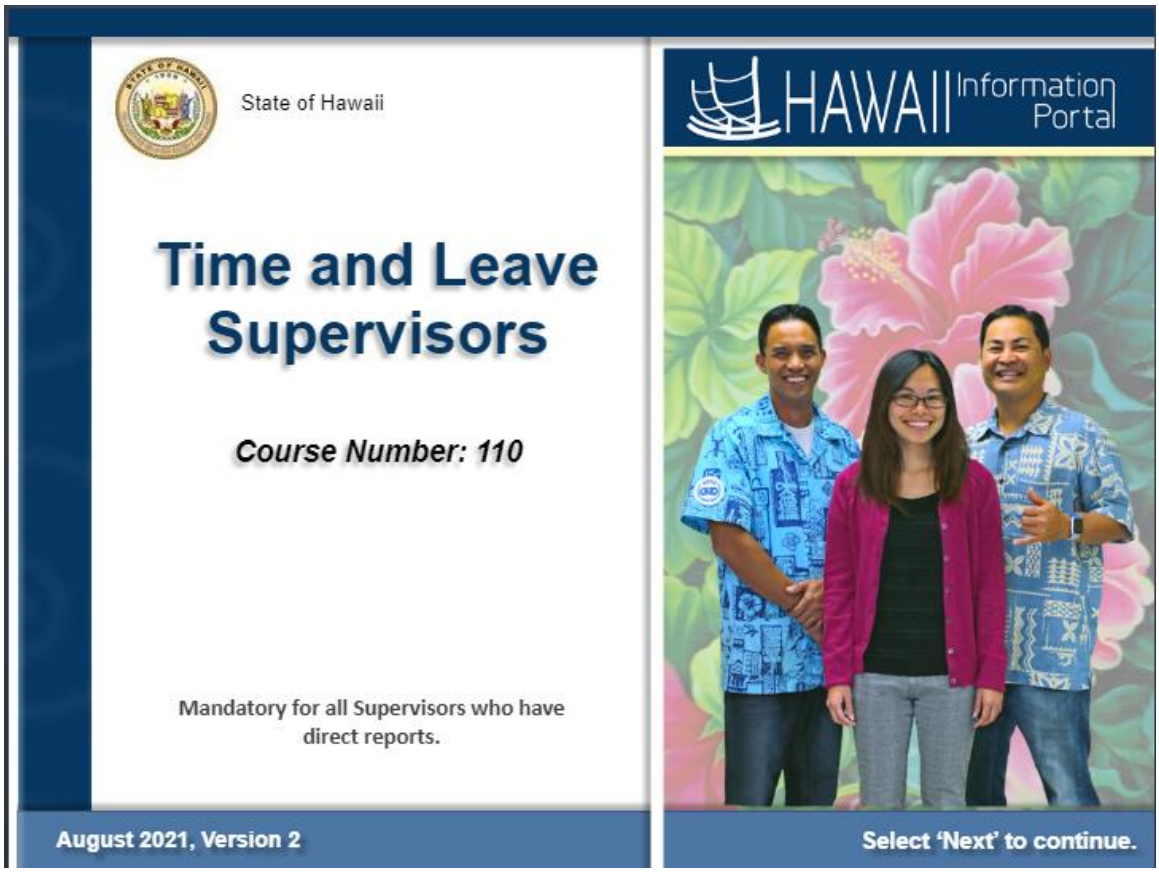
110 TIME AND LEAVE - SUPERVISORS



Duration

Course Duration

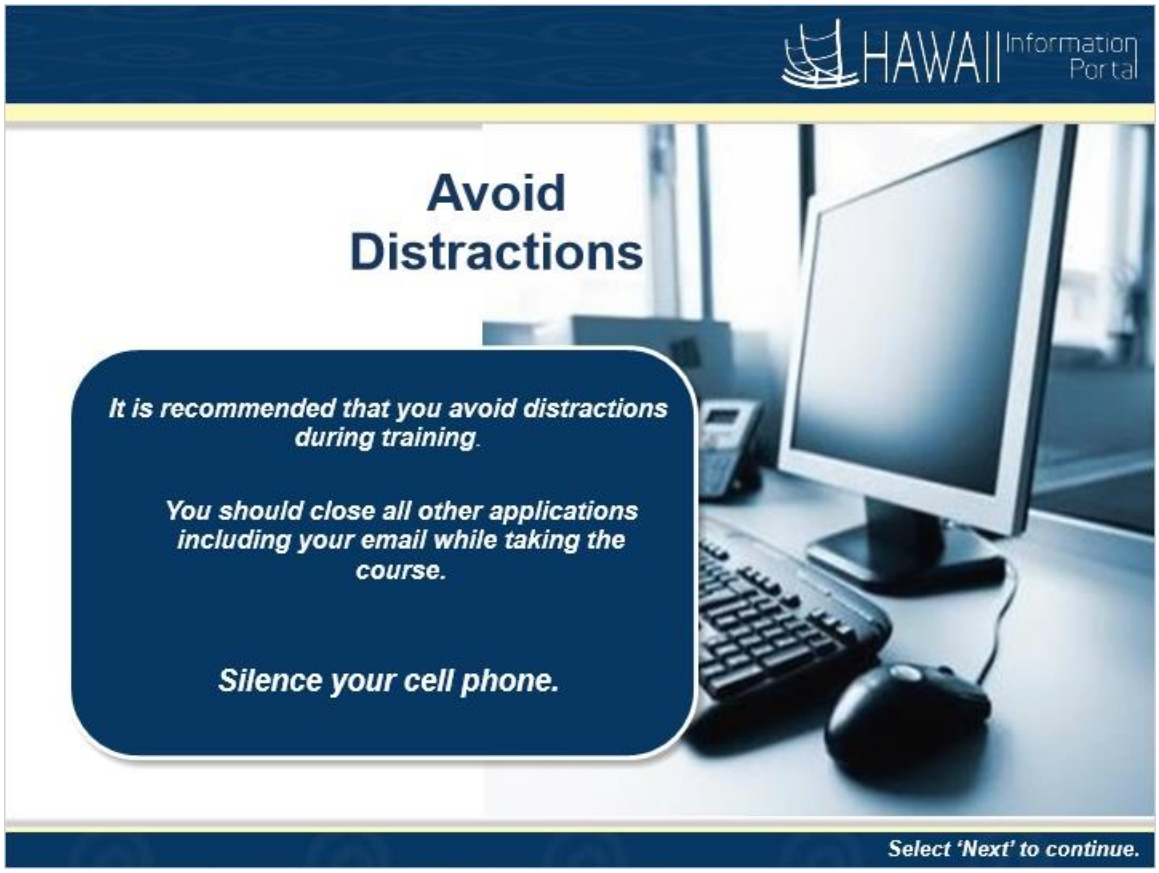
This course will take approximately 2-3 hours.

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

It’s really up to you!

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

Preparation



Avoid Distractions

It is recommended that you avoid distractions during training.

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

Silence your cell phone.

Table of Contents

Time and Leave - Supervisors

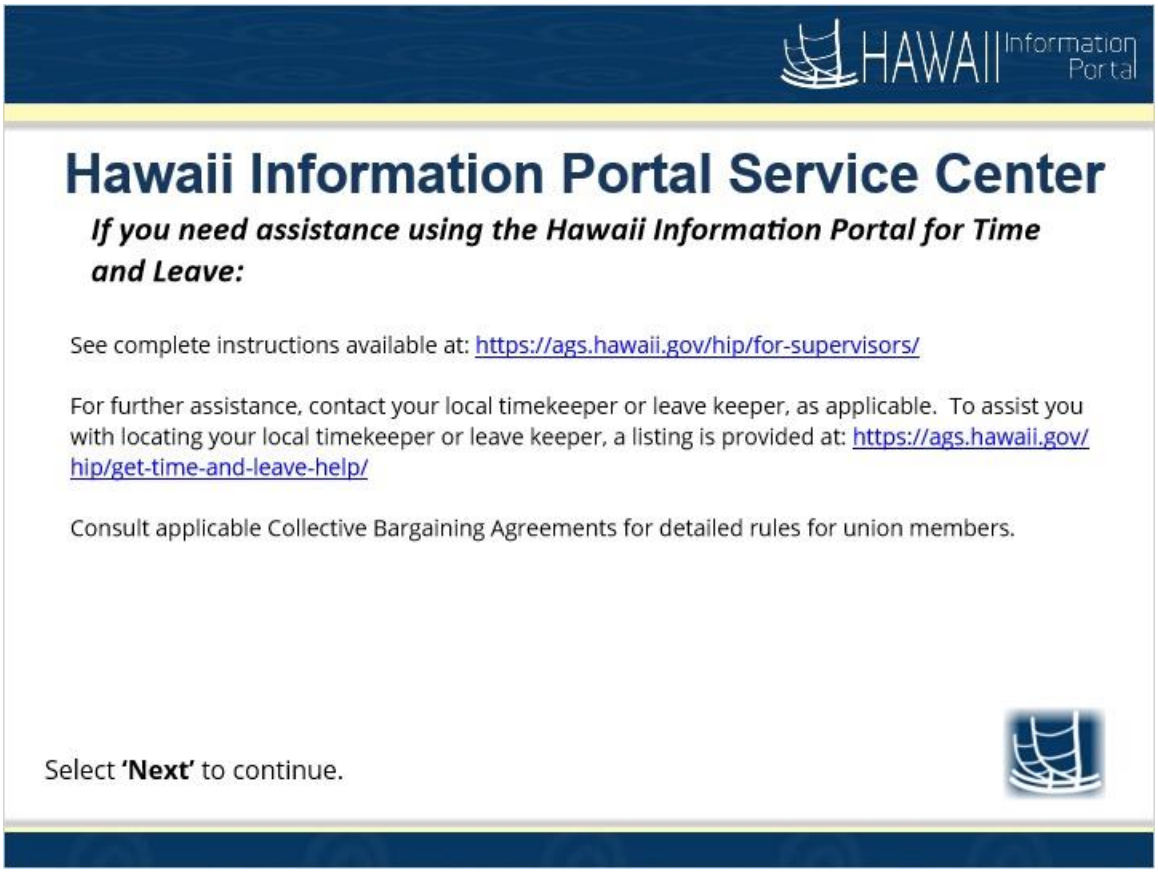
- Course Objectives
- Key Terminology
- Time and Leave Approval Overview
- Understanding Exceptions
- Working with Timesheets
- Approving Time and Leave
- Working with Absences
- Working with Delegations
- Monthly Calendar
- Need Help?

Course Objectives

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.

Need Help?



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.

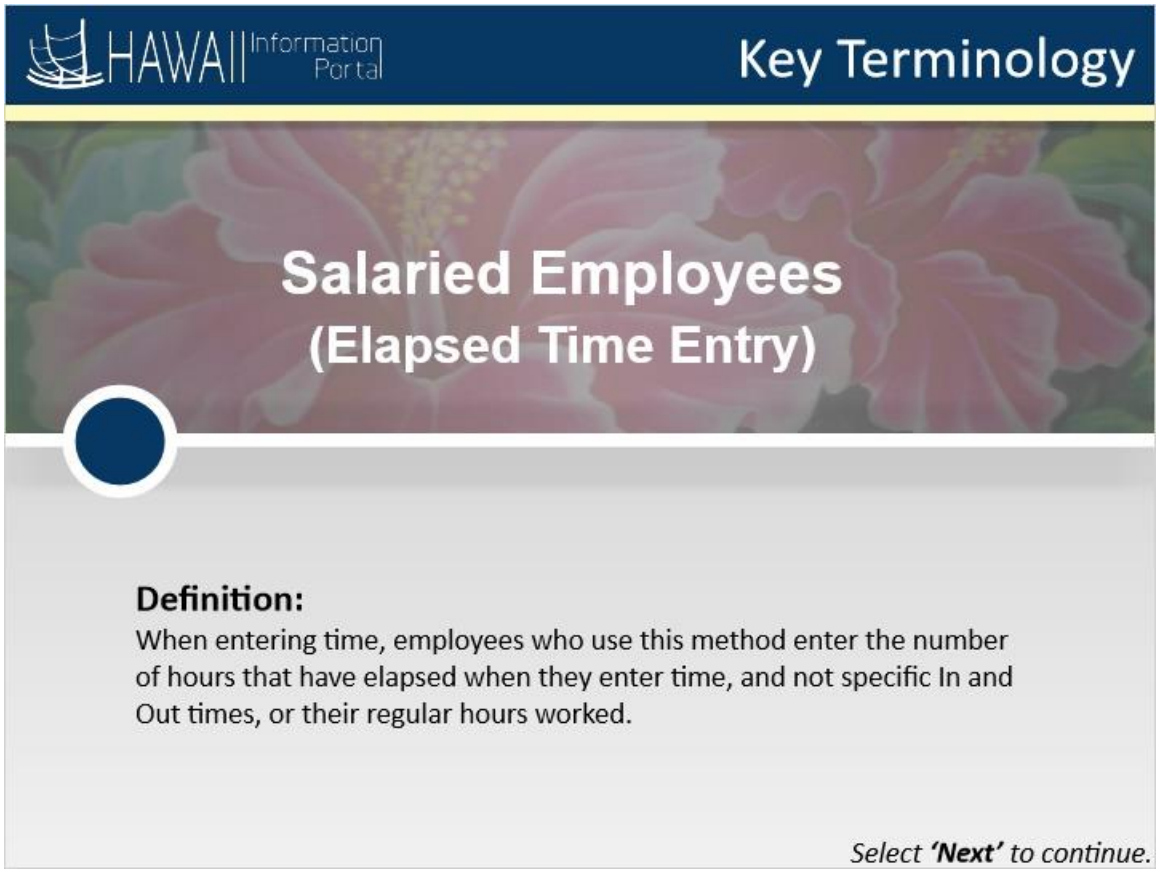
Key Terminology

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

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)

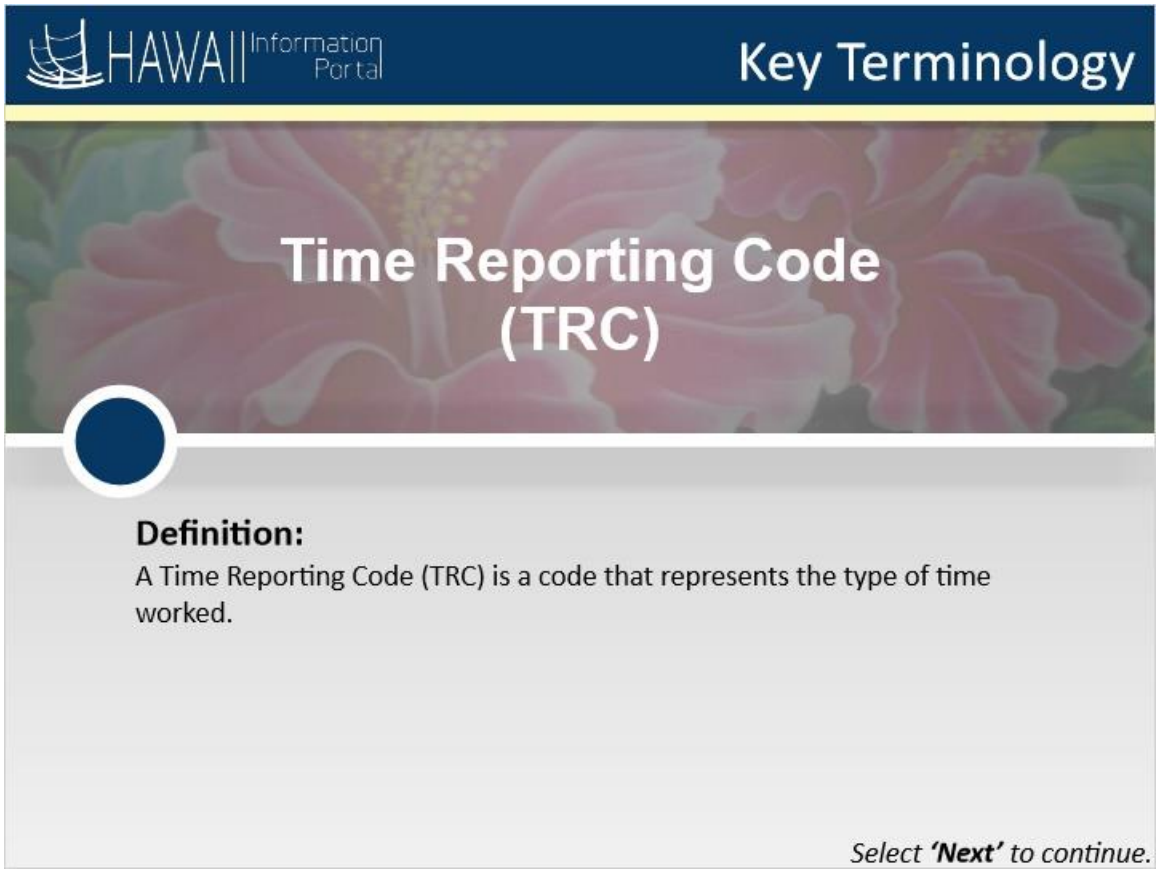
Definition:

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

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)

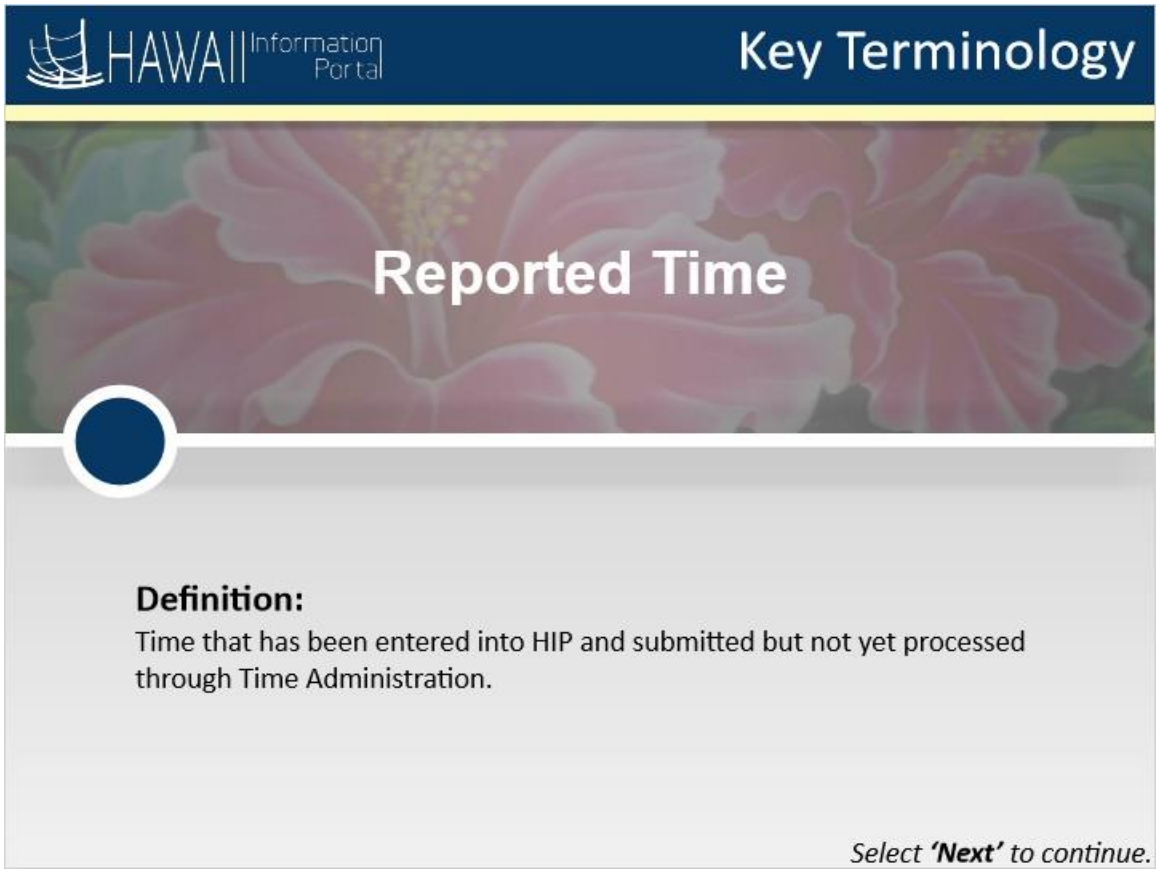
Definition:

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

Direct Reports

Definition:

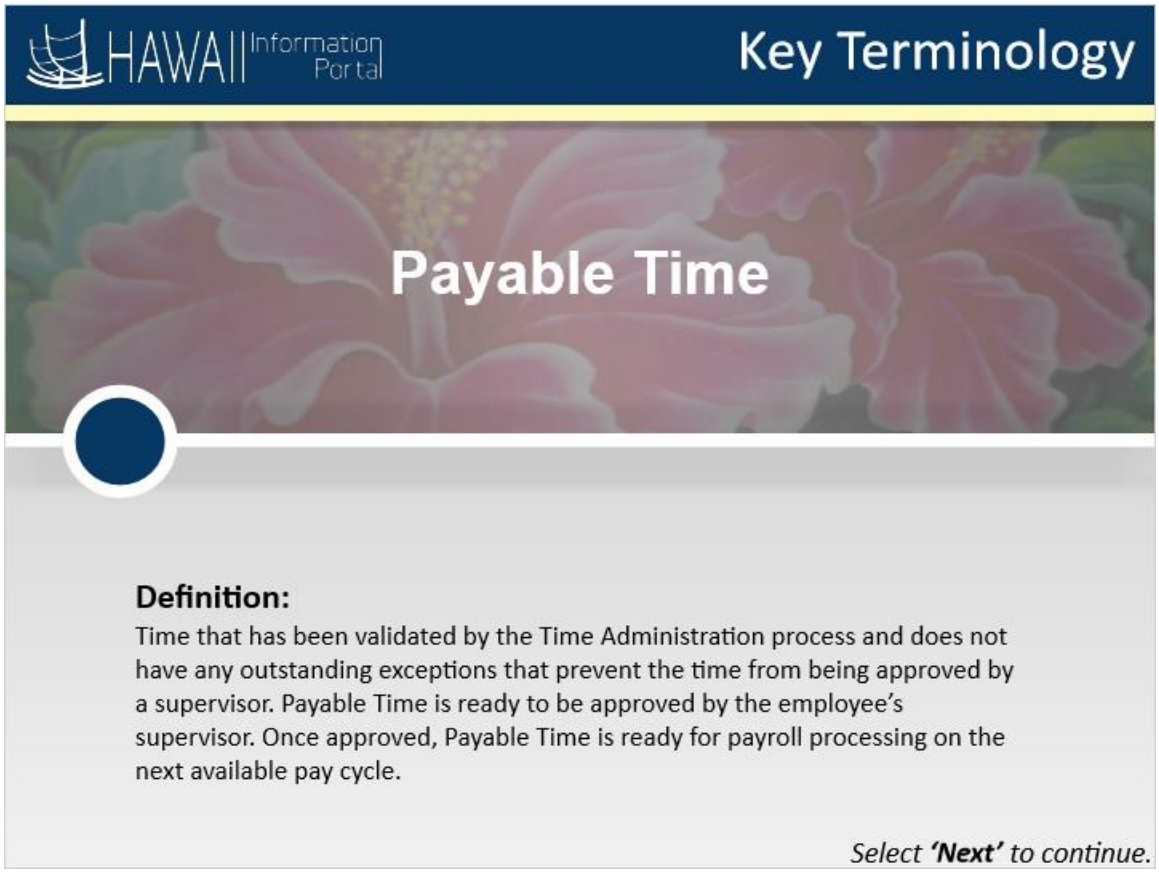
Direct reports are employees who report to you. This is based on what is set up in HIP by your HR office. You may be referred to as the 'Reports To' supervisor for your direct reports.



Reported Time

Definition:

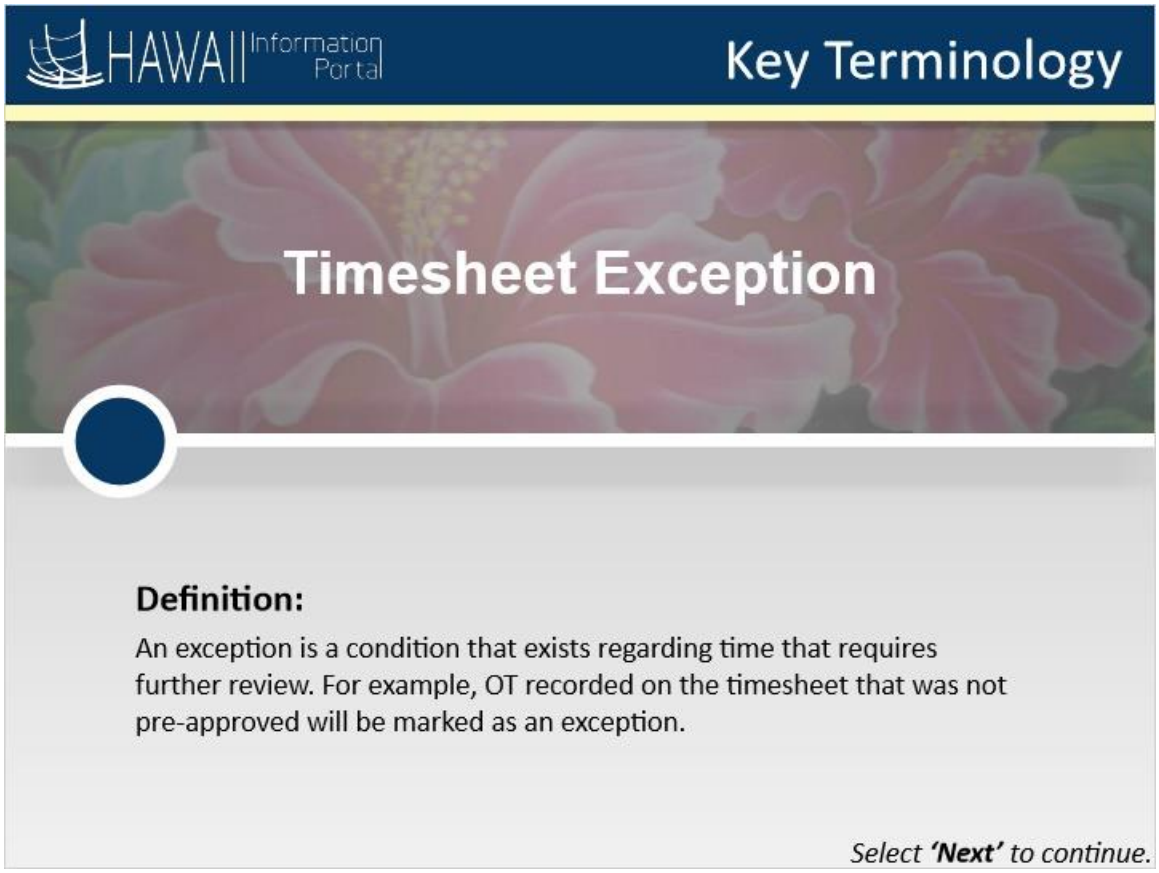
Time that has been entered into HIP and submitted but not yet processed through Time Administration.



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.



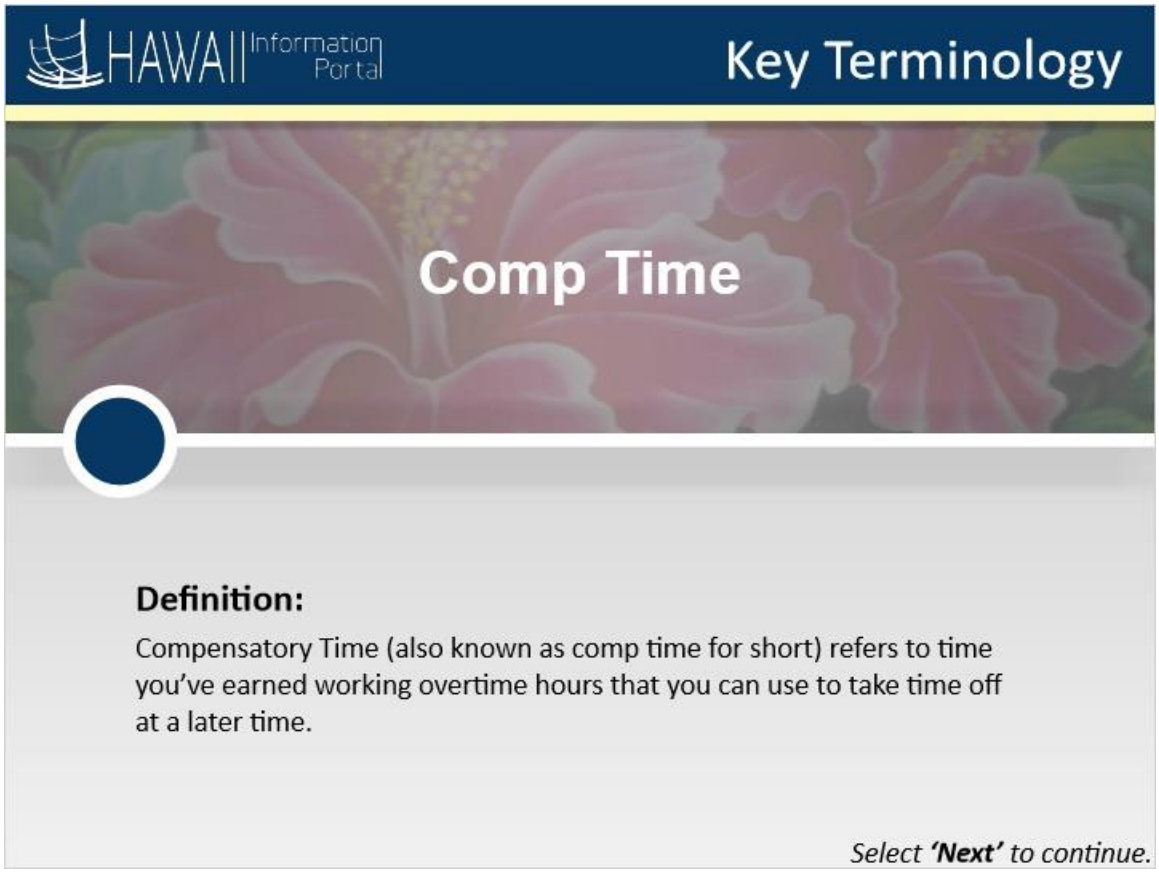
Timesheet Exception

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.

Time Administration

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



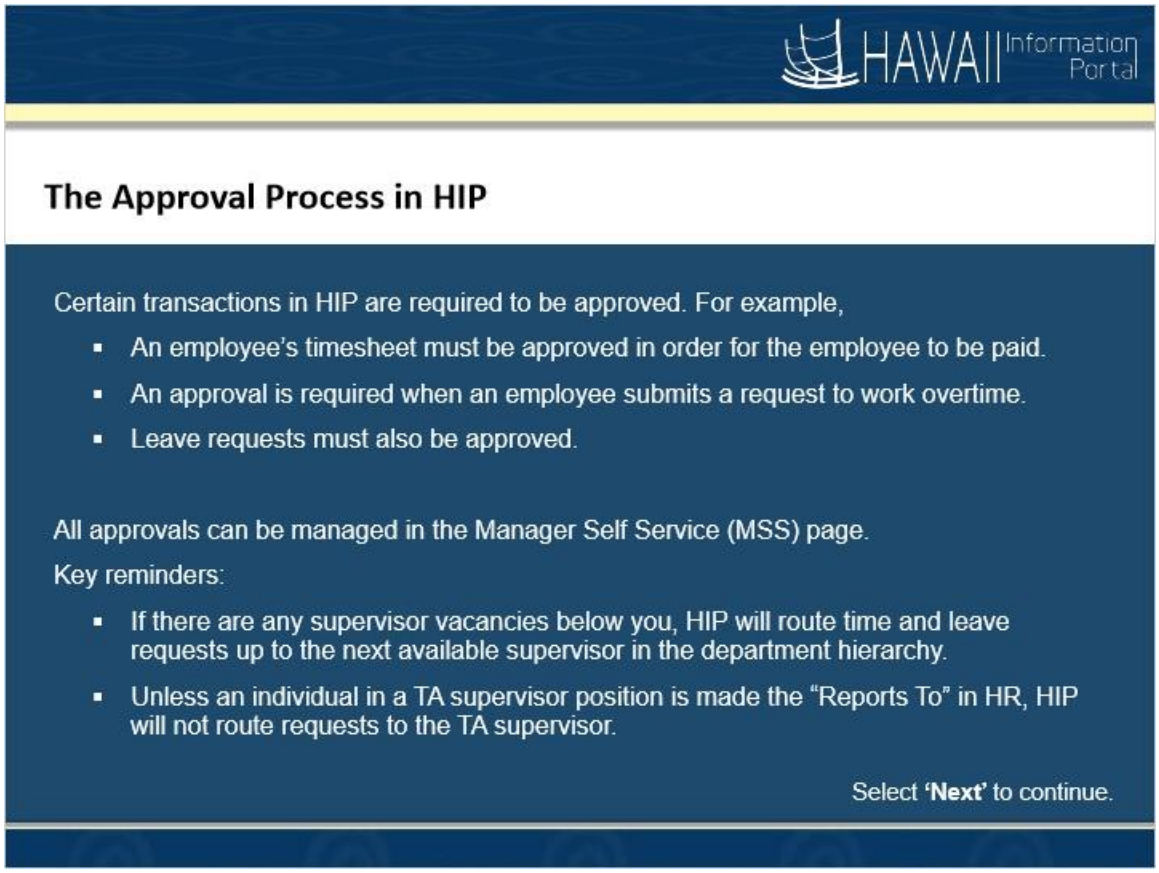
Comp Time

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

Lesson Scenario

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



The Approval Process in HIP

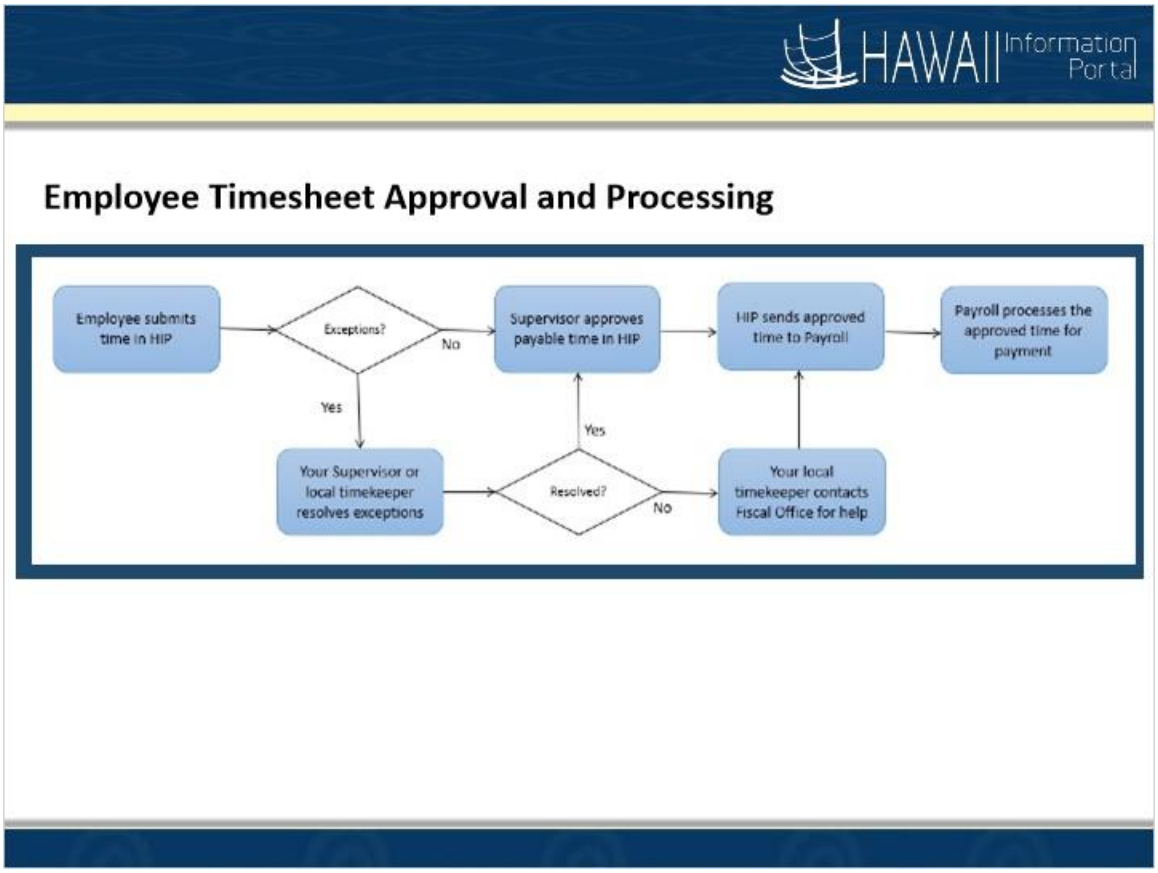
Certain transactions in HIP are required to be approved. For example,

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

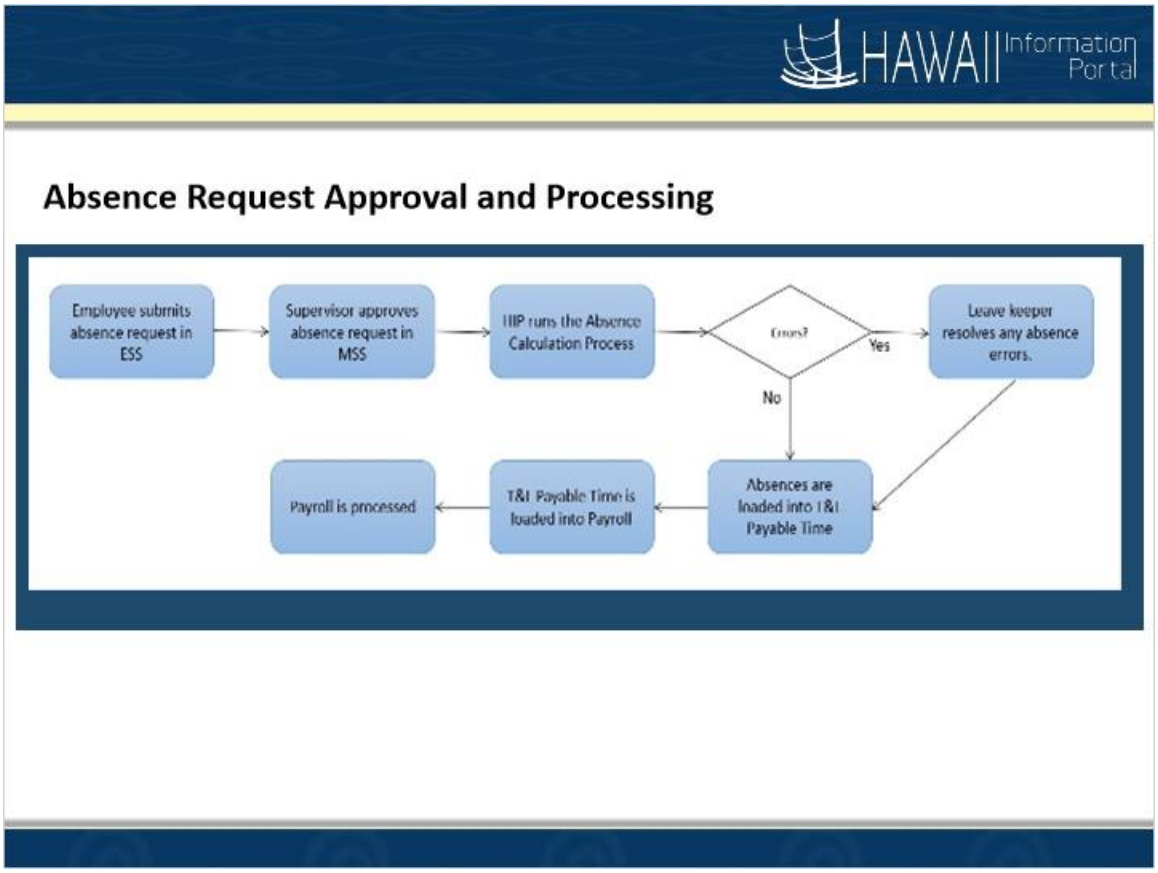
All approvals can be managed in the Manager Self Service (MSS) page.

