

## 110 TIME AND LEAVE - SUPERVISORS



State of Hawaii

# Time and Leave Supervisors

*Course Number: 110*

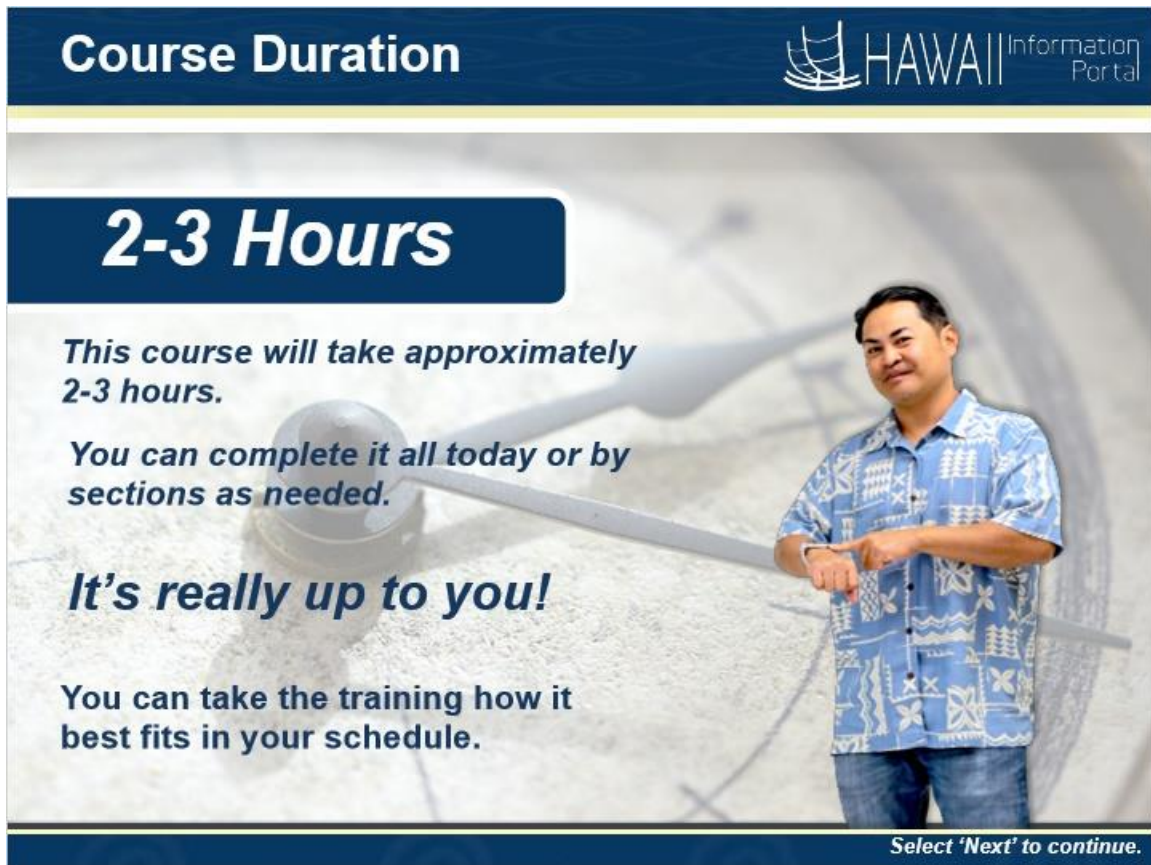
Mandatory for all Supervisors who have direct reports.

August 2021, Version 2

 **HAWAII** Information Portal  


Select 'Next' to continue.

## Duration

A promotional graphic for the course duration. It features a dark blue header with the text "Course Duration" and the Hawaii Information Portal logo. Below the header is a large image of a man in a blue patterned shirt standing next to a large clock face. The clock face is partially visible, showing the numbers 10, 11, and 12. The man is pointing towards the clock. The text "2-3 Hours" is prominently displayed in a dark blue box. Below this, there are four lines of text: "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!", and "You can take the training how it best fits in your schedule." At the bottom right, there is a small text box that says "Select 'Next' to continue." data-bbox="144 212 849 621"/>

**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

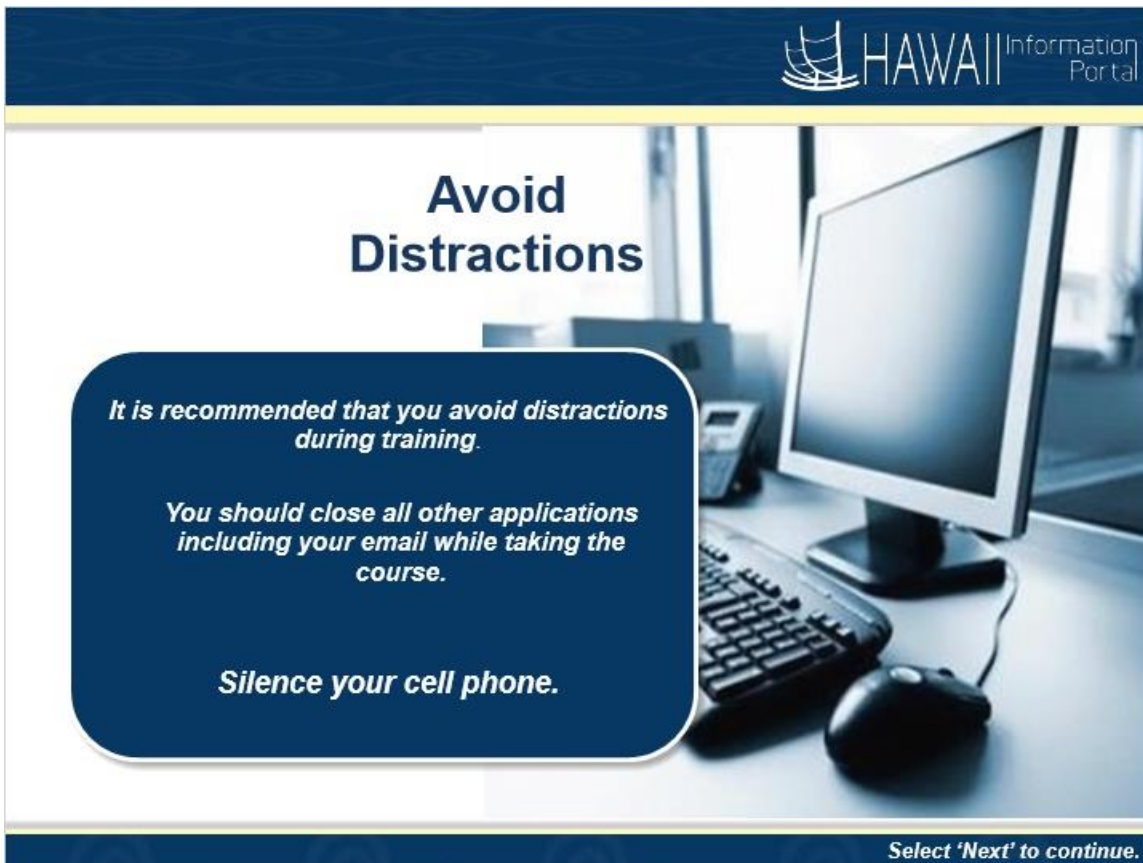
This course will take approximately 2-3 hours.

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

It's really up to you!

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

## Preparation



**Avoid Distractions**

*It is recommended that you avoid distractions during training.*

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

*Silence your cell phone.*

Select 'Next' to continue.

### **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.*

## 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?

## Course Objectives

A graphic representing a presentation slide titled 'Course Objectives'. It features a dark blue header with the title in white, a list of 14 objectives in a bulleted format, and a photo of a smiling woman in a pink cardigan on the right side. The slide also includes a small Hawaii logo in the top right corner and a 'Next' button prompt at the bottom.

### Course Objectives

*After completing this course, you will understand how to:*


- Find help and additional assistance
- Review payable time for approval
- Work with exceptions
- 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
- Understand the 'Reports To' field.

Select **'Next'** to continue.

### After completing this course, you will understand how to:

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## 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 or leave keeper, as applicable. To assist you with locating your local timekeeper or leave keeper, 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.




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## Key Terminology



The screenshot shows the 'Key Terminology' page of the Hawaii Information Portal. The page has a dark blue header with the portal logo and title. Below the header, a grid of nine terms is displayed, each underlined. The terms are: Salaried Employees (Elapsed Time Entry), Time Reporting Code (TRC), Direct Reports, Hourly Employees (Punch Time Entry), Timesheet Exception, Reported Time, Positive Time Reporter, Time Administration, Payable Time, and Comp Time. A large blue circle with a white border is on the left side of the grid. Below the grid, a man in a blue patterned shirt is smiling, and the text 'Select **'Next'** to continue.' is displayed.

Salaried Employees (Elapsed Time Entry)

Time Reporting Code (TRC)

Direct Reports

Hourly Employees (Punch Time Entry)

Timesheet Exception

Reported Time

Positive Time Reporter

Time Administration

Payable Time

Comp Time

Select **'Next'** to continue.

Elapsed Time Entry (Salaried Employees)

Punch Time Entry (Hourly Employees)

Positive Time Reporter

Time Reporting Code (TRC)

Time Sheet Exception

Time Administration

Direct Reports

Reported Time

Payable Time

Comp Time



## Key Terminology



# Positive Time Reporter



**Definition:**

Positive time reporters report all time worked. Depending on the setup, this type of reporter can report either punched or elapsed time. This may include hourly/casual appointment employees or certain salaried employees who are required to submit all of their time to be paid.

*Select '**Next**' to continue.*

## Positive Time Reporter

**Definition:**

Positive time reporters report all time worked. Depending on the setup, this type of reporter can report either punched or elapsed time. This may include hourly/casual appointment employees or certain salaried employees who are required to submit all of their time to be paid.



## Salaried Employees (Elapsed Time Entry)



### Definition:


When entering time, employees who use this method enter the number of hours that have elapsed when they enter time, and not specific In and Out times, or their regular hours worked.

Select '**Next**' to continue.


### Salaried Employees (Elapsed Time Entry)

#### Definition:


When entering time, employees who use this method enter the total number of hours that has elapsed when they enter time, and not specific In and Out times, or their regular hours worked.

 HAWAII Information Portal

Key Terminology



## Hourly Employees (Punch Time Entry)



**Definition:**

When entering time, employees who use this method enter specific In and Out times for the workday.

Select '**Next**' to continue.

### Hourly Employees (Punch Time Entry)

**Definition:**

When entering time, employees who use this method enter specific In and Out times for the workday.



## Time Reporting Code (TRC)

**Definition:**

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

Select '**Next**' to continue.

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## Direct Reports



### Definition:

Direct reports are employees who report to you. This is based on what is set up in HIP by your HR office. You may be referred to as the 'Reports To' supervisor for your direct reports.

Select '**Next**' to continue.

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#### Definition:

Direct reports are employees who report to you. This is based on what is set up in HIP by your HR office. You may be referred to as the 'Reports To' supervisor for your direct reports.



## Reported Time



### Definition:

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

Select '**Next**' to continue.

## Reported Time

### Definition:

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



## Payable Time



### Definition:

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.

Select '**Next**' to continue.

## Payable Time

### Definition:

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



### Definition:

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.

Select '**Next**' to continue.

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## Time Administration



### Definition:

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

Select '**Next**' to continue.

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## Comp Time



### Definition:

Compensatory Time (also known as comp time for short) refers to time you've earned working overtime hours that you can use to take time off at a later time.

Select '**Next**' to continue.

## Comp Time

### Definition:

Compensatory Time (also known as Comp Time for short) refers to time you've earned working overtime hours that you can use 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 in the top right corner. The slide has a light green background. On the left, the text "Lesson Scenario" is followed by "In this lesson, you will learn about the approval process in HIP." At the bottom left, it says "Select 'Next' to continue." On the right side of the slide is a full-length photo of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants.

**Time and Leave Approval Overview** 

***Lesson Scenario***

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

Select '**Next**' to continue.

### ***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

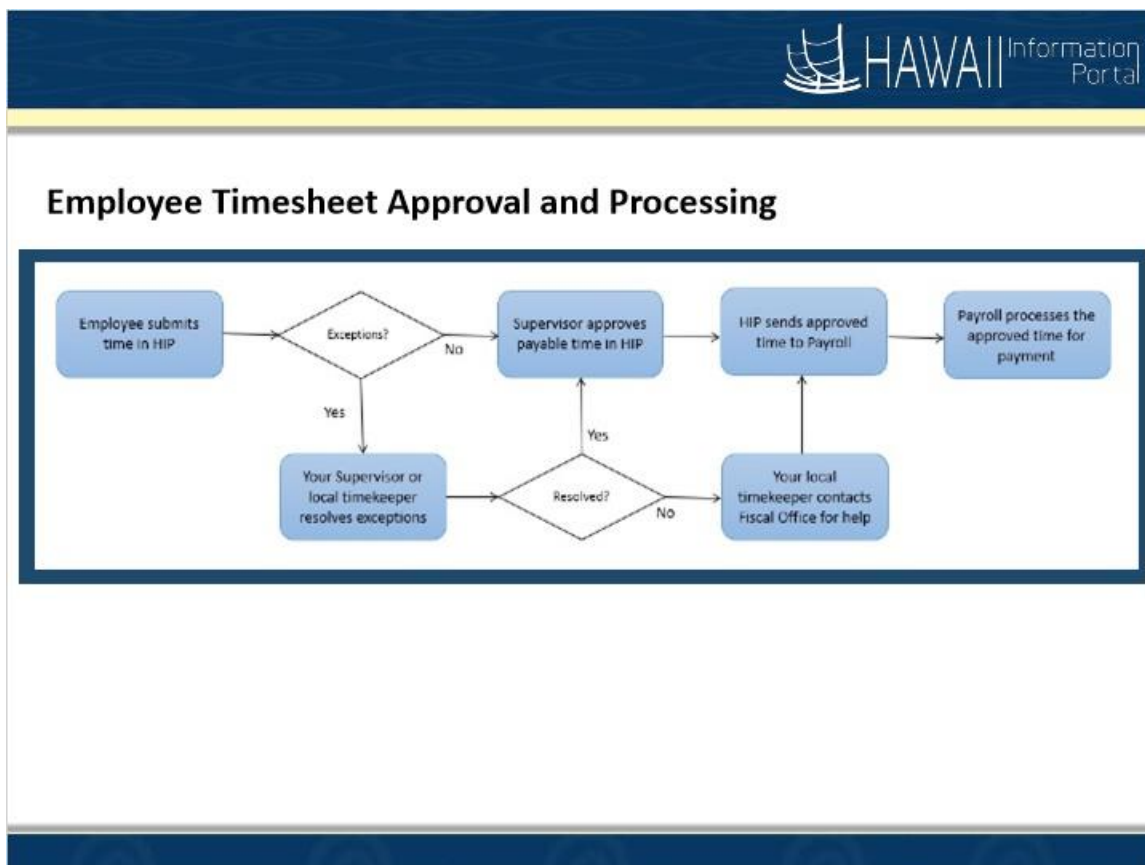
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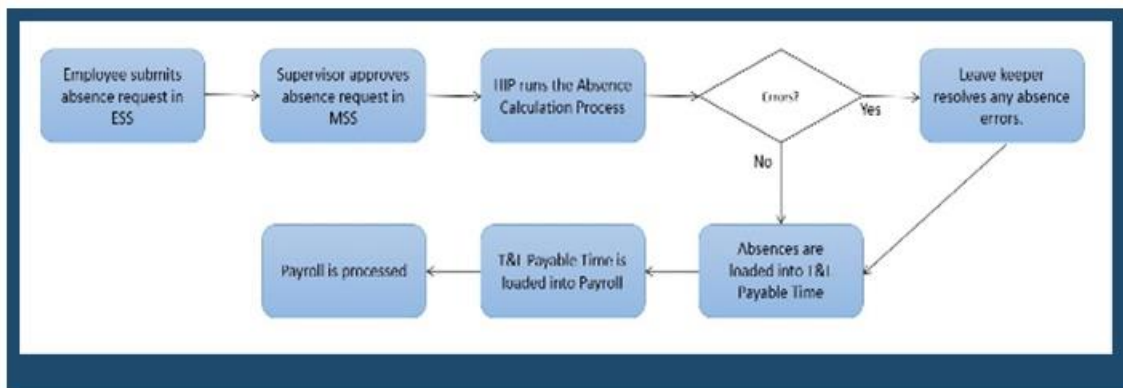
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## Employee Timesheet Approval and Processing

## 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

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## 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** 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** 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.

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### Leave Approvals:

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

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

## How does the system determine the Supervisor?

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

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

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

Select **'Next'** to continue.

## How does the system determine the Supervisor?

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**Congratulations!**

You've successfully completed this lesson.

## Understanding Exceptions

### Understanding Exceptions



### ***Lesson Scenario***

*In this lesson, you will learn to:*

1. Work 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:*

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

**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.

For detailed instructions on managing all exceptions bookmark the following URL:  
<https://ags.hawaii.gov/hip/exception-management/>

Select **'Next'** to continue.



### **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.

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## 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.

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 HAWAII Information Portal

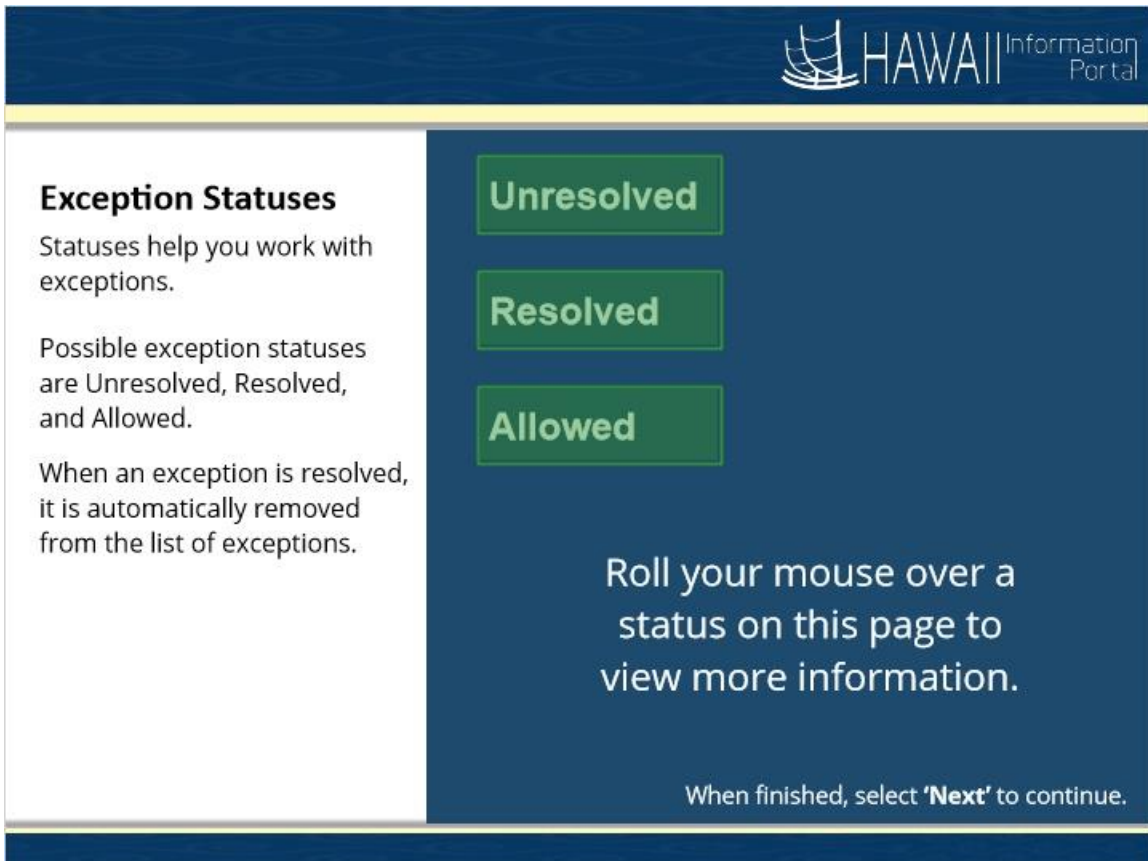
Exception Statuses

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



Select 'Next' to continue

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



The screenshot shows the 'Exception Statuses' section of the Hawaii Information Portal. On the left, a white sidebar contains the title 'Exception Statuses', a brief explanation, and a list of possible statuses. The main content area has a dark blue background with three green buttons labeled 'Unresolved', 'Resolved', and 'Allowed'. A large text prompt asks the user to roll their mouse over a status for more information. At the bottom right, a note says 'When finished, select 'Next' to continue.'

**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.

## 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** - 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
<b>High</b>	The exception must be resolved or allowed in order for the reported time to become payable time.
<b>Medium or Low</b>	The exception will become payable time, but it also remains an exception until it is resolved or allowed.

Select **'Next'** to continue.

### What does the Severity Level of an Exception mean?

**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.



What are some examples of **exceptions**?

Select 'Next' to continue

What are some examples of **exceptions**?



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.


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.



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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 a high level 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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***Congratulations!***  
*You've successfully completed this lesson.*

## Allow Exceptions

### 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.



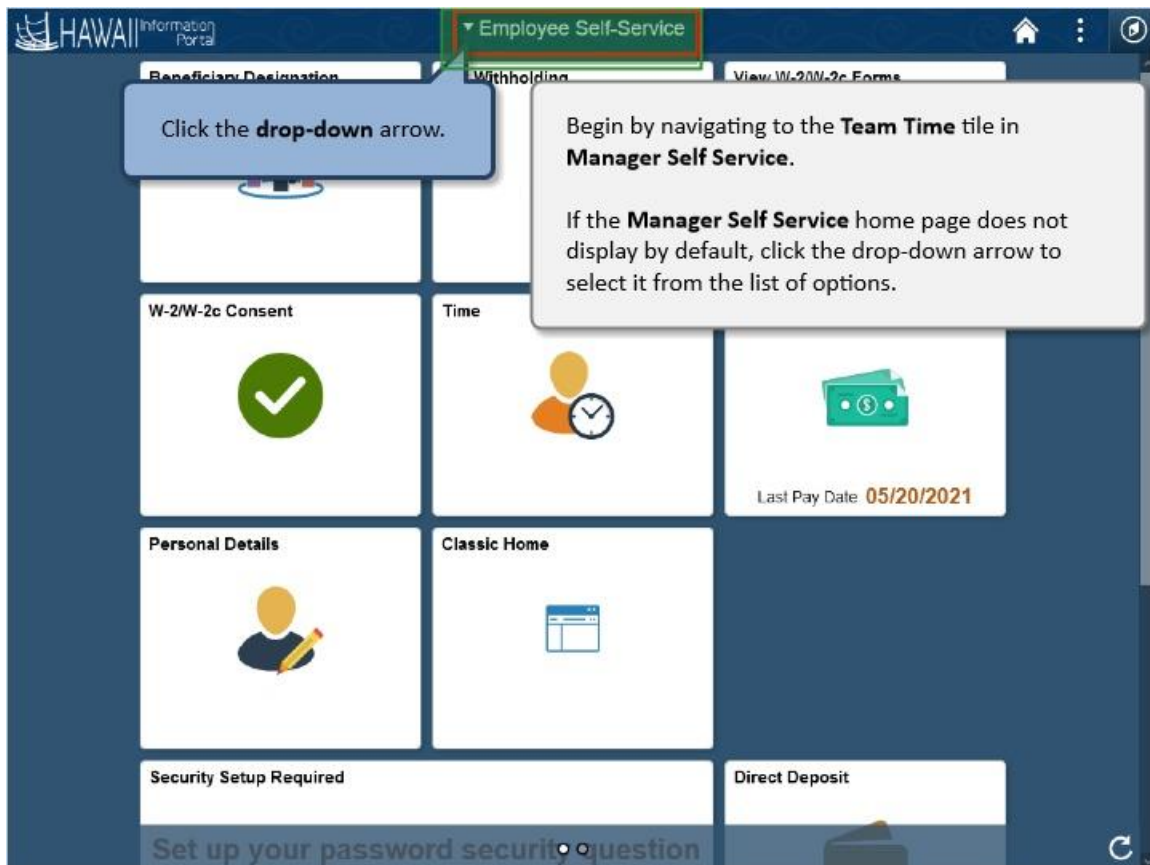
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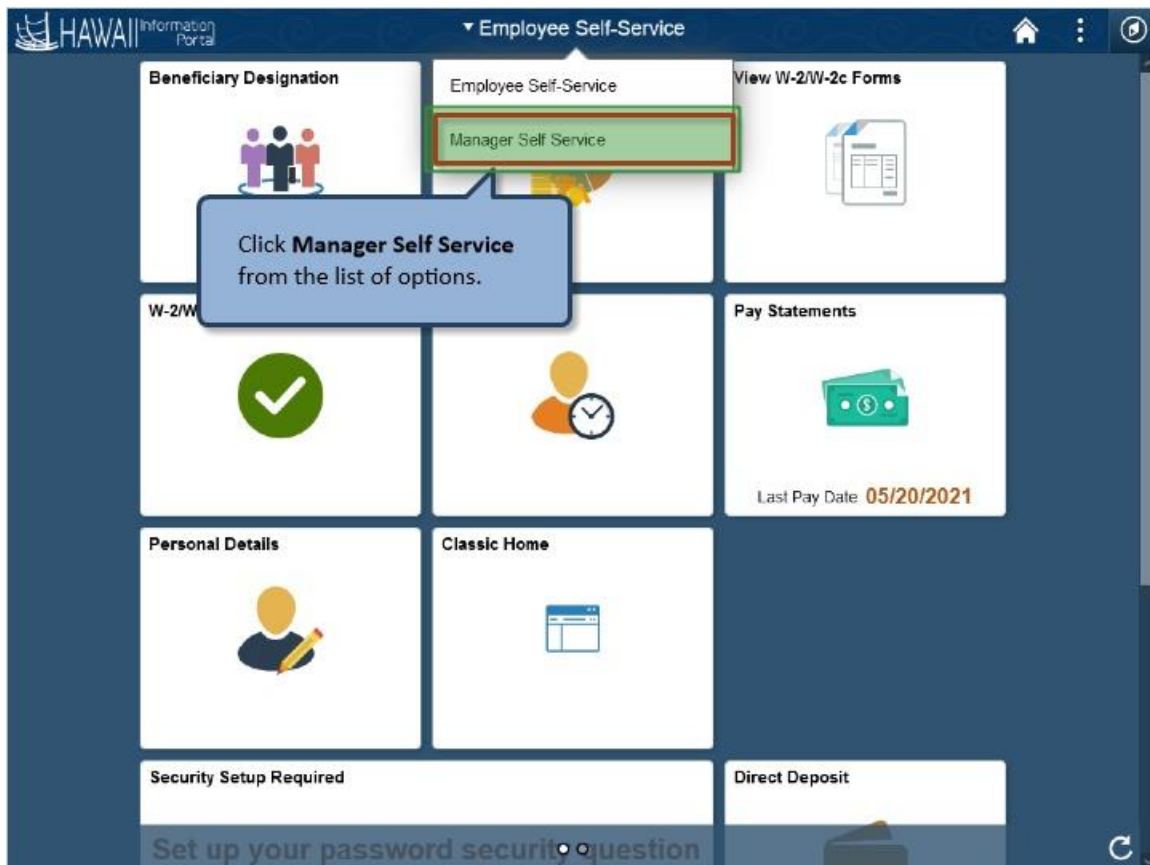
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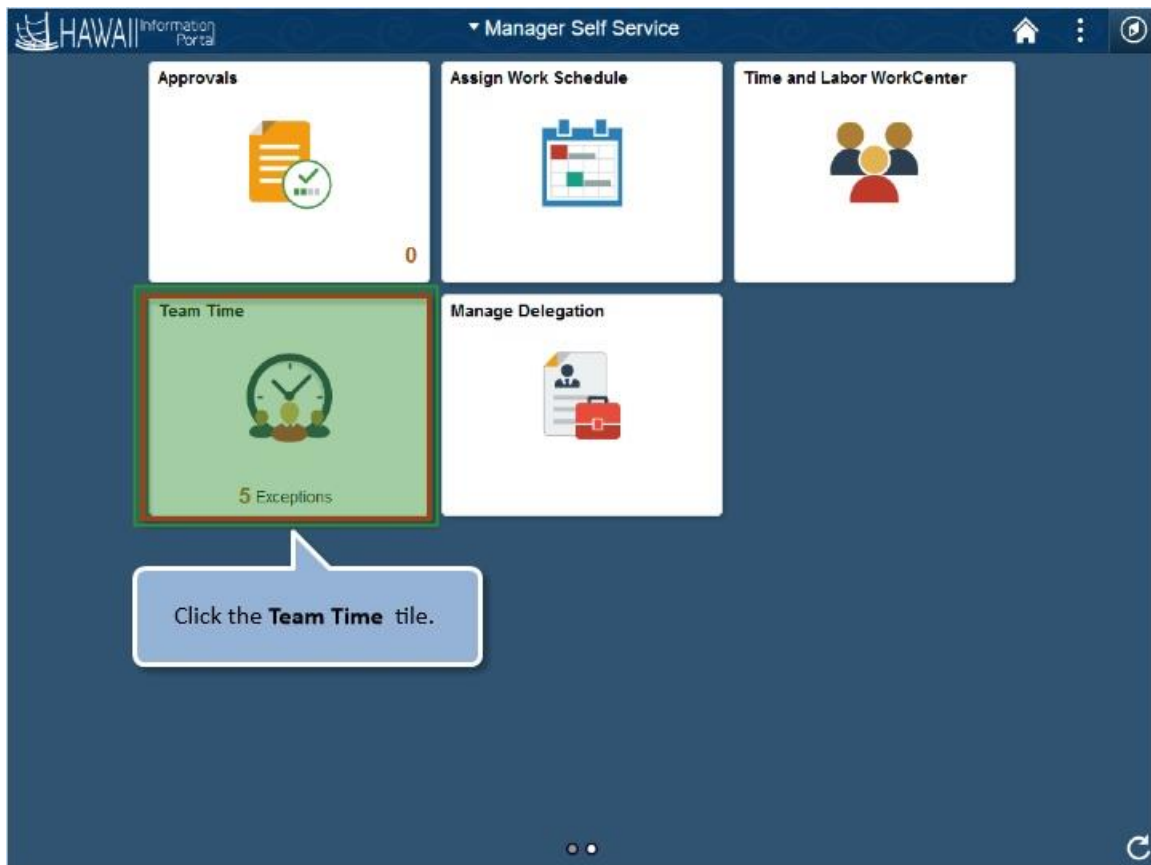
Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

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.

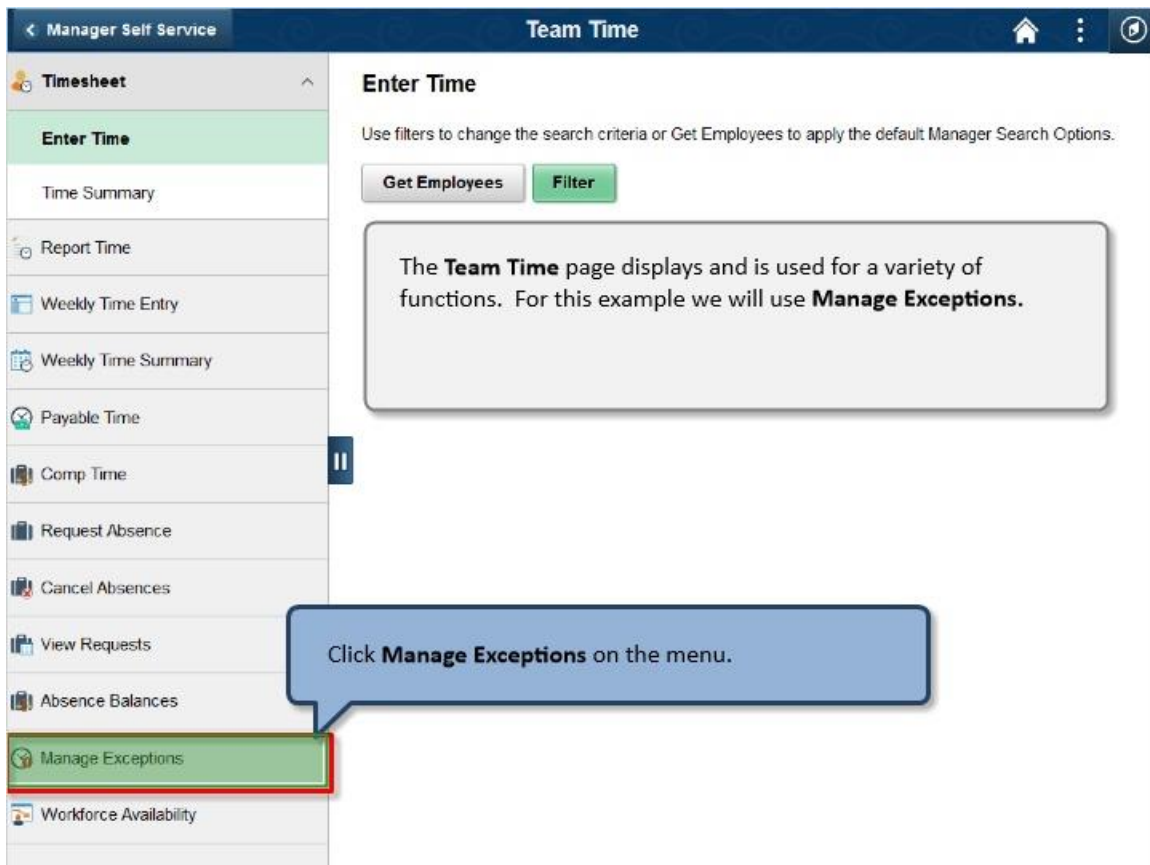
Click the **drop-down** arrow.



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

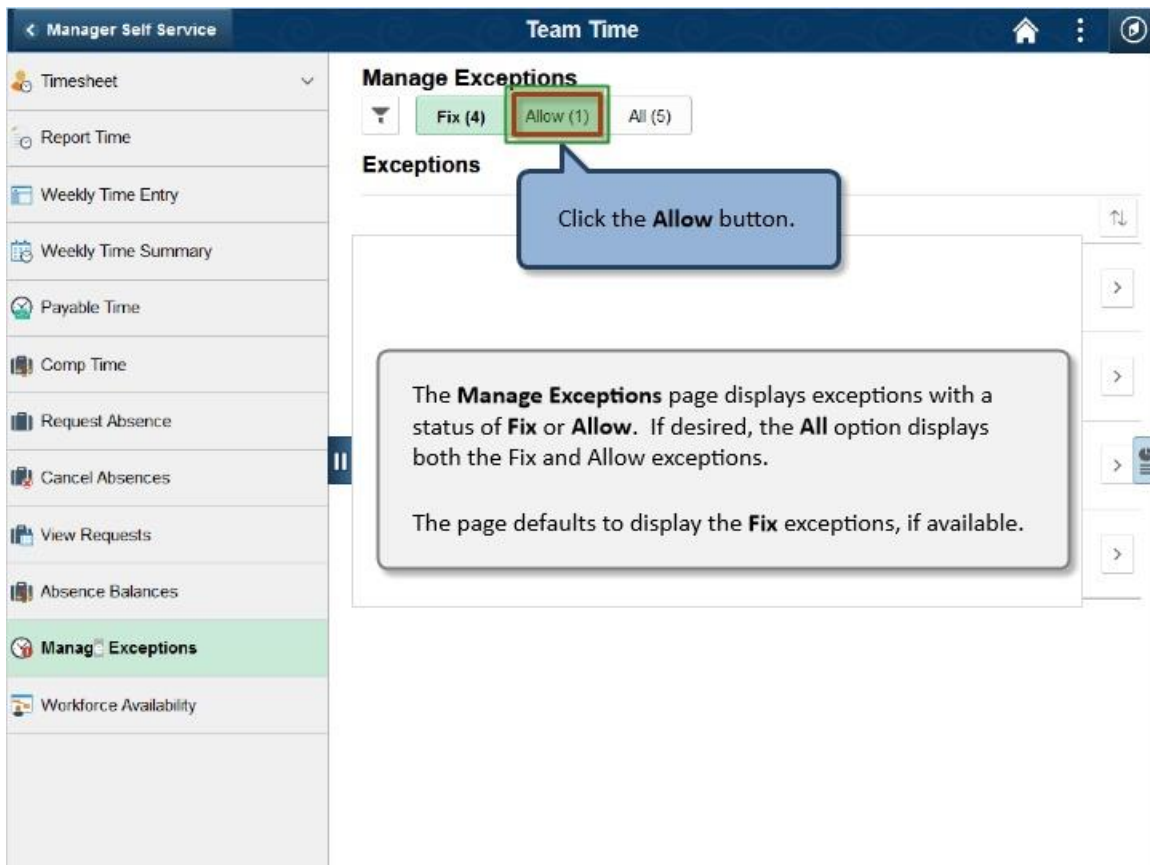


Click the Team Time tile



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

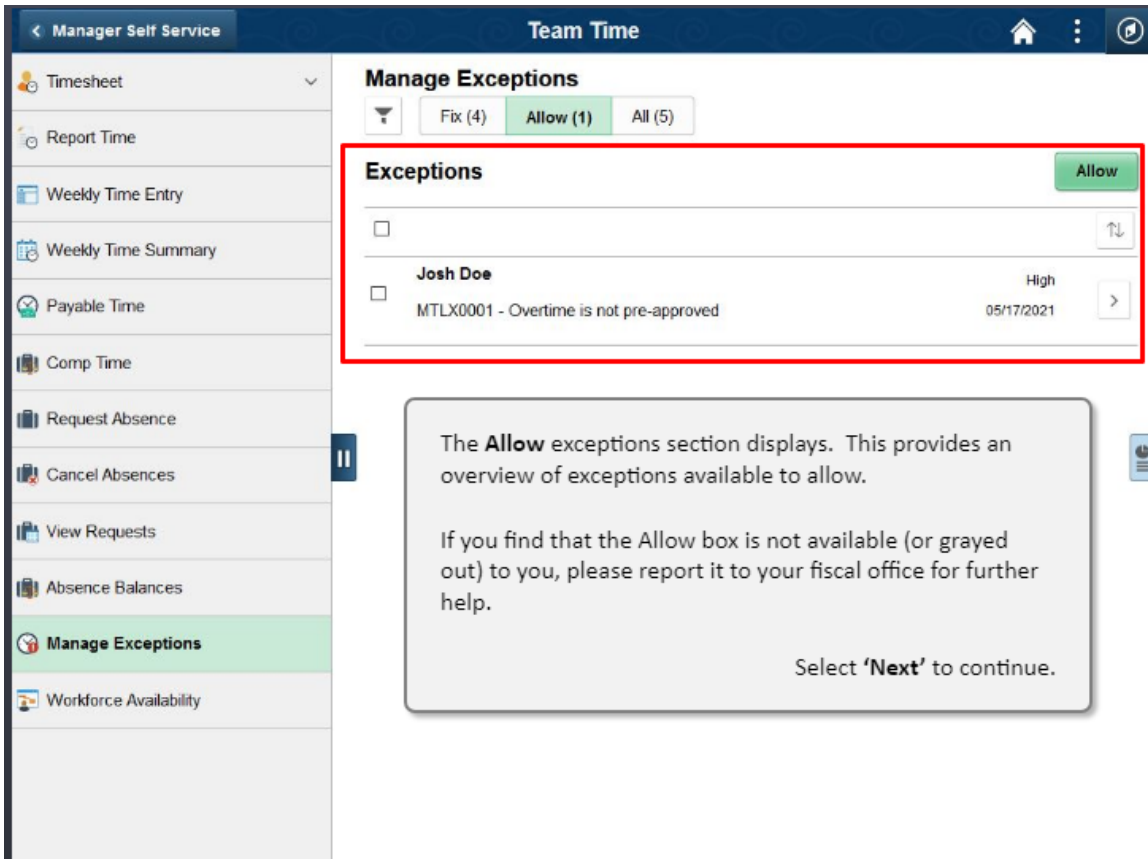
Click **Manage Exceptions** on the menu.



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 (4) **Allow (1)** All (5)

**Exceptions** Allow

<input type="checkbox"/>			
<input type="checkbox"/>	<b>Josh Doe</b>	High	
	MTLX0001 - Overtime is not pre-approved	05/17/2021	>

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

If you find that the Allow box is not available (or grayed out) to you, please report it to your fiscal office for further help.

Select **'Next'** to continue.

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Manager Self Service
Team Time

Timesheet
Report Time
Weekly Time Entry
Weekly Time Summary
Payable Time
Comp Time
Request Absence
Cancel Absences
View Requests
Absence Balances
Manage Exceptions
Workforce Availability

Josh Doe
Account Clerk II
Return to Manage Exceptions

Monday, May 17, 2021

Submitted Time

+
Elapsed
Punch

OT - Overtime Pay
3.00 Hours

Exceptions

☐ MTLX0001 - Overtime is not pre-approv

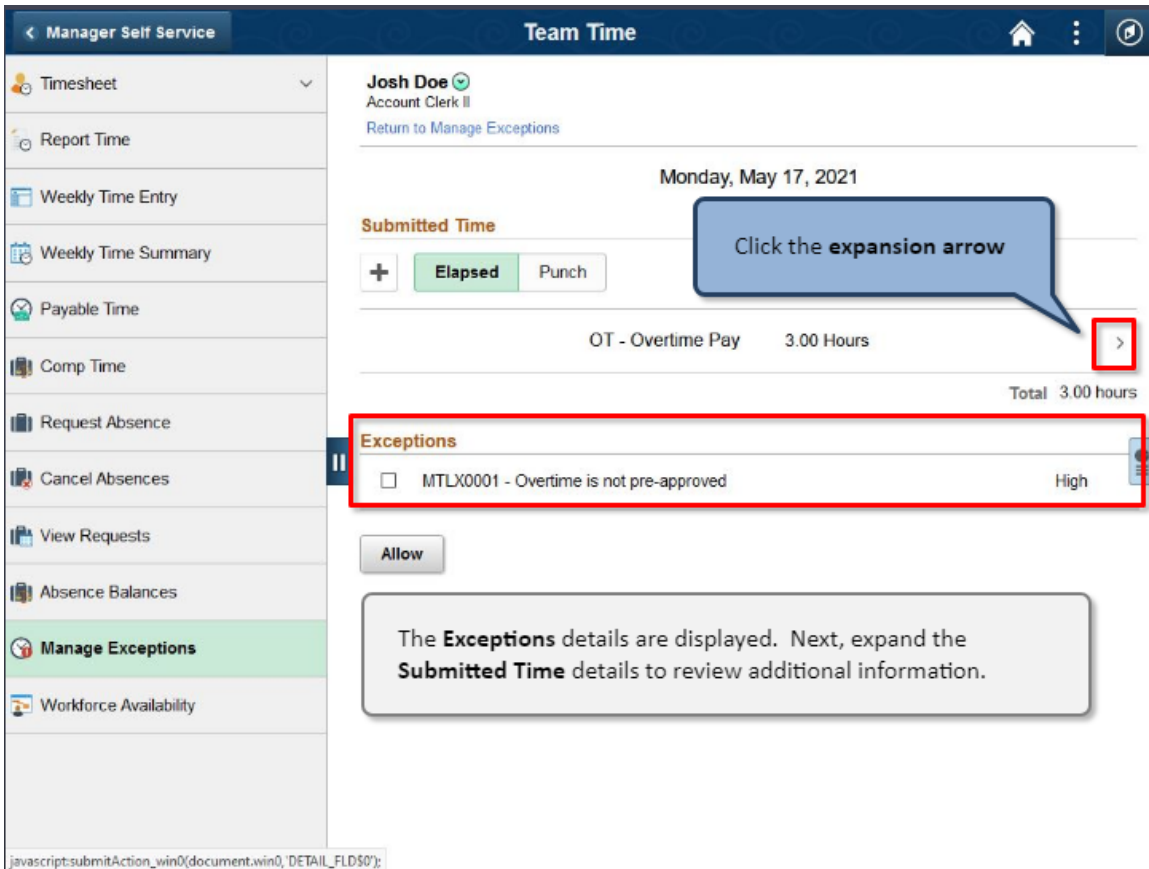
Allow

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

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

August, 2021 Version 2

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**Manager Self Service** **Team Time**

**Josh Doe** Account Clerk II  
Return to Manage Exceptions

Monday, May 17, 2021

**Submitted Time**

+ Elapsed Punch

OT - Overtime Pay 3.00 Hours

Total 3.00 hours

**Exceptions**

☐ MTLX0001 - Overtime is not pre-approved High

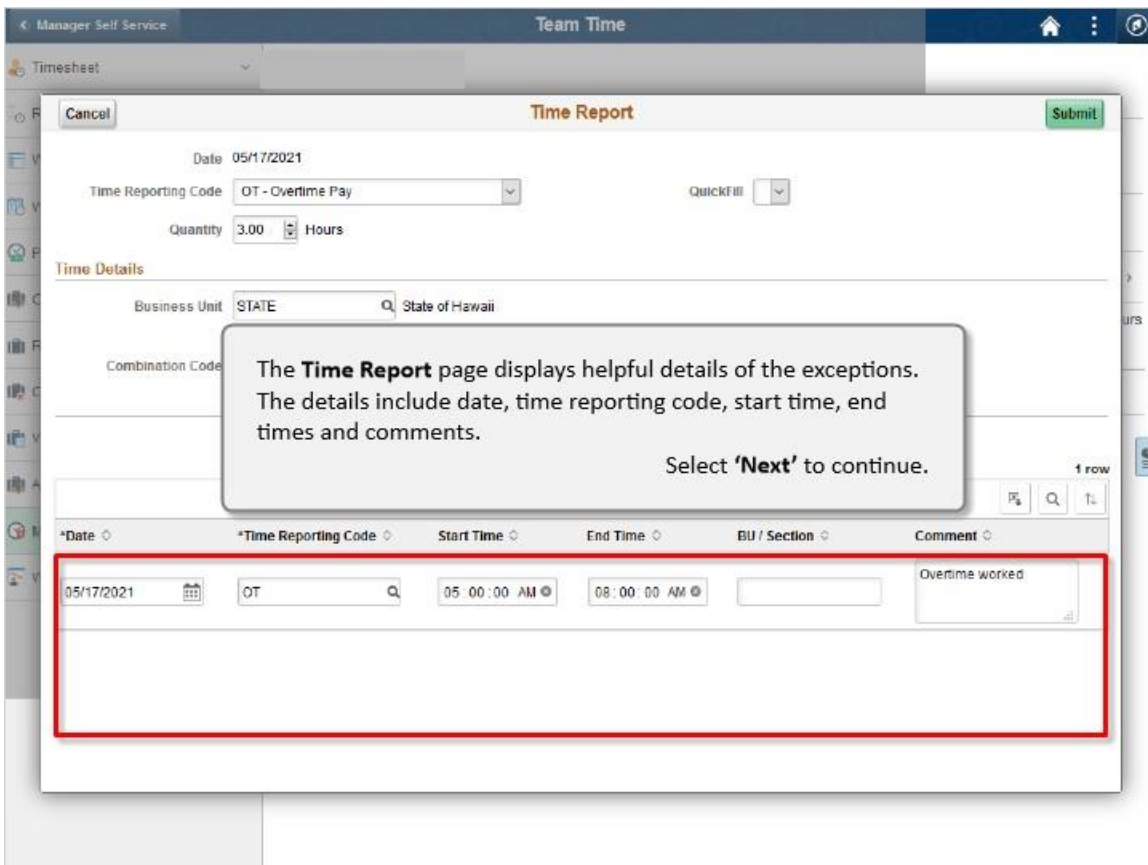
Allow

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

javascript:submitAction\_win0(document.win0, DETAIL\_FLD\$0);

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

Click the **expansion arrow**



**Time Report**

Date: 05/17/2021

Time Reporting Code: OT - Overtime Pay

Quantity: 3.00 Hours

**Time Details**

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
05/17/2021	OT	05:00:00 AM	08:00:00 AM		Overtime worked

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

Timesheet

**Cancel** Click **Cancel** to continue. **Submit**

Date 05/17/2021

Time Reporting Code OT - Overtime Pay QuickFill

Quantity 3.00 Hours

**Time Details**

Business Unit STATE State of Hawaii

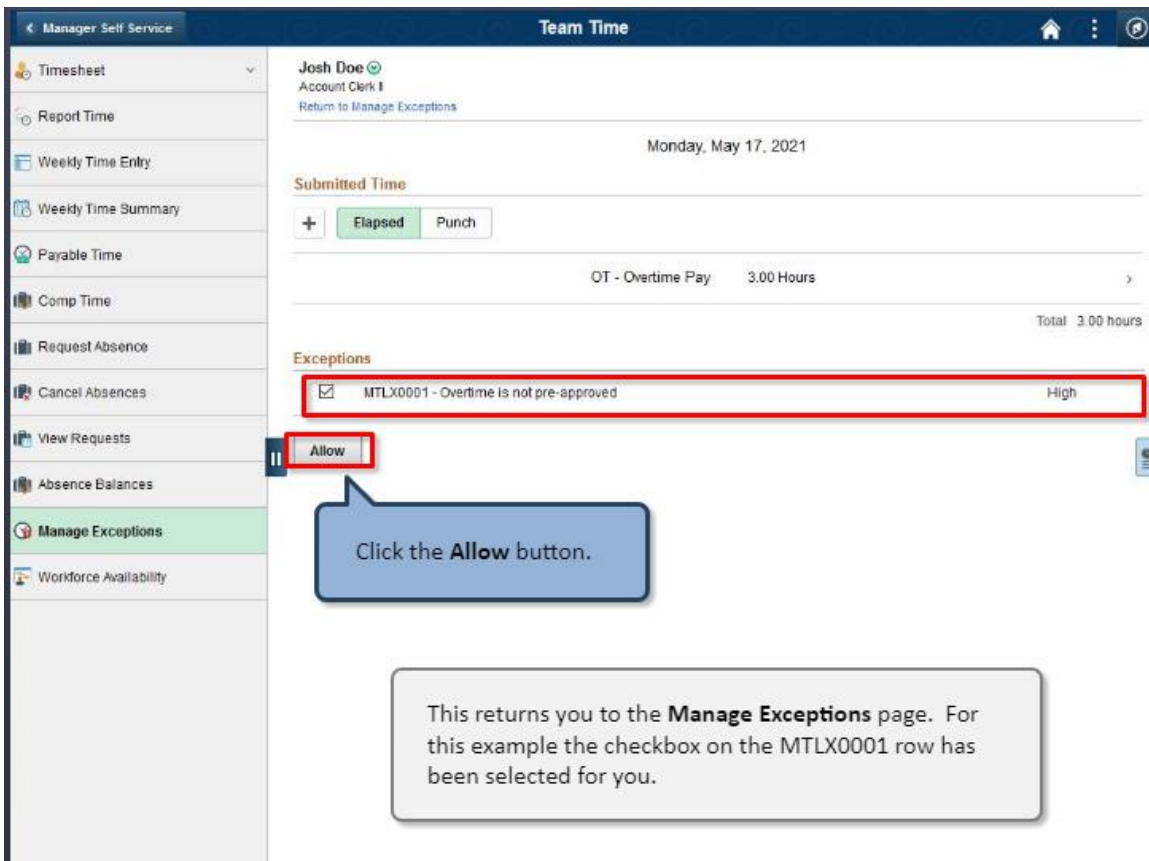
Combination Code

Delete

1 row

*Date	*Time Reporting Code	Start Time	End Time	BU / Section	Comment
05/17/2021	OT	05:00:00 AM	08:00:00 AM		Overtime worked

Click **Cancel** to continue.



Manager Self Service Team Time

Josh Doe Account Clerk I  
Return to Manage Exceptions

Monday, May 17, 2021

Submitted Time

+ Elapsed Punch

OT - Overtime Pay 3.00 Hours

Total 3.00 hours

Exceptions

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

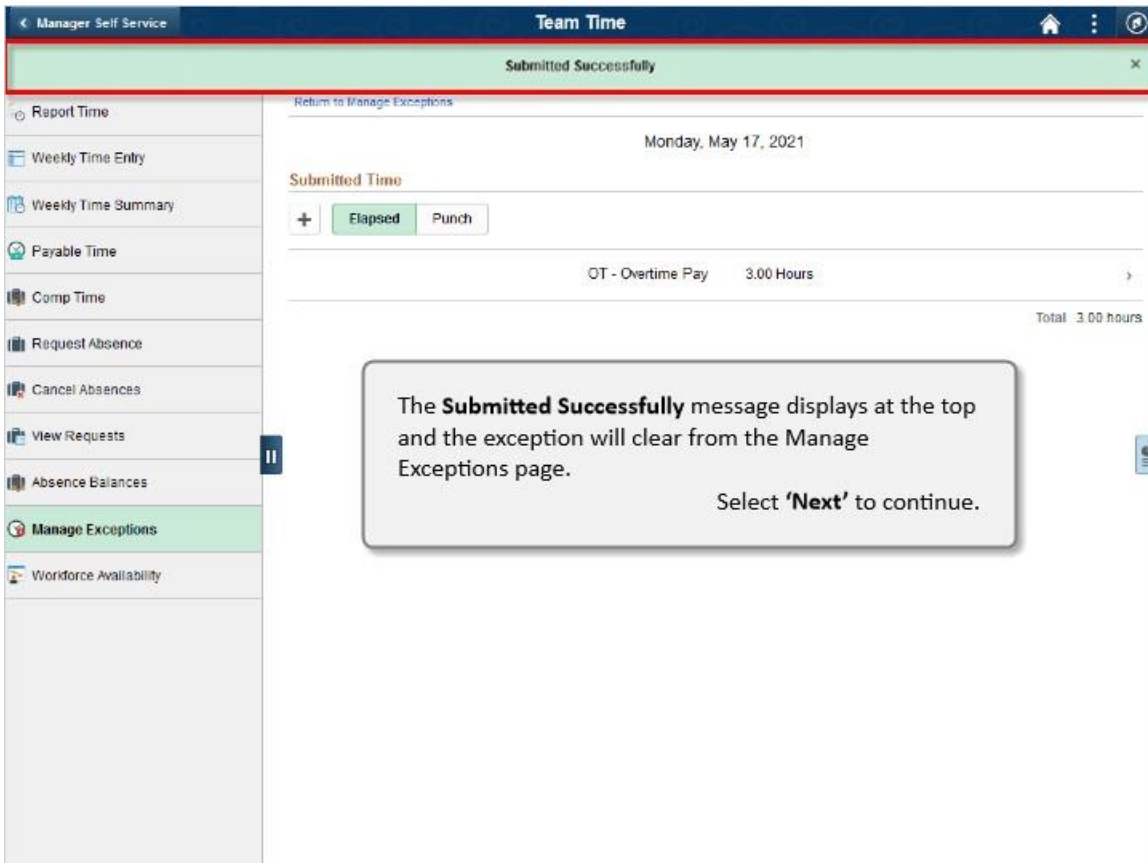
Allow

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.

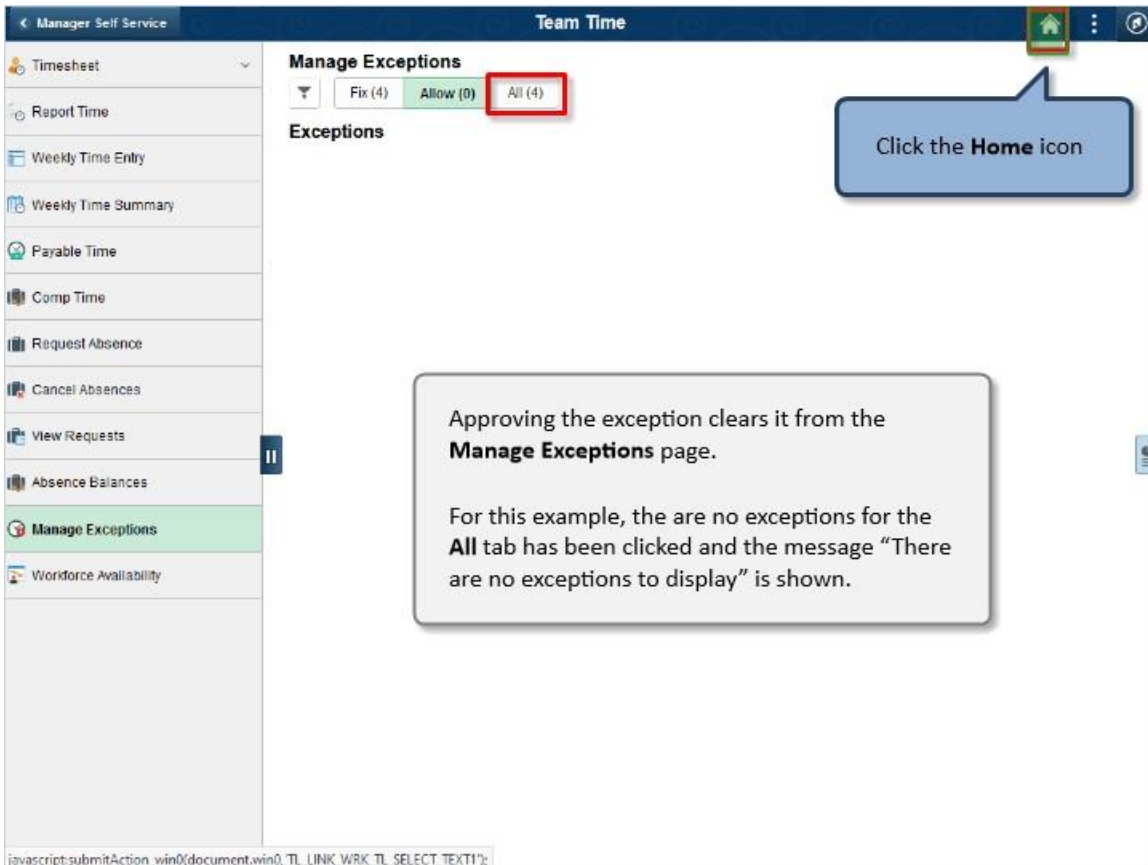
This returns you to the **Manage Exceptions** page. For this example, the checkbox on the MTLX0001 row has been selected for you.

Click the **Allow** button.



The screenshot shows the 'Manager Self Service' interface with the 'Team Time' section active. A green banner at the top displays 'Submitted Successfully'. Below this, the date 'Monday, May 17, 2021' is shown. The 'Submitted Time' section includes a '+' button, 'Elapsed' and 'Punch' tabs, and a table with one entry: 'OT - Overtime Pay' for '3.00 Hours'. The total is 'Total 3.00 hours'. A callout box states: 'The **Submitted Successfully** message displays at the top and the exception will clear from the Manage Exceptions page. Select **Next** to continue.'

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



Manager Self Service Team Time

Manage Exceptions

Fix (4) Allow (0) All (4)

Exceptions

Click the **Home** icon

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

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

javascript:submitAction\_win0(document.win0, TL\_LINK\_WRK\_TL\_SELECT\_TEXT1);

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

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

Click the **Home** icon


***Congratulations!***

*You've successfully completed this lesson.*

*\* **Please bookmark** 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.

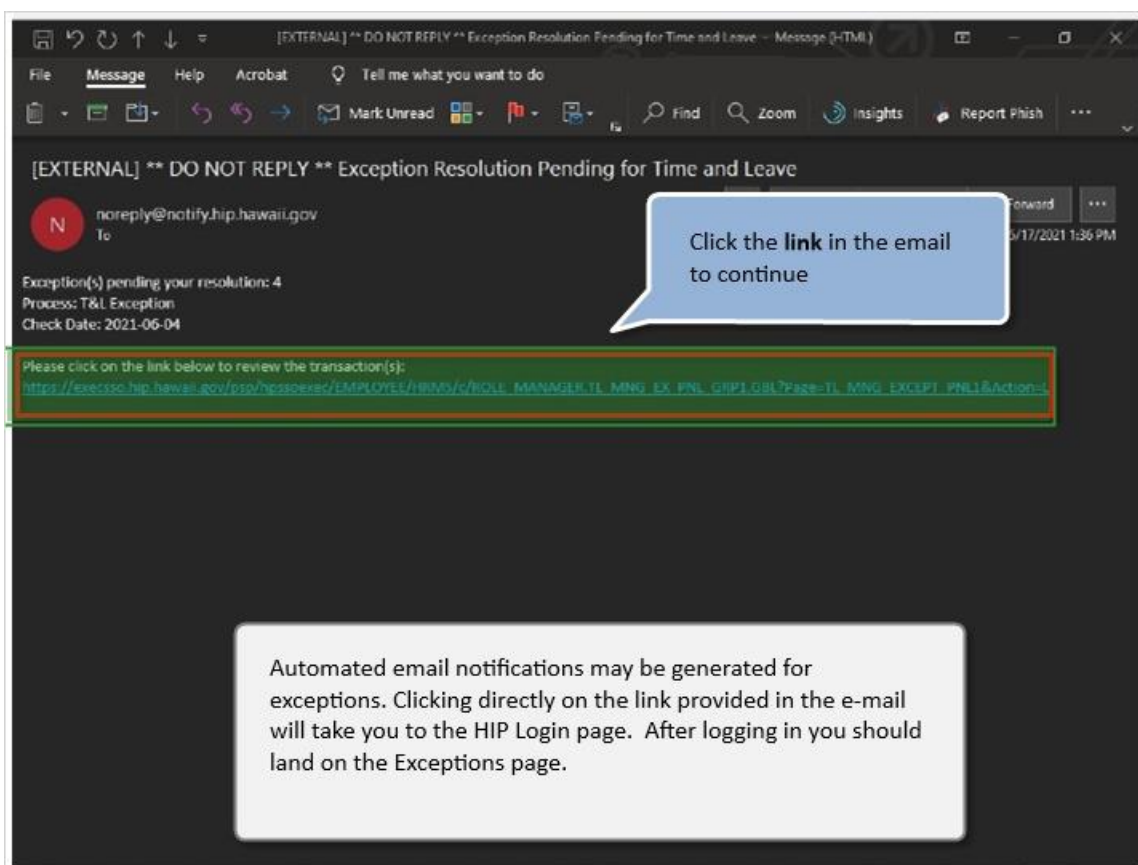


### Lesson Scenario

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

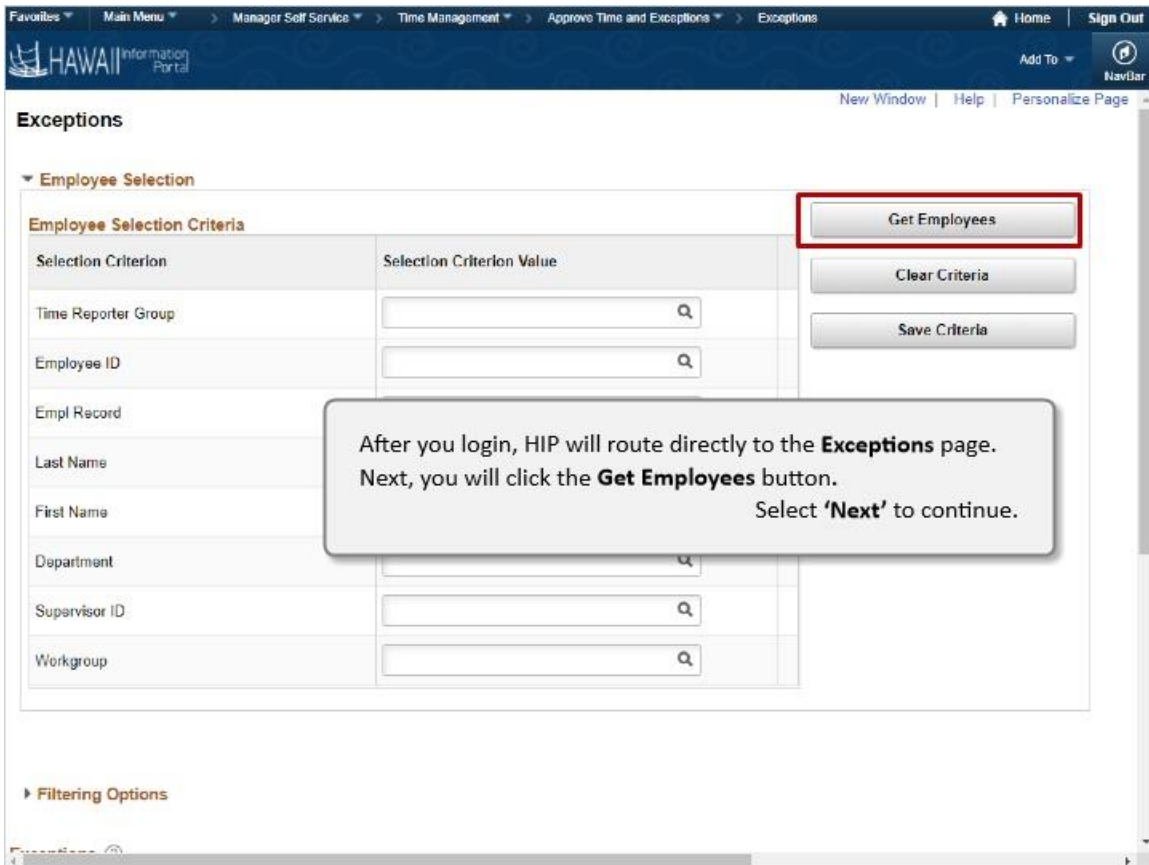
Exceptions may be generated through a validation process or through rules applied when the Time Administration process runs.

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



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**

▼ **Employee Selection**

**Employee Selection Criteria**

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

**Get Employees**

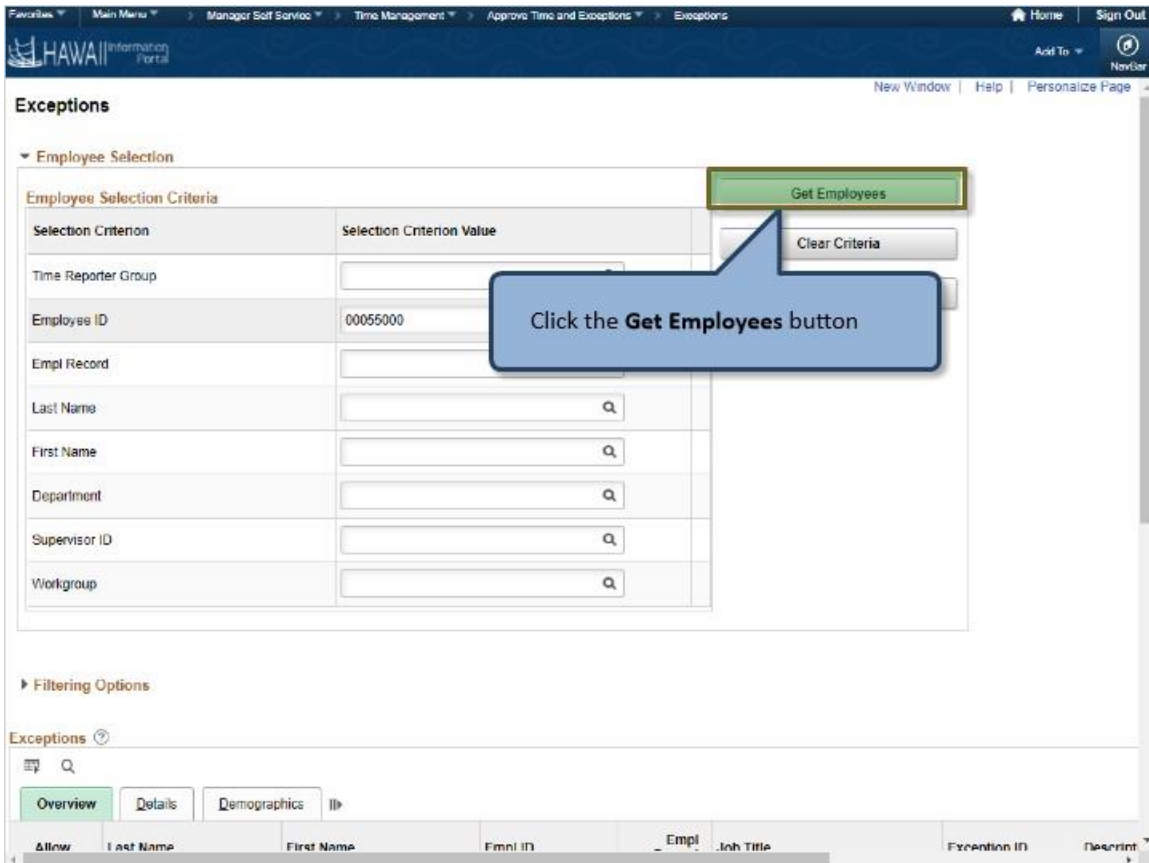
**Clear Criteria**

**Save Criteria**

After you login, HIP will route directly to the **Exceptions** page.  
Next, you will click the **Get Employees** button.  
Select '**Next**' to continue.

► **Filtering Options**

After you login, HIP will route directly to the **Exceptions** page.  
Next, you will click the **Get Employees** button.



