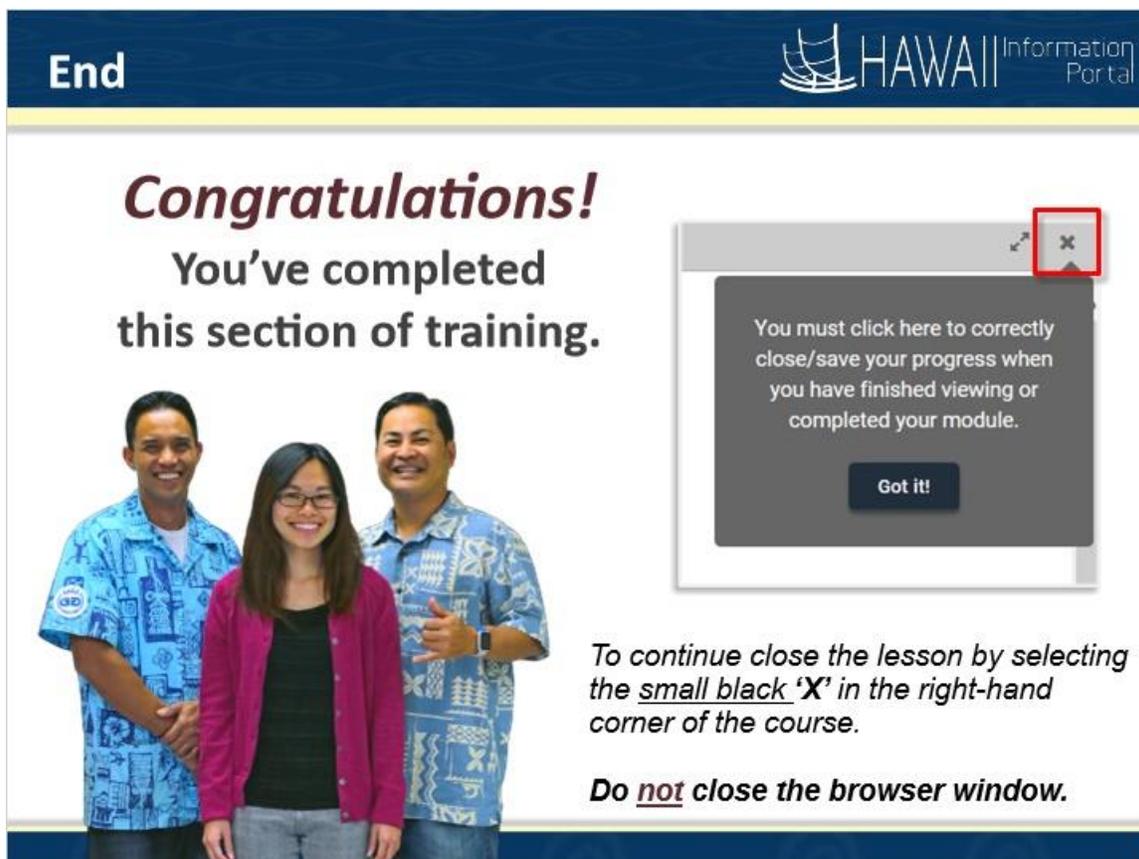


See complete instructions available at: <https://ags.hawaii.gov/hip/for-supervisors/>

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

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

End



The screenshot shows a course completion screen with a dark blue header containing the text "End" and the "HAWAII Information Portal" logo. The main content area has a white background with the text "Congratulations! You've completed this section of training." and a photo of three smiling people. To the right, a grey dialog box is shown with a red box highlighting a small black 'X' in the top right corner. The dialog box contains the text: "You must click here to correctly close/save your progress when you have finished viewing or completed your module." and a "Got it!" button. Below the dialog box, there is instructional text: "To continue close the lesson by selecting the small black 'X' in the right-hand corner of the course." and "Do not close the browser window."

Congratulations!

You've completed this section of training.

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

Do not close the browser window.