Key reminders:

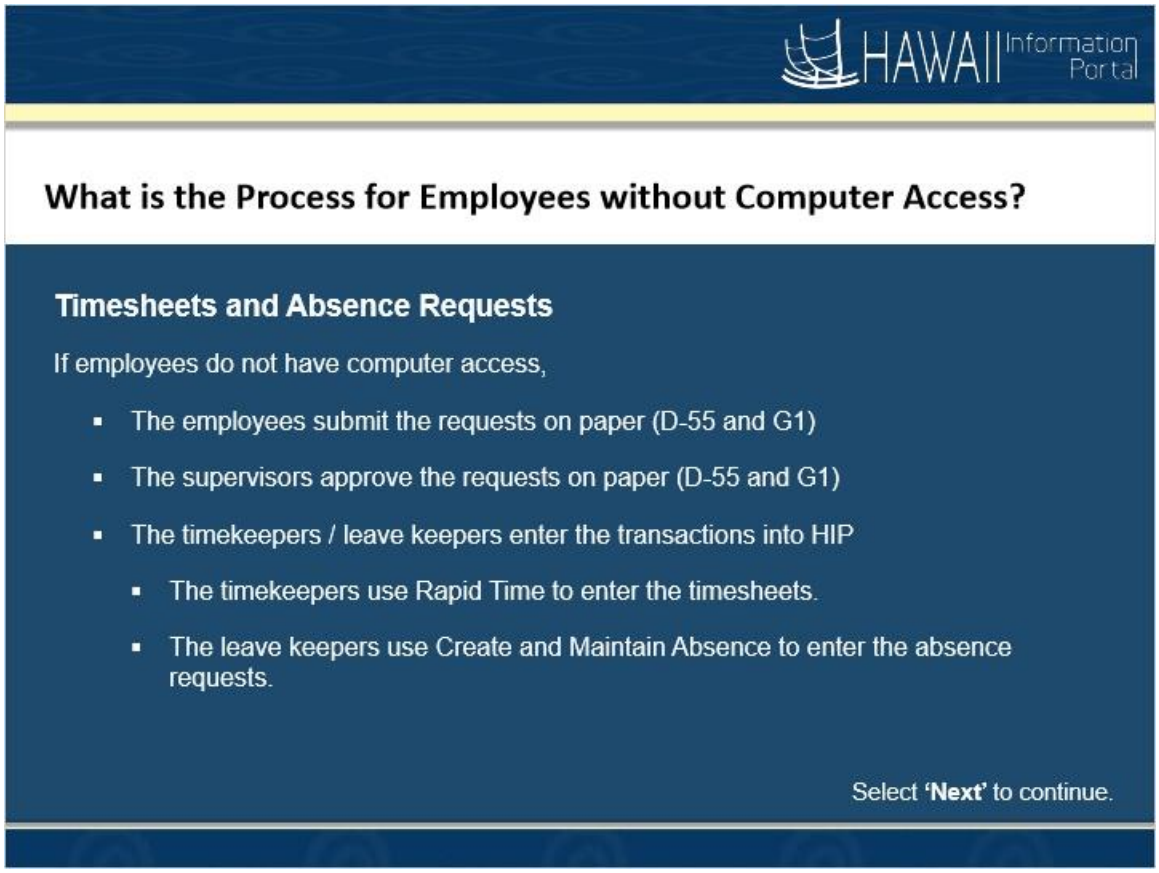
- If there are any supervisor vacancies below you, HIP will route time and leave requests up to the next available supervisor in the department hierarchy.
- Unless an individual in a TA supervisor position is made the "Reports To" in HR, HIP will not route requests to the TA supervisor.



Employee Timesheet Approval and Processing



Absence Request Approval and Processing

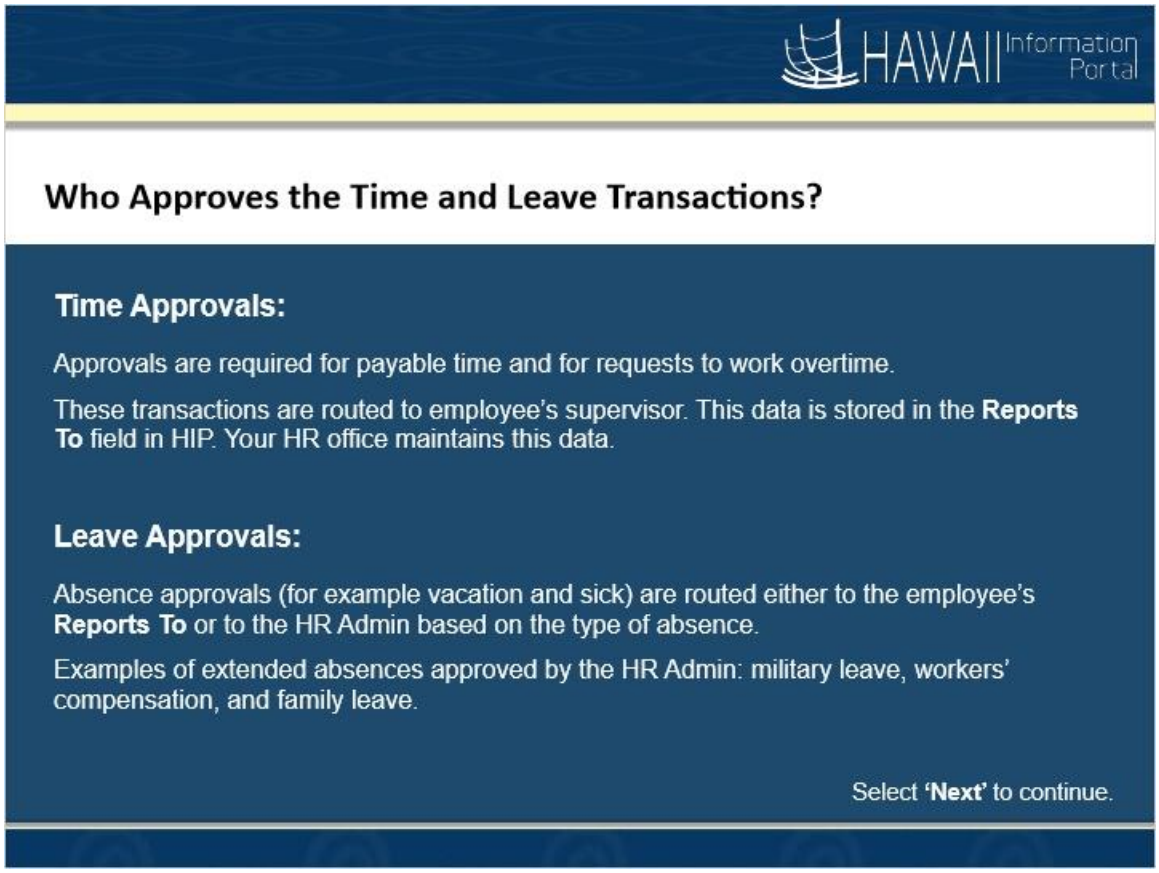


What is the Process for Employees without Computer Access?

Timesheets and Absence Requests

If employees do not have computer access,

- The employees submit the 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.



Who Approves the Time and Leave Transactions?

Time Approvals:

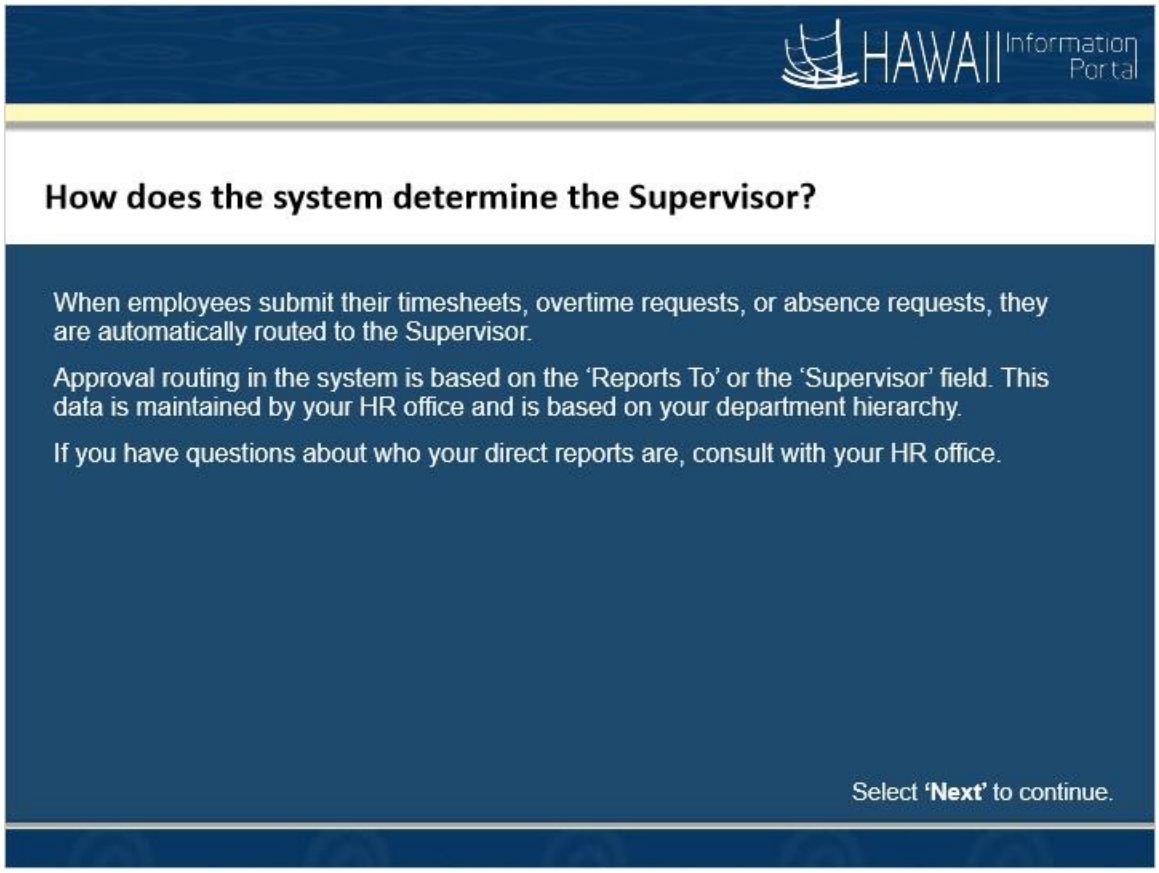
Approvals are required for payable time and for requests to work overtime.

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/Supervisor** or to the HR Admin based on the type of absence.

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



How does the system determine the Supervisor?

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

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

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

Congratulations!

You've successfully completed this lesson.

Understanding Exceptions

Lesson Scenario

In this lesson, you will learn to:

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

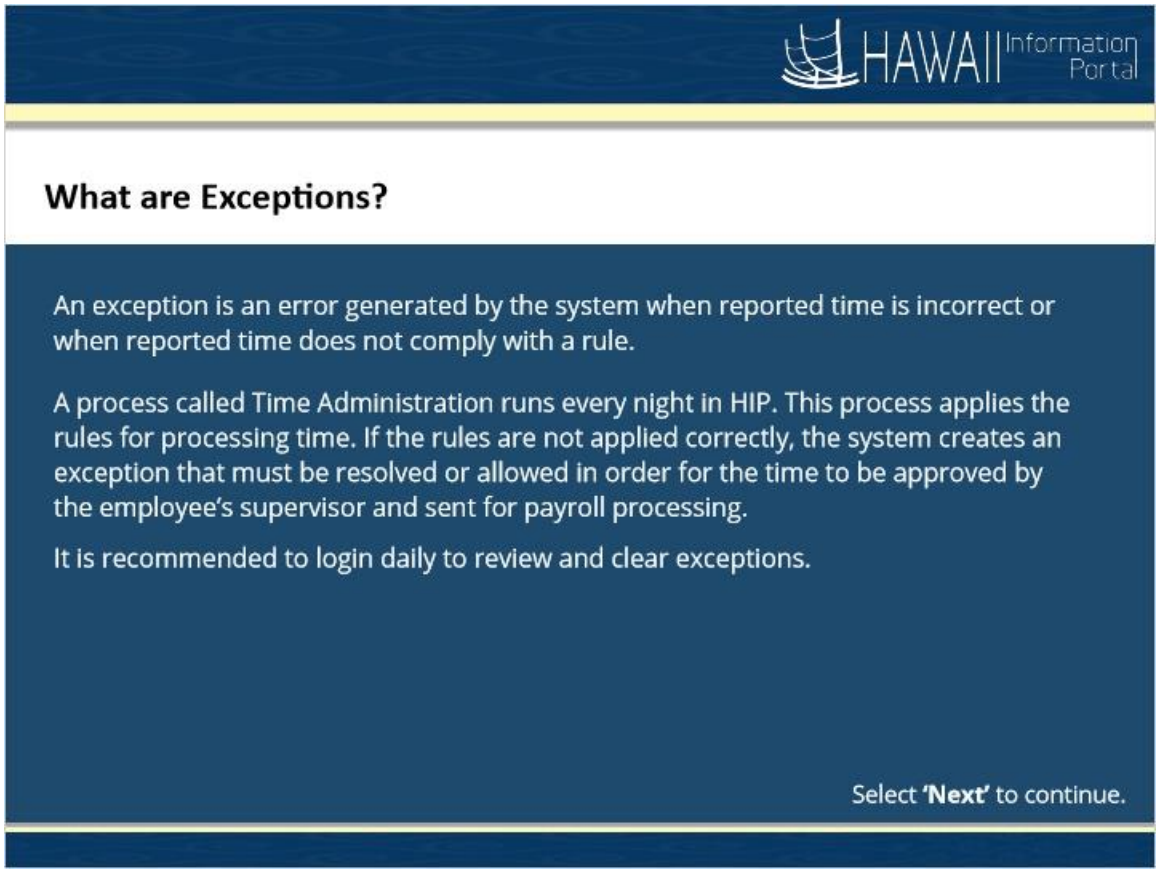
Lesson Scenario

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/

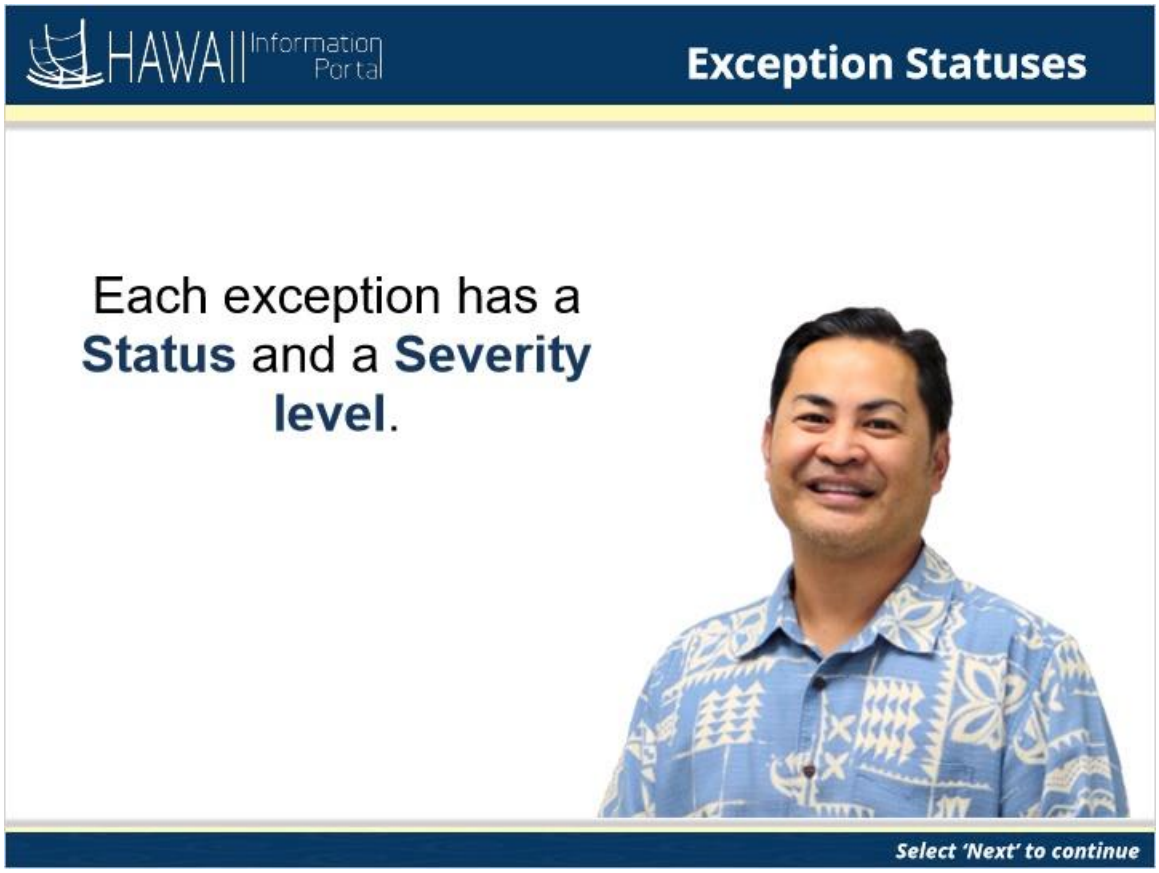


What are Exceptions?

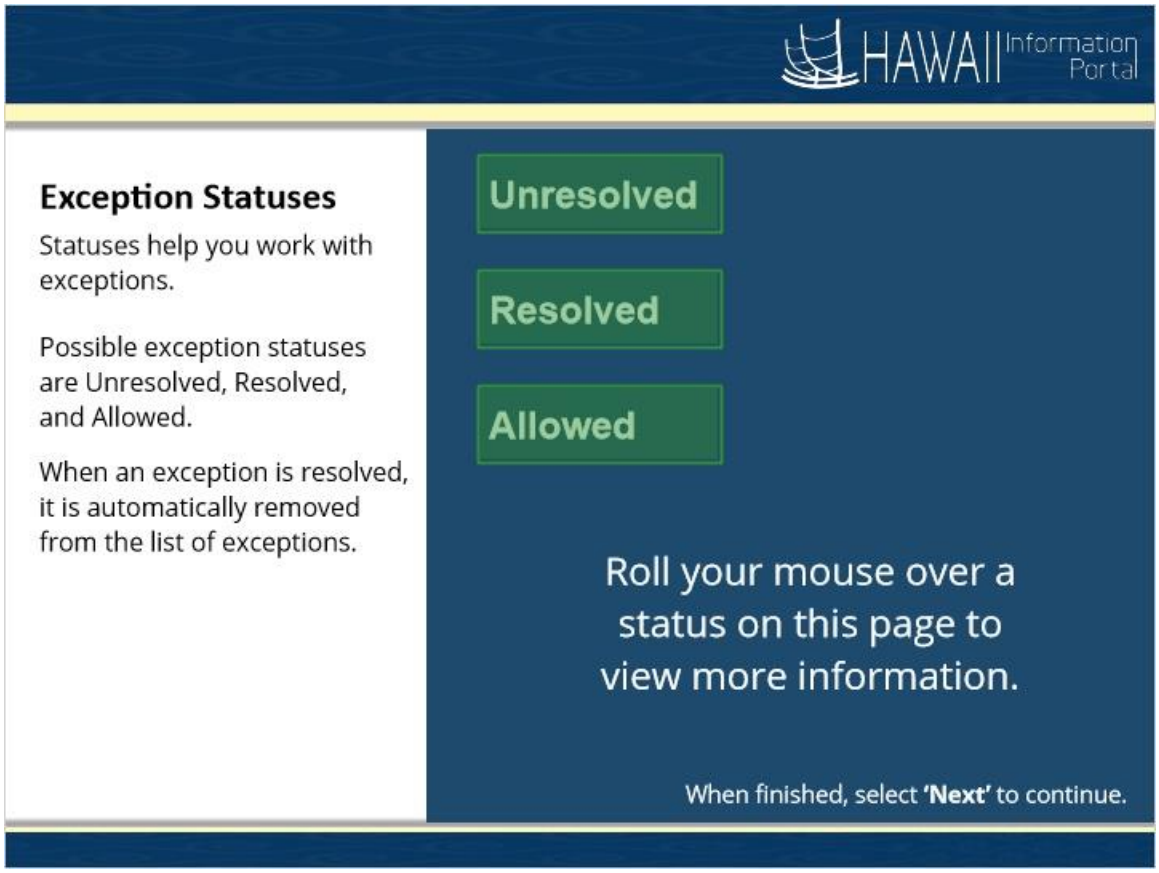
An exception is an error generated by the system when reported time is incorrect or when reported time does not comply with a rule.

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

It is recommended to login daily to review and clear exceptions.



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



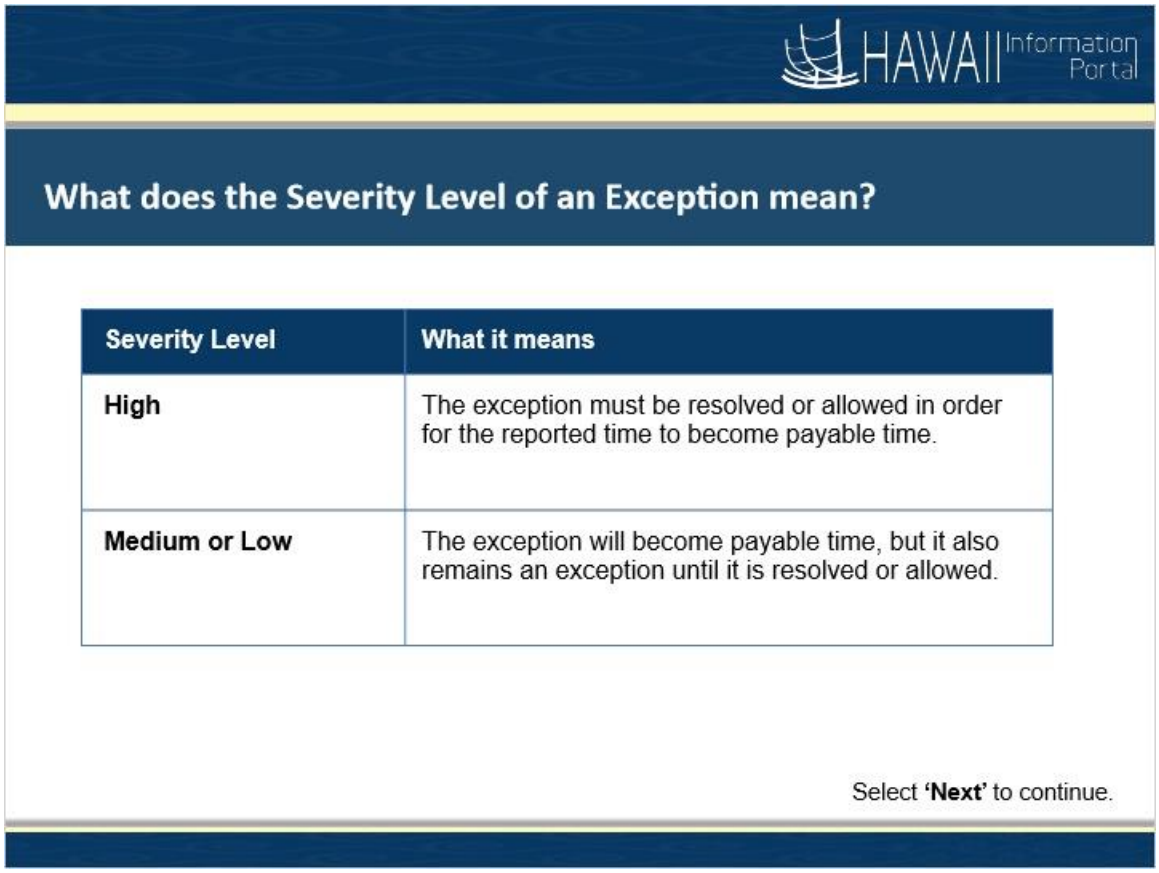
Exception Statuses

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.

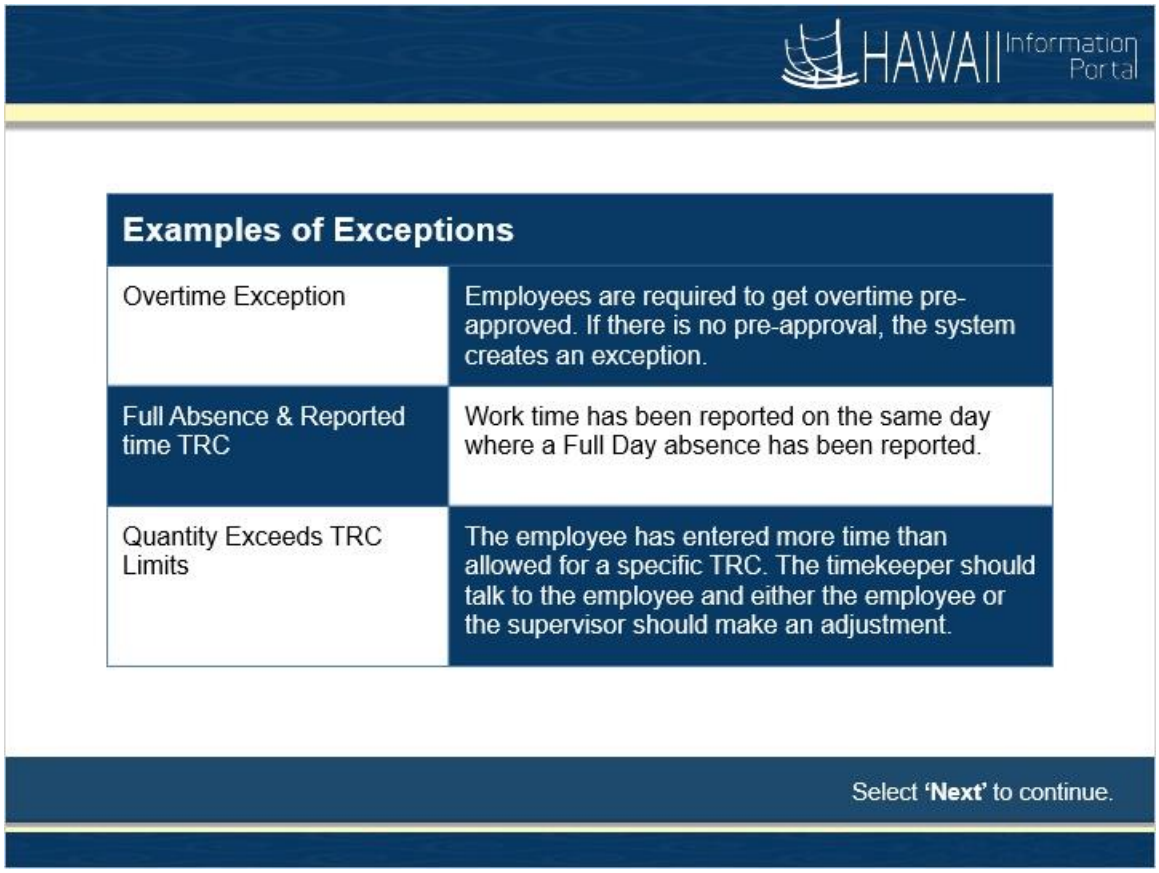


What does the Severity Level of an Exception mean?

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**?

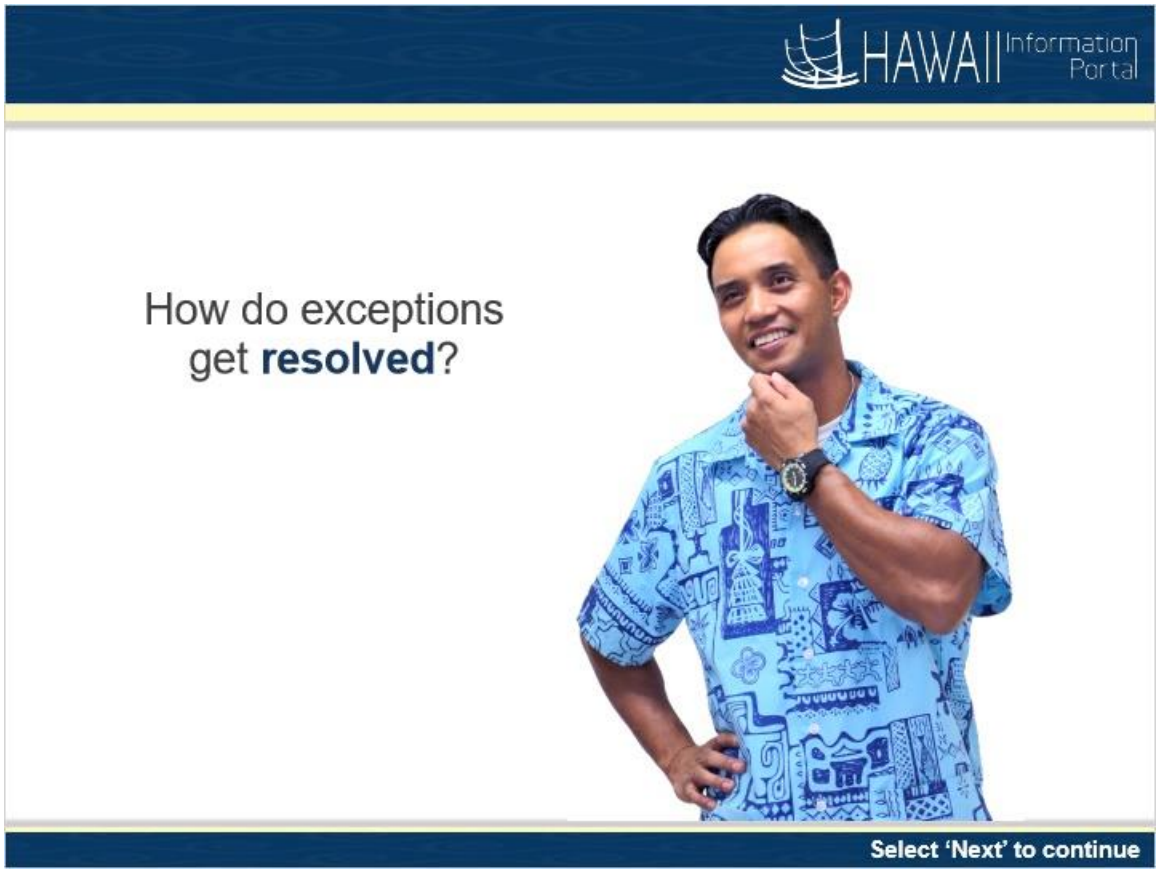


Examples of Exceptions

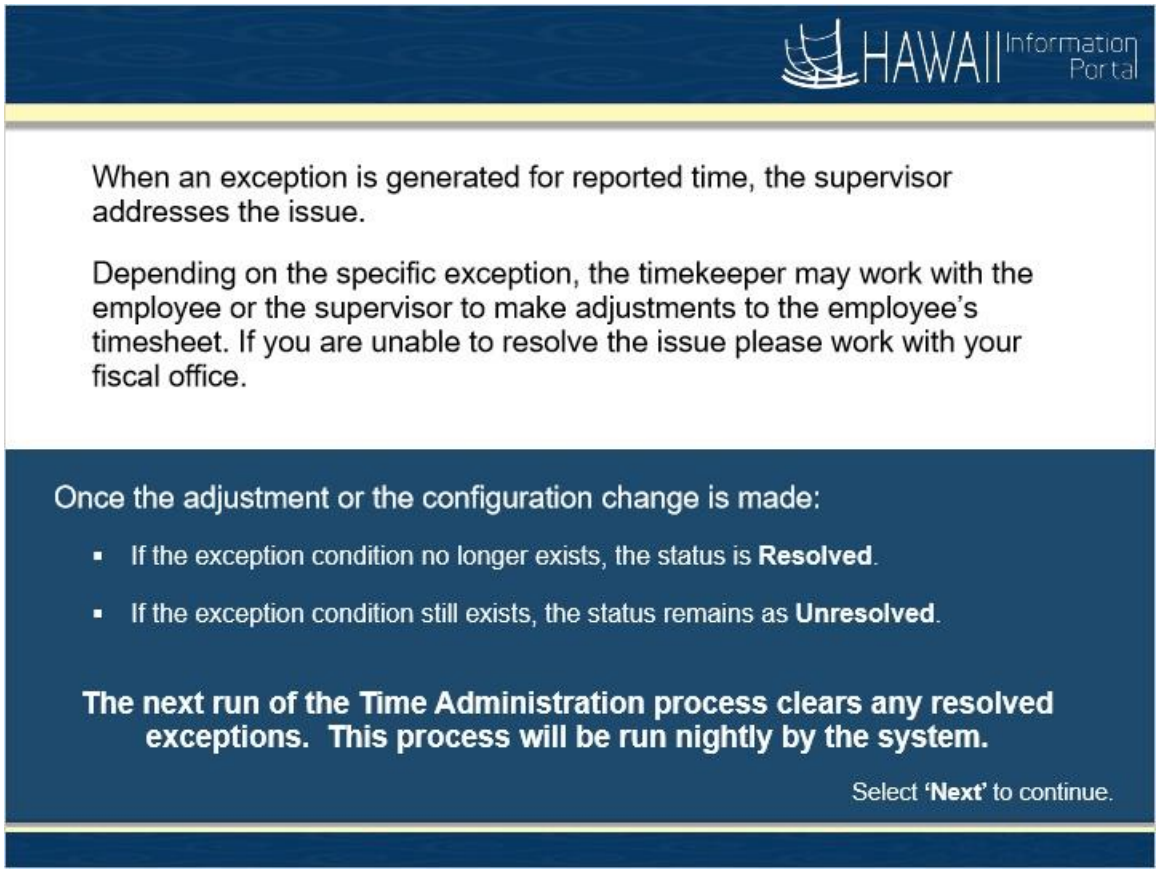
Overtime Exception: Employees are required to get overtime pre-approved. If there is no pre-approval, the system creates an exception.

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**?



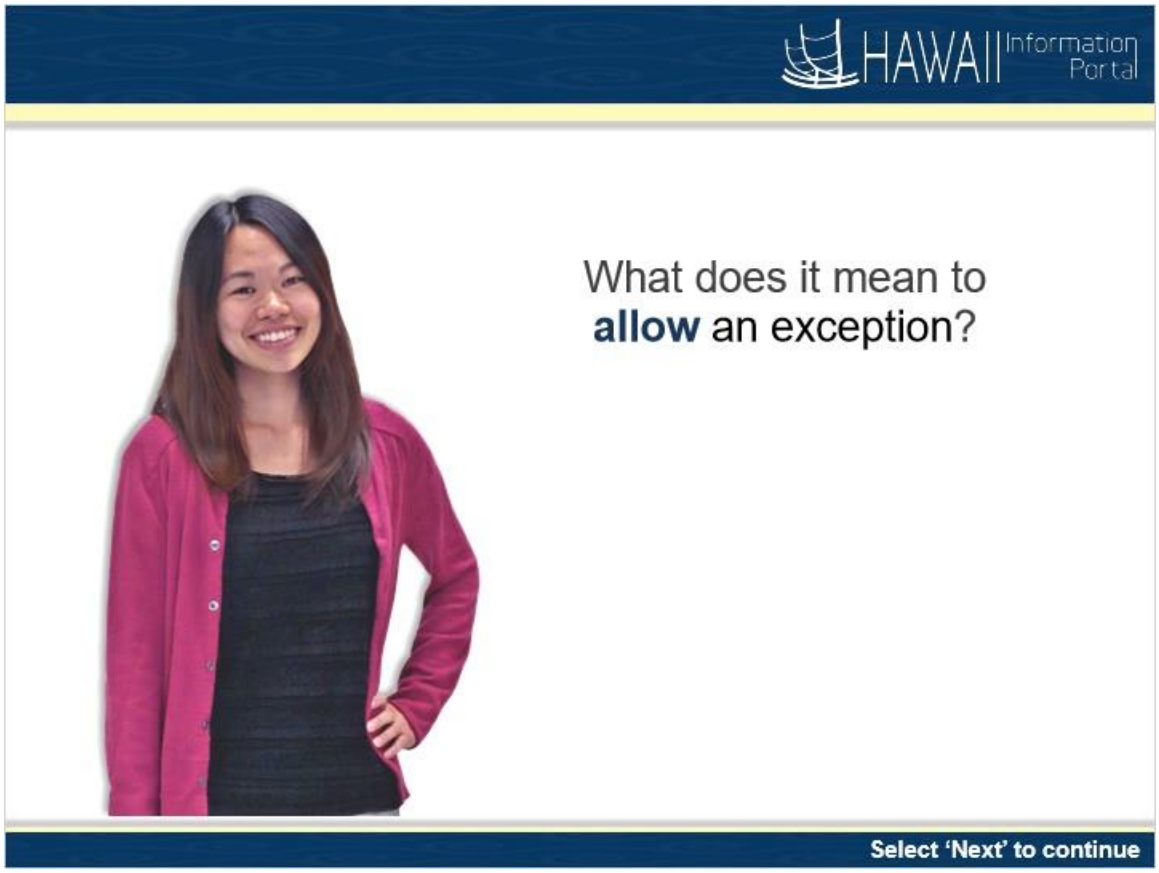
When an exception is generated for reported time, the timekeeper addresses the issue.

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

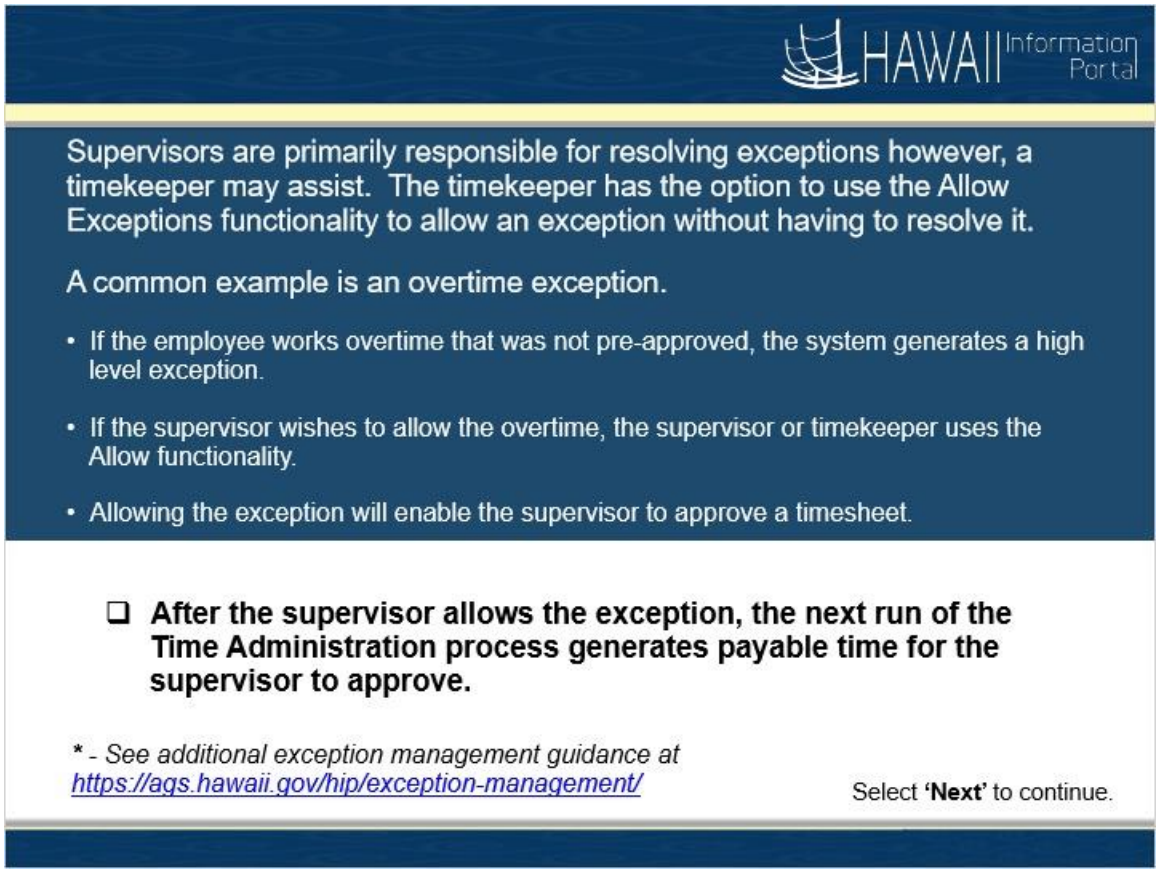
Once the adjustment or the configuration change is made:

- 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.