**Exceptions**

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	00055000
Empl Record	
Last Name	
First Name	
Department	
Supervisor ID	
Workgroup	

Get Employees

Clear Criteria

Click the **Get Employees** button

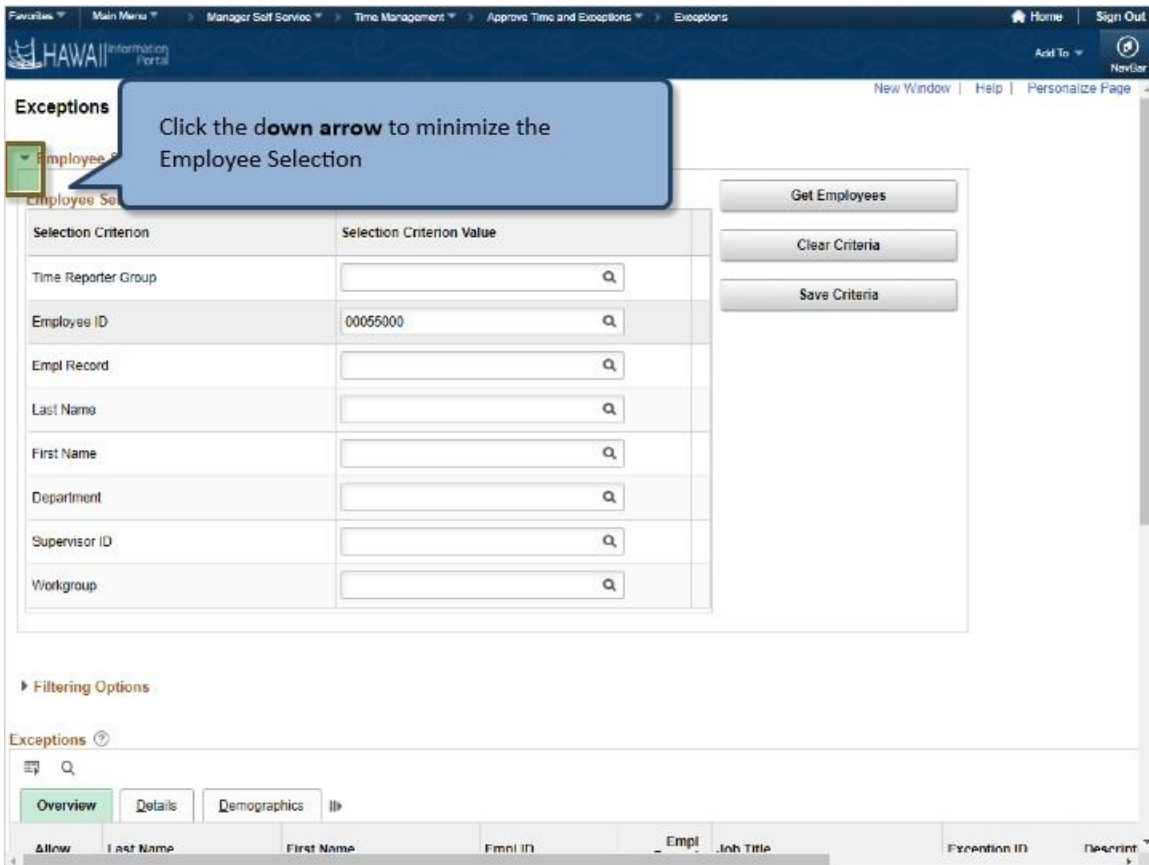
Filtering Options

Exceptions

Overview Details Demographics ID

&lt;div>Overview</div> Details Demographics ID	Last Name	First Name	Empl ID	Empl	Job Title	Exception ID	Description

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"/>
Workgroup	<input type="text"/>

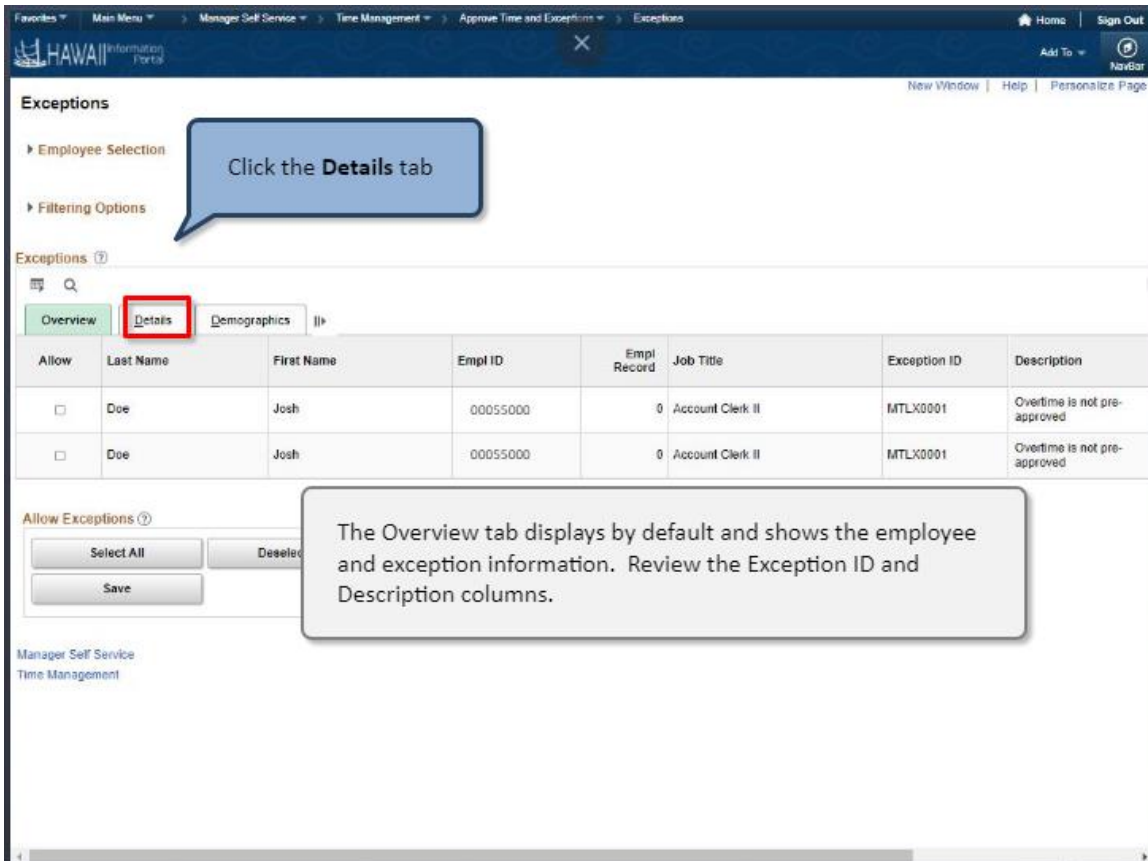
Filtering Options

Exceptions

Overview Details Demographics

Allow	Last Name	First Name	Empl ID	Empl	Job Title	Exception ID	Description
-------	-----------	------------	---------	------	-----------	--------------	-------------

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



Click the **Details** tab

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

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description
<input type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Overtime is not pre-approved
<input type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Overtime is not pre-approved

Allow Exceptions ⓘ

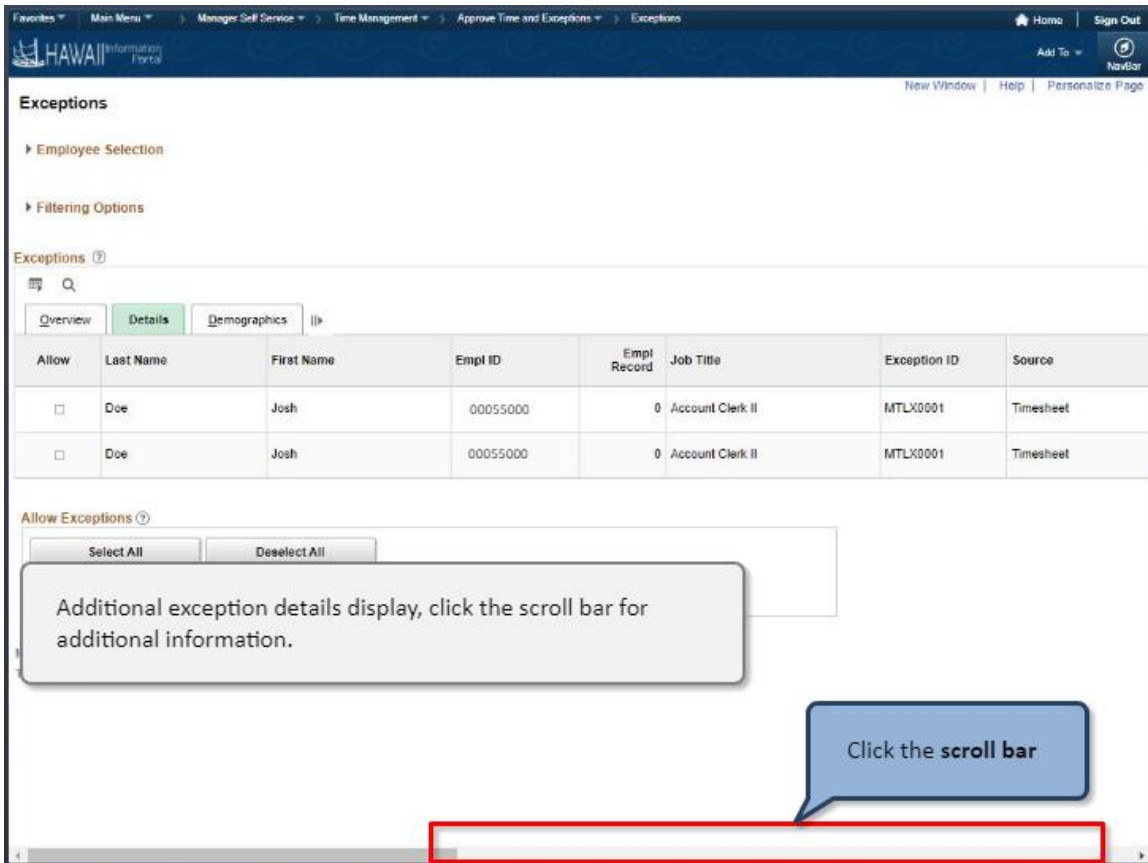
Select All Deselect All

Save

Manager Self Service  
Time Management

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	Josh	00055000	0	Account Clerk II	MTLX0001	Timesheet
<input type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Timesheet

Allow Exceptions ?

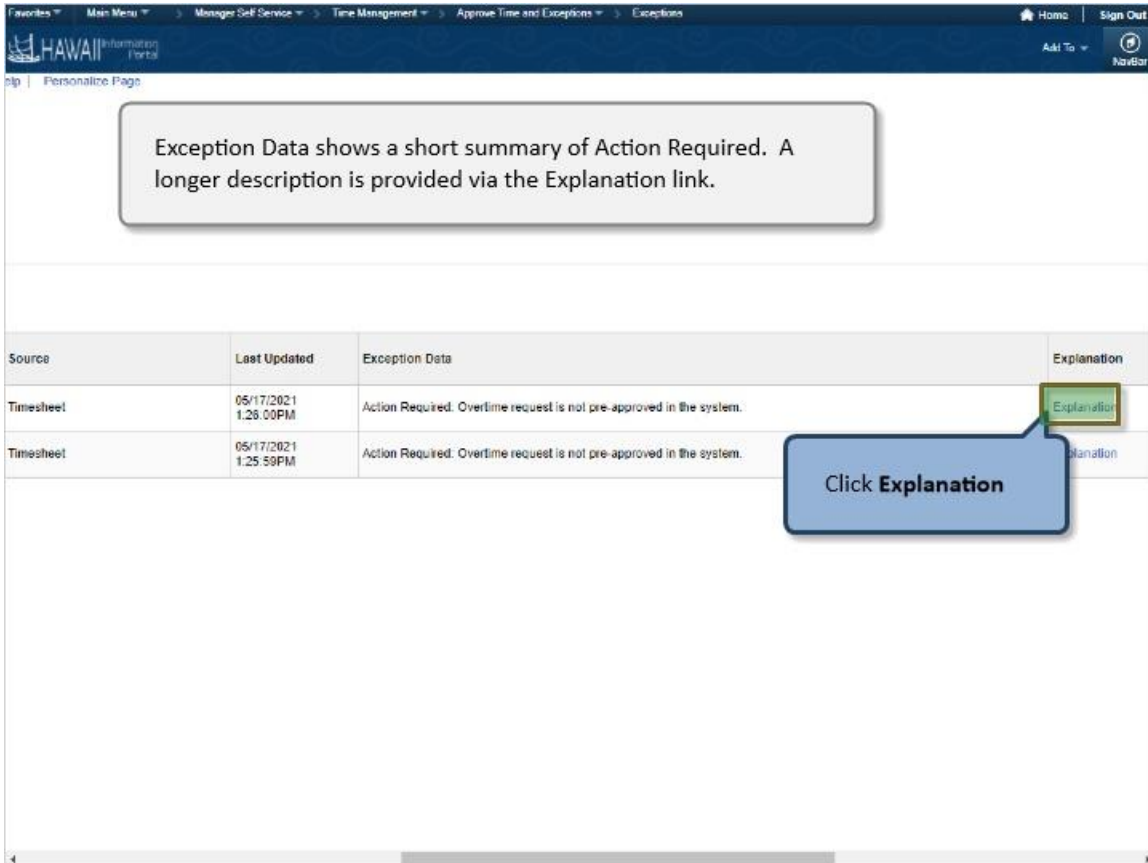
Select All Deselect All

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



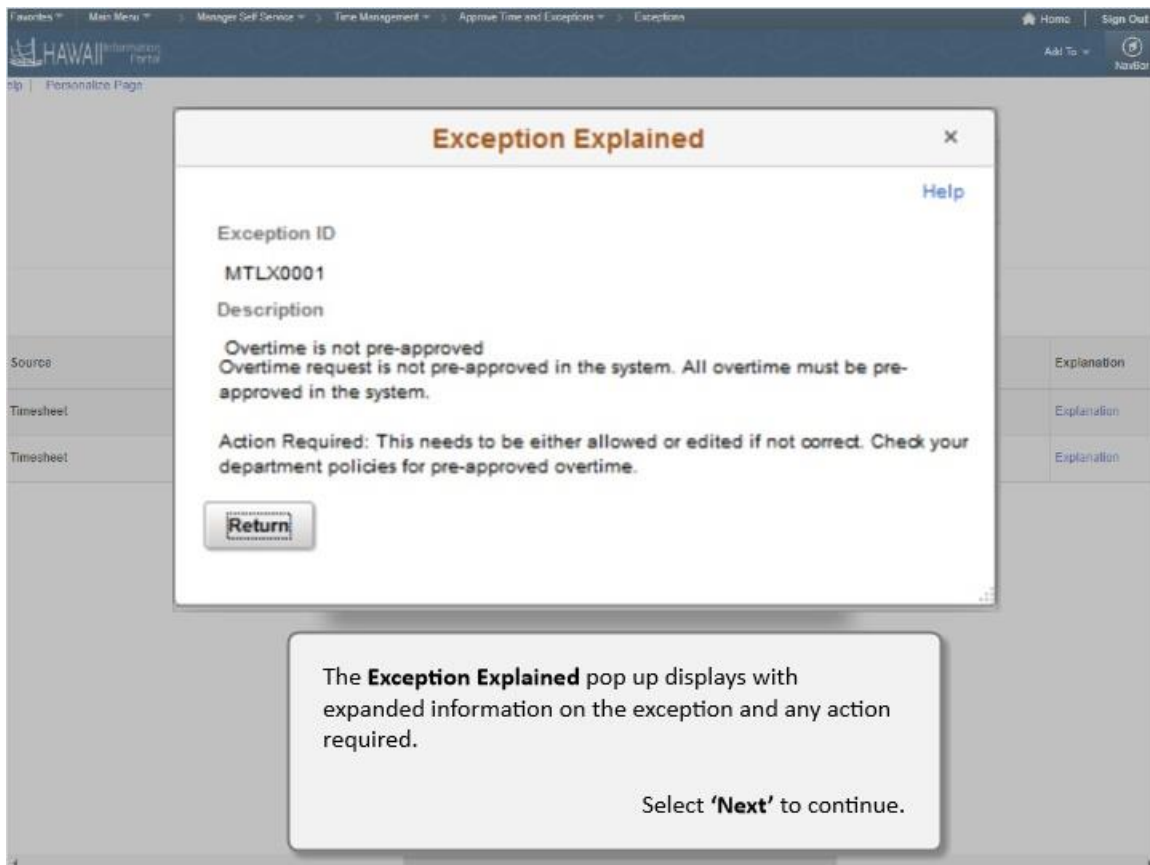
Exception Data shows a short summary of Action Required. A longer description is provided via the Explanation link.

Source	Last Updated	Exception Data	Explanation
Timesheet	05/17/2021 1:26:00PM	Action Required. Overtime request is not pre-approved in the system.	<a href="#">Explanation</a>
Timesheet	05/17/2021 1:25:59PM	Action Required. Overtime request is not pre-approved in the system.	<a href="#">Explanation</a>

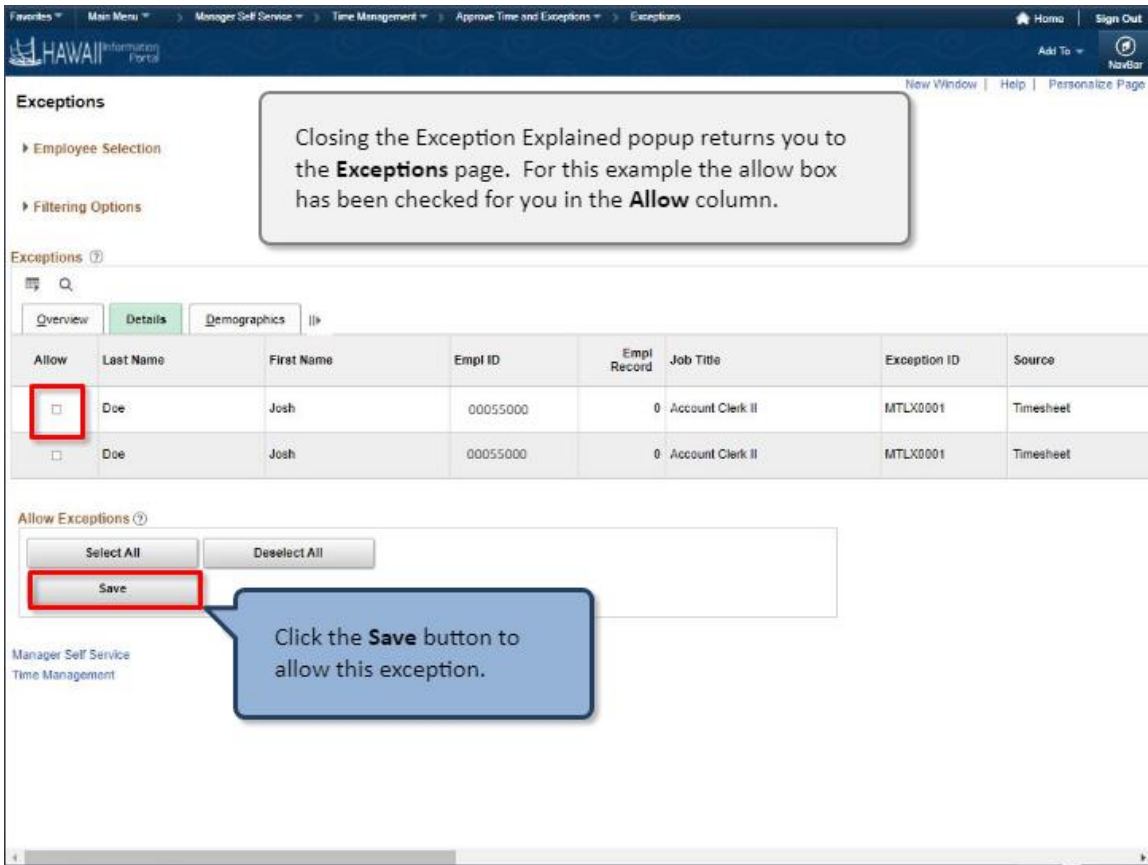
Click **Explanation**

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.



Exceptions

Employee Selection

Filtering Options

Exceptions ?

Overview Details Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source
<input checked="" type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Timesheet
<input type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Timesheet

Allow Exceptions ?

Select All Deselect All

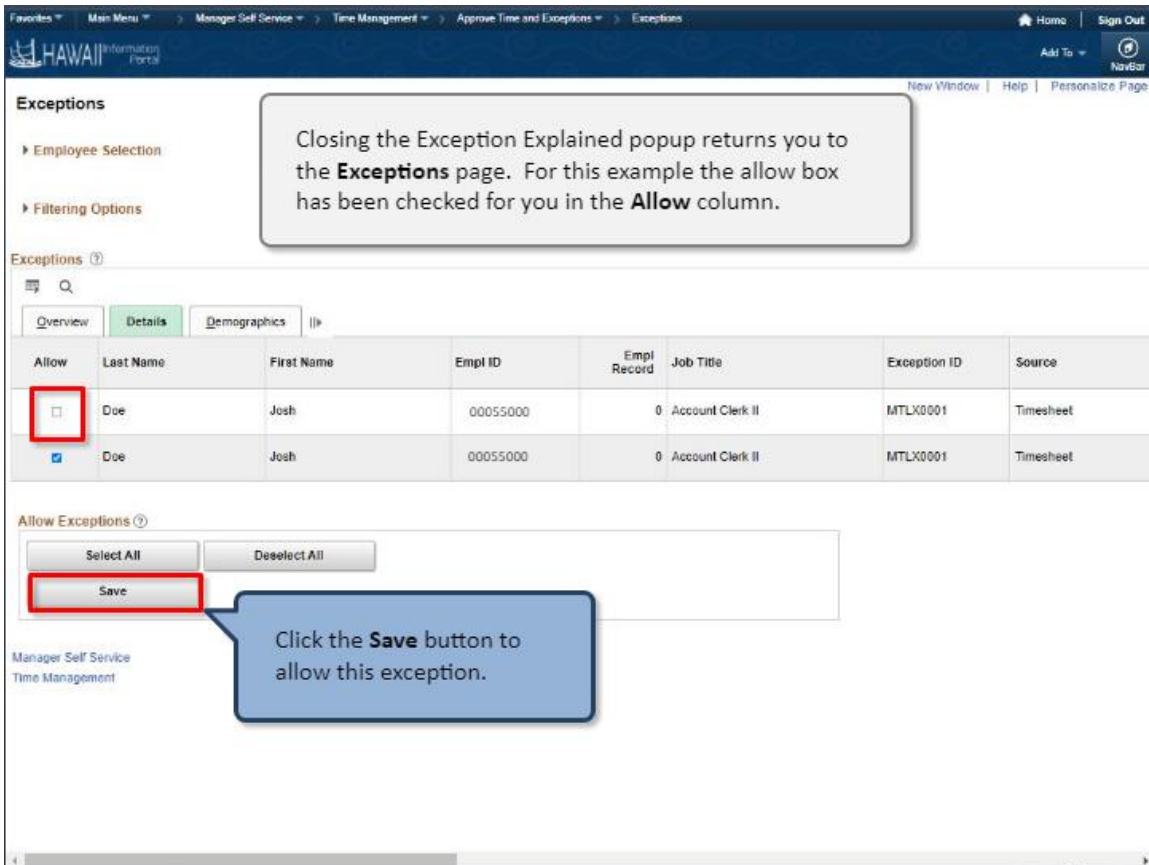
Save

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

Manager Self Service  
Time Management

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.



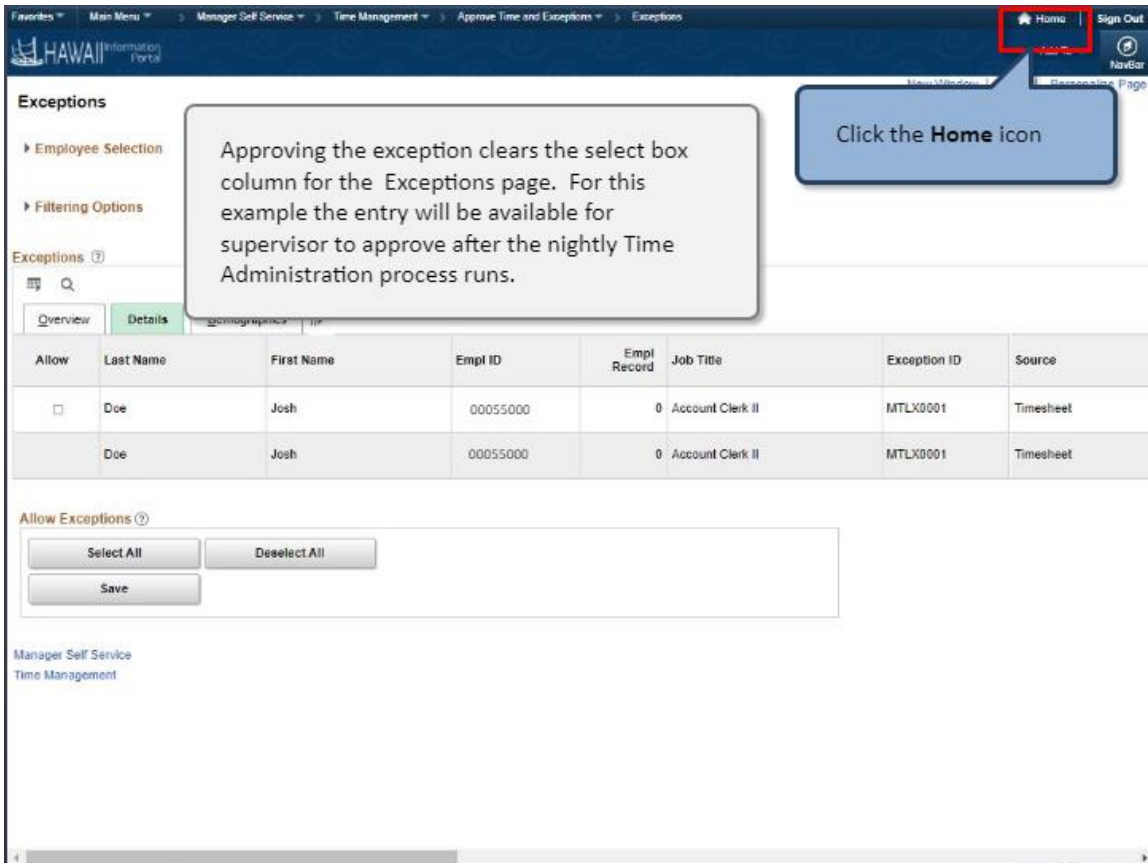
Closing the Exception Explained popup returns you to the **Exceptions** page. For this example the allow box has been checked for you in the **Allow** column.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source
<input type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Timesheet
<input checked="" type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk 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 nightly Time Administration process runs.

Click the **Home** icon

**Exceptions**

Employee Selection

Filtering Options

Exceptions: ?

Overview Details

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source
<input type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Timesheet
<input type="checkbox"/>	Doe	Josh	00055000	0	Account Clerk II	MTLX0001	Timesheet

Allow Exceptions ?

Select All Deselect All

Save

Manager Self Service  
Time Management


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 nightly Time Administration process runs.

Click the **Home** icon




***Congratulations!***  
*You've successfully completed this lesson.*

## Working with Timesheets

**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.



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

The above topics will be covered in this section

Select **'Next'** to continue.

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

The above topics will be covered in this section

## Review Payable Time for Approval

**Review Payable Time for Approval**  **HAWAII** Information Portal

### ***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.

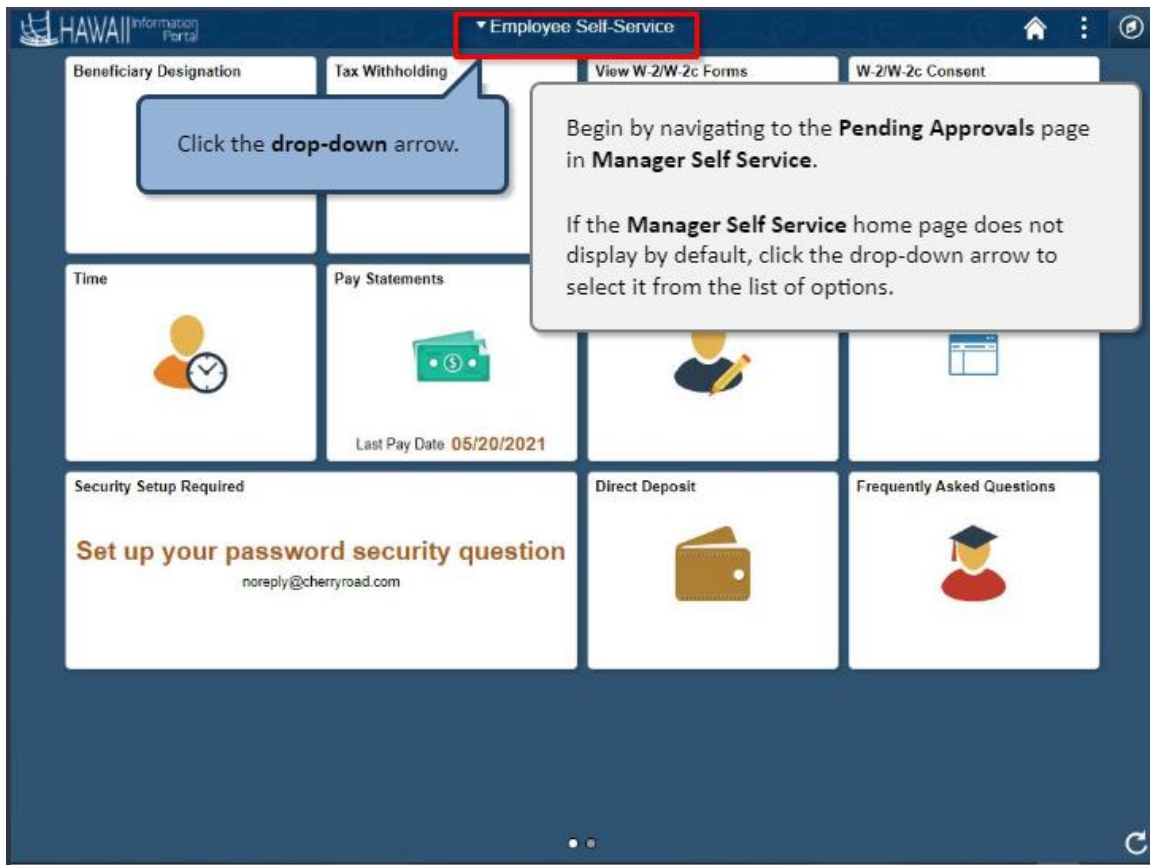


### **Lesson Scenario**

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.

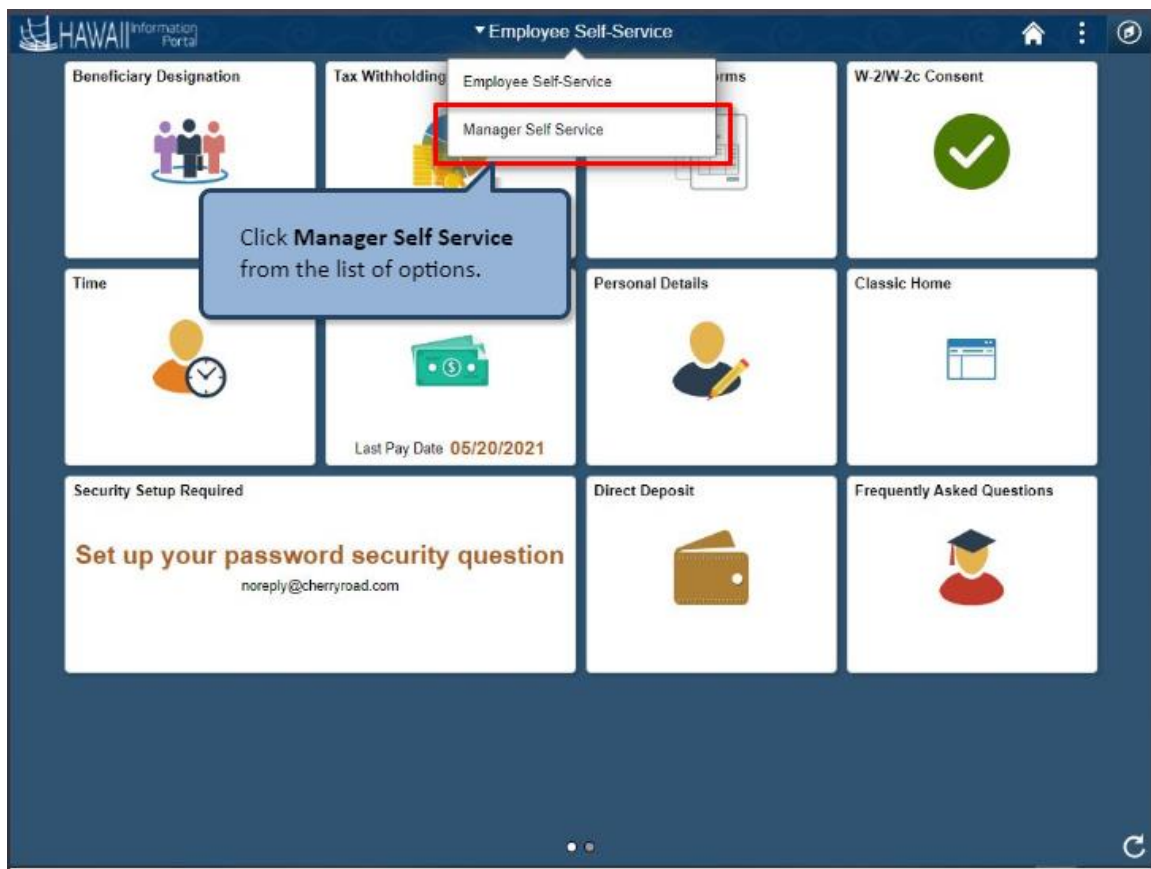
If you have questions about what you are approving, you can review payable time.



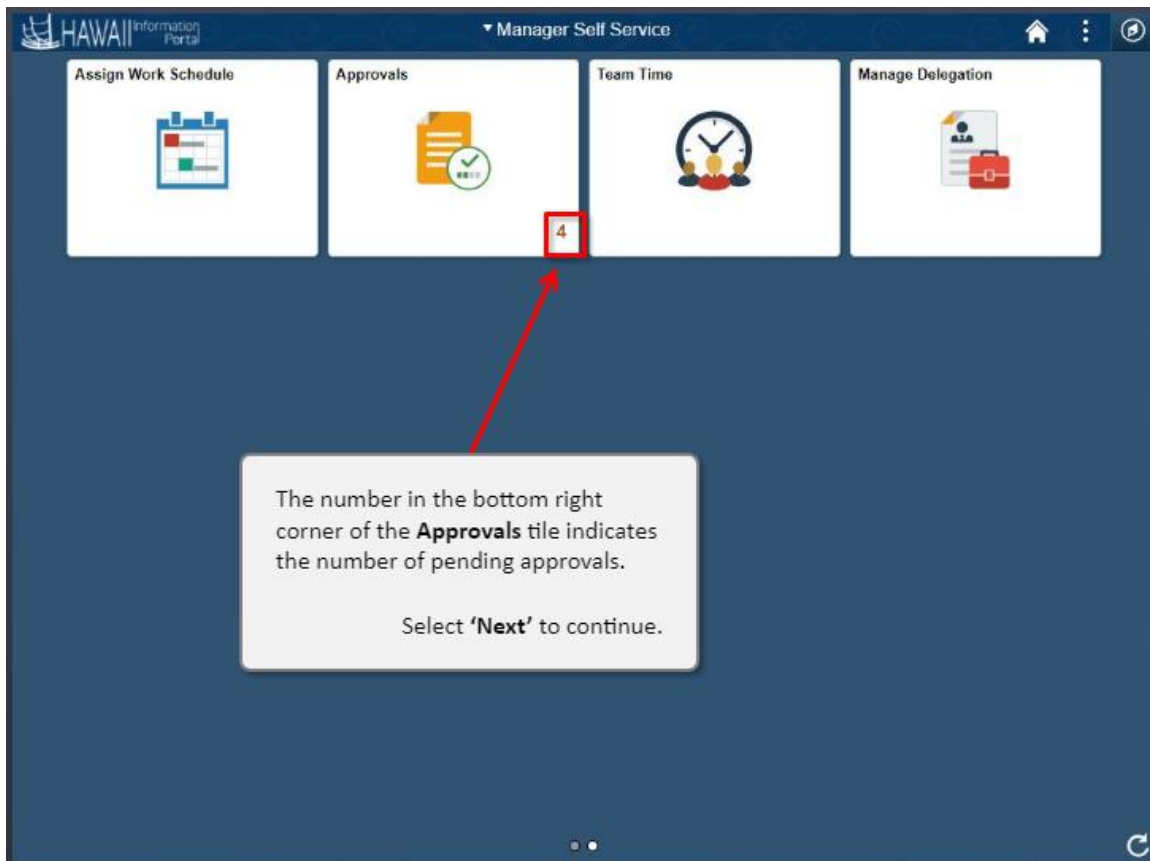
Begin by navigating to the **Pending Approvals** page in **Manager Self Service**.

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.

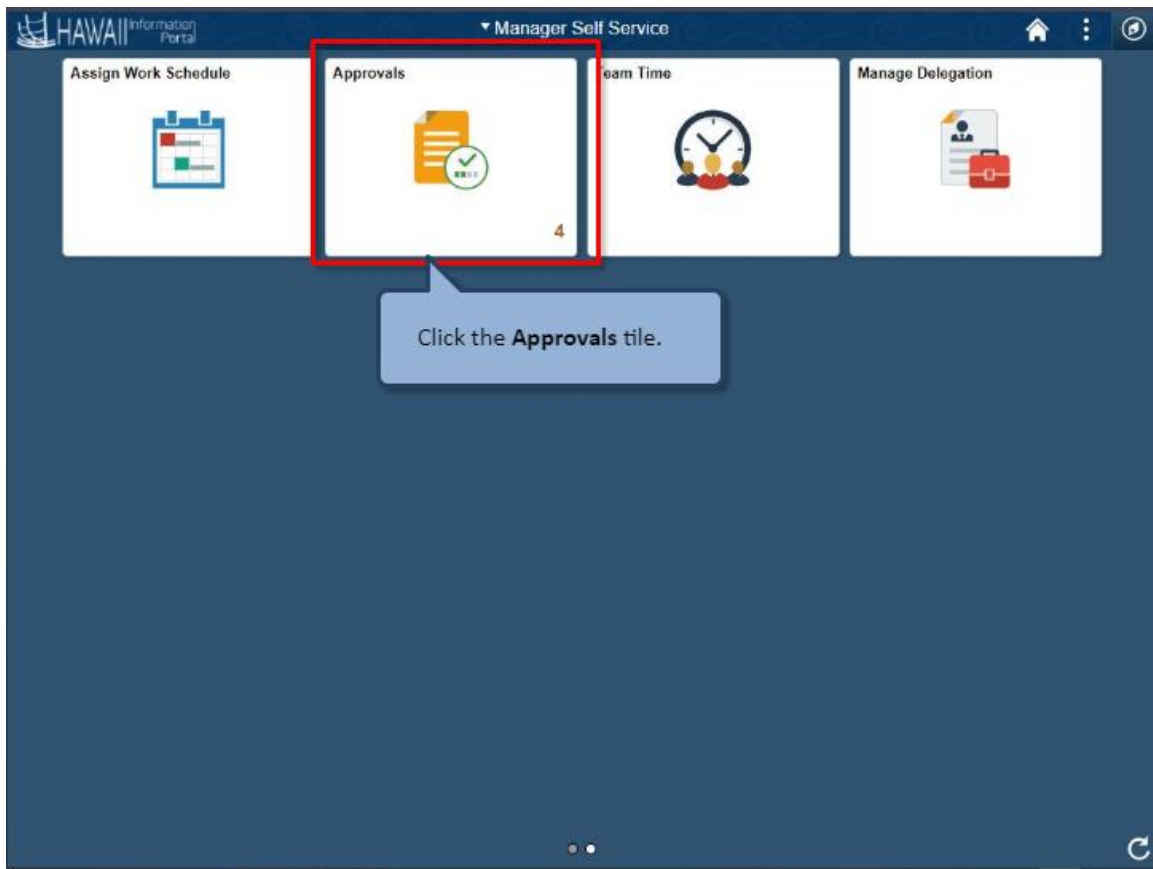
Click the **drop-down** arrow.



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

Absence Request
1

Overtime Request
1

Payable Time
2

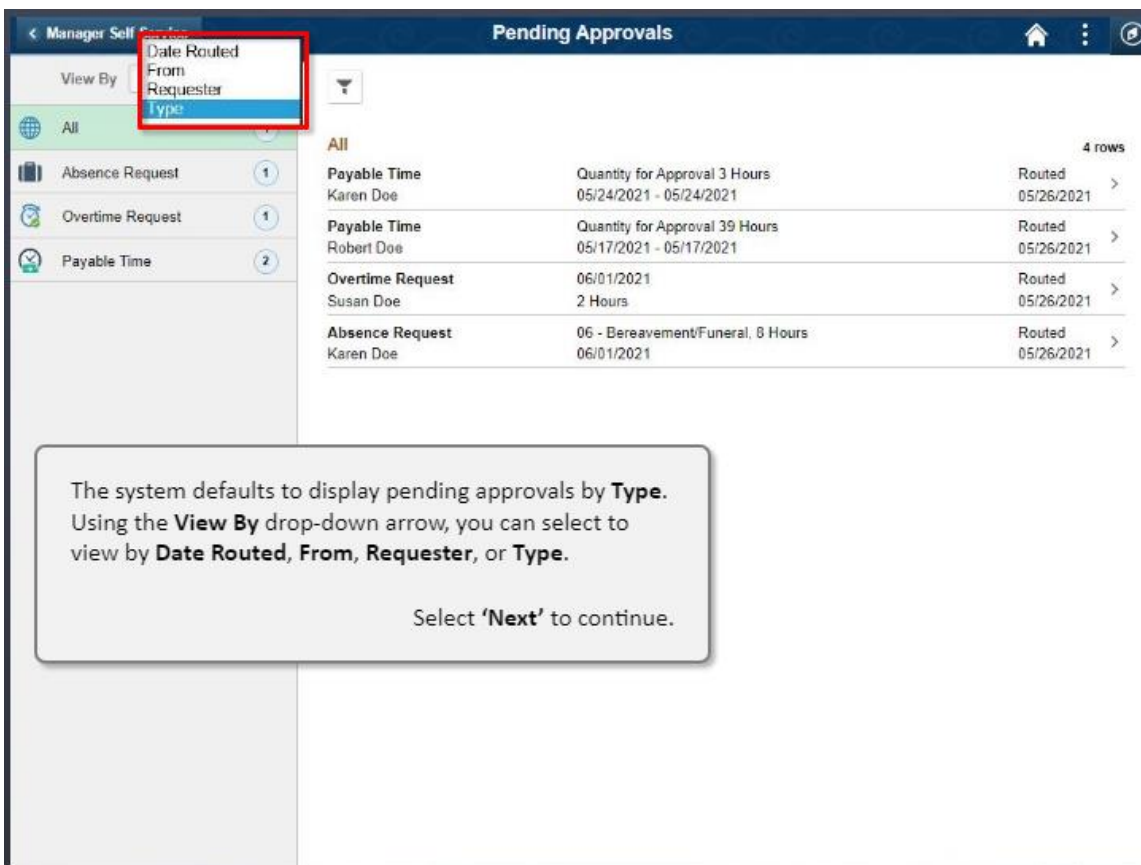
All
4 rows

Payable Time	Quantity for Approval 3 Hours	Routed	>
Karen Doe	05/24/2021 - 05/24/2021	05/26/2021	
Payable Time	Quantity for Approval 39 Hours	Routed	>
Robert Doe	05/17/2021 - 05/17/2021	05/26/2021	
Overtime Request	06/01/2021	Routed	>
Susan Doe	2 Hours	05/26/2021	
Absence Request	06 - Bereavement/Funeral, 8 Hours	Routed	>
Karen Doe	06/01/2021	05/26/2021	

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

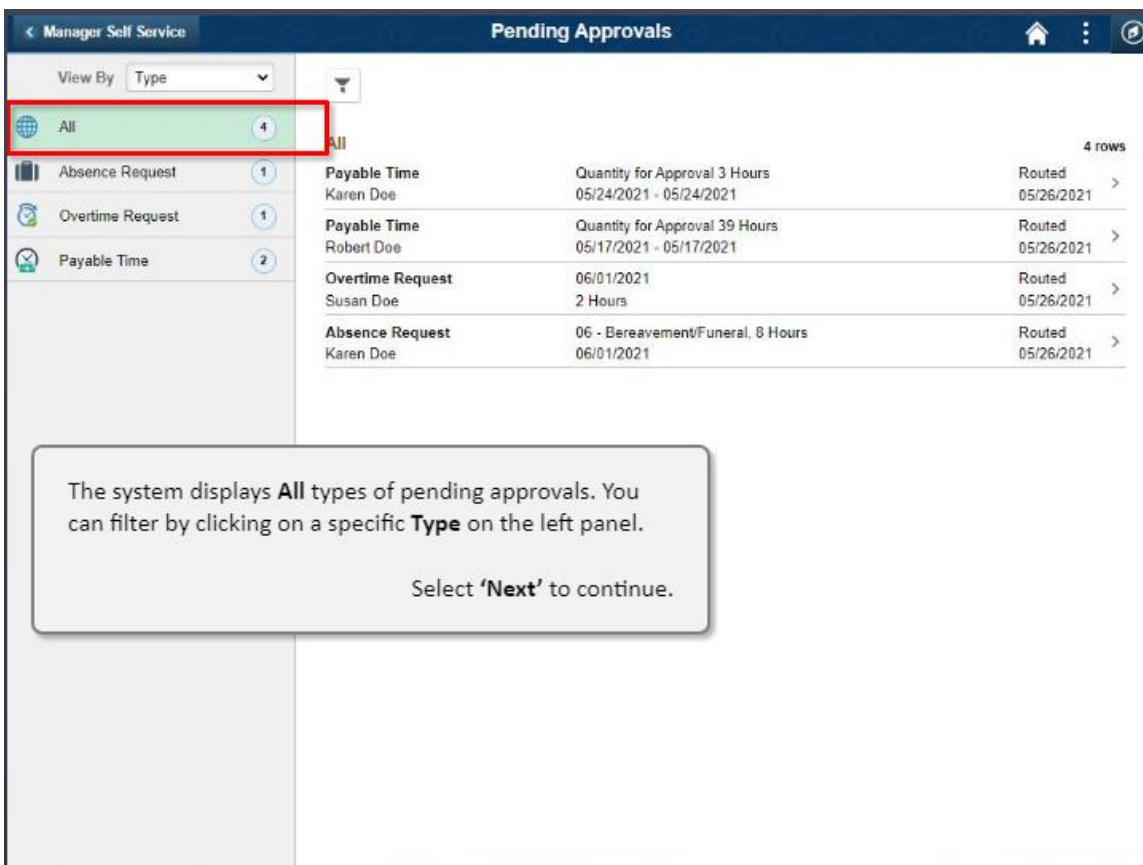
All 4 rows

<b>Payable Time</b> Karen Doe	Quantity for Approval 3 Hours 05/24/2021 - 05/24/2021	Routed 05/26/2021
<b>Payable Time</b> Robert Doe	Quantity for Approval 39 Hours 05/17/2021 - 05/17/2021	Routed 05/26/2021
<b>Overtime Request</b> Susan Doe	06/01/2021 2 Hours	Routed 05/26/2021
<b>Absence Request</b> Karen Doe	06 - Bereavement/Funeral, 8 Hours 06/01/2021	Routed 05/26/2021

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

Absence Request 1

Overtime Request 1

Payable Time 2

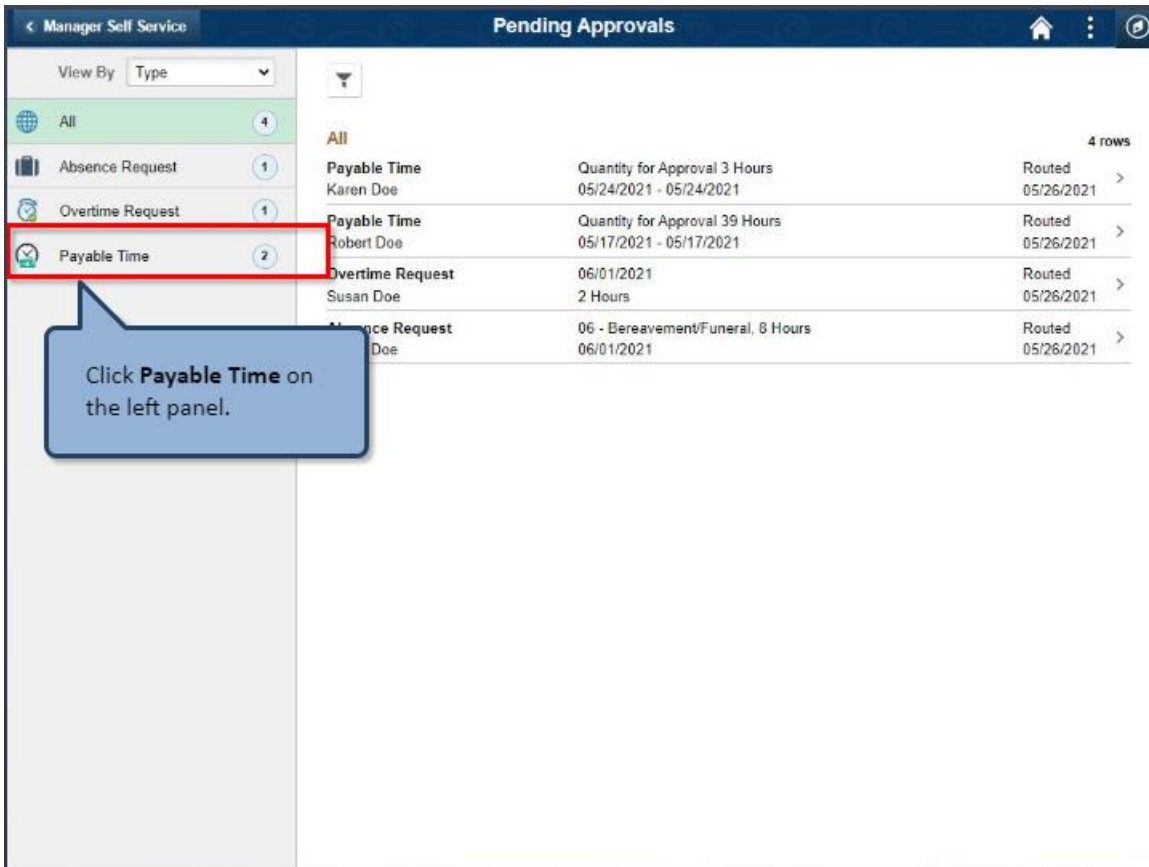
Name	Request Type	Dates	Status
Karen Doe	Payable Time	Quantity for Approval 3 Hours 05/24/2021 - 05/24/2021	Routed 05/26/2021
Robert Doe	Payable Time	Quantity for Approval 39 Hours 05/17/2021 - 05/17/2021	Routed 05/26/2021
Susan Doe	Overtime Request	06/01/2021 2 Hours	Routed 05/26/2021
Karen Doe	Absence Request	06 - Bereavement/Funeral, 8 Hours 06/01/2021	Routed 05/26/2021

4 rows

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.



Manager Self Service Pending Approvals

View By Type

All 4

Absence Request 1

Overtime Request 1

**Payable Time 2**

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

All 4 rows			
<b>Payable Time</b> Karen Doe	Quantity for Approval 3 Hours 05/24/2021 - 05/24/2021	Routed	>
<b>Payable Time</b> Robert Doe	Quantity for Approval 39 Hours 05/17/2021 - 05/17/2021	Routed	>
<b>Overtime Request</b> Susan Doe	06/01/2021 2 Hours	Routed	>
<b>Absence Request</b> Doe	06 - Bereavement/Funeral, 8 Hours 06/01/2021	Routed	>

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

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 05/24/2021 - 05/24/2021	Routed 05/26/2021	>
Payable Time Robert Doe	Quantity for Approval 39 Hours 05/17/2021 - 05/17/2021	Routed 05/26/2021	>

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.



***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.

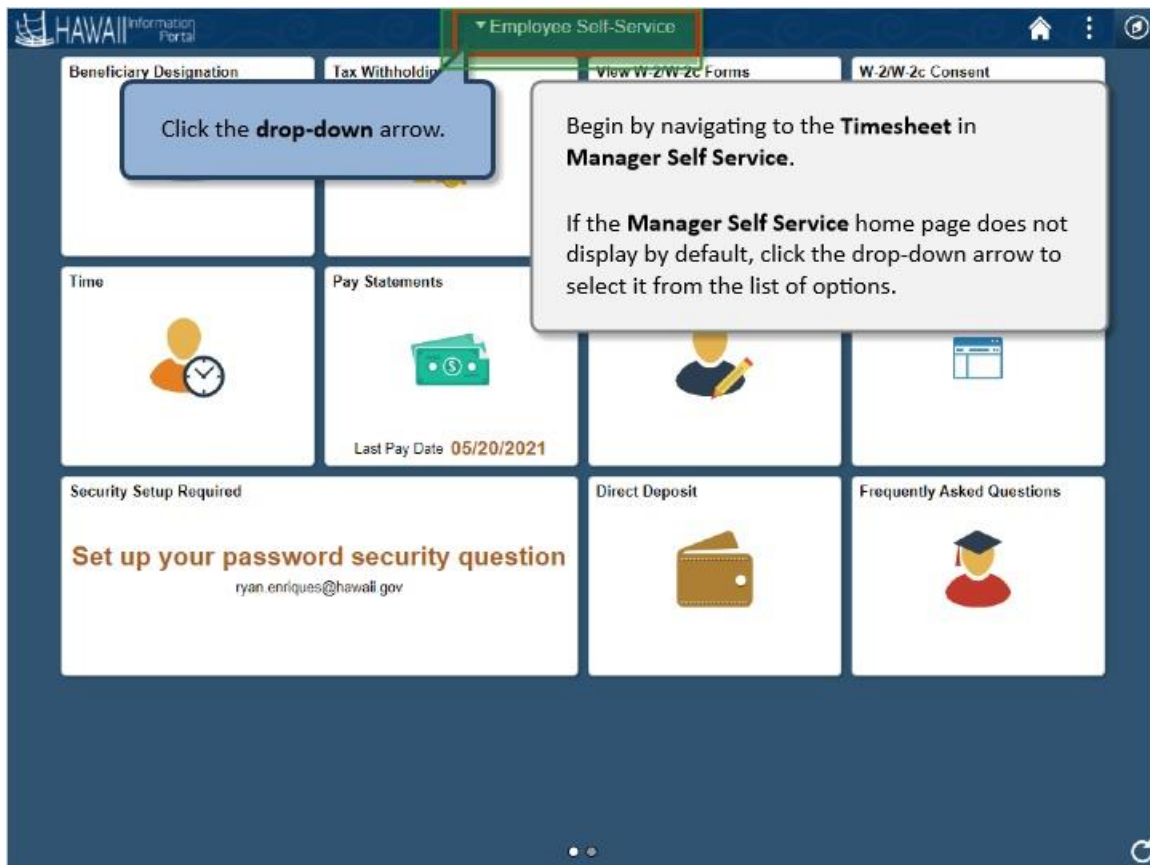
Select '**Next**' to continue.



### ***Lesson Scenario***

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

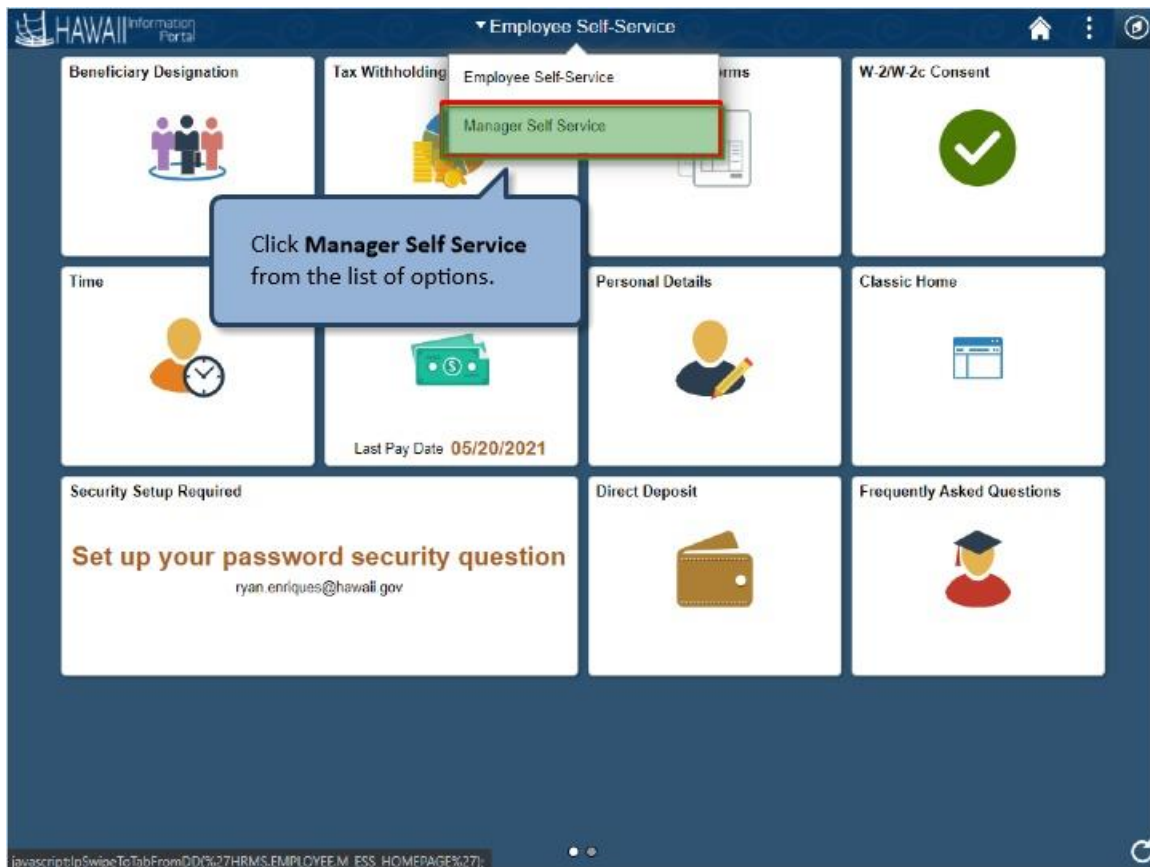
Supervisors can use timesheets to report time on behalf of employees. They can also add comments for time the employee entered.



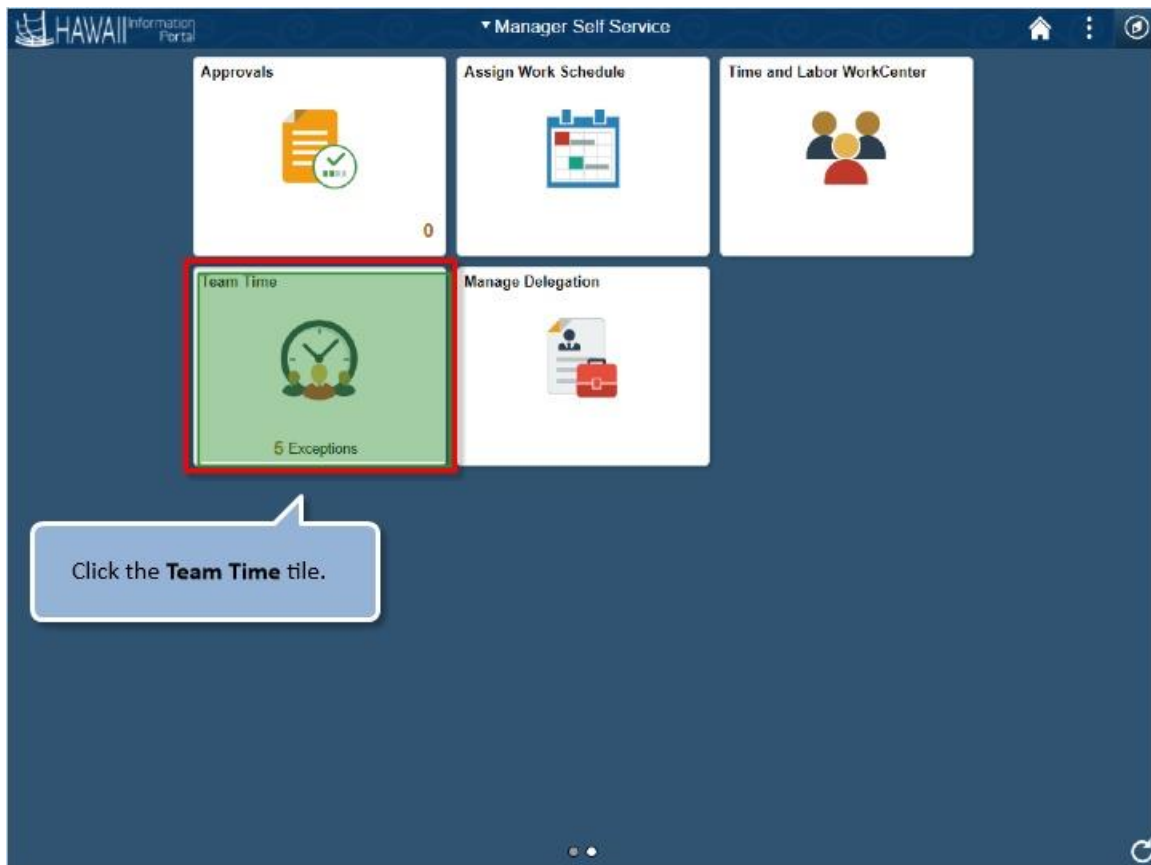
Begin by navigating to the **Timesheet** in **Manager Self Service**.

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.

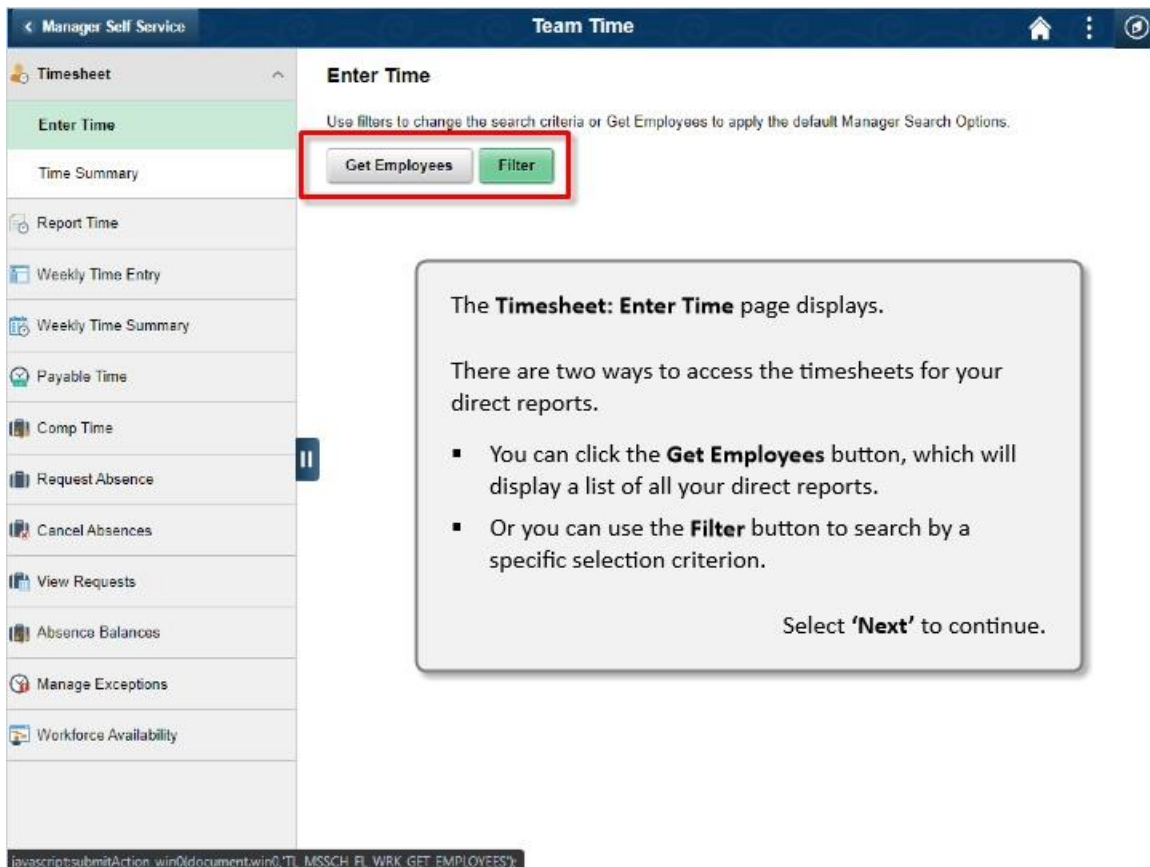
Click the **drop-down** arrow.



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



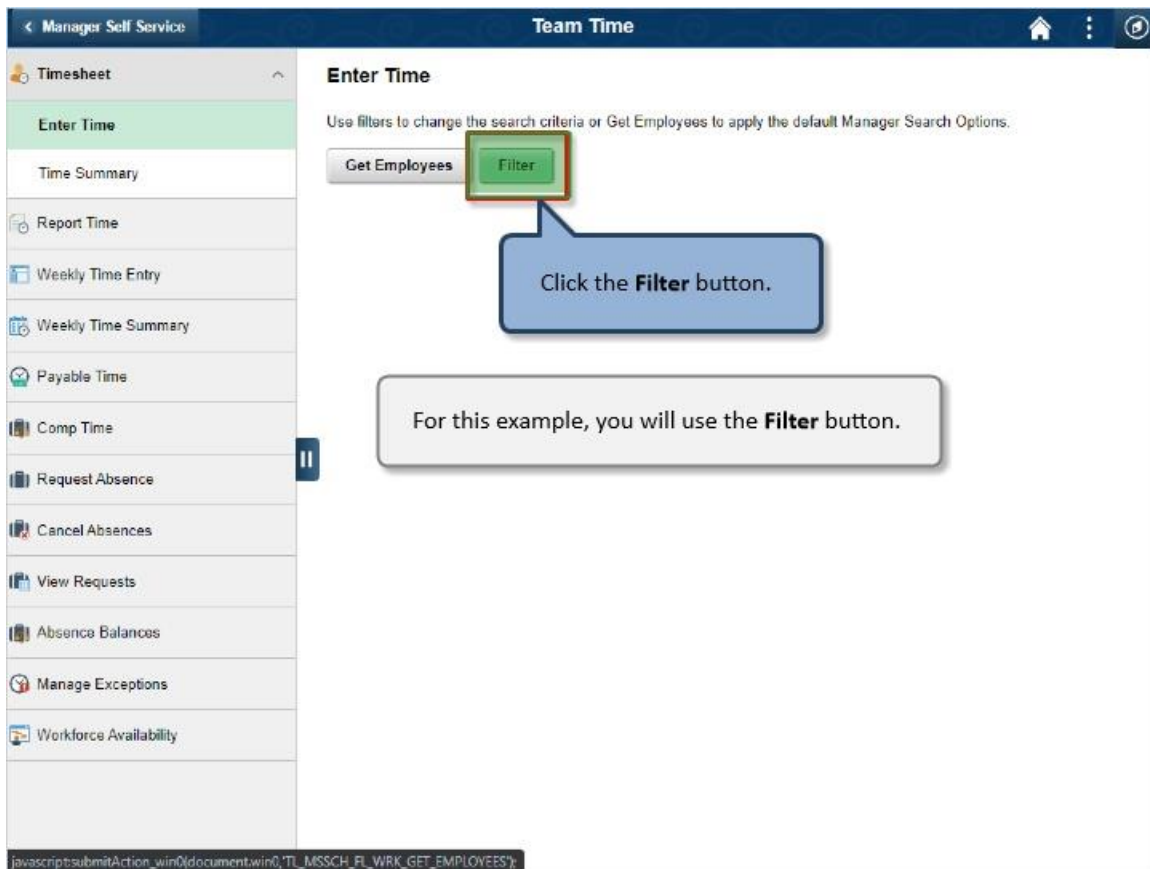
Click the **Team Time** tile.