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/*

Congratulations!

You've successfully completed this lesson.

Allow Exceptions

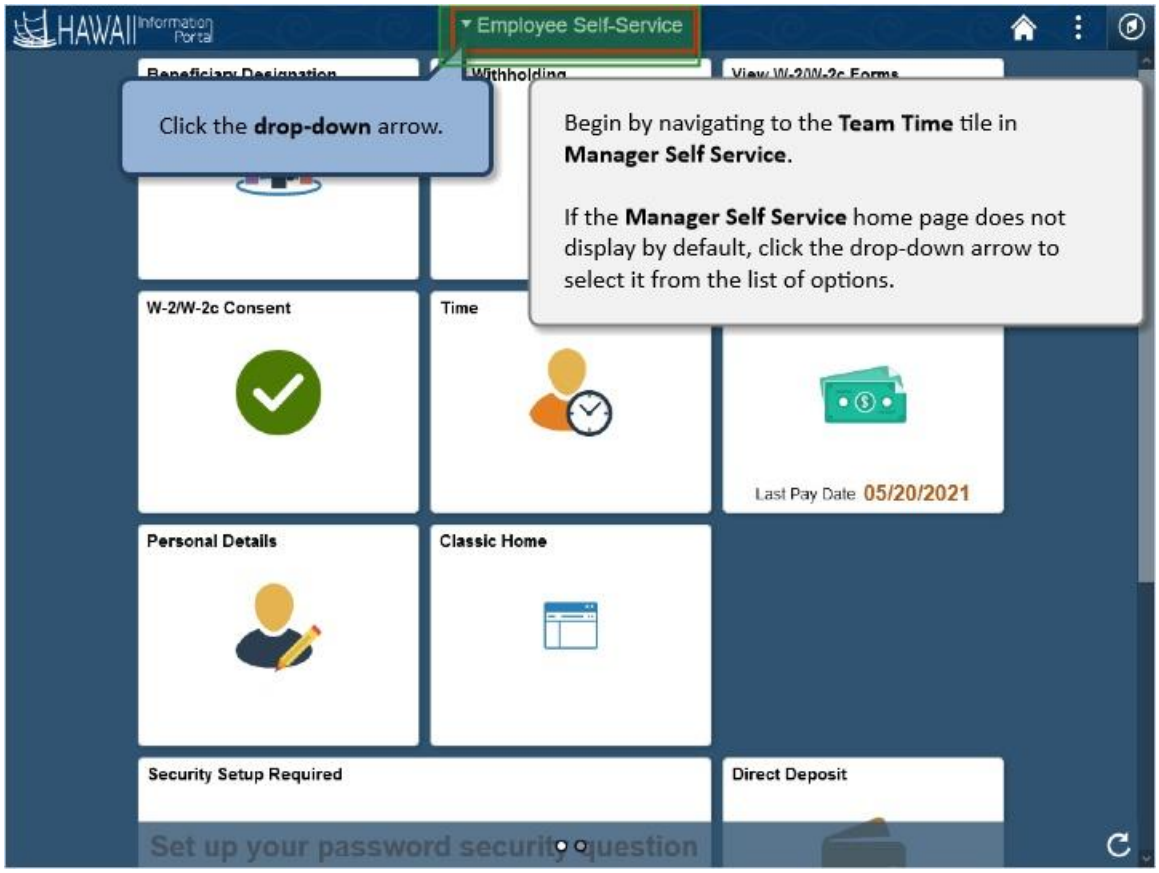
Lesson Scenario

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

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

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

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



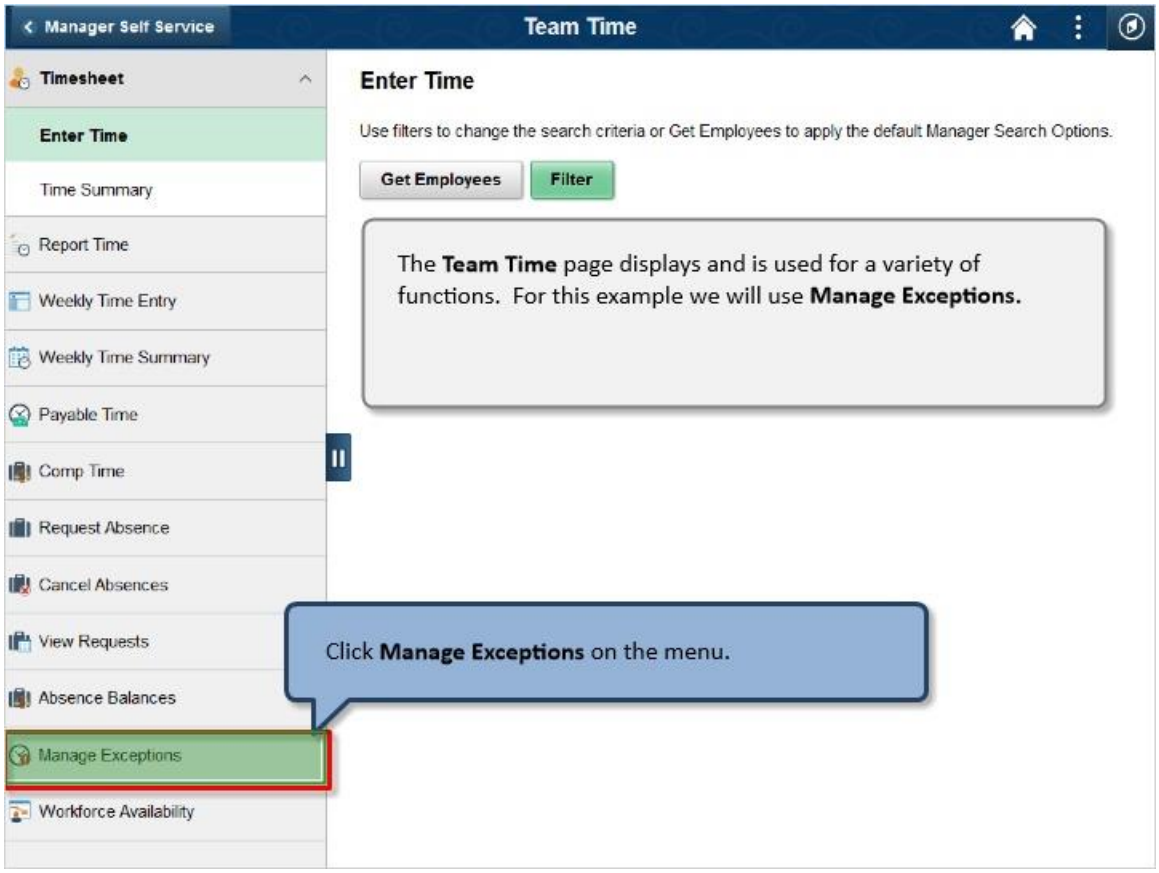
Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

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

Click the **drop-down** arrow.

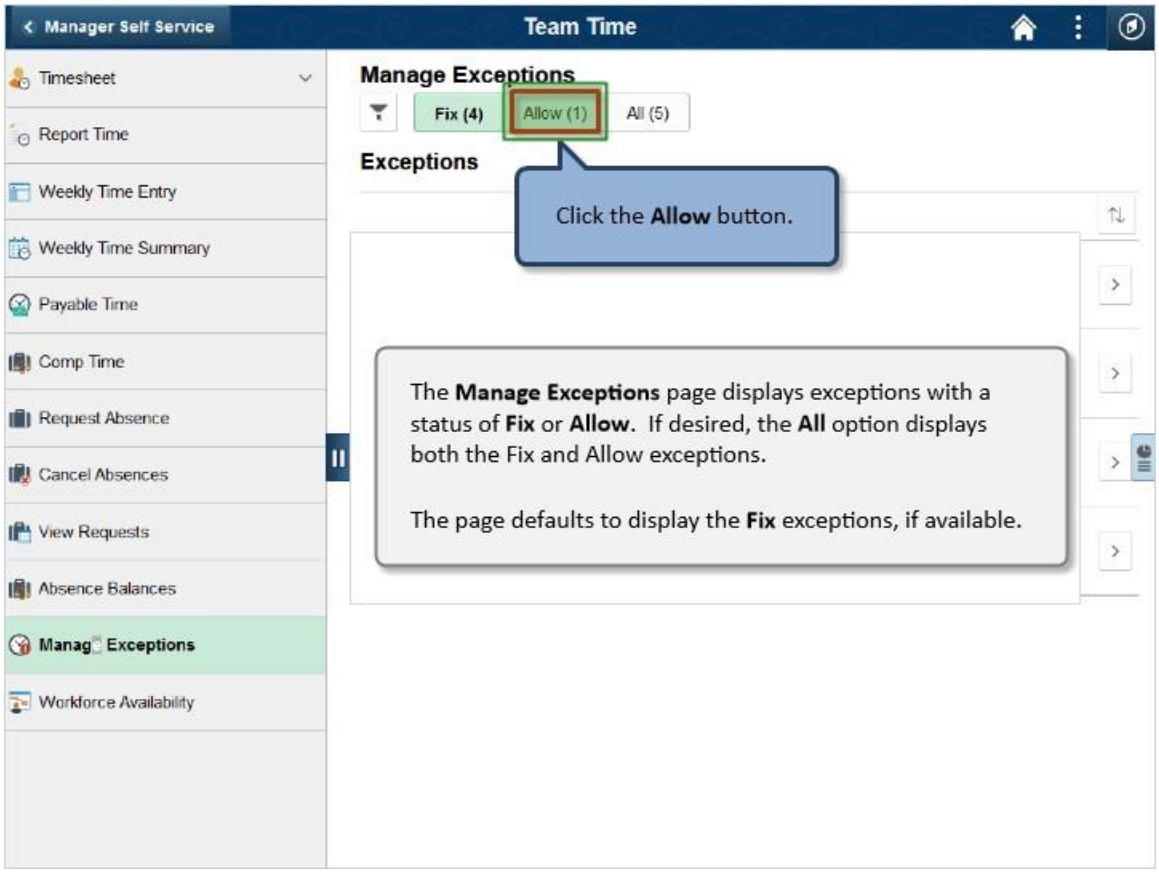
Click **Manager Self Service** from the list of options.

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.**

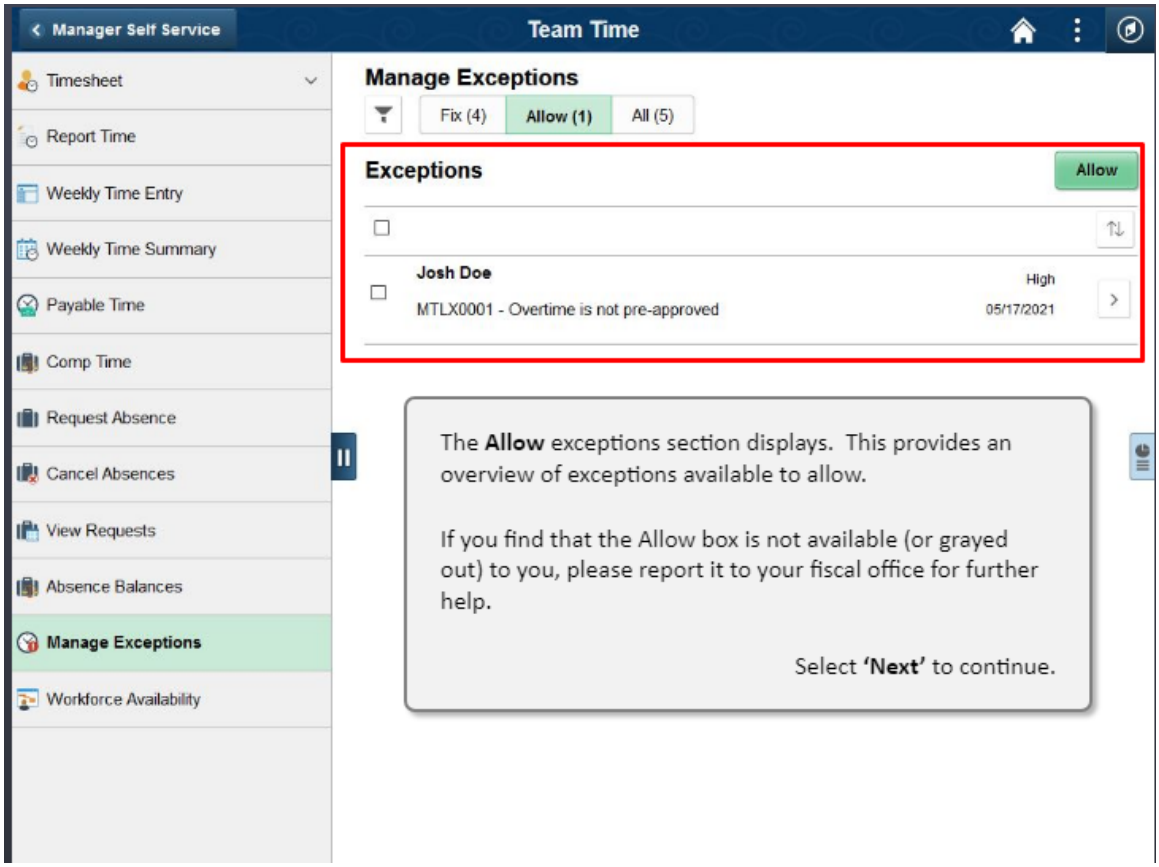
Click **Manage Exceptions** on the menu.



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.

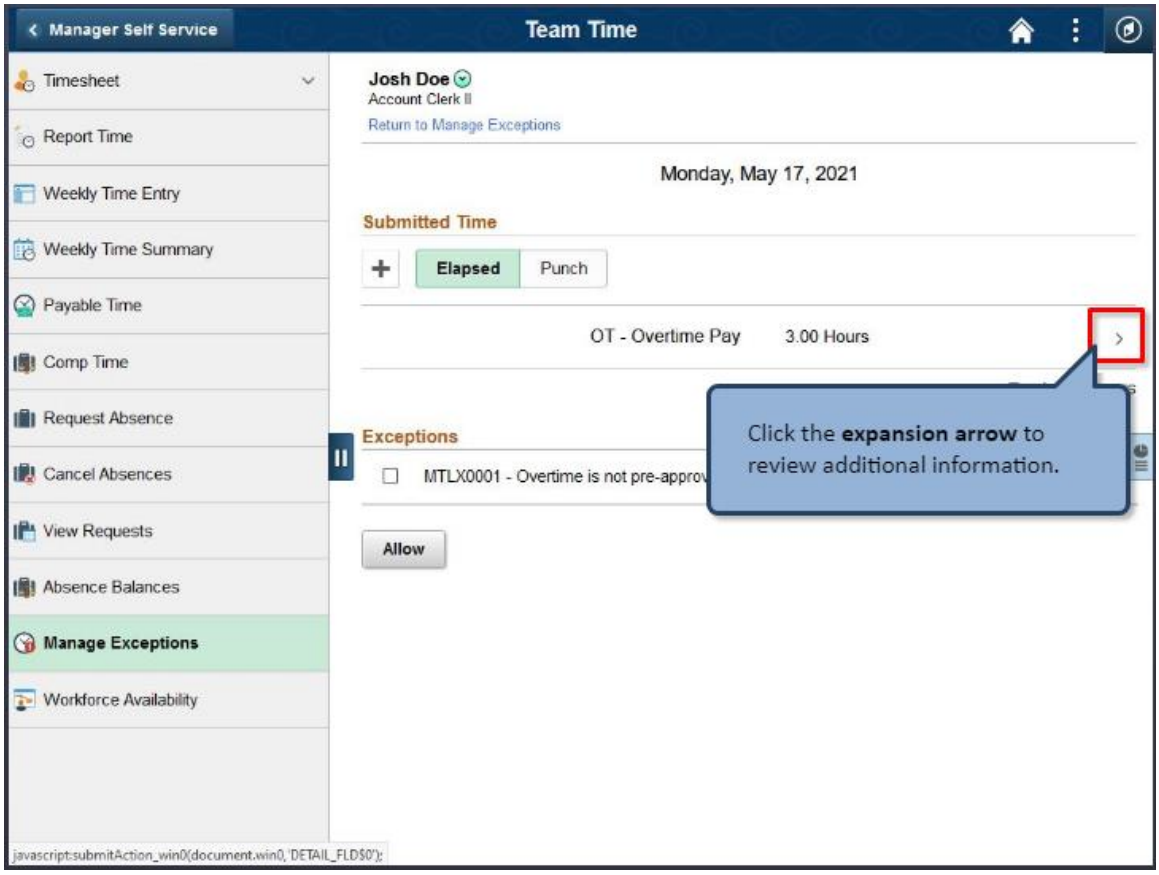
The page defaults to display the **Fix** exceptions, if available.

Click the **Allow** button.

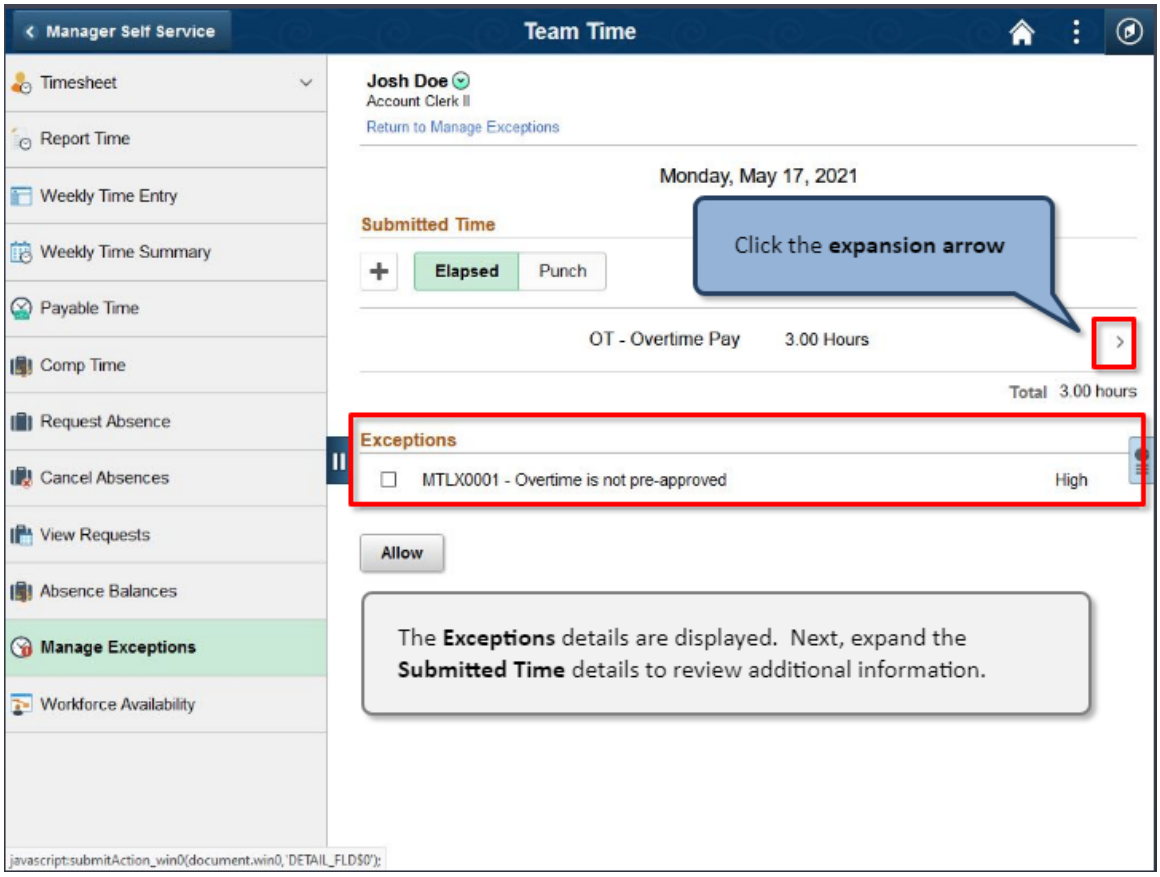


The **Allow** exceptions section displays. This provides an overview of exceptions available to allow.

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.

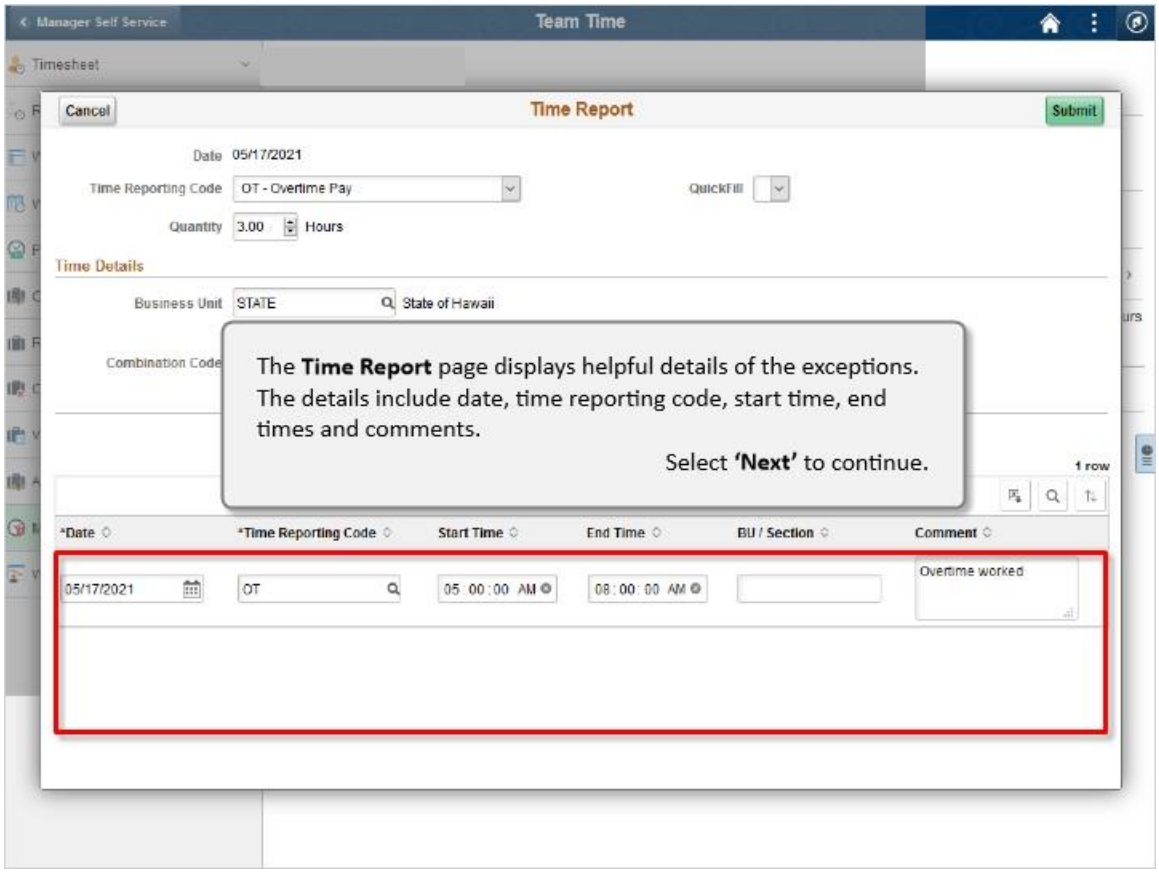


Click the **expansion arrow** to review additional information.

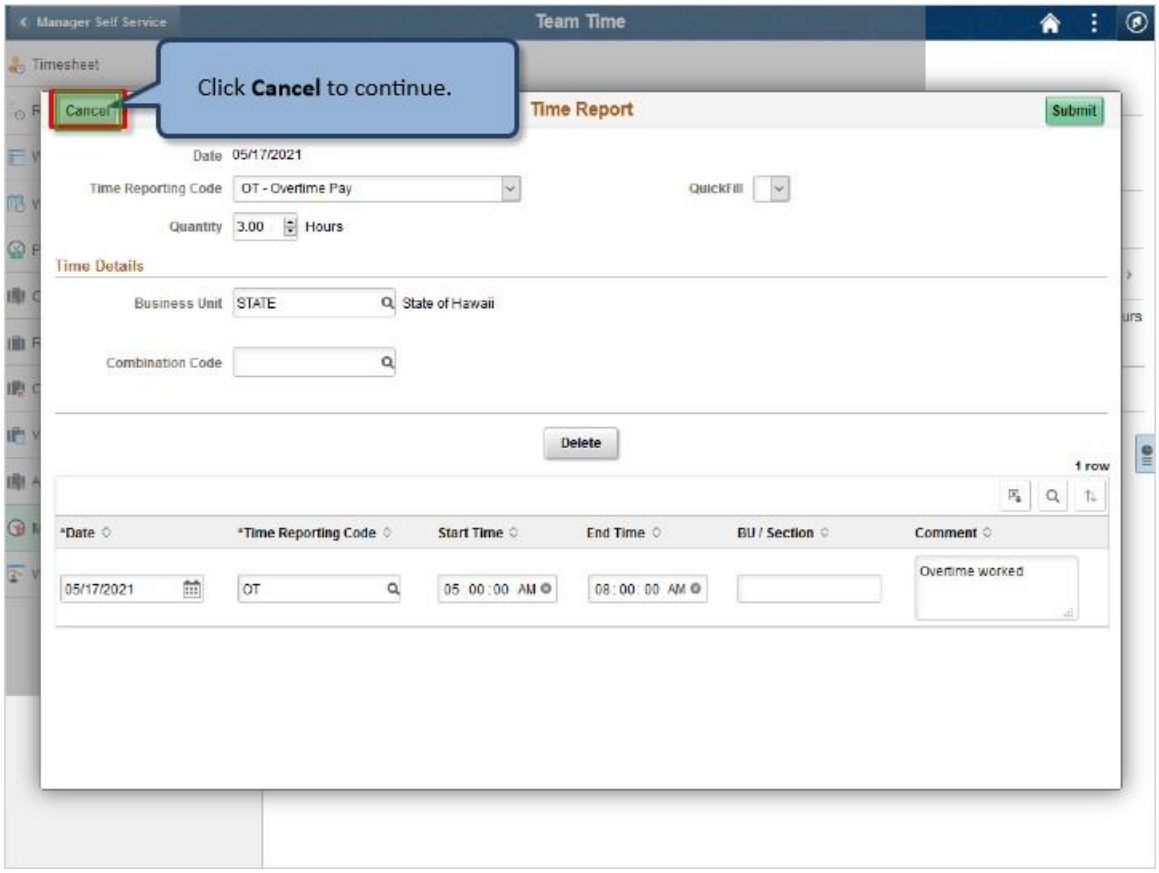


The **Exceptions** details is displayed. Next, expand the **Submitted Time** details to review additional information.

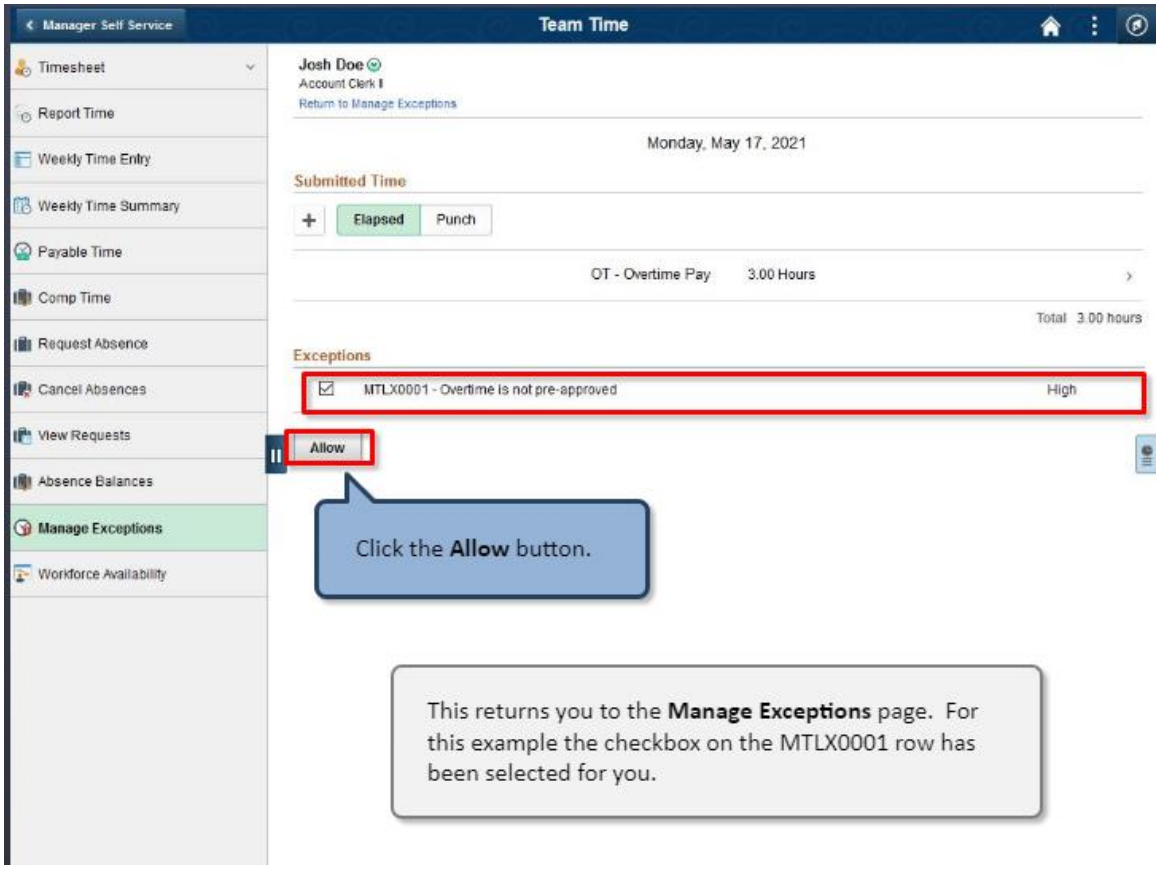
Click the **expansion arrow**



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

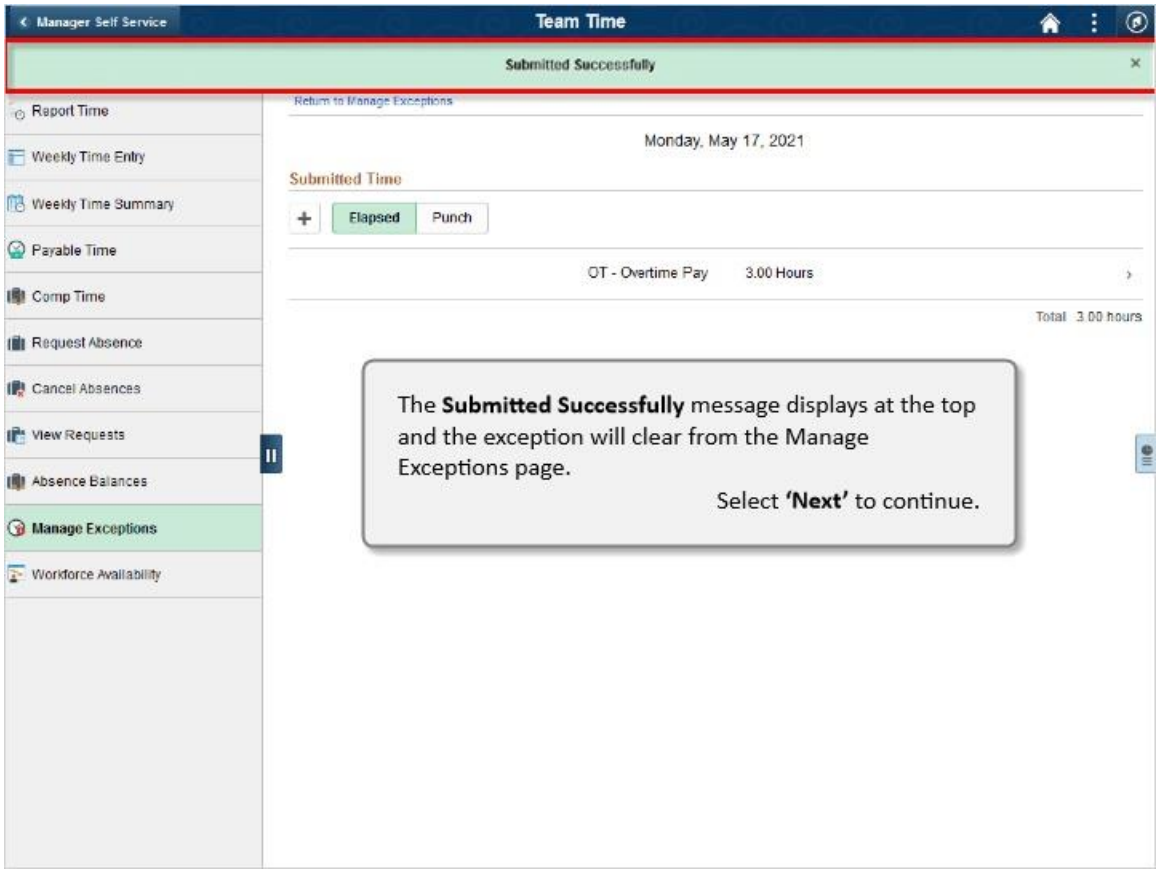


Click **Cancel** to continue.

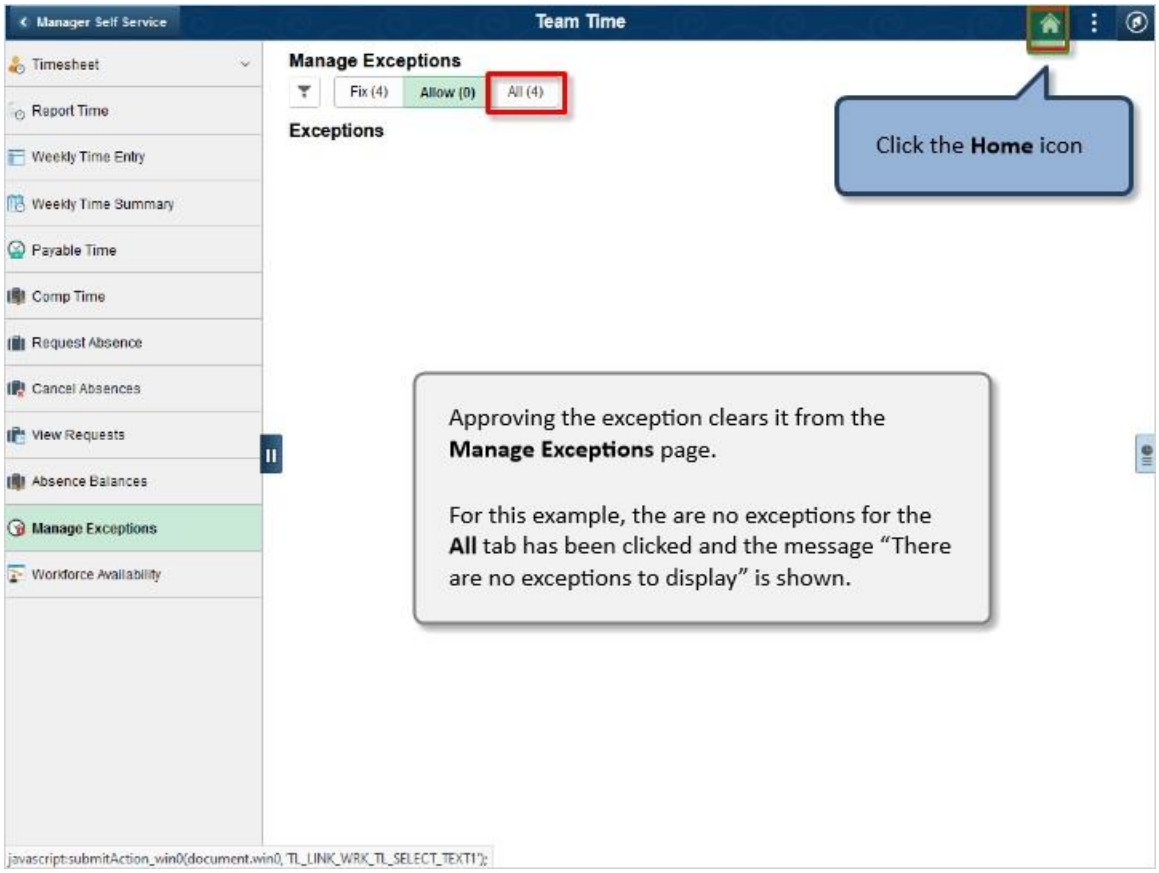


This returns you to the **Manage Exceptions** page. For this example, the checkbox on the MTLX0001 row has been selected for you.

Click the **Allow** button.



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



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

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

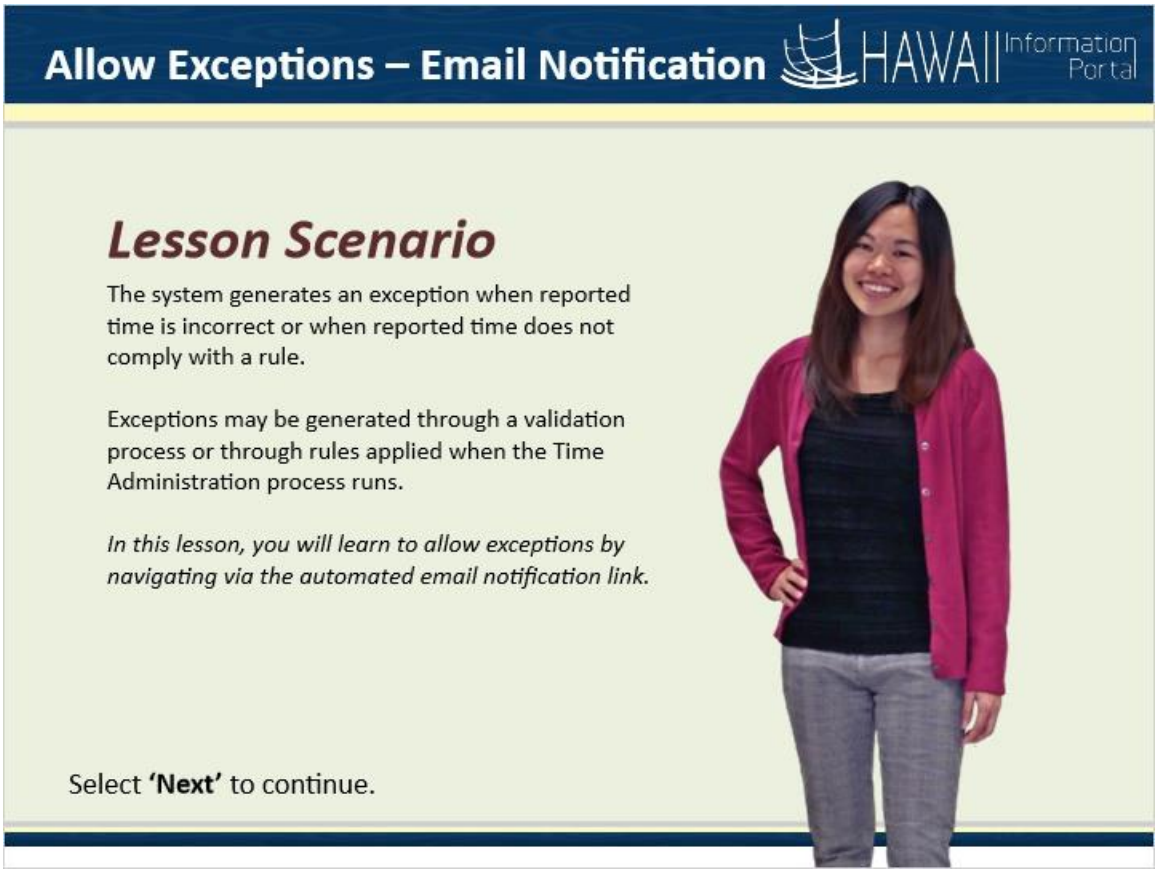
Click the **Home** icon

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

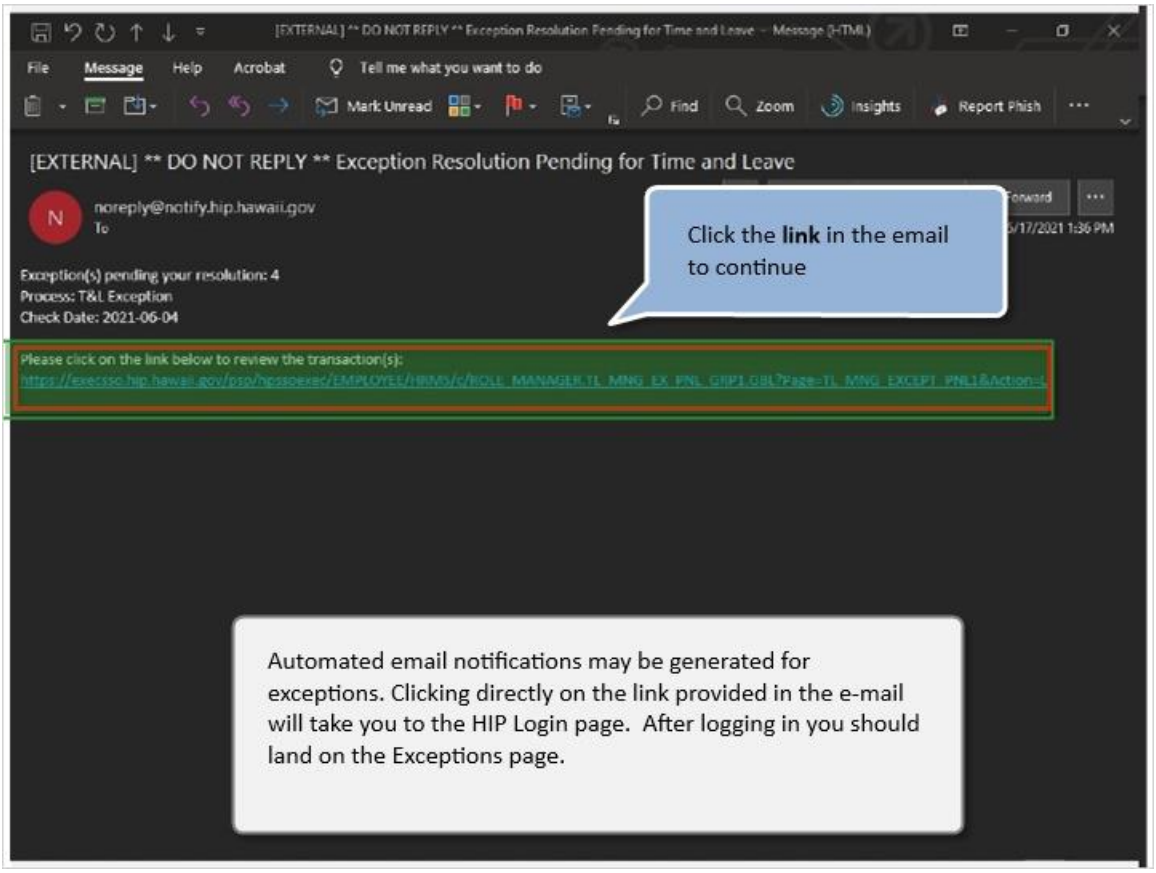


Lesson Scenario

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

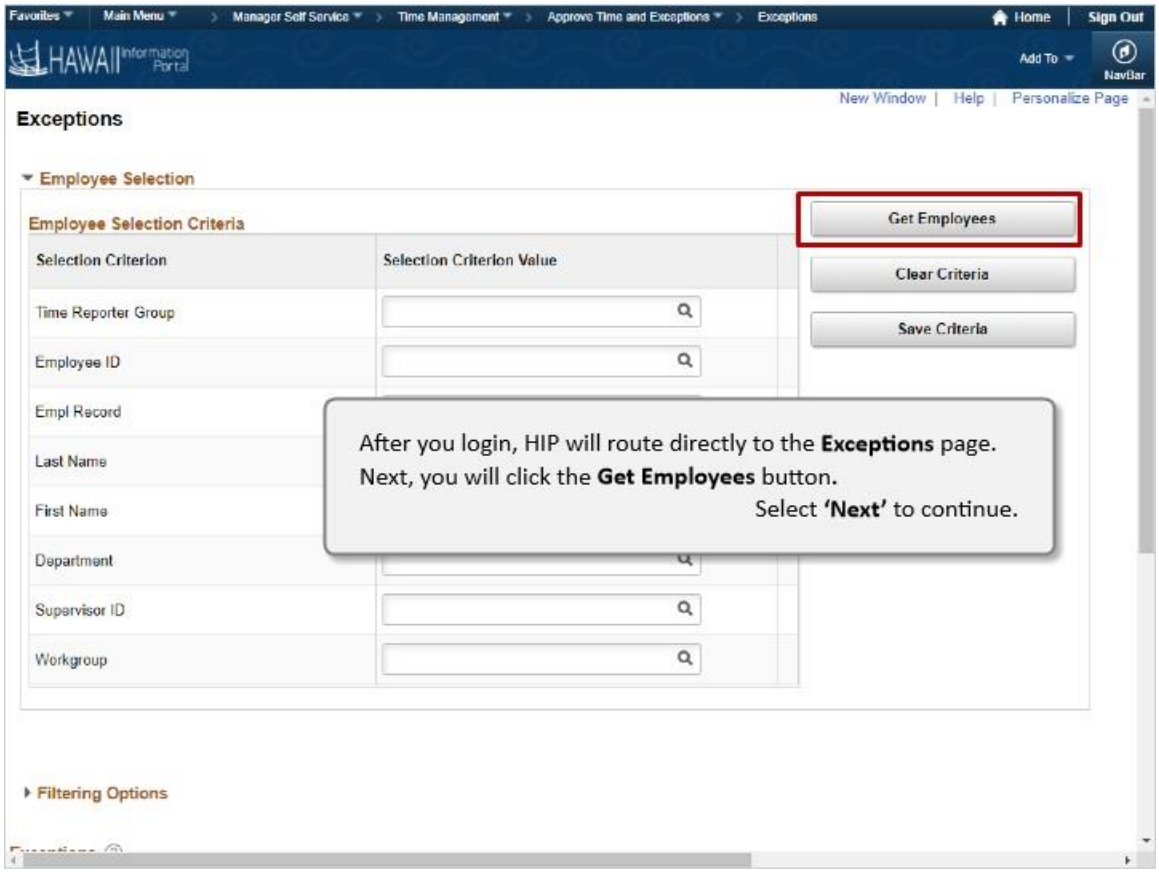
Exceptions may be generated through a validation process or through rules applied when the Time Administration process runs.

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

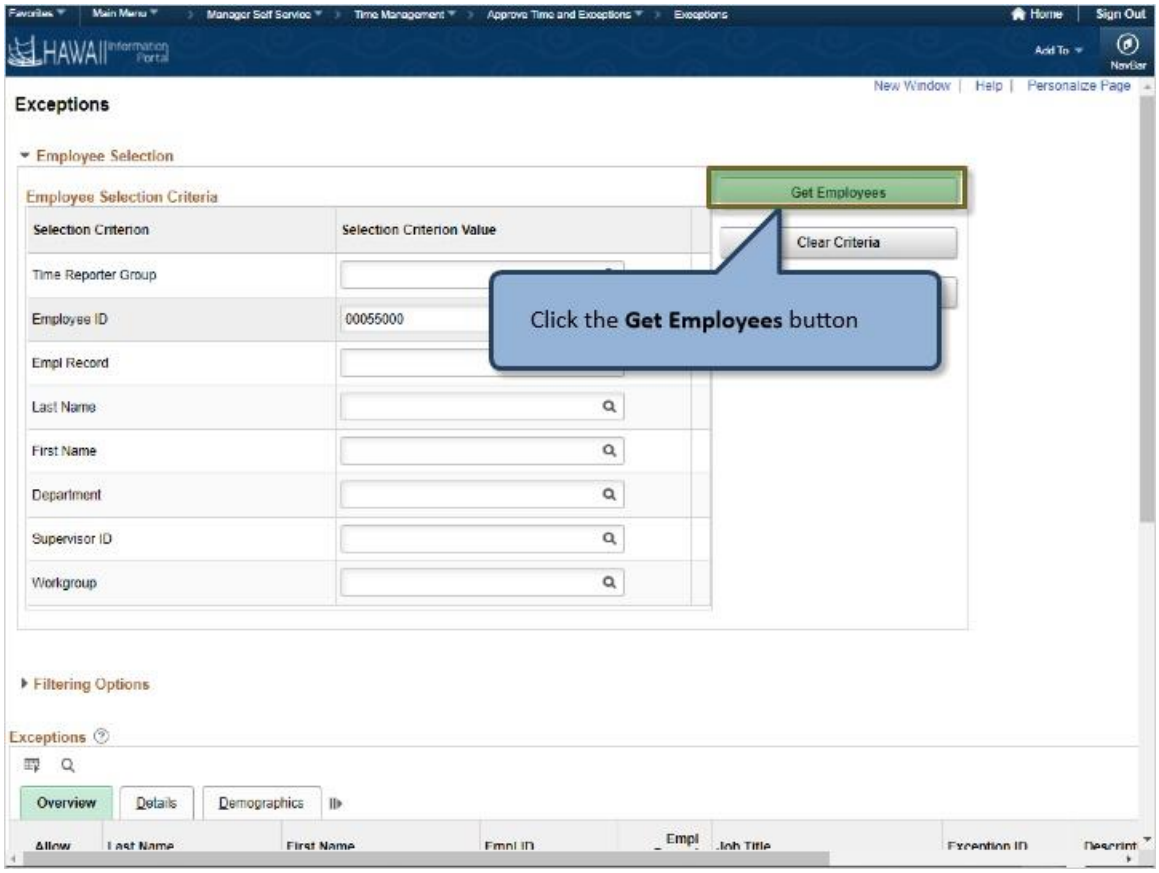


Automated email notifications may be generated for exceptions Clicking directly on the link provided in the e-mail will take you to the HIP Login page. After logging in you should land on the Exceptions page.

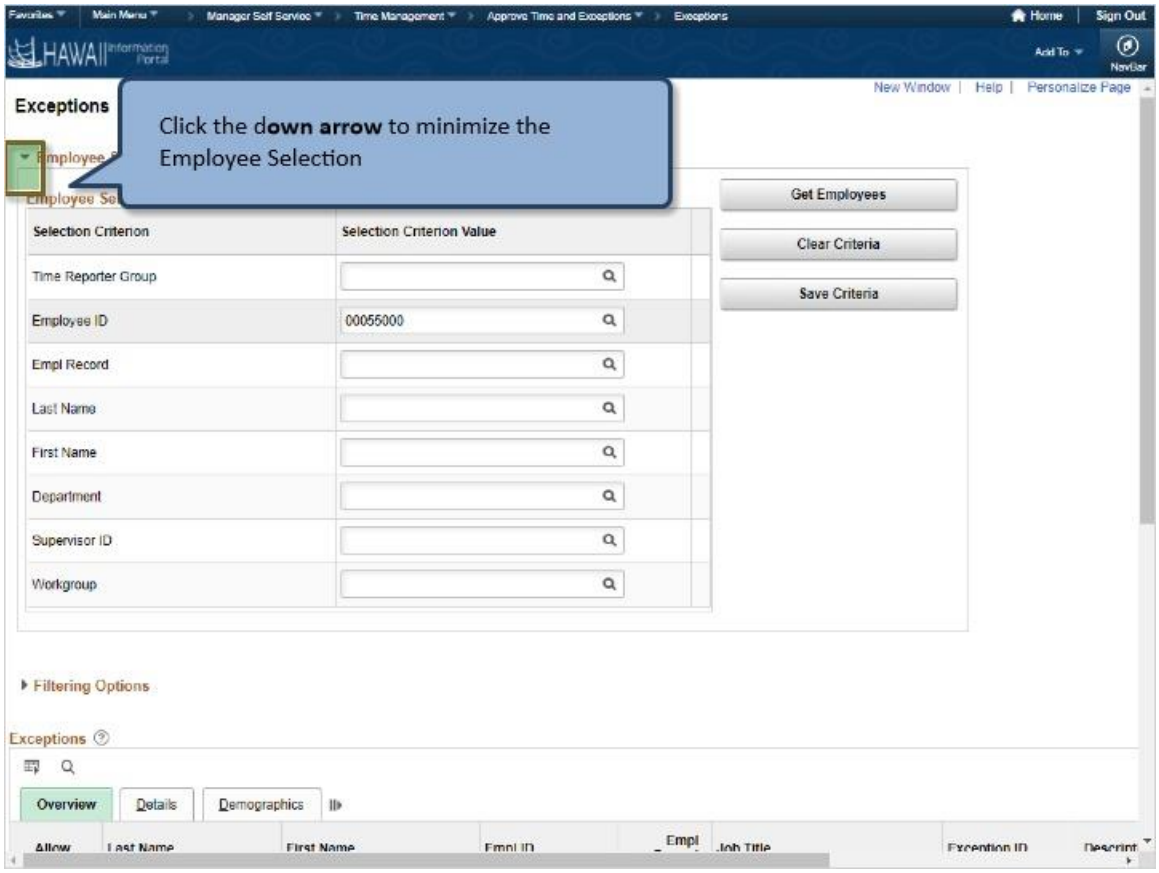
Click the **link** in the email to continue



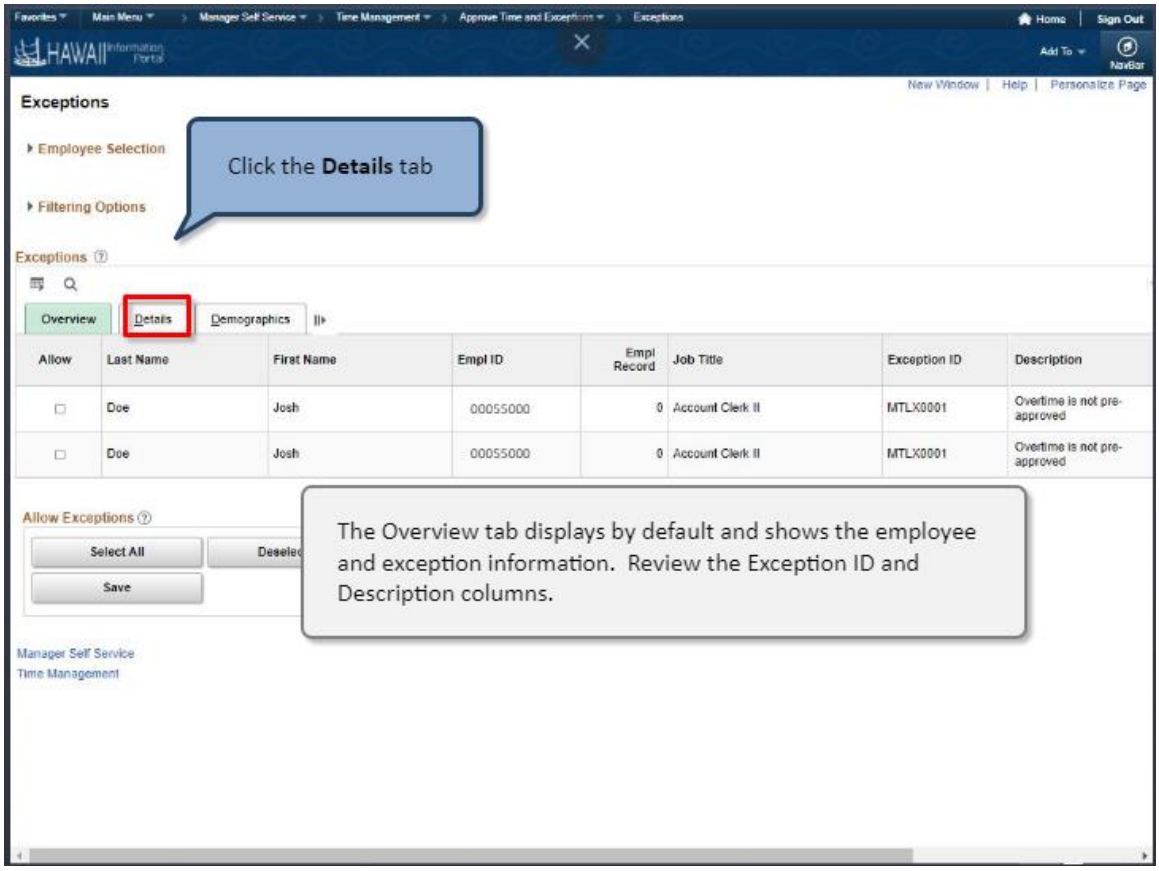
After you login, HIP will route directly to the **Exceptions** page.
Next, you will click the **Get Employees** button**.**



Click the **Get Employees** button.

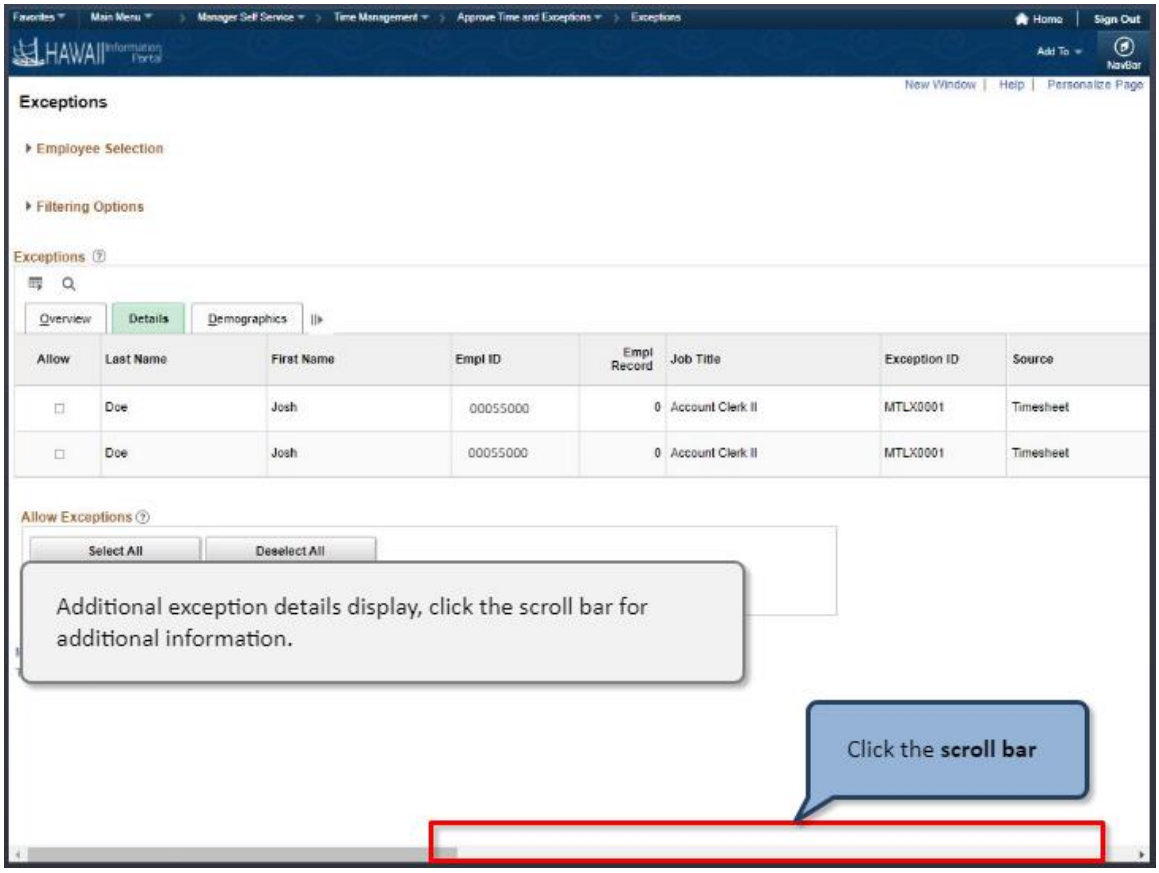


Click the d**own arrow** to minimize the Employee Selection



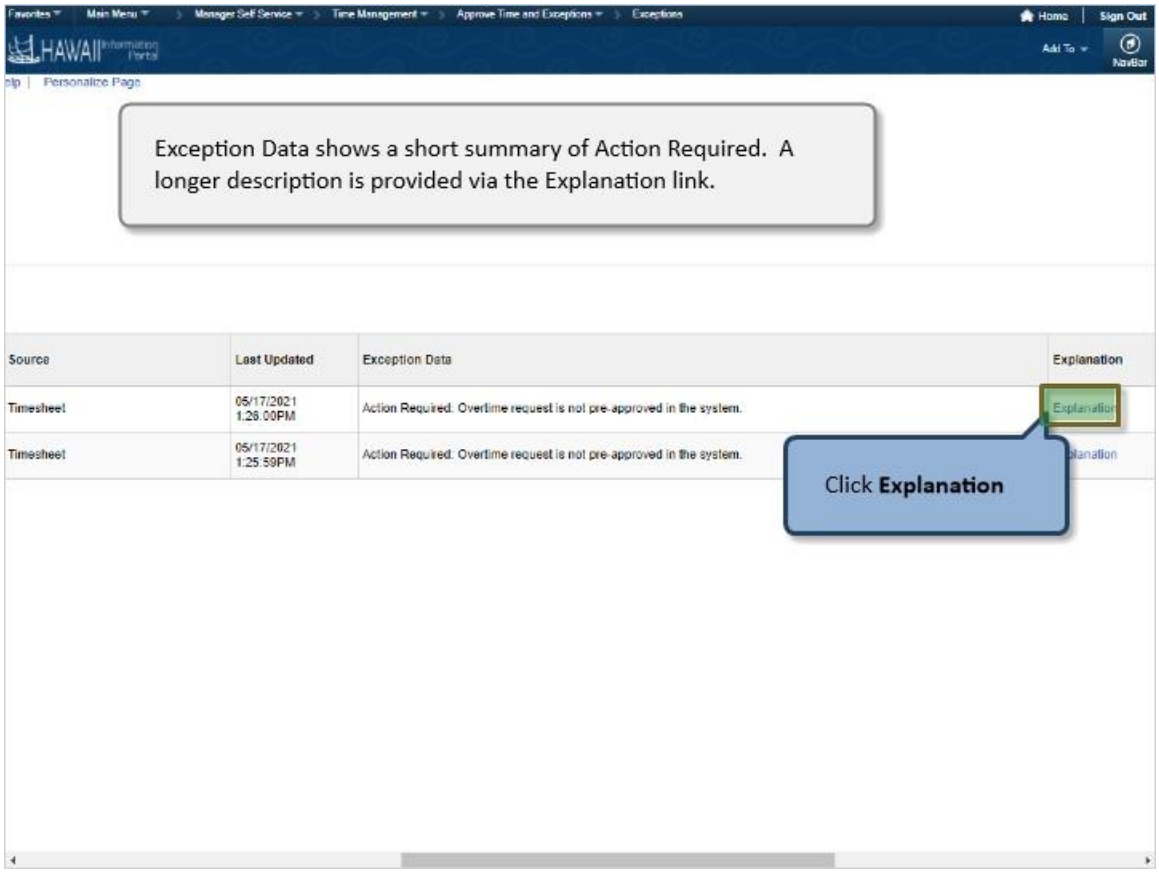
The Overview tab displays by default and shows the employee and exception information. Review the Exception ID and Description columns.

Click the **Details** tab



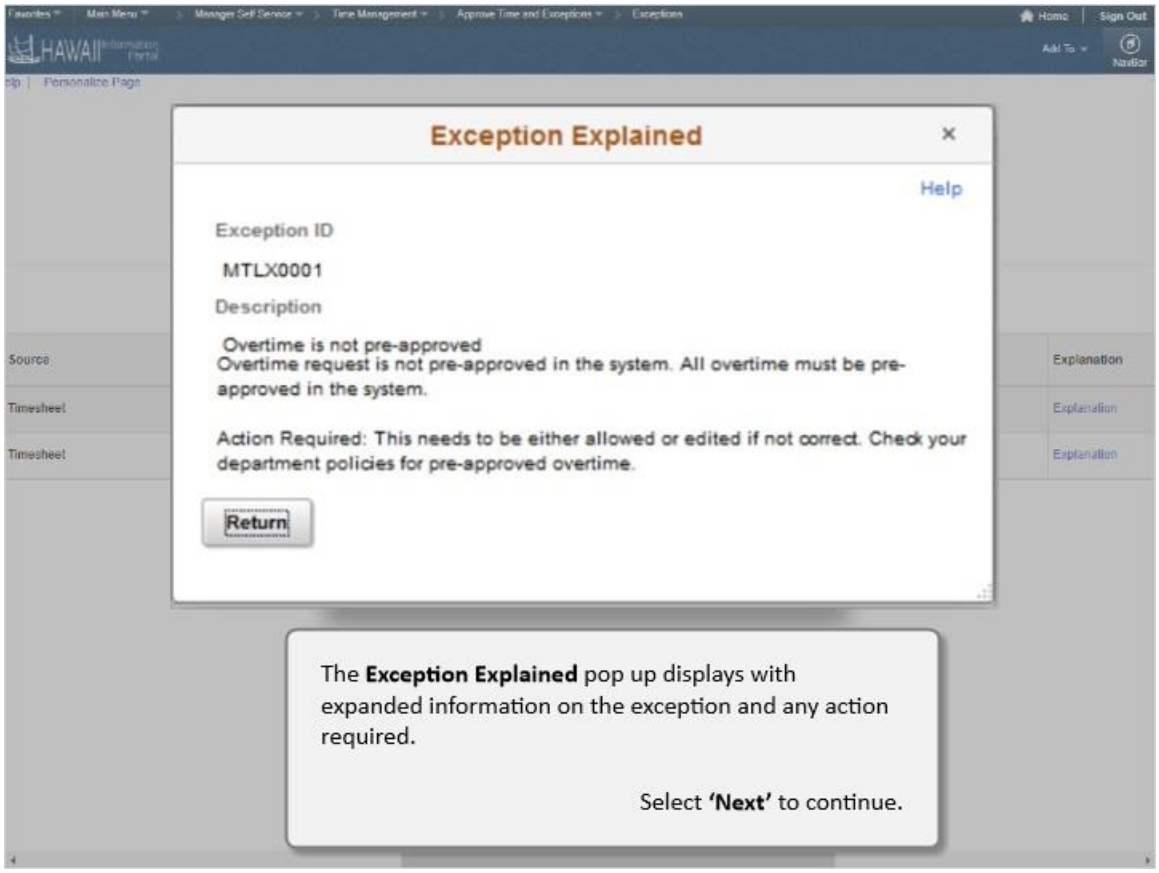
Additional exception details display, click the scroll bar for additional information.

Click the scroll bar

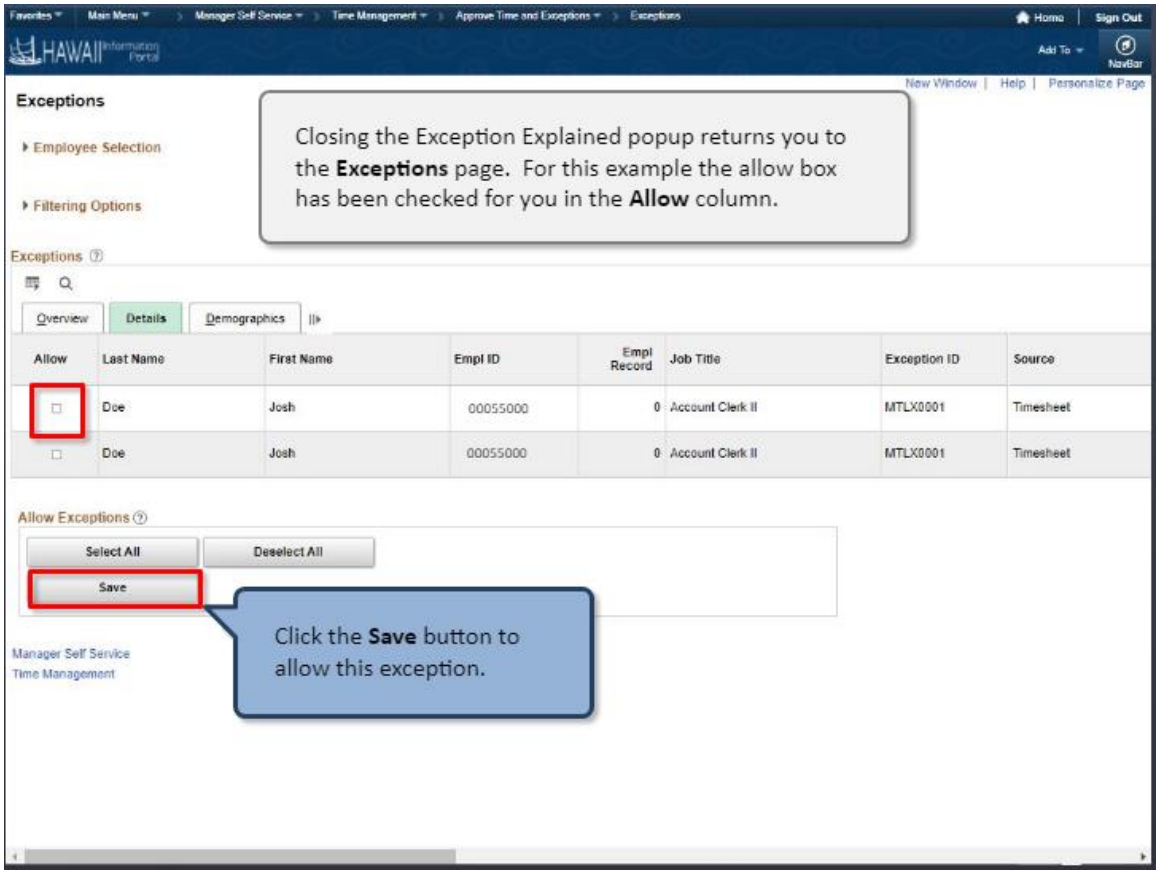


Exception Data shows a short summary of Action Required. A longer description is provided via the Explanation link.

Click Explanation

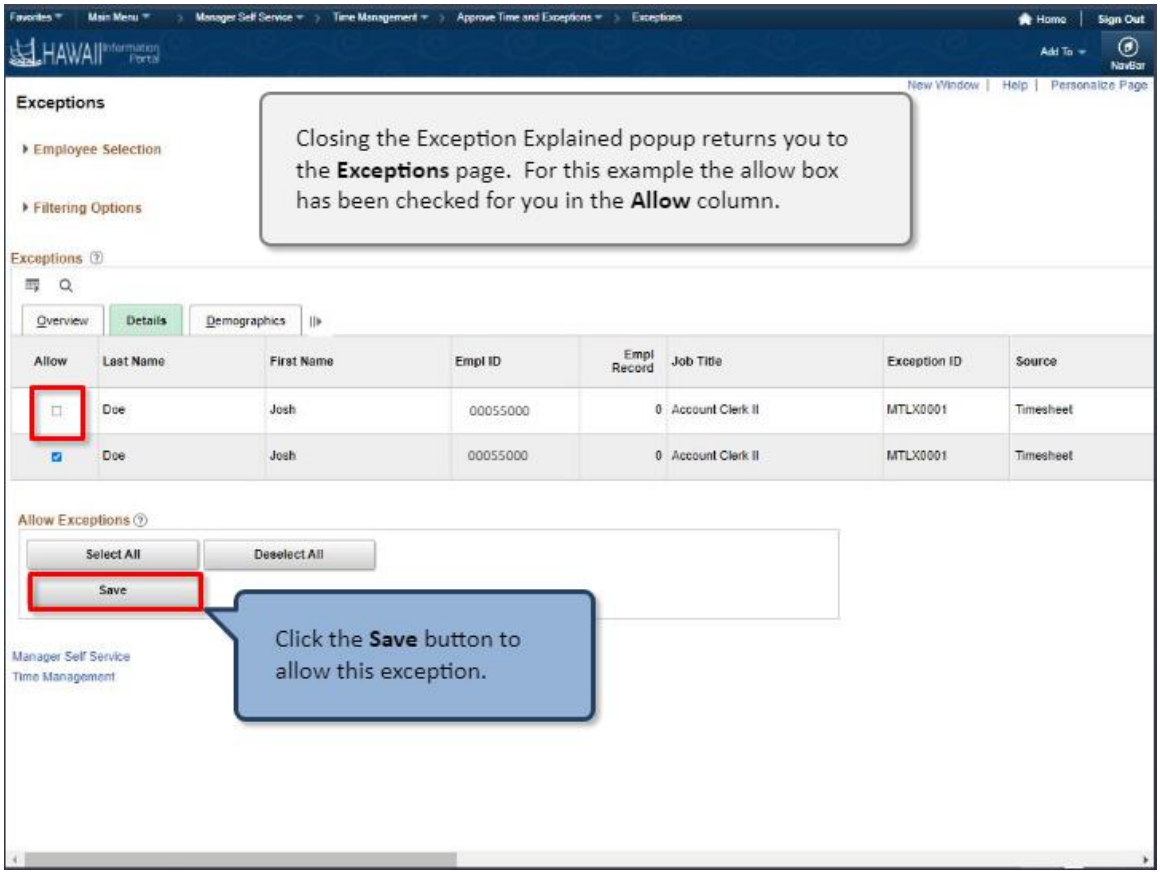


The **Exception Explained** pop up displays with expanded information on the exception and any action required.



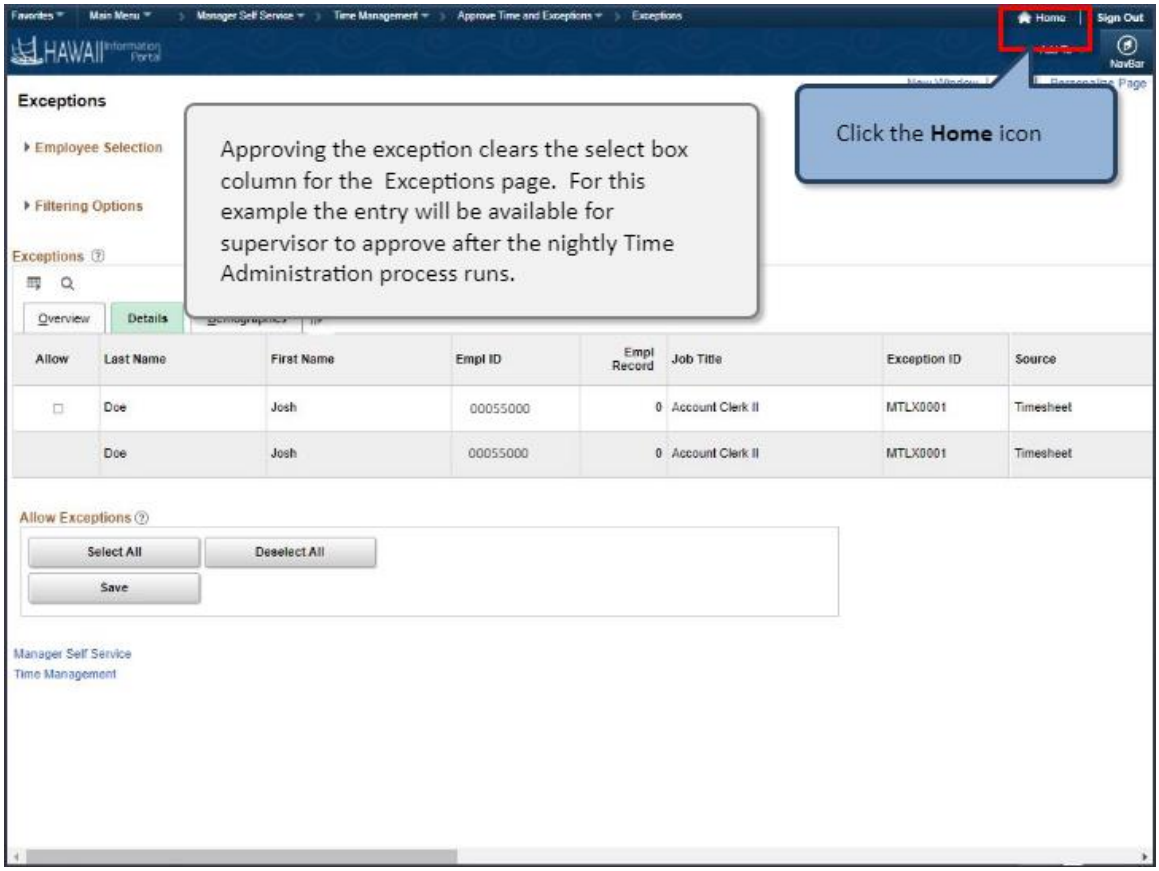
Closing the Exception Explained popup returns you to the **Exceptions** page. For this example, the allow box has been checked for you in the **Allow** column.