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

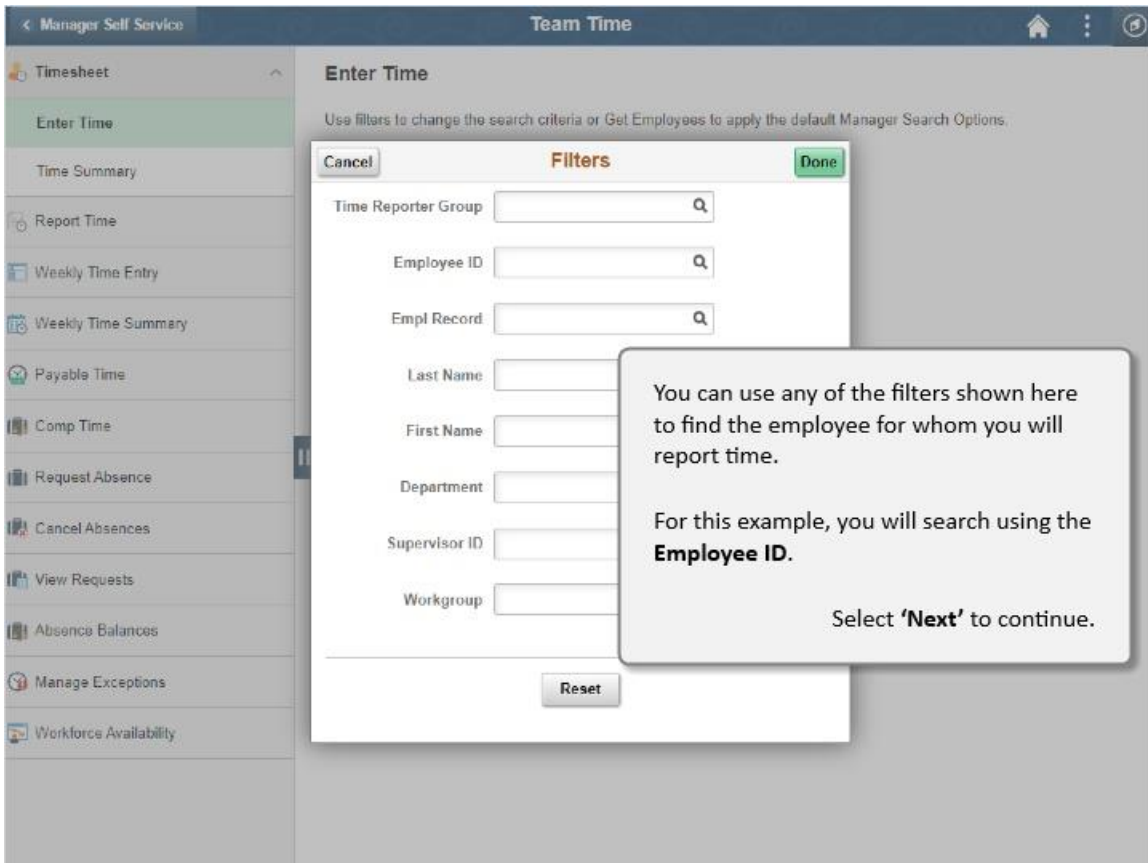
There are two ways to access the timesheets for your direct reports.

- 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.



Manager Self Service Team Time

Enter Time

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

Cancel Filters Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Department

Supervisor ID

Workgroup

Reset

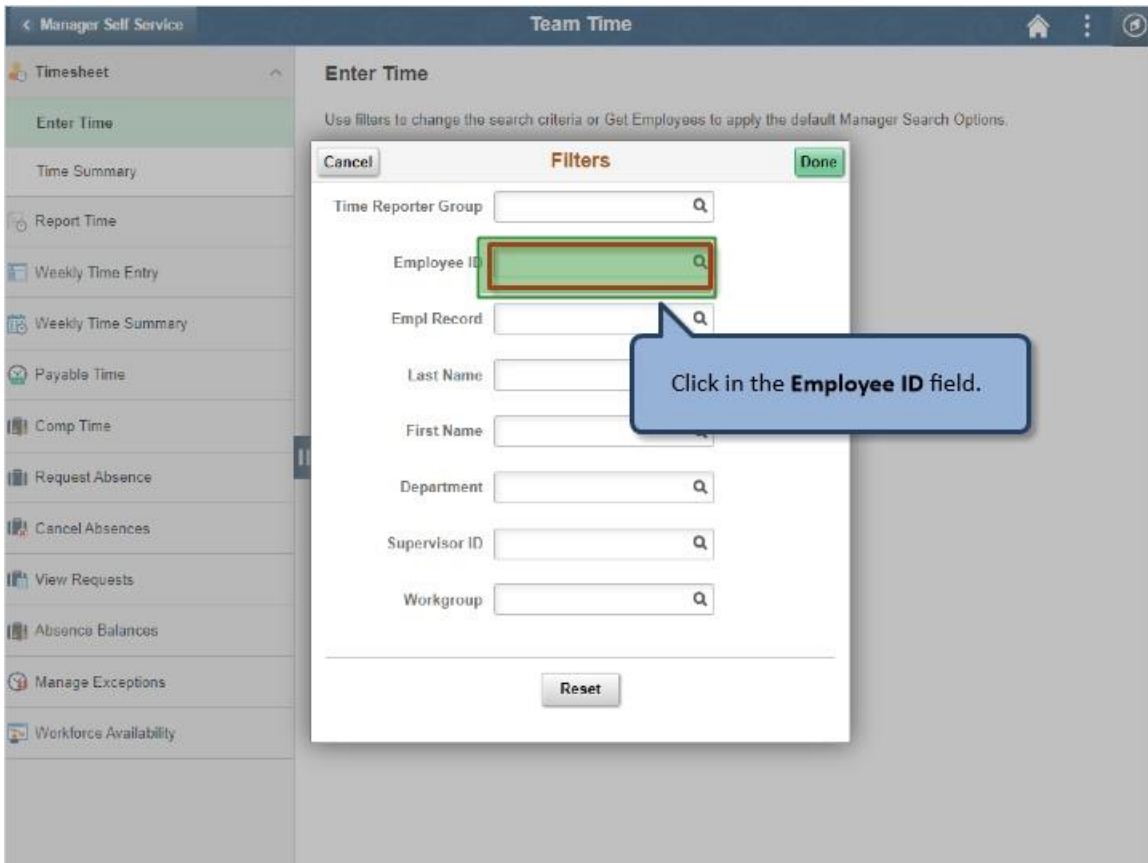
You can use any of the filters shown here to find the employee for whom you will report time.

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

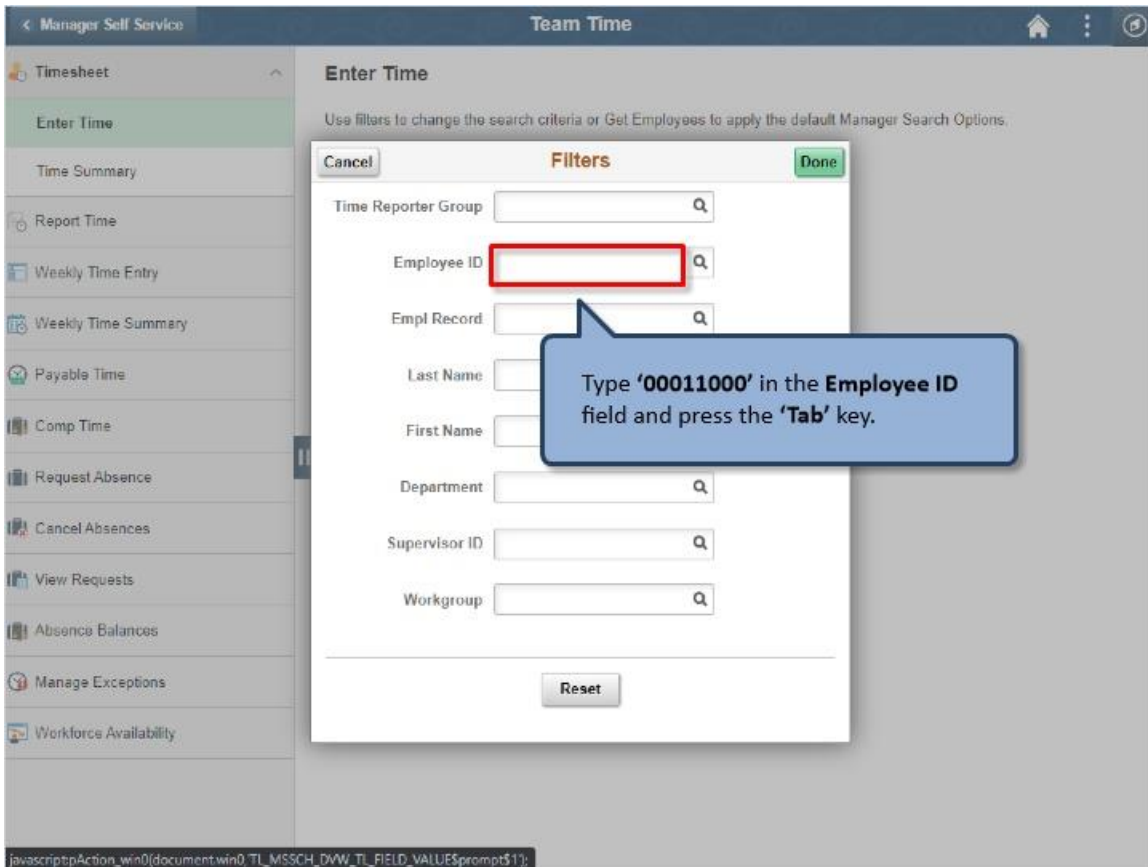
Select 'Next' to continue.

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**.

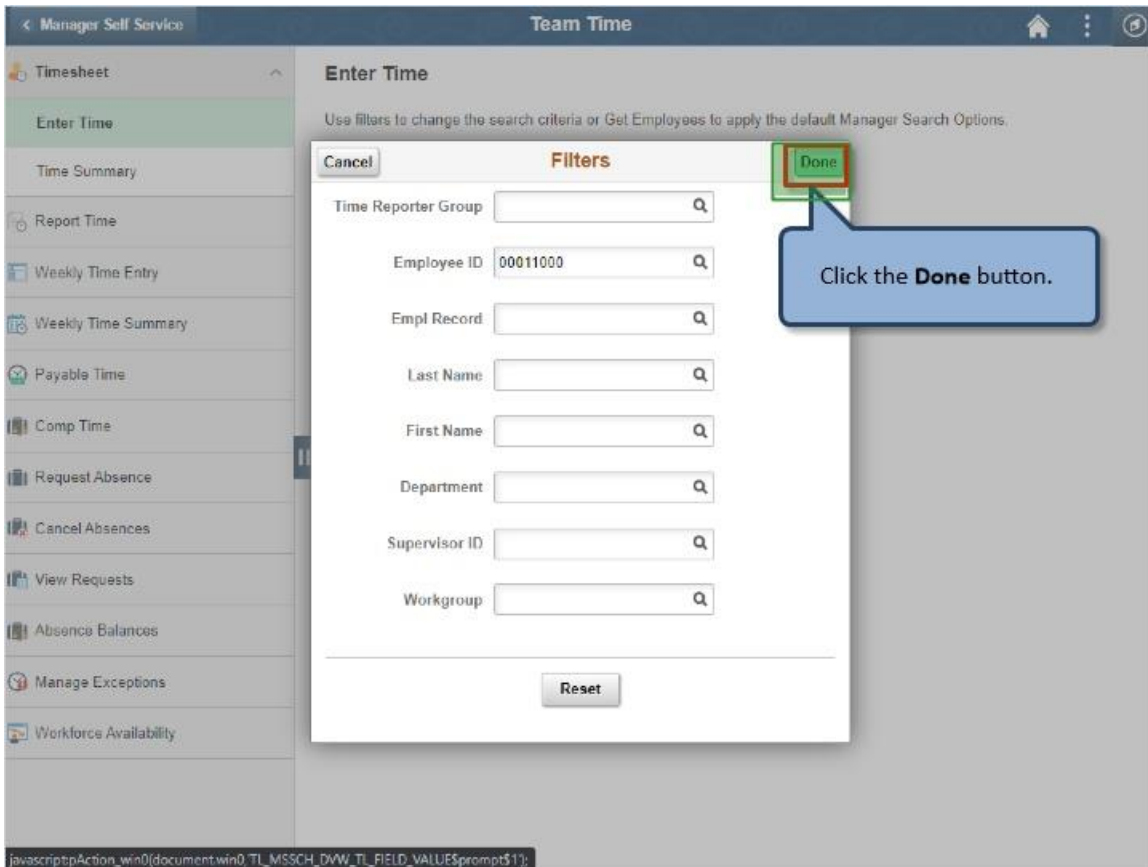
A screenshot of the 'Manager Self Service' application. The main header is 'Team Time'. On the left is a sidebar menu with options: Timesheet, Enter Time (highlighted), Time Summary, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Comp Time, Request Absence, Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Workforce Availability. The main content area is titled 'Enter Time' and includes a sub-header 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' A 'Filters' modal is open, showing fields for Time Reporter Group, Employee ID (highlighted with a green box), Empl Record, Last Name, First Name, Department, Supervisor ID, and Workgroup. Each field has a search icon. A blue callout bubble points to the 'Employee ID' field with the text 'Click in the Employee ID field.' The modal also has 'Cancel', 'Done', and 'Reset' buttons.

Click in the **Employee ID** field.



The screenshot shows the 'Manager Self Service' interface with the 'Enter Time' option selected in the left sidebar. A 'Filters' modal is open, allowing users to search for employees. The 'Employee ID' field is highlighted with a red rectangle. A blue callout bubble points to this field with the instruction: "Type '00011000' in the Employee ID field and press the 'Tab' key." The modal includes fields for Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Department, Supervisor ID, and Workgroup, each with a search icon. Buttons for 'Cancel', 'Done', and 'Reset' are also present.

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



Manager Self Service

Team Time

Enter Time

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

Cancel Filters Done

Time Reporter Group

Employee ID 00011000

Empl Record

Last Name

First Name

Department

Supervisor ID

Workgroup

Reset

Click the **Done** button.

javascript:Action\_win0(document.win0.TL\_MSSCH\_DVW\_TL\_FIELD\_VALUES\$prompt\$1);


Click the **Done** button.

Manager Self Service
Team Time

Timesheet
Enter Time
Time Summary
Report Time
Weekly Time Entry
Weekly Time Summary
Payable Time
Comp Time
Request Absence
Cancel Absences
View Requests
Absence Balances
Manage Exceptions
Workforce Availability

### Enter Time

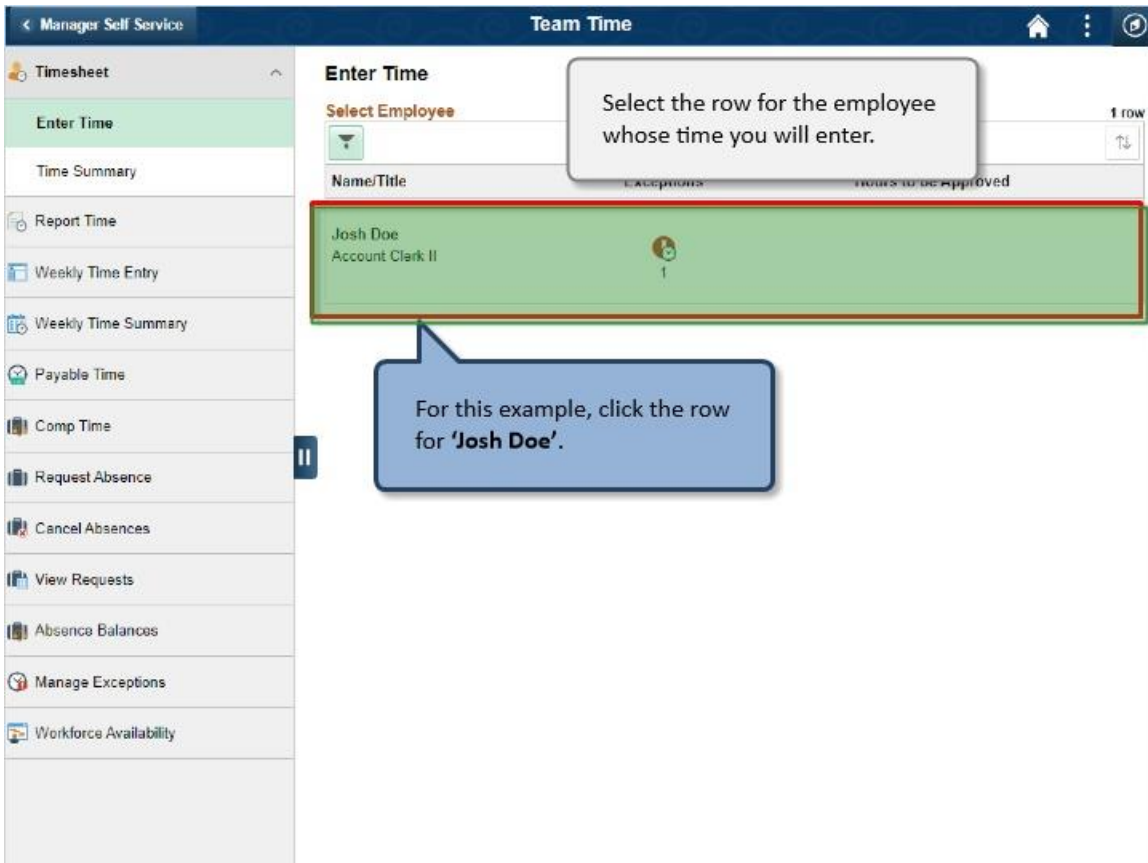
Select Employee

Name/Title	Exceptions	Hours to be Approved
Josh Doe Account Clerk II	 1	

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.



Manager Self Service Team Time

Enter Time

Select Employee

1 row

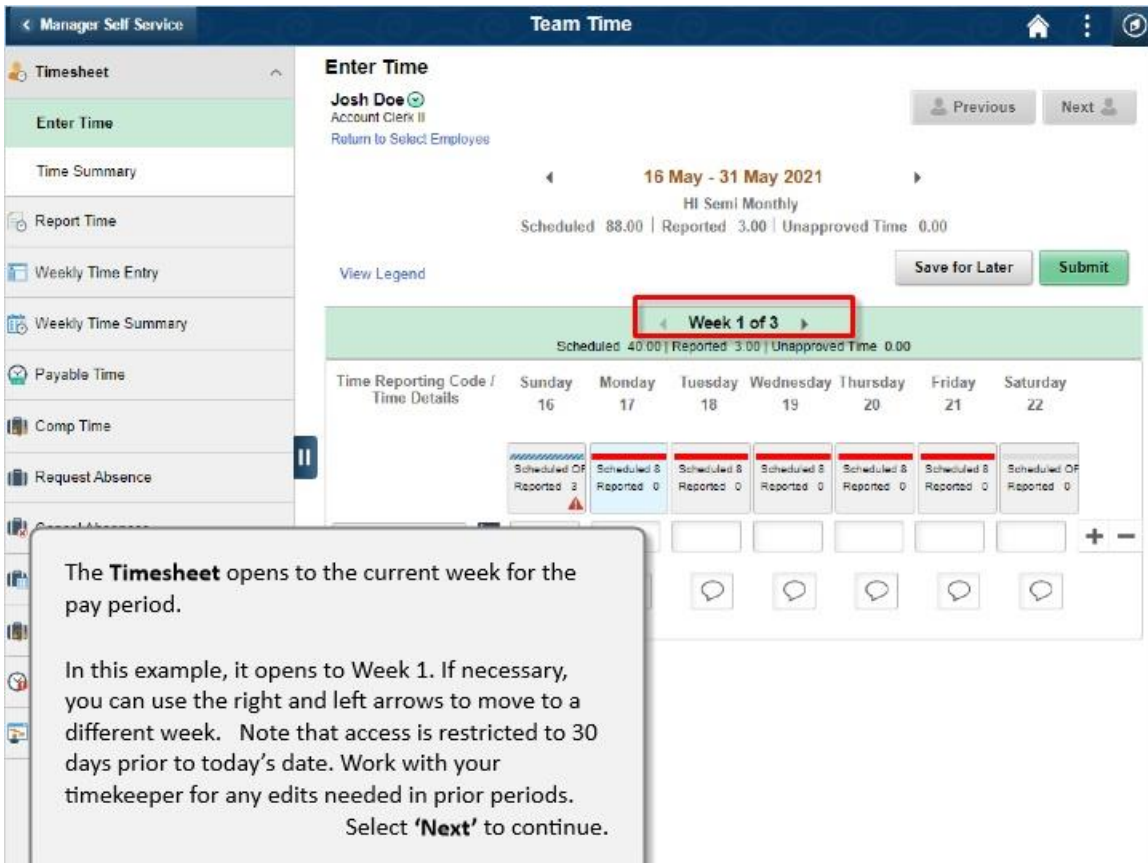
Name/Title	E-Access phone	Hours to be approved
Josh Doe Account Clerk II		

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

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

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

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



**Manager Self Service** **Team Time**

**Enter Time**  
 Josh Doe  
 Account Clerk II  
 Return to Select Employee

16 May - 31 May 2021  
 HI Semi Monthly  
 Scheduled 88.00 | Reported 3.00 | Unapproved Time 0.00

View Legend

Save for Later Submit

Week 1 of 3  
 Scheduled 40.00 | Reported 3.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 0
Reported	Reported 3	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0

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

In this example, it opens to Week 1. If necessary, you can use the right and left arrows to move to a different week. Note that access is restricted to 30 days prior to today's date. 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 1. If necessary, you can use the right and left arrows to move to a different week. Note that access is restricted to 30 days prior to today's date. Work with your timekeeper for any edits needed in prior periods.

Manager Self Service Team Time

Enter Time

Josh Doe Account Clerk II Return to Select Employee

16 May - 31 May 2021 HI Semi Monthly Scheduled 88.00 | Reported 3.00 | Unapproved Time 0.00

Save for Later Submit

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

Time Details

Day	16	17	18	19	20	21	22
Scheduled	88.00	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8
Reported	3	0	0	0	0	0	0

OT - Overtime Pk 3.00

Comments

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

**Manager Self Service** **Team Time**

**Enter Time**  
**Josh Doe**   
 Account Clerk II  
[Return to Select Employee](#)

◀ **16 May - 31 May 2021** ▶  
 HI Semi Monthly  
 Scheduled 88.00 | Reported 3.00 | Unapproved Time 0.00

[View Legend](#) [Save for Later](#) [Submit](#)

**Week 1 of 3**  
 Scheduled 40.00 | Reported 3.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18				
Scheduled OFF Reported 3	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
OT - Overtime Pay	3.00						

Click the '+' button to add a row.

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.

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 '+' button to add a row

Manager Self Service Team Time

Enter Time

Josh Doe Account Clerk II  
Return to Select Employee

16 May - 31 May 2021  
HI Semi Monthly

Note: a new row is added

View Legend

Save for Later Submit

Week 1 of 3  
Scheduled 40.00 | Reported 3.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled OFF Reported 3	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
OT - Overtime Pay	3.00						
Comments							

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

**Note:** a new row is added

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

Manager Self Service Team Time

Enter Time

Josh Doe Account Clerk II Return to Select Employee

16 May - 31 May 2021 HI Semi Monthly Scheduled 88.00 | Reported 3.00 | Unapproved Time 0.00

Save for Later Submit

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

NDIFF - Overtime - Night Shift  
NIGHT - Overtime Night Shift  
**OT - Overtime Pay**  
REG00 - Regular Time  
RNG - Regular - Negative  
RST10 - 10 Hours Rest  
RST12 - 12 Hours Rest  
RWC - Regular Pay  
SHWUP - Rpt Day Off Una to wrk 3hrs min  
SPLIT - Split Shift Differential  
STDBY - Stand By Pay Portions  
TA - Temporary Assignment Pay  
TDI - TDI  
TRVLE - Earn Travel Comp Time  
TRVLJ - Airplane Travel Pay  
TRVLT - Take Travel Comp Time  
WC - Workers Compensation  
WKDIF - Working Condition Differential  
WT - Taxable WIK  
ZUNFM - Uniform Pay

Day	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported
Friday 21	Scheduled 8	Reported 0	Scheduled 8	Reported 0	Scheduled 8	Reported 0	Scheduled 8	Reported 0	Scheduled 8	Reported 0	Scheduled 8	Reported 0
Saturday 22	Scheduled OFF	Reported 0										

Comments

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

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

Manager Self Service Team Time

Enter Time

Josh Doe Account Clerk II  
Return to Select Employee

16 May - 31 May 2021  
HI Semi Monthly

View Legend

Save for Later Submit

Time Reporting Code Details

	16	17	18	19	20	21	22
Scheduled OFF	Scheduled OFF	Scheduled S	Scheduled S	Scheduled S	Scheduled S	Scheduled S	Scheduled OFF
Reported 3	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
OT - Overtime Pay	3.00						
OT - Overtime Pay							
Comments							

Enter the elapsed time for each work day when the non-regular time occurred. For this example, the employee worked overtime only on both Sunday, May 16 and Friday May 21.

Click in the field for 'Friday 21'.

Enter the elapsed time for each work day when the non-regular time occurred. For this example, the employee worked overtime only on both Sunday, May 16 and Friday, May 21.

Click in the field for 'Friday 21'.

**Manager Self Service** **Team Time**

**Enter Time**  
**Josh Doe**   
 Account Clerk II  
[Return to Select Employee](#)

◀ **16 May - 31 May 2021** ▶  
 HI Semi Monthly  
 Scheduled 88.00 | Reported 3.00 | Unapproved Time 0.00

[View Legend](#) [Save for Later](#) [Submit](#)

**Week 1 of 3**  
 Scheduled 40.00 | Reported 3.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled OFF Reported 3	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
OT - Overtime Pay	3.00						
OT - Overtime Pay							
Comments							

Type '4' in the 'Friday 21' field and press the 'Tab' key.

Type '4' in the **Friday 21** field and press the 'Tab' key.

Manager Self Service Team Time

Enter Time

Josh Do  
Account Cl  
Return to S

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.

Scheduled 40.00 | Reported 7.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled OFF Reported 3	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 4	Scheduled OFF Reported 0
OT - Overtime Pay	3.00						
OT - Overtime Pay						4.00	
Comments							

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

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

**Manager Self Service** **Team Time**

**Enter Time**  
 Josh Doe  
 Account Clerk II  
[Return to Select Employee](#)

[View Legend](#)

[Previous](#) [Next](#)

[Save for Later](#) [Submit](#)

**Note:** This example has two rows for Overtime Pay. Remember to take care when selecting the comments icon for the relevant date where the comments are needed.

Time Reporting Code / Time Details

	16	17	18	19	20	21	Saturday 22
Scheduled OFF Reported 3	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 4	Scheduled OFF Reported 0
OT - Overtime Pay	3.00						
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.

**Note:** This example has two rows for Overtime Pay. Remember to take care when selecting the comments icon for the relevant date where the comments are needed.

Click the Comments icon.

Cancel
**Time Reporting Comments**
Apply Done

1 row

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

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

**Note:** Confirm that the **'Date Under Report'** column matches the date you needed for the comment. When there are multiple TRCs on the previous page, there will be multiple rows on this page even though the other TRCs are for different dates. Take care to input comments only for the appropriate TRC row and date. In this example the **'OT'** TRC was the only selected TRC therefore only one row shows on this page.

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

**Note:** Confirm that the **'Date Under Report'** column matches the date you needed for the comment. When there are multiple TRCs on the previous page, there will be multiple rows on this page even though the other TRCs are for different dates. Take care to input comments only for the appropriate TRC row and date. In this example the **'OT'** TRC was the only selected TRC therefore only one row shows on this page.

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

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

Time Reporting Comments

Cancel Apply Done

1 rev

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 05/21/2021	OT			

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

Cancel Apply Done

1 rev

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 05/21/2021	OT	5p		

Click in the 'End Time' field.

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

Cancel Time Reporting Comments Apply Done

1 rev

	*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment	
1	05/21/2021	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	05/21/2021	OT	5p	9p	approved overtime worked	+	-

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.



The screenshot shows a web form titled "Time Reporting Comments". At the top left is a "Cancel" button. At the top right are "Apply" and "Done" buttons. The "Apply" button is highlighted with a green box. A blue callout box with a pointer to the "Apply" button contains the text "Click the 'Apply' button." Below the header, there is a table with columns: "\*Date Under Report", "\*Time Reporting Code", "Start Time", and "End Time". The first row contains the values: "1", "05/21/2021", "OT", and "5p". The "End Time" column has a dropdown menu showing "9p". Below the table is a large empty text area for comments.

	*Date Under Report	*Time Reporting Code	Start Time	End Time
1	05/21/2021	OT	5p	9p

Click the '**Apply**' button.

Cancel
Time Reporting Comments
Apply
Done
1 row

	*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1	05/21/2021	OT	5:00PM	9:00PM	approved overtime worked

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

Select '**Next**' to continue.

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

Cancel
Time Reporting Comments

Click the 'Done' button.

\*Date Under Report
\*Time Reporting Code
Start Time
End Time
Comment

1	05/21/2021	OT	5:00PM	9:00PM	approved overtime worked	+	-
---	------------	----	--------	--------	--------------------------	---	---

Click the '**Done**' button.

**Manager Self Service** **Team Time**

**Enter Time**  
**Josh Doe**   
 Account Clerk II  
[Return to Select Employee](#)

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.

[View Legend](#) [Previous](#) [Next](#)

**Save for Later** **Submit**

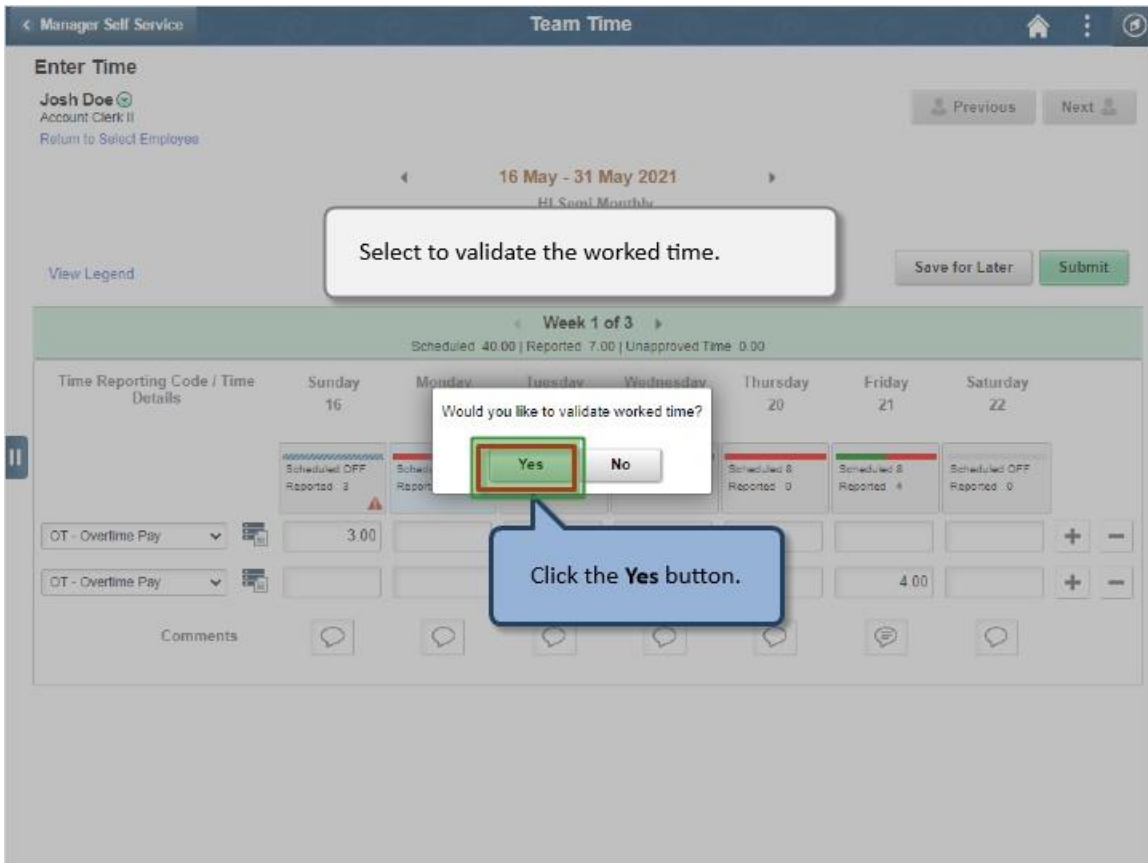
**Week 1 of 3**  
 Scheduled 40.00 | Reported 7.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18				
Scheduled OFF Reported 3	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 4	Scheduled OFF Reported 0
OT - Overtime Pay	3.00						
OT - Overtime Pay						4.00	
Comments							

Click the **Save for Later** button.

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.



Manager Self Service Team Time

Enter Time

Josh Doe Account Clerk II Return to Select Employee

16 May - 31 May 2021 HI Semi Monthly

Select to validate the worked time.

Save for Later Submit

Week 1 of 3 Scheduled: 40.00 | Reported: 7.00 | Unapproved Time: 0.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled OFF	Scheduled OFF	Scheduled OFF	Scheduled OFF	Scheduled OFF	Scheduled OFF	Scheduled OFF	Scheduled OFF
Reported: 3	Reported: 3	Reported: 3	Reported: 3	Reported: 3	Reported: 3	Reported: 3	Reported: 3
OT - Overtime Pay	3.00						
OT - Overtime Pay						4.00	
Comments							

Would you like to validate worked time?

Yes No

Click the Yes button.

Select to validate the worked time.  
Click the **Yes** button.

**Manager Self Service** **Team Time**

**Enter Time**

Josh Doe Account Clerk III  
Return to Select Employees

Previous Next

The **Saved** icon shows that the overtime on 5/21 has been saved. The system also consolidates the TRCs to a single row.

Select 'Next' to continue.

Time Reporting Code / Time Details

	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
Reported	Reported 3	Reported 0	Reported 0	Reported 0	Reported 0	Reported 4	Reported 0
OT - Overtime Pk	3.00					4.00	
Comments							

Submit

The **Saved** icon shows that the overtime on 5/21 has been saved. The system also consolidates the TRC's to a single row.

**Manager Self Service** **Team Time**

**Enter Time**

**Josh Doe**  
Account Clerk II  
[Return to Select Employee](#)

Previous Next

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 7.00 | Unapproved Time 0.00

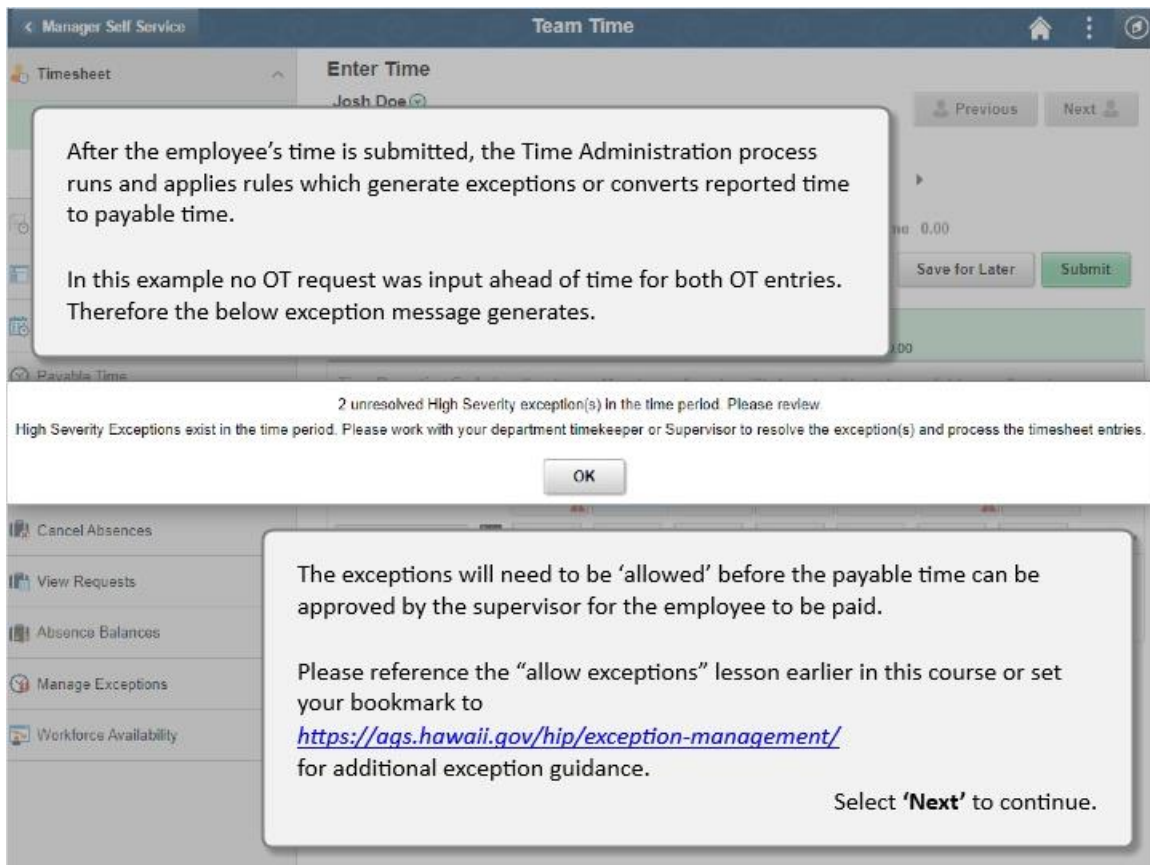
View Legend Save for Later **Submit**

Week 1 of 3  
Scheduled 40.00 | Reported 7.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled	8	8	8	8	8	8	0
Reported	3	0	0	0	0	4	0
OT - Overtime Pay	3.00					4.00	
Comments							

Click the **Submit** button.

Click the **Submit** button.

The screenshot shows the 'Manager Self Service' interface with the 'Enter Time' tab selected for 'Josh Doe'. A large white text box explains that after time submission, the system applies rules that generate exceptions or convert time to payable time. It notes that in this example, no OT request was input ahead of time for both OT entries, leading to an exception message. Below this, a red banner states '2 unresolved High Severity exception(s) in the time period. Please review' and 'High Severity Exceptions exist in the time period. Please work with your department timekeeper or Supervisor to resolve the exception(s) and process the timesheet entries.' An 'OK' button is present. A second white text box explains that exceptions must be 'allowed' by a supervisor before payable time can be approved. It references a lesson from the course and provides a link to <https://ags.hawaii.gov/hip/exception-management/> for more guidance. It concludes with the instruction 'Select 'Next' to continue.' The background interface includes a sidebar with links like 'Cancel Absences', 'View Requests', 'Absence Balances', 'Manage Exceptions', and 'Workforce Availability', and a top navigation bar with 'Previous' and 'Next' buttons.

After the employee's time is submitted, the Time Administration process runs and applies rules which generate exceptions or converts reported time to payable time.

In this example no OT request was input ahead of time for both OT entries. Therefore, the exception message below generates.

The exceptions will need to be 'allowed' before the payable time can be approved by the supervisor for the employee to be paid.

Please reference the "allow exceptions" lesson earlier in this course or set your bookmark to <https://ags.hawaii.gov/hip/exception-management/> for additional exception guidance.

Manager Self Service
Team Time

Timesheet
Enter Time
Time Summary
Report Time
Weekly Time Entry
Weekly Time Summary
Payable Time
Comp Time
Request Absence
Cancel Absences
View Requests
Absence B
Manage E
Workforce

### Enter Time

**Josh Doe**

Account Clerk II

[Return to Select Employee](#)

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 7.00 | Unapproved Time 0.00

[View Legend](#)

Save for Later
Submit

Week 1 of 3

Scheduled 40.00 | Reported 7.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Sunday 16	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22
Scheduled Off	Scheduled Off	Scheduled S	Scheduled S	Scheduled S	Scheduled S	Scheduled S	Scheduled Off
Reported	Reported 3	Reported 0	Reported 0	Reported 0	Reported 0	Reported 4	Reported 0
OT - Overtime P	3.00					4.00	

You are returned to the employee timesheet and can navigate to another task.

**Note:** After the exceptions are allowed, the next Time Administration process run will convert reported time to payable time. The payable time must be approved by the supervisor for the employee to be paid.

Select **'Next'** to continue.

You are returned to the employee timesheet and can navigate to another task.


**Note:** After the exceptions are allowed, the next Time Administration process run will convert reported time to payable time. The payable time must be approved by the supervisor for the employee to be paid.



***Congratulations!***  
*You've successfully completed this lesson.*

## Update Employee Work Schedule

### Update Employee Work Schedule




### *Lesson Scenario*

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

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

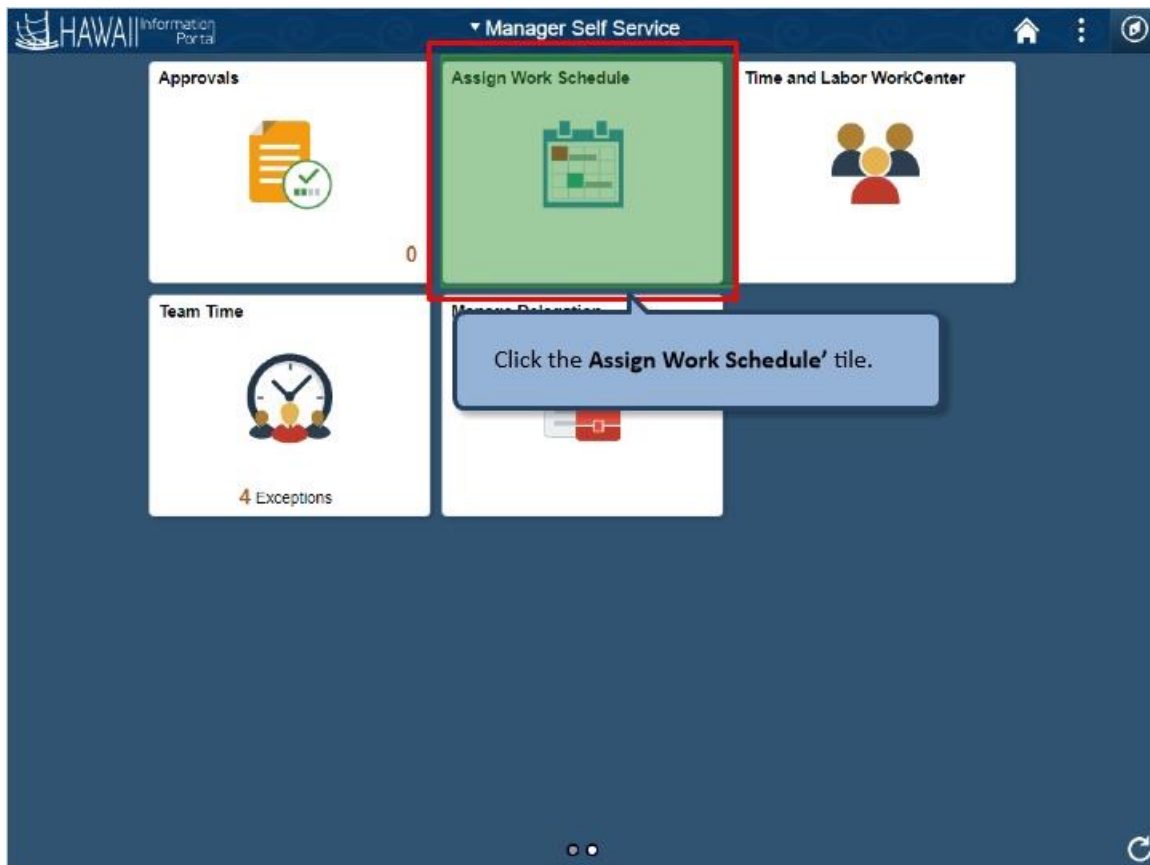
Select **'Next'** to continue.

A full-length photograph of a smiling woman with long dark hair, wearing a bright pink cardigan over a black top and grey jeans. She is standing with her left hand on her hip.

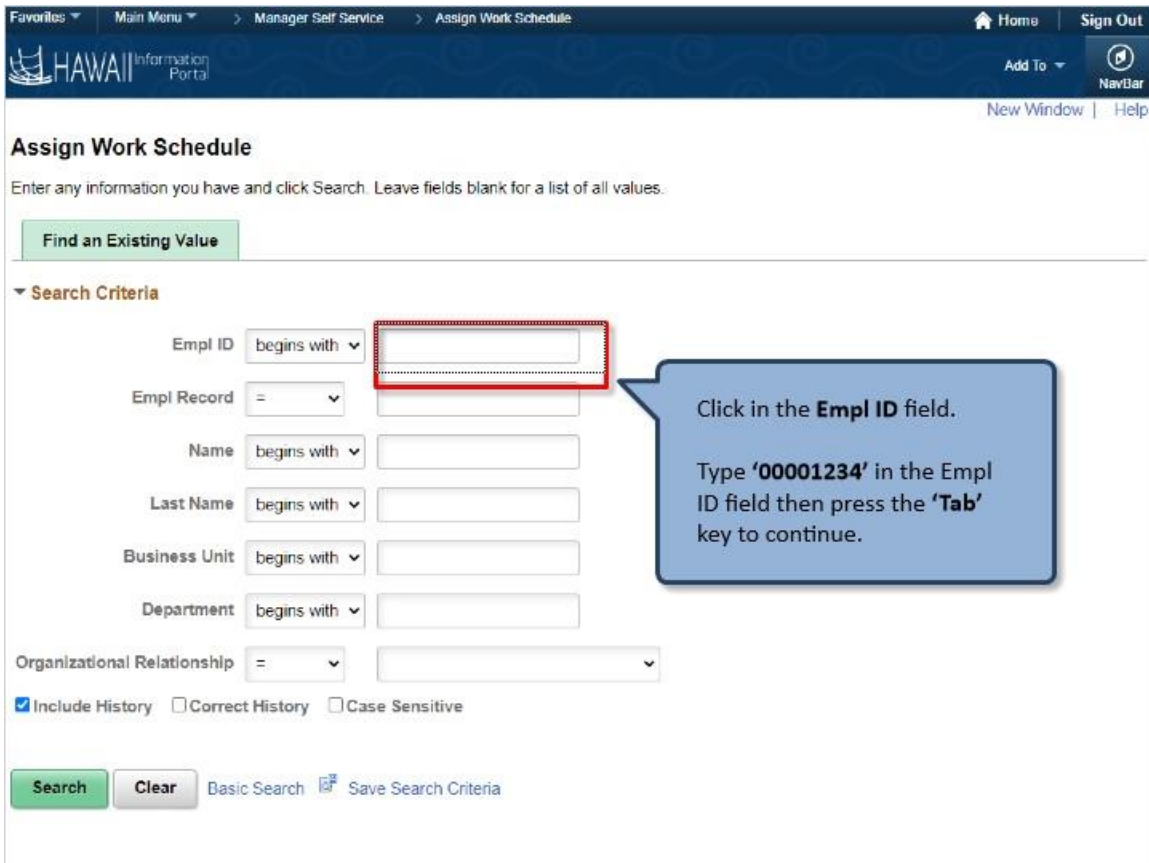
### Lesson Scenario

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.

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

Empl Record

Name

Last Name

Business Unit

Department

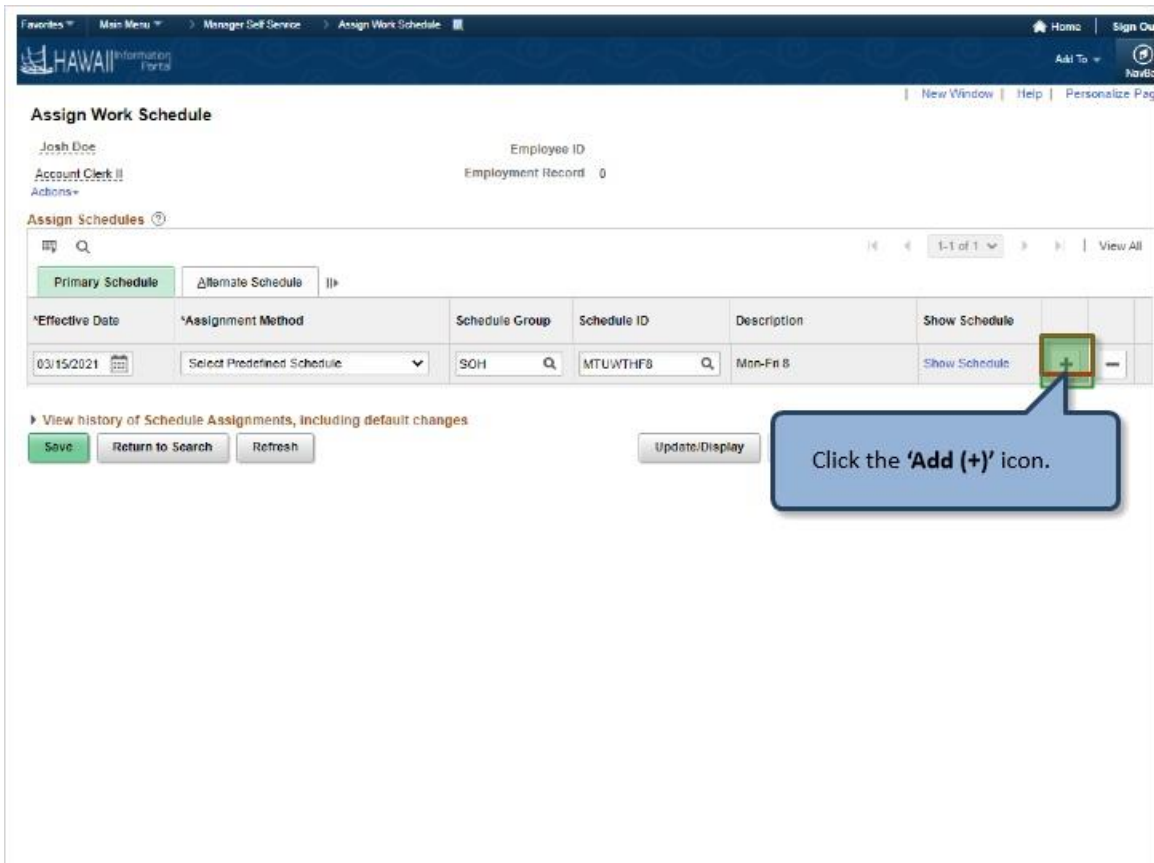
Organizational Relationship

☒ Include History ☐ Correct History ☐ Case Sensitive

[Search](#)

Click the 'Search' button.

Click the **'Search'** button.



**Assign Work Schedule**

Josh Doe  
Account Clerk II  
Actions+

Employee ID  
Employment Record 0

**Assign Schedules** ⓘ

Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
03/15/2021	Select Predefined Schedule	SOH	MTUWTHF8	Mnn-Fri 8	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display

Click the 'Add (+)' icon.

Click the 'Add (+)' icon.

Assign Work Schedule

Josh Doe Employee ID  
Account Clerk II Employment Record: 0

Assign Schedules

Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/18/2021	Select Predetermined Schedule	SOH	MTU/WHF8	Mon-Fri 8	Show Schedule
03/15/2021	Select Predetermined Schedule	SOH	MTU/WHF8	Mon-Fri 8	Show Schedule

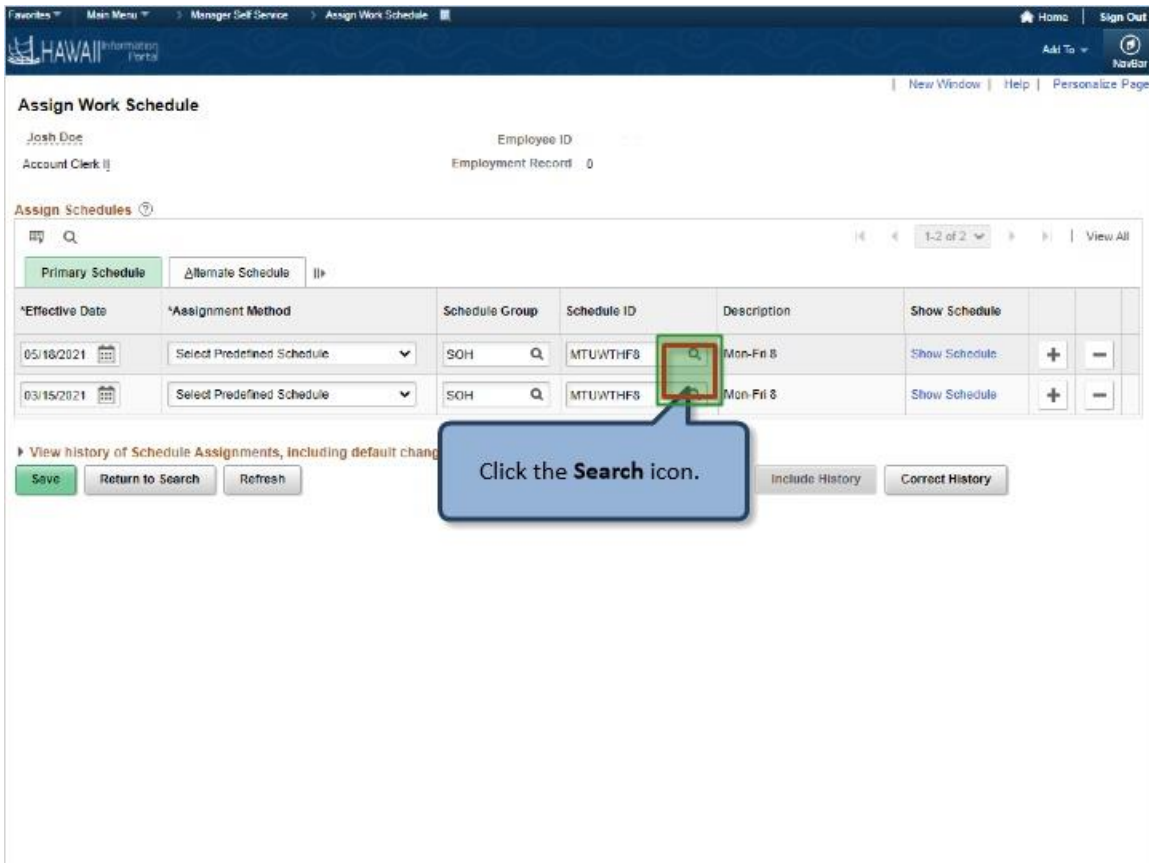
View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

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

Select **'Next'** to continue.

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



**Assign Work Schedule**

Josh Doe Employee ID: [redacted]  
Account Clerk II Employment Record: 0

Assign Schedules ⓘ

Primary Schedule Alternate Schedule ⓘ

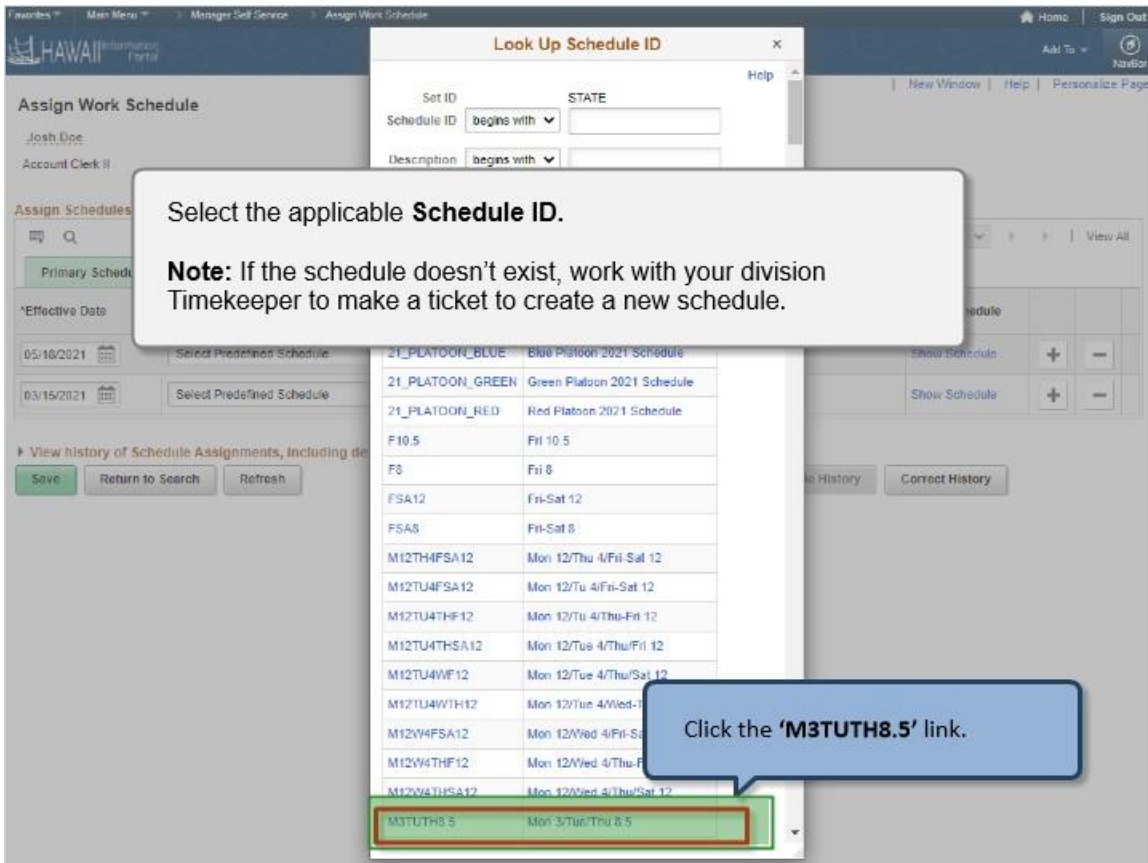
Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/18/2021	Select Predetined Schedule	SOH	MTU/WHF8	Mon-Fri 8	Show Schedule
03/15/2021	Select Predetined Schedule	SOH	MTU/WHF8	Mon-Fri 8	Show Schedule

View history of Schedule Assignments, including default change

Save Return to Search Refresh Include History Correct History

Click the **Search** icon.

Click the **Search** icon.



**Look Up Schedule ID**

Set ID:  STATE:

Schedule ID:  begins with:

Description:  begins with:

Help

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.

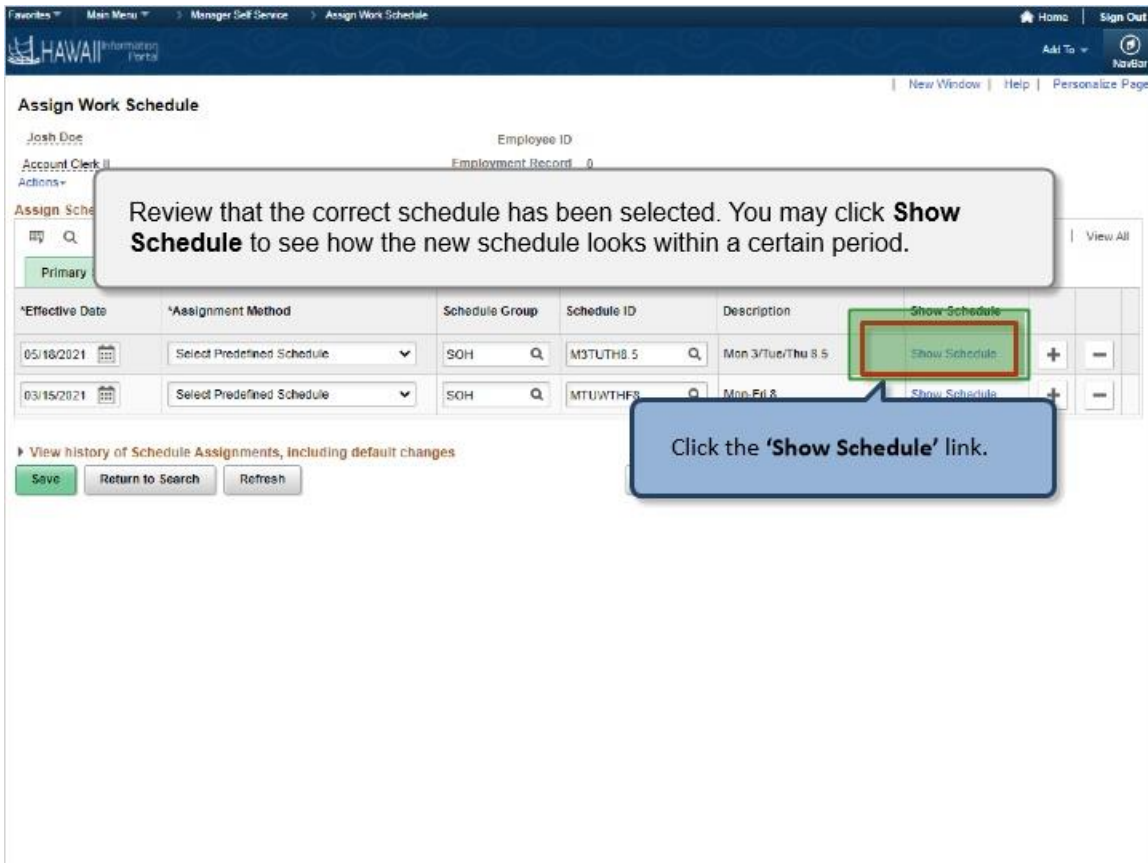
21_PLATOON_BLUE	Blue Platoon 2021 Schedule
21_PLATOON_GREEN	Green Platoon 2021 Schedule
21_PLATOON_RED	Red Platoon 2021 Schedule
F10.5	Fri 10.5
F8	Fri 8
FSA12	Fri-Sat 12
FSA8	Fri-Sat 8
M12TH4FSA12	Mon 12/Thu 4/Fri-Sat 12
M12TU4FSA12	Mon 12/Tu 4/Fri-Sat 12
M12TU4THF12	Mon 12/Tu 4/Thu-Fri 12
M12TU4THSA12	Mon 12/Tue 4/Thu/Fri 12
M12TU4WF12	Mon 12/Tue 4/Thu/Sat 12
M12TU4WTH12	Mon 12/Tue 4/Wed-Fri 12
M12W4FSA12	Mon 12/Wed 4/Fri-Sat 12
M12W4THF12	Mon 12/Wed 4/Thu-Fri 12
M12W4THSA12	Mon 12/Wed 4/Thu/Sat 12
<b>M3TUTH8.5</b>	<b>Mon 3/Tue/Thu 8.5</b>

Click the '**M3TUTH8.5**' link.

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 '**M3TUTH8.5**' link.



Assign Work Schedule

Josh Doe Employee ID  
Account Clerk II Employment Record: 0

Assign Schedule

Primary

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

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/18/2021	Select Predetined Schedule	SOH	M3TUT18.5	Mon 3/Tue/Thu 8.5	Show Schedule
03/15/2021	Select Predetined Schedule	SOH	MTUWTH8	Mon-Fri 8	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh

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.

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

Select 'Next' to continue.

Workgroup: BU03EX Ex Hourly/Salaried BU 03

From Date: 05/18/2021  Load Calendar Previous Period Next Period

**Schedule Calendar**

Shift Time Configurable Totals 1.7 of 7

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Tuesday	05/18/2021			6.50	<a href="#">Shift Detail</a>
Wednesday	05/19/2021				
Thursday	05/20/2021			6.50	<a href="#">Shift Detail</a>
Friday	05/21/2021				
Saturday	05/22/2021				
Sunday	05/23/2021				
Monday	05/24/2021			3.00	<a href="#">Shift Detail</a>

OK Cancel Refresh

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

**Schedule Calendar**

Employee ID:   
 Employment Record Nbr: 0  
 Schedule Group: SOH State of Hawaii  
 Schedule ID: M3TUTH8.5 Mon 3/Tue/Thu 8.5  
 Workgroup: BU03EX Ex Hourly/Salaried BU 03

From Date: 05/18/2021 [Load Calendar](#) [Previous Period](#) [Next Period](#)

**Schedule Calendar**

Shift Time: [Configurable Totals](#)

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Tuesday	05/18/2021			6.50	<a href="#">Shift Detail</a>
Wednesday	05/19/2021				
Thursday	05/20/2021			6.50	<a href="#">Shift Detail</a>
Friday	05/21/2021				
Monday	05/24/2021			3.00	<a href="#">Shift Detail</a>

[OK](#) [Cancel](#) [Refresh](#)

Click 'OK'.

Assign Work Schedule

Josh Doe Employee ID  
Account Clerk II Employment Record: 0

Assign Schedules

Primary Schedule Alternate Schedule II»

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/18/2021	Select Predetined Schedule	SOH	M3TU/TH8.5	Mon 3/Tue/Thu 8.5	Show Schedule
03/15/2021	Select Predetined Schedule	SOH	MTU/WTTH8	Mon-Fri 8	Show Schedule

View History of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

Click the 'Save' button.

javascript:submitAction\_win(document.win0,'SCH\_SHOW\_BTN\$0');

Click the 'Save' button.




***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.

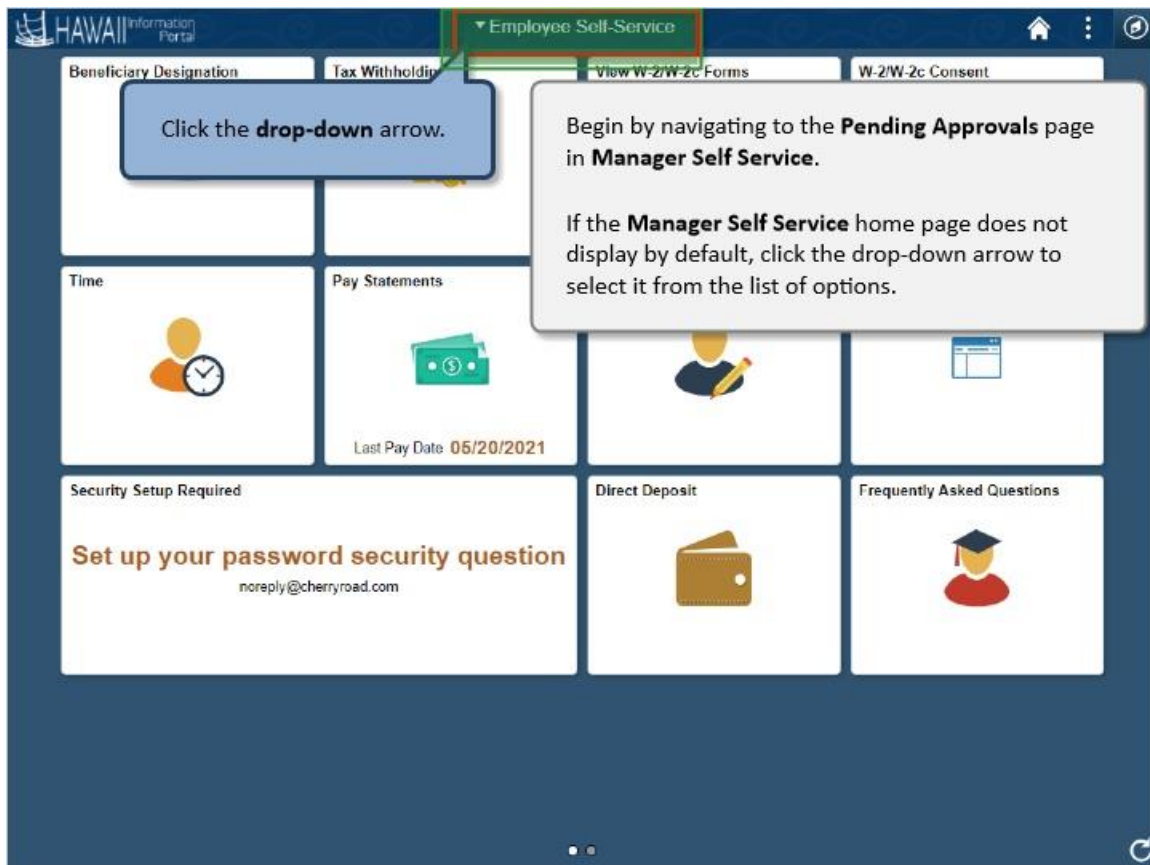
Select **'Next'** to continue.



### ***Lesson Scenario***

*In this lesson, you will complete the following:*

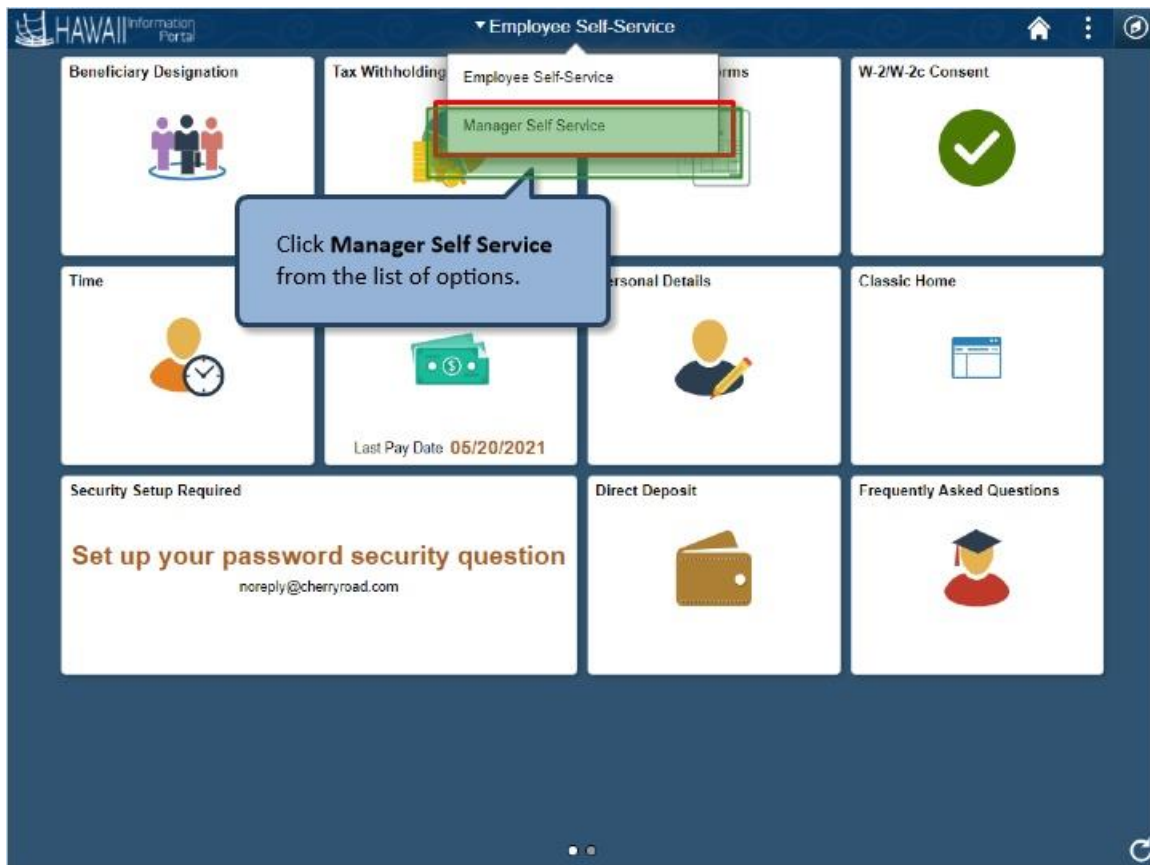
1. Approve an overtime request.
2. Approve payable time for an elapsed (salaried) time reporter.
3. Approve payable time for a punch (hourly) reporter.
4. Approve an absence request.
5. Review and approve Negative Offsets entries.



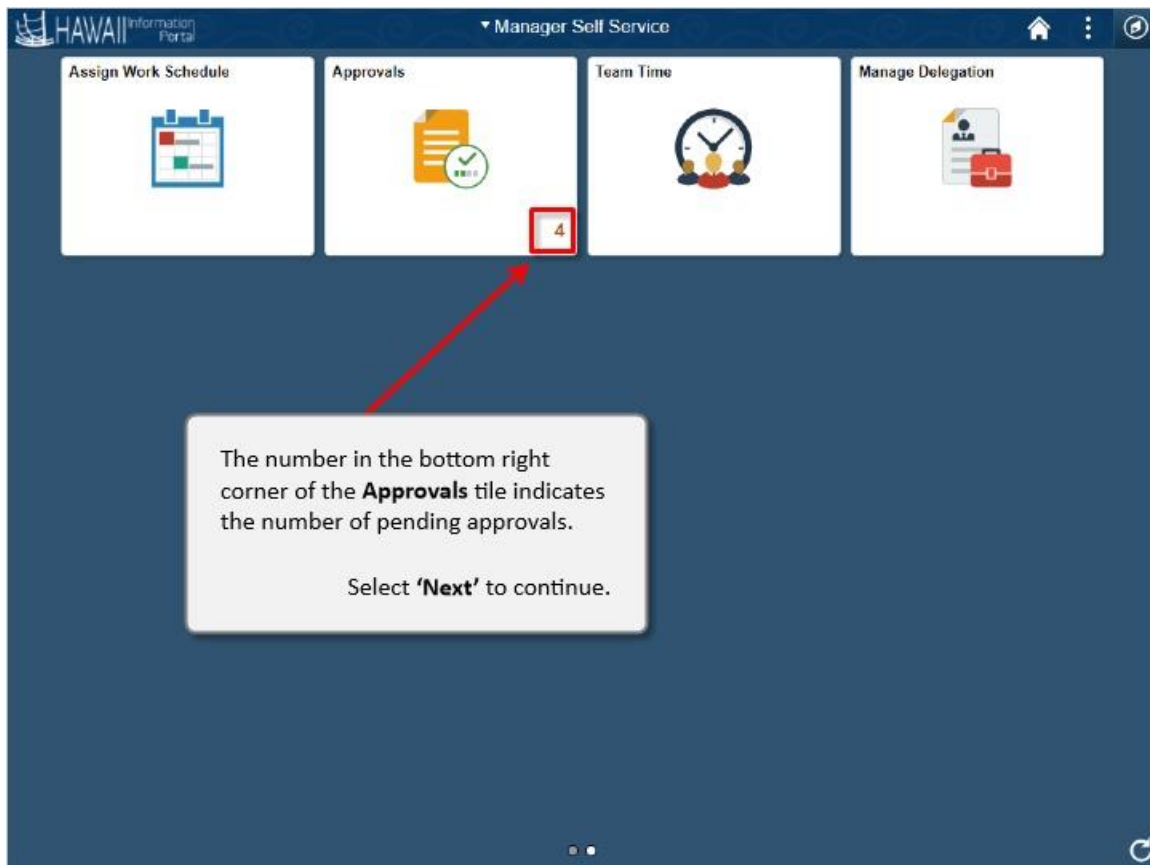
Begin by navigating to the Pending Approvals page in Manager Self Service.

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.

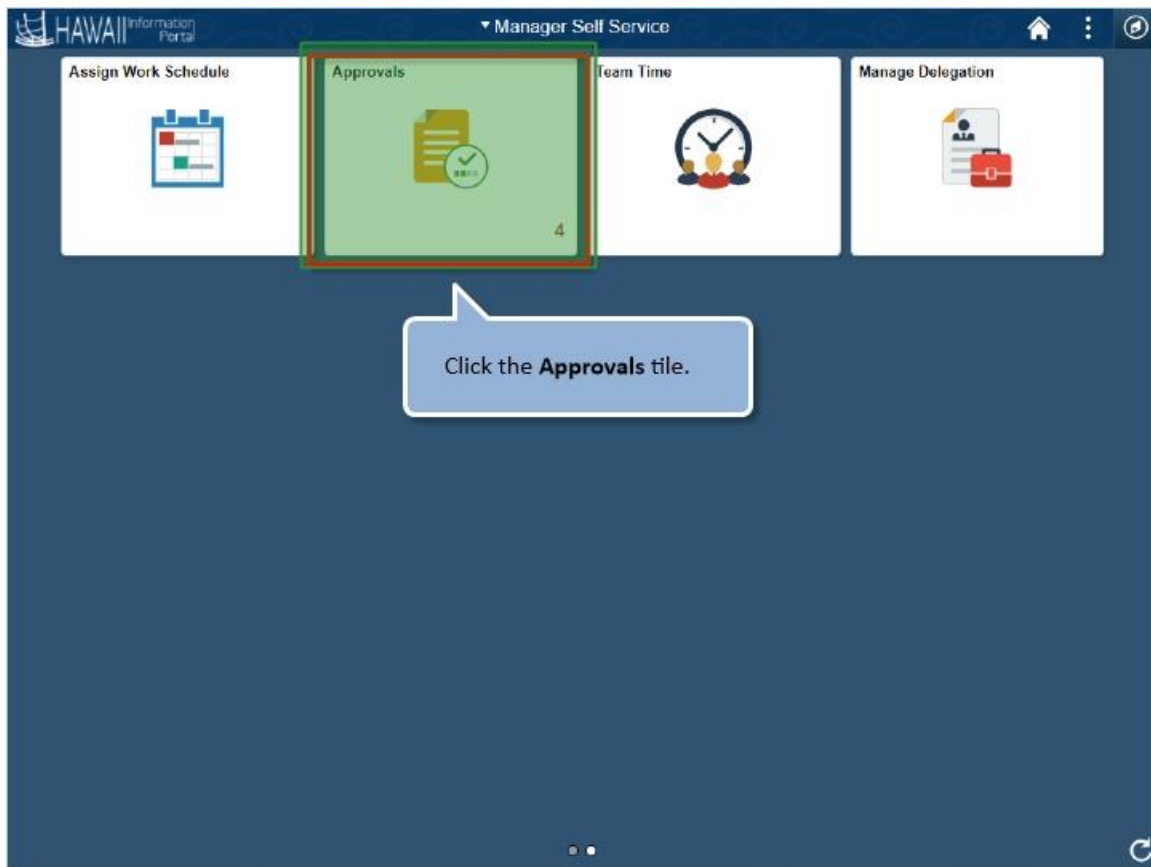
Click the **drop-down** arrow.



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
Absence Request
Overtime Request
Payable Time

All			4 rows
<b>Payable Time</b> Karen Doe	Quantity for Approval 3 Hours 05/24/2021 - 05/24/2021	Routed 05/26/2021	>
<b>Payable Time</b> Robert Doe	Quantity for Approval 39 Hours 05/17/2021 - 05/17/2021	Routed 05/26/2021	>
<b>Overtime Request</b> Susan Doe	06/01/2021 2 Hours	Routed 05/26/2021	>
<b>Absence Request</b> Karen Doe	06 - Bereavement/Funeral, 8 Hours 06/01/2021	Routed 05/26/2021	>

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.



**Approve an Overtime Request**

**Approve Payable Time - Elapsed (Salaried) Time Reporter**

**Approve Payable Time - Punch (Hourly) Time Reporter**

**Approve an Absence Request**

## Approve Overtime Requests



### 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 supervisor is required to approve or push back the overtime request.

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

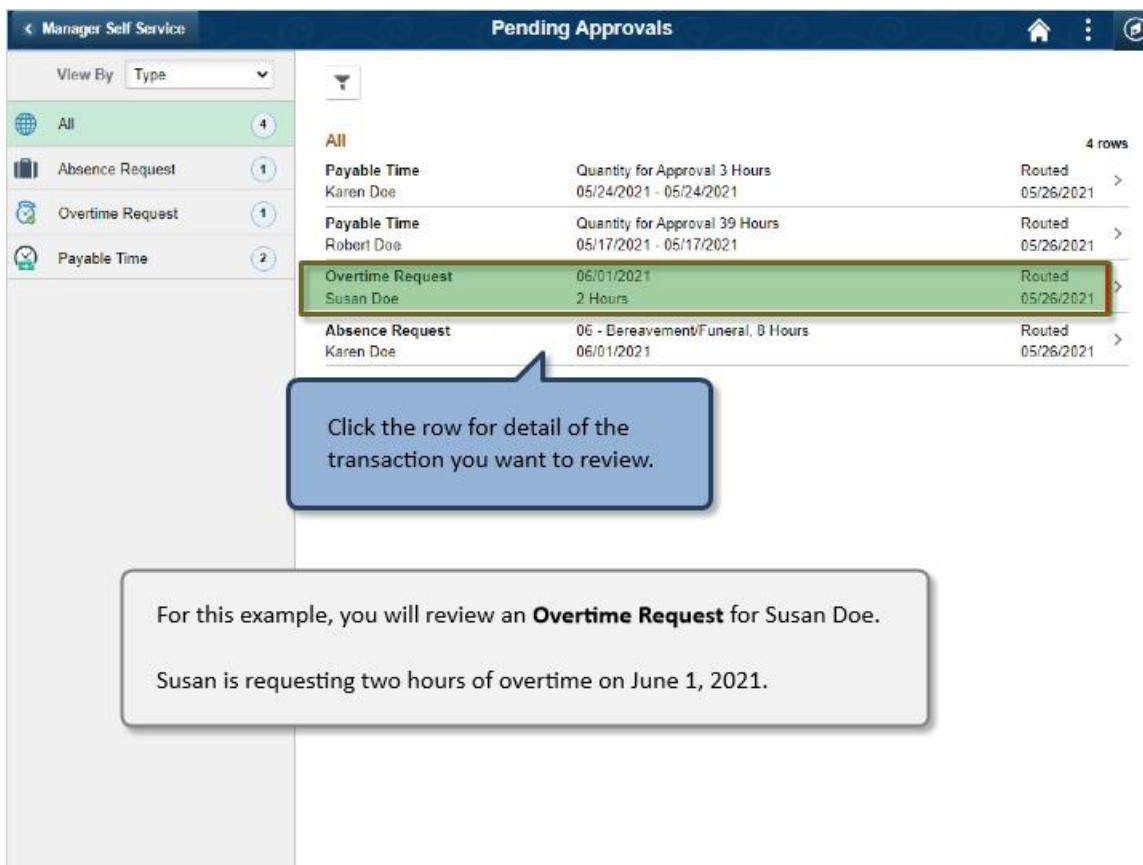
**Note:** Overtime must be entered one day at a time. There is not an option to enter overtime weekly or for a period of days. Please follow all of your department's policies and procedures regarding overtime approval.

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 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. Please follow all of your department's policies and procedures regarding overtime approval.



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	05/24/2021 - 05/24/2021	05/26/2021
Payable Time	Quantity for Approval 39 Hours	Routed
Robert Doe	05/17/2021 - 05/17/2021	05/26/2021
Overtime Request	06/01/2021	Routed
Susan Doe	2 Hours	05/26/2021
Absence Request	06 - Bereavement/Funeral, 8 Hours	Routed
Karen Doe	06/01/2021	05/26/2021

Click the row for detail of 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 June 1, 2021.

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

Susan is requesting two hours of overtime on June 1, 2021.

Click the row for detail of the transaction you want to review.

< Pending Approvals
Overtime Request
Home
Menu
Help

Susan Doe

\*Social Svc Related Para Prof

Approve
Deny
Pushback

**Overtime details**

Request Date 06/01/21
Submit Date 05/26/21

Quantity 2 Hours

▼ **Requester Comments**

Overtime request

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.

Pending Approvals
Overtime Request

Susan Doe  
Social Svc Related Para Prof

Approve
Deny
Pushback

Overtime details

Request Date 06/01/21  
Quantity 2 Hours

Submit Date 05/26/21

Requester Comments

Overtime request

View Requests

Request History

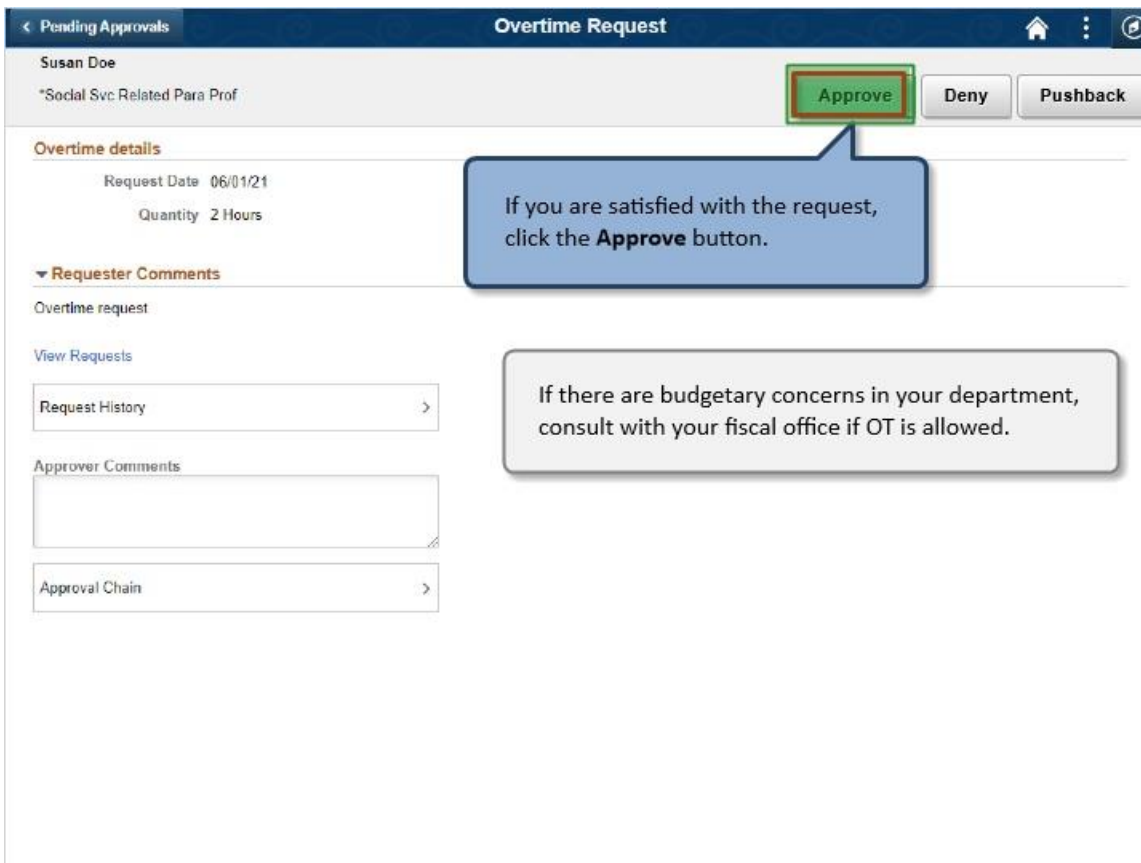
Approver Comments

Approval Chain

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.

Select '**Next**' to continue.

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.



**Overtime Request**

Susan Doe  
\*Social Svc Related Para Prof

**Approve** Deny Pushback

**Overtime details**

Request Date 06/01/21  
Quantity 2 Hours

**Requester Comments**

Overtime request

View Requests

Request History >

Approver Comments

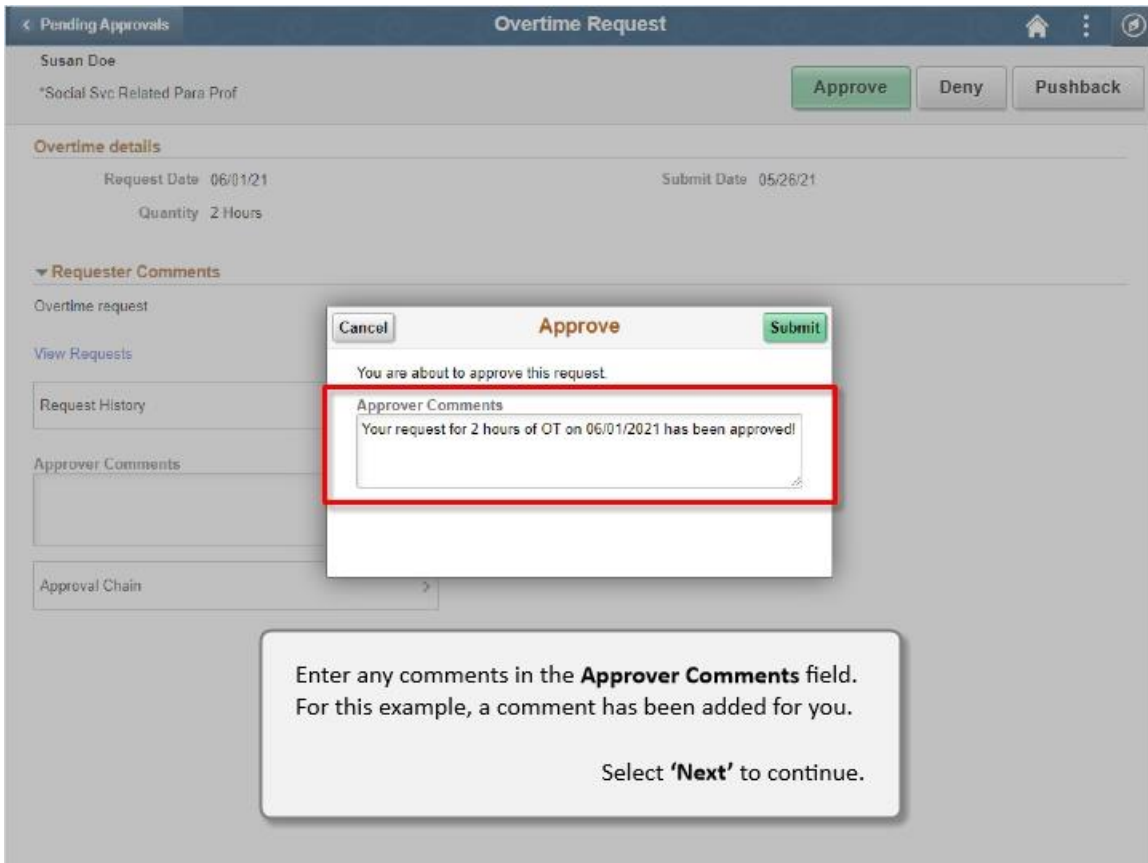
Approval Chain >

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.

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

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



← Pending Approvals **Overtime Request** Home

Susan Doe  
\*Social Svc Related Para Prof

Approve Deny Pushback

**Overtime details**

Request Date 06/01/21 Submit Date 05/26/21

Quantity 2 Hours

▼ Requester Comments

Overtime request

View Requests

Request History

Approver Comments

Approval Chain

**Approve**

Cancel Submit

You are about to approve this request.

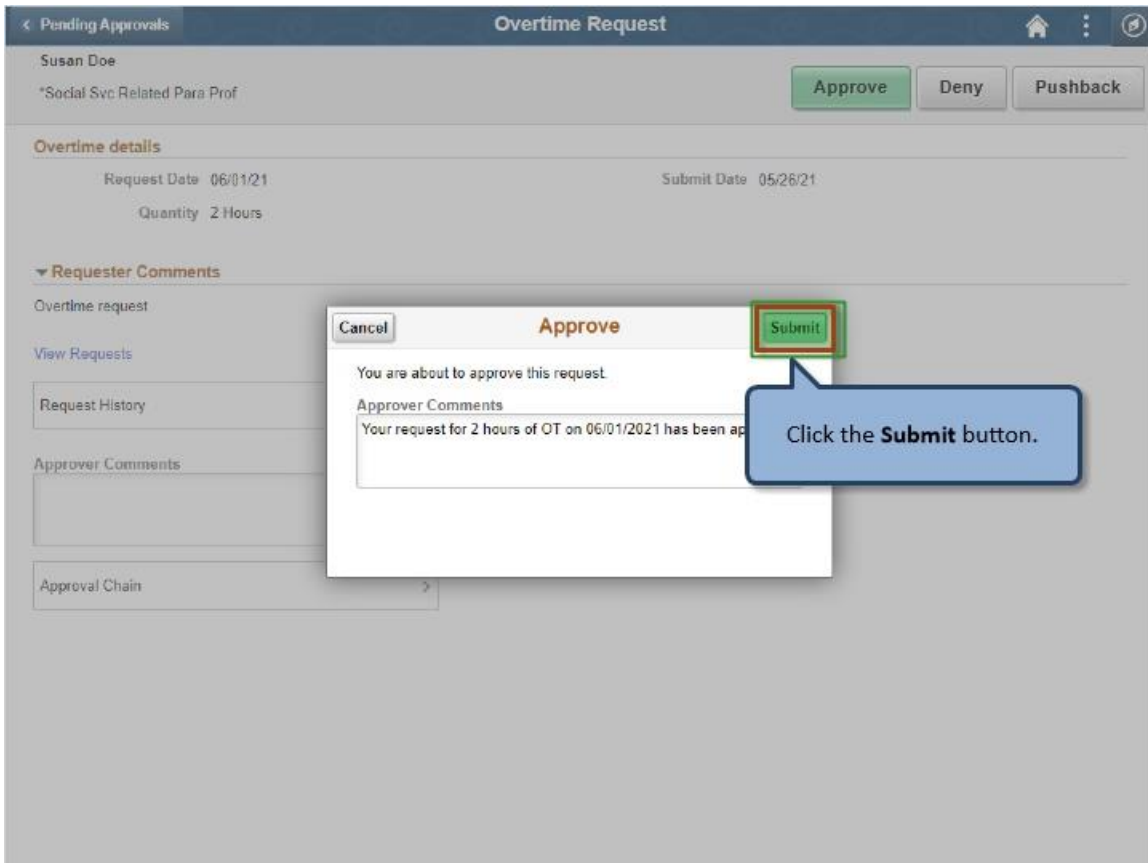
**Approver Comments**

Your request for 2 hours of OT on 06/01/2021 has been approved!

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

Select **'Next'** to continue.

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



← Pending Approvals Overtime Request

Susan Doe  
\*Social Svc Related Para Prof

Approve Deny Pushback

**Overtime details**

Request Date 06/01/21 Submit Date 05/26/21  
Quantity 2 Hours

▼ Requester Comments

Overtime request

View Requests

Request History

Approver Comments

Approval Chain

**Approve**

Cancel

You are about to approve this request.

Approver Comments

Your request for 2 hours of OT on 06/01/2021 has been ap

Submit

Click the **Submit** button.

Click the **Submit** button.

**Pending Approvals**

View By Type

- All 3
- Absence Request 1
- Payable Time 2

All			3 rows
<b>Payable Time</b> Karen Doe	Quantity for Approval 3 Hours 05/24/2021 - 05/24/2021	Routed 05/26/2021	>
<b>Payable Time</b> Robert Doe	Quantity for Approval 39 Hours 05/17/2021 - 05/17/2021	Routed 05/26/2021	>
<b>Absence Request</b> Karen Doe	06 - Bereavement/Funeral, 8 Hours 06/01/2021	Routed 05/26/2021	>

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

Please note the next step specifically for overtime is for the employee or supervisor/timekeeper to input the OT on the employee's timesheet.

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

Please note the next step specifically for overtime is for the employee or supervisor/timekeeper to Input the OT on the employee's timesheet.

**Pending Approvals**

View By Type

- All 3
- Absence Request 1
- Payable Time 2

All 3 rows		
<b>Payable Time</b> Karen Doe	Quantity for Approval 3 Hours 05/24/2021 - 05/24/2021	Routed 05/26/2021 >
<b>Payable Time</b> Robert Doe	Quantity for Approval 39 Hours 05/17/2021 - 05/17/2021	Routed 05/26/2021 >
<b>Absence Request</b> Karen Doe	06 - Bereavement/Funeral, 8 Hours 06/01/2021	Routed 05/26/2021 >

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 Elapsed (Salaried) Time Reporter



**Approve Payable Time - Elapsed (Salaried) Time Reporter**

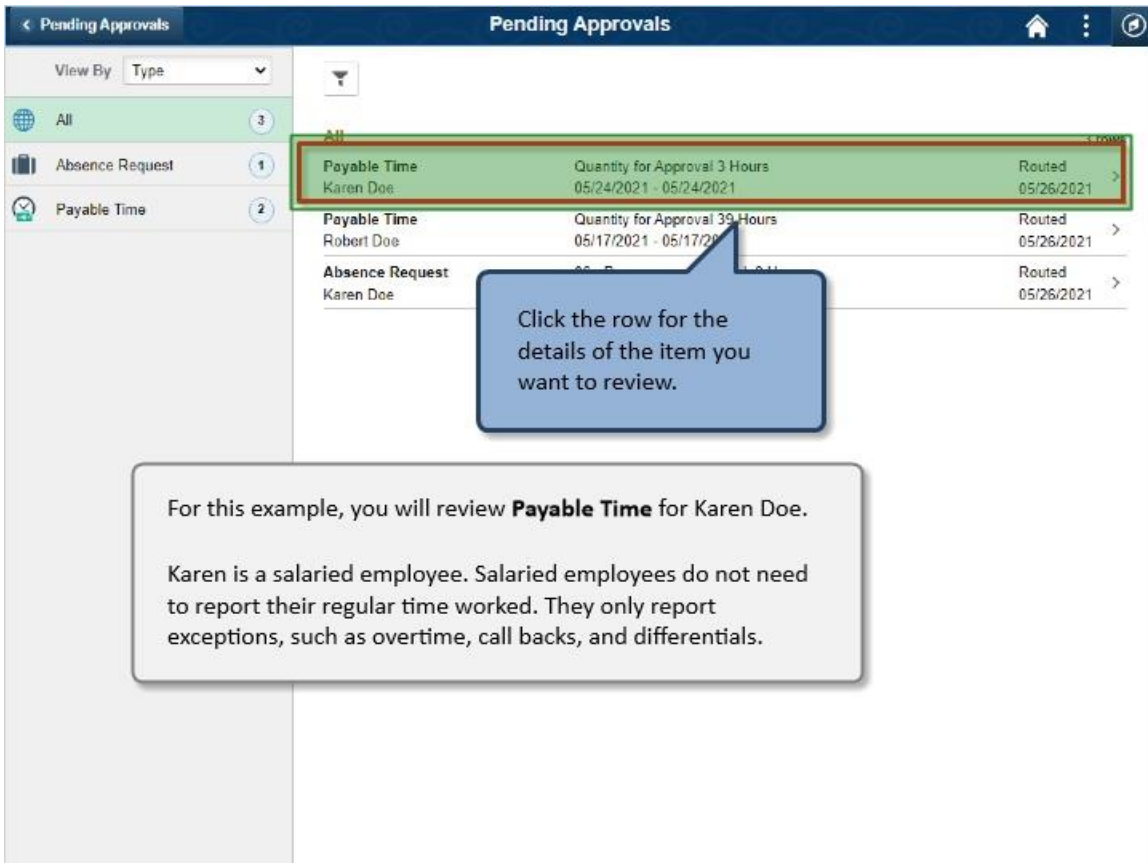
*Supervisors must approve payable time in order to post the time to Payroll and pay employees.*

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

Select 'Next' to continue.

*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 an elapsed time reporter.*



**Pending Approvals**

View By Type

All 3

Absence Request 1

Payable Time 2

Type	Employee	Quantity for Approval	Period	Status	Due Date
Payable Time	Karen Doe	3 Hours	05/24/2021 - 05/24/2021	Routed	05/26/2021
Payable Time	Robert Doe	39 Hours	05/17/2021 - 05/17/2021	Routed	05/26/2021
Absence Request	Karen Doe			Routed	05/26/2021

Click the row for the details of 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 details of the item you want to review.

Pending Approvals
Payable Time

Karen Doe  
Office Assistant III

Approve Deny

1 line(s) are pending your approval

**Summary**  
Quantity for Approval 3 Hours  
Time Period 05/24/2021 - 05/24/2021

Payable Time Details

Pending All

Select	Report Date	Time Reporting Co	
<input type="checkbox"/>	05/24/21	CLBK2 - Call Back Consultative 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 05/24/2021.

Select '**Next**' to continue.

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 05/24/2021.

← Pending Approvals
Payable Time
Home
Menu
Help

Karen Doe  
 Office Assistant III
 Approve Deny

1 line(s) are pending your approval

**Summary**  
 Quantity for Approval 3 Hours  
 Time Period 05/24/2021 - 05/24/2021

**Payable Time Details**

Pending All

1 row

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/24/21	CLBK2 - Call Back Consultative Call(s)	3 Hours

Approver Comments

Approval Chain

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

Select '**Next**' to continue.

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

Pending Approvals
Payable Time

Karen Doe  
Office Assistant III

Approve
Deny

1 line(s) are pending your approval

Summary

Quantity for Approval 3 Hours  
Time Period 05/24/2021 - 05/24/2021

Payable Time Details

Pending
All

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

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/24/21	CLBK2 - Call Back Consultative Call(s)	3 Hours

Approver Comments

Approval Chain

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

August, 2021 Version 2

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Payable Time

Home

Menu

Profile

1 line(s) are pending your approval

Approve

Deny

Summary

Quantity for Approval 3 Hours

Time Period 05/24/2021 - 05/24/2021

Payable Time Details

Pending

All

Select

Report Date

Time Reporting Code

Quantity

05/24/21

CLBK2 - Call Back Consultative Call(s)

3 Hours

1 row

Approver Comments

Approval Chain

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

Select **'Next'** to continue.

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

Pending Approvals
Payable Time

Karen Doe  
Office Assistant III

Approve
Deny

1 line(s) are pending your approval

Summary

Quantity for Approval 3 Hours  
Time Period 05/24/2021 - 05/24/2021

Payable Time Details

Pending
All

Select	Report Date
<input type="checkbox"/>	05/24/21

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.

Select 'Next' to continue.

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.

← Pending Approvals
Payable Time
Home
Menu
Help

Karen Doe

Office Assistant III

1 line(s) are pending your approval

Approve

Deny

Summary

Quantity for Approval 3 Hours

Time Period 05/24/2021 - 05/24/2021

Payable Time Details

Pending

All

1 row

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/24/21	CLBK2 - Call Back Consultative Call(s)	3 Hours

Appr

Comments

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

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

< Pending Approvals
Payable Time
Home
Help

Karen Doe  
 Office Assistant III

1 line(s) are pending your approval

Approve

Deny

Click the **Approve** button.

**Summary**  
 Quantity for Approval 3 Hours  
 Time Period 05/24/2021 - 05/24/2021

**Payable Time Details**

Pending All

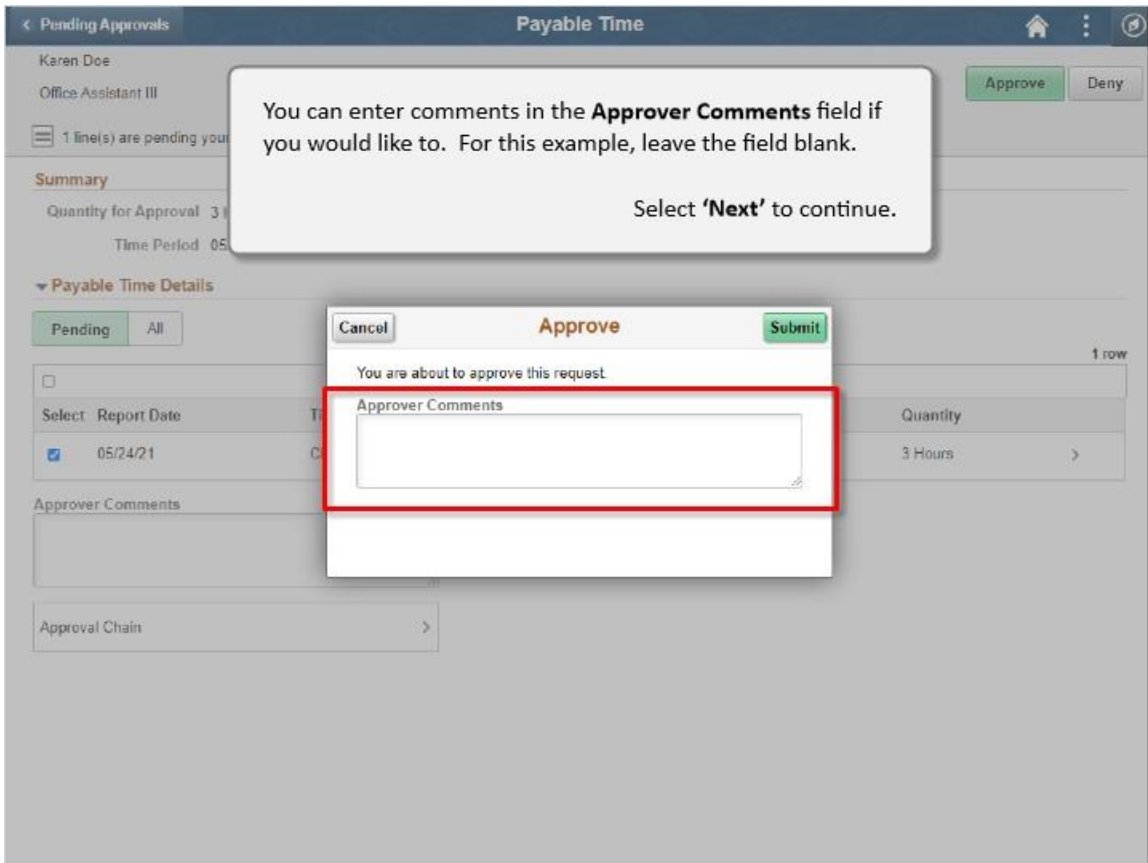
1 row

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	05/24/21	CLBK2 - Call Back Consultative Call(s)	3 Hours

Approver Comments

Approval Chain >

Click the **Approve** button.



The screenshot shows the 'Payable Time' approval interface. A confirmation dialog is displayed in the center, stating: 'You can enter comments in the **Approver Comments** field if you would like to. For this example, leave the field blank. Select **'Next'** to continue.' Below this, there is a table with columns for 'Select', 'Report Date', and 'Quantity'. The first row is selected, showing a report date of '05/24/21' and a quantity of '3 Hours'. The 'Approver Comments' field is highlighted with a red box, and the 'Submit' button is visible.

**Payable Time**

Karen Doe  
Office Assistant III

1 line(s) are pending your approval

**Summary**

Quantity for Approval: 3  
Time Period: 05/24/21

**Payable Time Details**

Pending All

You are about to approve this request.

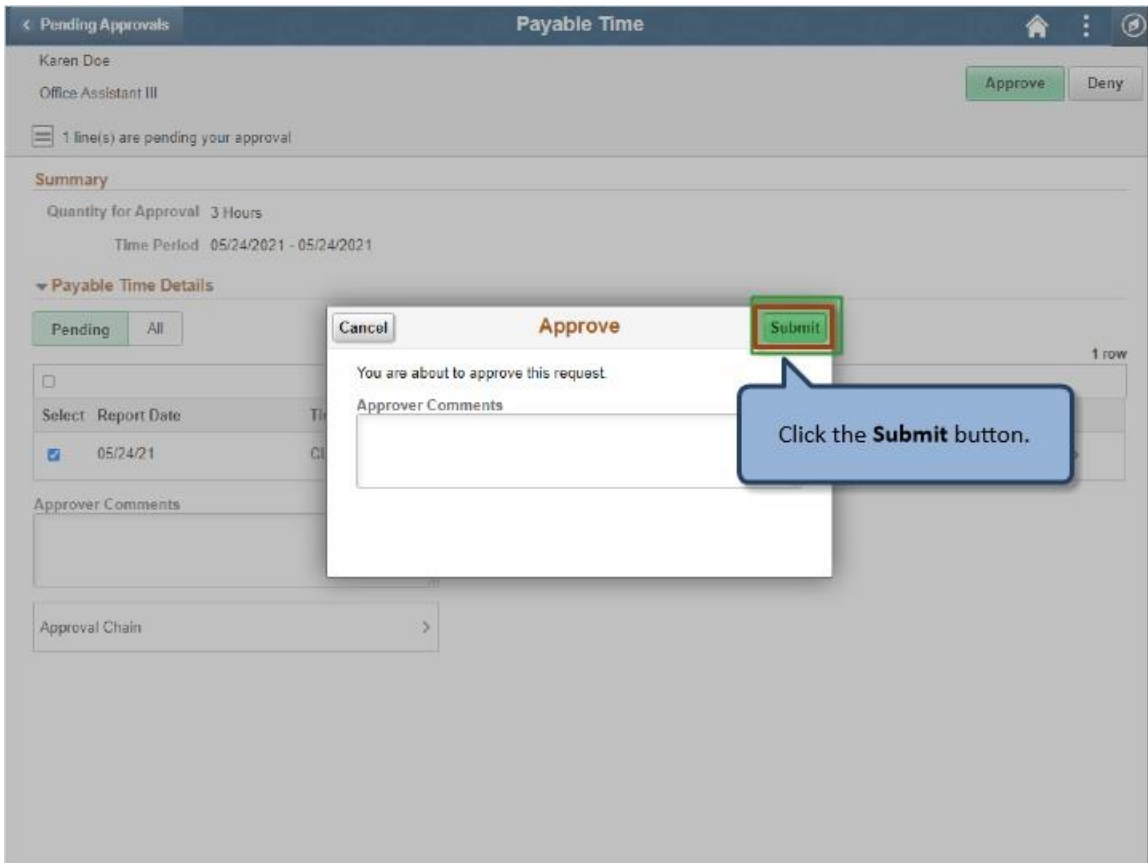
**Approver Comments**

Quantity

3 Hours

Approval Chain

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



Payable Time

Karen Doe  
Office Assistant III

1 line(s) are pending your approval

**Summary**  
Quantity for Approval: 3 Hours  
Time Period: 05/24/2021 - 05/24/2021

**Payable Time Details**

Pending All

Select	Report Date	Time
<input checked="" type="checkbox"/>	05/24/21	CL

Approver Comments

Approval Chain

**Approve**

You are about to approve this request.

Approver Comments

Click the **Submit** button.

Click the **Submit** button.

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

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

## Approve Payable Time - Punch (Hourly) Time Reporter

A presentation slide with a dark blue header containing the "HAWAII Information Portal" logo. The main content area has a light blue background with a blurred image of a computer monitor and keyboard. A dark blue rounded rectangle contains white text. The title "Approve Payable Time – Punch (Hourly) Time Reporter" is centered at the top. Below it, three lines of text provide instructions and context. At the bottom right, a small instruction "Select 'Next' to continue." is visible.

**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.*

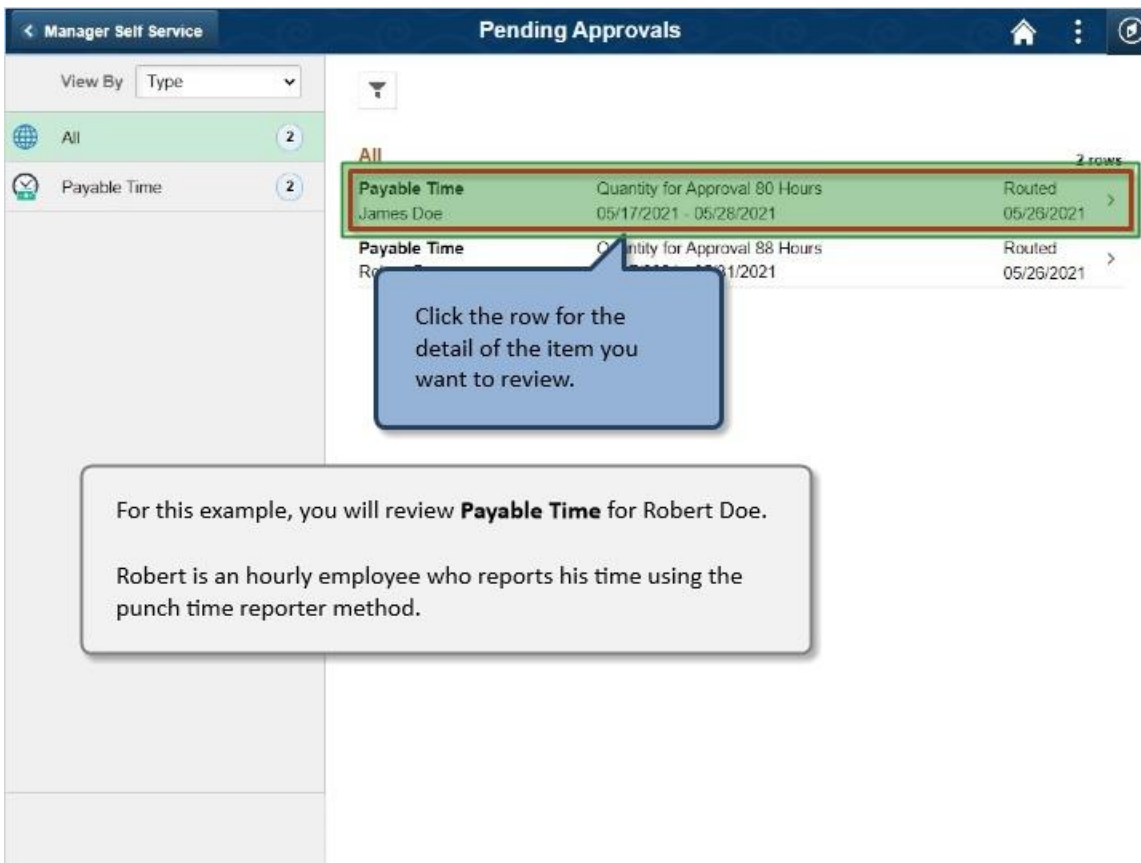
*A punch time reporter enters specific In and Out times  
for each work day.*

Select 'Next' to continue.

***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.***



Manager Self Service Pending Approvals

View By Type

All 2

Payable Time 2

2 rows

Payable Time	Quantity for Approval 80 Hours	Routed
James Doe	05/17/2021 - 05/28/2021	05/26/2021
Payable Time	Quantity for Approval 88 Hours	Routed
Robert Doe	05/17/2021 - 05/28/2021	05/26/2021

Click the row for the detail of the item you want to review.

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.

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 detail of the item you want to review.

**Pending Approvals**

Robert Doe  
General Professional

11 line(s) are pending your approval

**Summary**

Quantity for Approval: 88 Hours

Time Period: 05/17/2021 - 05/31/2021

**Payable Time Details**

Pending All

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/17/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/18/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/19/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/24/21	REG01 - Regular Time	8 Hours >

Approve Deny

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.

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.

**Payable Time**

Robert Doe  
\*General Professional  
11 line(s) are pending approval

**Summary**  
Quantity for Approval  
Time Period 05/17/2021 - 05/31/2021

**Payable Time Details**

Pending All

11 rows

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/17/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/18/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/19/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/24/21	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.

Select **'Next'** to continue.

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

Pending Approvals
Payable Time

Robert Doe
\*General Professional

Approve
Deny

11 line(s) are pending your approval

**Summary**

Quantity for 88 Hours Approval
Time Period 05/17/2021 - 05/31/2021

**Payable Time Details**

Pending
All

11 rows

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/17/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/18/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/19/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	
<input type="checkbox"/>	05/24/21	REG01 - Regular Time	

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

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

Pending Approvals
Payable Time

Robert Doe
\*General Professional

Approve
Deny

11 line(s) are pending your approval

<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/24/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/25/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/26/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/27/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/28/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/31/21	REG01 - Regular Time	8 Hours	>

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

Select 'Next' to continue.

Approver Comments

Approval Chain

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

Pending Approvals
Payable Time

Robert Doe  
\*General Professional

Approve Deny

11 line(s) are pending your approval

<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/24/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/25/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/26/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/27/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/28/21	REG01 - Regular Time	8 Hours	>
<input type="checkbox"/>	05/31/21	OTHOL - Overtime Holiday Work	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.

← Pending Approvals Payable Time

Robert Doe

\*General Professional

11 line(s) are pending your approval

Summary

Quantity for 88 Hours Approval

Time Period 05/17/21 - 05/24/21

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"/>	05/17/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/18/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/19/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/24/21	REG01 - Regular Time	8 Hours >

11 rows

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

Pending Approvals
Payable Time

Robert Doe  
\*General Professional

Approve Deny

11 line(s) are pending your approval.

**Summary**  
Quantity for 88 Hours Approval  
Time Period 05/17/2021

Payable Time Details

Pending All

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.  
  
Select '**Next**' to continue.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/17/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/18/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/19/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/24/21	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.

Pending Approvals
Payable Time

Robert Doe  
\*General Professional

Approve Deny

11 line(s) are pending your approval

**Summary**  
Quantity for 88 Hours Approval  
Time Period 05/17/2021 - 05/31/2021

**Payable Time Details**  
Pending All

Select	Report Date	Time Reporting Code	
<input type="checkbox"/>	05/17/21	REG01 - Regular Time	
<input type="checkbox"/>	05/18/21	REG01 - Regular Time	
<input type="checkbox"/>	05/19/21	REG01 - Regular Time	
<input type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours >
<input type="checkbox"/>	05/24/21	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.

For example, if the employee did not work on a specific date but mistakenly entered punch time you deny the entry and the time would not be processed for that date.

The supervisor should work with the employee directly so the employee knows that a correction to the entry is needed before resubmitting.

Select '**Next**' to continue.

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

For example, if the employee did not work on a specific date but mistakenly entered punch time you deny the entry and the time would not be processed for that date.

The supervisor should work with the employee directly so the employee knows that a correction to the entry is needed before resubmitting.

Pending Approvals
Payable Time

Robert Doe  
\*General Professional  
11 line(s) are pending your approval

Approve Deny

### Summary

Quantity for Approval: 88 Hours  
Time Period: 05/17/2021 - 05/31/2021

### Payable Time Details

Pending All

Select	Request	Quantity
<input checked="" type="checkbox"/>	05/17/21	8 Hours
<input checked="" type="checkbox"/>	05/18/21 REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	05/19/21 REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	05/20/21 REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	05/21/21 REG01 - Regular Time	8 Hours
<input checked="" type="checkbox"/>	05/24/21 REG01 - Regular Time	8 Hours

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

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

< Pending Approvals Payable Time

Robert Doe

\*General Professional

11 line(s) are pending your approval

**Summary**

Quantity for 88 Hours Approval

Time Period 05/17/2021 - 05/31/2021

**Payable Time Details**

Pending All

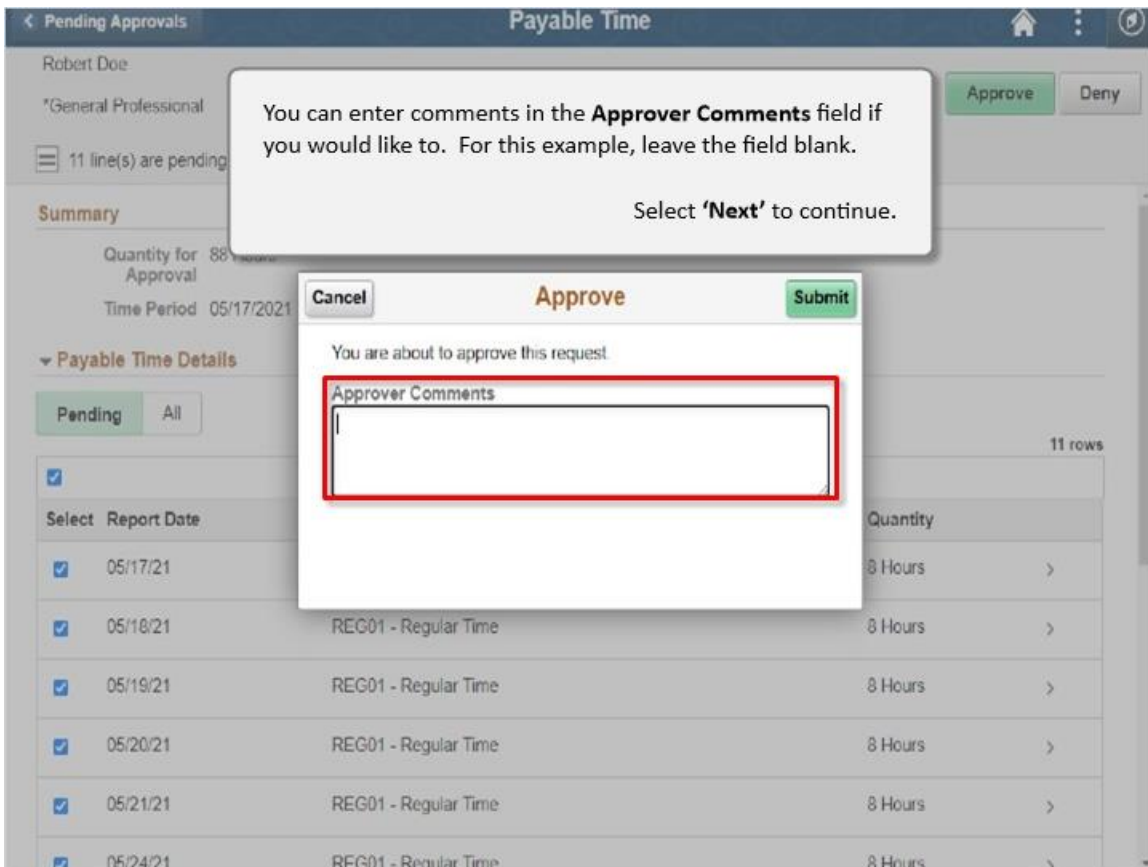
11 rows

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	05/17/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/18/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/19/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/24/21	REG01 - Regular Time	8 Hours >

Approve Deny

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

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



The screenshot shows the 'Payable Time' approval interface. A confirmation dialog is displayed with the following text:

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

Select '**Next**' to continue.

The dialog has 'Cancel', 'Approve', and 'Submit' buttons. Below the dialog, the 'Approver Comments' field is highlighted with a red border. The background interface shows a list of pending approvals for Robert Doe, with a table of report dates and quantities.

Select	Report Date	Quantity
<input checked="" type="checkbox"/>	05/17/21	8 Hours
<input checked="" type="checkbox"/>	05/18/21	REG01 - Regular Time 8 Hours
<input checked="" type="checkbox"/>	05/19/21	REG01 - Regular Time 8 Hours
<input checked="" type="checkbox"/>	05/20/21	REG01 - Regular Time 8 Hours
<input checked="" type="checkbox"/>	05/21/21	REG01 - Regular Time 8 Hours
<input checked="" type="checkbox"/>	05/24/21	REG01 - Regular Time 8 Hours

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

< Pending Approvals Payable Time

Robert Doe

\*General Professional

11 line(s) are pending your approval

**Summary**

Quantity for 88 Hours Approval

Time Period 05/17/2021

**Payable Time Details**

Pending All

☒ **Select** **Report Date**

Select	Report Date	REG01 - Regular Time	Quantity
<input checked="" type="checkbox"/>	05/17/21		8 Hours >
<input checked="" type="checkbox"/>	05/18/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/19/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/20/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/21/21	REG01 - Regular Time	8 Hours >
<input checked="" type="checkbox"/>	05/24/21	REG01 - Regular Time	8 Hours >

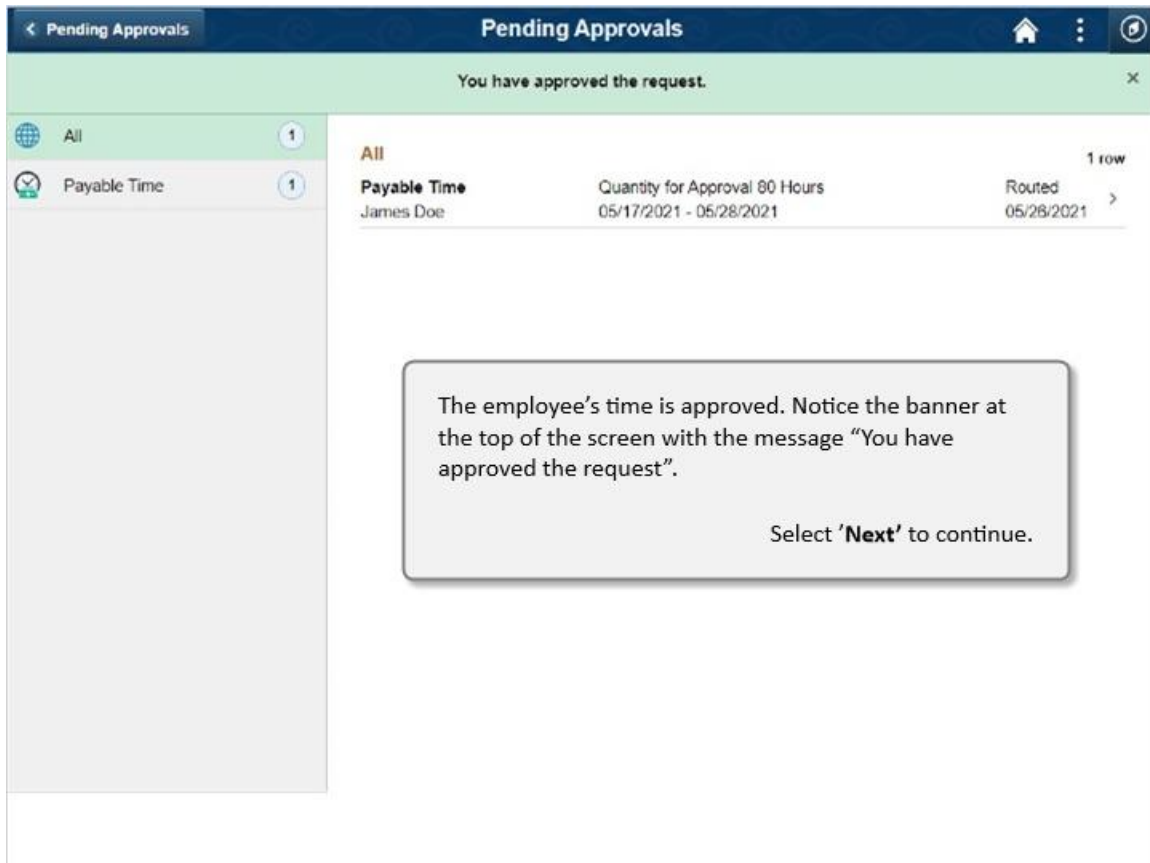
**Approve** **Submit**

You are about to approve this request.

Approver Comments

Click the **Submit** button.

Click the **Submit** button.



**Pending Approvals**

You have approved the request.

All			1 row
<b>Payable Time</b>	Quantity for Approval 80 Hours	Routed	
James Doe	05/17/2021 - 05/28/2021	05/26/2021	>

The employee's time is approved. Notice the banner at the top of the screen with the message "You have approved the request".

Select '**Next**' to continue.

The employee's time is approved. Notice the banner at the top of the screen with the message "You have approved the request".

**Pending Approvals**

View By Type ▾

- All 1
- Payable Time 1

<b>All</b>			1 row
<b>Payable Time</b>	Quantity for Approval 80 Hours	Routed	>
James Doe	05/17/2021 - 05/28/2021	05/28/2021	

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

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

For the next example, there is just one remaining transaction pending approval for James Doe.


Select '**Next**' to continue.

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

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

For the next example, there is just one remaining transaction pending approval for James Doe.

## Approve Absence Request



**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.*

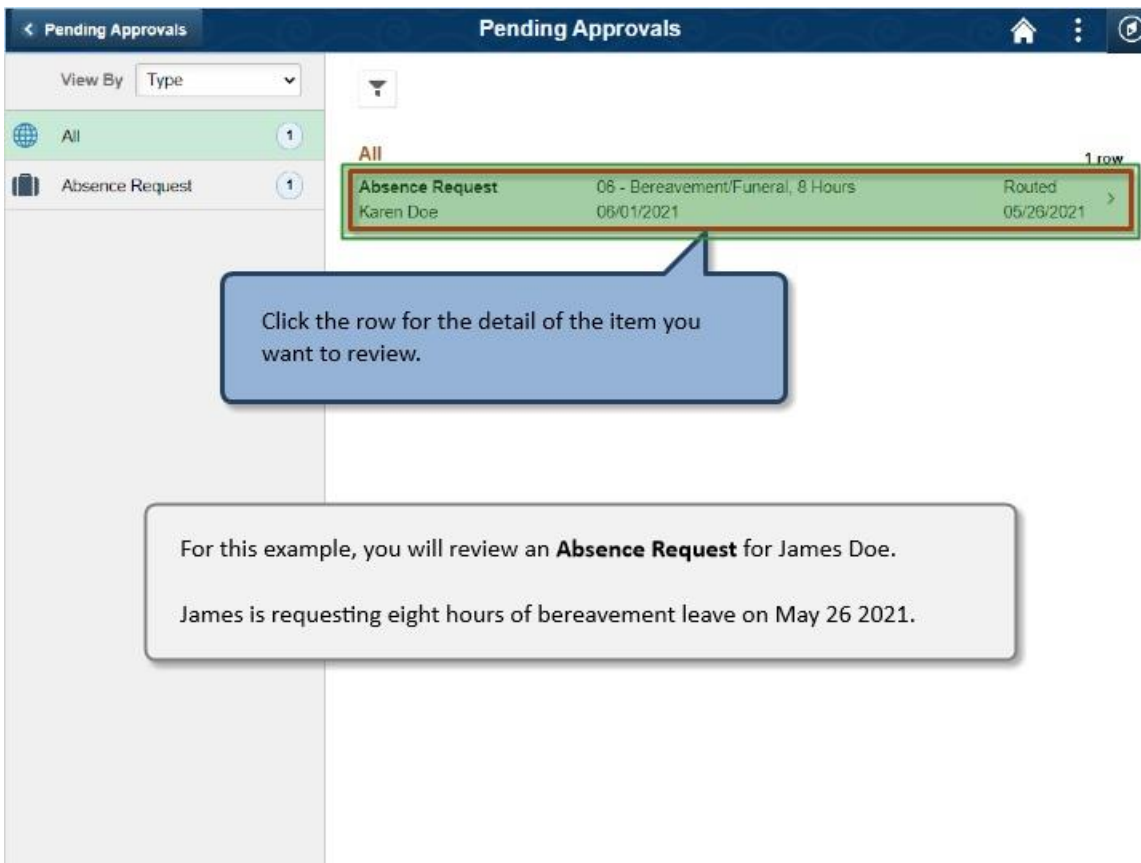
Select 'Next' to continue.

*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'. Under this, there are two options: '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' (type), '06 - Bereavement/Funeral, 8 Hours' (description), 'Routed' (status), and '05/26/2021' (date). A blue callout bubble points to the row with the text: 'Click the row for the detail of the item you want to review.' Below this, a larger white 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 May 26 2021.'

Pending Approvals			
View By Type			
All	1		
Absence Request	1		
All			
Absence Request	06 - Bereavement/Funeral, 8 Hours	Routed	05/26/2021

Click the row for the detail of the item you want to review.

For this example, you will review an **Absence Request** for James Doe.  
James is requesting eight hours of bereavement leave on May 26 2021.

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

James is requesting eight hours of bereavement leave on May 26, 2021.

Click the row for the detail of the item you want to review.

< Pending Approvals
Absence Request
Home
Menu
Help

**Karen Doe**  
Office Assistant III

Approve
Pushback

**Absence Details**

Absence Name	06 - Bereavement/Funeral	Reason	Grandparent
Start Date	06/01/2021	End Date	06/01/2021
Partial Days	None	Duration	8 Hours

**Requester Comments**  
Bereavement Leave Request.

Request History

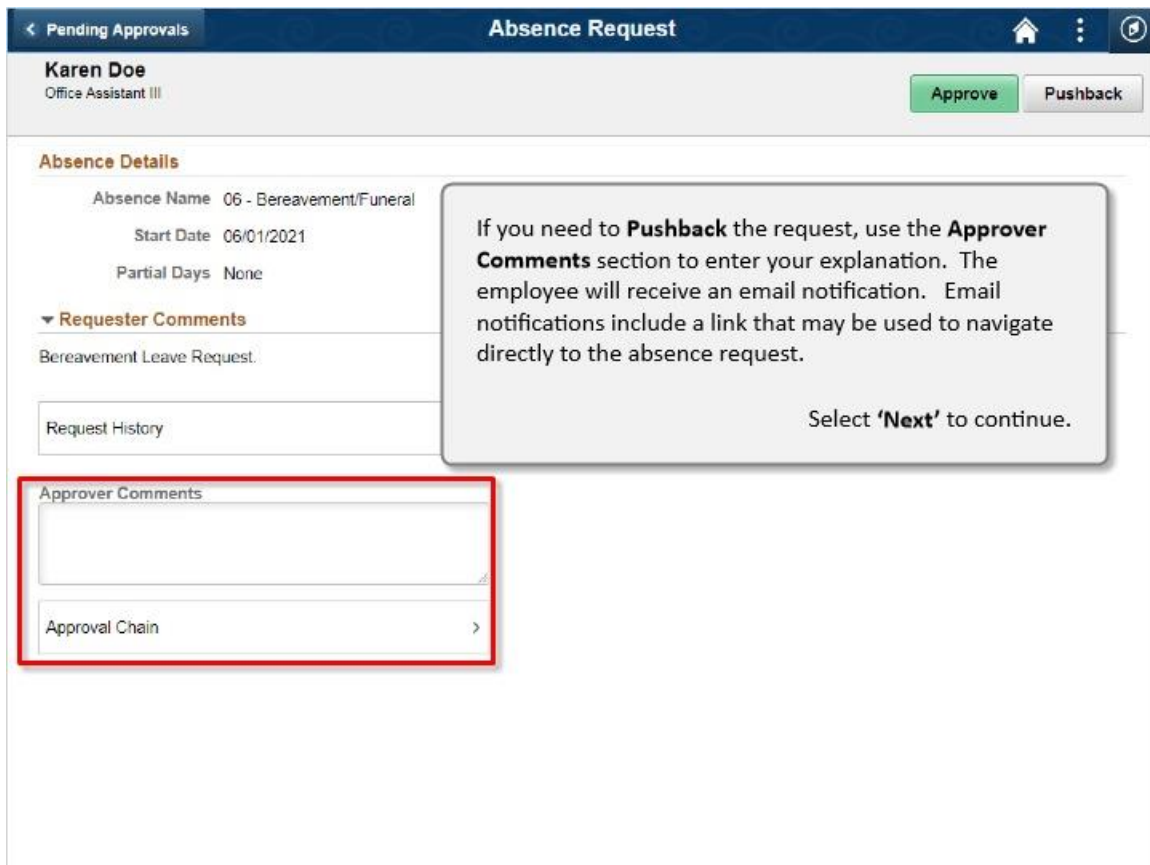
Approver Comments




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.

A screenshot of the "Absence Request" form in the Hawaii Information Portal. The form is for Karen Doe, Office Assistant III. It shows "Absence Details" for a Bereavement/Funeral leave starting 06/01/2021. There are sections for "Requester Comments" (containing "Bereavement Leave Request") and "Approver Comments" (highlighted with a red box). A "Request History" section is also present. A callout box explains the "Pushback" process, and "Approve" and "Pushback" buttons are at the top right.

**< Pending Approvals** **Absence Request**   

**Karen Doe**  
Office Assistant III

**Approve** **Pushback**

**Absence Details**

Absence Name 06 - Bereavement/Funeral  
Start Date 06/01/2021  
Partial Days None

**Requester Comments**

Bereavement Leave Request.

Request History

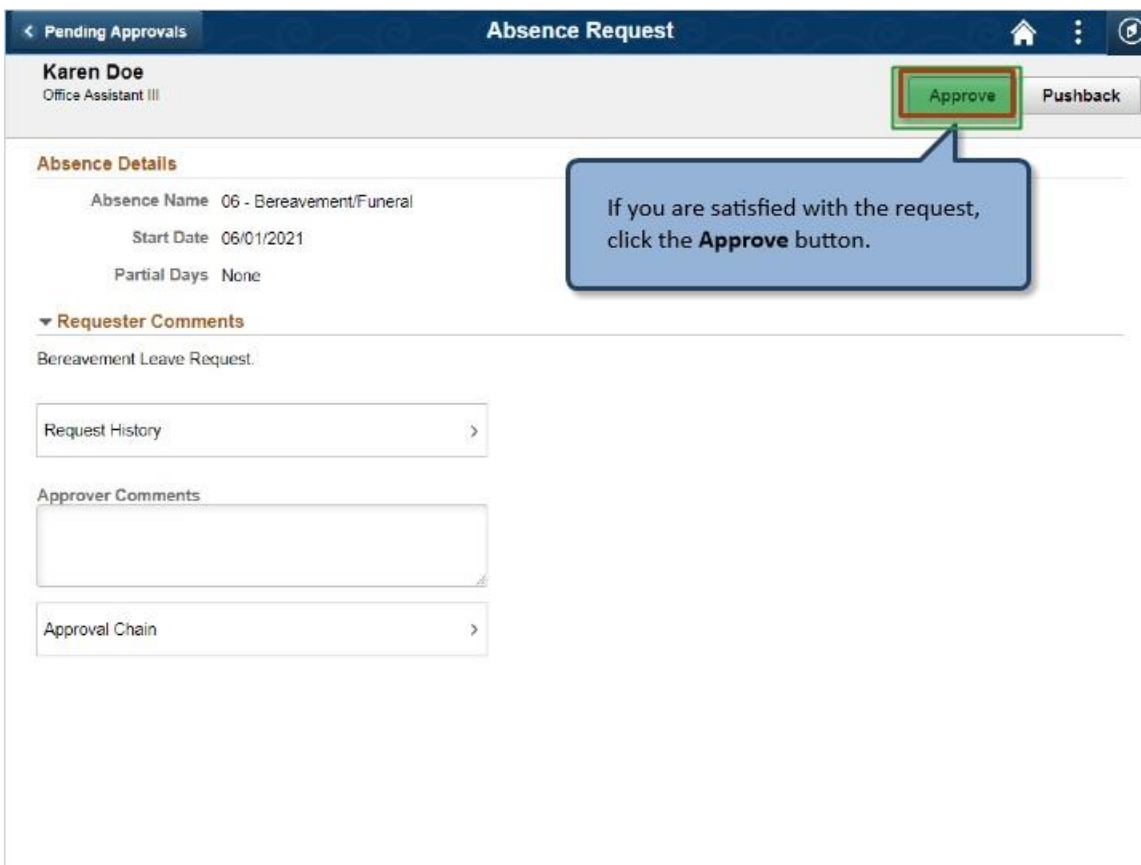
**Approver Comments**

Approval Chain >

If you need to **Pushback** the request, use 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.

Select **'Next'** to continue.

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



**Pending Approvals** **Absence Request**

**Karen Doe**  
Office Assistant III

**Approve** **Pushback**

**Absence Details**

Absence Name 06 - Bereavement/Funeral  
Start Date 06/01/2021  
Partial Days None

**Requester Comments**

Bereavement Leave Request.

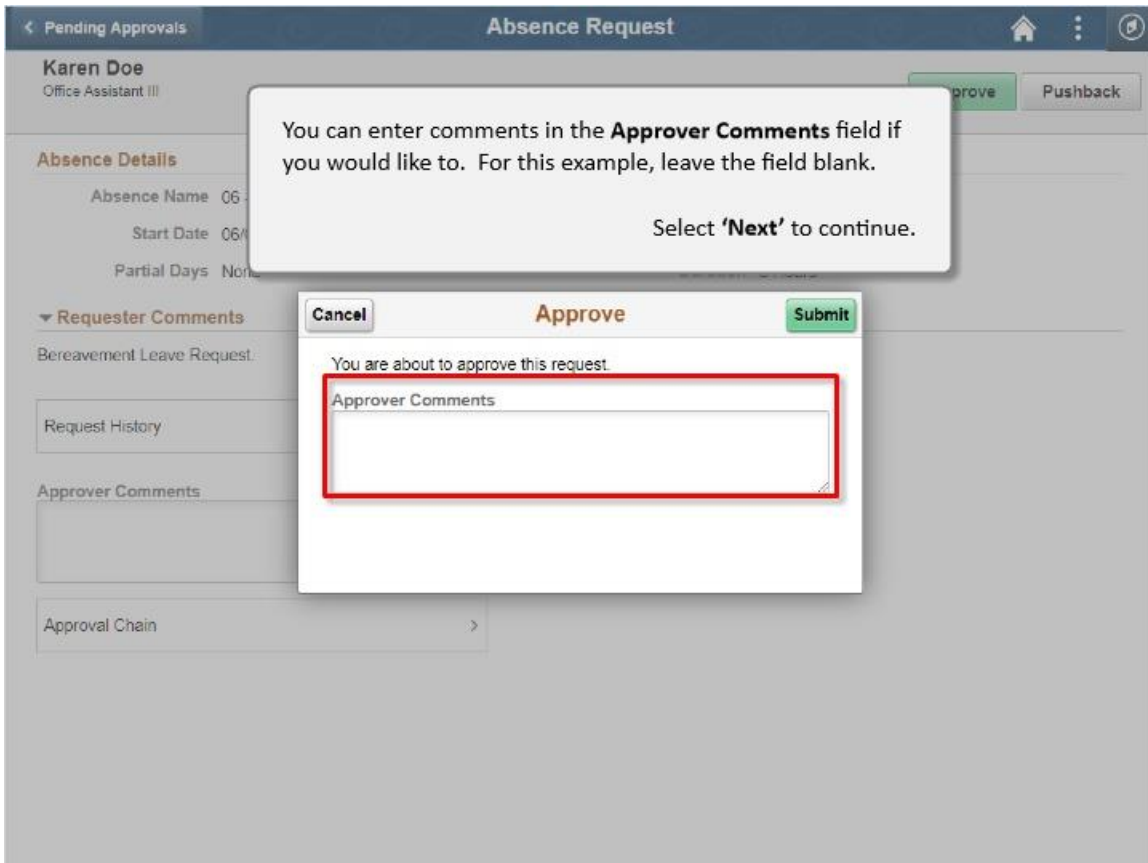
Request History >

Approver Comments

Approval Chain >

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

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



**Pending Approvals** **Absence Request**

Karen Doe  
Office Assistant III

**Absence Details**

Absence Name 06-01-2021  
Start Date 06-01-2021  
Partial Days None

**Requester Comments**

Bereavement Leave Request.