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

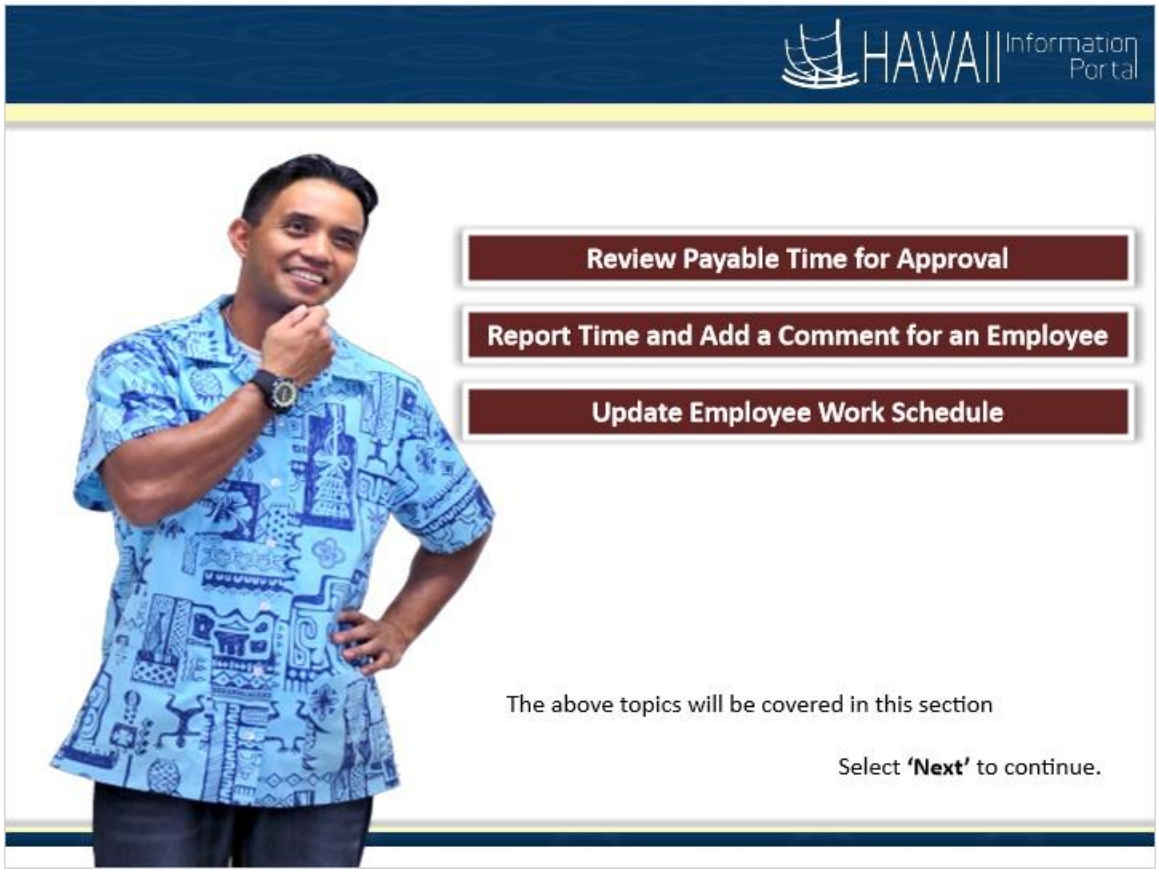
Congratulations!

You've successfully completed this lesson.

Working with Timesheets

Lesson Scenario

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



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

The above topics will be covered in this section

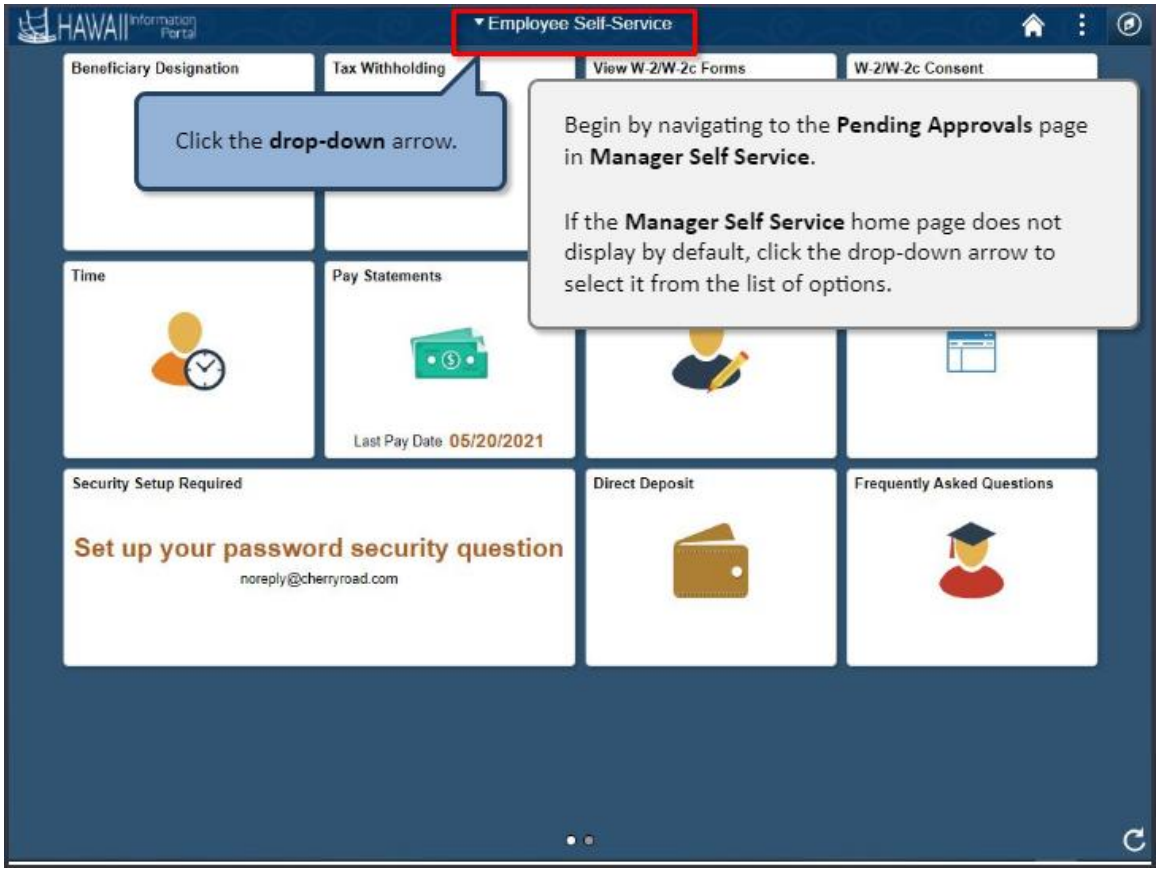
Review Payable Time for Approval

Lesson Scenario

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

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

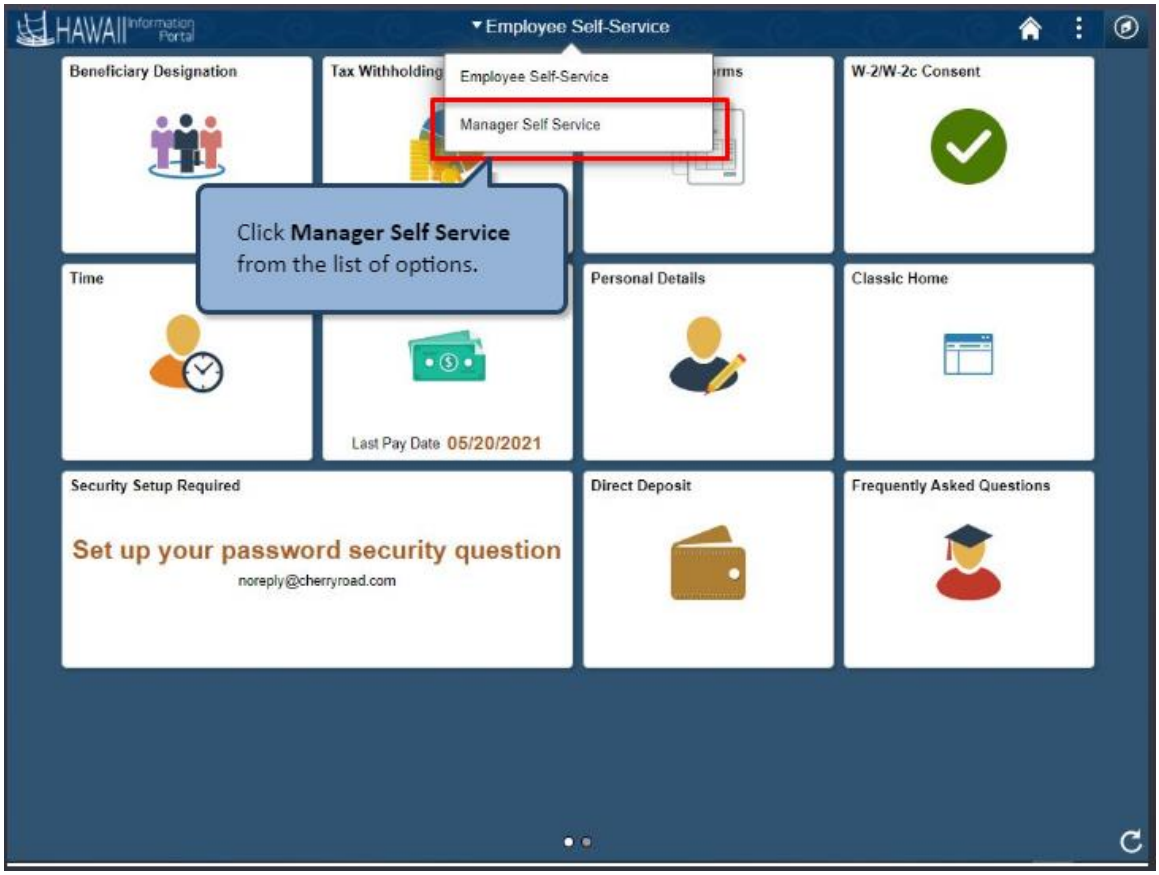
If you have questions about what you are approving, you can review payable time.



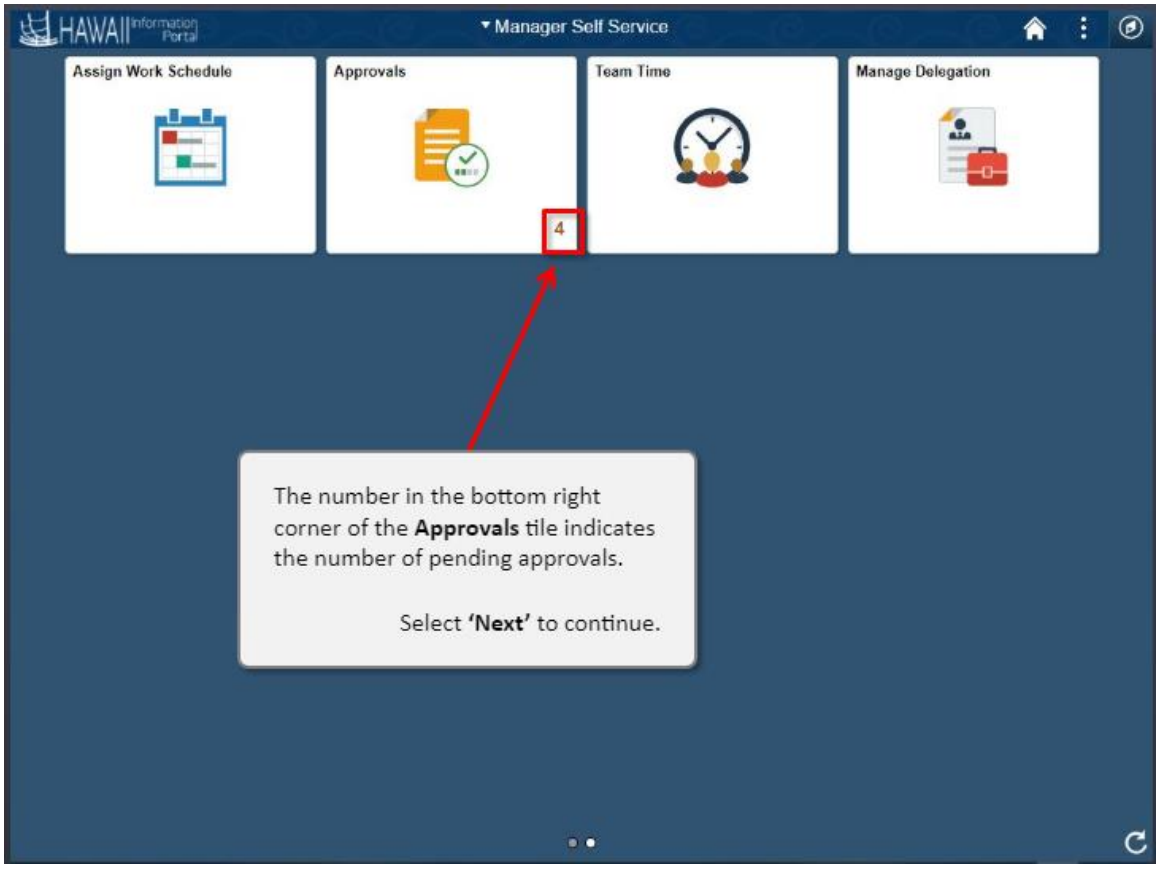
Begin by navigating to the **Pending Approvals** page in **Manager Self Service**.

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.

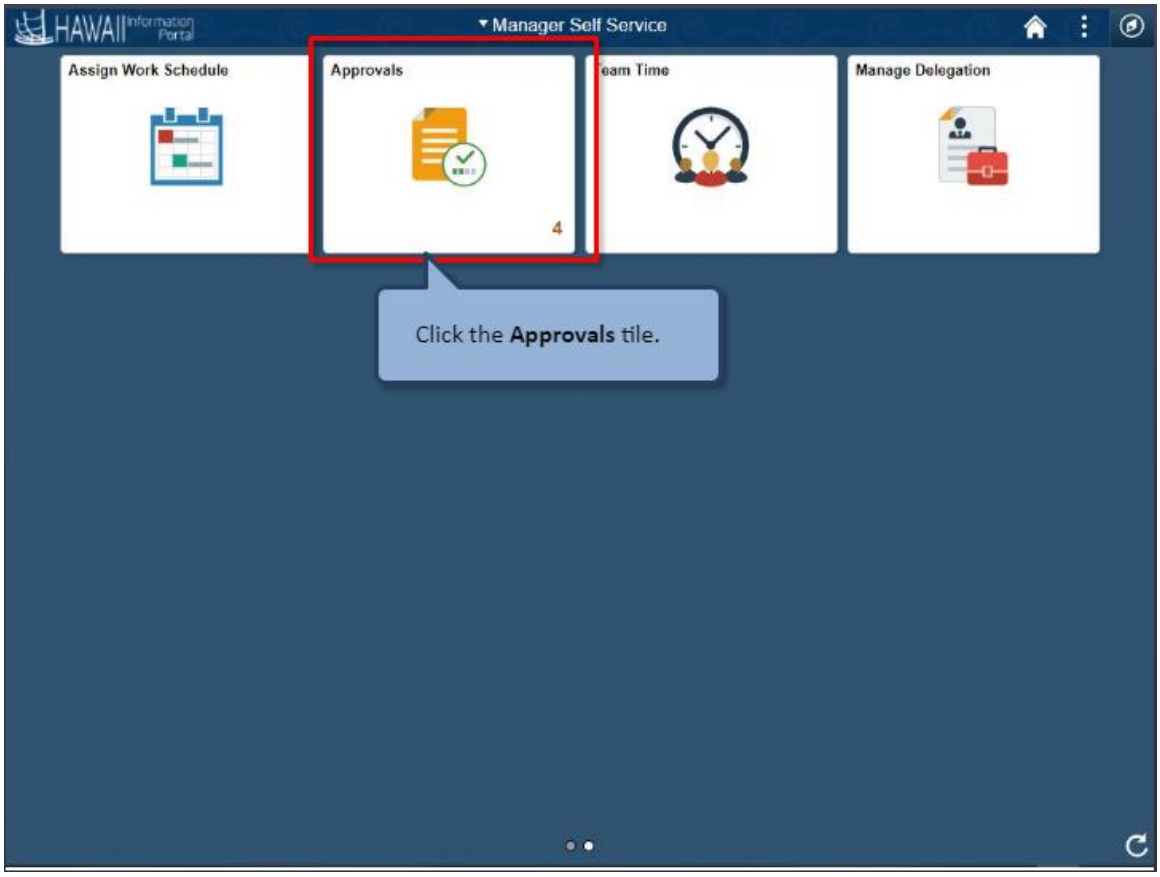
Click the **drop-down** arrow.



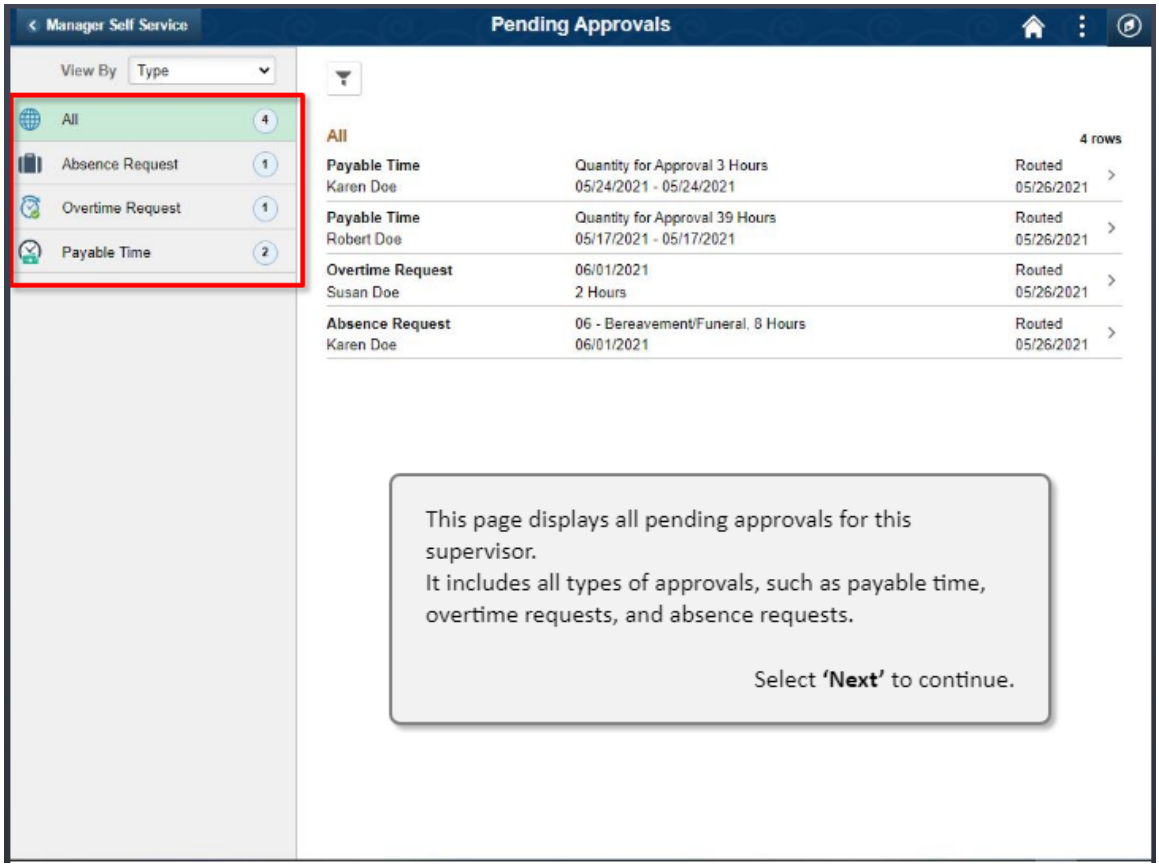
Click **Manager Self Service** from the list of options.



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

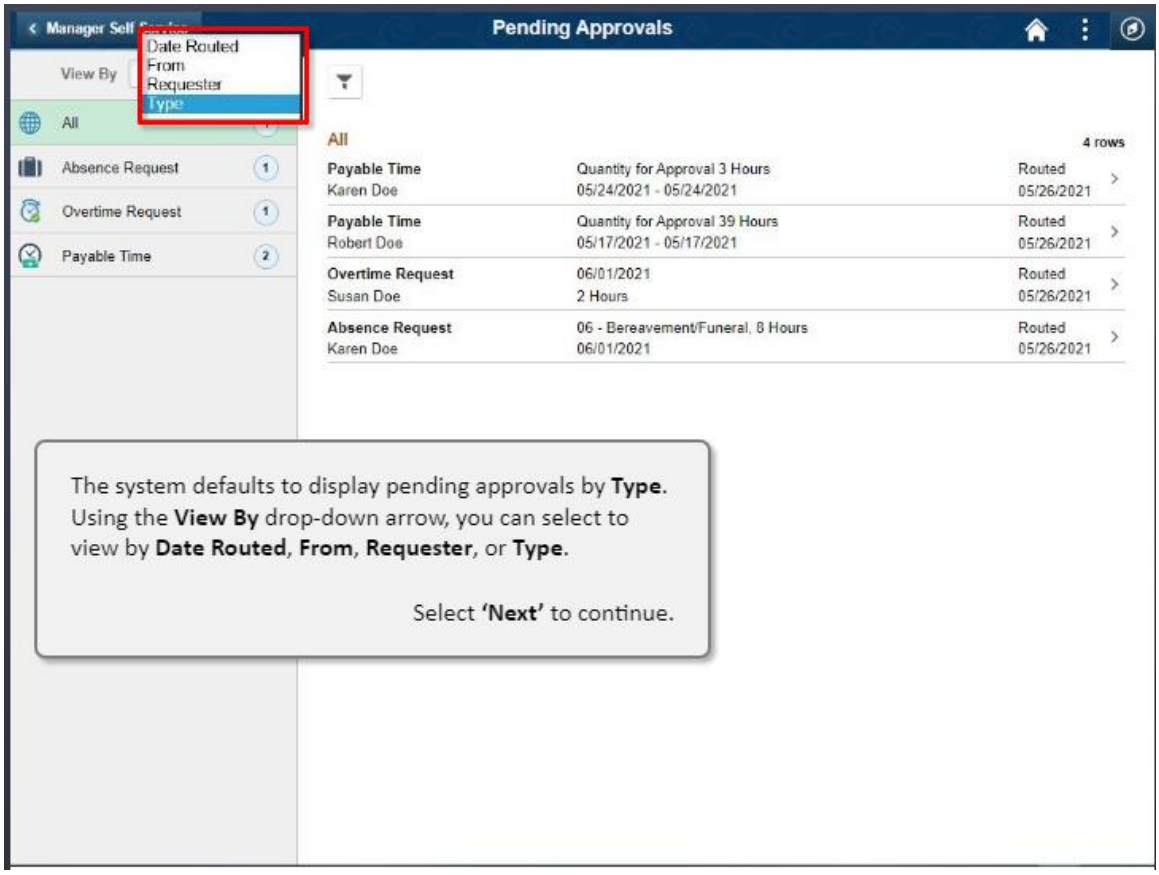


Click the **Approvals** tile.

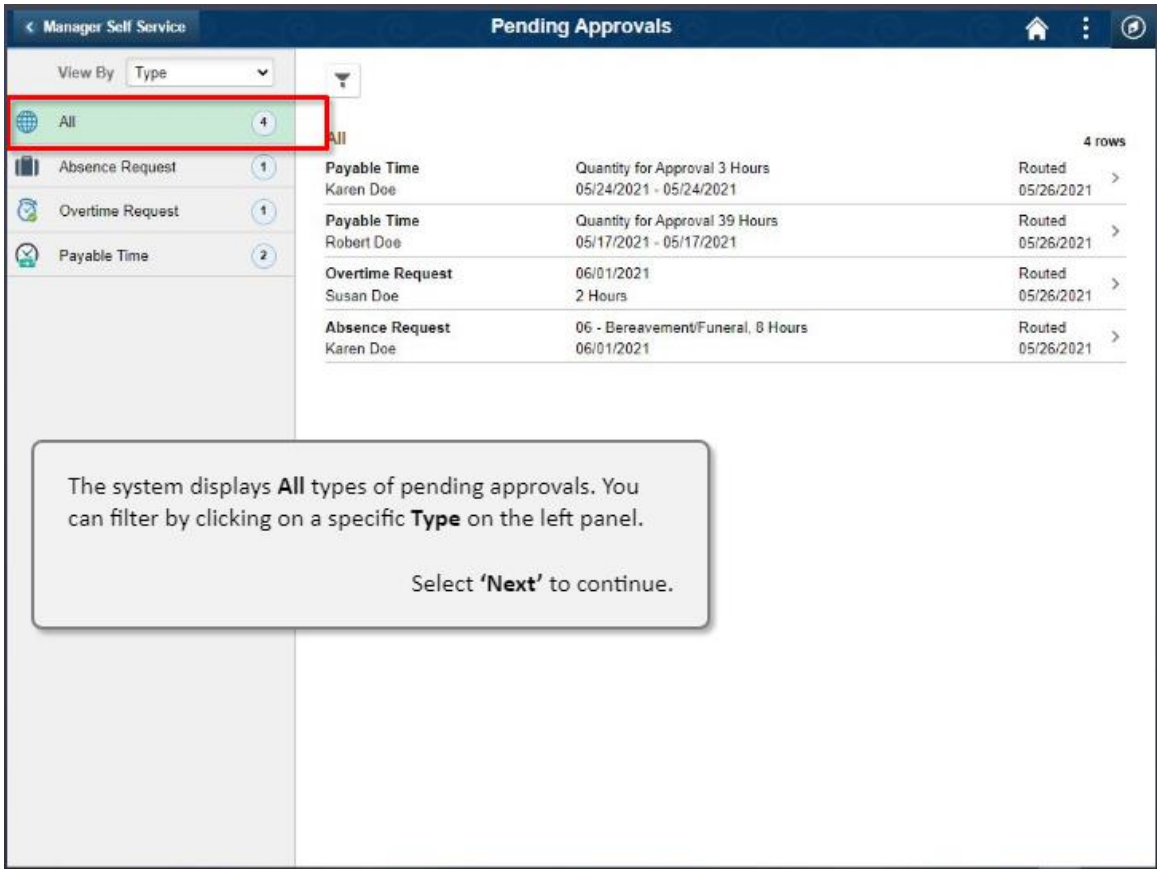


This page displays all pending approvals for this supervisor.

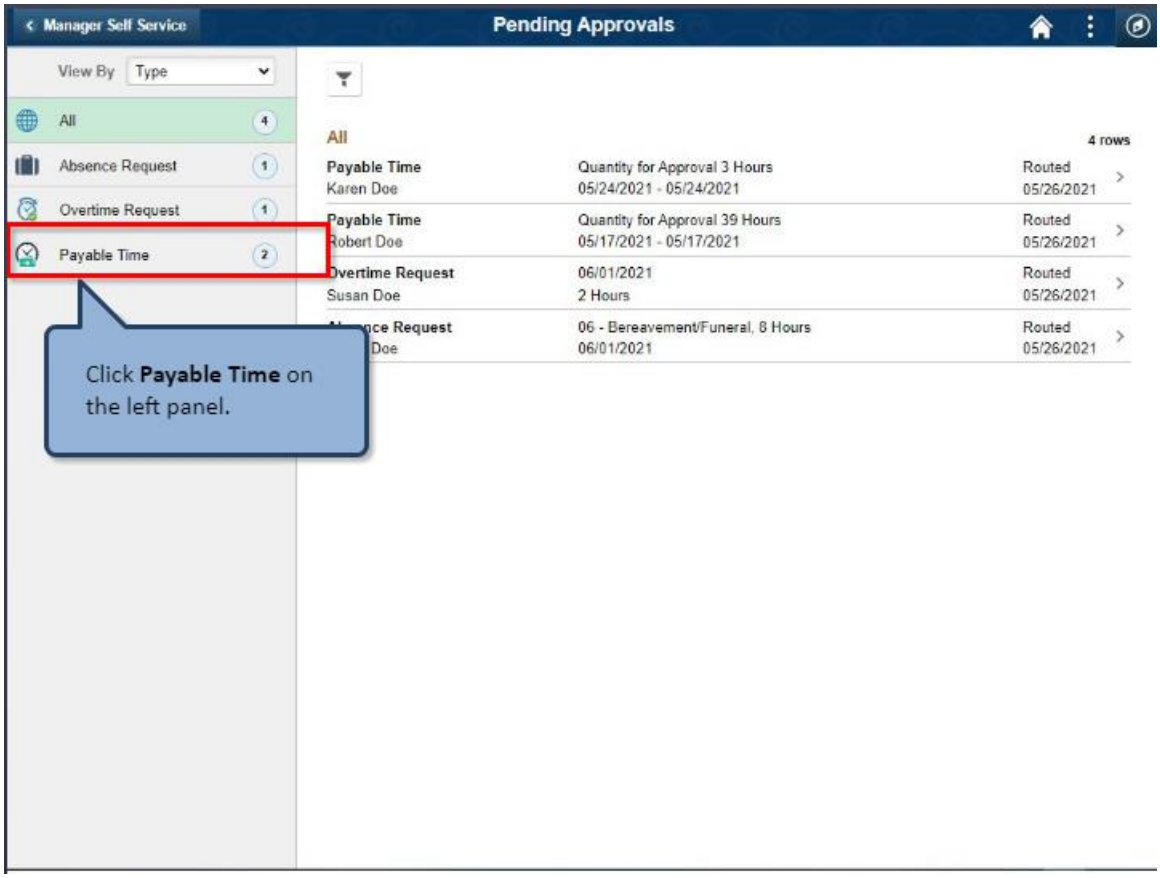
It includes all types of approvals, such as payable time, overtime requests, and absence requests.



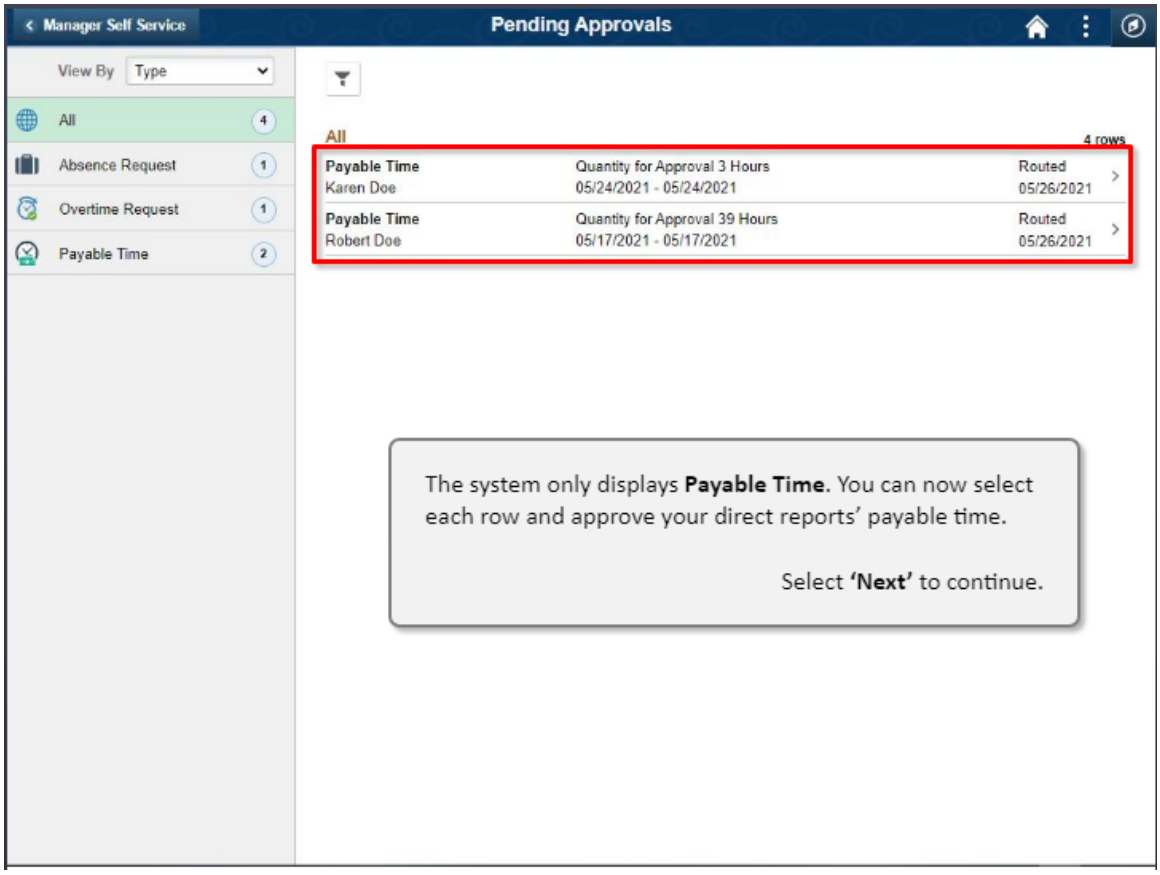
The system defaults to display pending approvals by **Type**. Using the **View By** drop-down arrow, you can select to view by **Date Routed**, **From**, **Requester**, or **Type**.



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



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



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

Congratulations!

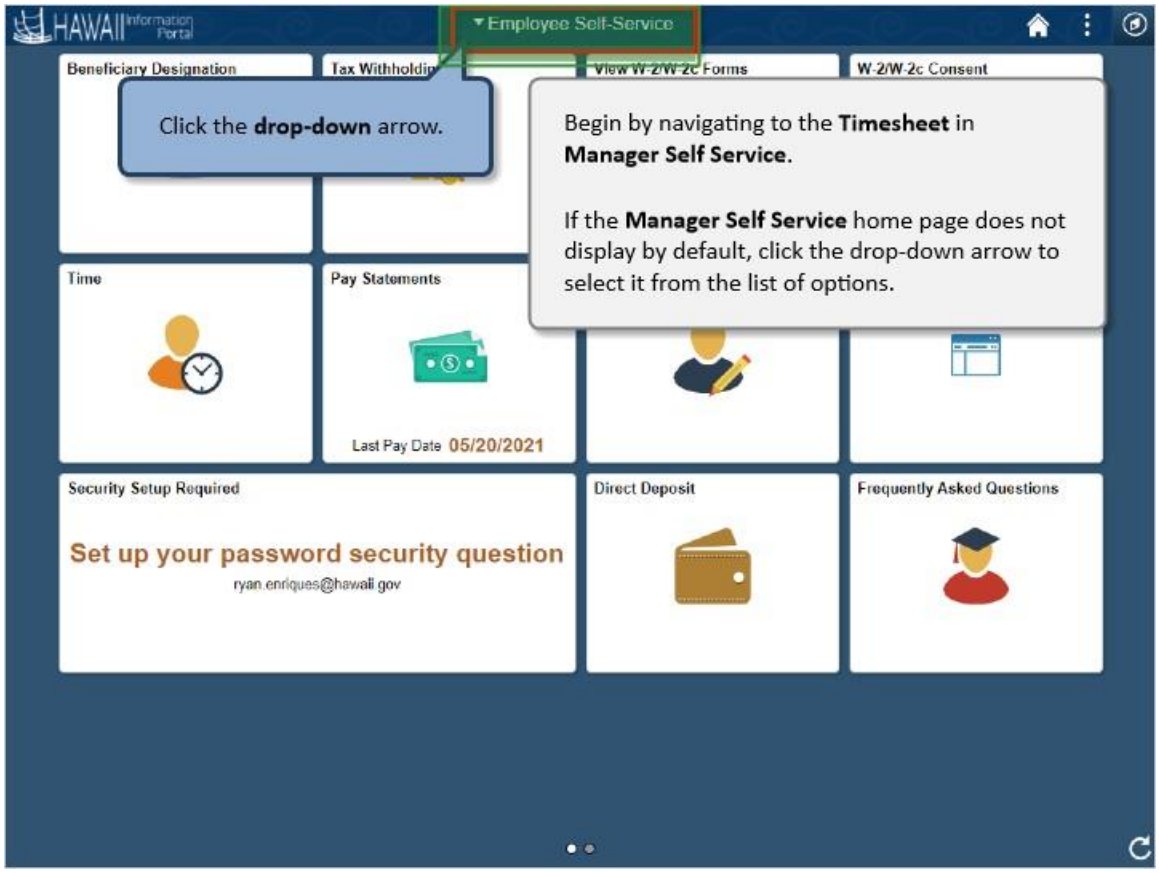
You've successfully completed this lesson.

Report Time and Add Comments

Lesson Scenario

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

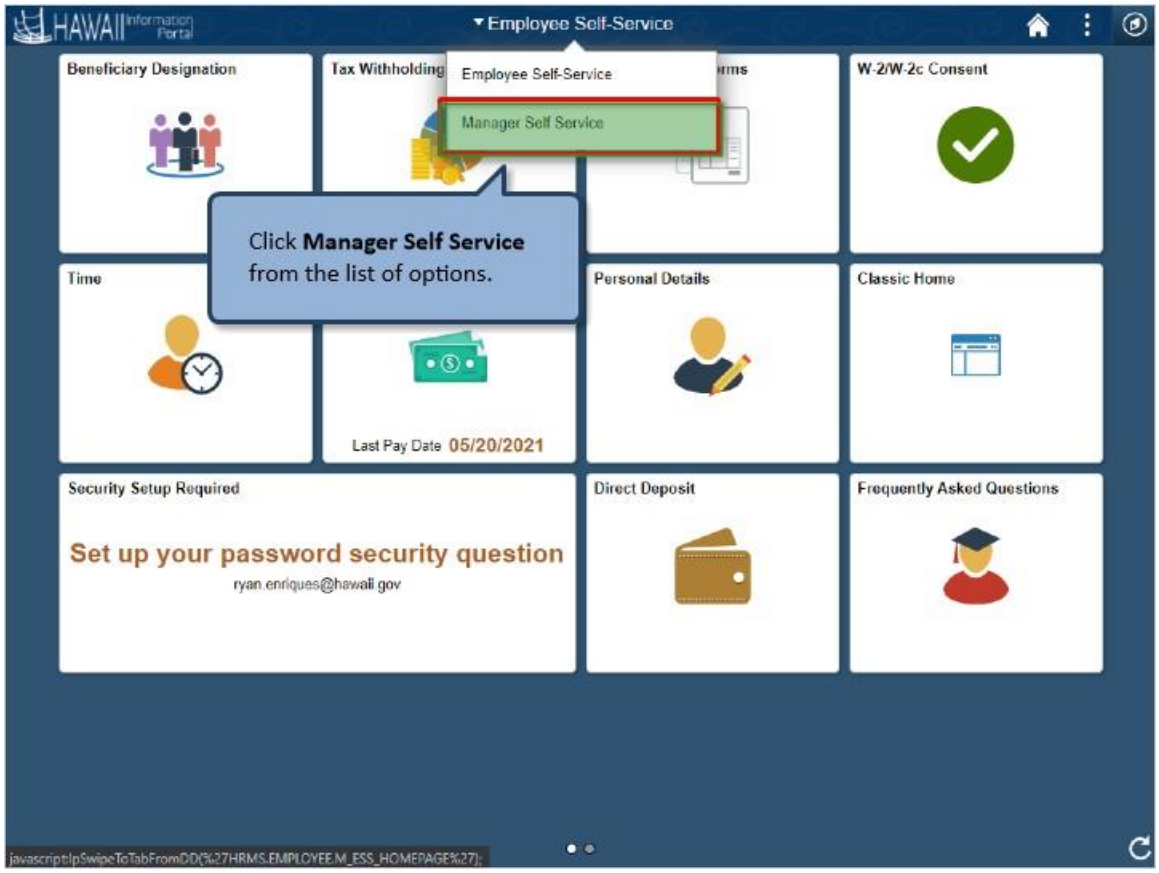
Supervisors can use timesheets to report time on behalf of employees. They can also add comments for time the employee entered.