Request History

Approver Comments

Approval Chain

**Approve** **Pushback**

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

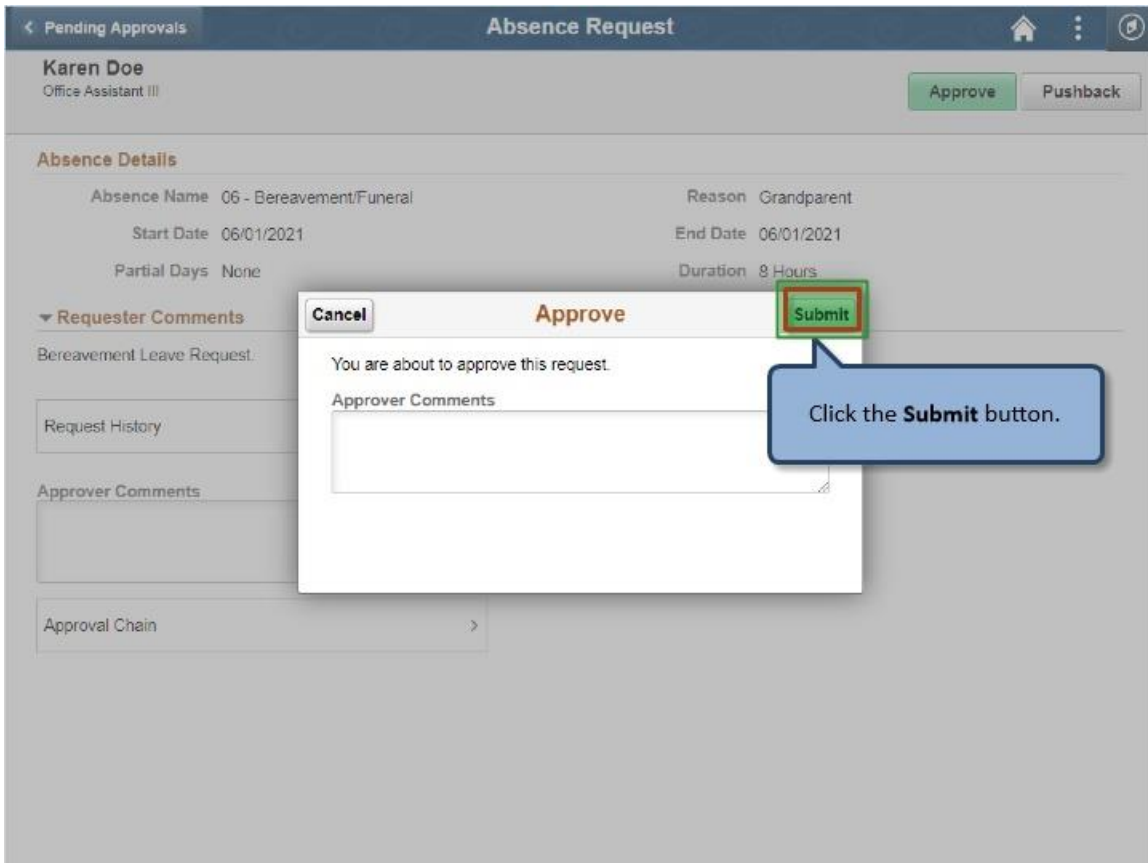
Select **'Next'** to continue.

**Approve**

You are about to approve this request.

Approver Comments

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



**Absence Request**

Karen Doe  
Office Assistant III

**Absence Details**

Absence Name	06 - Bereavement/Funeral	Reason	Grandparent
Start Date	06/01/2021	End Date	06/01/2021
Partial Days	None	Duration	8 Hours

**Requester Comments**

Bereavement Leave Request.

**Request History**

**Approver Comments**

**Approval Chain**

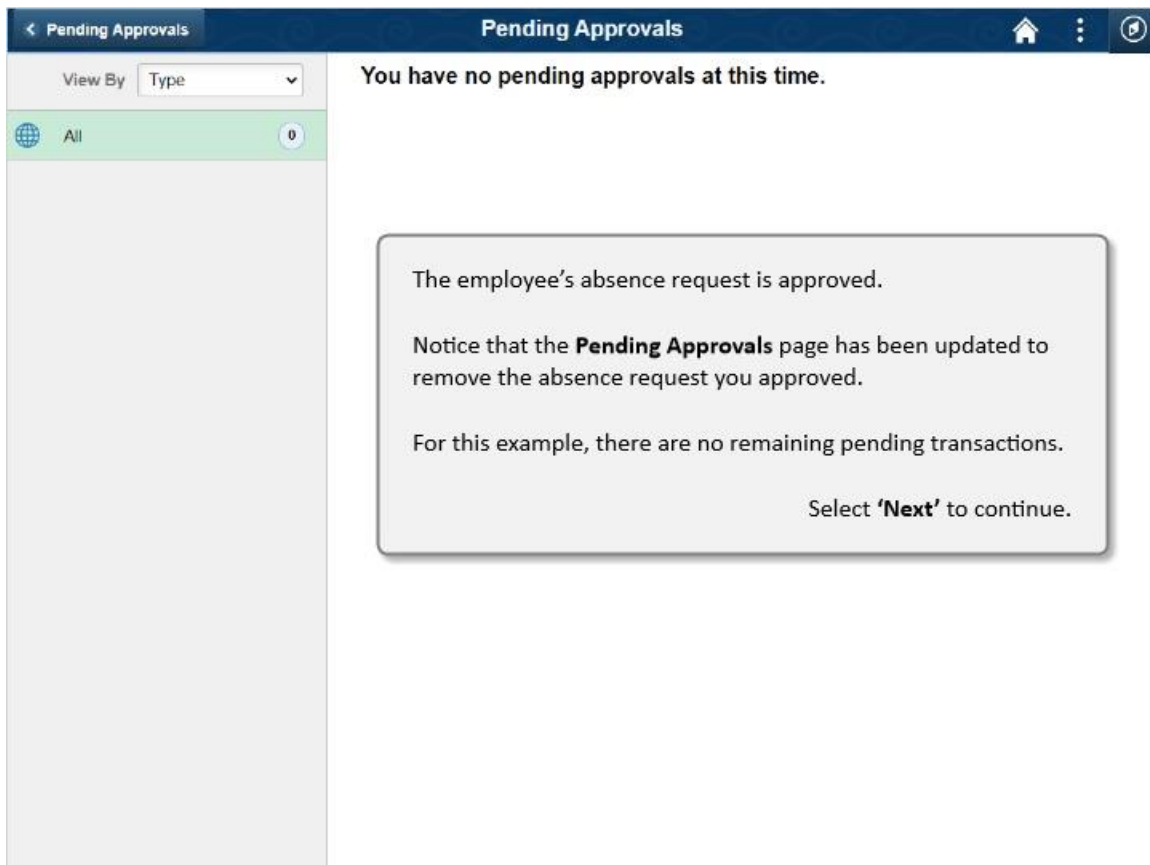
**Approve**

You are about to approve this request.

**Submit**

Click the **Submit** button.

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


**Review and Approve Negative Offsets**  **HAWAII** Information Portal

### *Lesson Scenario*

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

Offsets occur when changes occur in HIP, for example, when an employee corrects their timesheet and a change to their payment is necessary. Offsets often appear on the employee's pay statement as a negative amount.

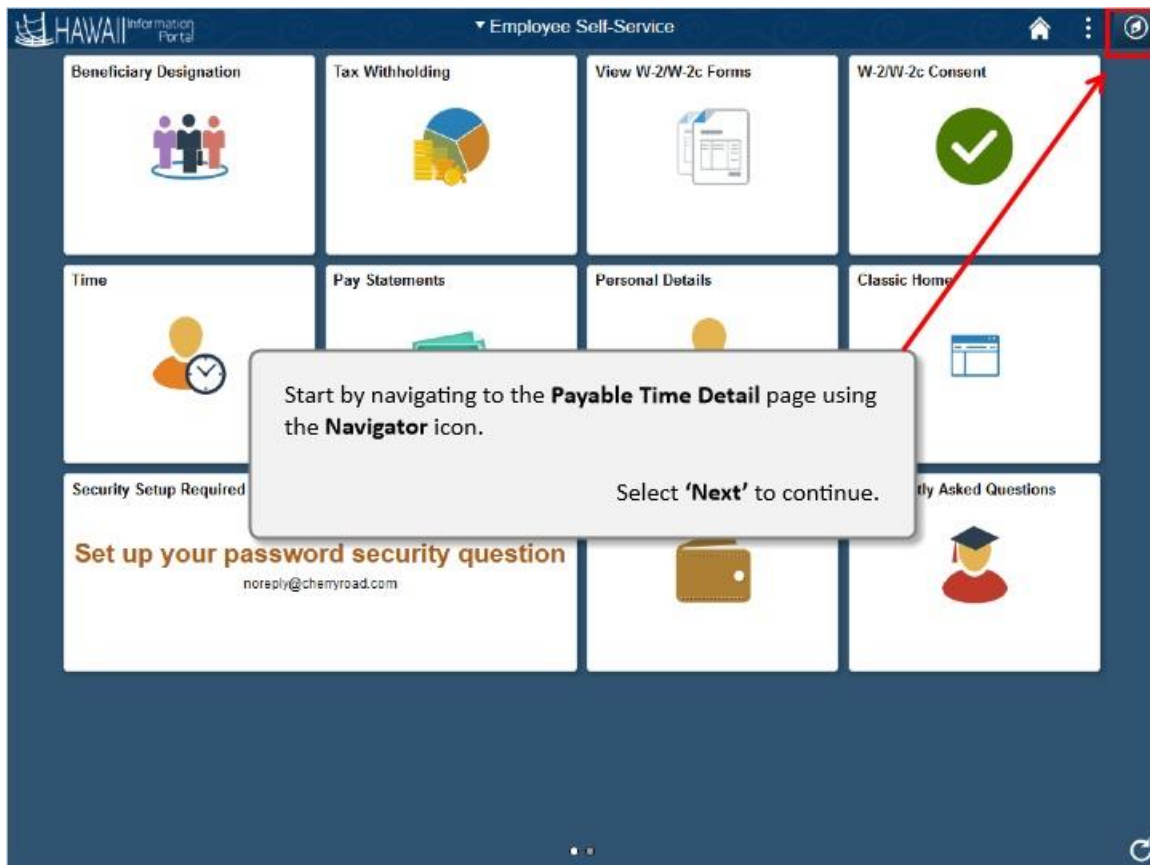
Select '**Next**' to continue.



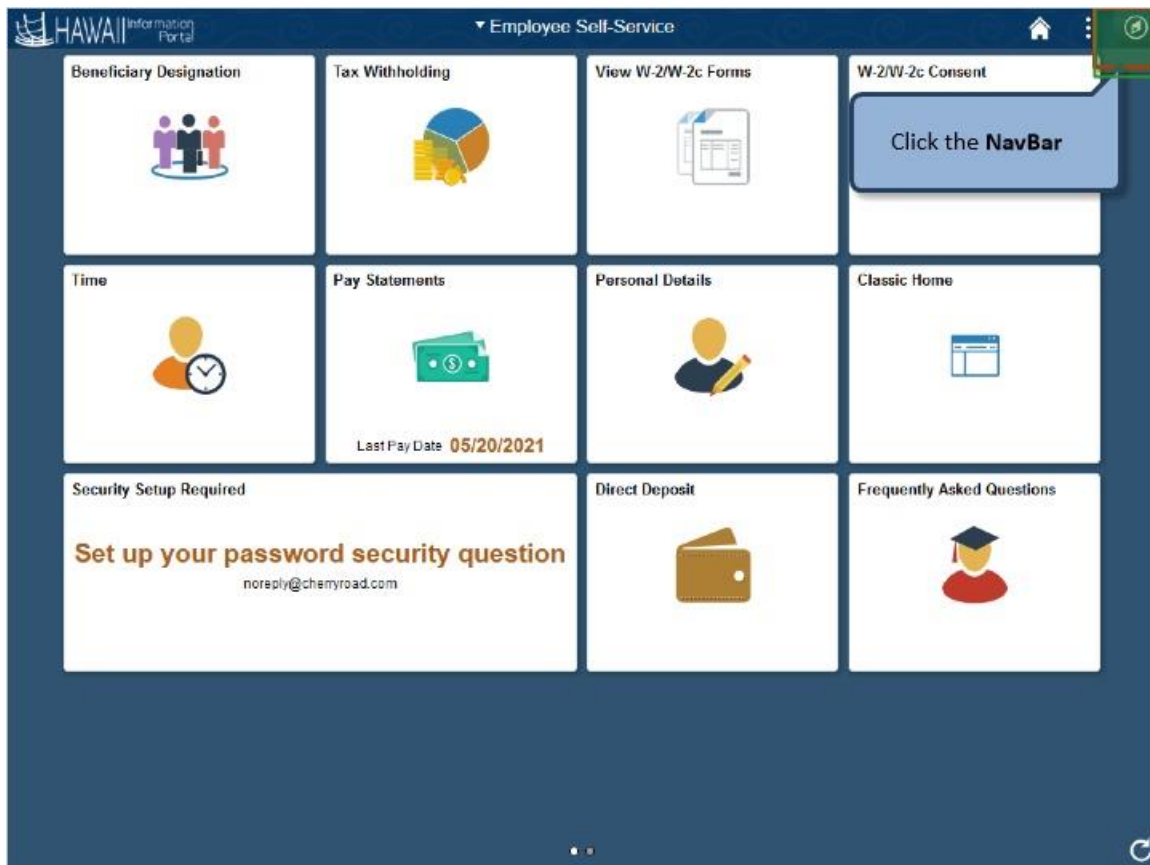
### *Lesson Scenario*

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

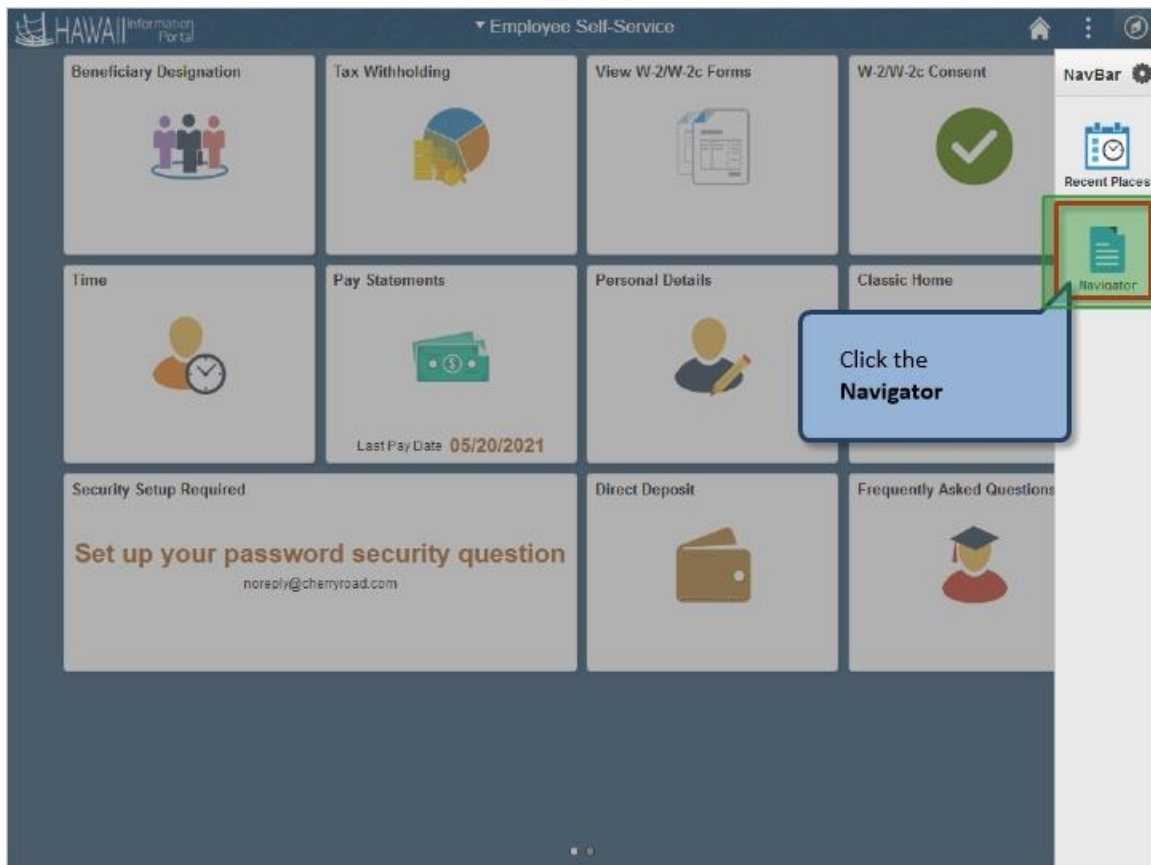
Offsets occur when changes occur in HIP, for example, when an employee corrects their timesheet and a change to their payment is necessary. Offsets often appear on the employee's pay statement as a negative amount.



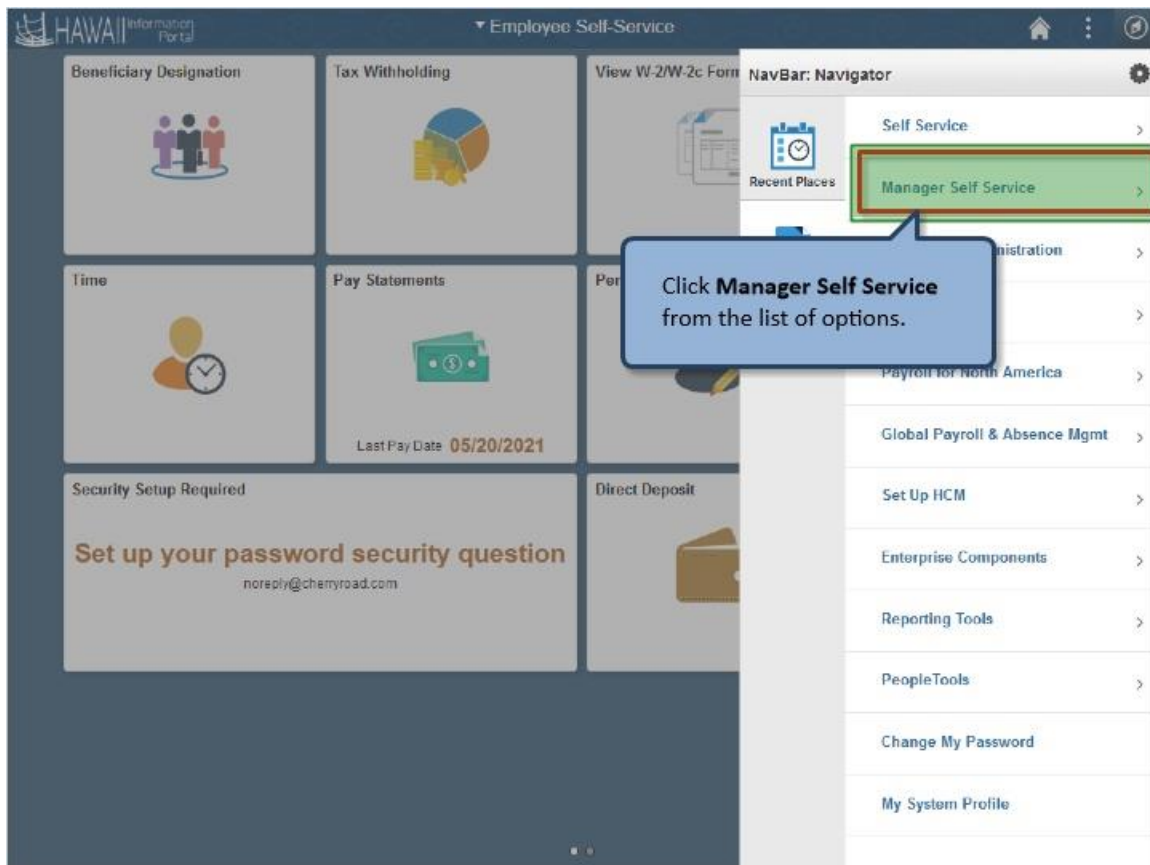
Start by navigating to the **Payable Time Detail** page using the **Navigator** icon.



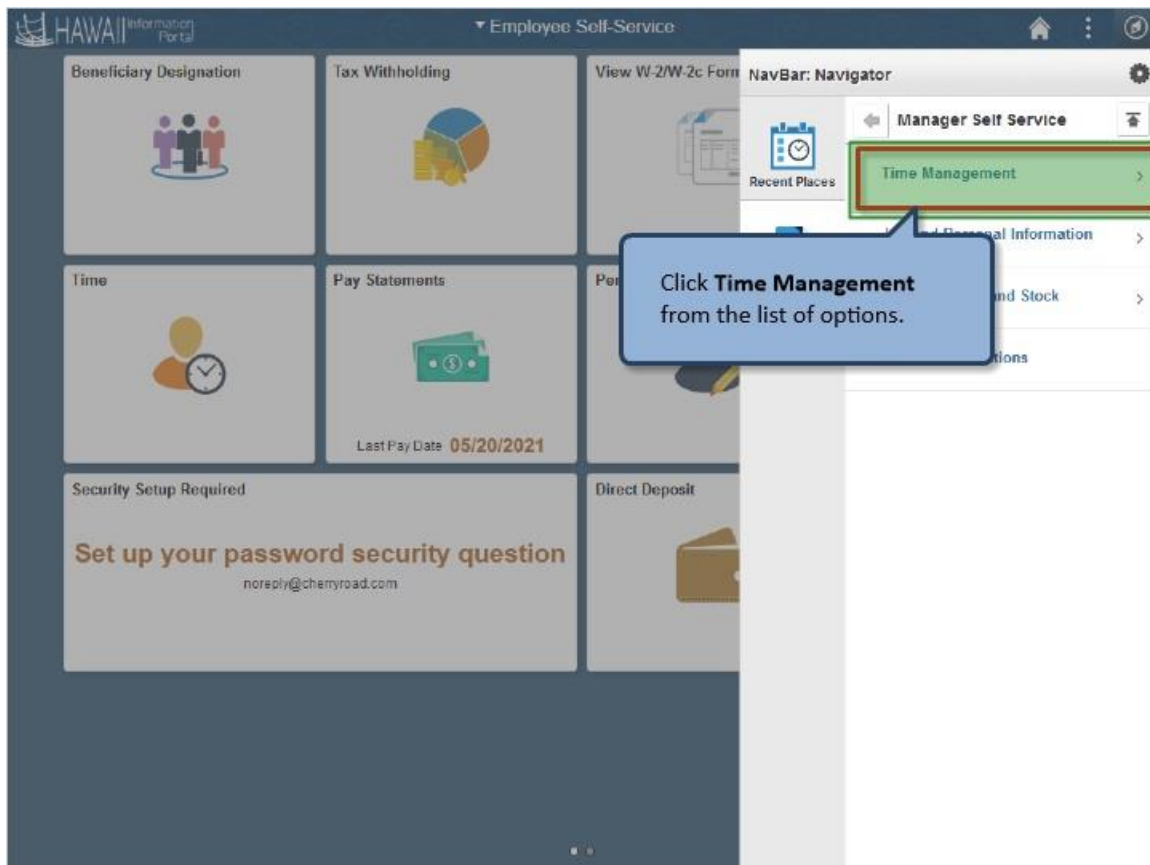
Click the **NavBar**



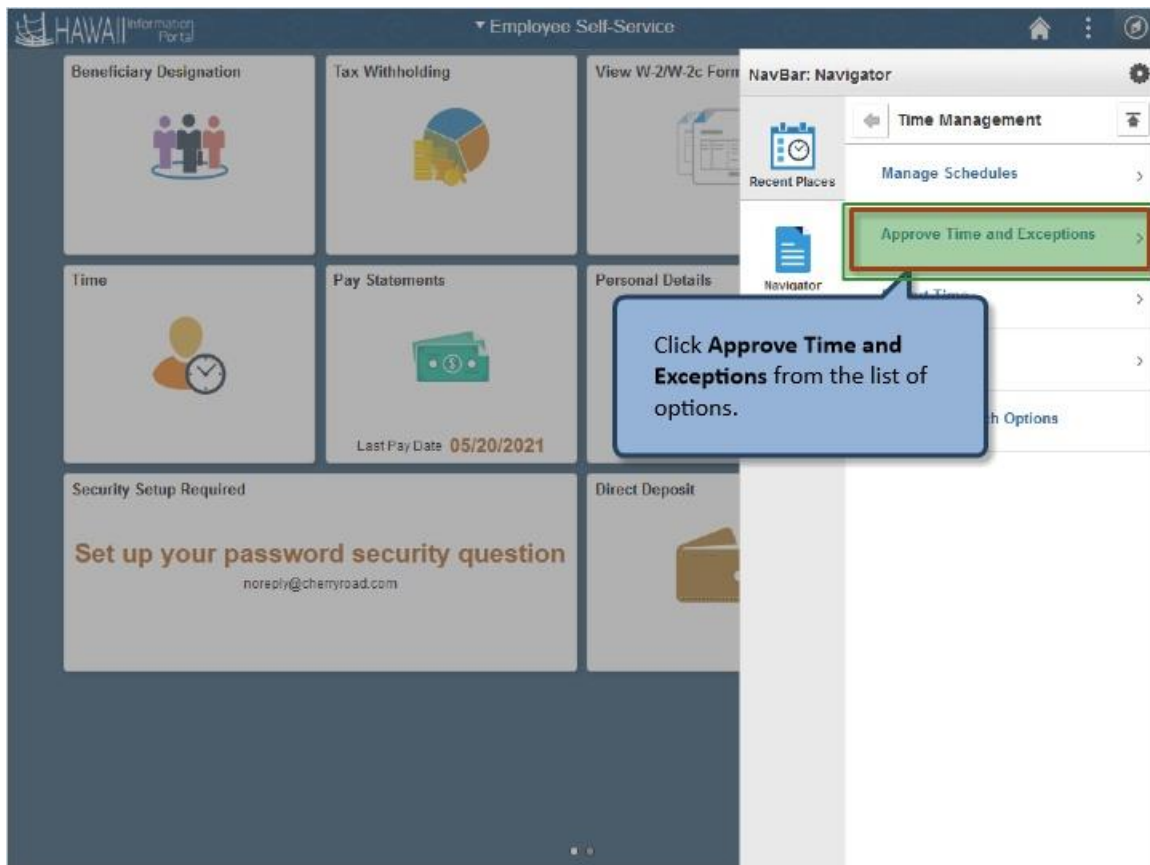
Click the **Navigator**



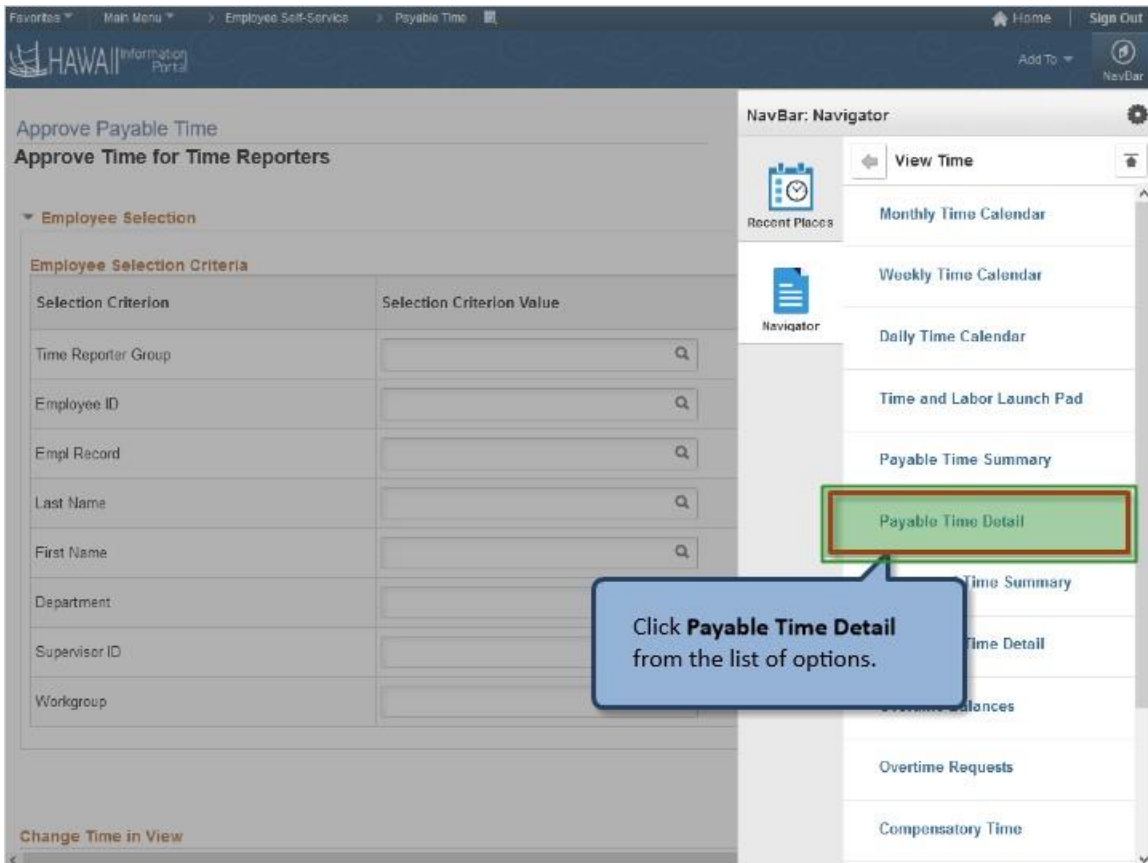
Click **Manager Self Service** from the list of options.



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



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



Approve Payable Time

Approve Time for Time Reporters

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"/>
Workgroup	<input type="text"/>

Change Time in View

NavBar: Navigator

View Time

Recent Places

Navigator

- Monthly Time Calendar
- Weekly Time Calendar
- Daily Time Calendar
- Time and Labor Launch Pad
- Payable Time Summary
- Payable Time Detail**
- Time Summary
- Time Detail
- Time Balances
- Overtime Requests
- Compensatory Time

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

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

Payable Time Detail

Select Employee

Employee Selection

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	
Department	
Supervisor ID	
Workgroup	

Get Employees

Clear Criteria

Save Criteria

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

Select '**Next**' to continue.

Employees For Aloha Friday

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	
Employee ID	
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	

Get Employees

Clear Criteria

Save Criteria

Click 'Get Employees '

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

Employees For Aloha Friday

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

Click '**Get Employees** '

Payable Time Detail

**Select Employee**

▼ Employee Selection

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"/>

Get Employees

Clear Criteria

Save Criteria

Click the scroll bar

Employees For Aloha Friday

Click the scroll bar

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time Management](#) | [View Time](#) | [Payable Time Detail](#) | [Home](#) | [Sign Out](#)

[HAWAII Information Portal](#) | [Add To](#) | [NavBar](#)

Employee ID	<input type="text"/>	<input type="button" value="Q"/>
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"/>
Workgroup	<input type="text"/>	<input type="button" value="Q"/>

**Employees For Aloha Friday**

[Time Reporters](#) | [Demographics](#) | [...](#)

Last Name	First Name	Employee ID	Employment Record	Job Title
Ice	Shave	00066945	0	Procurement & Su
Pikeke	Lei		0	Purchasing Techni

[Manager Self Service](#)  
[Time Management](#)

Click the row for the employee you want to review.

Click the row for the employee you want to review

Payable Time Detail

Lei Pūkake  
Purchasing Technician I

Start Date: 05/22/2021  
End Date: 05/28/2021

Payable Status Filter

Payable Time

Overview | Time Reporting Elements

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Est
05/24/2021	Approved		NIGHT	2.00	Hours	
05/24/2021	Needs Approval		NIGHT	2.00	Hours	
05/24/2021	Needs Approval		NIGHT	-2.00	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 calendar week. 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.

The **Payable Time Detail** shows the transactions for the time period specified. For this example, the dates are set to a calendar week. 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.

**Payable Time Detail**

Lei Pihake  
Purchasing Technician I

Start Date: 05/22/2021  
End Date: 05/28/2021

Payable Status Filter

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.

**Payable Time**

Overview		Time Reporting Elements		Task Reporting Elements		Cost and Approval	
Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Combination Code
05/24/2021	Approved		NIGHT	2.00	PSNONTASK	STATE	000424617
05/24/2021	Needs Approval		NIGHT	2.00	PSNONTASK	STATE	
05/24/2021	Needs Approval		NIGHT	-2.00	PSNONTASK	STATE	000424617

[Return to Select Employee](#)

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.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time Management](#) | [View Time](#) | [Payable Time Detail](#)

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### Payable Time Detail

Lei Pihake  
 Purchasing Technician I  
 Actions

Employee ID: 00062286  
 Employment Record: 0

Start Date: 05/22/2021  
 End Date: 05/28/2021

[Previous Employee](#)

[Payable Status Filter](#)

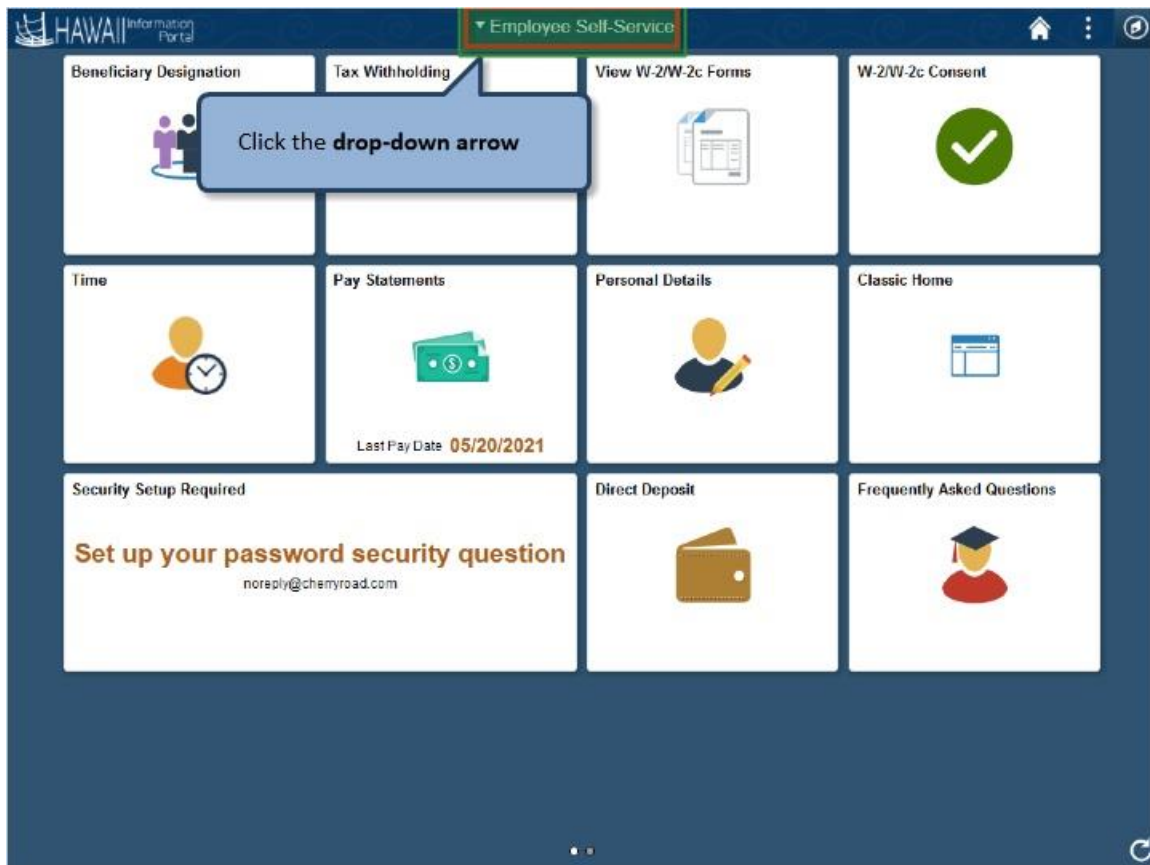
**Payable Time**

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval				
Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Combination Code
05/24/2021	Approved		NIGHT	2.00	PSNONTASK	STATE	000424617
05/24/2021	Needs Approval		NIGHT	2.00	PSNONTASK	STATE	
05/24/2021	Needs Approval		NIGHT	-2.00	PSNONTASK	STATE	000424617

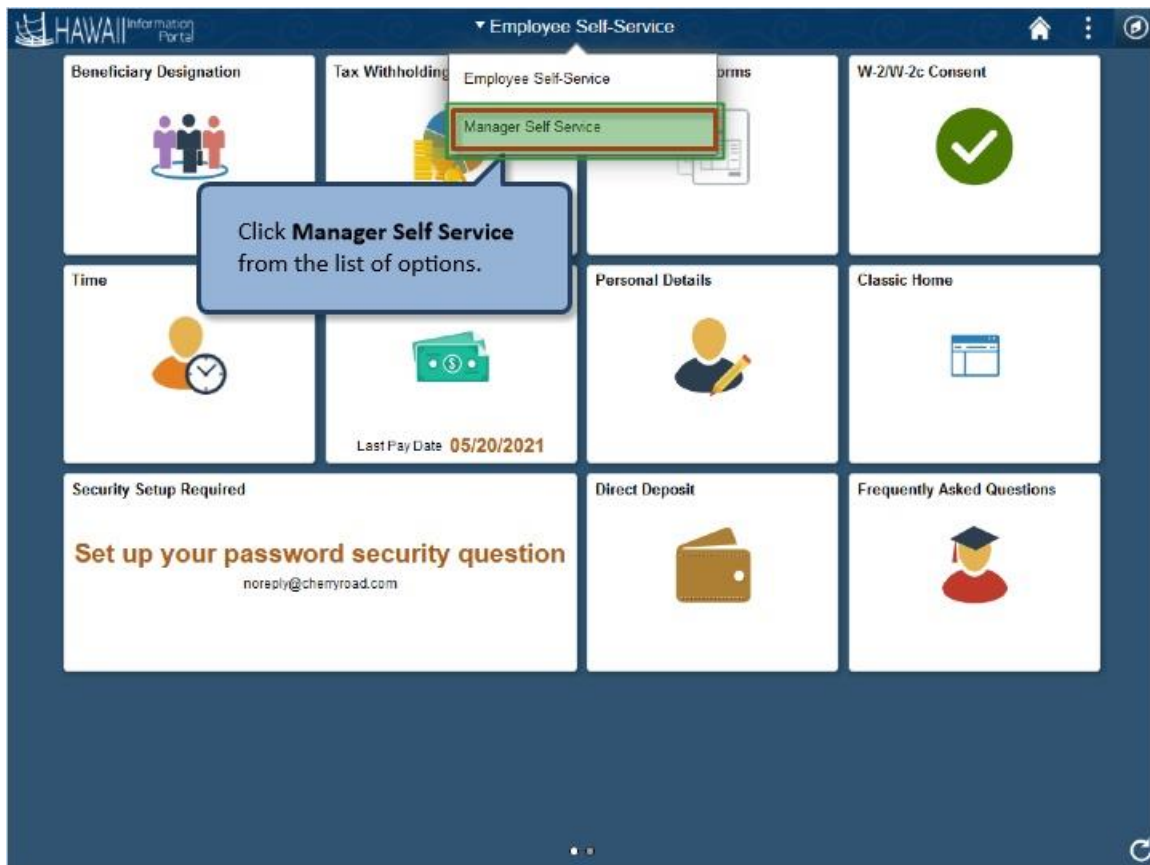
[Return to Select Employee](#)

Click Home

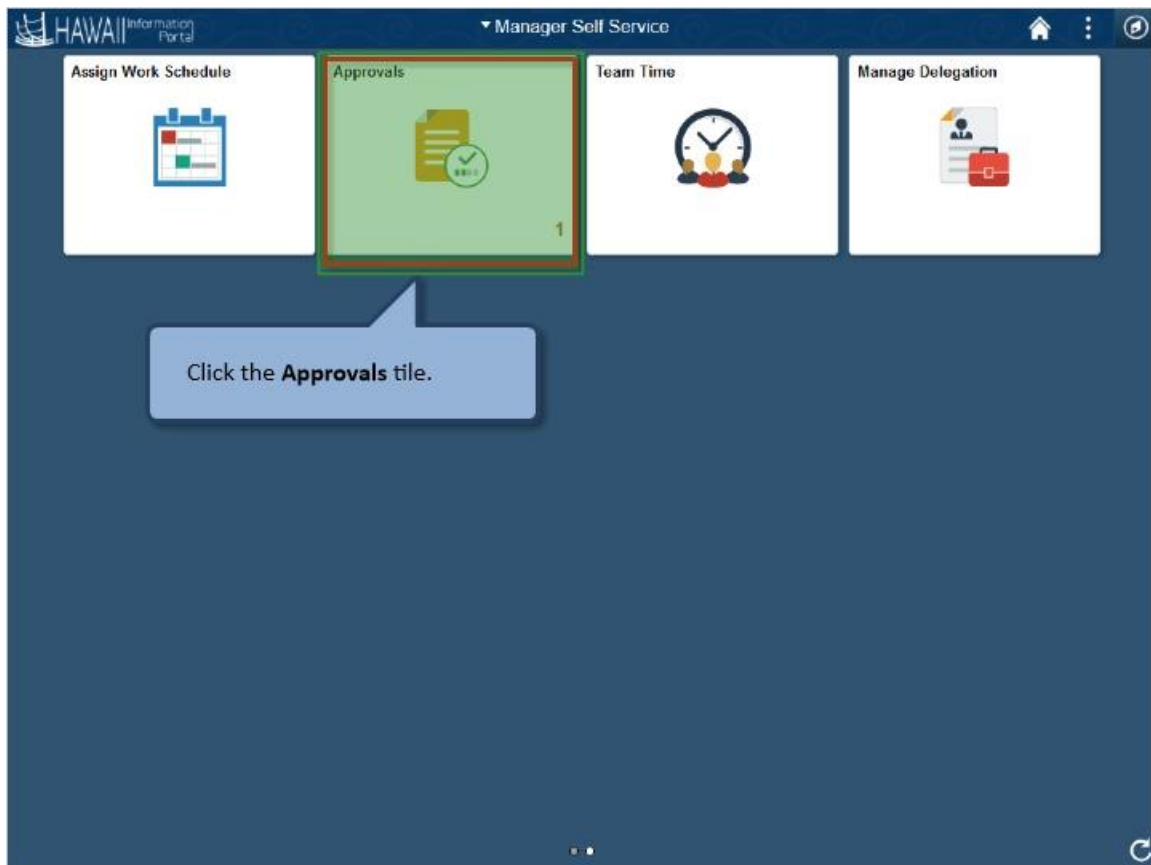
Click **Home**



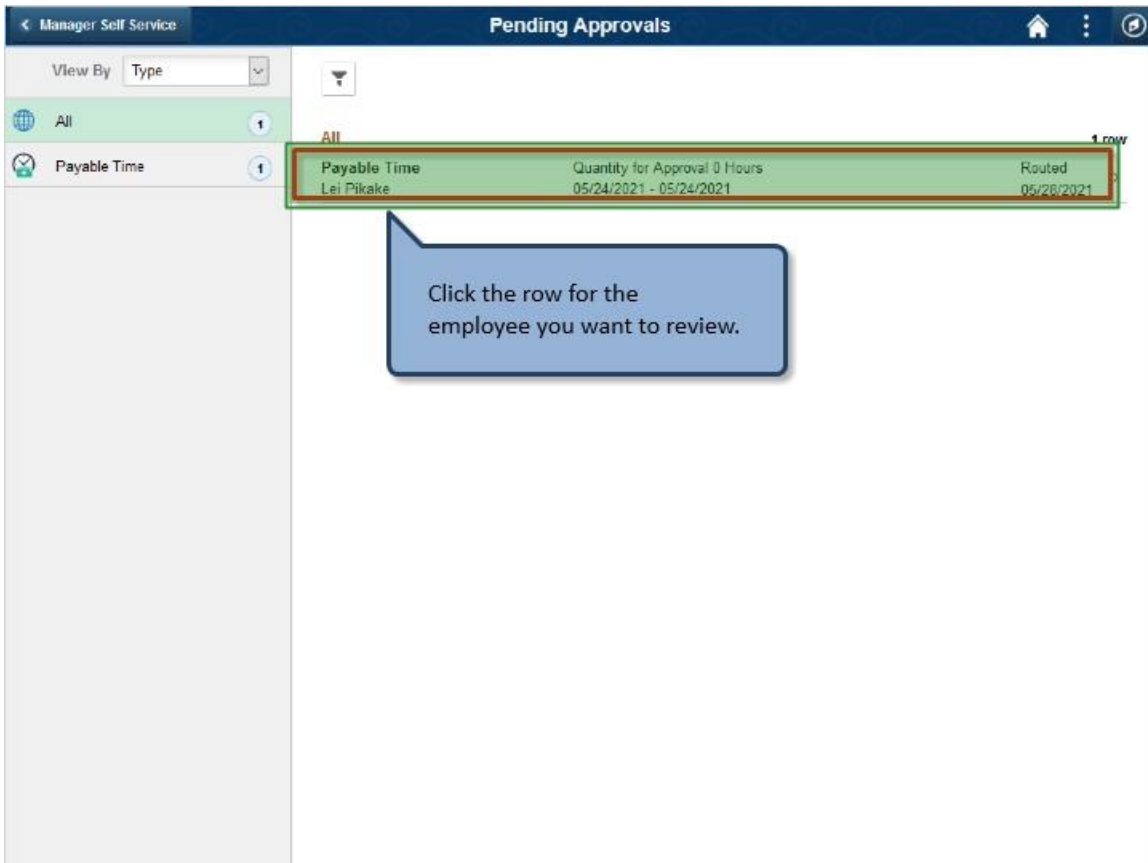
Click the **drop-down arrow**



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



Click the **Approvals** tile.



Manager Self Service Pending Approvals

View By Type

All 1

Payable Time 1

Payable Time	Quantity for Approval 0 Hours	Routed
Lei Pihake	05/24/2021 - 05/24/2021	05/28/2021

1 row

Click the row for the employee you want to review.

Click the row for the employee you want to review.

← Pending Approvals Payable Time

Lai Pikake  
Purchasing Technician I

2 line(s) are pending your approval

**Summary**  
Quantity for Approval 0 Hours  
Time Period 05/24/2021 - 05/24/2021

▼ Payable Time Details

Pending

Click the **Select All** checkbox.

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.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	05/24/21	NIGHT - Scheduled Night Shift	2 Hours
<input type="checkbox"/>	05/24/21	NIGHT - Scheduled Night Shift	-2 Hours

2 rows

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 All** checkbox

← Pending Approvals Payable Time

Lai Pikake  
Purchasing Technician I

2 line(s) are pending your approval

**Summary**  
Quantity for Approval 0 Hours  
Time Period 05/24/2021 - 05/24/2021

**Payable Time Details**  
Pending All

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

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	05/24/21	NIGHT - Scheduled Night Shift	2 Hours
<input checked="" type="checkbox"/>	05/24/21	NIGHT - Scheduled Night Shift	-2 Hours

2 rows

Approver Comments

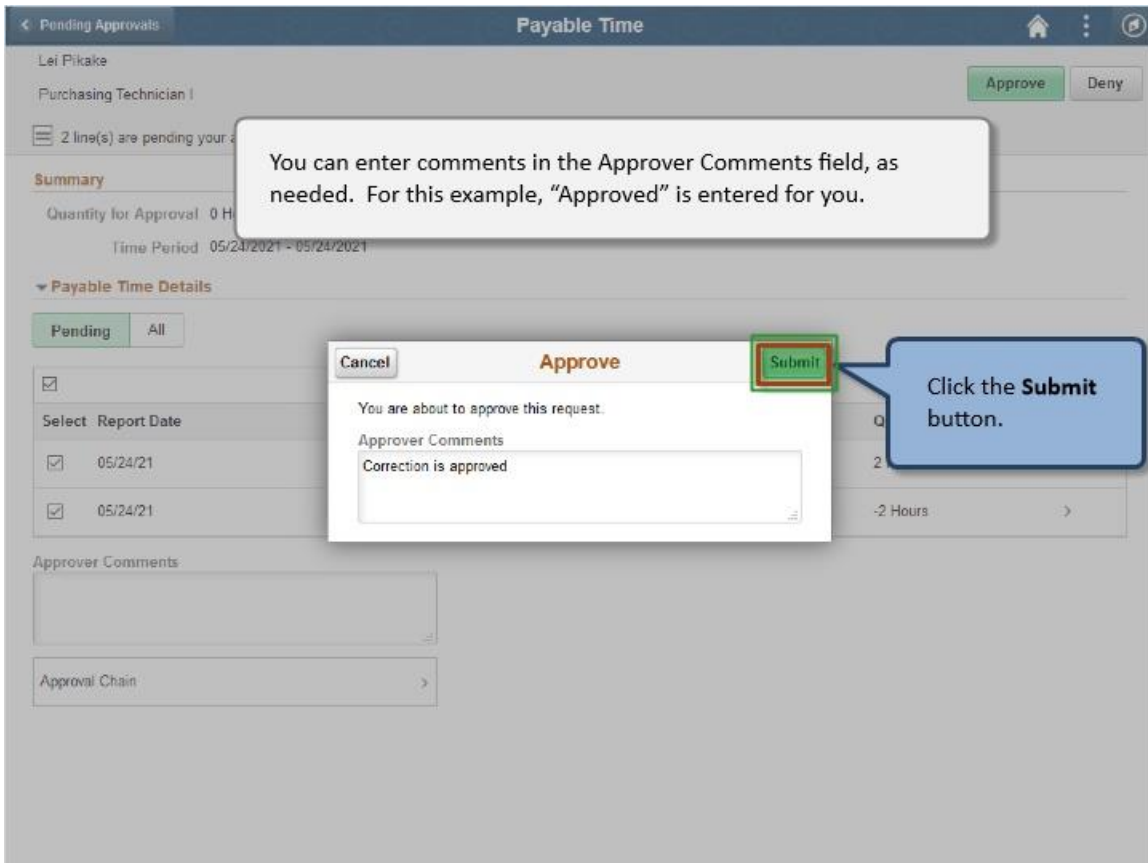
Approval Chain

Click the **Approval** button.

Approve Deny

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

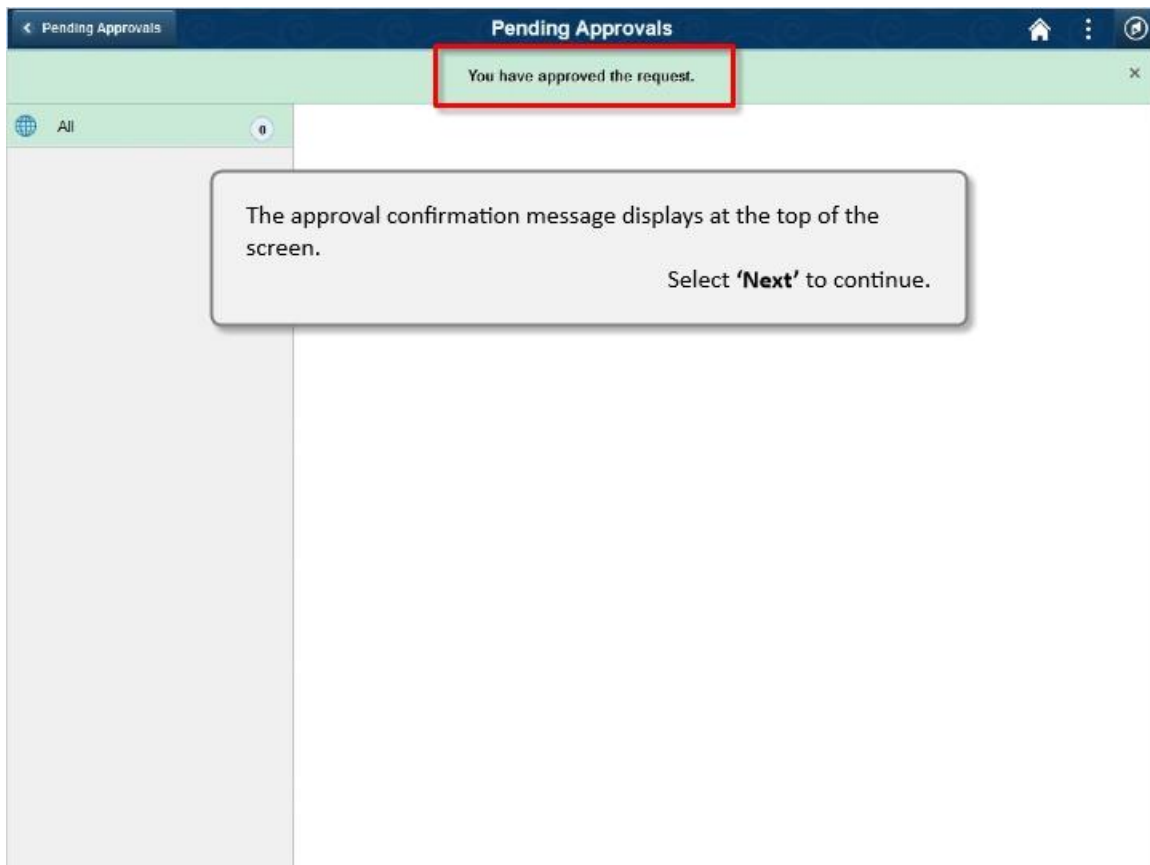
Click the **Approval** button.



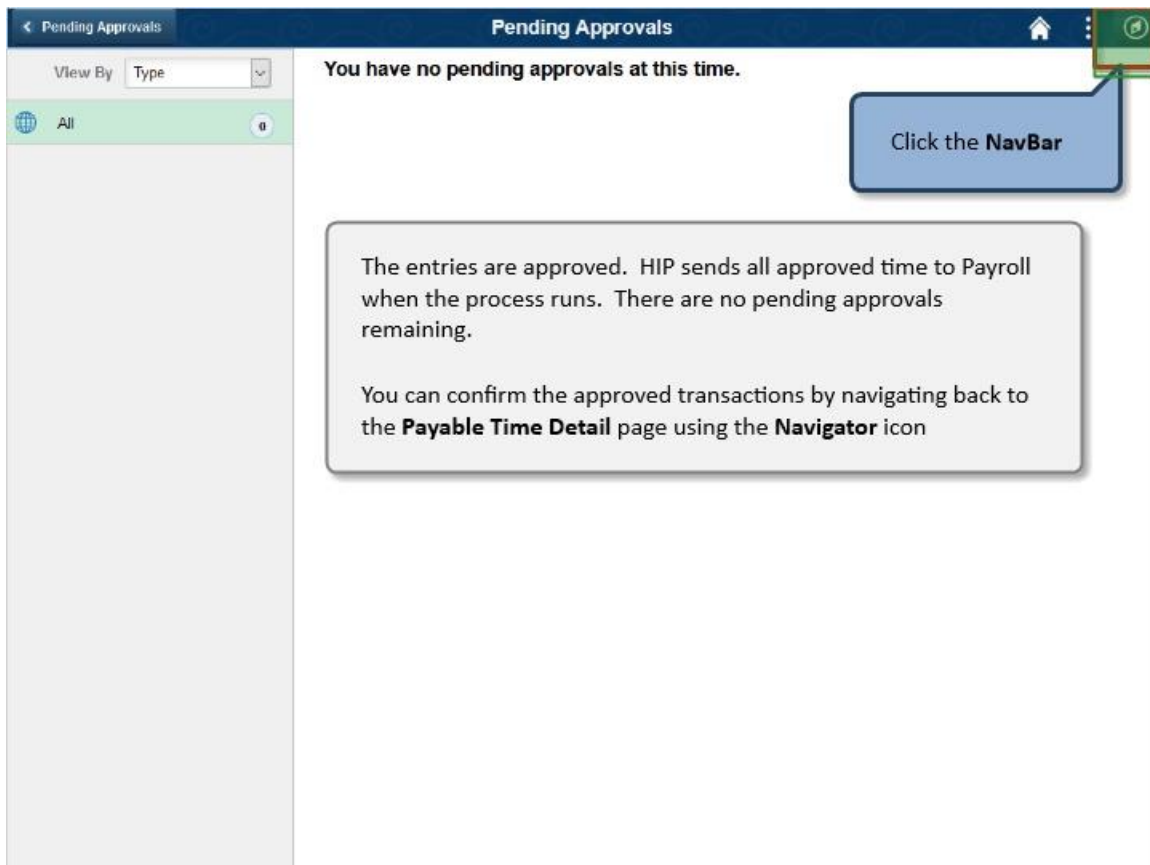
The screenshot shows the 'Payable Time' approval interface. At the top, there's a header with 'Pending Approvals' and 'Payable Time'. Below this, the user 'Lei Pikake' is identified as a 'Purchasing Technician I'. A callout box states: 'You can enter comments in the Approver Comments field, as needed. For this example, "Approved" is entered for you.' The interface includes a 'Summary' section with 'Quantity for Approval: 0 H' and 'Time Period: 05/24/2021 - 05/24/2021'. The 'Payable Time Details' section shows a table with columns for 'Select', 'Report Date', and 'Hours'. Two rows are listed, both for '05/24/21' with '-2 Hours'. An 'Approver Comments' field contains the text 'Correction is approved'. A modal dialog titled 'Approve' is open, showing a 'Cancel' button, the text 'You are about to approve this request.', the 'Approver Comments' field with 'Correction is approved', and a 'Submit' button. A callout box points to the 'Submit' button, stating: 'Click the **Submit** button.'

You can enter comments in the Approver Comments field, as needed. For this example, "Approved" is entered for you.

Click the **Submit** button.



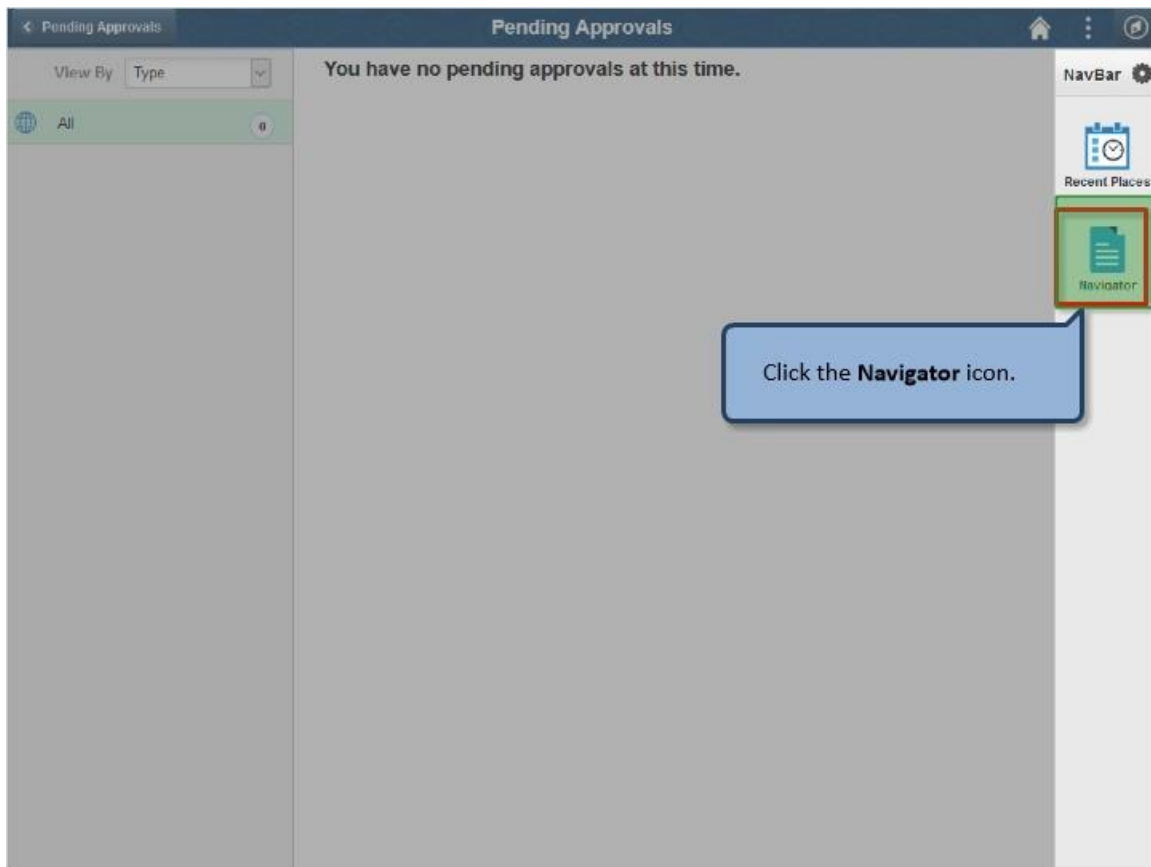
The approval confirmation message displays at the top of the screen.



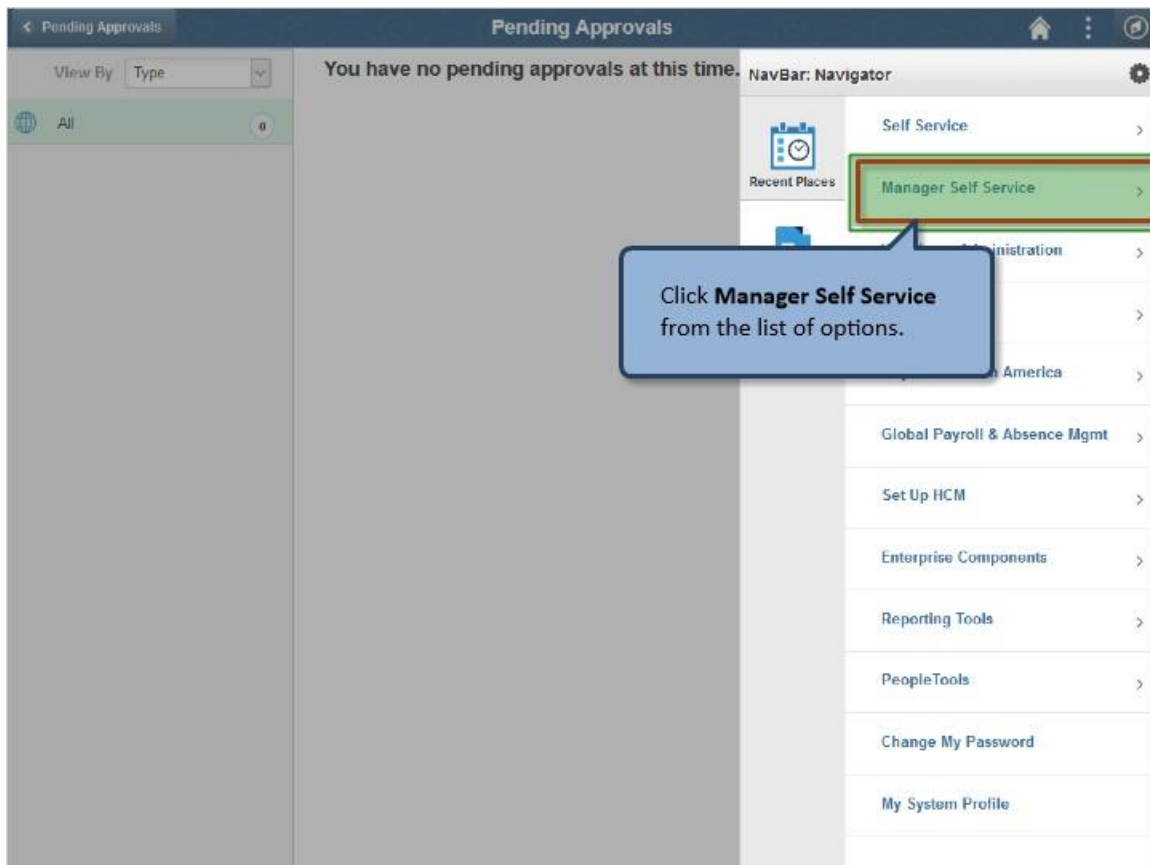
The entries are approved. HIP sends all approved time to Payroll when the process runs. There are no pending approvals remaining.

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

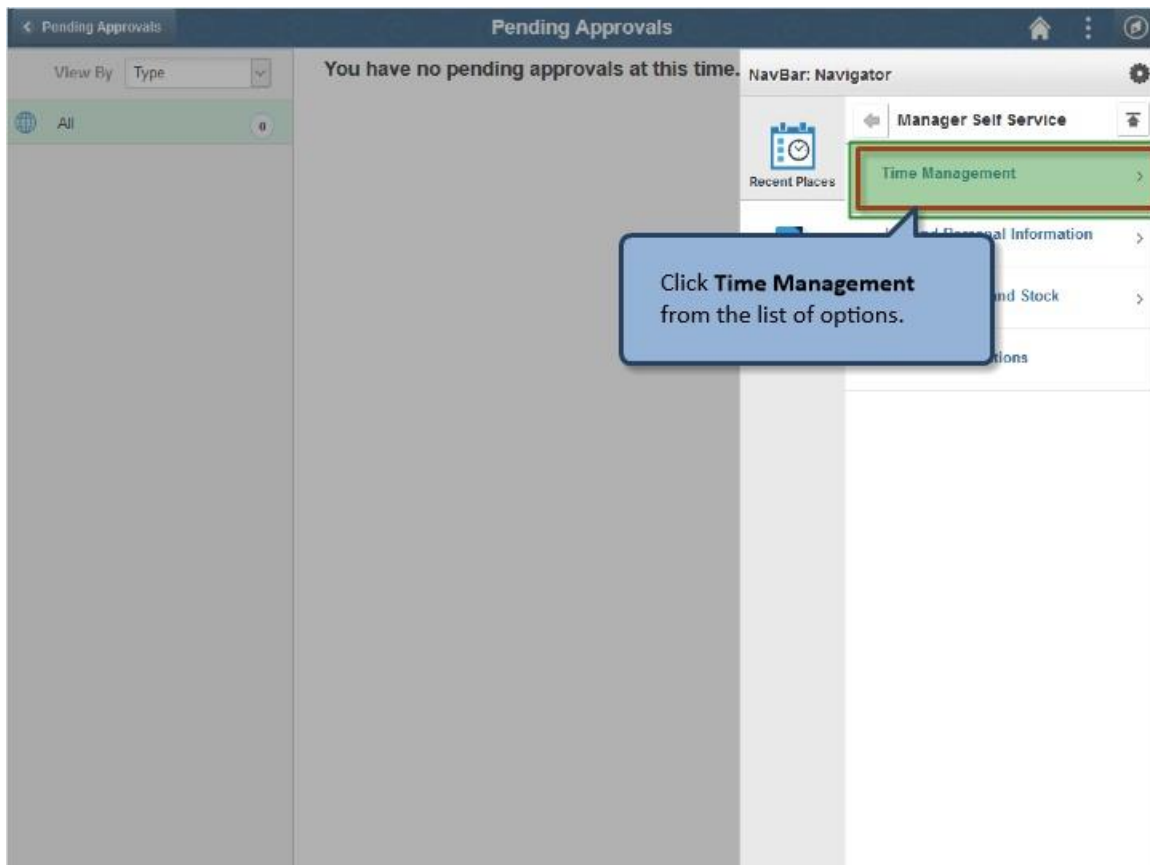
Click the **NavBar**



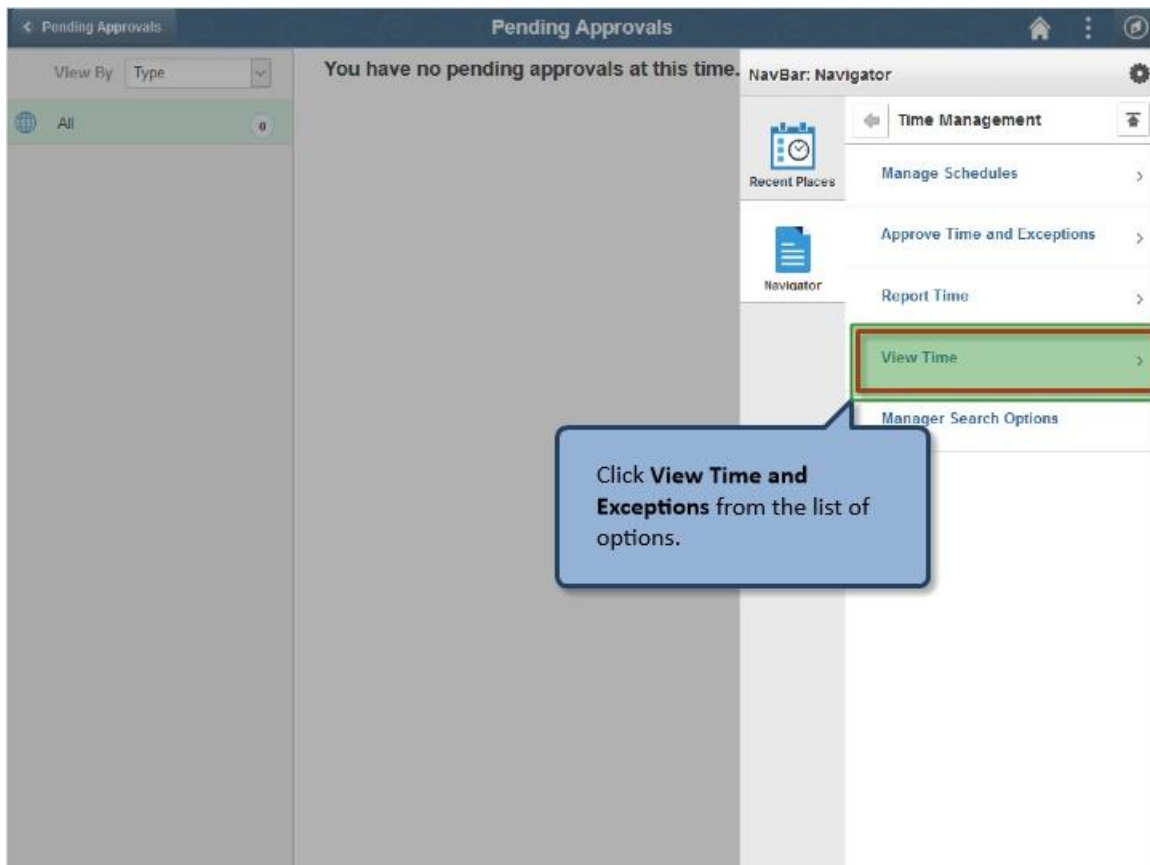
Click the **Navigator** icon



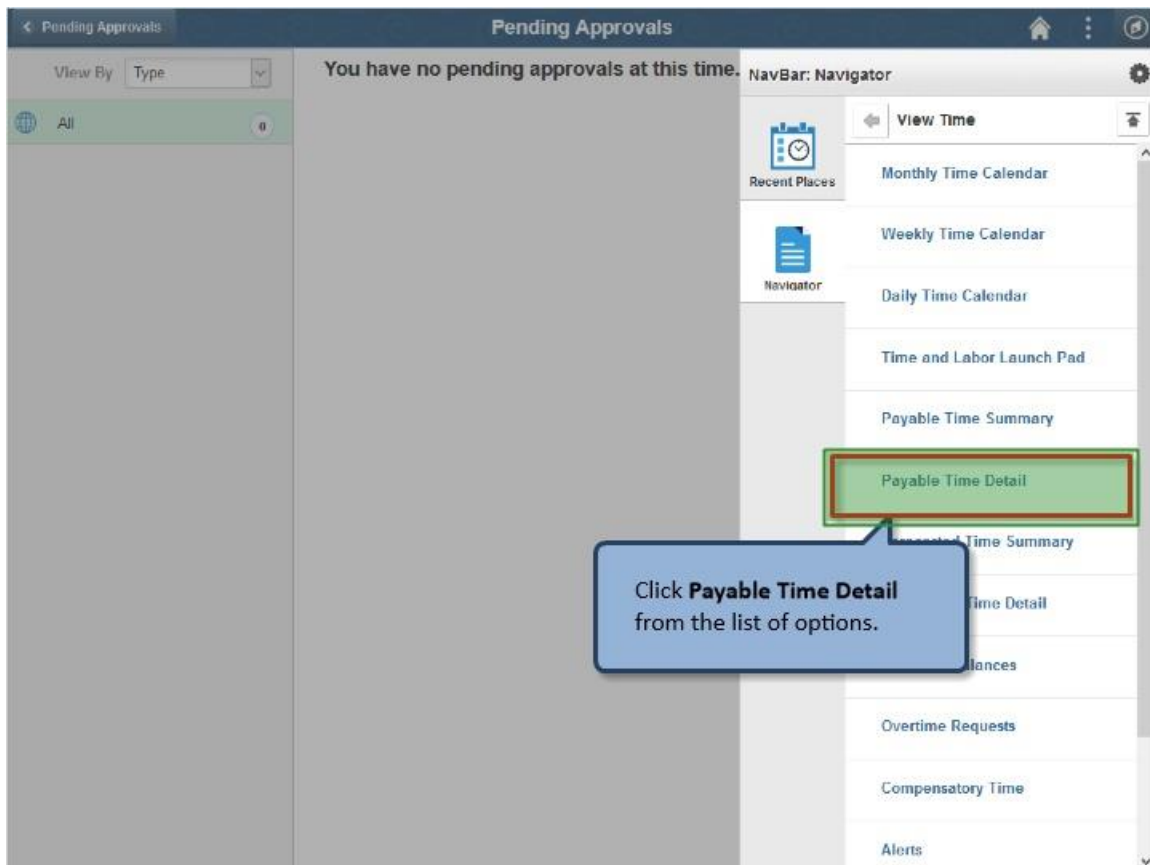
Click **Manager Self Service** from the list of options.



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



Click **View 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	<input type="text"/>
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"/>
Workgroup	<input type="text"/> <input type="button" value="Q"/>

Get Employees

Clear Criteria

Save Criteria

Click 'Get Employees'

Employees For Aloha Friday

Click 'Get Employees'

[Favorites](#) | [Main Menu](#) | [Pending Approvals](#) | [Payable Time Detail](#) | [Home](#) | [Sign Out](#)

[HAWAII Information Portal](#) | [Add To](#) | [NavBar](#)

Employee ID	<input type="text"/>	<input type="button" value="Q"/>
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"/>
Workgroup	<input type="text"/>	<input type="button" value="Q"/>

**Employees For Aloha Friday**

[Time Reporters](#) | [Demographics](#) | [...](#)

Last Name	First Name	Employee ID	Employment Record	Job Title
Ice	Shave	00066945	0	Procurement & Su
Pikeke	Lei		0	Purchasing Techni

[Manager Self Service](#)  
[Time Management](#)

Click the row for the employee you want to review.

Click the row for the employee you want to review.

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[Home](#) | [Sign Out](#)

[Add To](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

### Payable Time Detail

Lei Pūkake  
 Purchasing Technician I

Actions ▼

Start Date: 05/22/2021

End Date: 05/28/2021

Payable Status Filter

The **Payable Time Detail** shows the transactions for the time period specified. For this example, the dates are set to a calendar week 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	Esti
05/24/2021	Approved		NIGHT	2.00	Hours	
05/24/2021	Approved		NIGHT	2.00	Hours	
05/24/2021	Approved		NIGHT	-2.00	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 calendar week and we confirm that all are now **Approved**.




***Congratulations!***  
*You've successfully completed this lesson.*

## Working with Absences

**Working with Absences**

### ***Lesson Scenario***

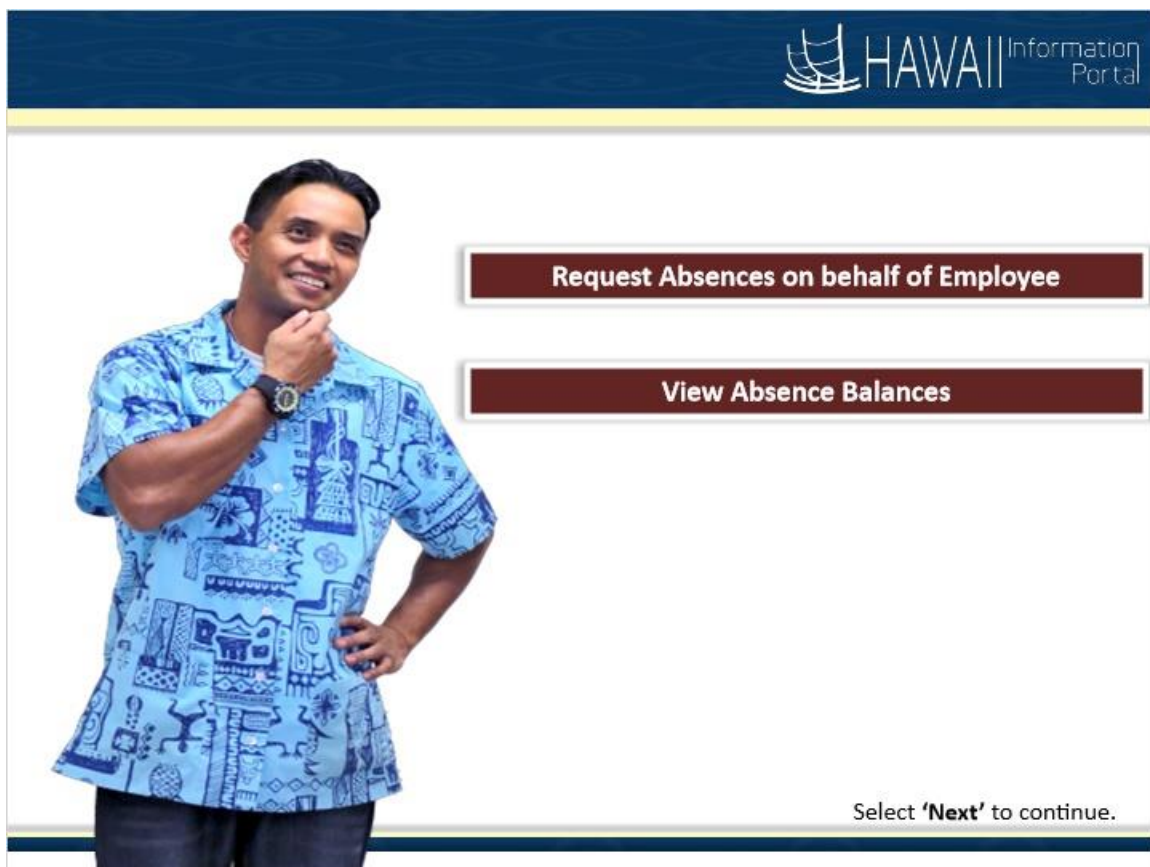
In this lesson, you will learn to work with employee absences.



Select **'Next'** to continue.

### ***Lesson Scenario***

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




Request Absences on behalf of Employee

View Absence Balances

## How to Request an Absence


**How to Request an Absence**



### *Lesson Scenario*

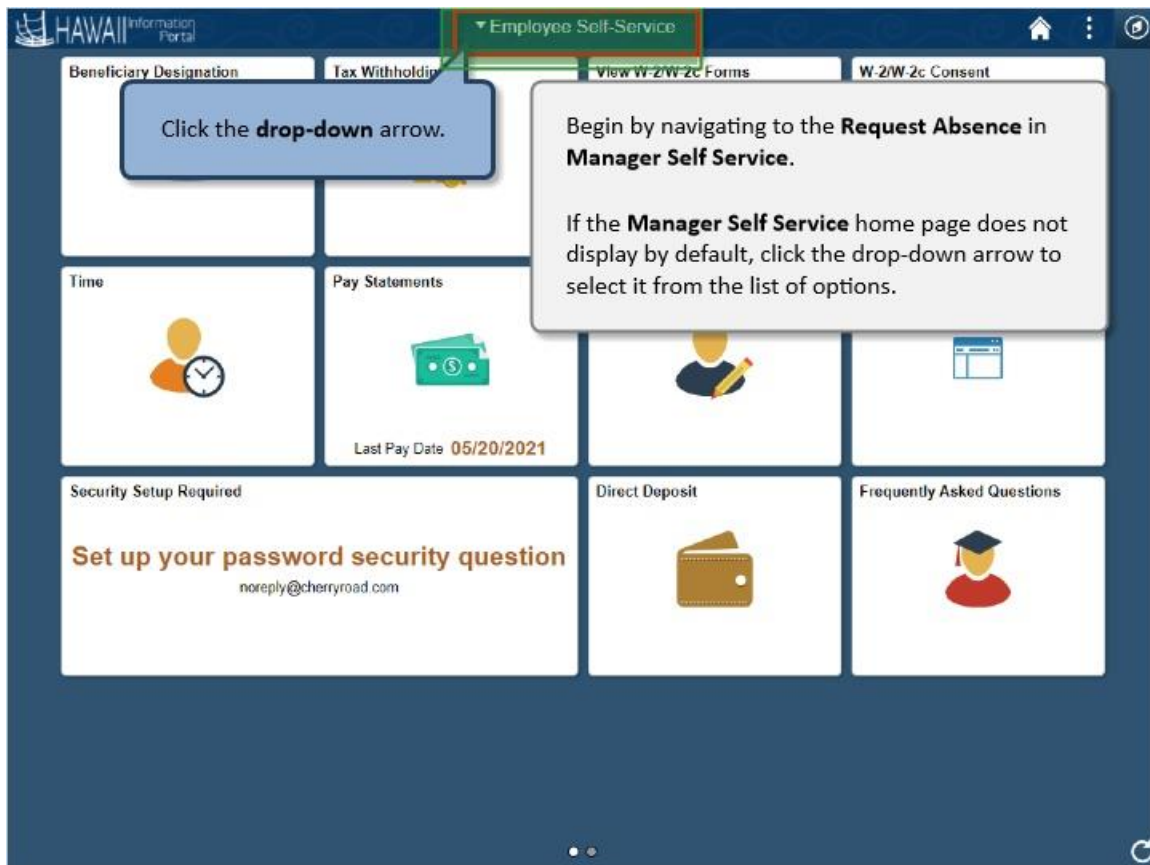
In this lesson you will learn how to request an absence on behalf of an employee.

Select **'Next'** to continue.



### *Lesson Scenario*

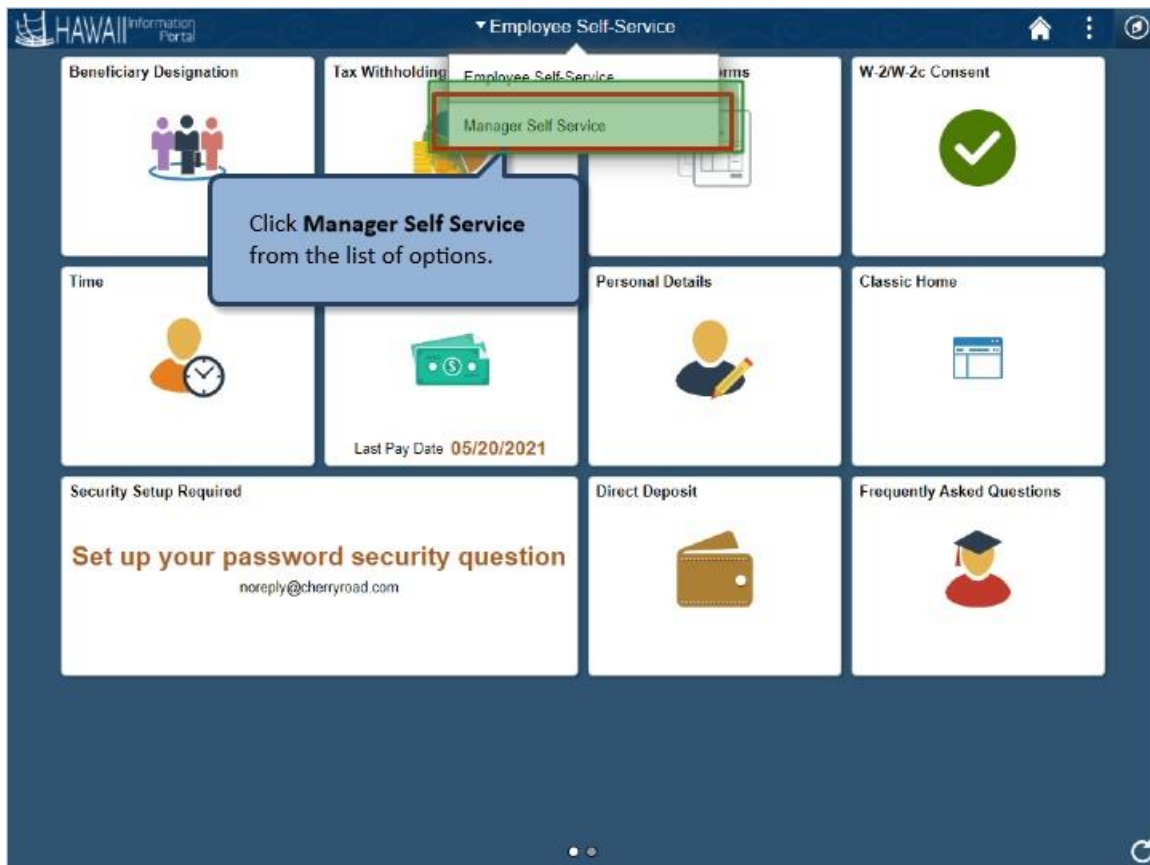
In this lesson you will learn how to request an absence on behalf of an employee.



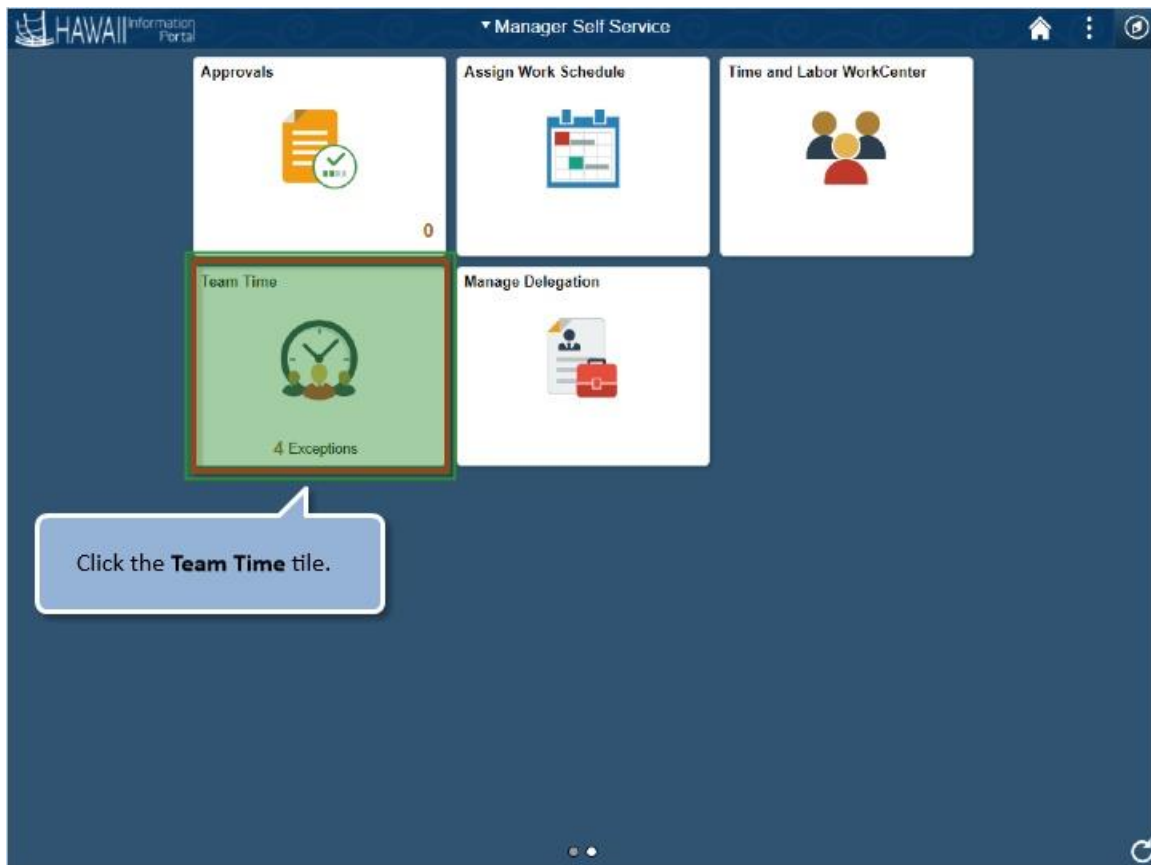
Begin by navigating to the **Request Absence** in **Manager Self Service**.

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.

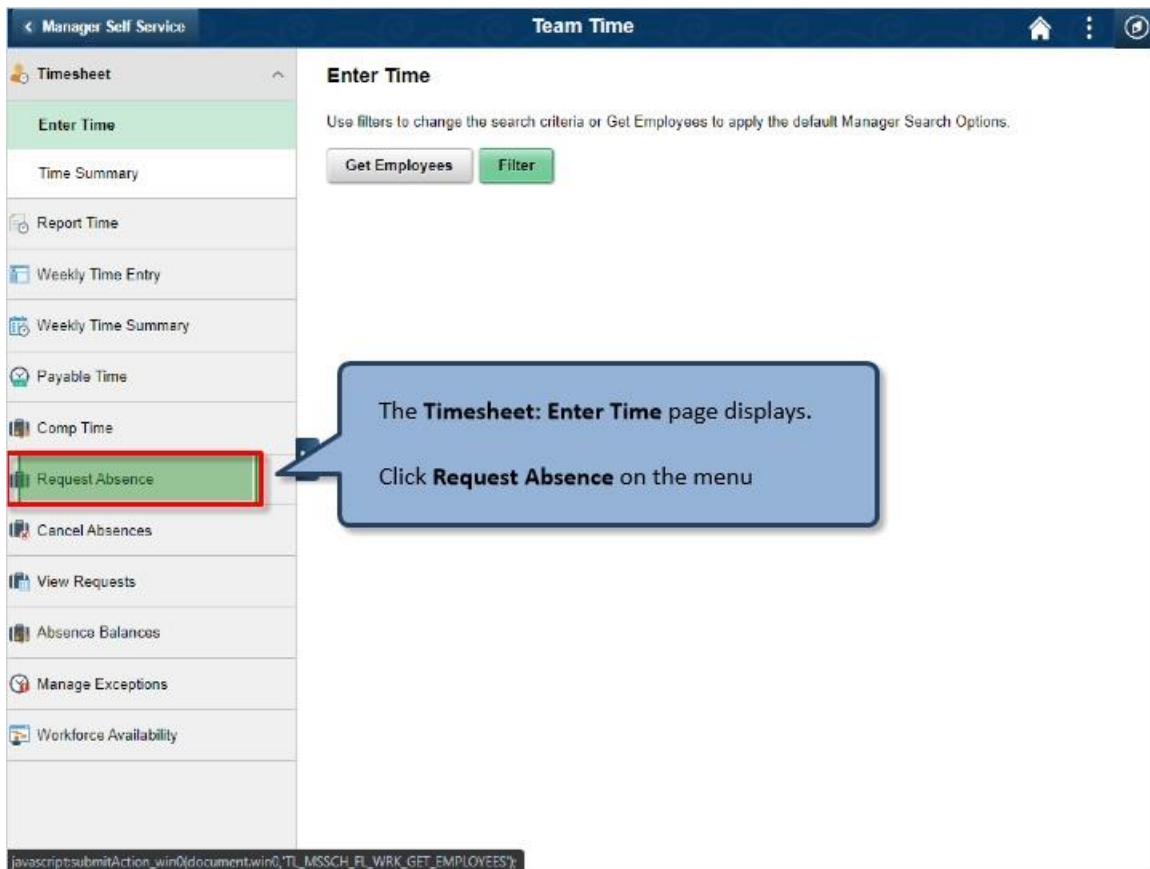
Click the **drop-down** arrow.



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

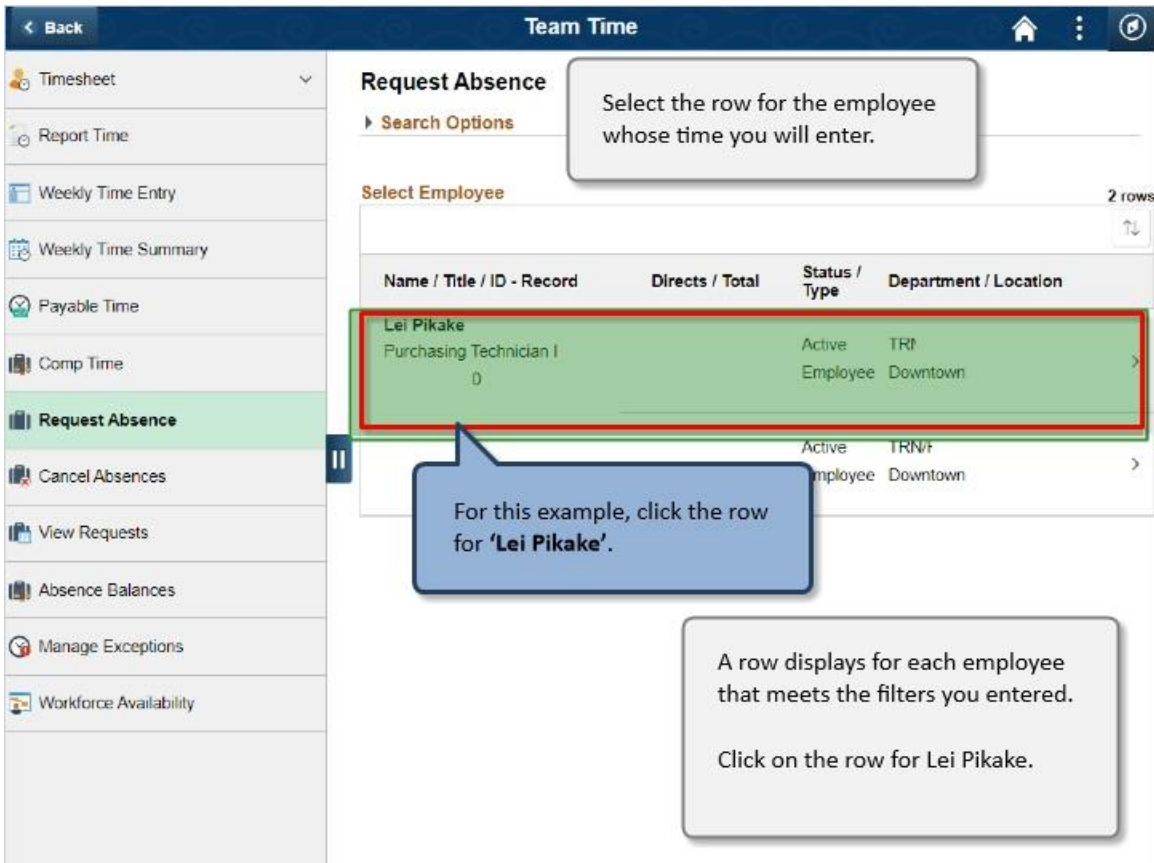


Click the **Team Time** tile.



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

Click **Request Absence** on the menu



**Team Time**

**Request Absence**

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

**Select Employee** 2 rows

Name / Title / ID - Record	Directs / Total	Status / Type	Department / Location
Lei Pikake Purchasing Technician I 0		Active Employee	TRN/ Downtown
		Active Employee	TRN/ Downtown

For this example, click the row for 'Lei Pikake'.

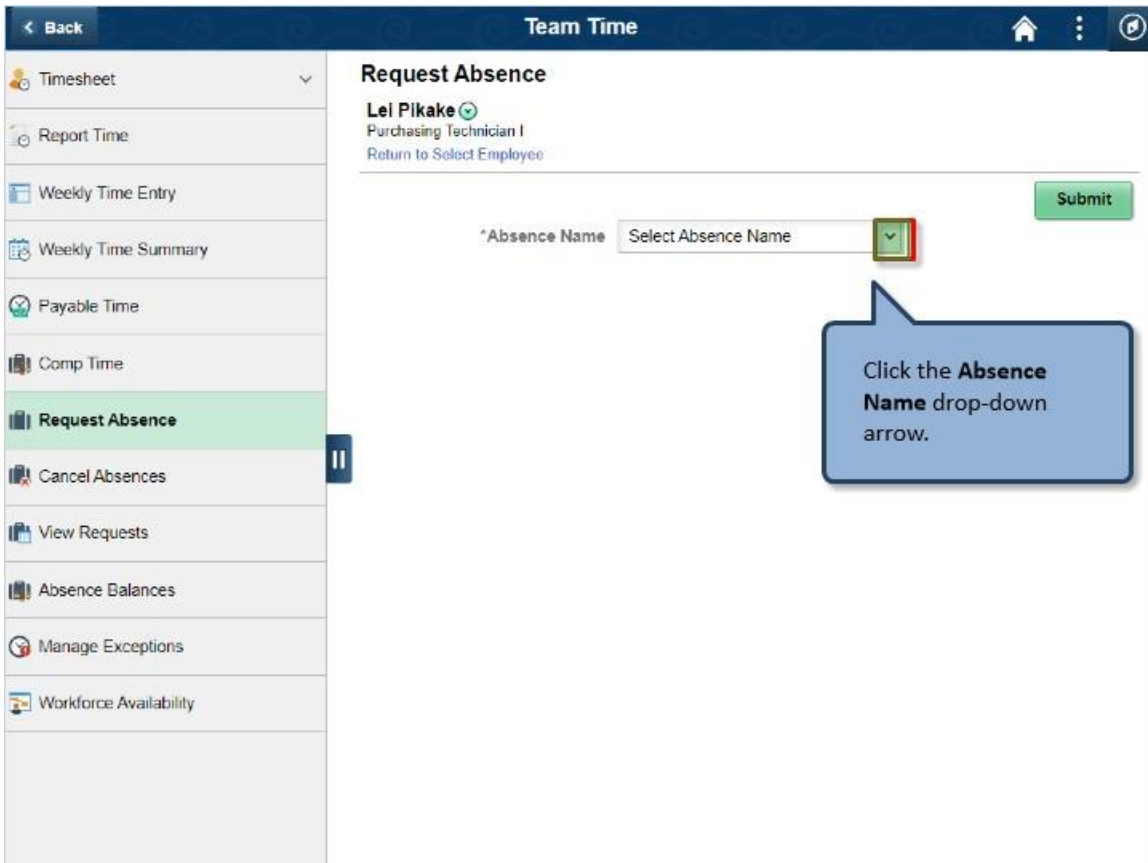
A row displays for each employee that meets the filters you entered.  
Click on the row for Lei Pikake.

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 **Lei Pikake**.

For this example, click the row for '**Lei Pikake**'.



**Request Absence**

Lei Pikake  
Purchasing Technician I  
[Return to Select Employee](#)

\*Absence Name  

**Submit**

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

**Left Sidebar:**

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

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

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Team Time

Timesheet

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Weekly Time Summary

Payable Time

Comp Time

Request A

Cancel Abs

View Requests

Absence Balances

Manage Exceptions

Workforce Availability

Request Absence

Lei Pikake

Purchasing Technician I

[Return to Select Employee](#)

\*Absence Name

Select Absence Name

01 - Sick Leave

02 - Vacation

03 - Bereavement Pay

04 - Jury Duty

05 - Parent Teacher Conference

06 - Bereavement/Funeral

07 - Blood Donation

08 - Foster Parent Crt Hearing

09 - WC Medical Treatment Leave

Admin Lv-COVID 19 Vaccination

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.

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Team Time

Timesheet

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Comp Time

**Request Absence**

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Workforce Availability

Request Absence

Lei Pikake

Purchasing Technician I

[Return to Select Employee](#)

\*Absence Name

02 - Vacation

Reason

Select Absence Reason

\*Start Date

05/19/2021

End Date

Duration

8.00

Hours

Partial Days

None

Submit

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

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.

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Team Time

Timesheet

Report Time

Weekly Time Entry

Weekly Time Summary

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**Request Absence**

Cancel Absences

View Rec

Absence

Manage

Workforce Availability

Request Absence

Lei Pikake

Purchasing Technician I

[Return to Select Employee](#)

\*Absence Name

02 - Vacation

Reason

Select Absence Reason

Military

Other

Select Absence Reason

Sick

TDI Denied

Unpaid Quarters

**Vacation**

Victim Leave

\*Start Date

End Date

Duration

None

Submit

Check Eligibility

Attachments

You have not added any Attachments.

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.

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Team Time

Timesheet

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**Request Absence**

Cancel Absences

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Request Absence

Lei Pikake

Purchasing Technician I

[Return to Select Employee](#)

\*Absence Name

02 - Vacation

Reason

Vacation

\*Start Date

05/19/2021

End Date

Duration

8.00

Hours

Submit

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

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Team Time

Timesheet

Report Time

Weekly Time Entry

Weekly Time Summary

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Comp Time

**Request Absence**

Cancel Absences

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Manage Exceptions

Workforce Availability

Request Absence

Lei Pikake

Purchasing Technician I

[Return to Select Employee](#)

Submit

\*Absence Name

02 - Vacation

Reason

Vacation

\*Start Date

05/19/2021

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.

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Team Time

Timesheet

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Comp Time

**Request Absence**

Cancel Absences

View Requests

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Workforce Availability

Request Absence

Lei Pikake

Purchasing Technician I

[Return to Select Employee](#)

Submit

\*Absence Name

02 - Vacation

Reason

Vacation

\*Start Date

05/19/2021

End Date

Duration

8.00

Hours

Partial Days

None

Check Eligibility

Comments

Attachments

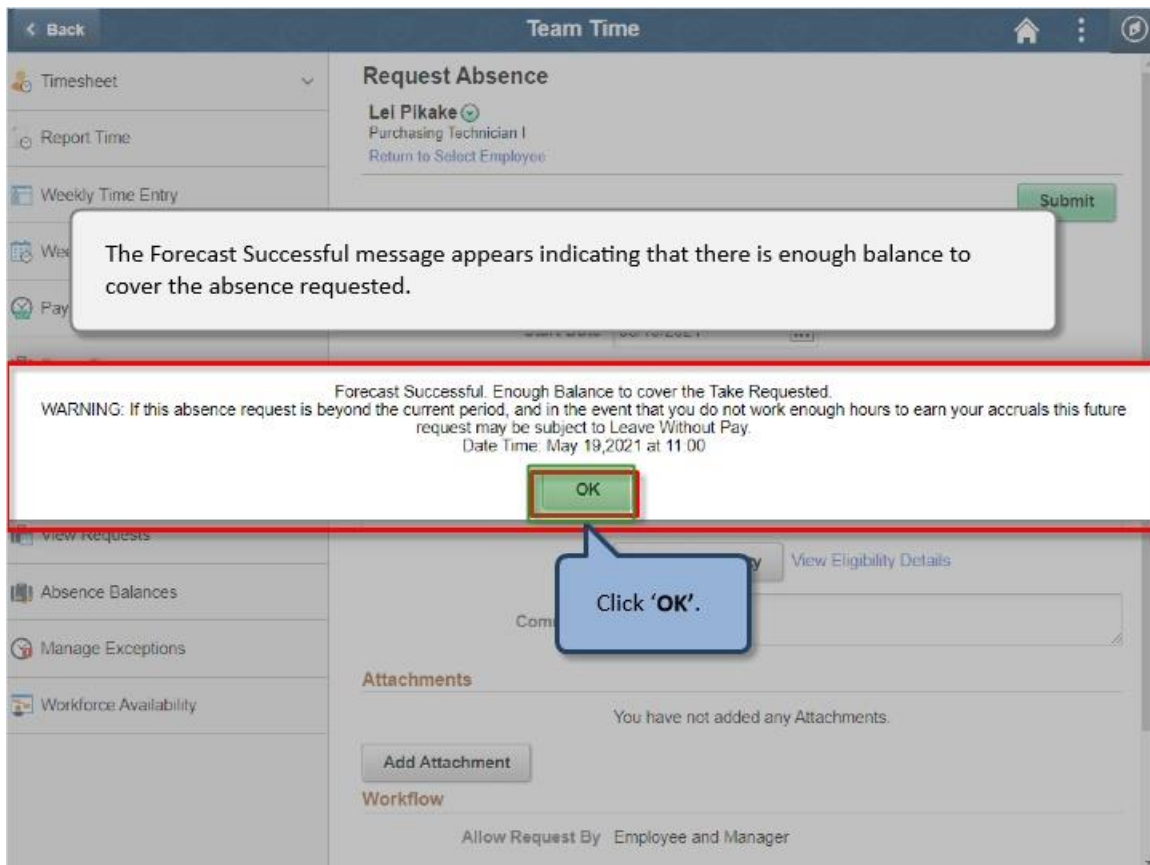
Add Attachment

Workflow

Allow Request By

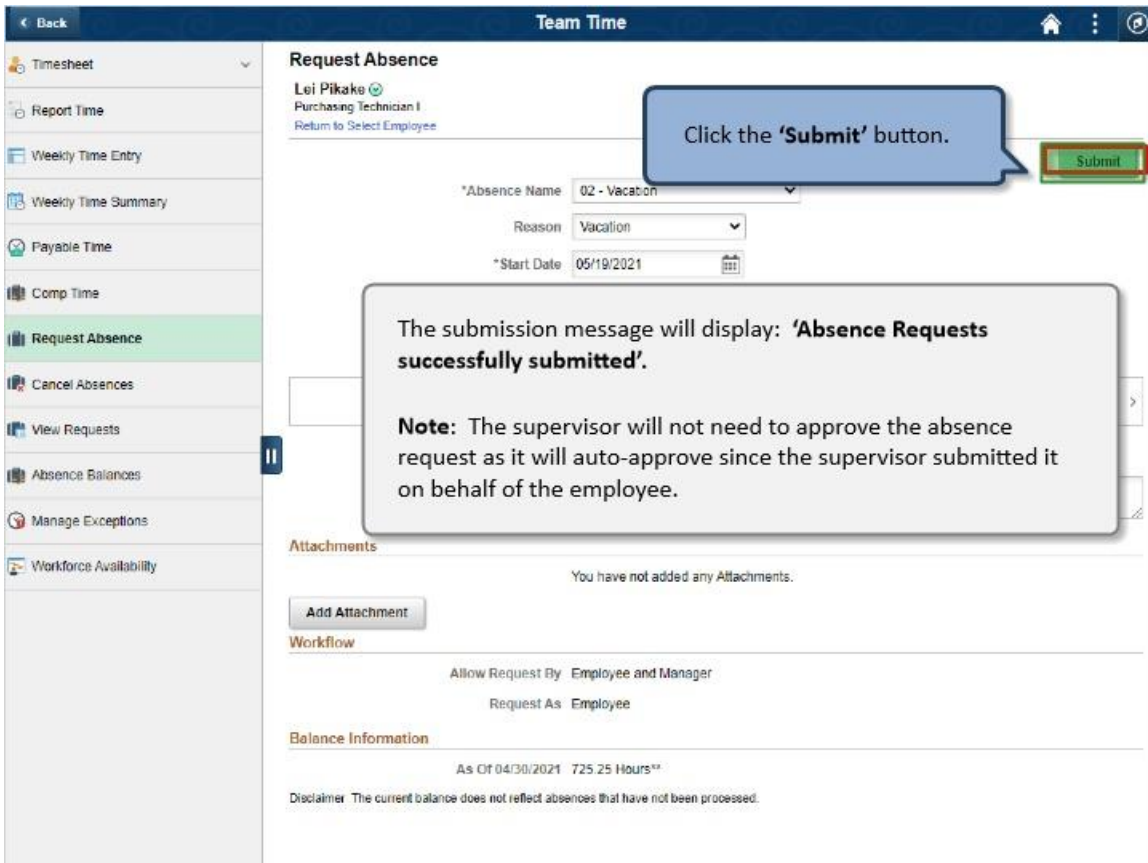
Employee and Manager

Click the **Check Eligibility** button.



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

Click **'OK'**.



**Request Absence**

Lei Pikake  
Purchasing Technician I  
[Return to Select Employee](#)

\*Absence Name: 02 - Vacation  
Reason: Vacation  
\*Start Date: 05/19/2021

Click the 'Submit' button.

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

**Note:** The supervisor will not need to approve the absence request as it will auto-approve since the supervisor submitted it on behalf of the employee.

**Attachments**  
You have not added any Attachments.  
[Add Attachment](#)

**Workflow**  
Allow Request By: Employee and Manager  
Request As: Employee

**Balance Information**  
As Of 04/30/2021: 725.25 Hours\*\*

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

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

**Note:** The supervisor will not need to approve the absence request as it will auto-approve since the supervisor submitted it on behalf of the employee.

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Team Time

Timesheet

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Comp Time

Request Absence

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Absence Balances

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Workforce Availability

Request Absence

Lei Pikake

Purchasing Technician I

Return to Select Employee

\*Absence Name

02 - Vacation

Reason

Vacation

\*Start Date

05/19/2021

Submit

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

**Note:** The supervisor will not need to approve the absence request as it will auto-approve since the supervisor submitted it on behalf of the employee.

Attachments

You have not added any Attachments.

Add Attachment

Workflow

Allow Request By

Employee and Manager

Request As

Employee

Balance Information

As Of 04/30/2021 725.25 Hours\*\*

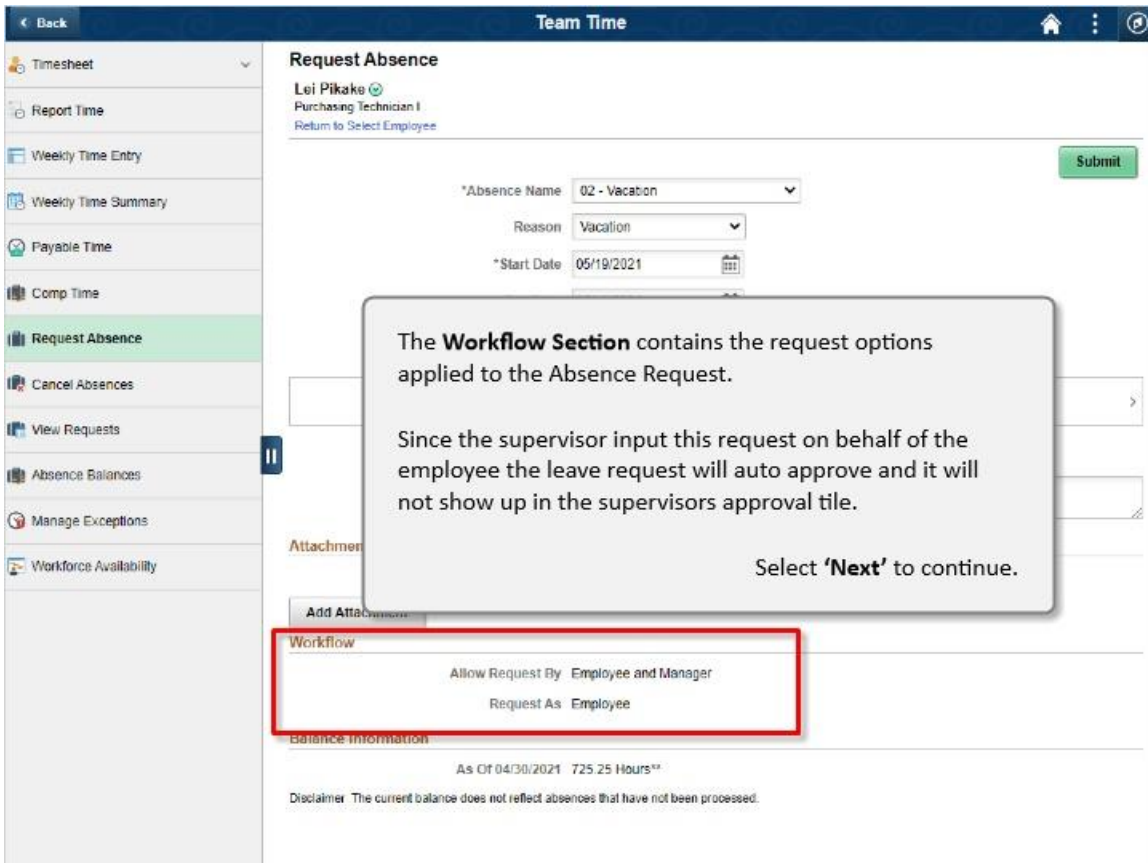
Disclaimer: The current balance does not reflect absences that have not been processed.

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

**Note:** The supervisor will not need to approve the absence request as it will auto-approve since the supervisor submitted it on behalf of the employee.

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**Request Absence**

Lei Pikake  
Purchasing Technician I  
[Return to Select Employee](#)

\*Absence Name: 02 - Vacation  
Reason: Vacation  
\*Start Date: 05/19/2021

**Workflow**

Allow Request By: Employee and Manager  
Request As: Employee

Balance Information  
As Of 04/30/2021 725.25 Hours\*\*

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

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

Since the supervisor input this request on behalf of the employee the leave request will auto approve and it will not show up in the supervisors approval tile.

Select '**Next**' to continue.

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

Since the supervisor input this request on behalf of the employee the leave request will auto approve and it will not show up in the supervisors approval tile.

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Timesheet

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Weekly Time Summary

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**Request Absence**

Cancel Absences

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Team Time

Request Absence

Lei Pikake

Purchasing Technician I

Return to Select Employee

Submit

\*Absence Name

02 - Vacation

Reason

Vacation

\*Start Date

05/19/2021

End Date

05/19/2021

Duration

8.00

Hours

Partial Days

None

Check Eligibility

View Eligibility Details

Comments

Attachments

You have not added any Attachments.

Add Attachment

Workflow

Balance Information

Disclaimer

The current data

When the Submit is complete you will remain on this page. You can click on the "Return to Select Employee" link to work on another employee or click on another Team Time function at the left.

Select 'Next' to continue.

When the Submit is complete you will remain on this page. You can click on the 'Return to Select Employee' link to work on another employee or click on another Team Time function at the left.




***Congratulations!***

You've successfully completed this lesson.

## View Absence Balances

### View Absence Balances




### ***Lesson Scenario***

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

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

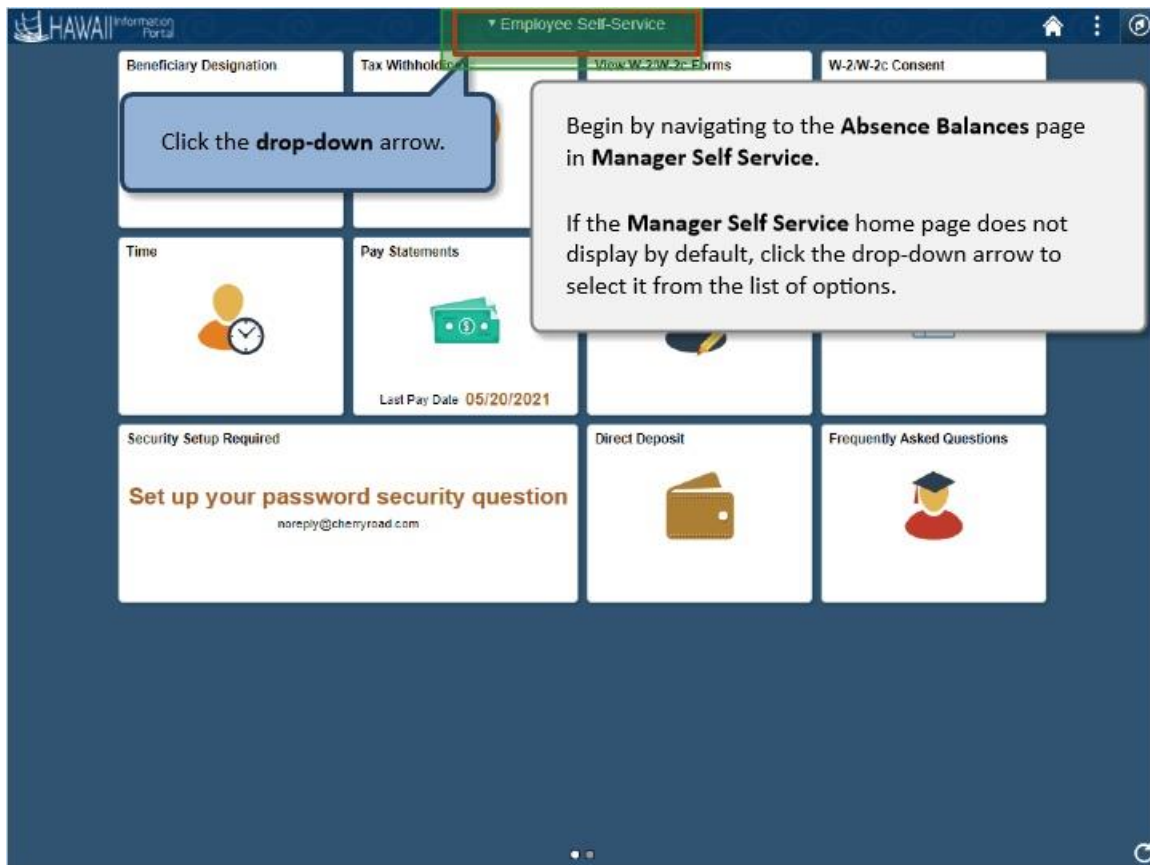
Select '**Next**' to continue.



### ***Lesson Scenario***

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

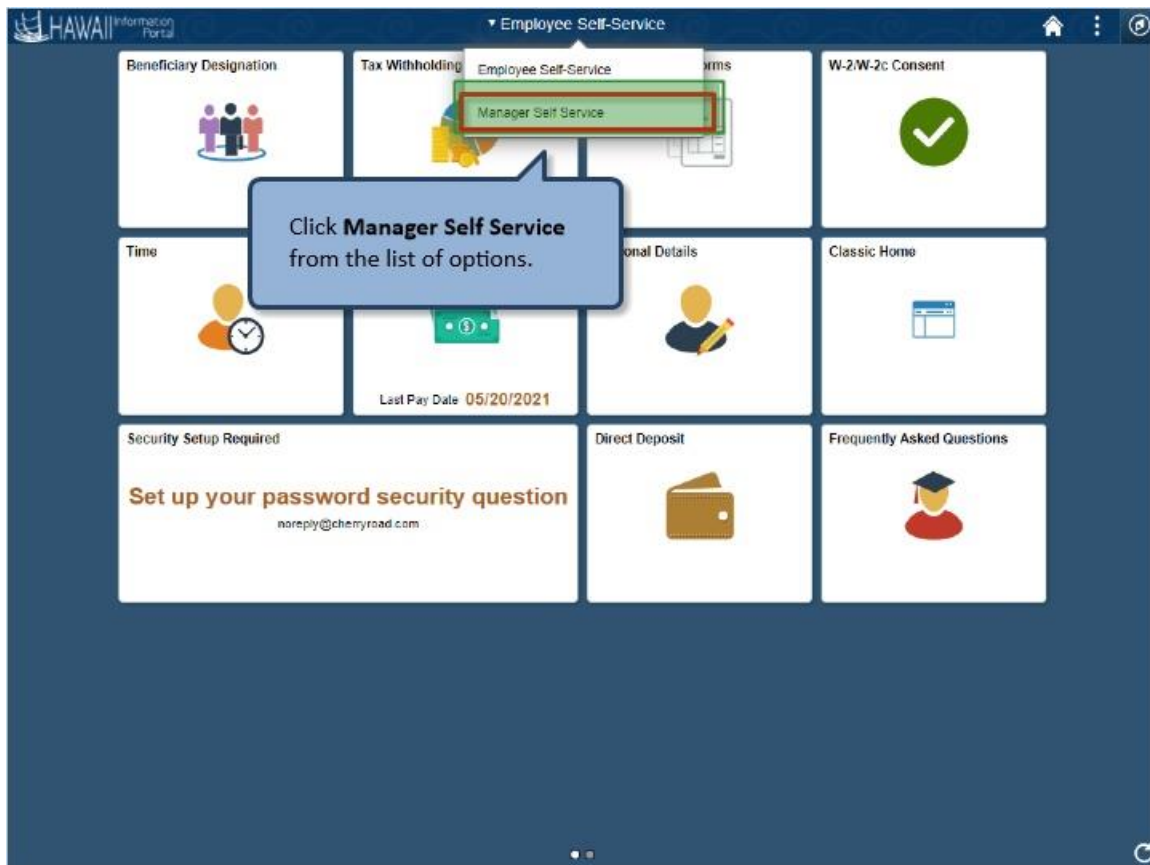
In this example, the supervisor's direct report is planning a trip in the near future and the supervisor wants to check her vacation balance.



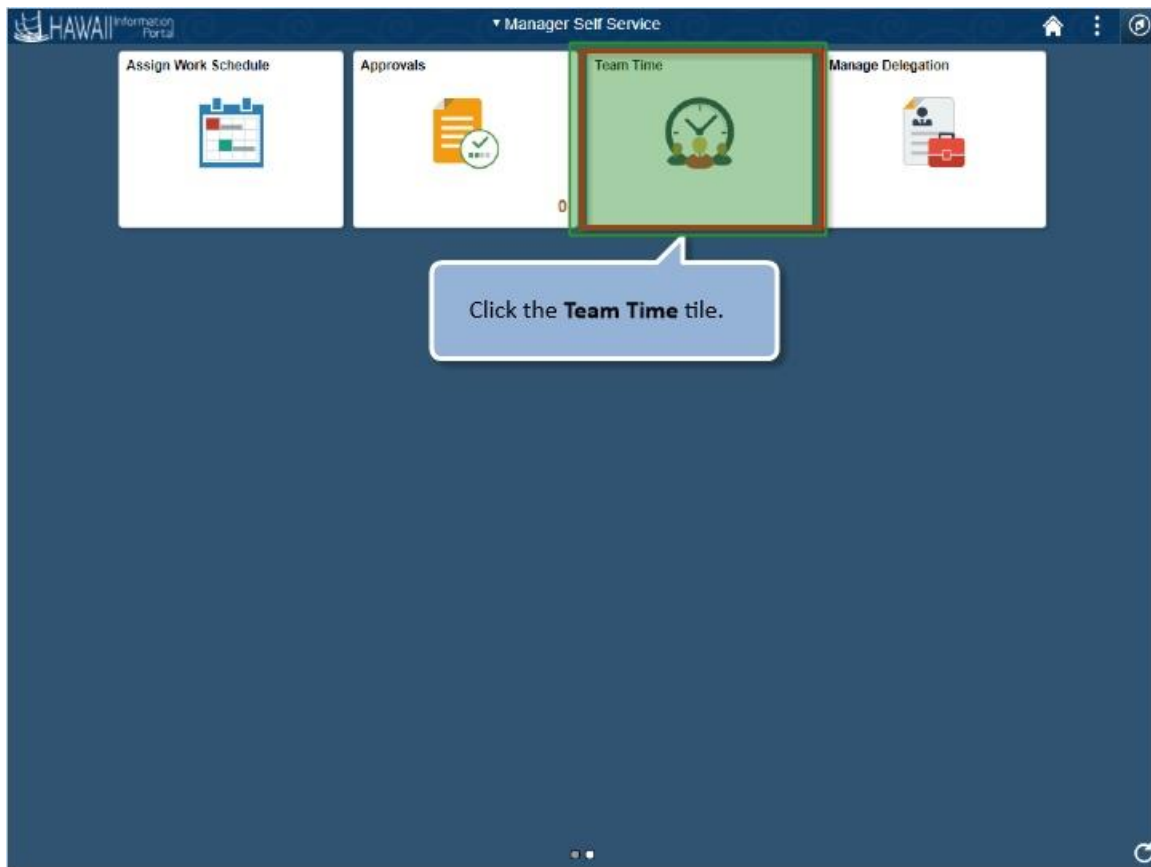
Begin by navigating to the **Absence Balances** page in **Manager Self Service**.

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.

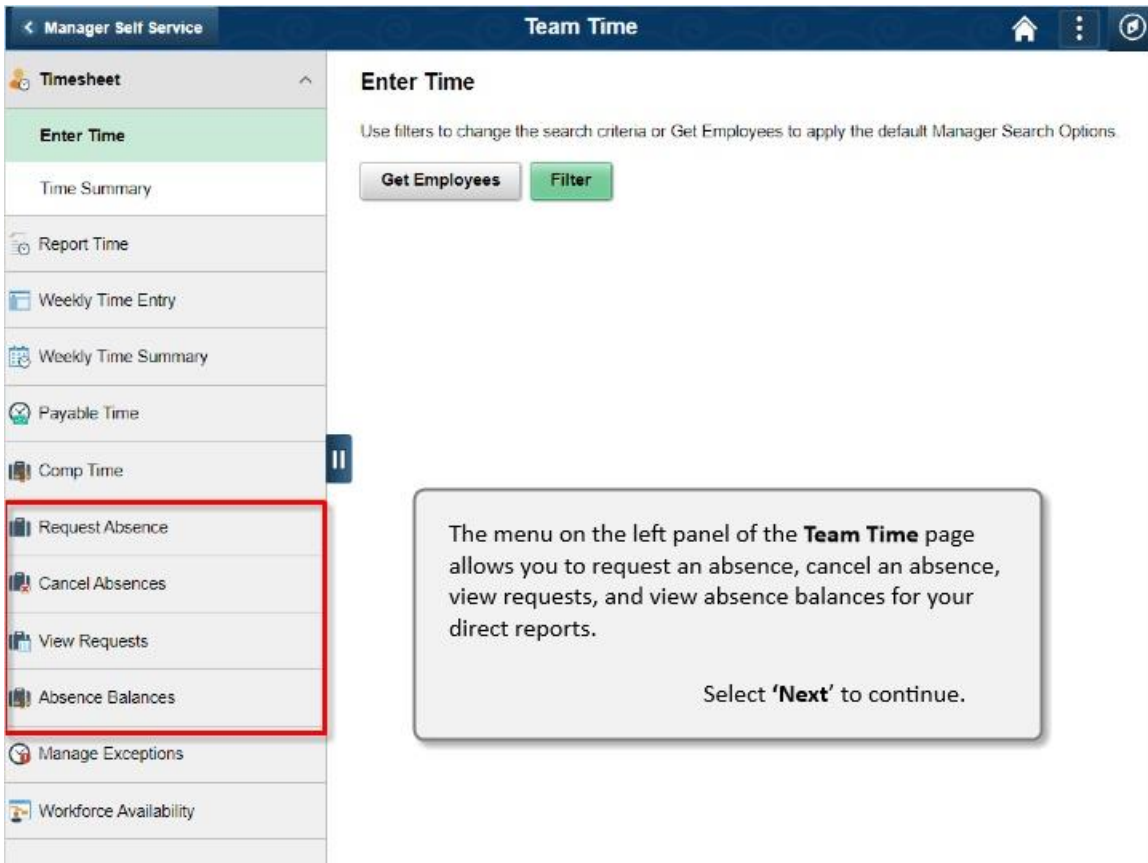
Click the **drop-down** arrow.



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



Click the **Team Time** tile.



**Manager Self Service** **Team Time**

**Timesheet**

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

**Enter Time**

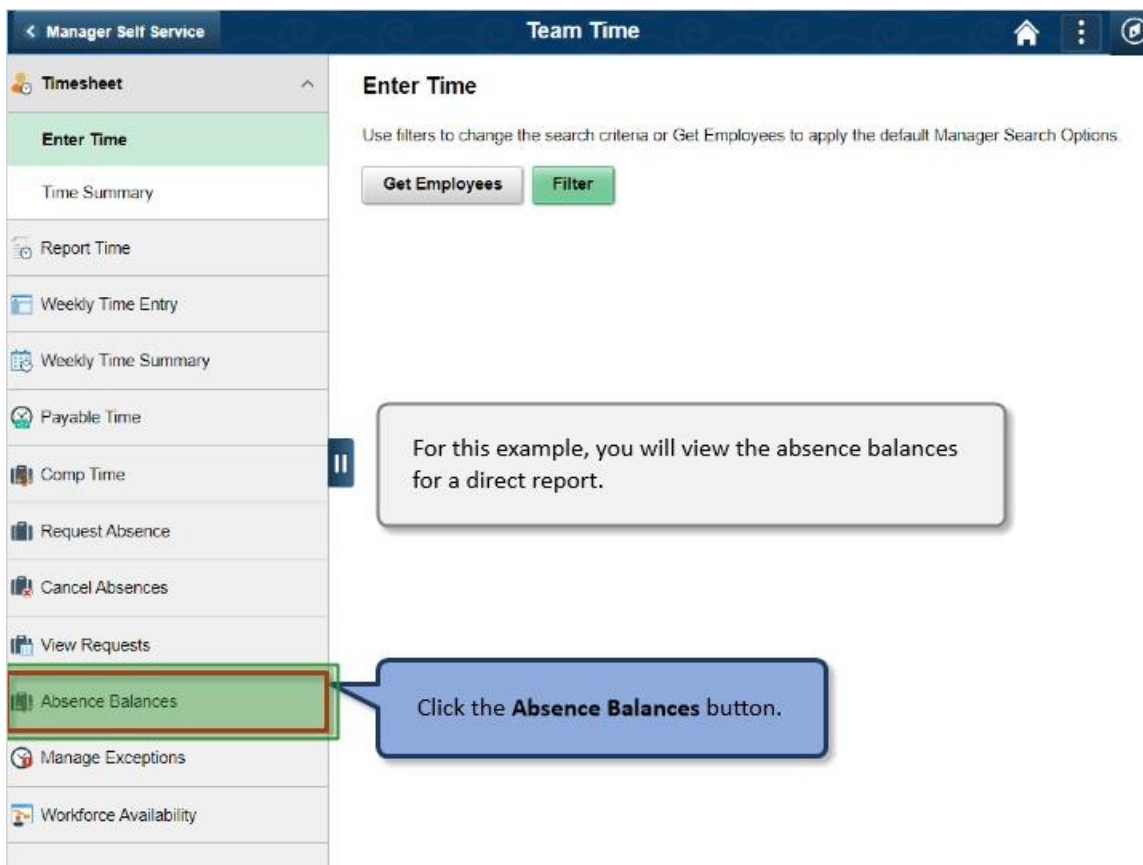
Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

**Get Employees** **Filter**

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.

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
- 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.

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

**Team Time**

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

### Absence Balances

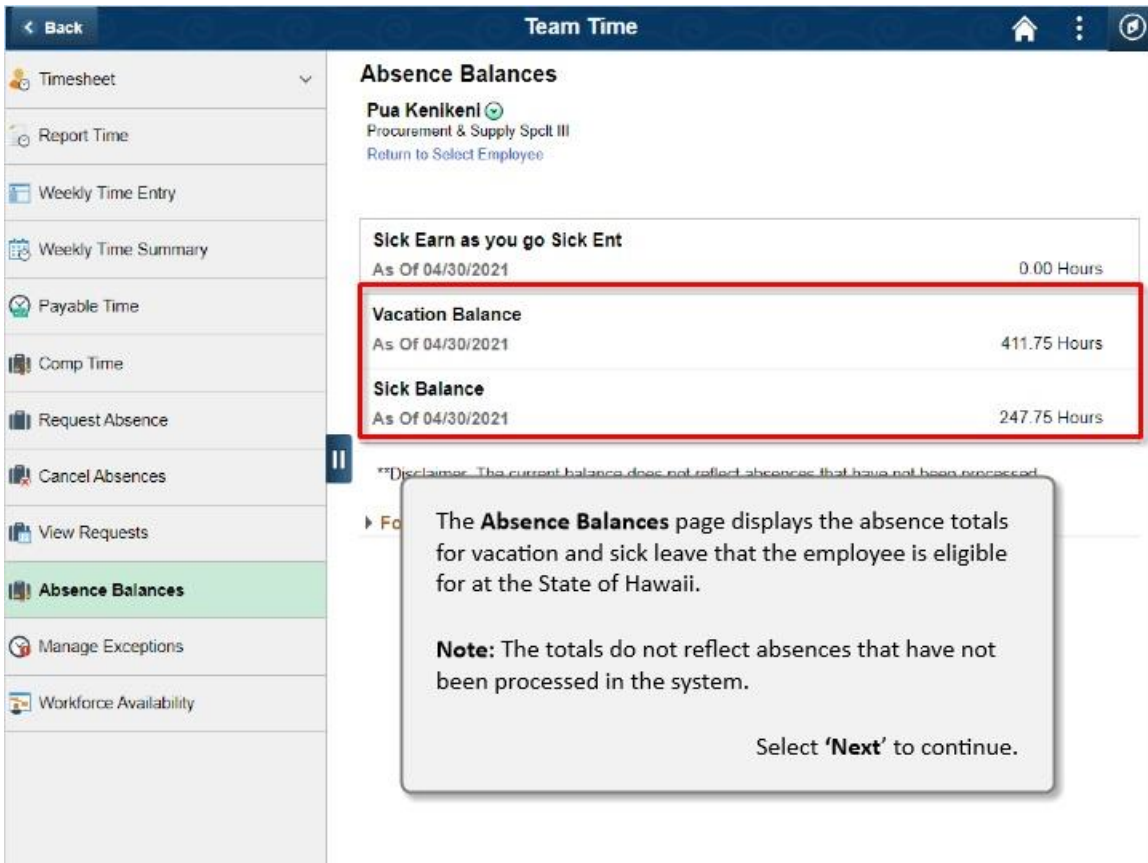
Search Options

Select Employee 2 rows

Name / Title / ID - Record	Directs / Total	Status / Type	Position
<b>Lei Pikake</b> Purchasing Technician I - 0		Active Employee	>
<b>Pua Kenikeni</b> Procurement & Supply Spclt III - 0		Active Employee	>

Click the row for 'Pua Kenikeni'.

Click the row for 'Pua Kenikeni'.



**Absence Balances**

Pua Kenikeni  
Procurement & Supply Spclt III  
[Return to Select Employee](#)

<b>Sick Earn as you go Sick Ent</b> As Of 04/30/2021	0.00 Hours
<b>Vacation Balance</b> As Of 04/30/2021	411.75 Hours
<b>Sick Balance</b> As Of 04/30/2021	247.75 Hours

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

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.

← Back
Team Time

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

### Absence Balances

**Pua Kenikeni**

Procurement & Supply Spclt III

[Return to Select Employee](#)

<b>Sick Earn as you go Sick Ent</b>	
As Of 04/30/2021	0.00 Hours
<b>Vacation Balance</b>	
As Of 04/30/2021	411.75 Hours
<b>Sick Balance</b>	
As Of 04/30/2021	247.75 Hours

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

**Forecast Balance**

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

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

[Back](#)

Team Time

Timesheet

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Comp Time

Request Absence

Cancel Absences

View Requests

**Absence Balances**

Manage Exceptions

Workforce Availability

**Absence Balances**  
**Pua Kenikeni**   
 Procurement & Supply Spclt III  
[Return to Select Employee](#)

Sick Earn

As Of 04/3

Vacation

As Of 04/3

Sick Bal

As Of 04/3

As of Date

05/19/2021

Filter by Type

All

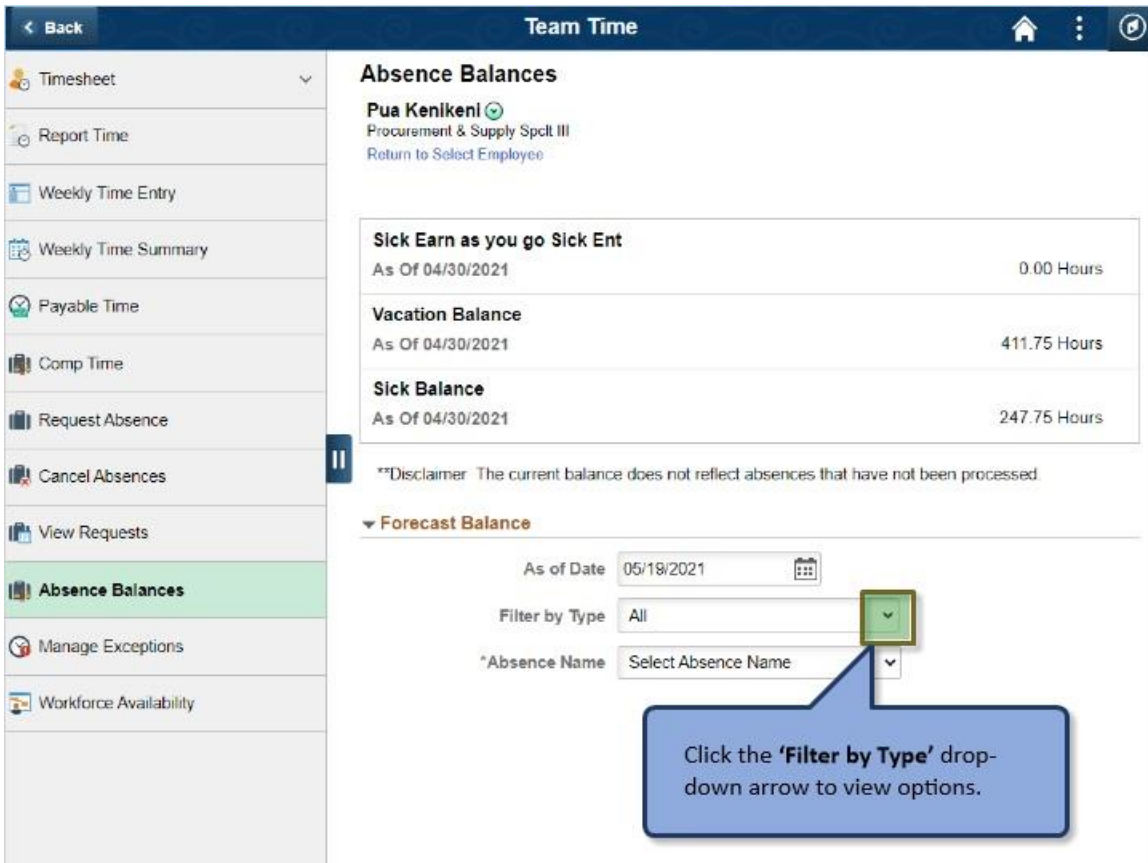
\*Absence Name

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.