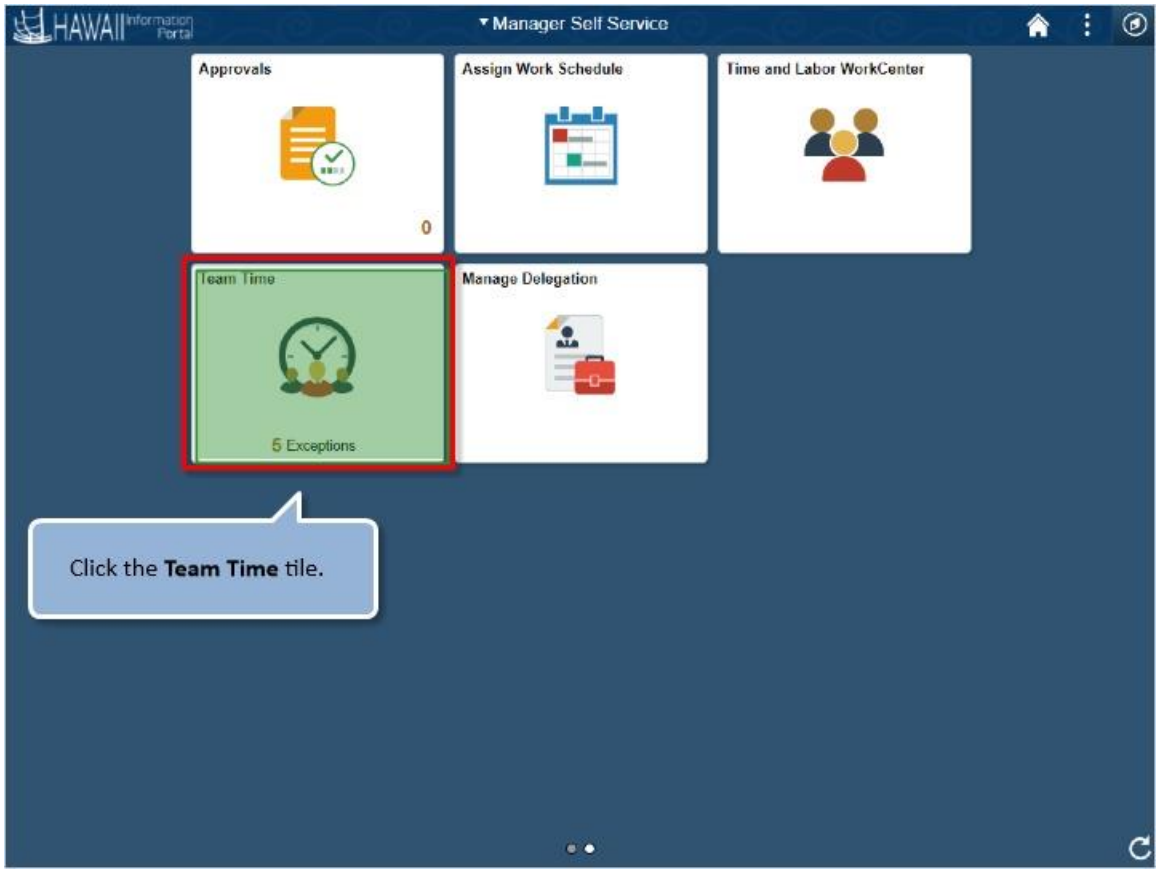
Begin by navigating to the **Timesheet** in **Manager Self Service**.

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.

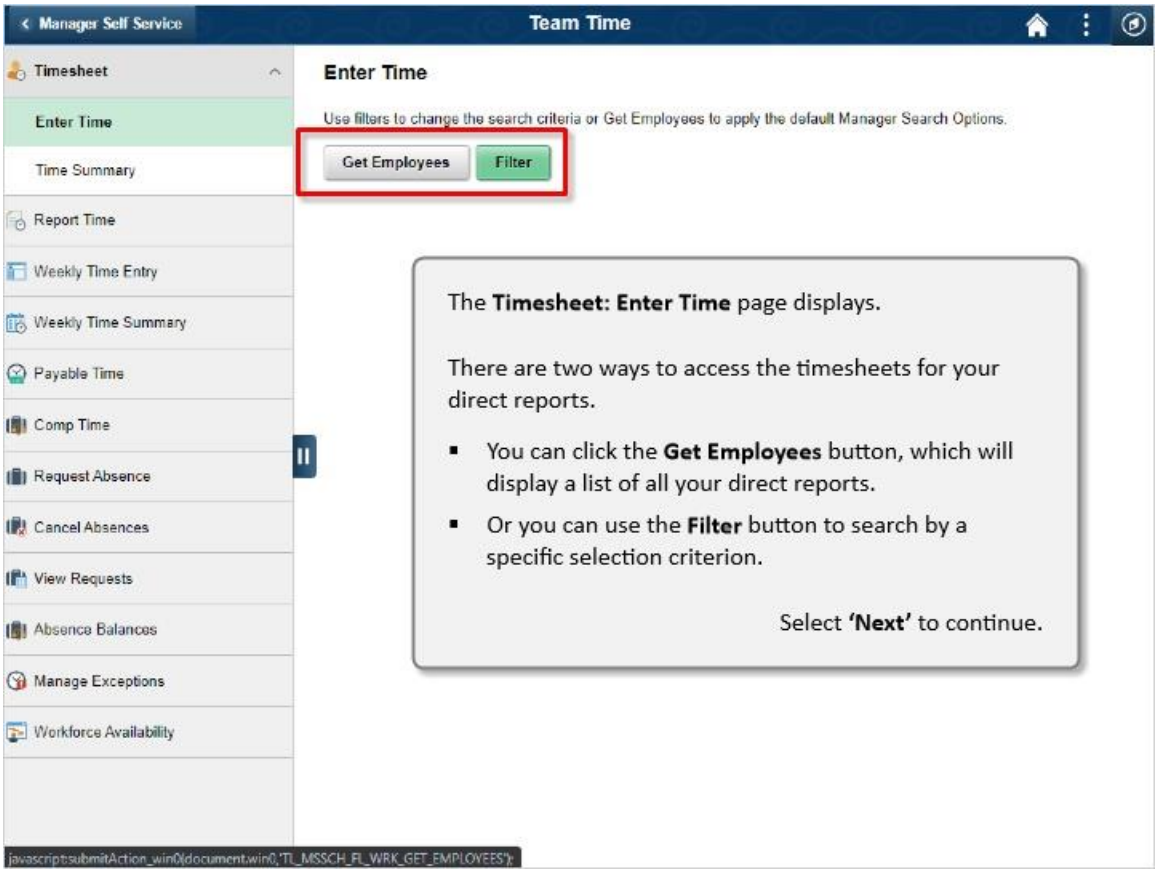
Click the **drop-down** arrow.



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



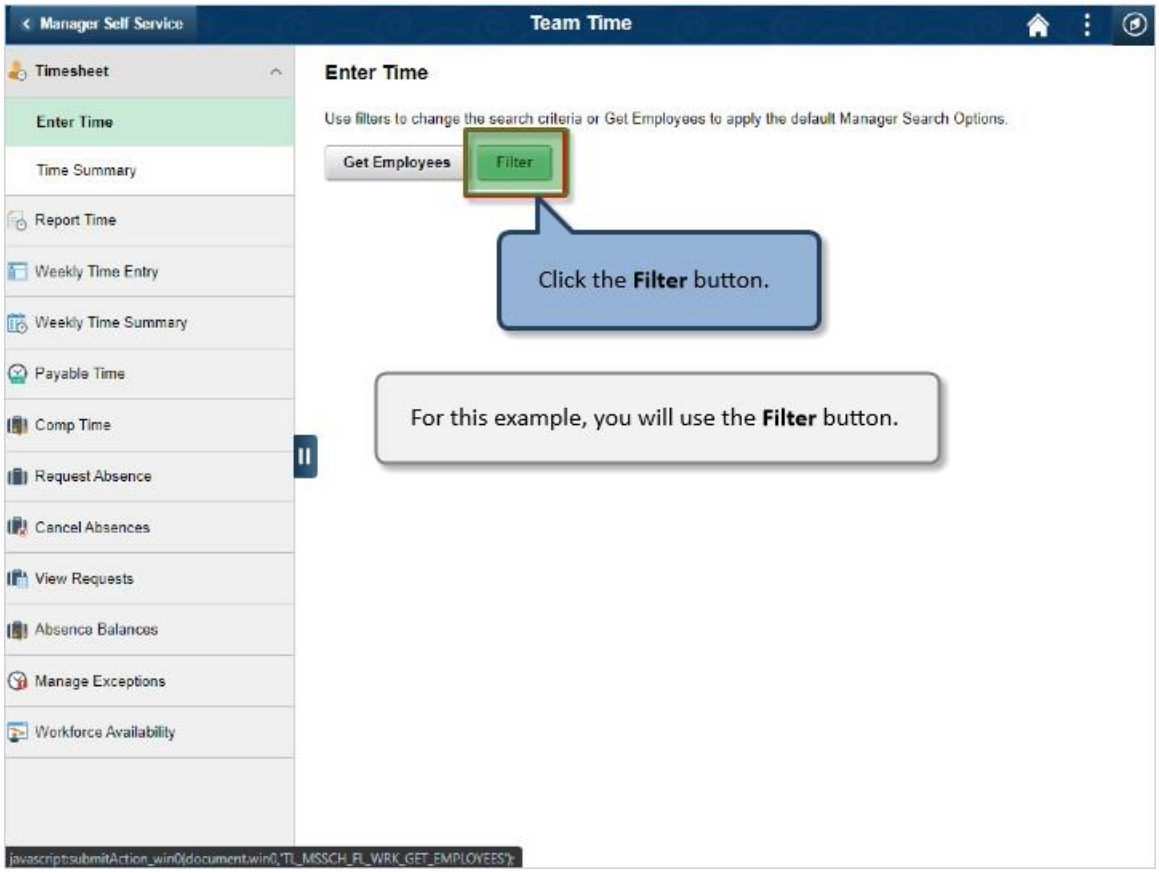
Click the **Team Time** tile.



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

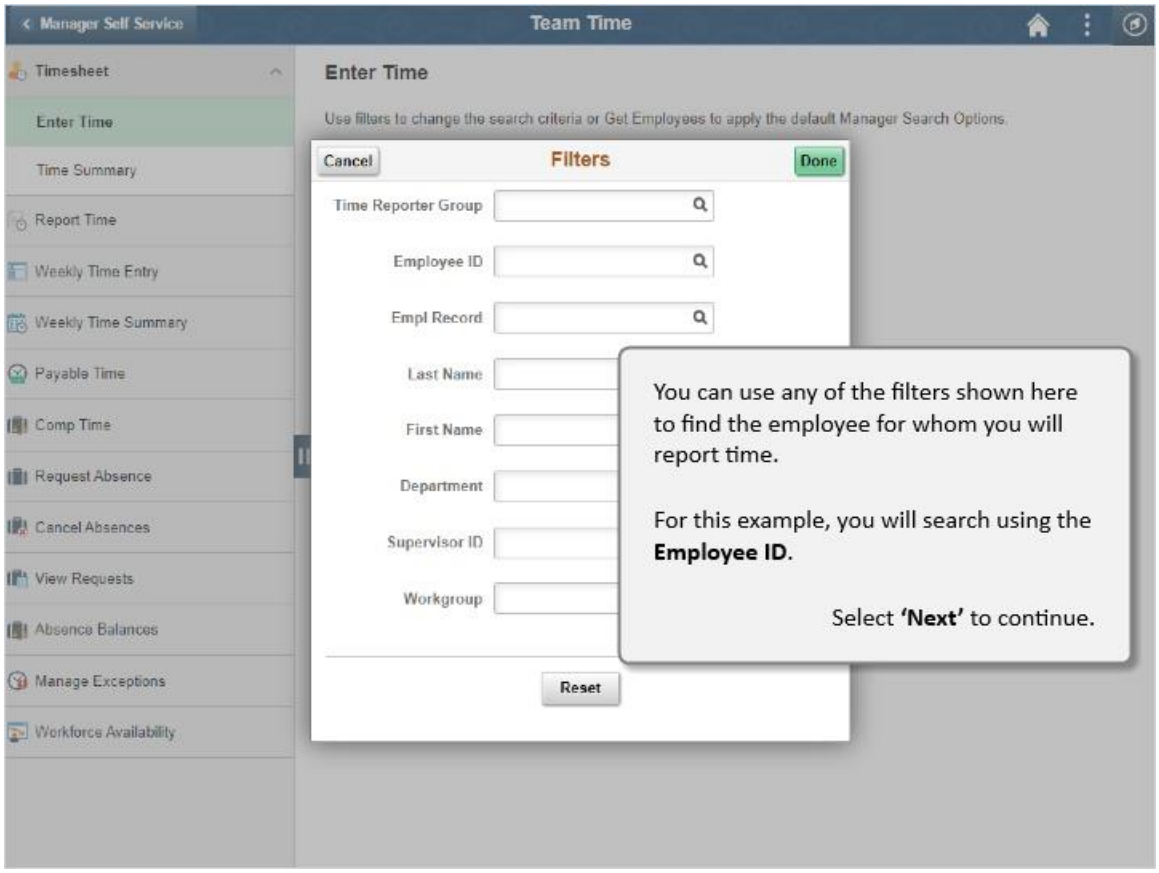
There are two ways to access the timesheets for your direct reports.

- 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.



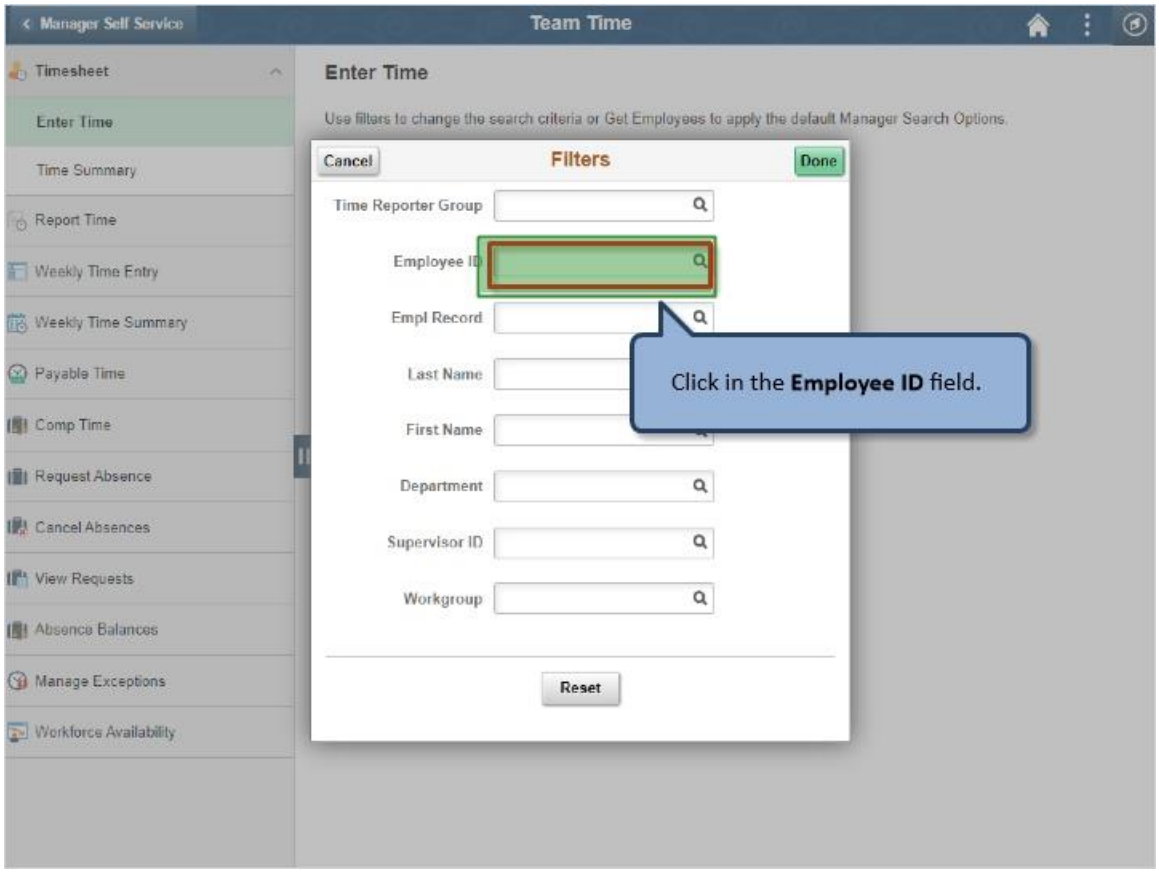
For this example, you will use the Filter button.

Click the **Filter** button.

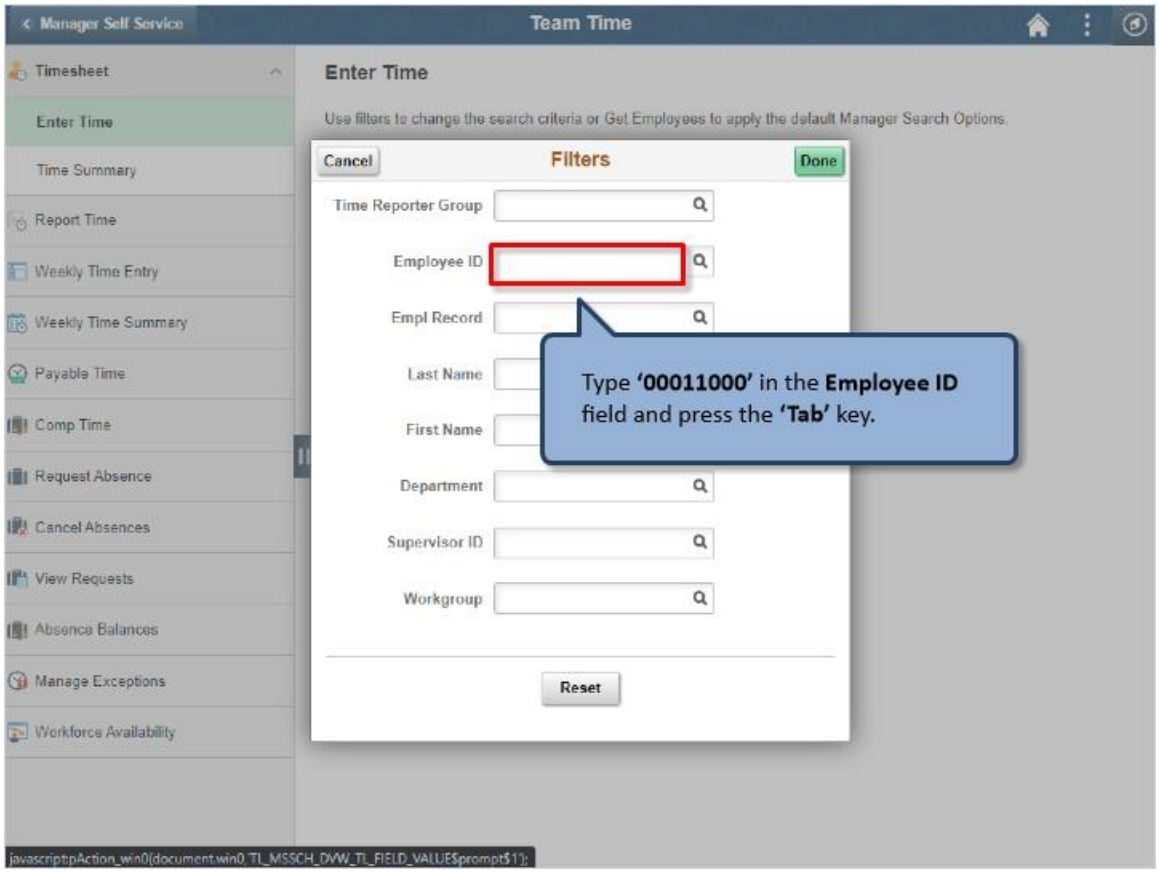


You can use any of the filters shown here to find the employee for whom you will report time.

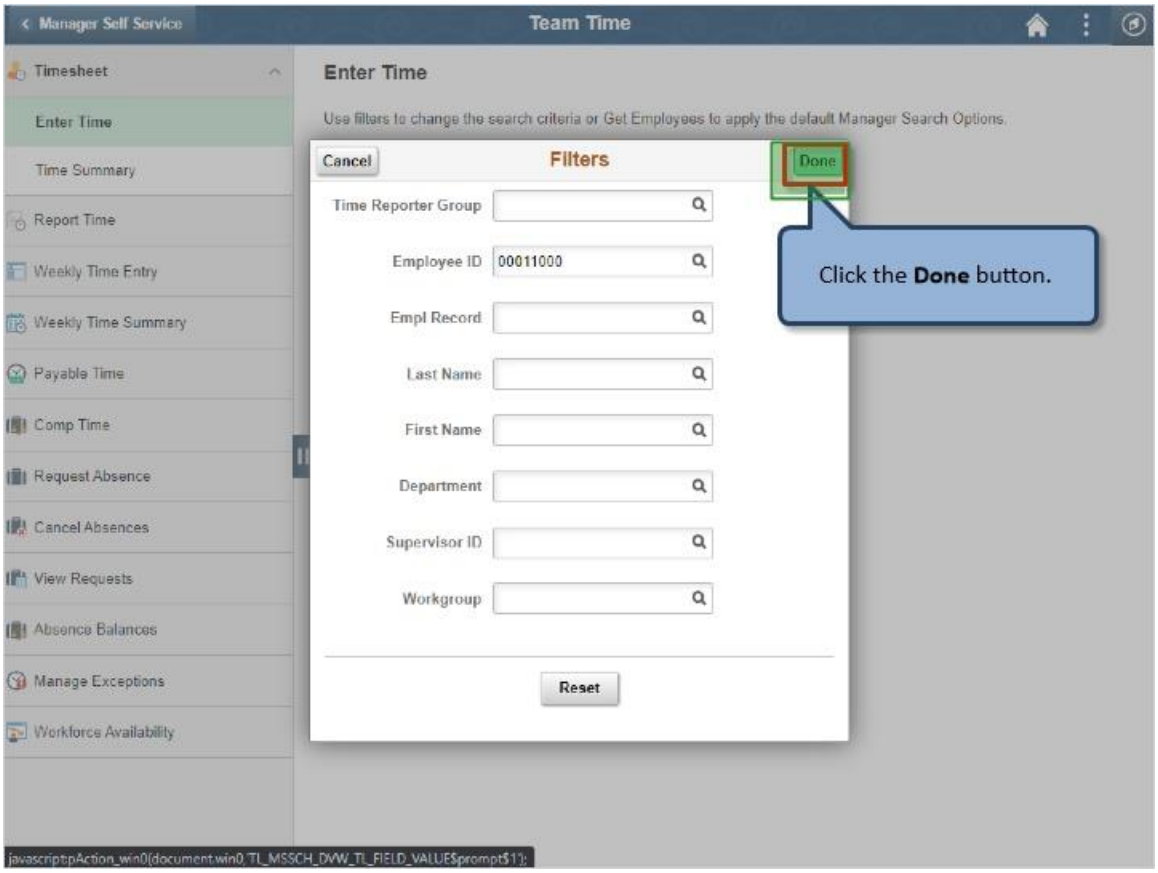
For this example, you will search using the **Employee ID**.



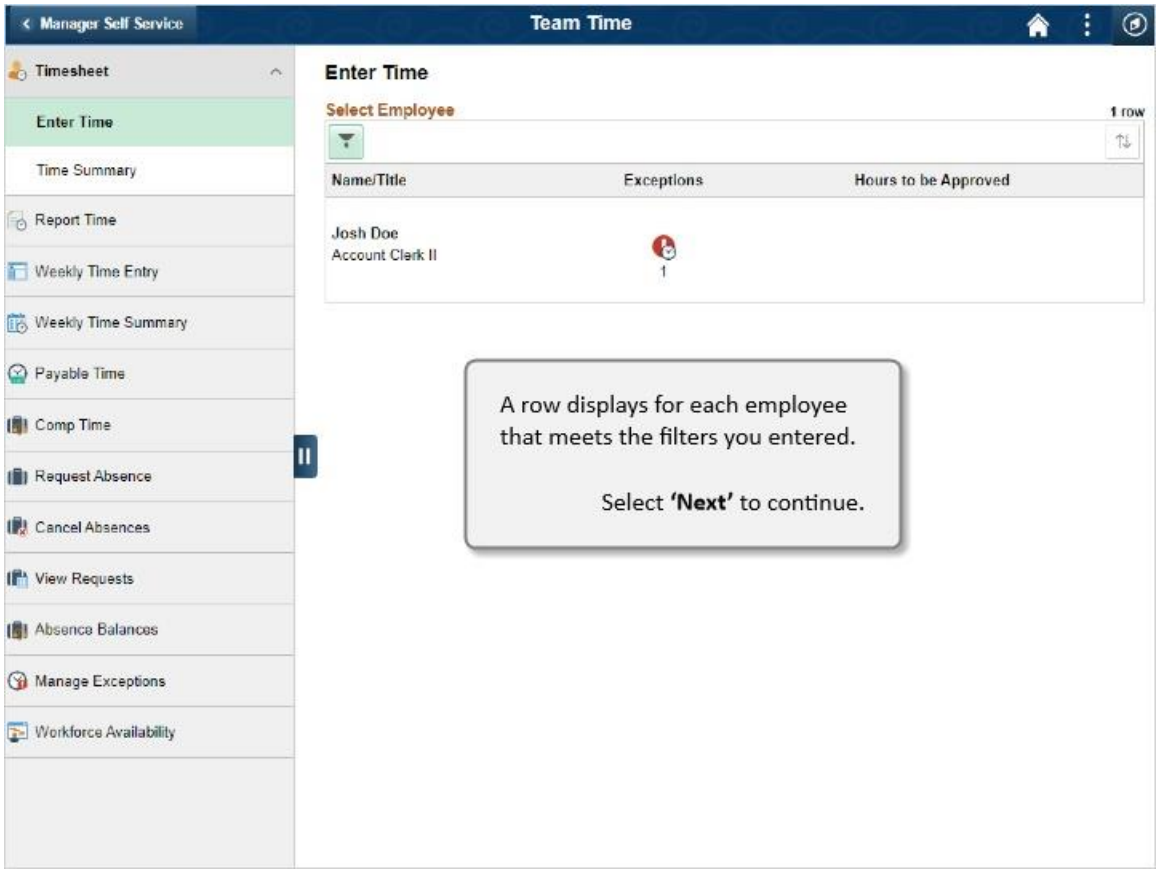
Click in the **Employee ID** field.



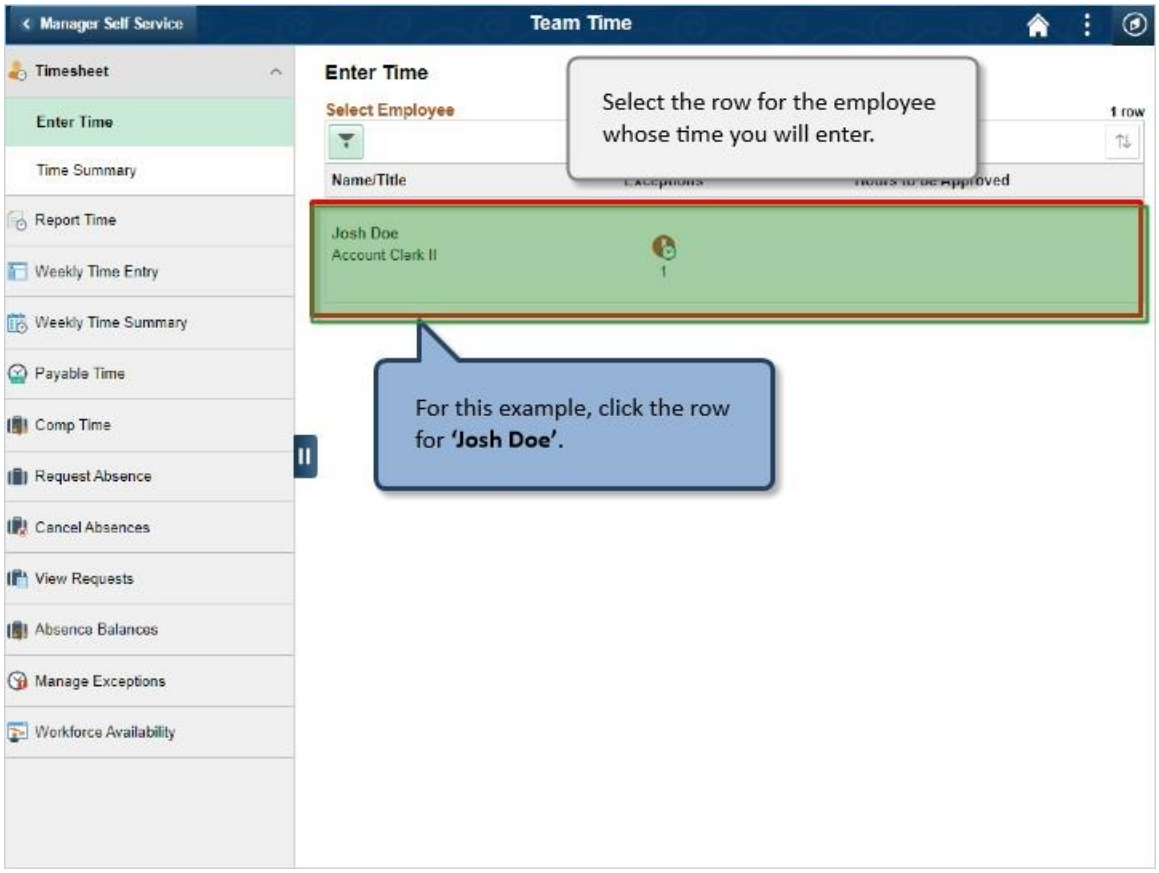
Type **'00011000'** in the **Employee ID** field and press the **'Tab'** key.



Click the **Done** button.

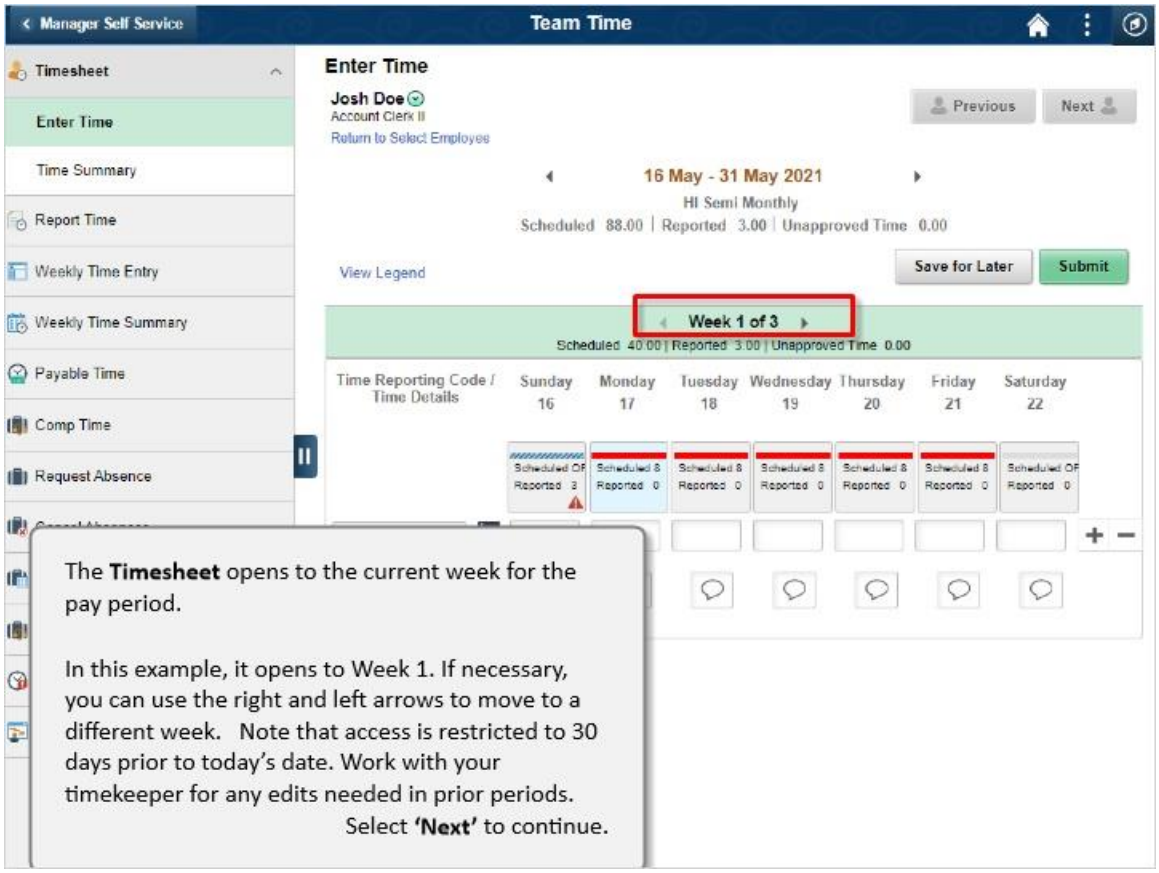


A row displays for each employee that meets the filters you entered.



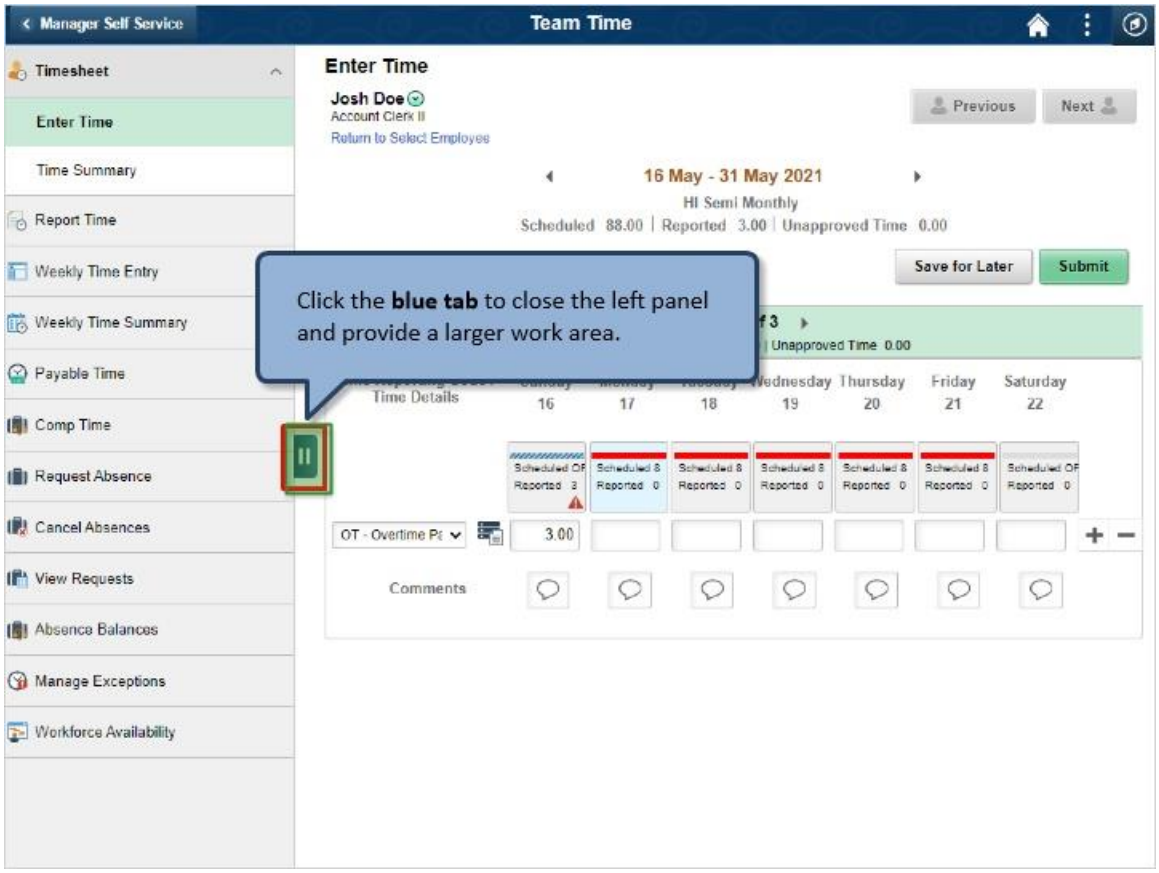
Select the row for the employee whose time you will enter.

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

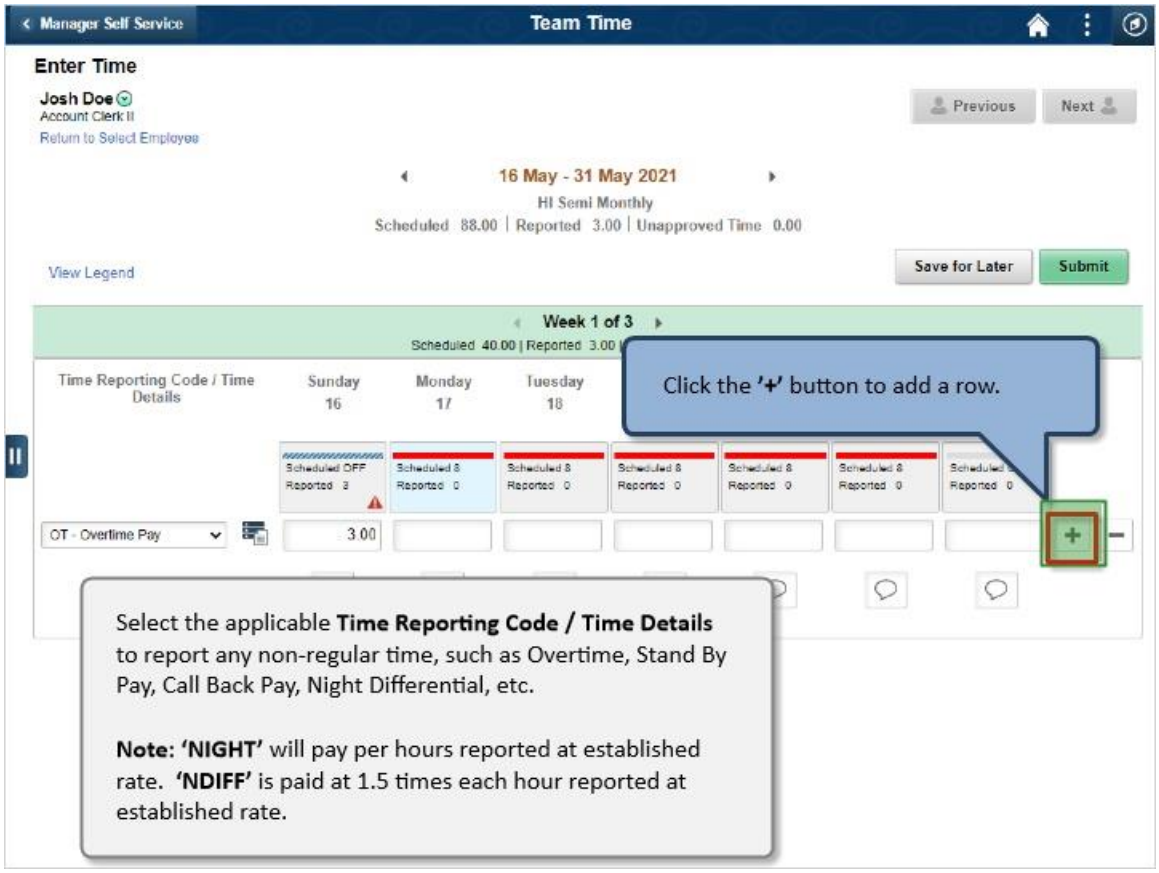


The **Timesheet** opens to the current week for the pay period.

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 ay edits needed in prior periods.