**Team Time**


**Absence Balances**


**Pua Kenikeni**   
Procurement & Supply Spclt III  
[Return to Select Employee](#)


<b>Sick Earn as you go Sick Ent</b> As Of 04/30/2021	0.00 Hours
<b>Vacation Balance</b> As Of 04/30/2021	411.75 Hours
<b>Sick Balance</b> As Of 04/30/2021	247.75 Hours

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

**Forecast Balance**

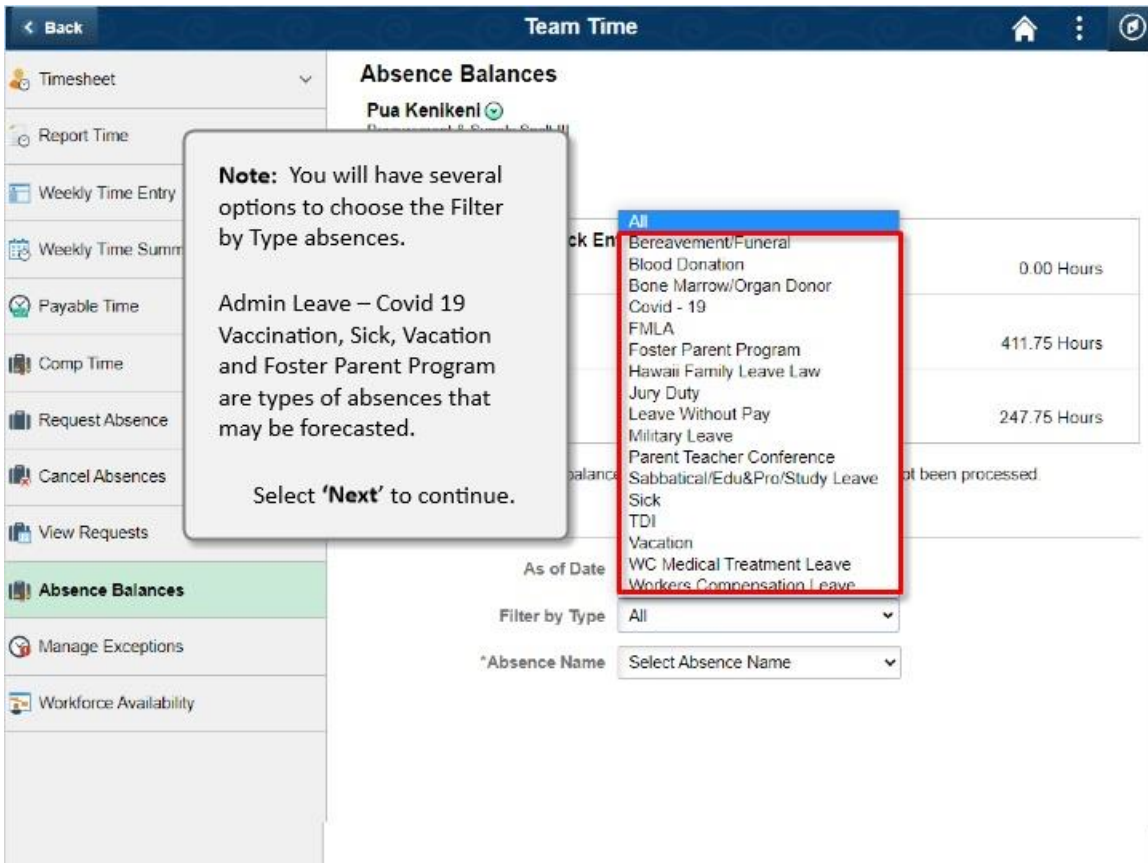
As of Date: 05/19/2021 

Filter by Type: All 

\*Absence Name: Select Absence Name 

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

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



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

Admin Leave – Covid 19 Vaccination, Sick, Vacation and Foster Parent Program are types of absences that may be forecasted.

Select 'Next' to continue.

Absence Type	Hours
Bereavement/Funeral	0.00 Hours
Blood Donation	
Bone Marrow/Organ Donor	
Covid - 19	
FMLA	411.75 Hours
Foster Parent Program	
Hawaii Family Leave Law	
Jury Duty	247.75 Hours
Leave Without Pay	
Military Leave	
Parent Teacher Conference	
Sabbatical/Edu&Pro/Study Leave	
Sick	
TDI	
Vacation	
WC Medical Treatment Leave	
Workers Compensation Leave	

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

Admin Leave – Covid 19 Vaccination, Sick, Vacation and Foster Parent Program are types of absences that may be forecasted.

← Back
Team Time

Timesheet

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Comp Time

Request Absence

Cancel Absences

View Requests

**Absence Balances**

Manage Exceptions

Workforce Availability

## Absence Balances

**Pua Kenikeni**

Procurement & Supply Spclt III

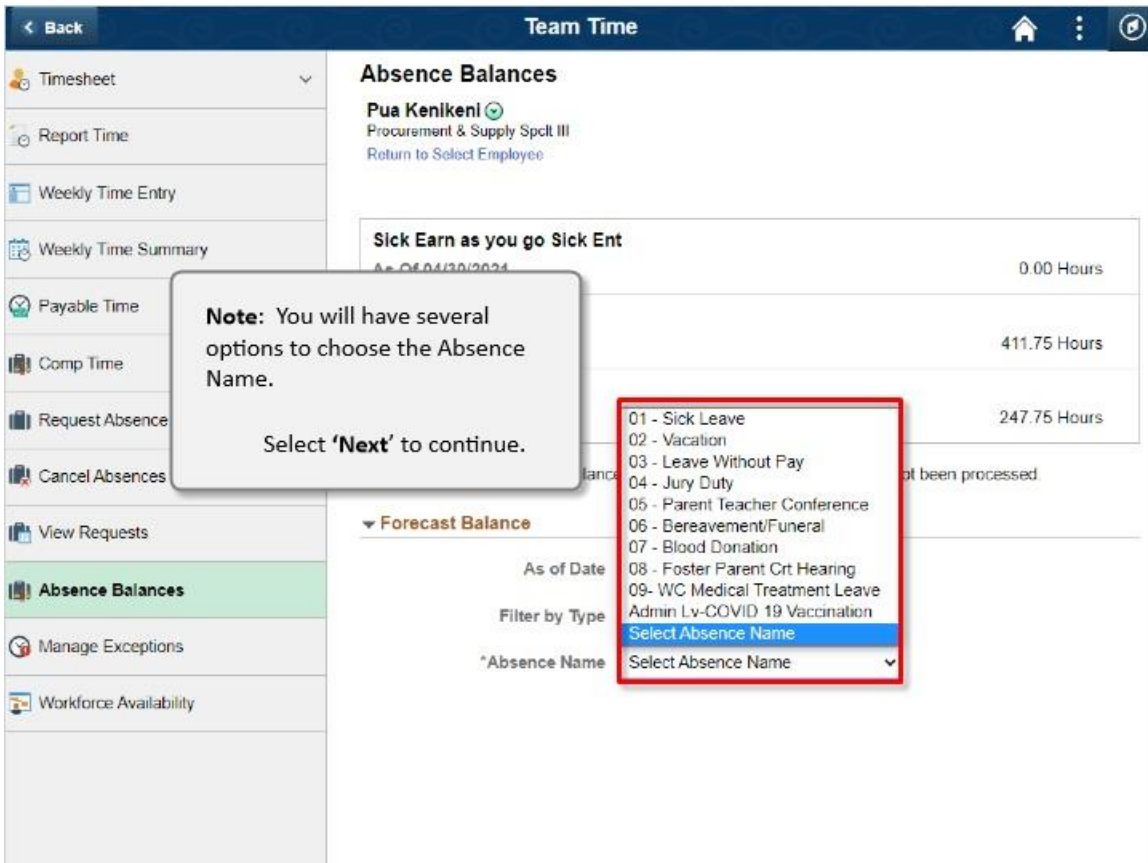
[Return to Select Employee](#)

<b>Sick Earn as you go Sick Earn</b>	
As Of 04/30/2021	
<b>Vacation Balance</b>	
As Of 04/30/2021	
<b>Sick Balance</b>	
As Of 04/30/2021	
**Disclaimer: The current balance has not been processed.	
<b>Forecast Balance</b>	
As of Date	
Filter by Type	
*Absence Name	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Select Absence Name</span> </div>

All


- Bereavement/Funeral
- Blood Donation
- Bone Marrow/Organ Donor
- Covid - 19
- FMLA
- Foster Parent Program
- Hawaii Family Leave Law
- Jury Duty
- Leave Without Pay
- Military Leave
- Parent Teacher Conference
- Sabbatical/Edu&Pro/Study Leave
- Sick
- TDI
- Vacation
- WC Medical Treatment Leave
- Workers Compensation Leave

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



**Team Time**

**Absence Balances**

**Pua Kenikeni**   
 Procurement & Supply Spclt III  
[Return to Select Employee](#)

**Sick Earn as you go Sick Ent**

As of 04/30/2024 0.00 Hours

411.75 Hours

247.75 Hours

**Note:** You will have several options to choose the Absence Name.  
 Select 'Next' to continue.

**Forecast Balance**

As of Date

Filter by Type

\*Absence Name

- 01 - Sick Leave
- 02 - Vacation
- 03 - Leave Without Pay
- 04 - Jury Duty
- 05 - Parent Teacher Conference
- 06 - Bereavement/Funeral
- 07 - Blood Donation
- 08 - Foster Parent Crt Hearing
- 09 - WC Medical Treatment Leave
- Admin Lv-COVID 19 Vaccination
- Select Absence Name
- Select Absence Name

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

**< Back**

## Team Time

---

- Timesheet
- Report Time
- Weekly Time Entry
- Weekly Time Summary
- Payable Time
- Comp Time
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Manage Exceptions
- Workforce Admin

### Absence Balances

**Pua Kenikeni**

Procurement & Supply Spdt III

[Return to Select Employee](#)

<b>Sick Earn as you go Sick Ent</b>	
As Of 04/30/2021	0.00 Hours
<b>Vacation Balance</b>	
As Of 04/30/2021	411.75 Hours
<b>Sick Balance</b>	
As Of 04/30/2021	247.75 Hours

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

**Forecast Balance**

As of Date:

Filter by Type:

\*Absence Name:

Current Balance 411.75 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 **411.75 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 **411.75** hours.



***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. On the left, the text "Lesson Scenario" is in a large, bold, dark red font. Below it, in a smaller italicized font, is "In this lesson, you will learn how to:". Underneath that is a numbered list: "1. Delegate Approvals" and "2. Accept Delegations". At the bottom left, it says "Select 'Next' to continue." On the right side of the slide is a full-length photo of a smiling woman with long dark hair, wearing a bright pink cardigan over a black top and grey jeans, with her hands on her hips.

**Working with Delegations**

**Lesson Scenario**

*In this lesson, you will learn how to:*

1. Delegate Approvals
2. Accept Delegations

Select '**Next**' to continue.

### ***Lesson Scenario***

*In this lesson, you will learn how to:*

1. Delegate Approvals
2. Accept Delegations

## Delegate Approvals

### 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 at:  
<https://ags.hawaii.gov/hip/files/2020/09/Delegation-Guide.pdf>

Also review the SOPP for delegation information at:  
<https://ags.hawaii.gov/hip/files/2020/10/Time-and-Leave-Standard-Operating-Policies-and-Procedures.pdf>

Select **'Next'** to continue.



### **Lesson Scenario**

*In this lesson, you will learn to delegate approvals:*

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

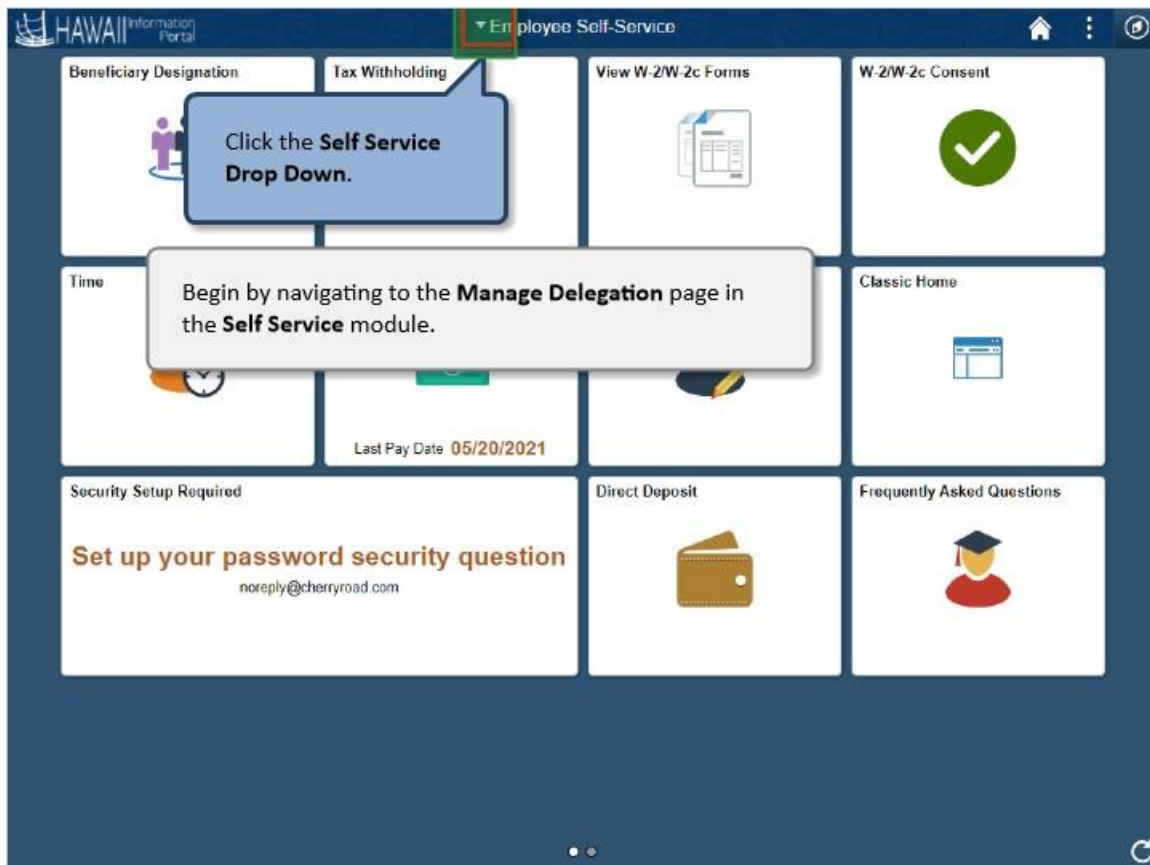
The delegation must be done in advance of the days you need the proxy to act on your behalf. Delegations are not meant to circumvent the hierarchy in your organization.

**Note:** Please review the delegation scenario guide posted at:

<https://ags.hawaii.gov/hip/files/2020/09/Delegation-Guide.pdf>

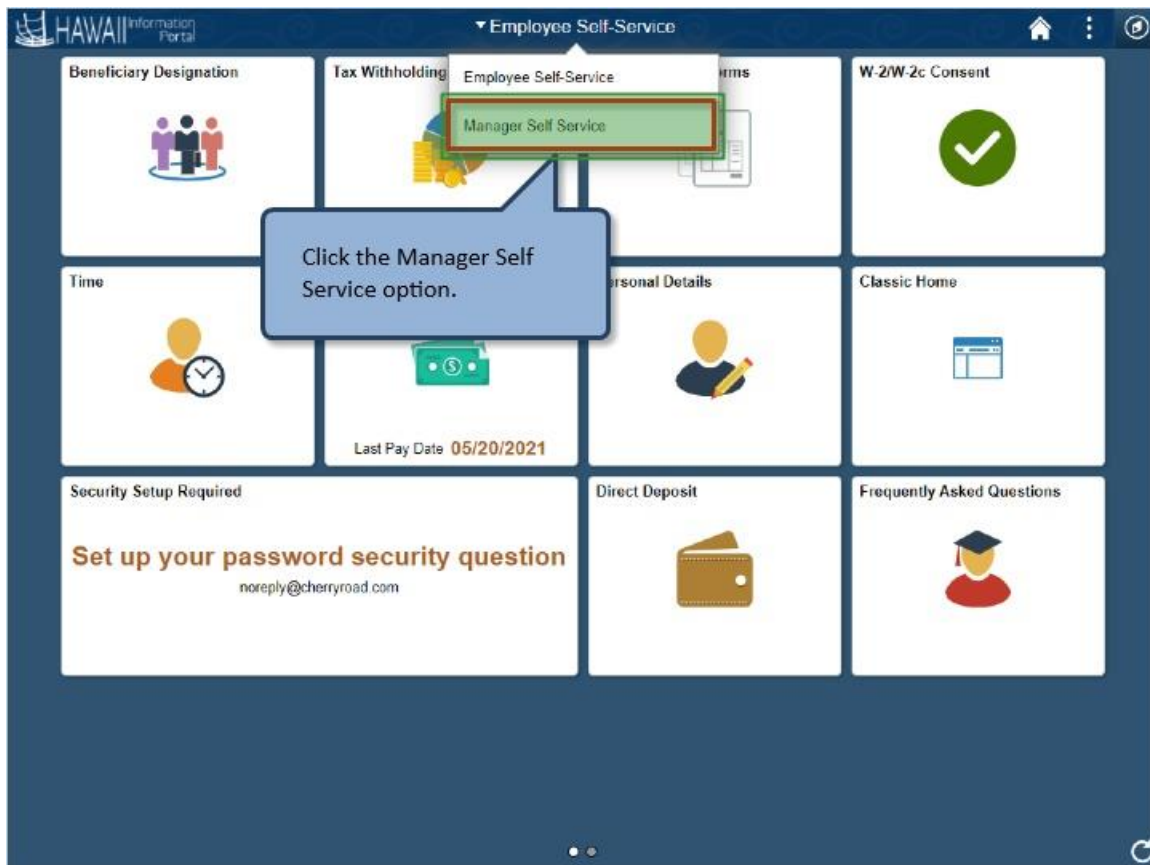
Also review the SOPP for delegation information at:

<https://ags.hawaii.gov/hip/files/2020/10/Time-and-Leave-Standard-Operating-Policies-and-Procedures.pdf>

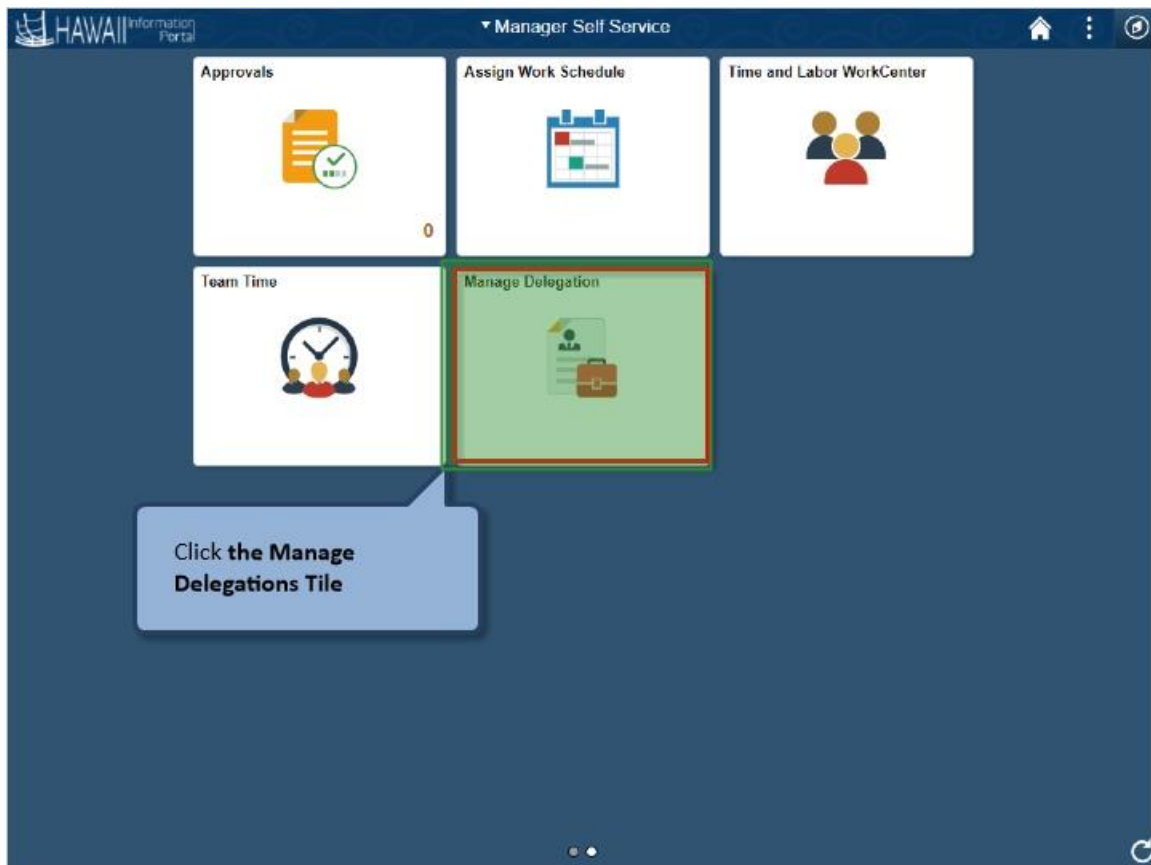


Begin by navigating to the **Manage Delegation** page in the **Self Service** module.

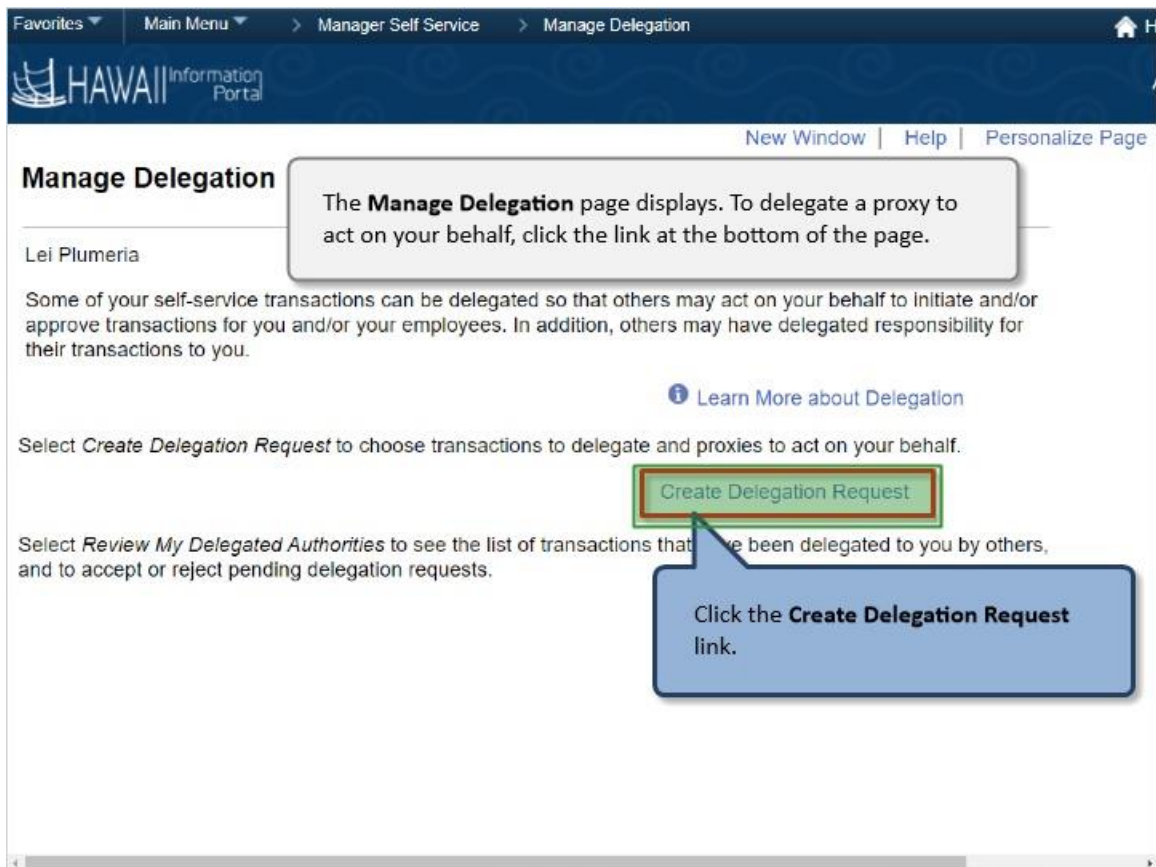
Click the **Self Service Drop Down**.



Click the Manager Self Service Option.



Click **the Manage Delegations Tile**.



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.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Manage Delegation](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

## Create Delegation Request

### Enter Dates

Lei Plumeria


Band C


Enter the dates for your delegation request. Enter a *From* same as or later than your *From Date*. For open-ended de

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.

### Delegation Dates

From Date 05/20/2021 

To Date 

For this example, leave the **From Date** and enter 05/31/2021 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 05/31/2021 as the **To Date**.

Click the **To Date** calendar icon.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Manage Delegation](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

## Create Delegation Request

### Enter Dates

Lei Plumeria

Band C

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

**Delegation Dates**

From Date: 05/20/2021

To Date:

[Next](#) [Cancel](#)

**Calendar**


May 2021


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					

Click '31' on the calendar to select the date of May 31, 2021

Current Date

Click '31' on the calendar to select the date of May 31, 2021

Favorites ▾ Main Menu ▾ > Manager Self Service > Manage Delegation 

 **HAWAII** Information Portal

New Window | Help | Personalize Page

### Create Delegation Request

---


#### Enter Dates


Lei Plumeria

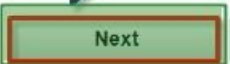

Band C


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 05/20/2021 

To Date 05/31/2021 

 **Next**  **Cancel**



Click the **Next** button.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Manage Delegation](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

## Create Delegation Request

**Select Transactions**

Lei Plumeria

Band C

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

**Delegate Transactions**

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

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**.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Manage Delegation](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

## Create Delegation Request

### Select Transactions

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Band C

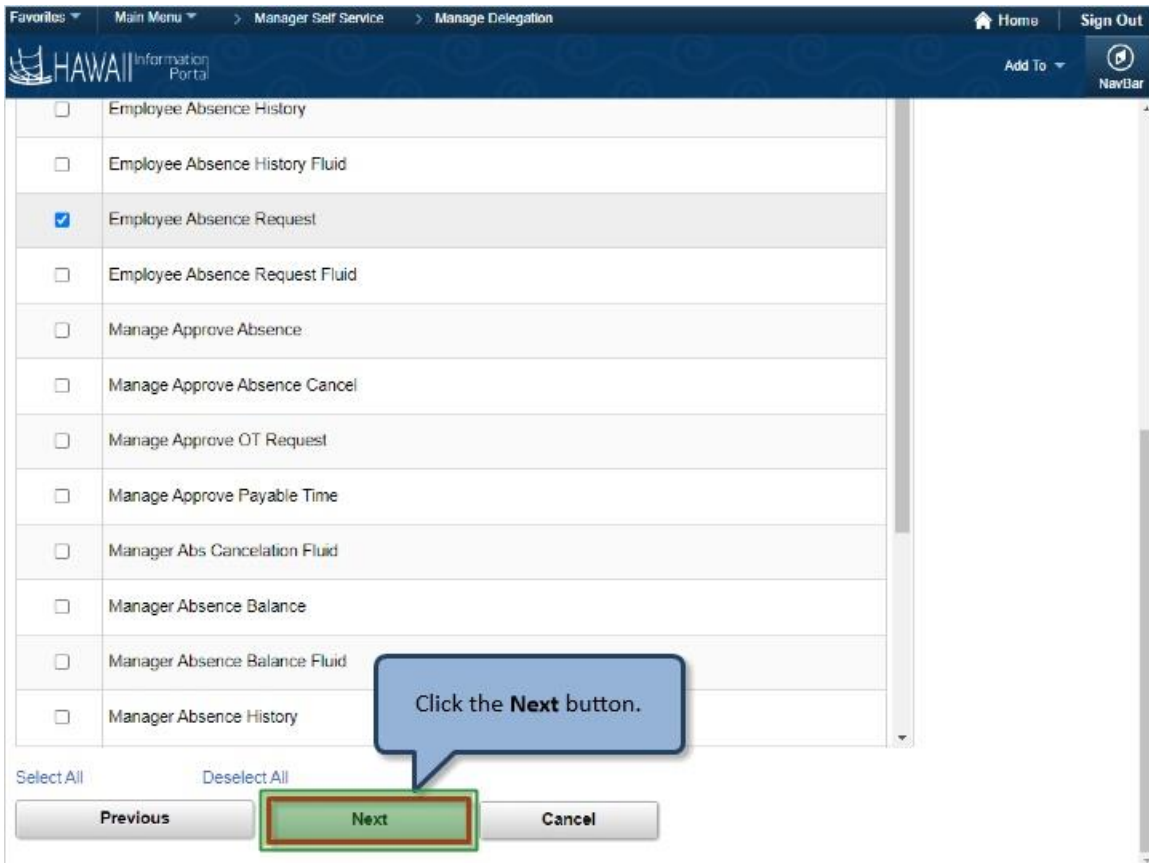
Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

#### Delegate Transactions

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

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

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



Navigation: Favorites | Main Menu | > Manager Self Service | > Manage Delegation | Home | Sign Out

Buttons: Add To | NavBar

<input type="checkbox"/>	Employee Absence History
<input type="checkbox"/>	Employee Absence History Fluid
<input checked="" type="checkbox"/>	Employee Absence Request
<input type="checkbox"/>	Employee Absence Request Fluid
<input type="checkbox"/>	Manage Approve Absence
<input type="checkbox"/>	Manage Approve Absence Cancel
<input type="checkbox"/>	Manage Approve OT Request
<input type="checkbox"/>	Manage Approve Payable Time
<input type="checkbox"/>	Manager Abs Cancellation Fluid
<input type="checkbox"/>	Manager Absence Balance
<input type="checkbox"/>	Manager Absence Balance Fluid
<input type="checkbox"/>	Manager Absence History

Buttons: Select All | Deselect All | Previous | **Next** | Cancel

Callout: Click the **Next** button.

Click the **Next** button.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Manage Delegation](#) | [Home](#) | [Sign Out](#)

---

[Add To](#) | [NavBar](#)

---

[New Window](#) | [Help](#) | [Personalize Page](#)

### Create Delegation Request

#### Select Proxy by Hierarchy

Lei Plumeria

Band C

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

[Search by Name](#)

#### Choose Delegate

	Name	Empl ID	Organizational Relationship
<input checked="" type="radio"/>	Cindy Doe		Employee
<input type="radio"/>			Employee
<input type="radio"/>			Employee
<input type="radio"/>			Engineering Program Mgr
<input type="radio"/>	Joan Doe		Operations Officer

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.

Click the radio button next to 'Cindy 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.

Click the radio button next to “**Cindy Doe**” to select her as your proxy.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Manage Delegation](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

## Create Delegation Request

### Select Proxy by Hierarchy

Lei Plumeria

Band C

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 select proxies outside your hierarchy.

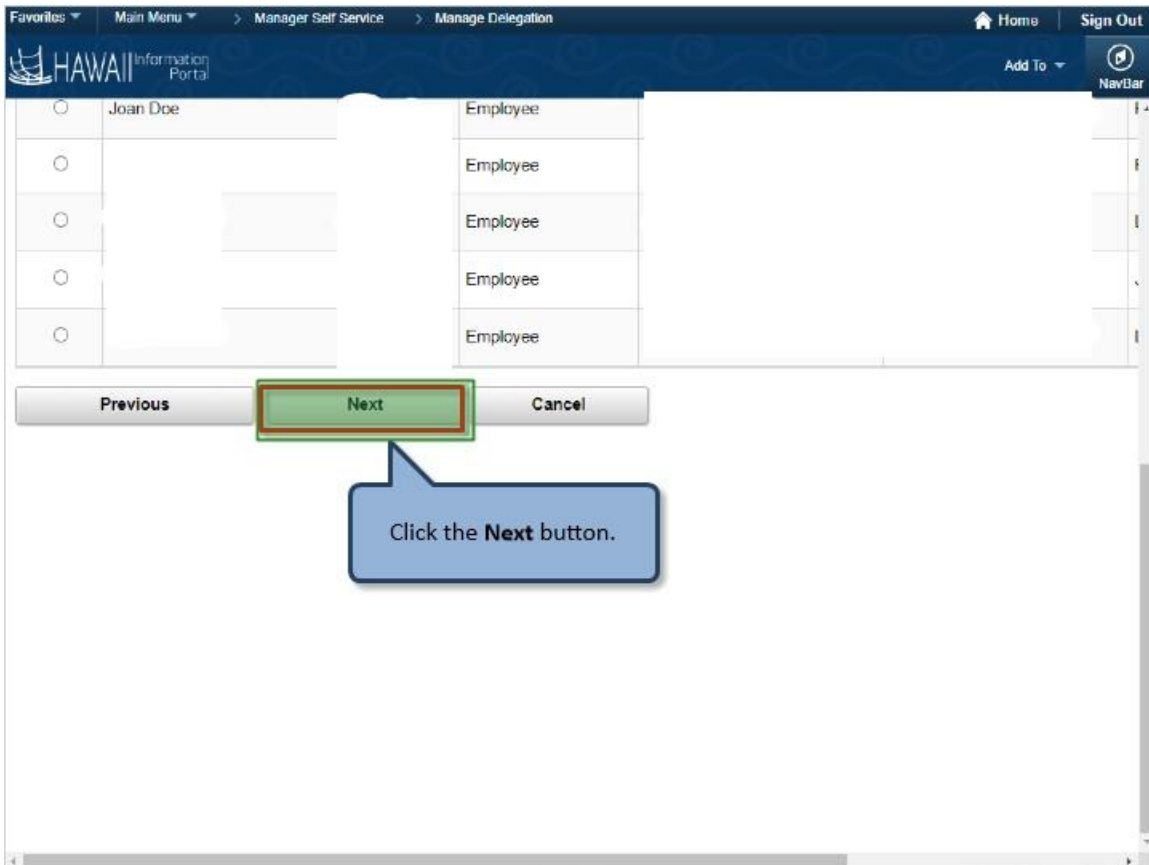
[Search by Name](#)

**Choose Delegate**

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

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

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



The screenshot shows the 'Manager Self Service' page for 'Manage Delegation'. It features a table with columns for selection, name, and role. The first row shows 'Joan Doe' as an 'Employee'. Below the table are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a green border. A blue callout bubble points to the 'Next' button with the text 'Click the **Next** button.'

<input type="radio"/>	Joan Doe	Employee
<input type="radio"/>		Employee
<input type="radio"/>		Employee
<input type="radio"/>		Employee
<input type="radio"/>		Employee

Click the **Next** button.

Click the **Next** button.

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

HAWAII Information Portal Add To ▾ NavBar

New Window | Help | Personalize Page

### Create Delegation Request

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#### Delegation Detail

Lei Plumeria

Band C

Proxy Cindy Doe

From Date 05/20/2021

To Date 05/31/2021

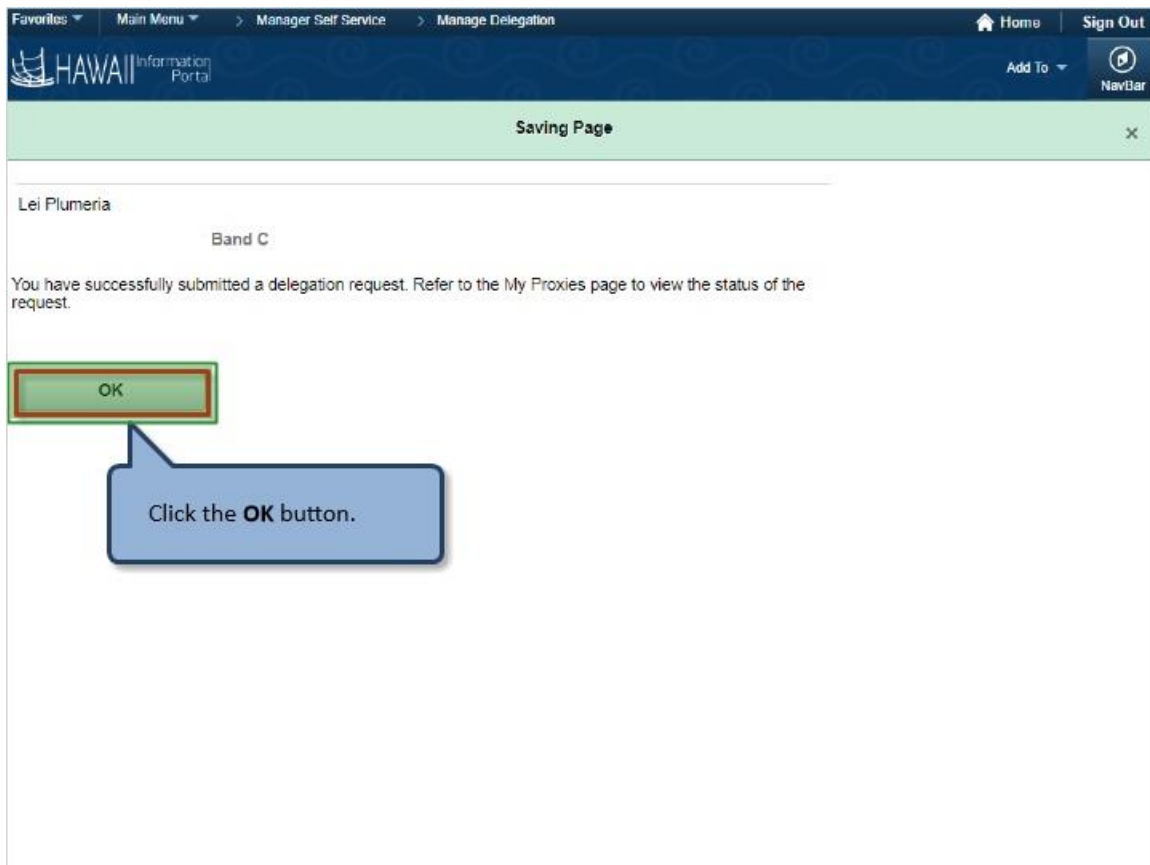
#### Transactions

Employee Absence Request	

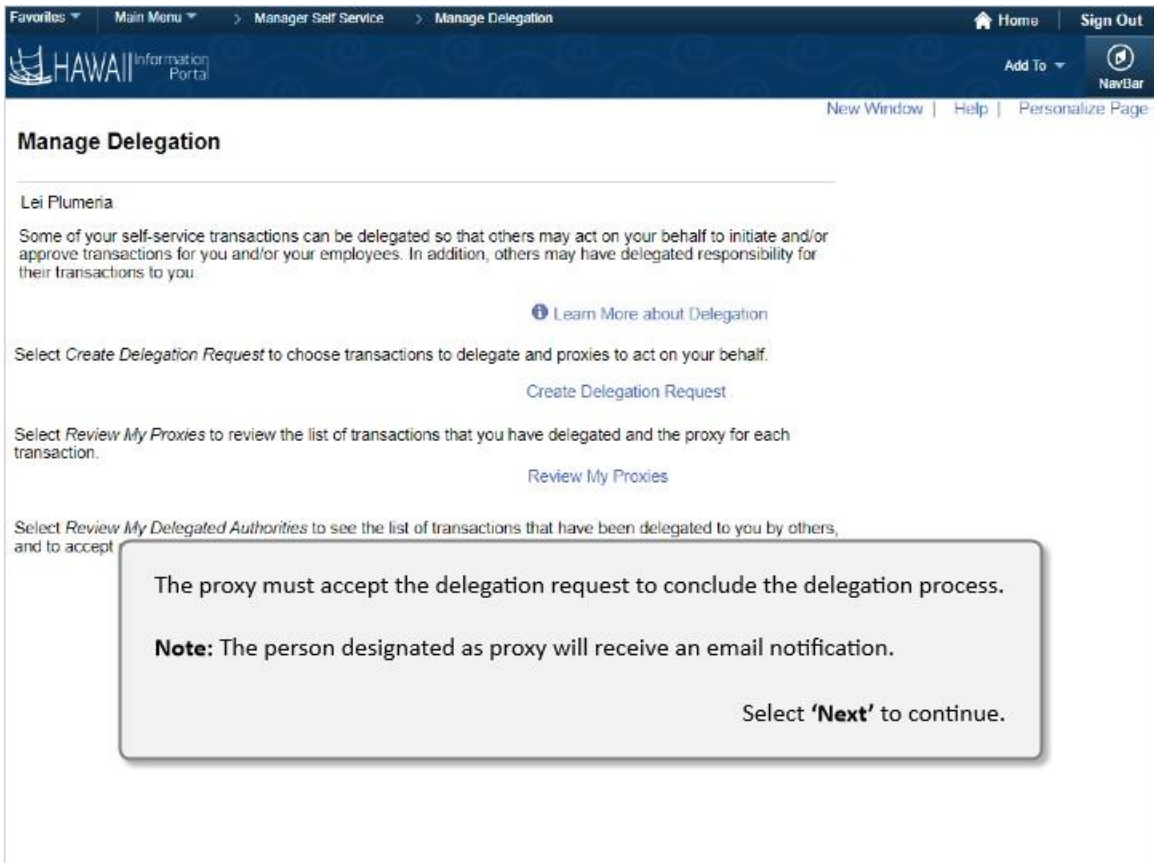
**Submit** Previous Cancel

Click the **Submit** button.

Click the **Submit** button.



Click the **OK** button.



**Manage Delegation**

Lei Plumeria

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](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept

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.

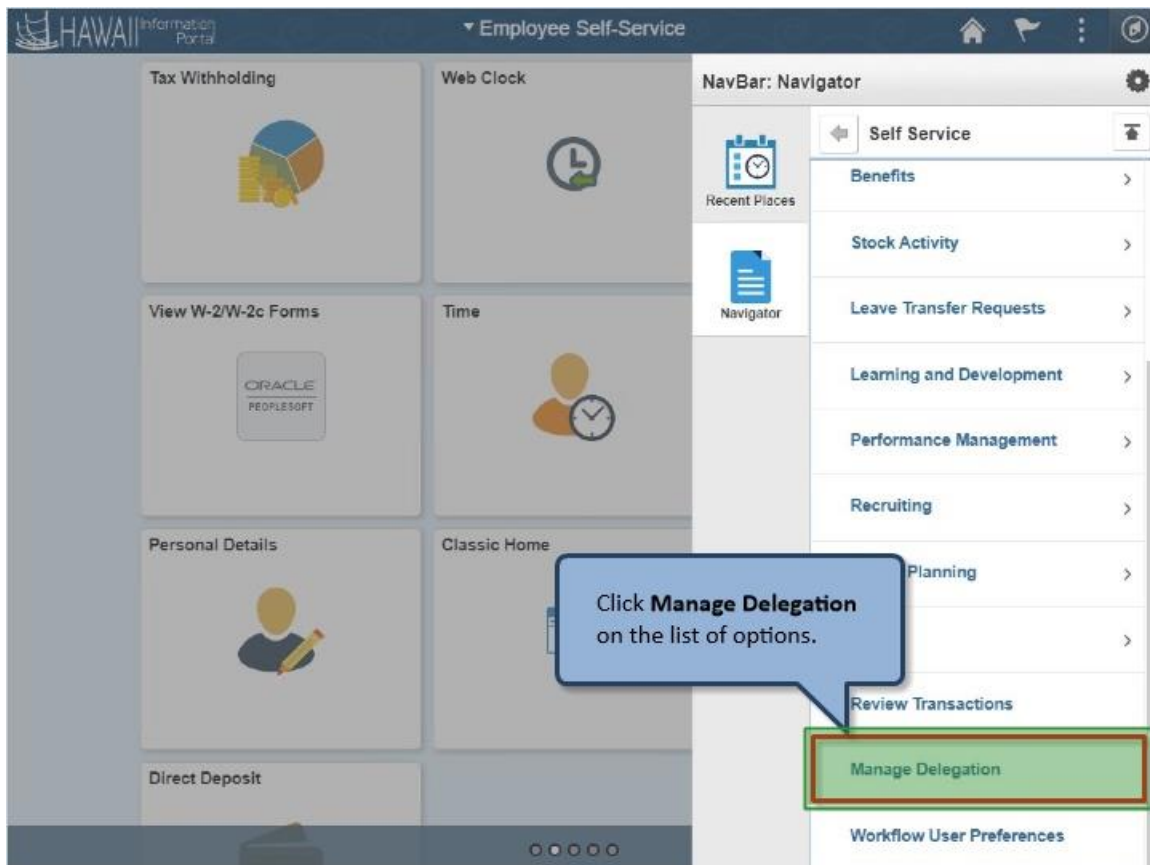
The proxy must accept the delegation request to conclude the delegation process.

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



***Congratulations!***

You've successfully completed this lesson.



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

## Accept Delegations



### 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.

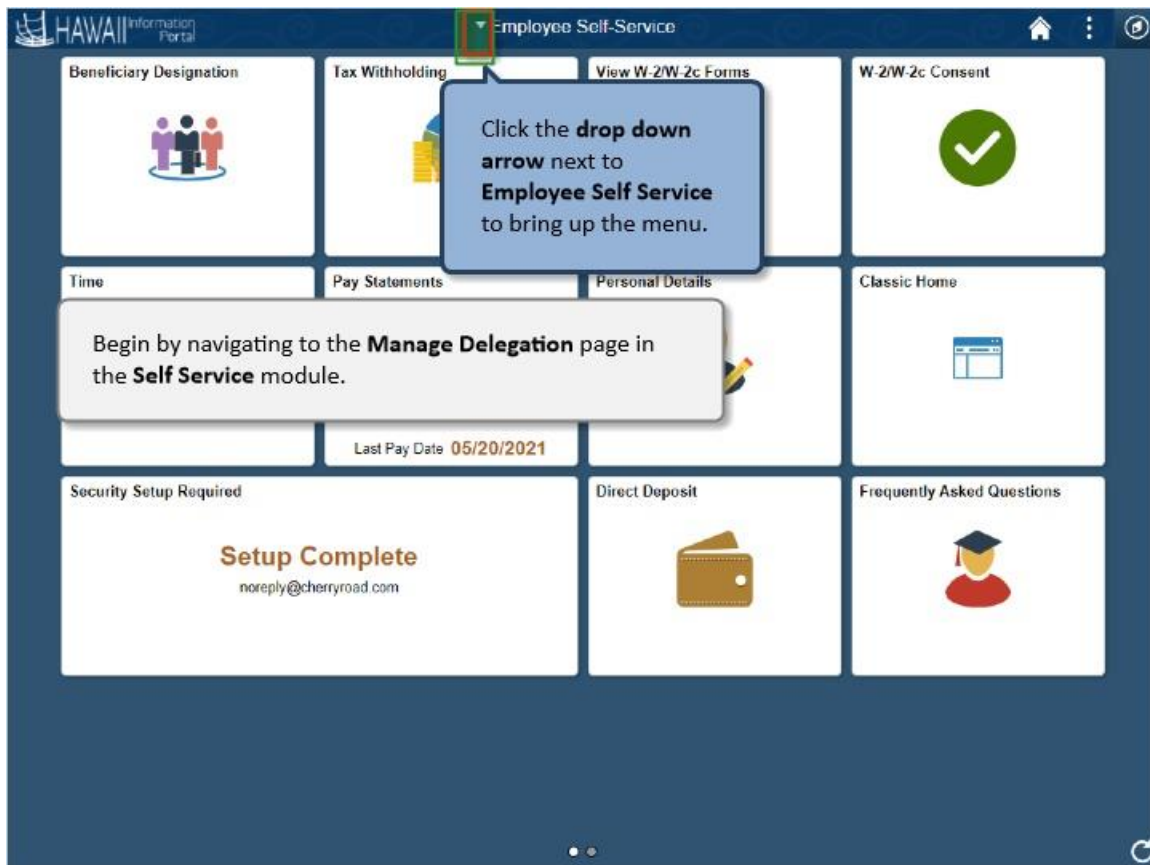
Select '**Next**' to continue.



### ***Lesson Scenario***

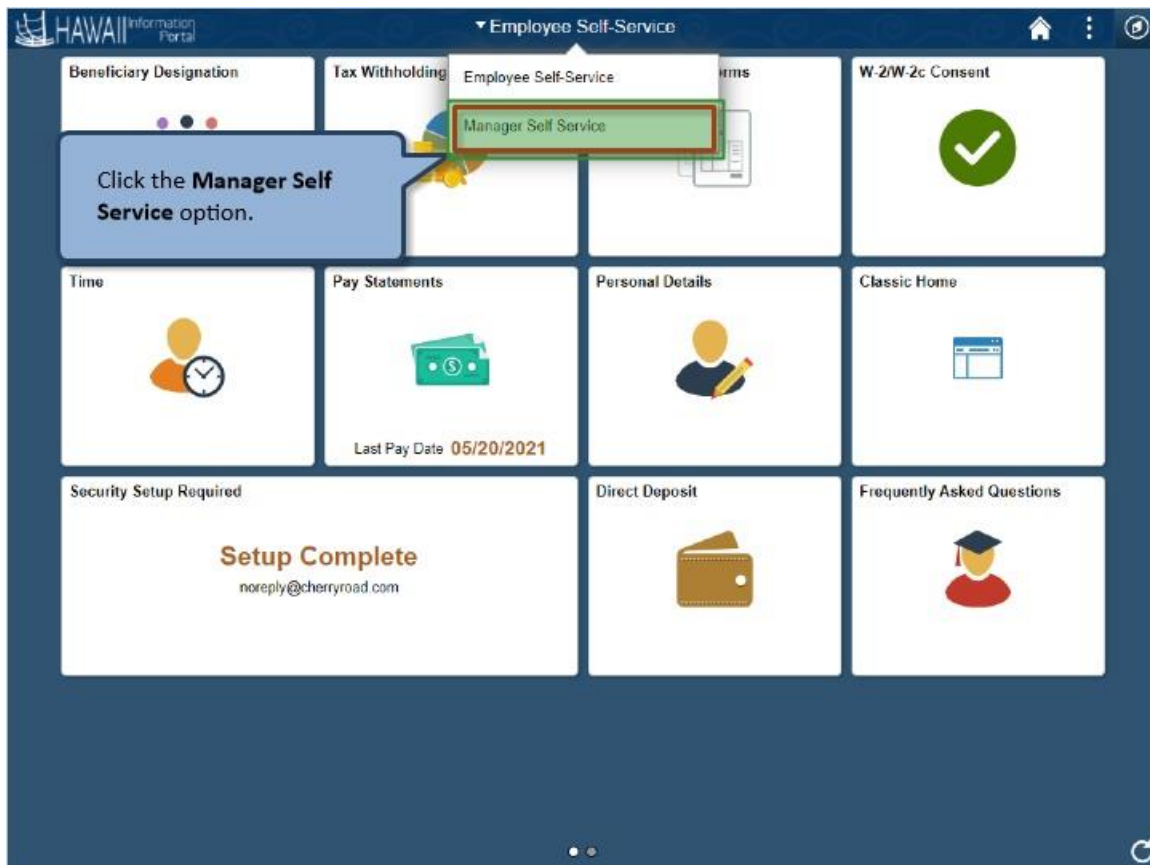
*In this lesson, you will learn to accept delegations.*

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

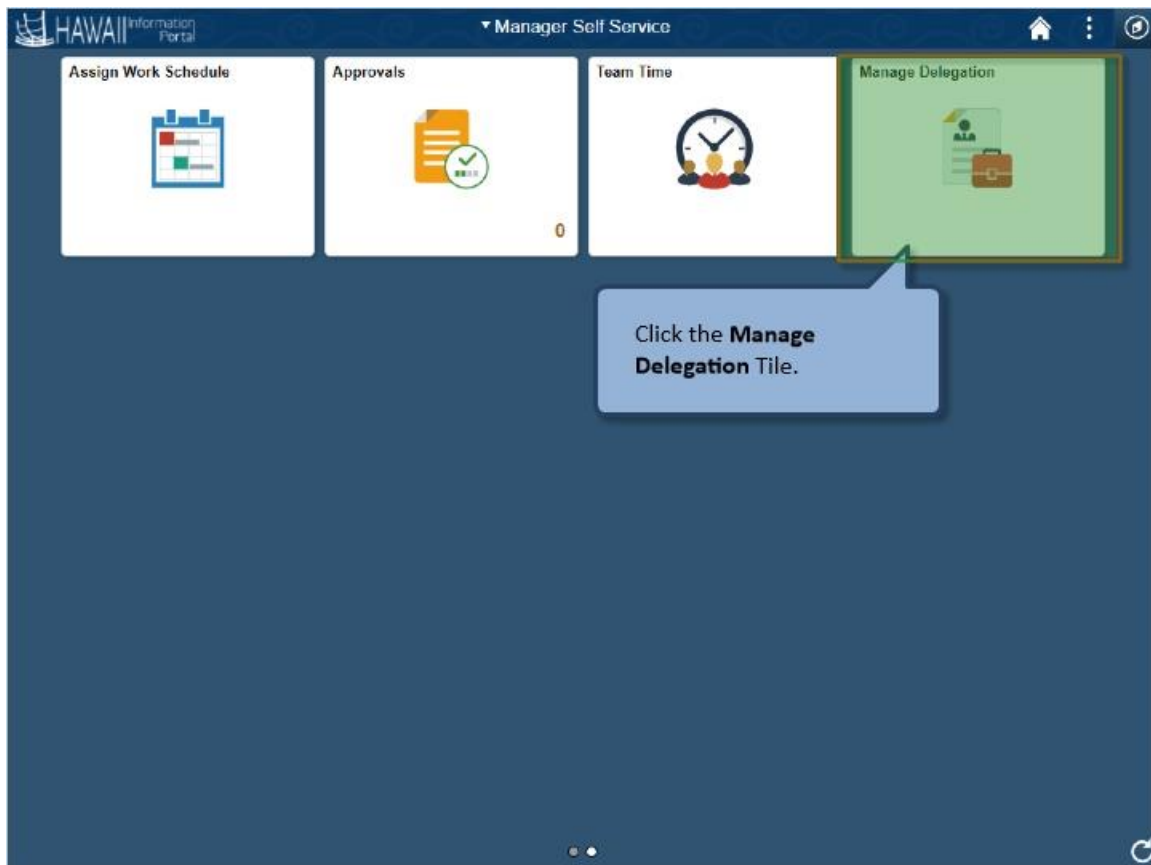


Begin by navigating to the **Manage Delegation** page in the **Self Service** module.

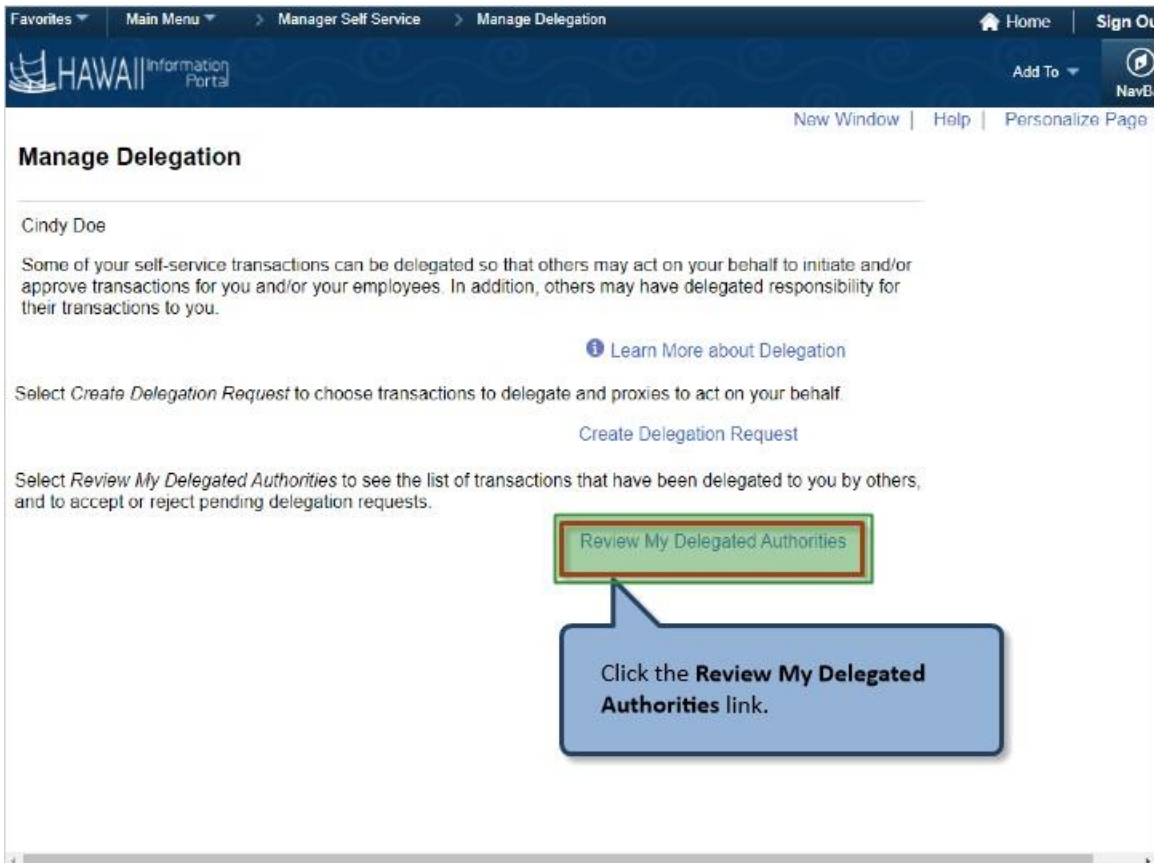
Click the **drop down arrow** next to **Employee Self Service** to bring up the menu.



Click the **Manager Self Service** option.



Click the **Manage Delegation** Tile.



Manage Delegation

Cindy 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.

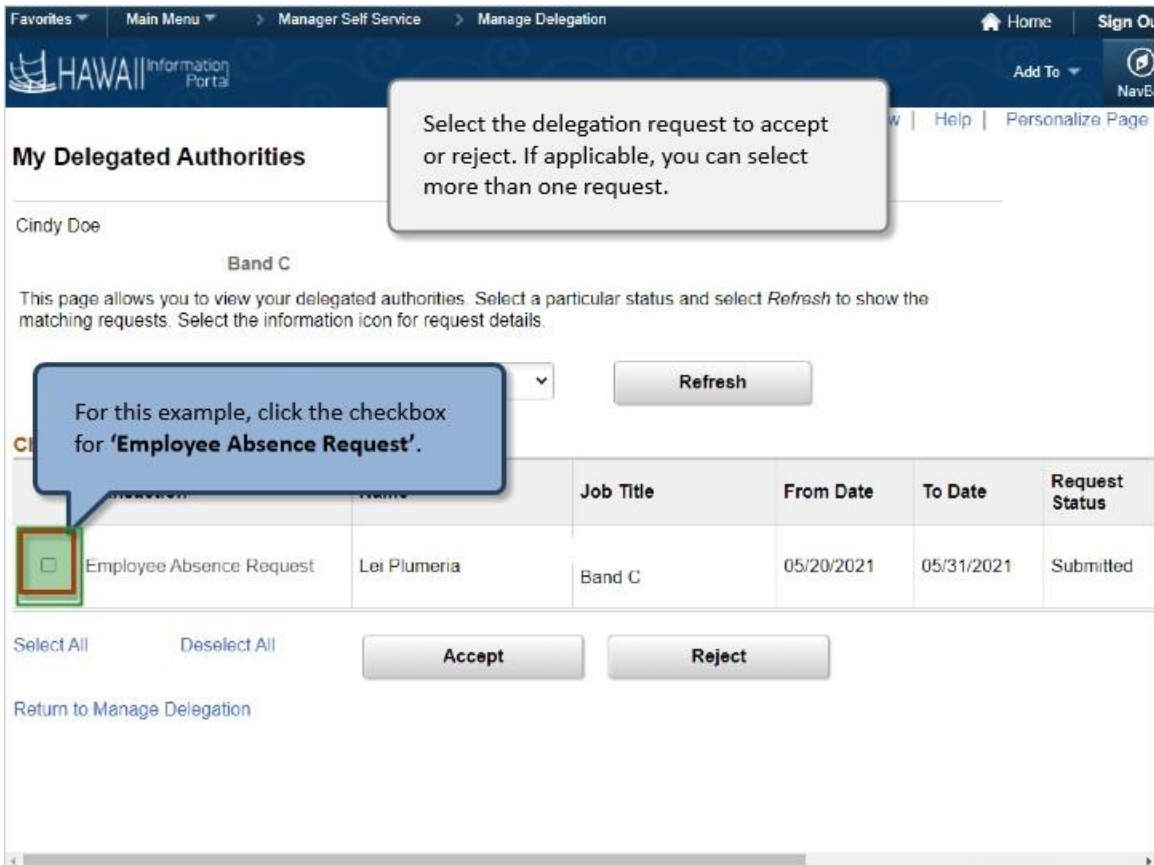
[Create Delegation Request](#)

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.

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



**My Delegated Authorities**

Cindy Doe

Band C

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.

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

	Request Name	Job Title	From Date	To Date	Request Status
<input type="checkbox"/>	Employee Absence Request	Lei Plumeria Band C	05/20/2021	05/31/2021	Submitted


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**'.

[Favorites](#)
[Main Menu](#)
[Manager Self Service](#)
[Manage Delegation](#)
[Home](#)
[Sign Out](#)


[Add To](#)
[NavB](#)

[New Window](#)
[Help](#)
[Personalize Page](#)

### My Delegated Authorities

Cindy Doe

Band C

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 Refresh

**Choose Delegate**

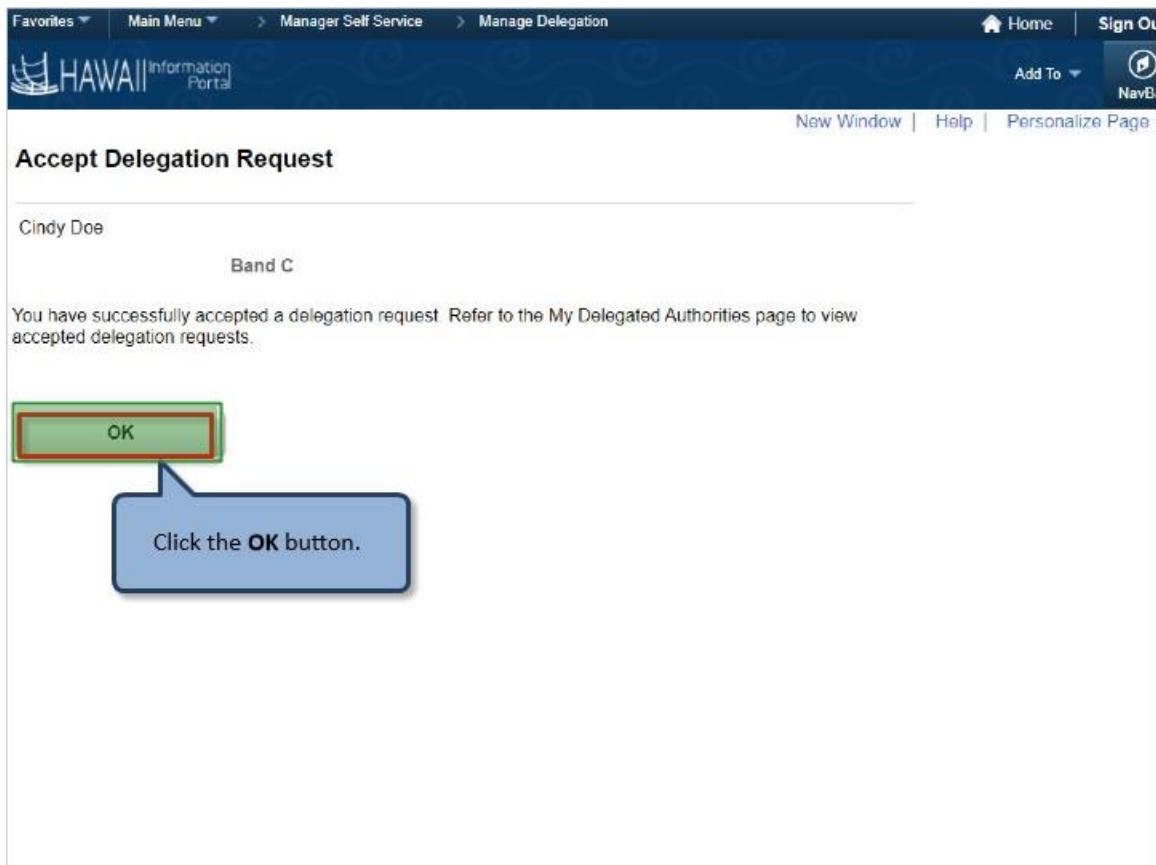
	Transaction	Name	Job Title	From Date	To Date	Request Status
<input checked="" type="checkbox"/>	Employee Absence Request	Lei Plumeria	Band C	05/20/2021	05/31/2021	Submitted

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

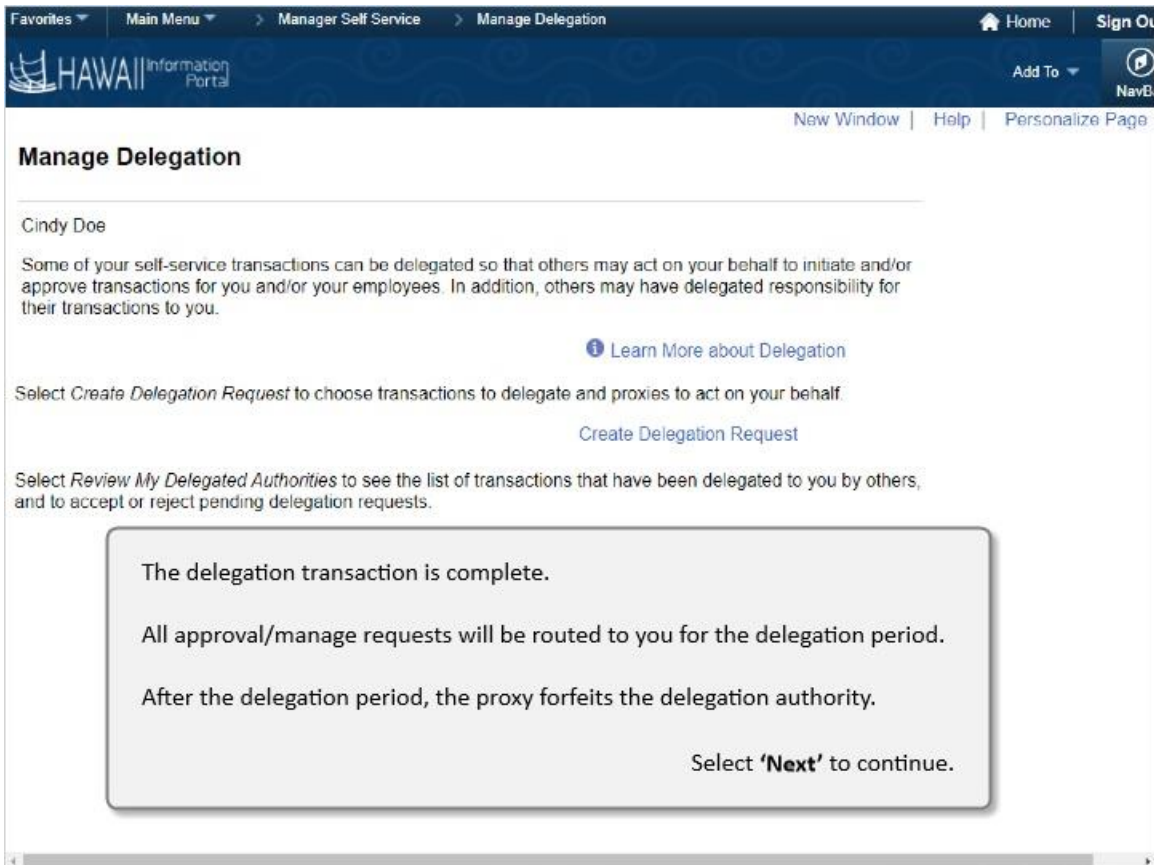
[Return to Manage Delegation](#)

Click the **Accept** button.

Click the **Accept** button.



Click the **OK** button.



**Manage Delegation**

Cindy 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.

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.

The delegation transaction is complete.

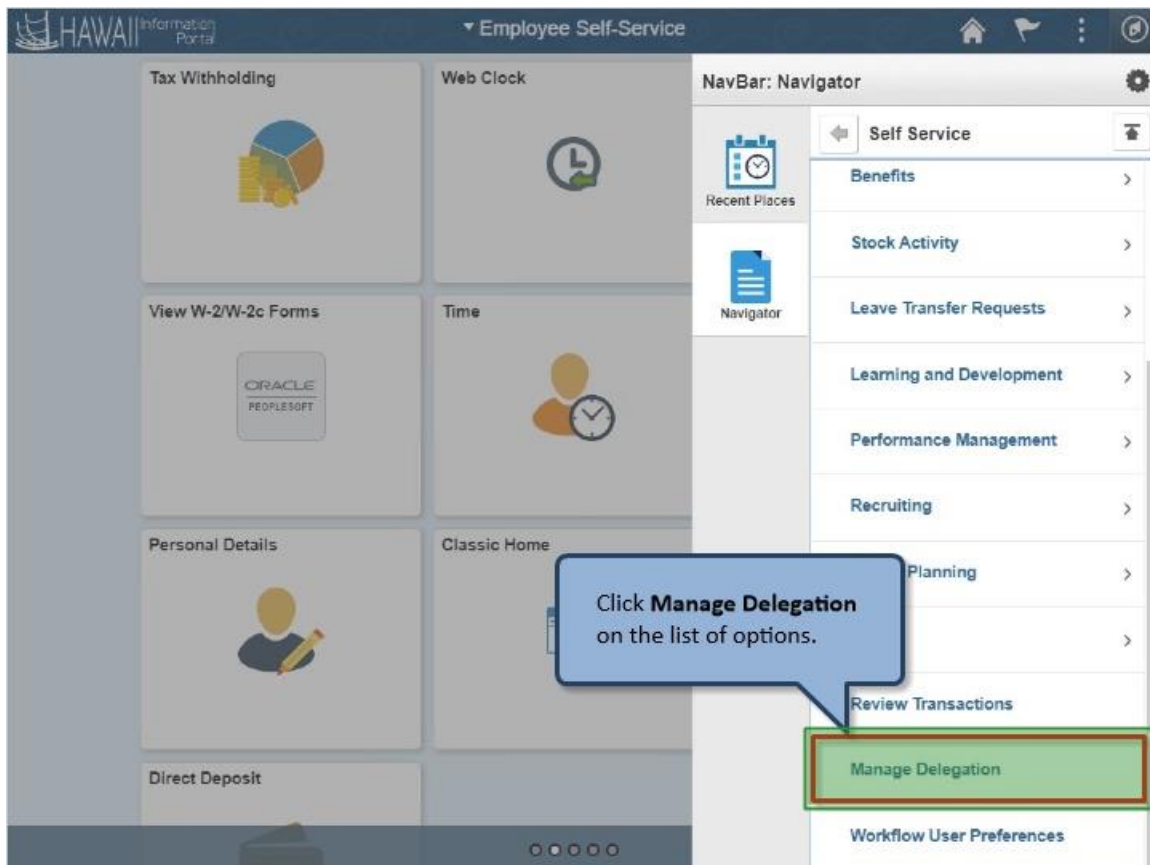
All approval/manage requests will be routed to you for the delegation period.

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



***Congratulations!***


You've successfully completed this lesson.



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

## Monthly Calendar

### Monthly Calendar



### ***Lesson Scenario***

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

You are a supervisor with four direct reports. You want to view their payable time for the selected month (May 2021) and you also want to see if either of them has any leave or overtime planned for the third week of May 2021.

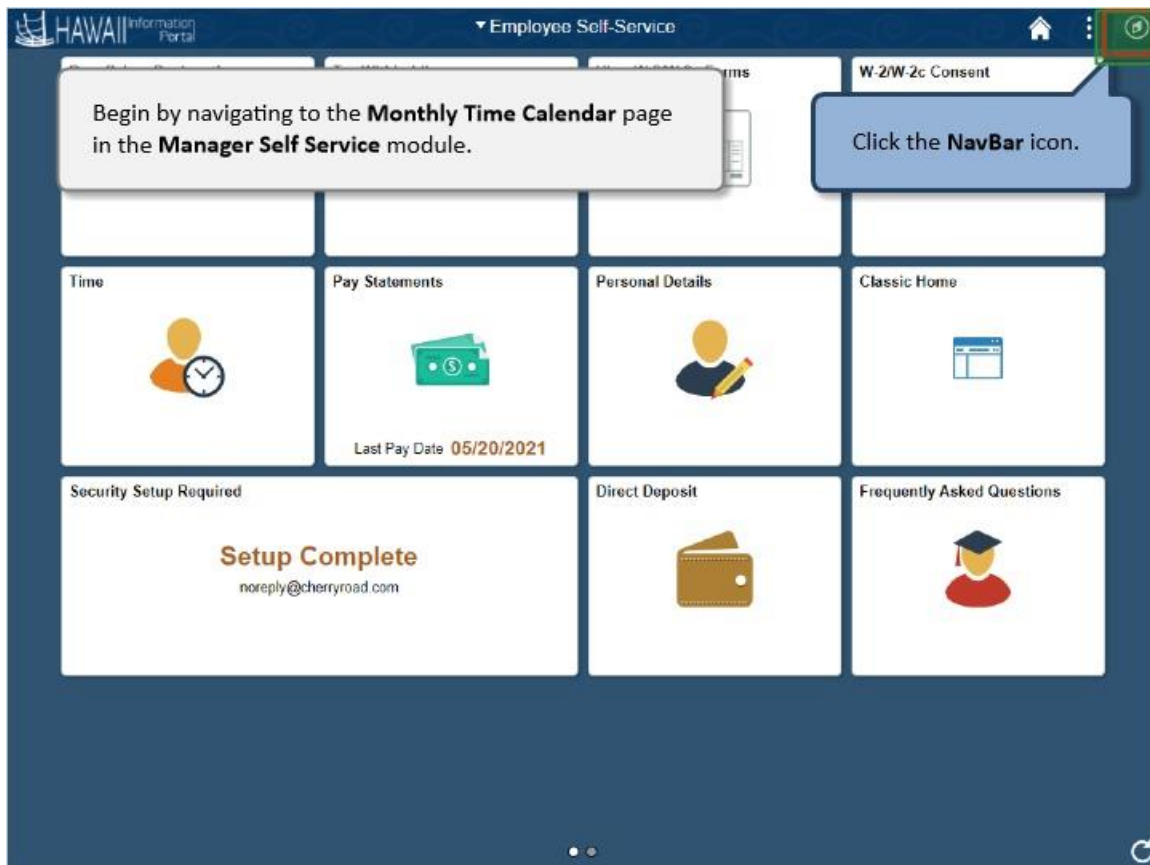
Select **'Next'** to continue.



### Lesson Scenario

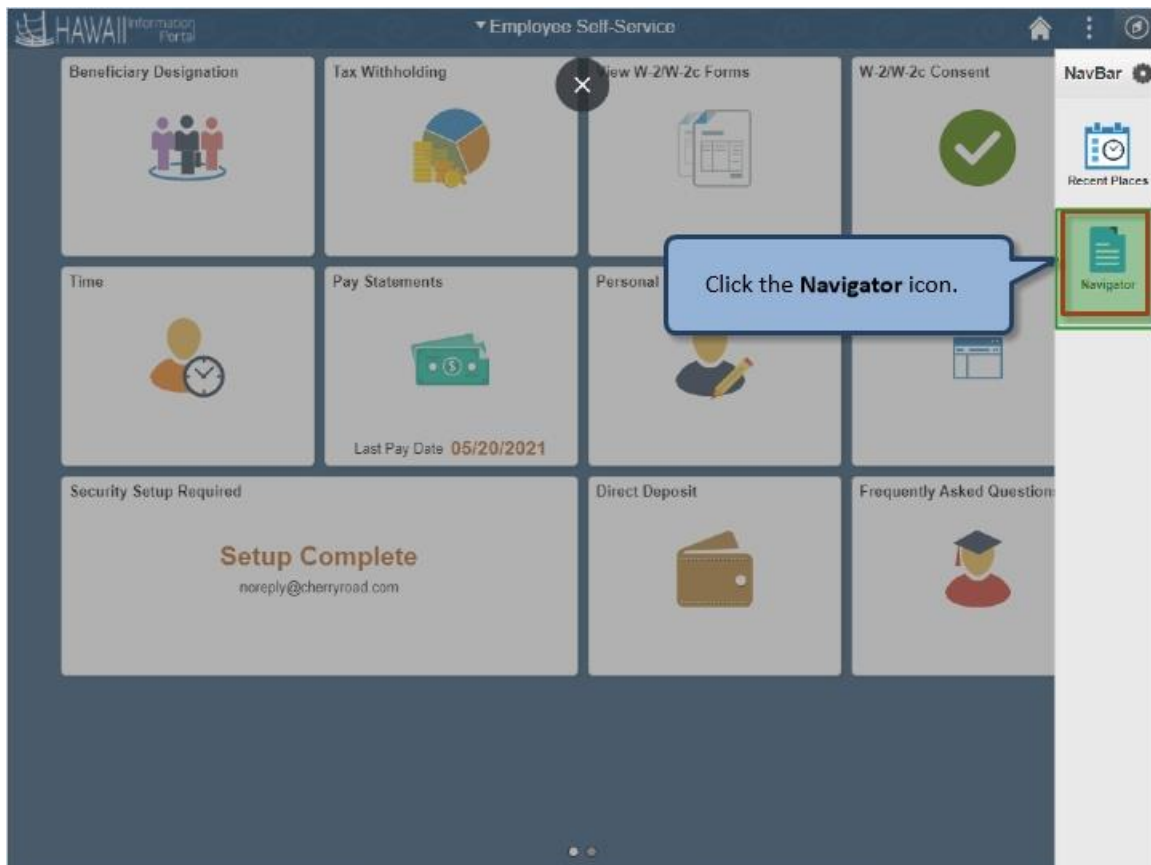
*In this lesson, you will learn to use the Monthly Time Calendar.*

You are a supervisor with four direct reports. You want to view their payable time for the current month (May 2021) and you also want to see if either of them has any leave or overtime planned for the first week of May 2021.

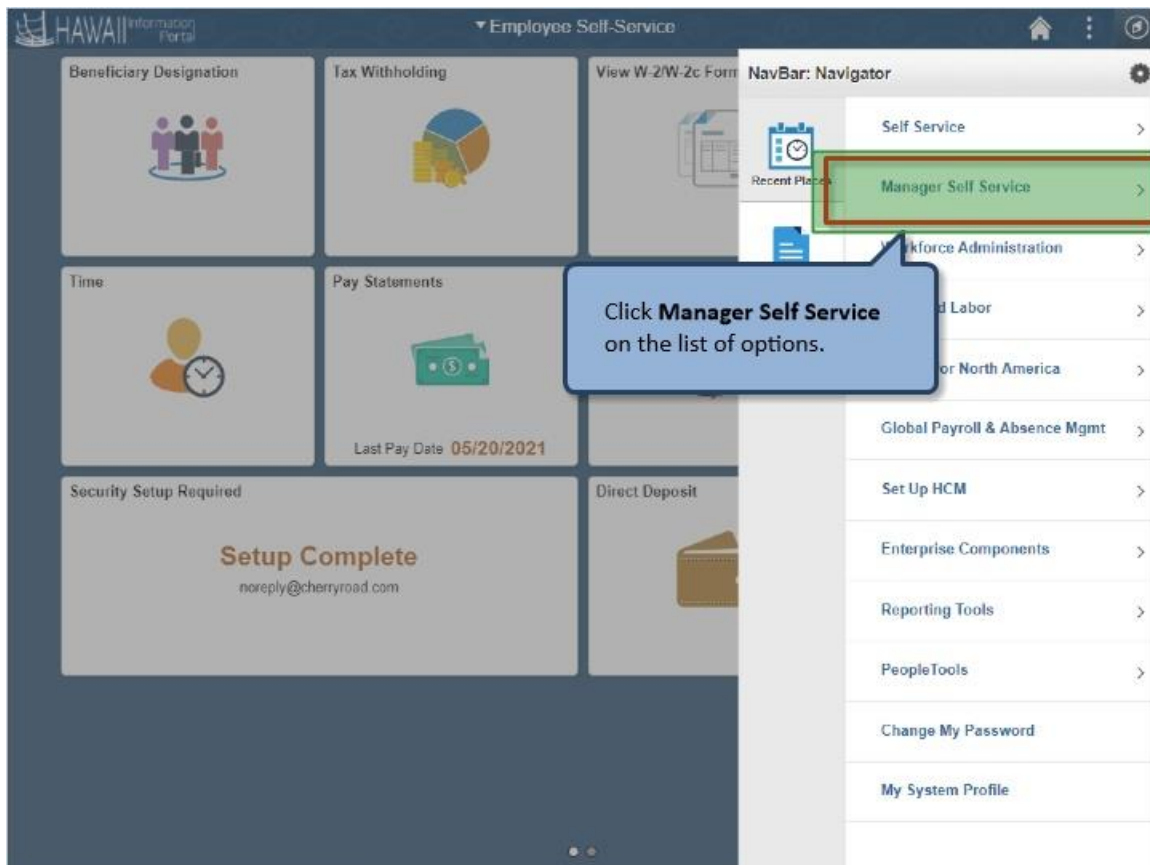


Begin by navigating to the **Monthly Time Calendar** page in the **Manager Self Service** module.

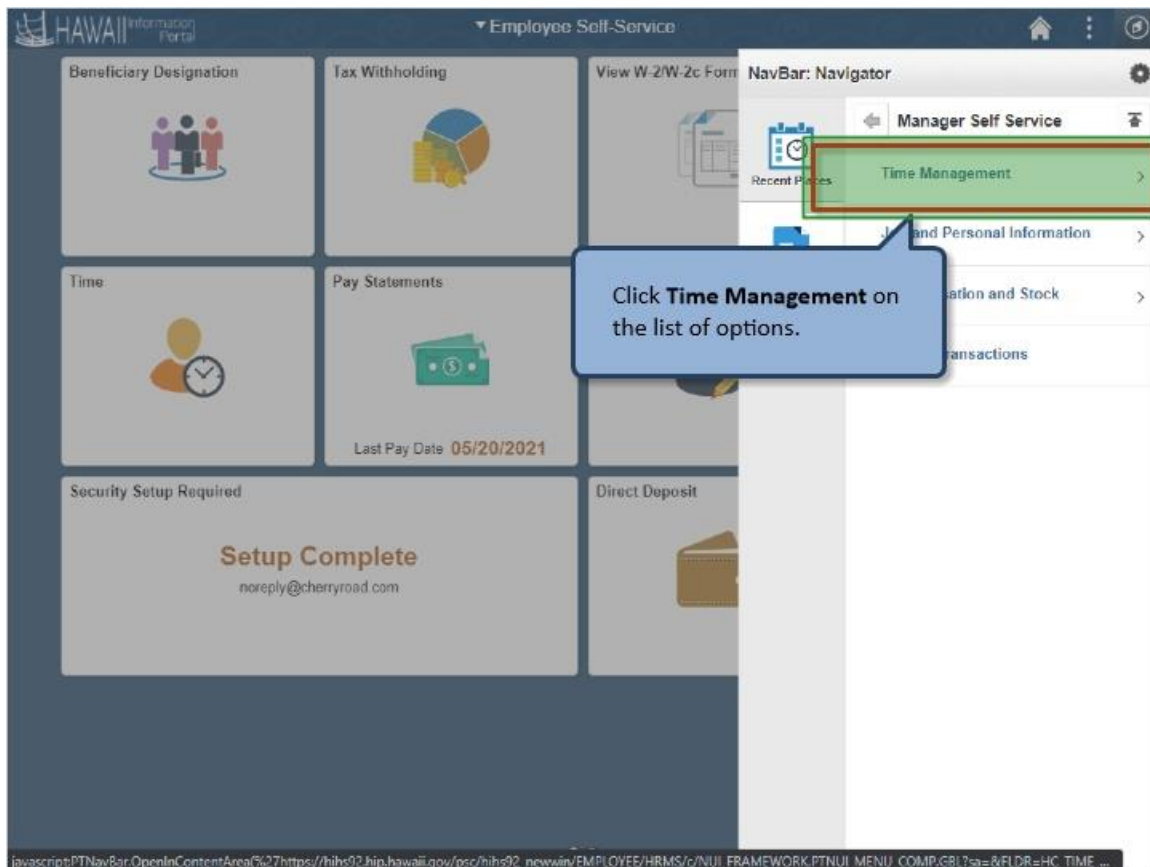
Click the **NavBar** icon.



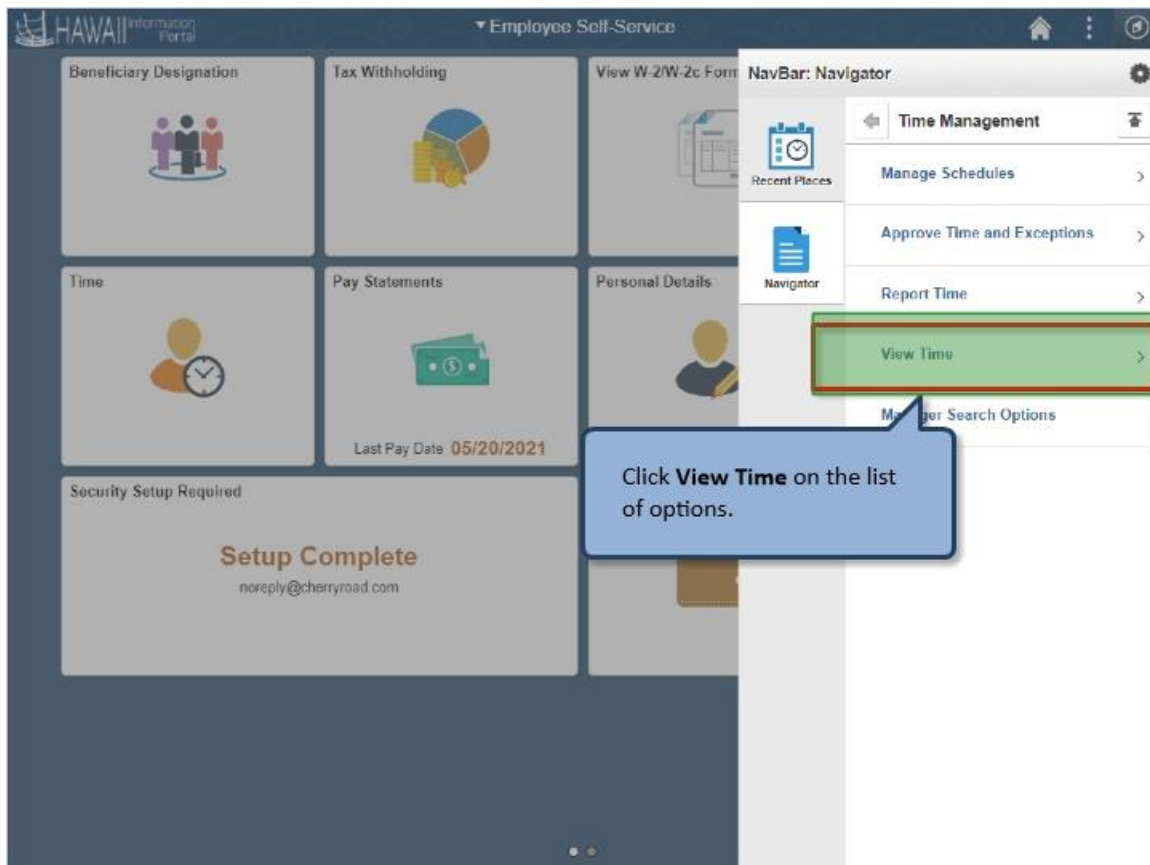
Click the **Navigator** icon.



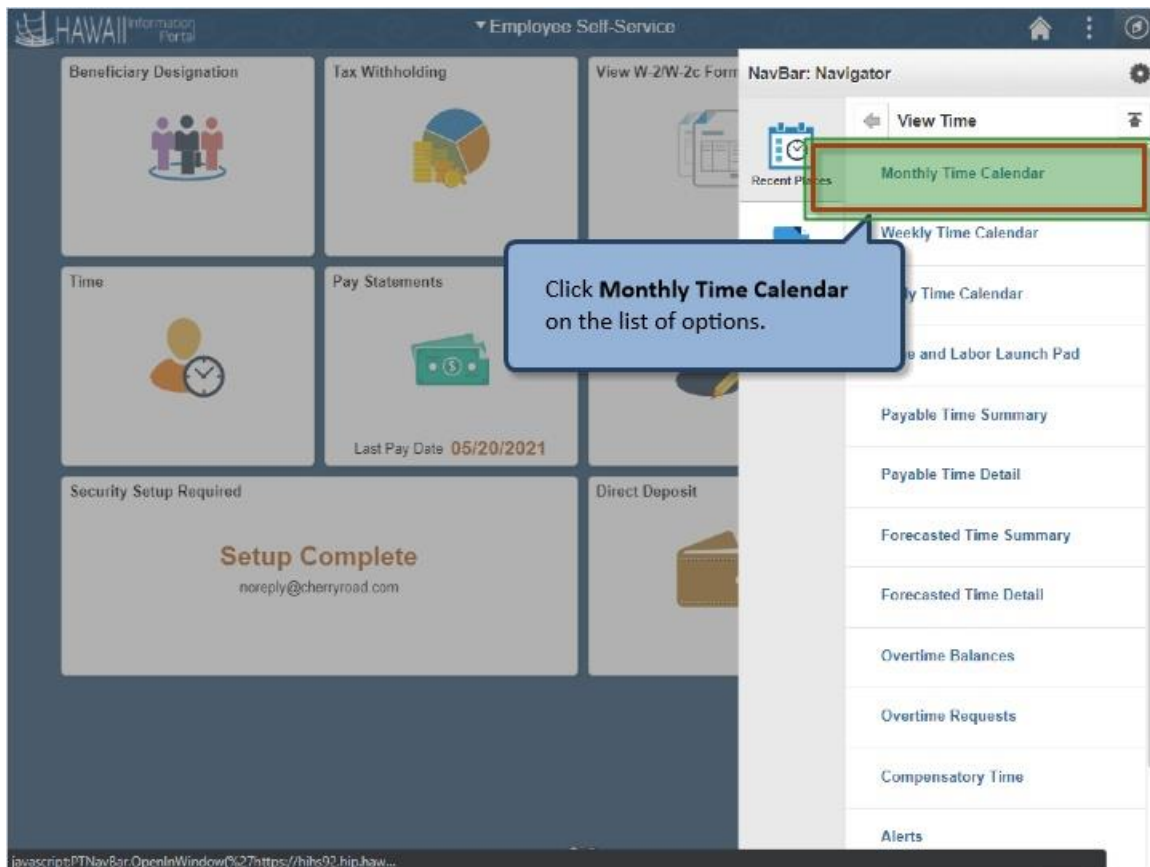
Click **Manager Self Service** on the list of options.



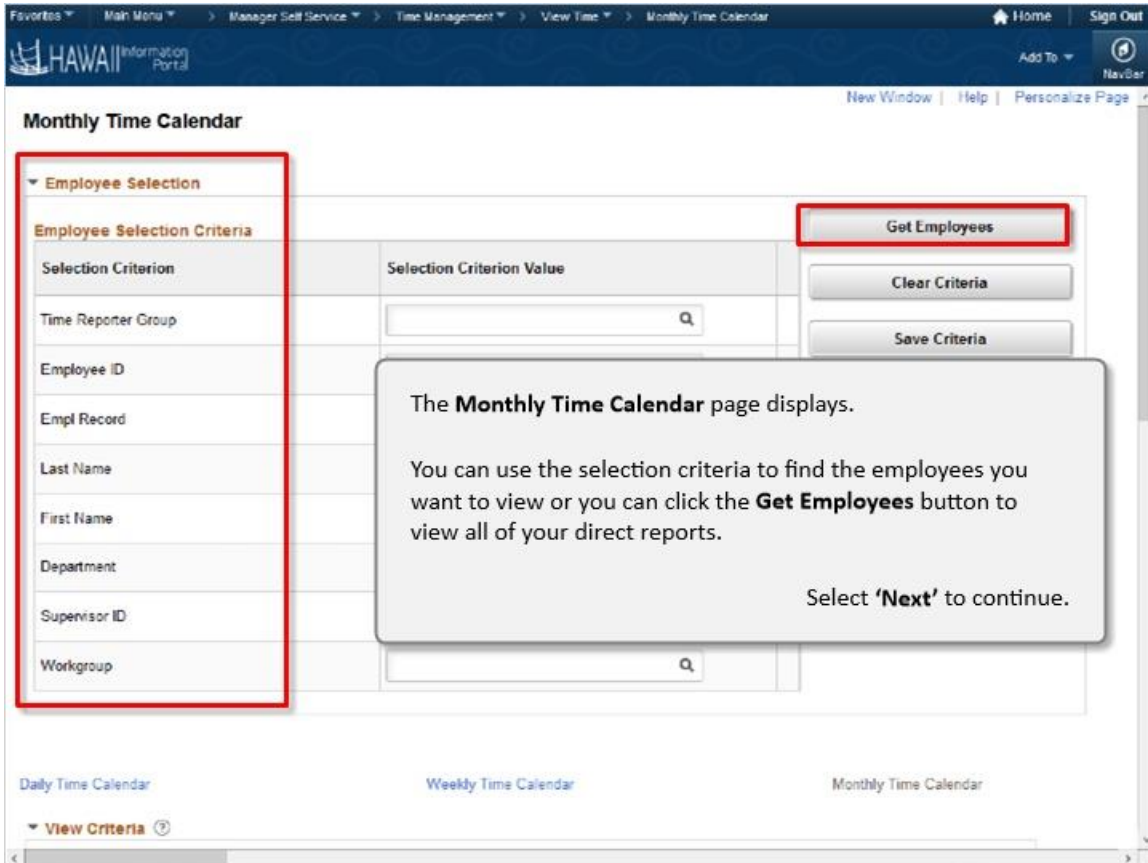
Click **Time Management** on the list of options.



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



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



**Monthly Time Calendar**

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"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

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.

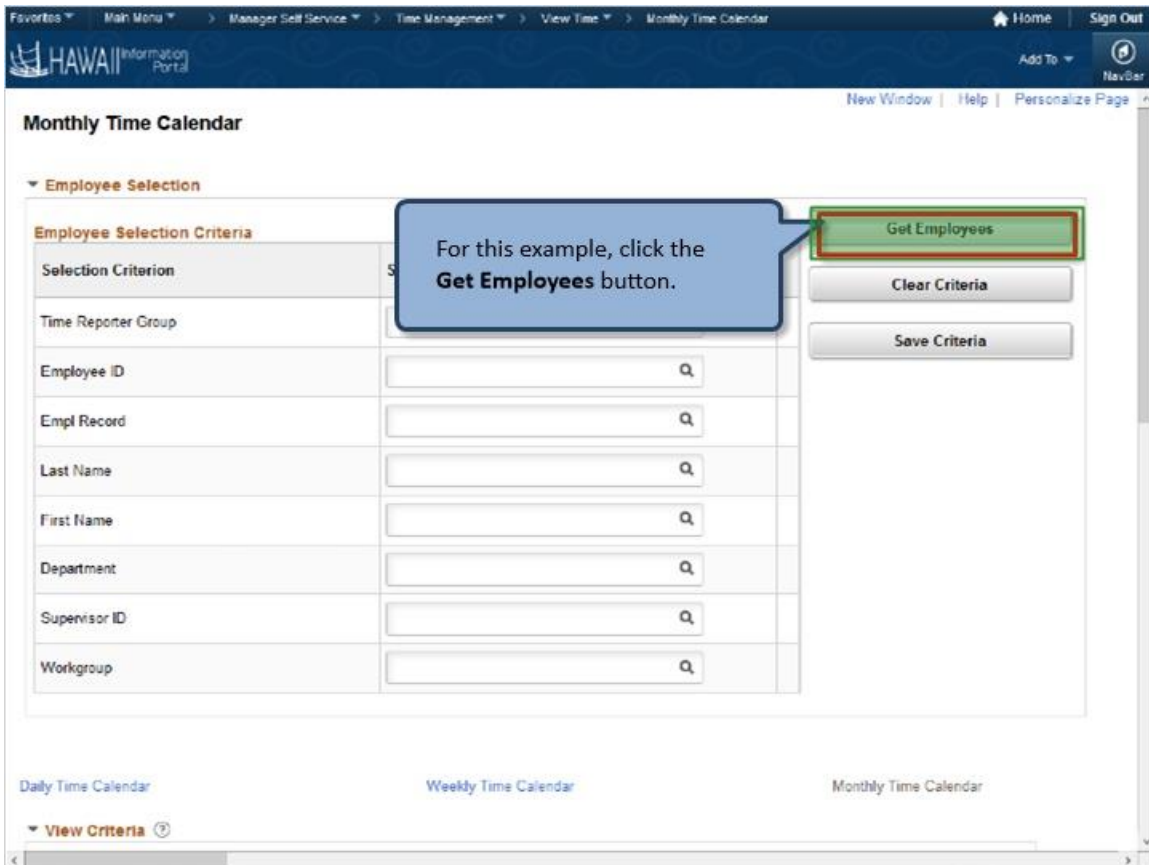
Select '**Next**' to continue.

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

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.



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

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

Monthly Time Calendar

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"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

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

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria ?

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

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May  
Year: 2021

Start Time:   
End Time:

Previous Month Next Month

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	Sun. 02
Doe	Jon	00163649		16.00	-	-

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 May 2021.

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria ?

Month: 05 - May

Year: 2021

Start Time:

End Time:

Reported Hours (selected)

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 ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May Previous Month Next Month

Year: 2021

Start Time: End Time:

Reported or Payable Hours

☒ Reported Hours

☐ Payable Hours

Display Options

☐ Show Symbols

☐ Show Tr

☒ Show Absences

☒ Show Exceptions

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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

Click the **Payable Hours** radio button.

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May  
Year: 2021  
Start Time:   
End Time:

Previous Month  
Next Month

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

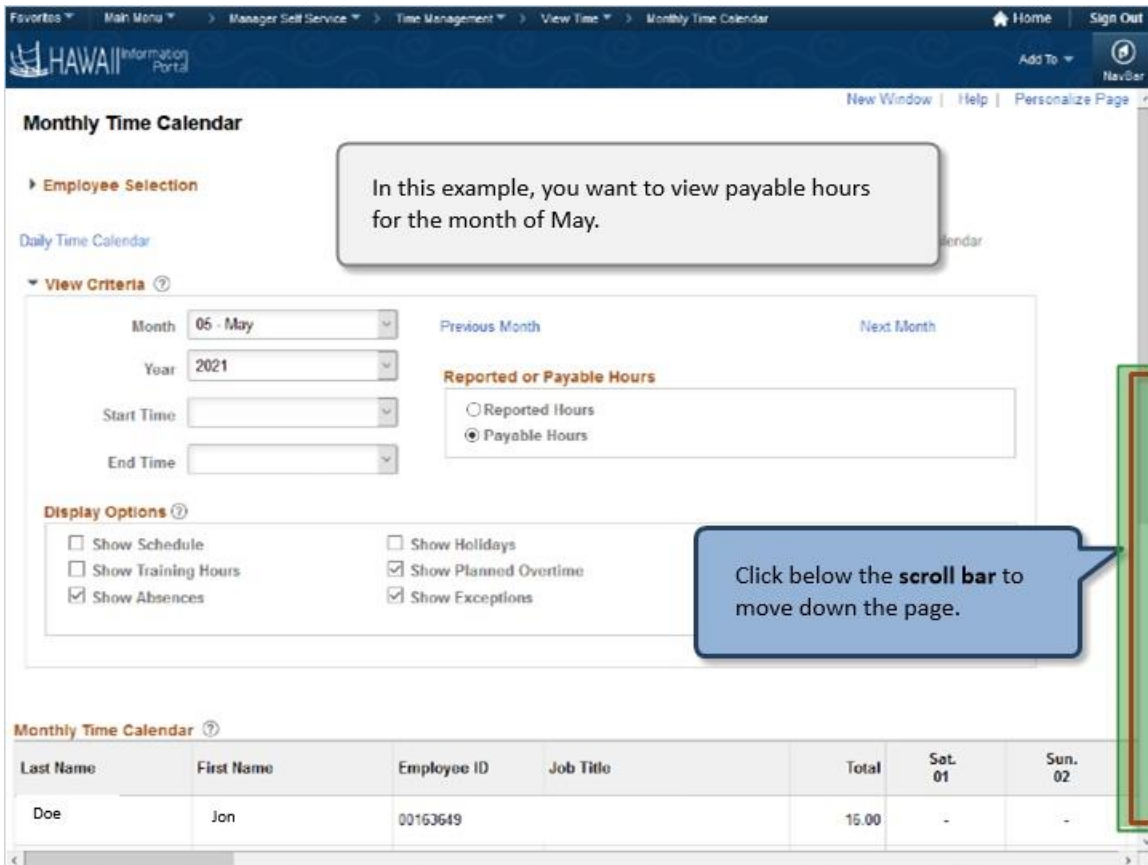
Refresh View

Click the **Refresh View** button.

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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

Click the **Refresh View** button.



**Monthly Time Calendar**

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May Previous Month Next Month

Year: 2021

Start Time: End Time:

Reported or Payable Hours

☐ Reported Hours ☒ Payable Hours

Display Options

☐ Show Schedule ☐ Show Holidays

☐ Show Training Hours ☒ Show Planned Overtime

☒ Show Absences ☒ Show Exceptions

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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






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 May.

**Monthly Time Calendar** ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-
Doe	Jill	00069170		110.50	-	-
Doe	Josh	00166245		16.00	-	-
Doe	Judy	00079741		16.00	-	-

**Legend**

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

Links

[Manager Self Service](#)  
[Time Management](#)

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

Select **'Next'** to continue.


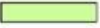



The Monthly Time Calendar displays for your direct reports. You may need to scroll to the right to see the payable hours they worked in May.

Notice the legend under the calendar. Payable time displays in blue 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	Sun. 02
Doe	Jon	00163649		16.00	-	-
Doe	Jill	00069170		110.50	-	-
Doe	Josh	00166245		16.00	-	-
Doe	Judy	00079741		16.00	-	-

Legend

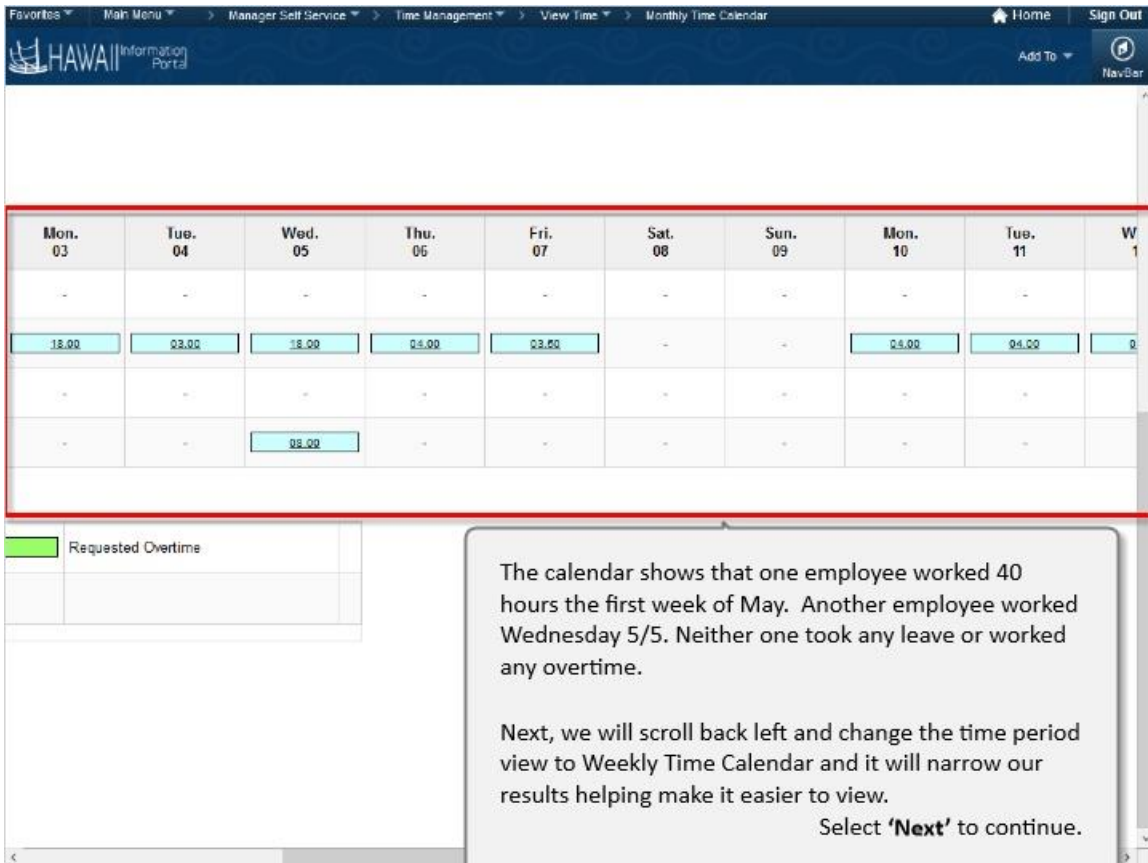
	Approved Absence		Requested Absence		Approved Overtime
	Exceptions		Default Reported/Payable Time		

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.



[Favorites](#) [Main Menu](#) [Manager Self Service](#) [Time Management](#) [View Time](#) [Monthly Time Calendar](#) [Home](#) [Sign Out](#)

[Add To](#) [NavBar](#)

Mon. 03	Tue. 04	Wed. 05	Thu. 06	Fri. 07	Sat. 08	Sun. 09	Mon. 10	Tue. 11	W. 12
18.00	22.00	18.00	25.00	23.00	-	-	25.00	24.00	2
-	-	-	-	-	-	-	-	-	-
-	-	28.00	-	-	-	-	-	-	-

☒ Requested Overtime

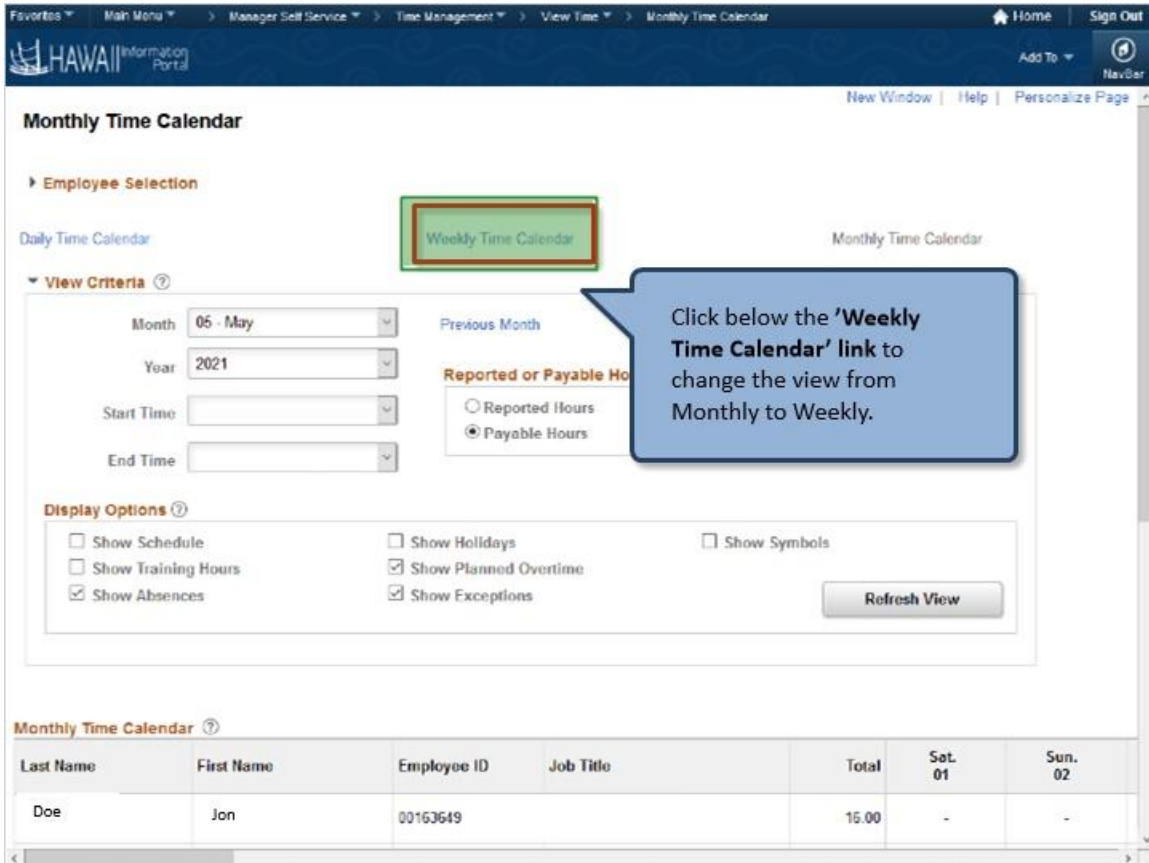
The calendar shows that one employee worked 40 hours the first week of May. Another employee worked Wednesday 5/5. Neither one took any leave or worked any overtime.

Next, we will scroll back left and change the time period view to Weekly Time Calendar and it will narrow our results helping make it easier to view.

Select **'Next'** to continue.

The calendar shows that one employee worked 40 hours the first week of May. Another employee worked Wednesday 5/5. Neither one took any leave or worked any overtime.

Next, we will scroll back left and change the time period view to Weekly Time Calendar, and it will narrow our results helping make it easier to view.



The screenshot shows the 'Monthly Time Calendar' page in the HAWAII Information Portal. A callout box points to the 'Weekly Time Calendar' link, which is highlighted with a green border. The callout text reads: 'Click below the 'Weekly Time Calendar' link to change the view from Monthly to Weekly.'

**Monthly Time Calendar**

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria ?

Month: 05 - May Previous Month

Year: 2021

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 ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

Click below 'Weekly Time Calendar' link to change the view from Monthly to Weekly.

[Favorites](#)
[Main Menu](#)
[Manager Self Service](#)
[Time Management](#)
[View Time](#)
[Monthly Time Calendar](#)
[Weekly Time Calendar](#)
[Home](#)
[Sign Out](#)

[Add To](#)
[NavBar](#)

[Help](#)
[Personalize Page](#)

### Weekly Time Calendar

Employee Selection

Note: The Weekly Time Calendar link changes color and the View Criteria reverts to this screen's defaults. We need to re-select our options. Select 'Next' to continue.

[Daily Time Calendar](#)
[Weekly Time Calendar](#)
[Monthly Time Calendar](#)

View Criteria ?

Week of 04/26/2021 [Previous Week](#) [Next Week](#)

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 Exceptions

[Refresh View](#)

### Weekly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	
						04/2

Note: The Weekly Time Calendar link changes color and the View Criteria reverts to this screen's defaults. We need to re-select our options.

Weekly Time Calendar

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria ?

Week of 04/26/2021 Previous Week Next Week

Start Time End Time

Reported or Payable Hours

Reported Hours Payable Hours

Display Options ?

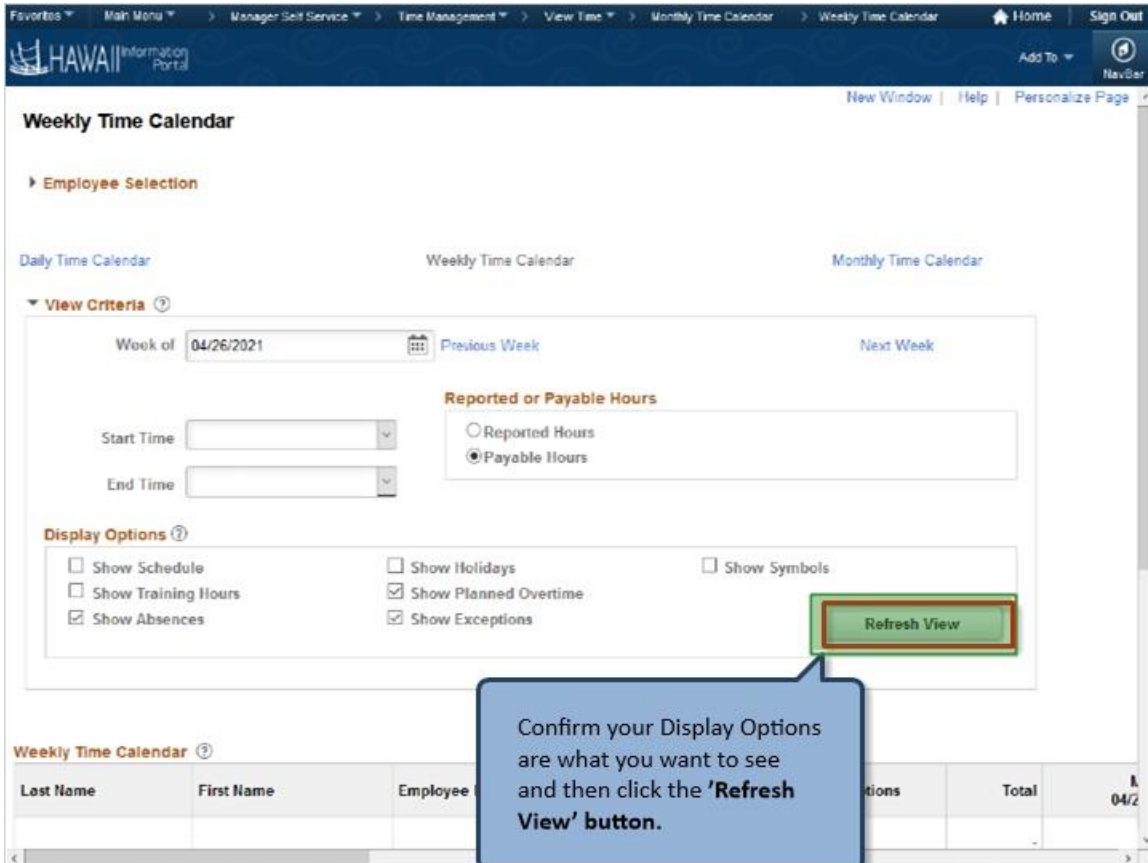
☐ Show Schedule
 ☐ Show Holidays
 ☒ Show Training Hours
 ☒ Show Planned Overtime
 ☒ Show Absences
 ☒ Show Exceptions

Refresh View

Weekly Time Calendar ?

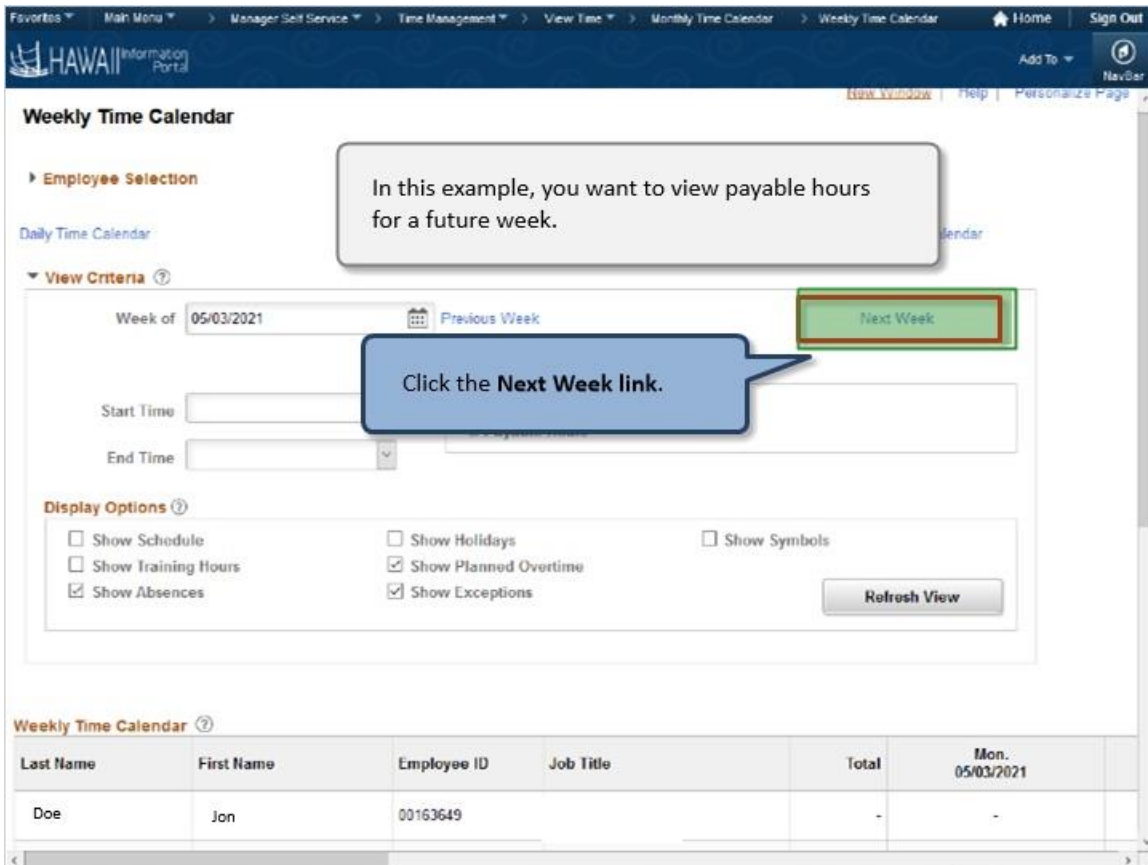
Last Name	First Name	Employee ID	Job Title	Exceptions	Total	
					-	04/2

Re-select the 'Payable Hours' radio bubble.



The screenshot shows the 'Weekly Time Calendar' page in the HAWAII Information Portal. The page includes a navigation bar at the top with links like 'Favorites', 'Main Menu', 'Manager Self Service', 'Time Management', 'View Time', 'Monthly Time Calendar', and 'Weekly Time Calendar'. Below the navigation bar, there's a section for 'Employee Selection' and tabs for 'Daily Time Calendar', 'Weekly Time Calendar', and 'Monthly Time Calendar'. The 'Weekly Time Calendar' tab is active. Under 'View Criteria', there's a 'Week of' dropdown set to '04/26/2021', with 'Previous Week' and 'Next Week' links. Below this are 'Start Time' and 'End Time' dropdowns. To the right, under 'Reported or Payable Hours', there are radio buttons for 'Reported Hours' and 'Payable Hours', with 'Payable Hours' selected. Below these are 'Display Options' with checkboxes for 'Show Schedule', 'Show Training Hours', 'Show Absences', 'Show Holidays', 'Show Planned Overtime', and 'Show Exceptions'. A 'Refresh View' button is highlighted with a green box. A blue callout box points to this button with the text: 'Confirm your Display Options are what you want to see and then click the 'Refresh View' button.'

Confirm your Display Options are what you want to see and then click the **'Refresh View' button**.



**Weekly Time Calendar**

Employee Selection

Daily Time Calendar

View Criteria

Week of 05/03/2021 Previous Week **Next Week**

Start Time

End Time

Display Options

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

Refresh View

**Weekly Time Calendar**

Last Name	First Name	Employee ID	Job Title	Total	Mon. 05/03/2021
Doe	Jon	00163649		-	-

In this example, you want to view payable hours for a future week.

Click the **Next Week** link.

In this example, you want to view payable hours for a future week.

Click the **Next Week** link.

Weekly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria ?

Week of 05/10/2021 Previous Week Next Week

Start Time

End Time

Display Options ?

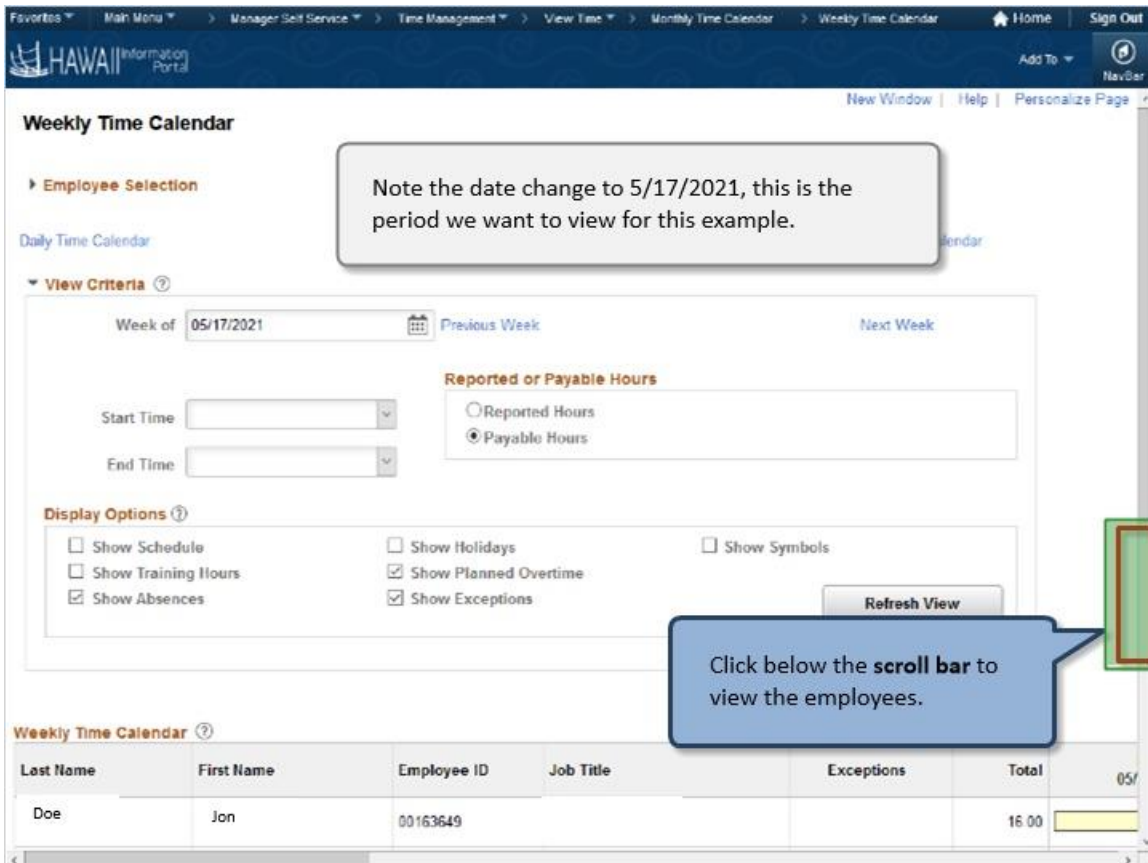
☐ Show Schedule
 ☐ Show Holidays
 ☐ Show Symbols
 ☐ Show Training Hours
 ☒ Show Planned Overtime
 ☒ Show Exceptions
 Refresh View

Weekly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	05/
Doe	Jon	00163649			-	

Note the date change to 5/10/2021, we will go one more week forward for this example.

Click the **Next Week** link.



**Weekly Time Calendar**

Employee Selection

Daily Time Calendar

View Criteria ?

Week of 05/17/2021 Previous Week Next Week

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

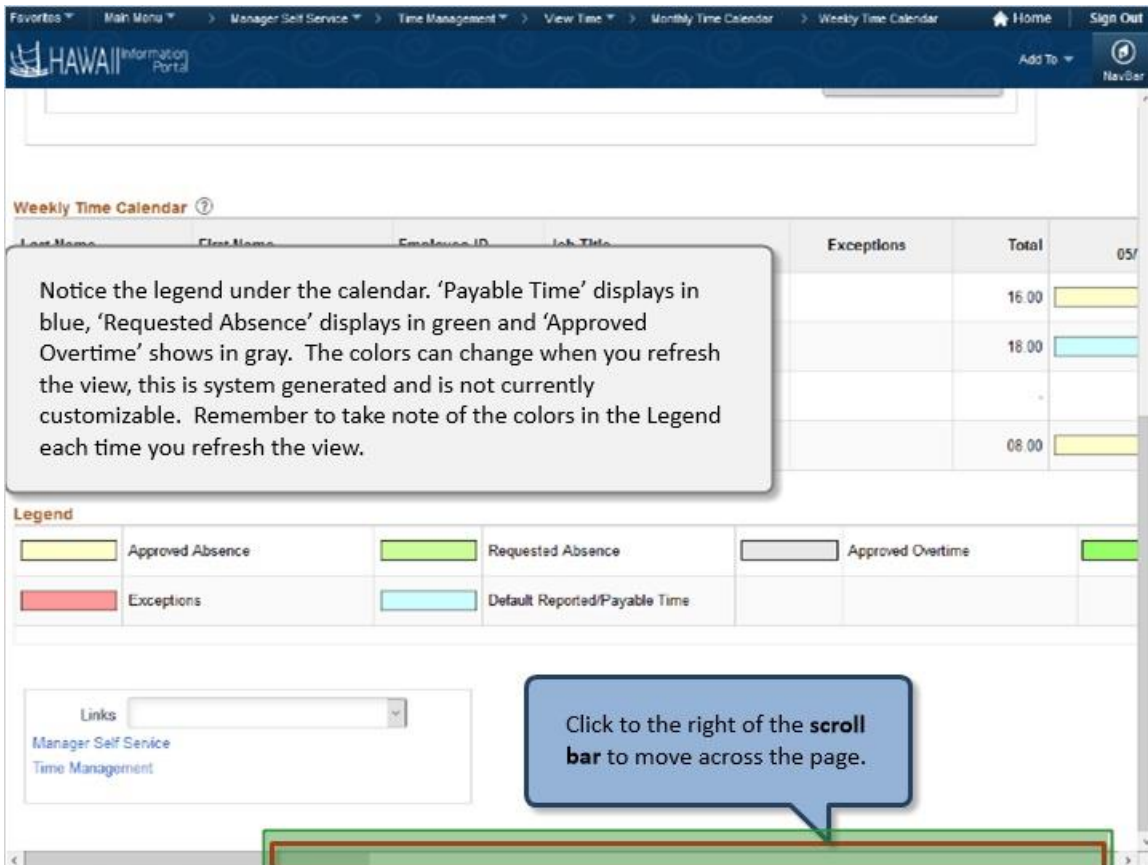
Refresh View

**Weekly Time Calendar** ?

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	05/
Doe	Jon	00163649			16.00	

Note the date change to 5/17/2021, this is the period we want to view for this example.

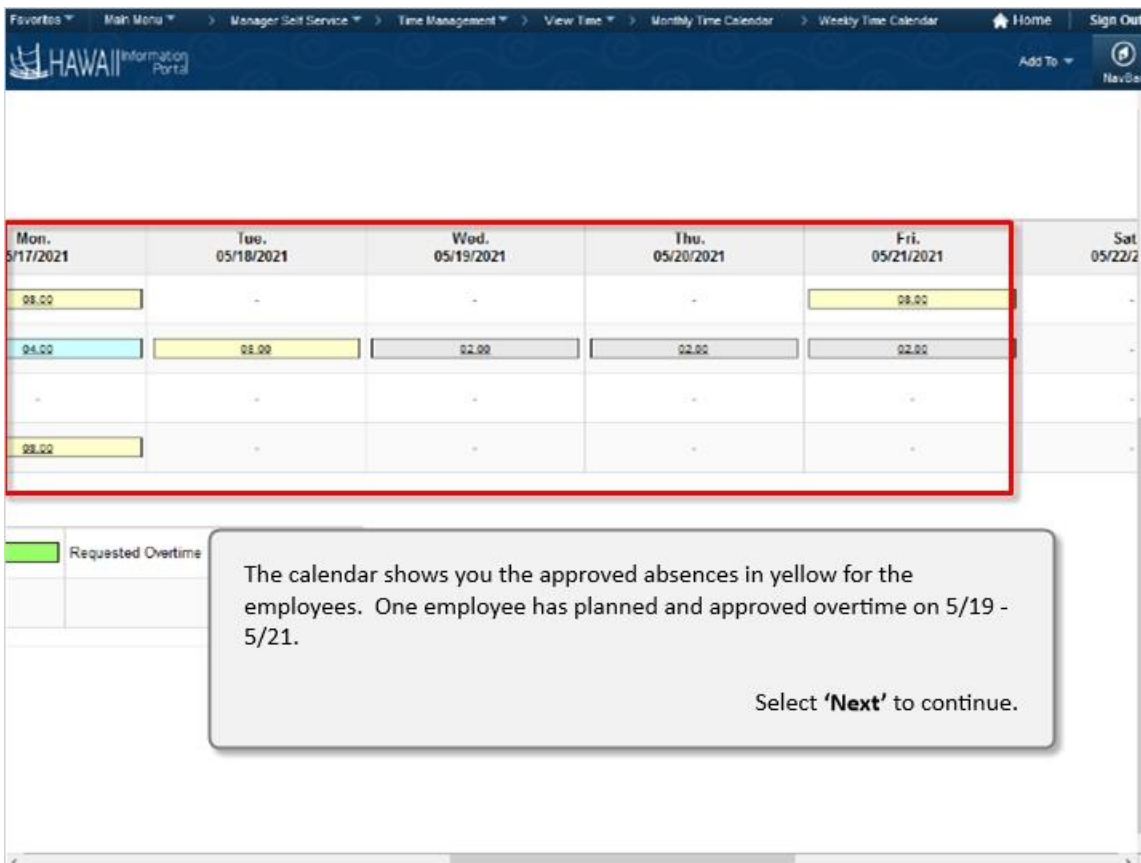
Click below the **scroll bar** to view the employees.



Color	Category
Yellow	Approved Absence
Green	Requested Absence
Gray	Approved Overtime
Red	Exceptions
Blue	Default Reported/Payable Time

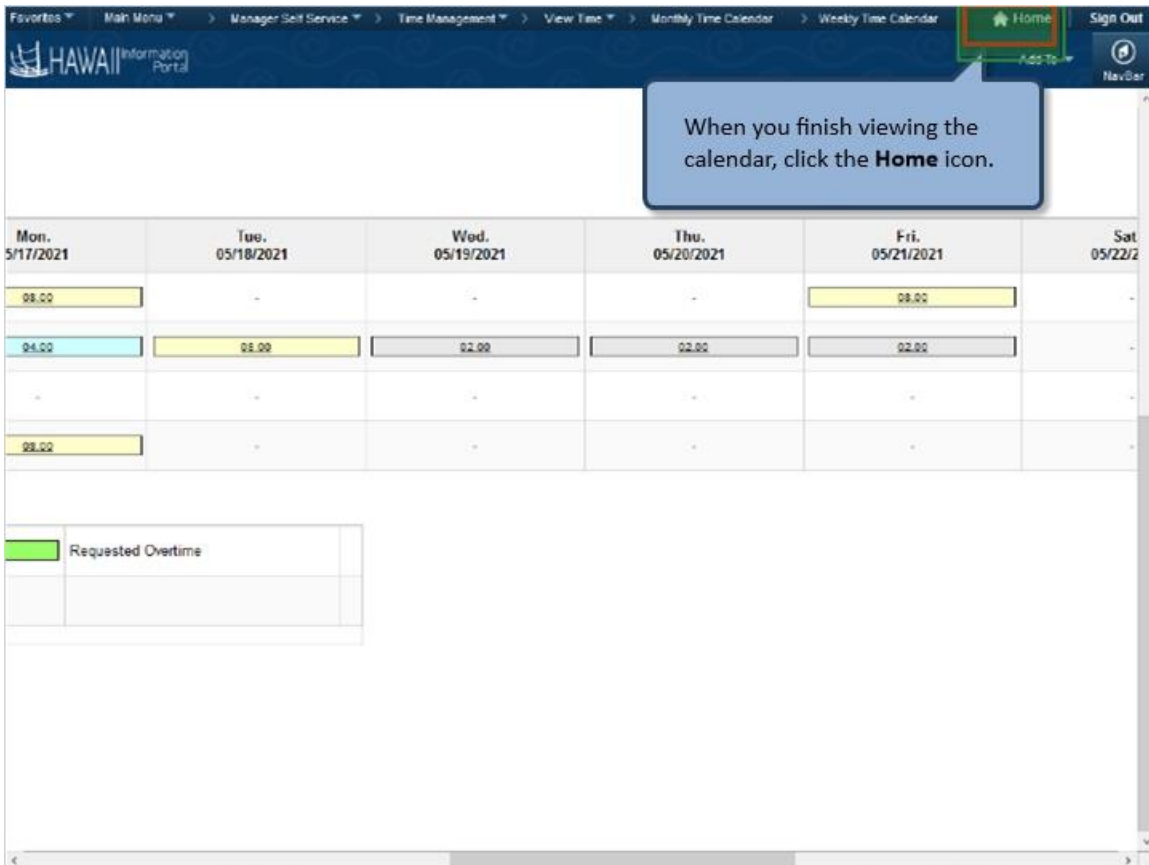
Notice the legend under the calendar. 'Payable Time' displays in blue, 'Requested Absence' displays in green and 'Approved Overtime' shows in gray. The colors can change when you refresh the view, this is system generated and is not currently customizable. Remember to take note of the colors in the Legend each time you refresh the view.

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



The screenshot shows the HAWAII Information Portal interface. The top navigation bar includes links for Favorites, Main Menu, Manager Self Service, Time Management, View Time, Monthly Time Calendar, Weekly Time Calendar, Home, and Sign Out. The main content area displays a calendar for May 2021, with columns for Monday (5/17/2021), Tuesday (5/18/2021), Wednesday (5/19/2021), Thursday (5/20/2021), Friday (5/21/2021), and Saturday (5/22/2021). The calendar grid shows various time slots with yellow highlights indicating approved absences. A red box highlights the calendar grid. A tooltip message is displayed over the calendar, stating: "The calendar shows you the approved absences in yellow for the employees. One employee has planned and approved overtime on 5/19 - 5/21. Select 'Next' to continue."

The calendar shows you the approved absences in yellow for the employees. One employee has planned and approved overtime on 5/19-5/21.

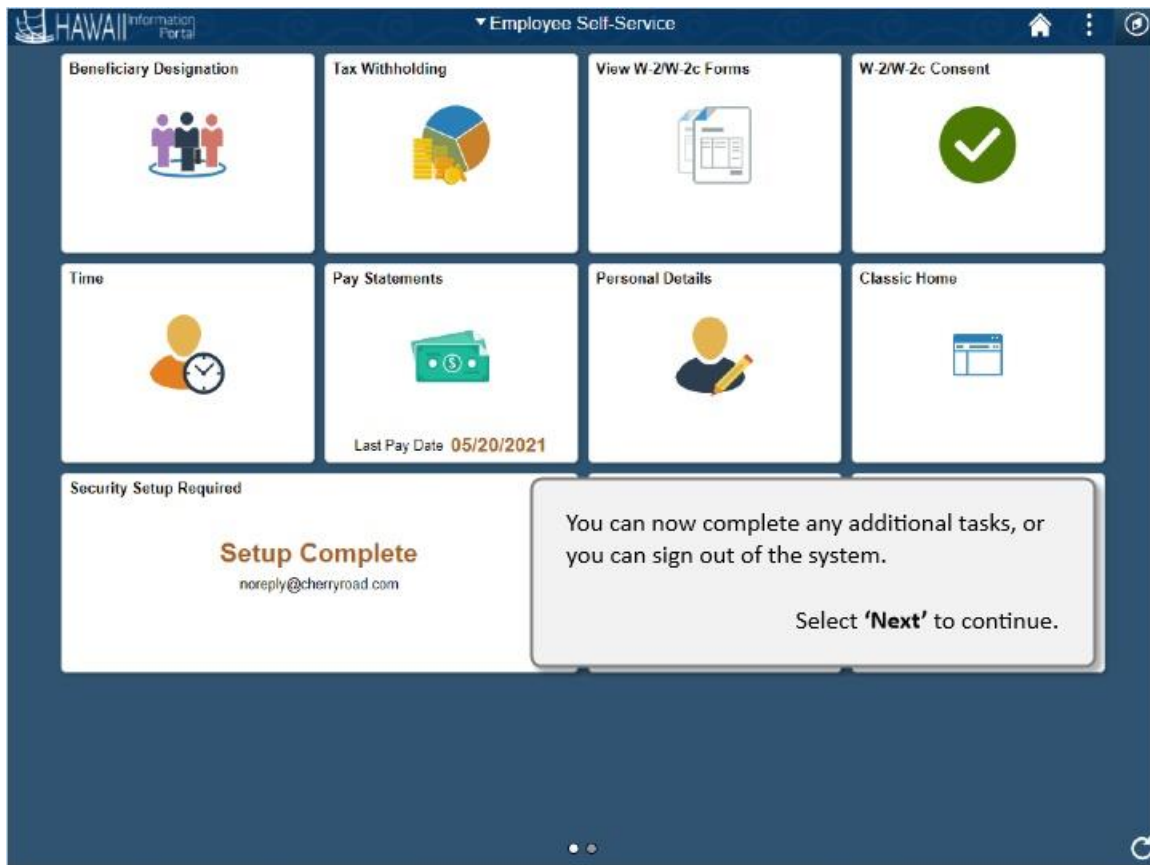


When you finish viewing the calendar, click the **Home** icon.

Mon. 5/17/2021	Tue. 05/18/2021	Wed. 05/19/2021	Thu. 05/20/2021	Fri. 05/21/2021	Sat. 05/22/2021
08.00	-	-	-	08.00	-
04.00	08.00	02.00	02.00	02.00	-
-	-	-	-	-	-
08.00	-	-	-	-	-

Requested Overtime

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




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



***Congratulations!***

You've successfully completed this lesson.

**End**



**End**

**Maika'i!**

**Please click 'Save and exit' at the upper right.**

*Close the lesson by clicking the 'Save and exit' button in the top right-hand corner.*

***Do not close the browser window until after clicking 'Save and exit'.***

***Congratulations!***

**Please click 'Save and exit' at the upper right.**

*Close the lesson by selecting the Save and exit button in the right-hand corner.*

***Do not close the browser window until after clicking 'Save and exit'.***