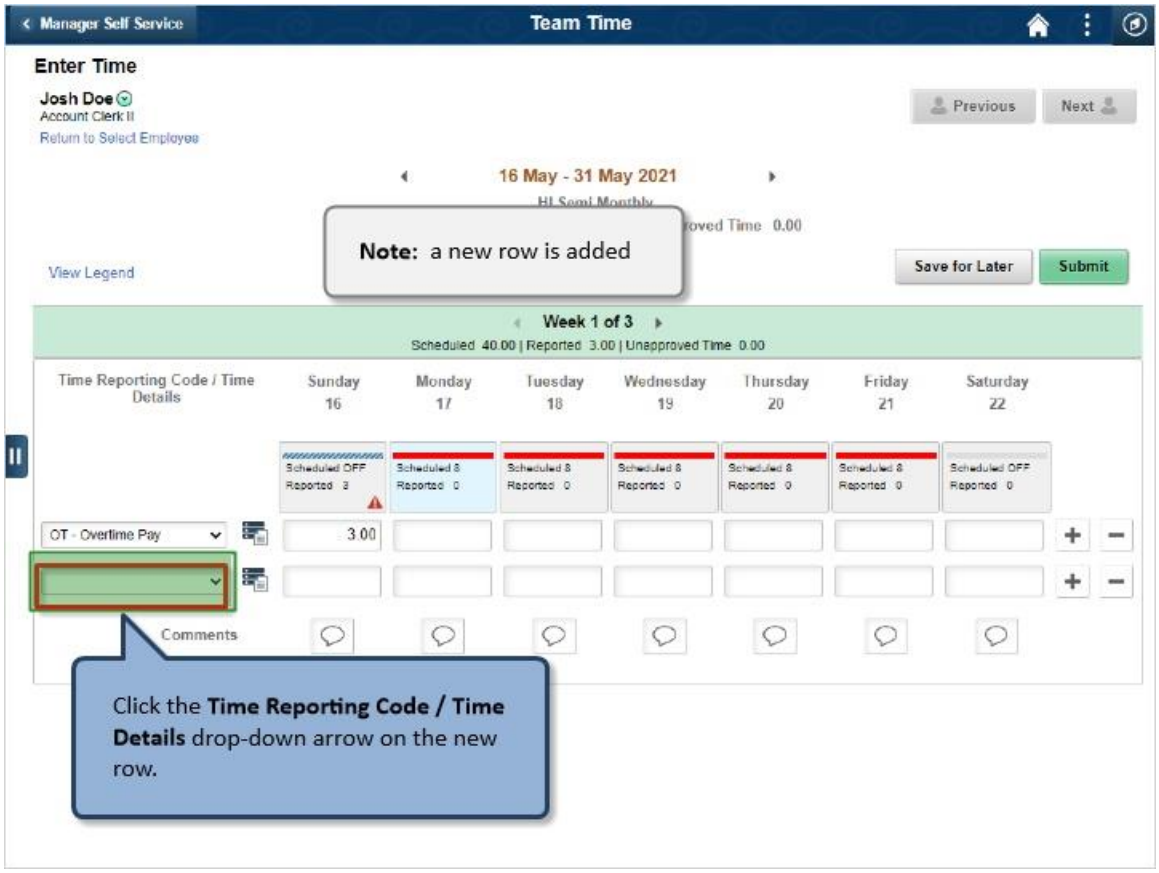
Click the **blue tab** to close the left panel and provide a larger work area.



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

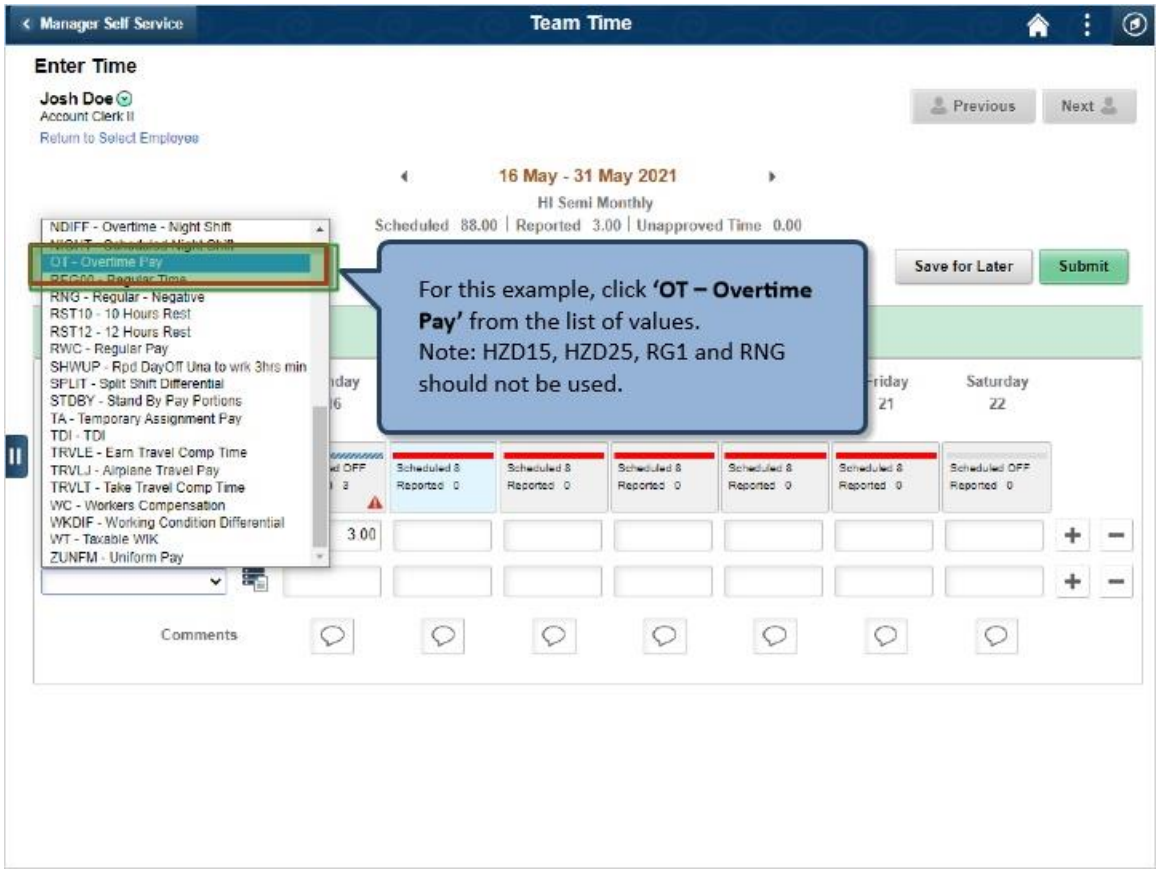
Note: "**NIGHT**" will pay per hours reported at established rate. '**NDIFF**' is paid at 1.5 times each hour reported at established rate.

Click the **'+'**button to add a row



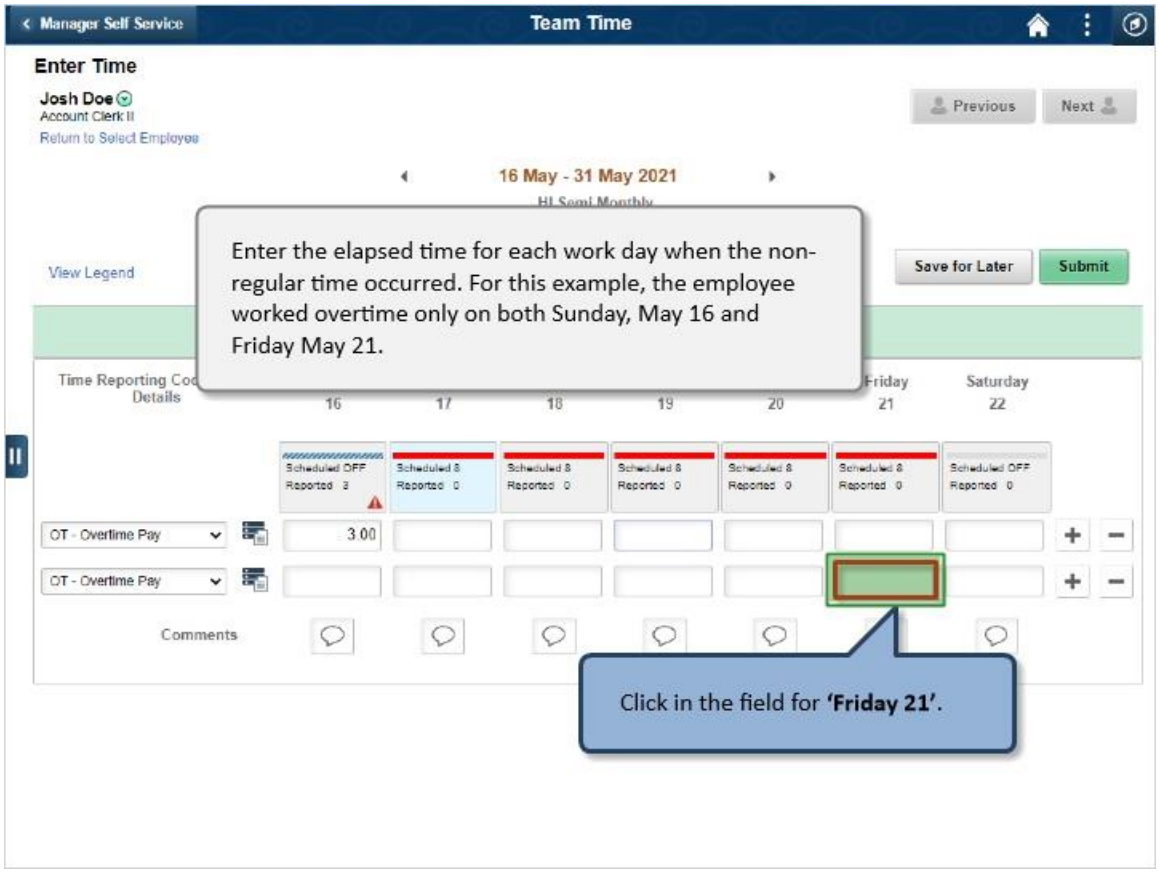
Note: a new row is added

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



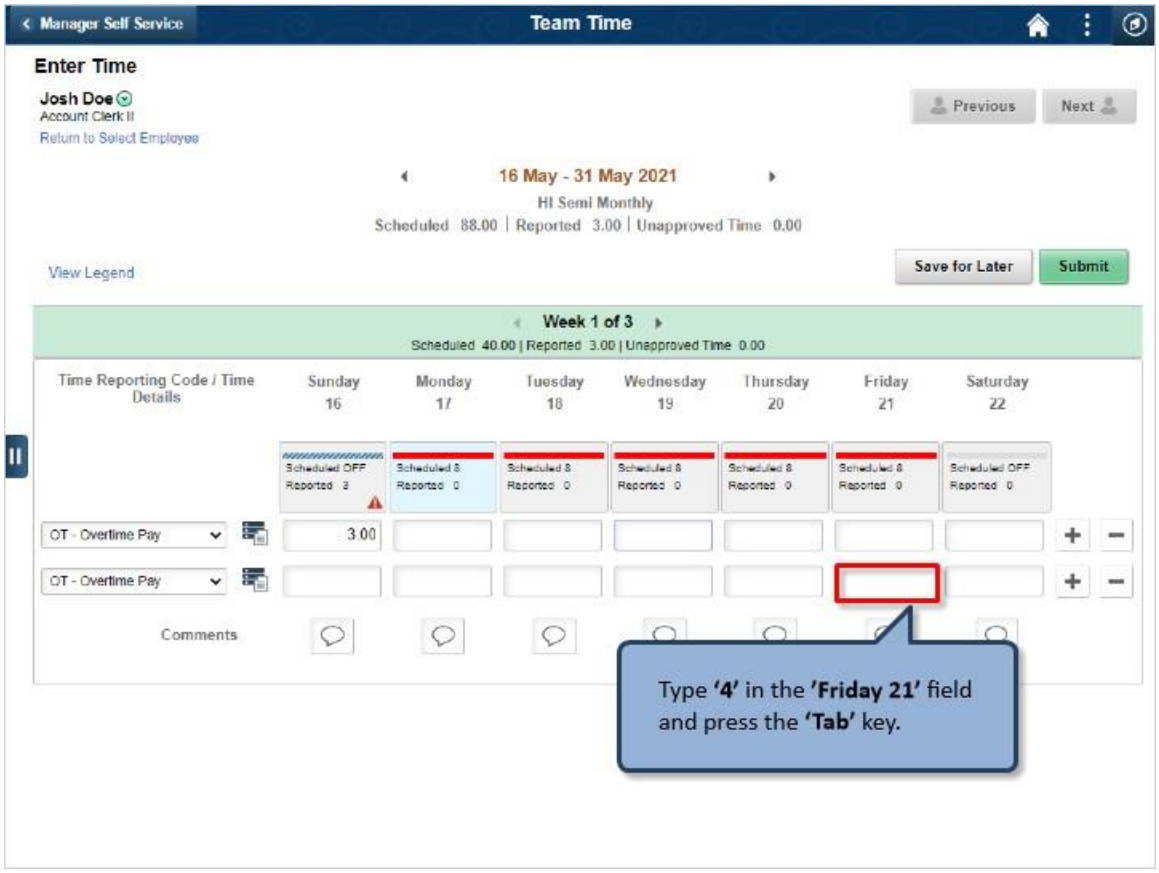
For this example, click **'OT - Overtime Pay'** from the list of values.

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

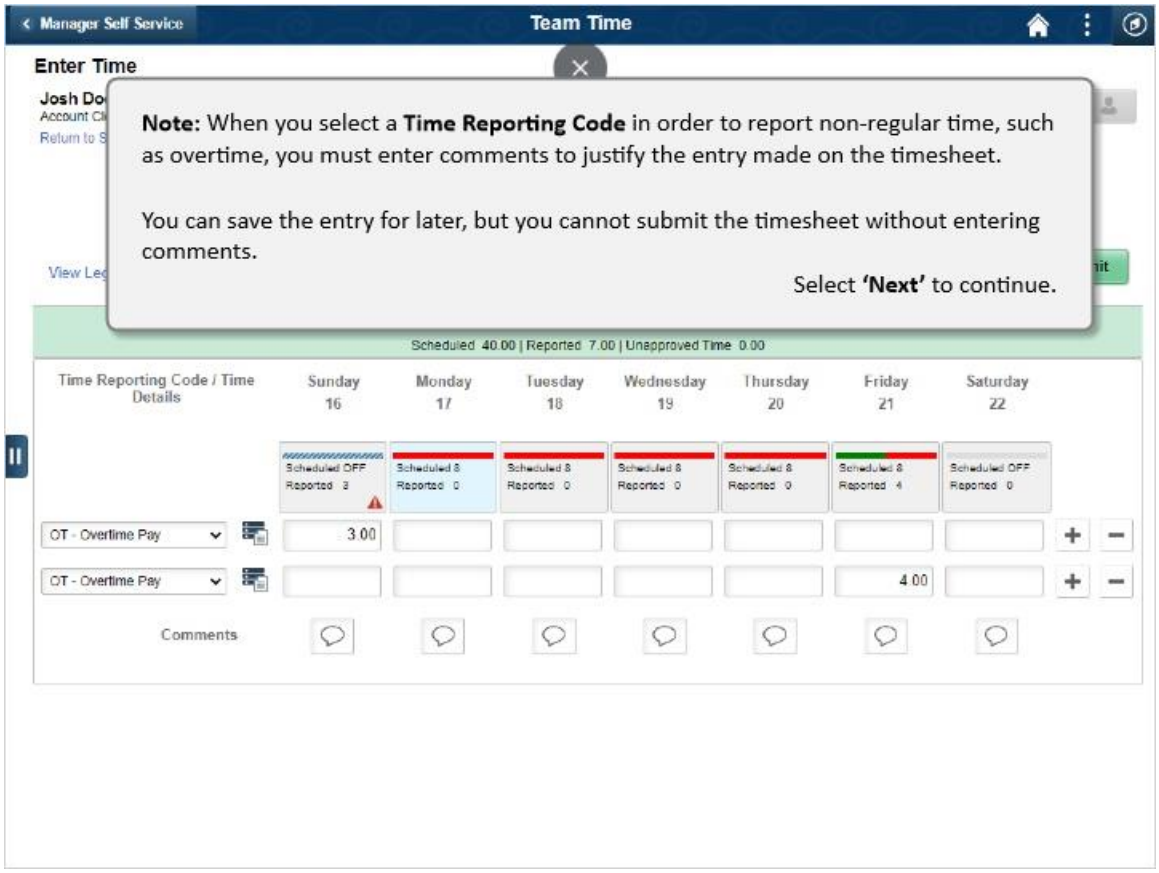


Enter the elapsed time for each work day when the non-regular time occurred. For this example, the employee worked overtime only on both Sunday, May 16 and Friday, May 21.

Click in the field for **'Friday 21'**.

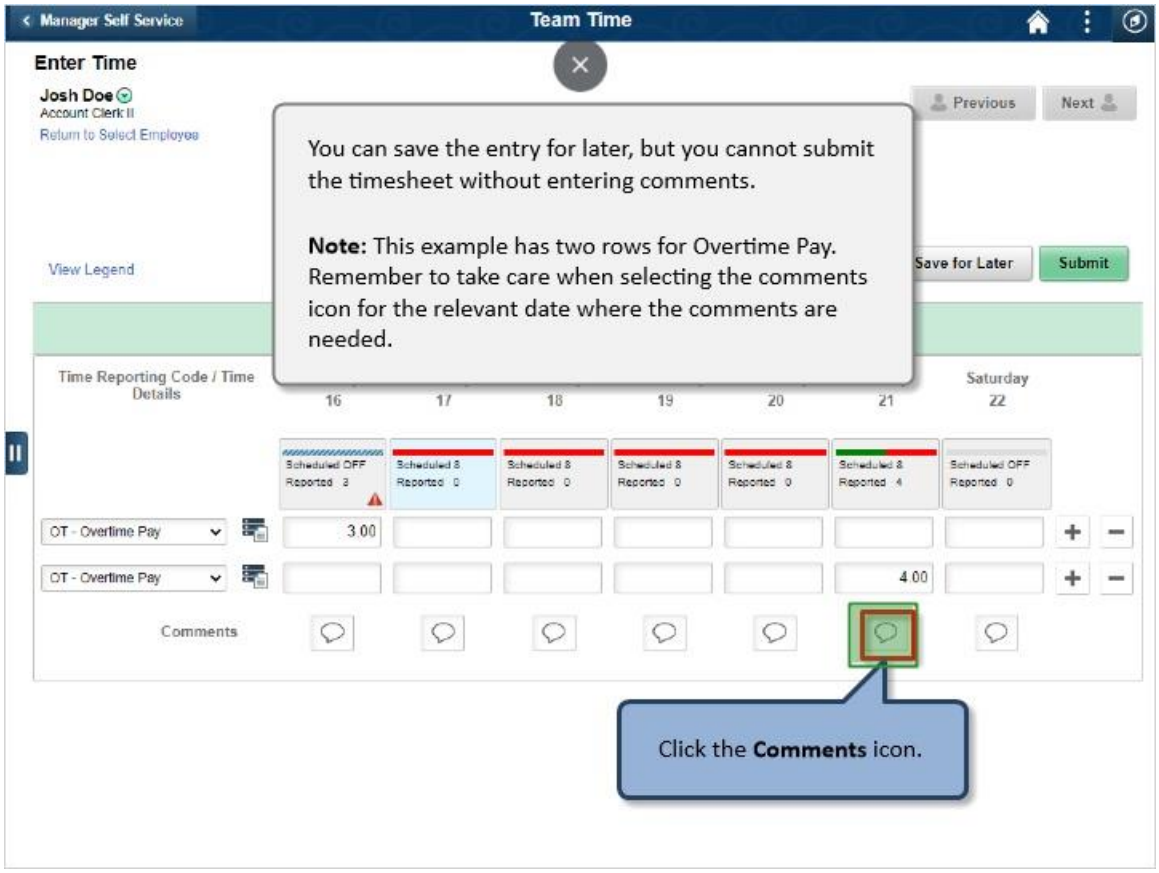


Type **'4'** in the **Friday 21** field and press the **'Tab'** key.



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.

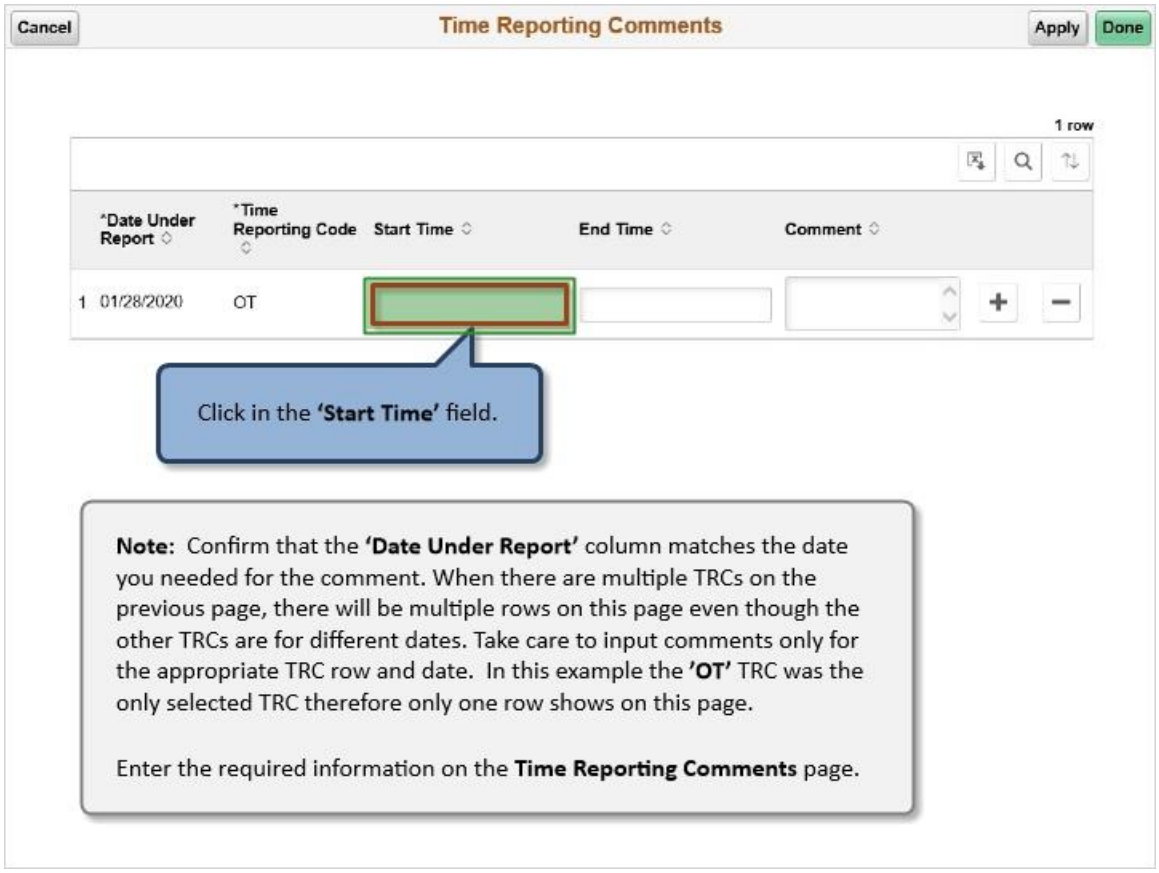
You can save the entry for later, but you cannot submit the timesheet without entering comments.



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.

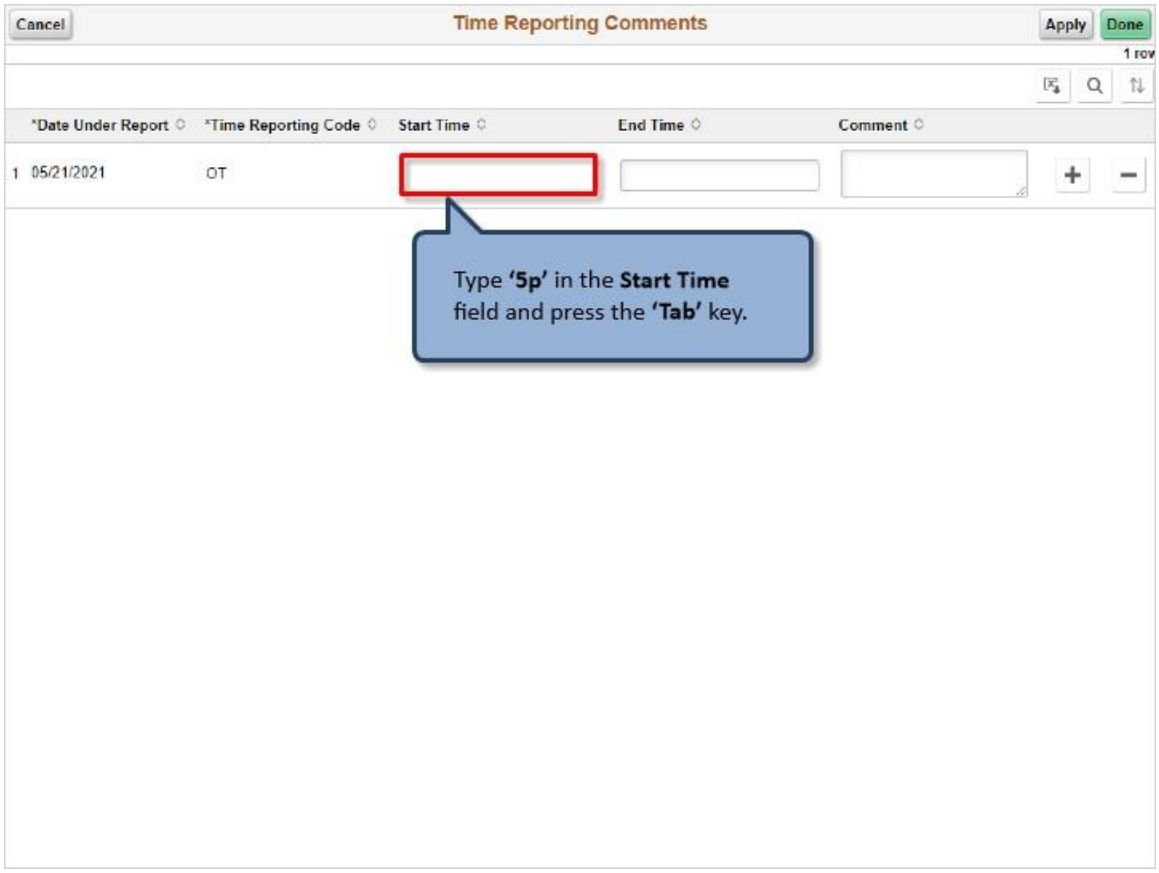
Click the Comments icon.



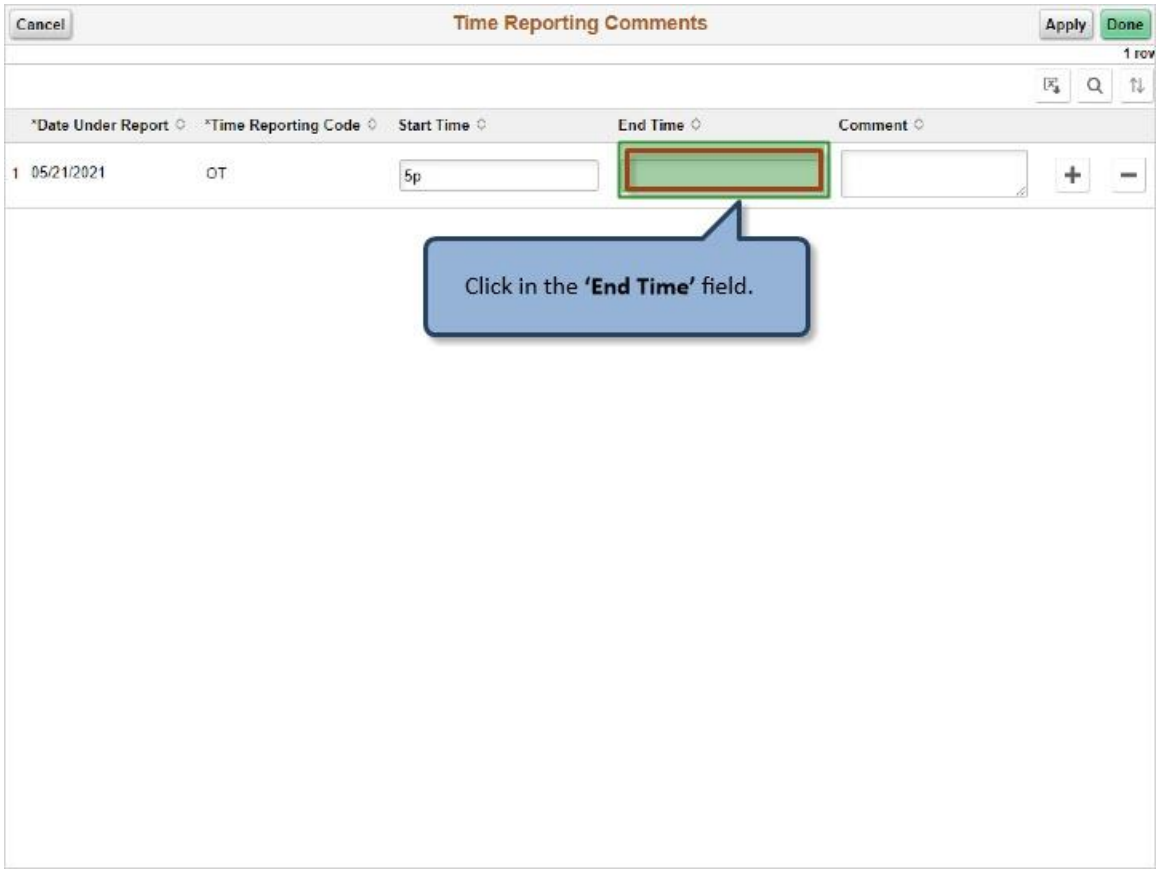
Note: Confirm that the **'Date Under Report'** column matches the date you needed for the comment. When there are multiple TRCs on the previous page, there will be multiple rows on this page even though the other TRCs are for different dates. Take care to input comments only for the appropriate TRC row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

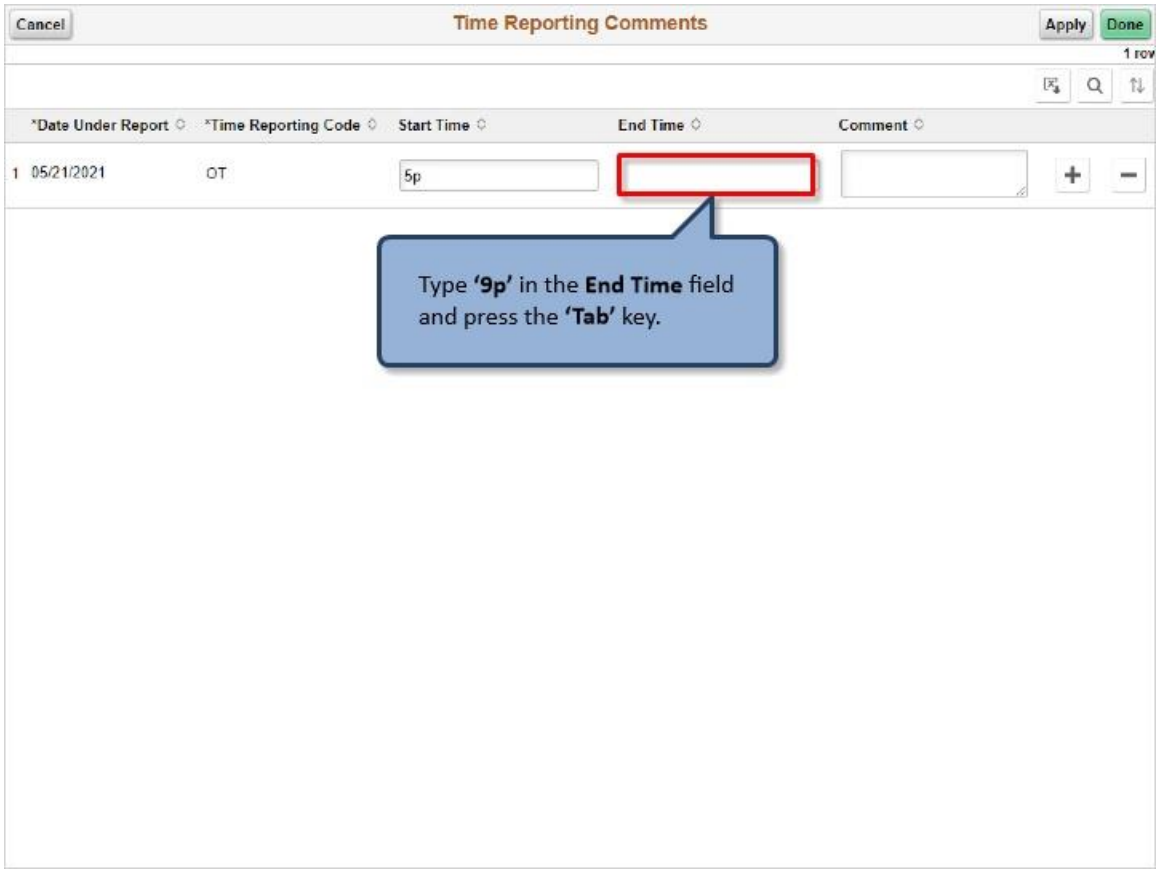
Click in the **'Start Time'** field.



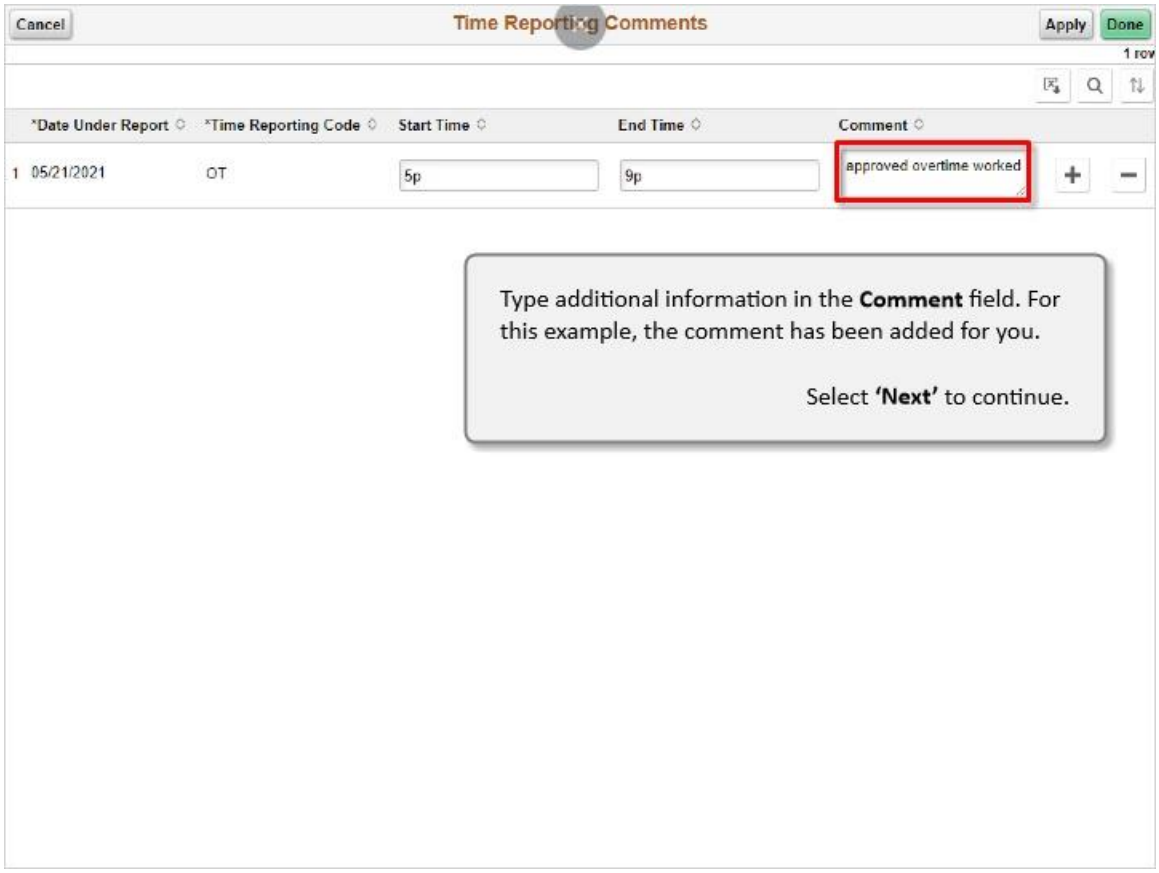
Type '**5p**' in the **Start Time** field and press the '**Tab**' key.



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

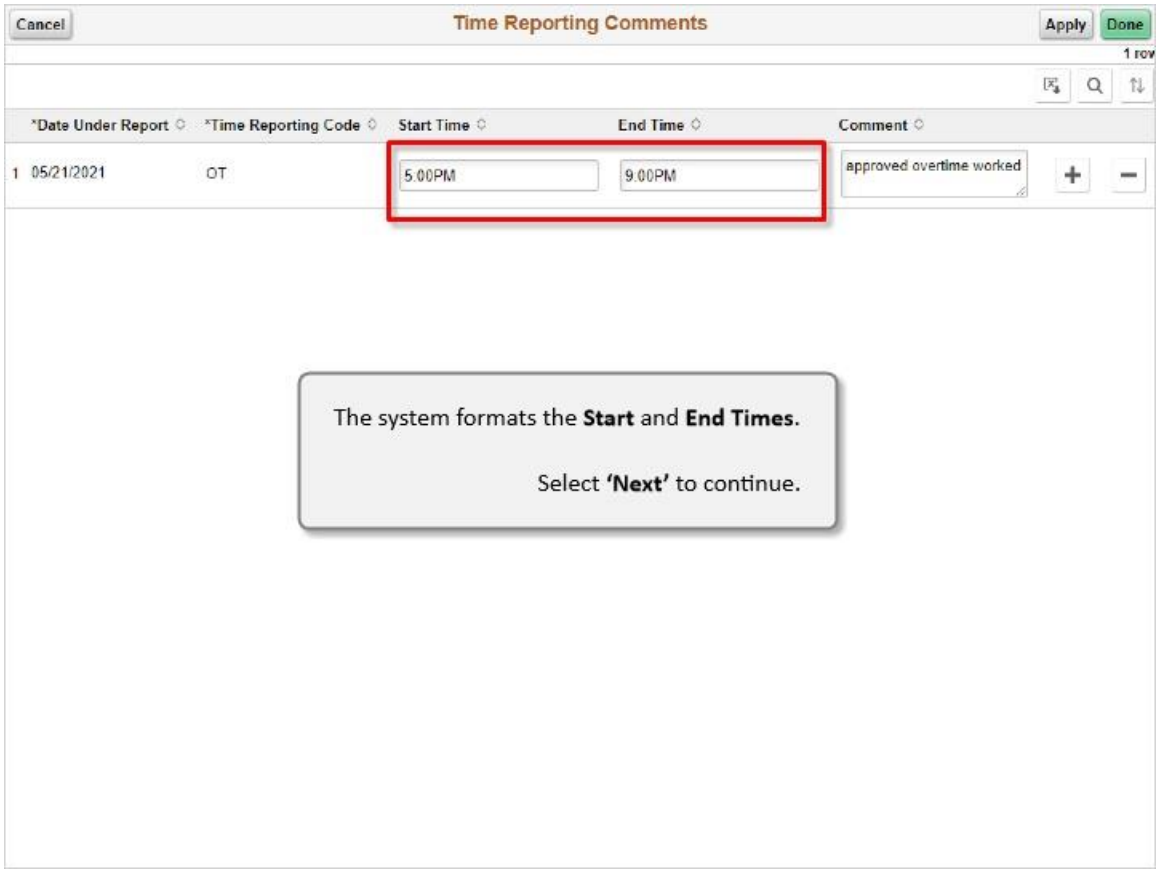


Type '**9p**' in the **End Time** field and press the '**Tab**' key.

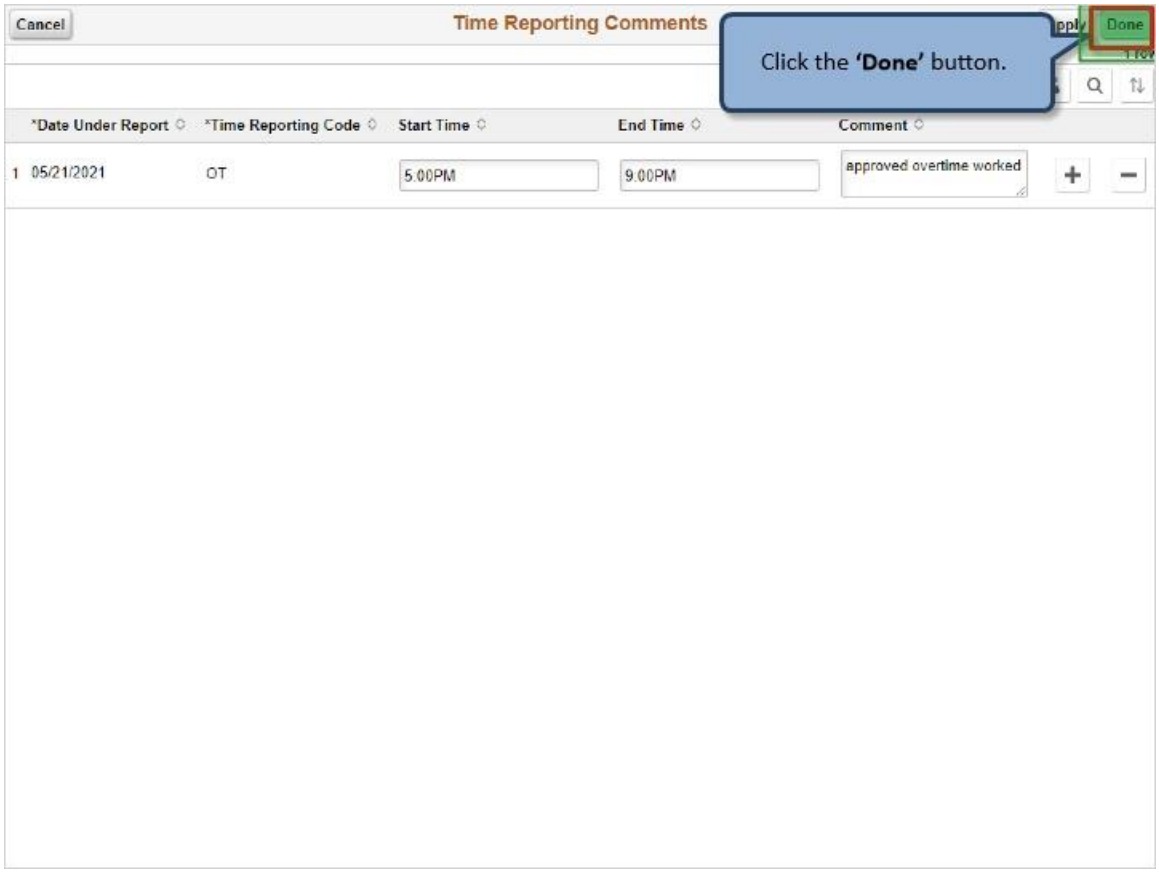


Type additional information in the **Comment** field. For this example, the comment has been added for you.

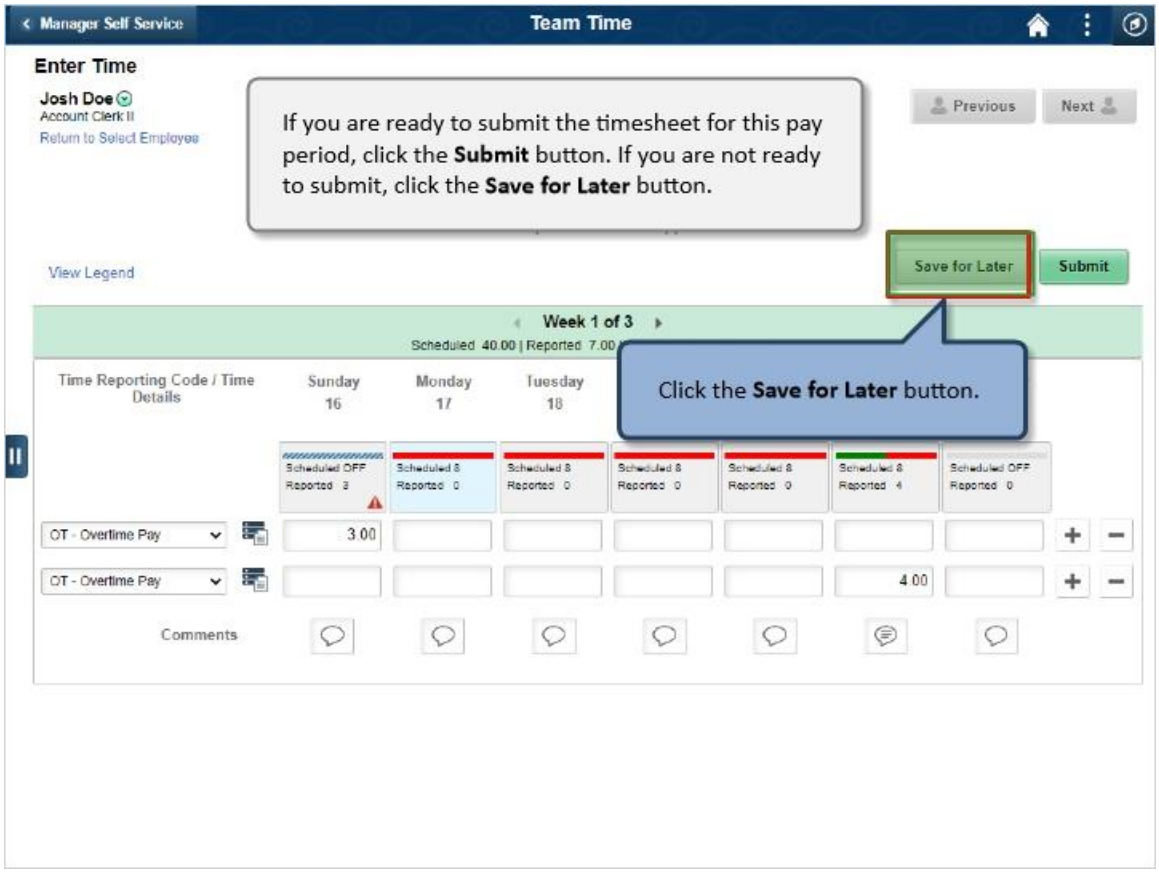
Click the **'Apply'** button.



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

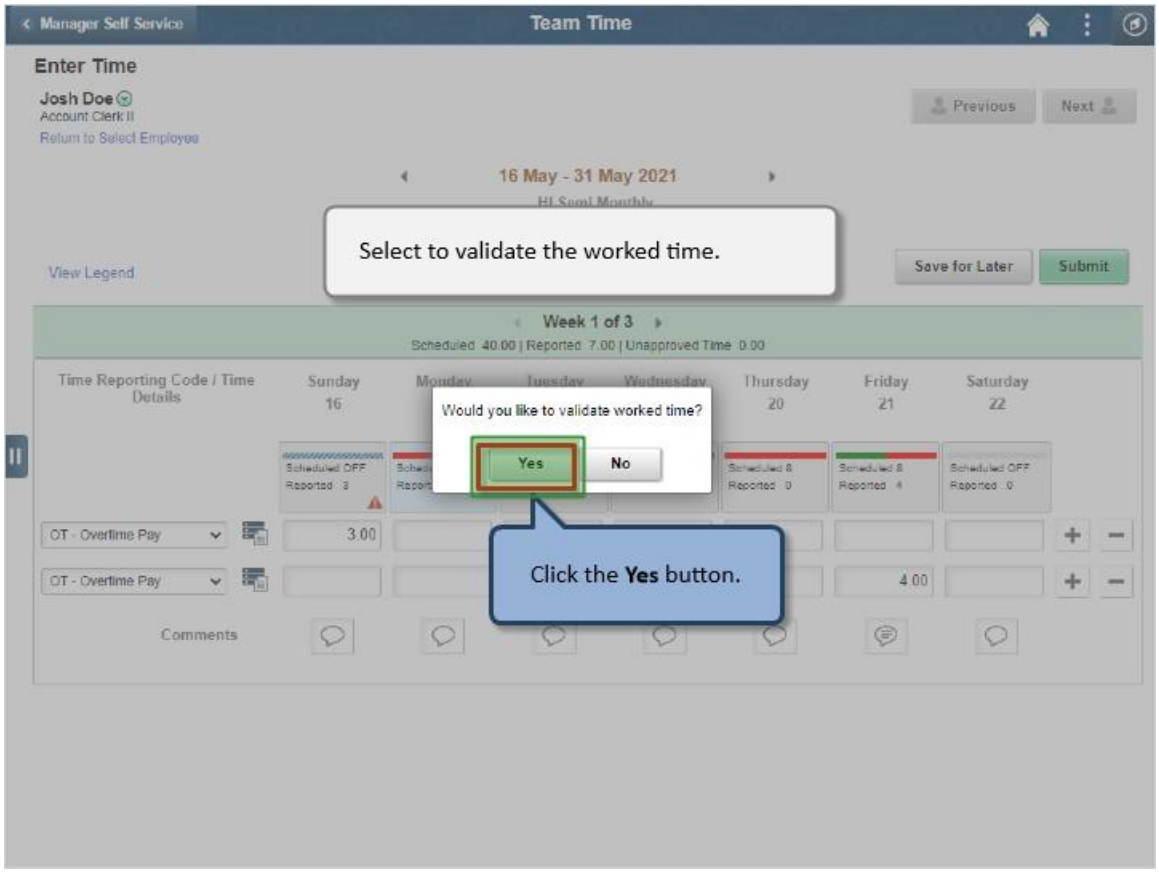


Click the '**Done**' button.

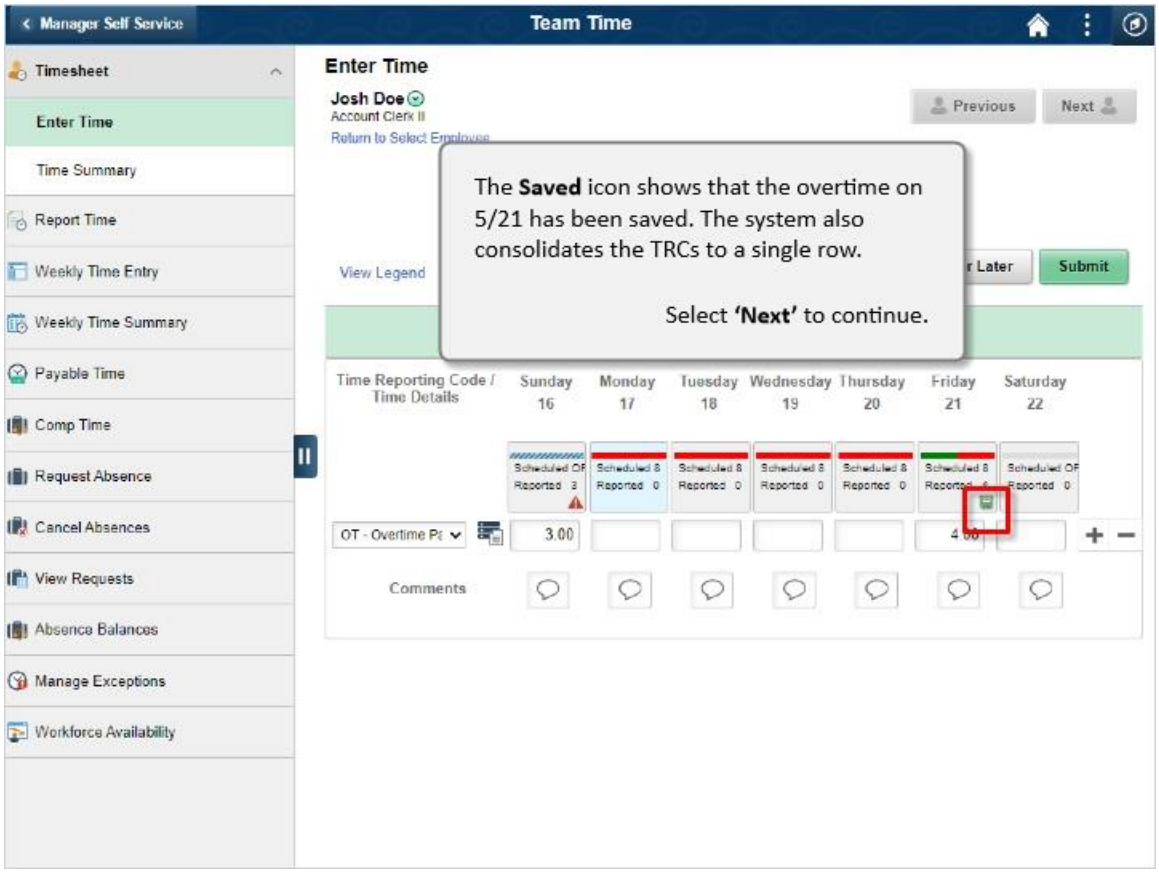


If you are ready to submit the timesheet for this pay period, click the **Submit** button. If you are not ready to submit, click the **Save for Later** button.

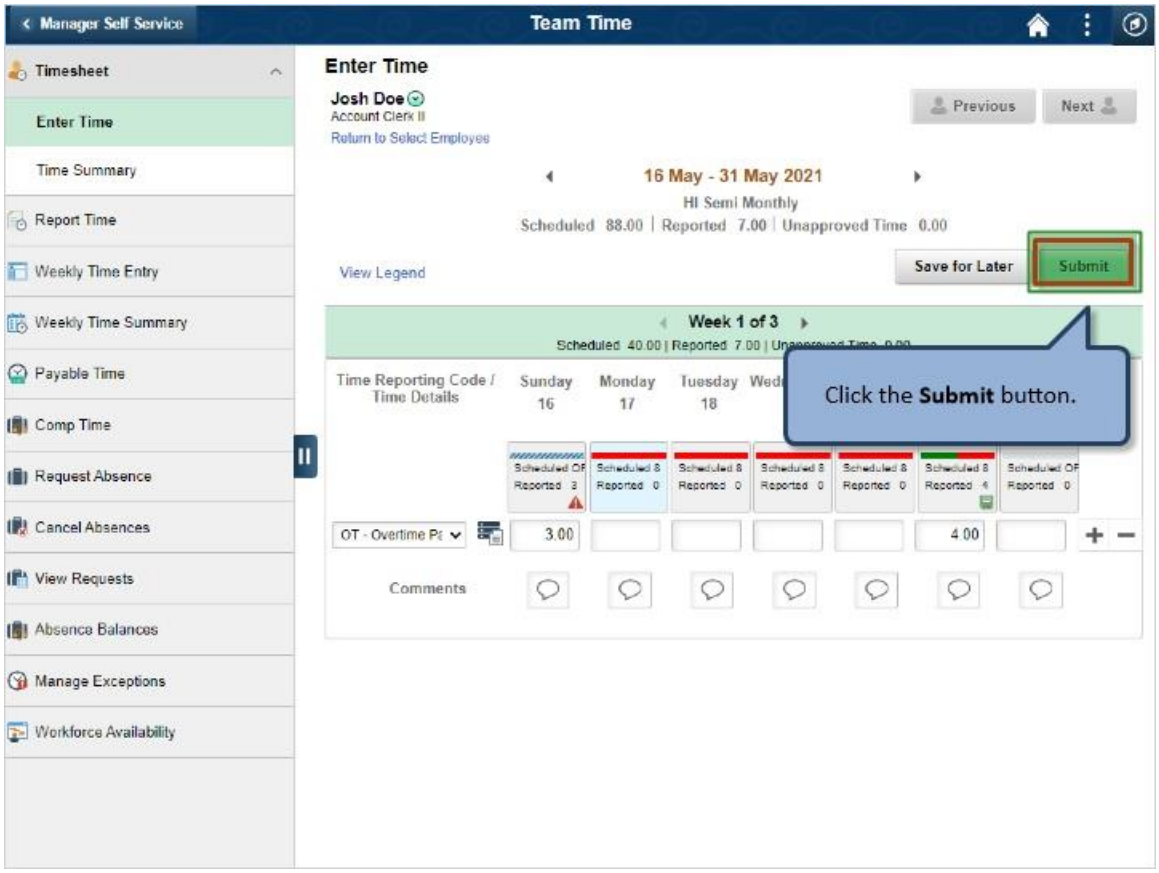
Click the **Save for Later** button.



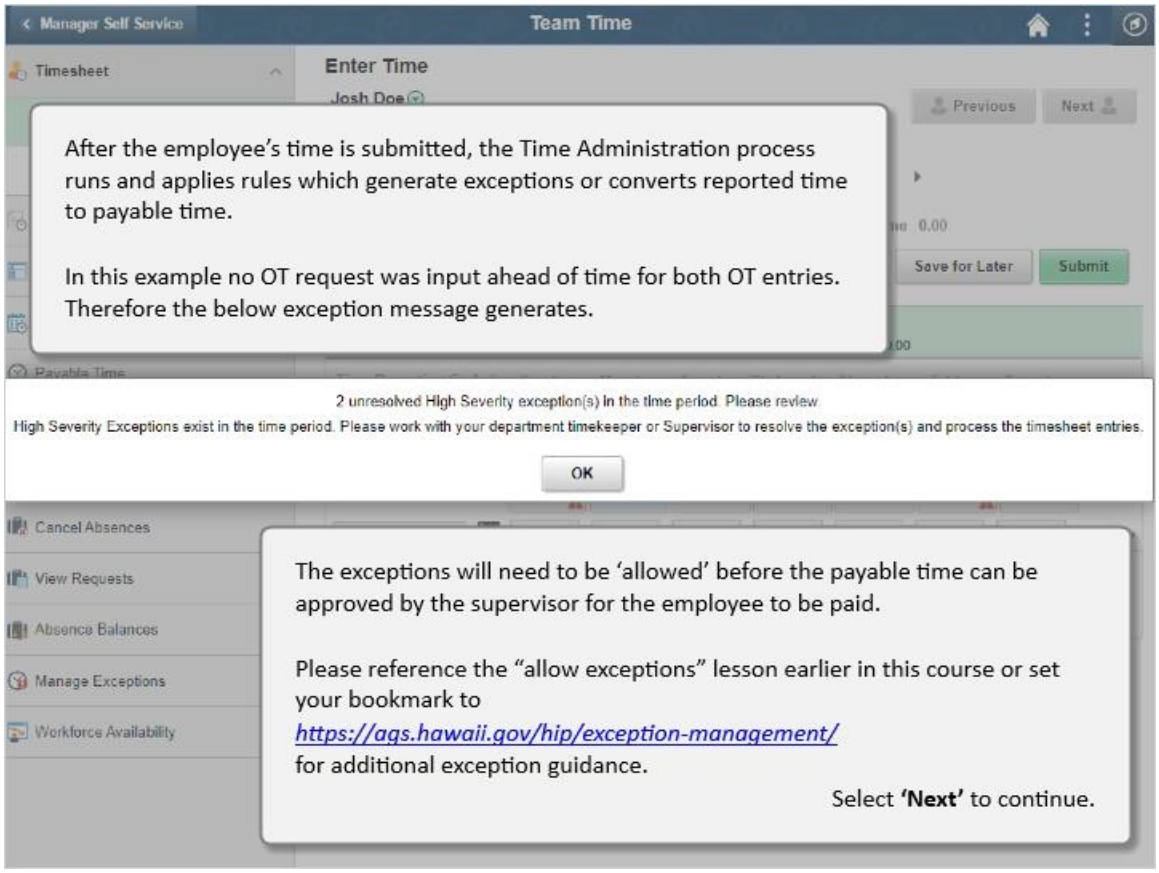
Select to validate the worked time.
Click the **Yes** button.



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



Click the **Submit** button.

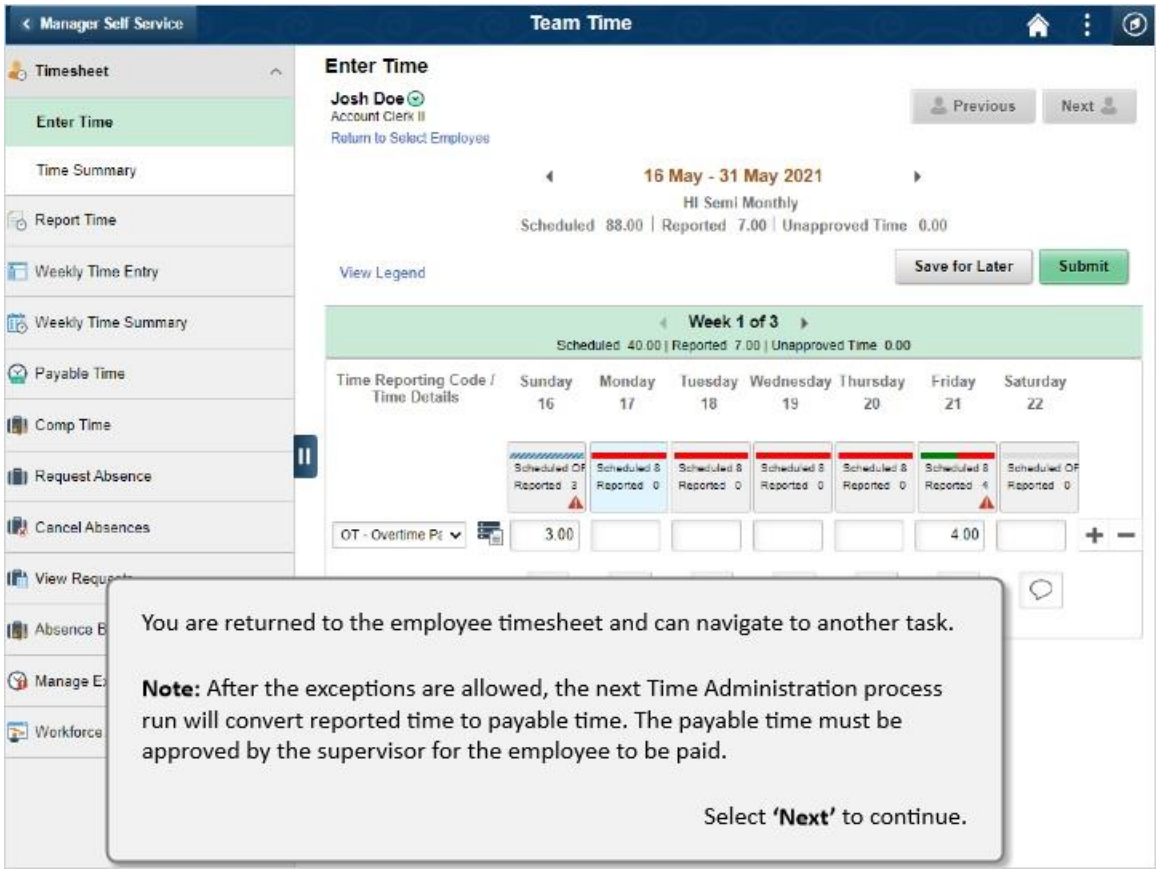


After the employee's time is submitted, the Time Administration process runs and applies rules which generate exceptions or converts reported time to payable time.

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.



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!

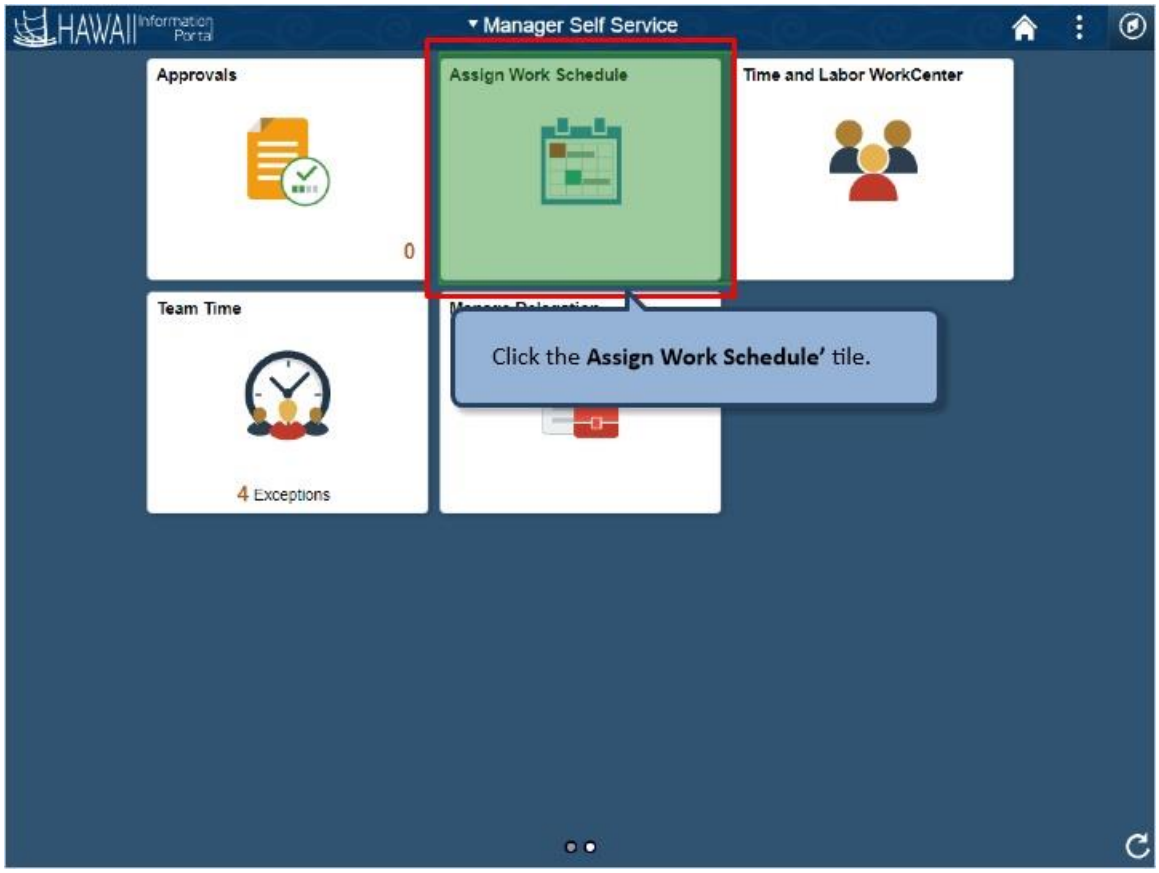
You've successfully completed this lesson.

Update Employee Work Schedule

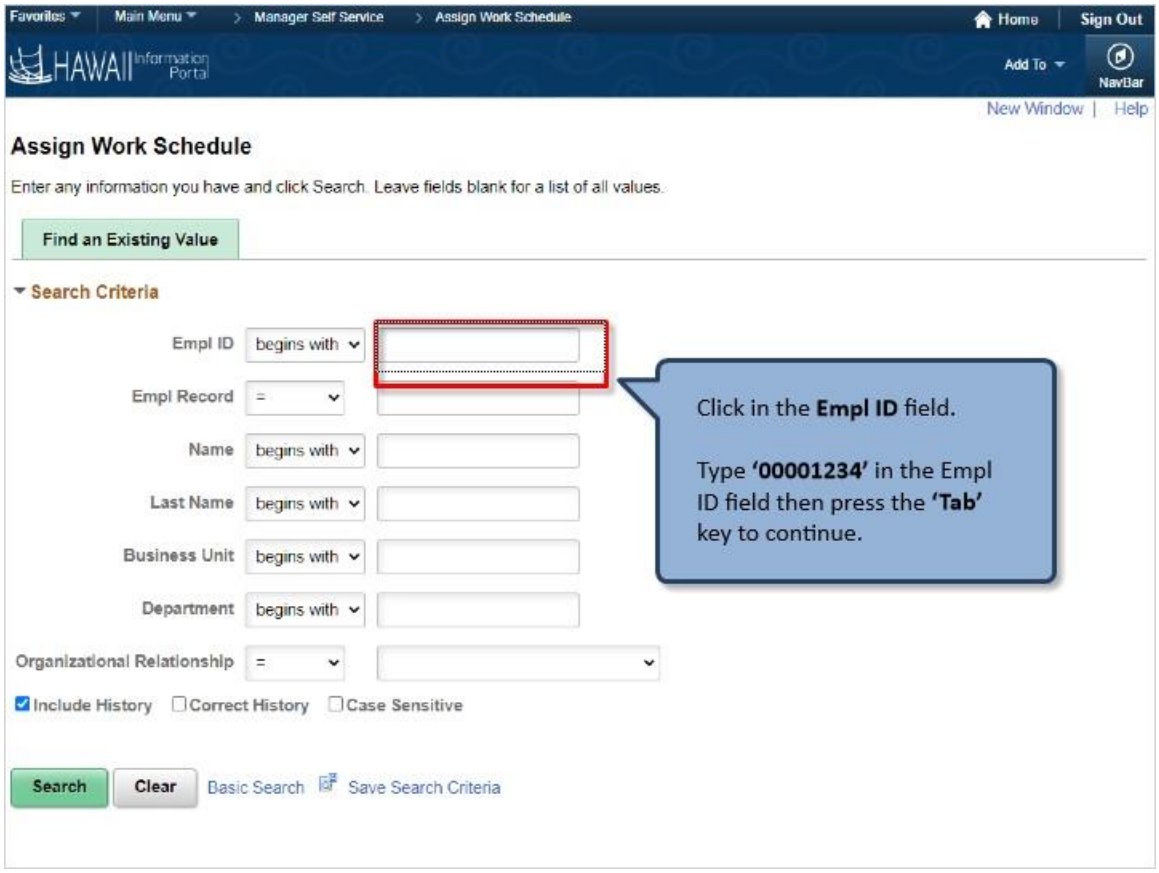
Lesson Scenario

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.

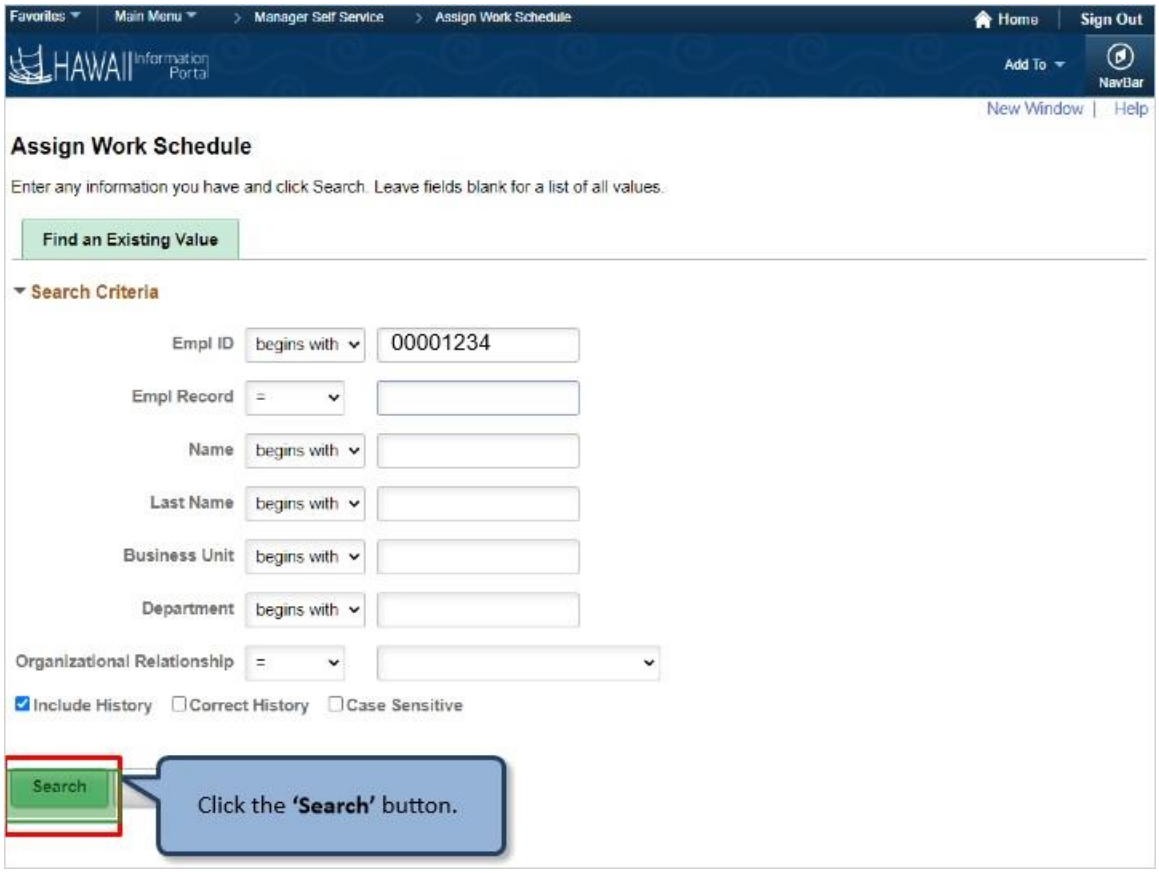


Click the **Assign Work Schedule'** tile.

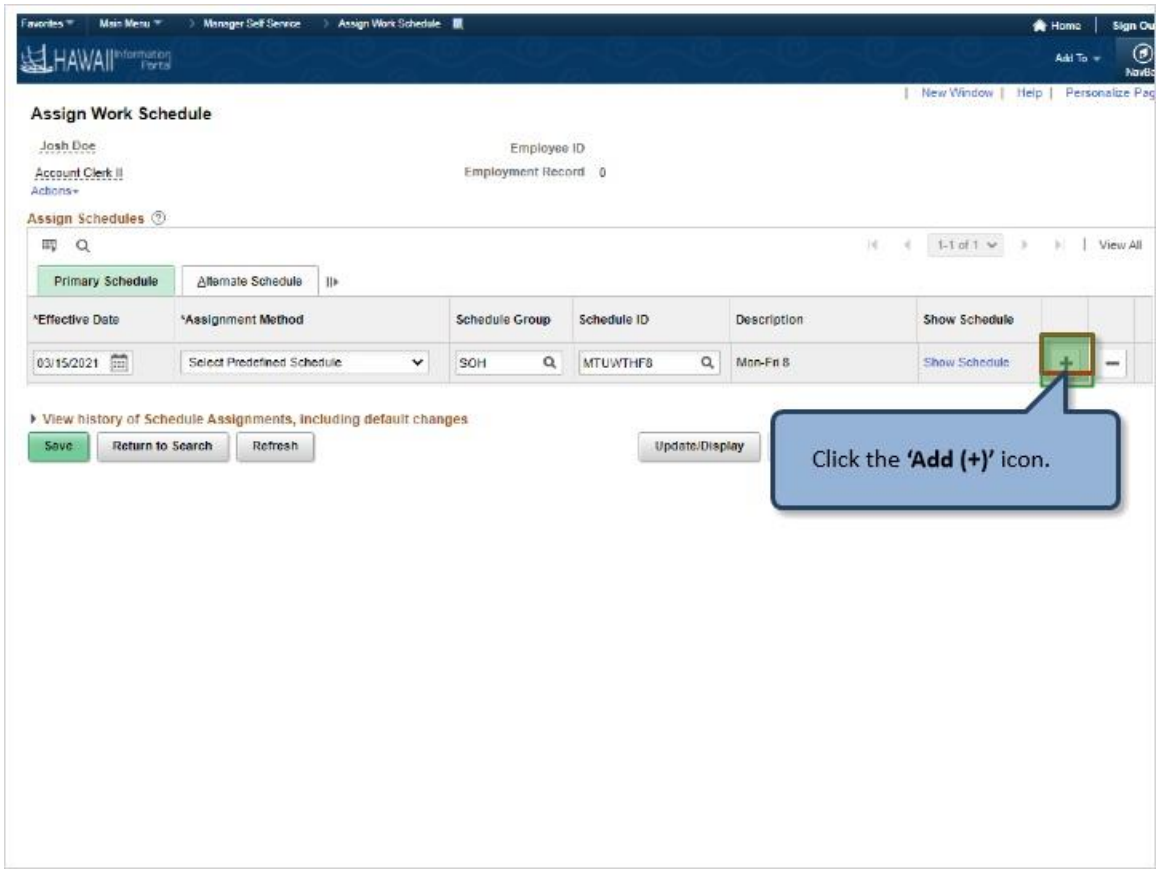


Click in the **Empl ID** field.

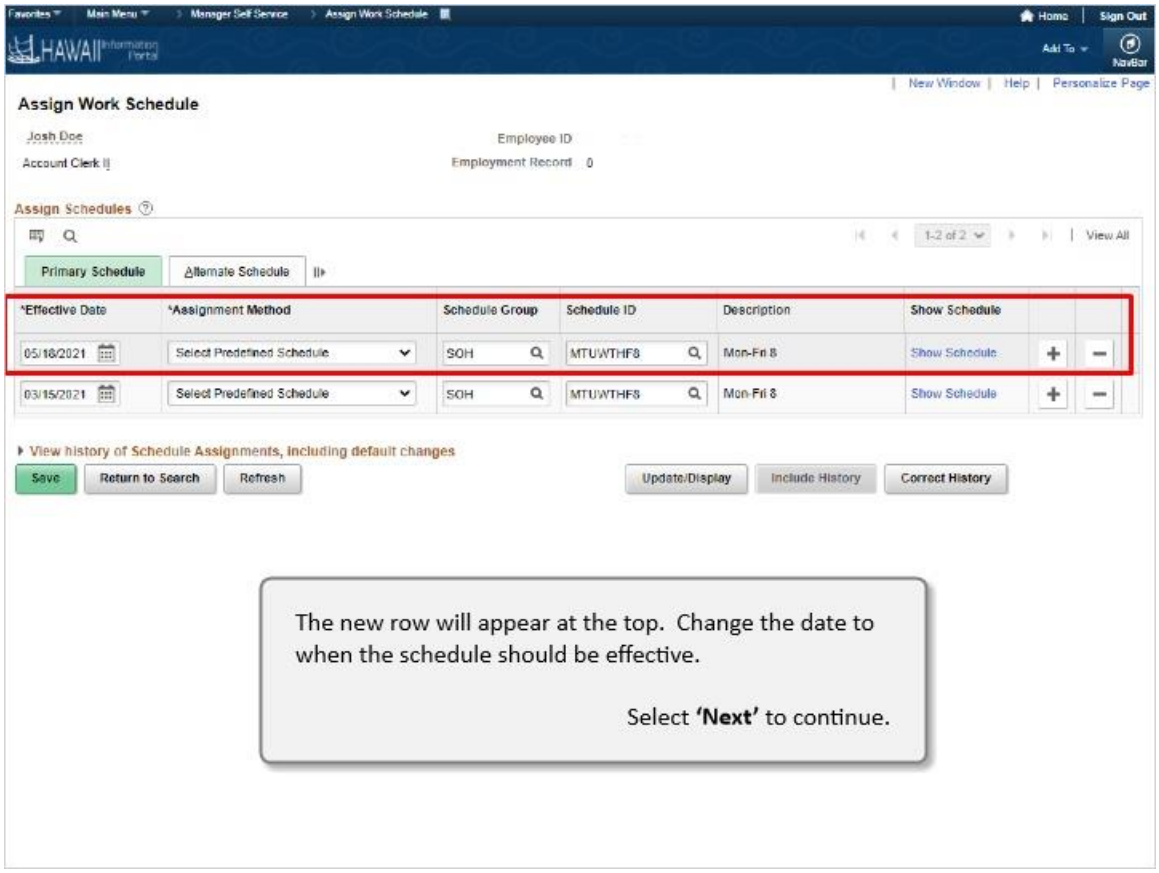
Type **'00001234'** in the Empl ID field then press the **'Tab'** key to continue.



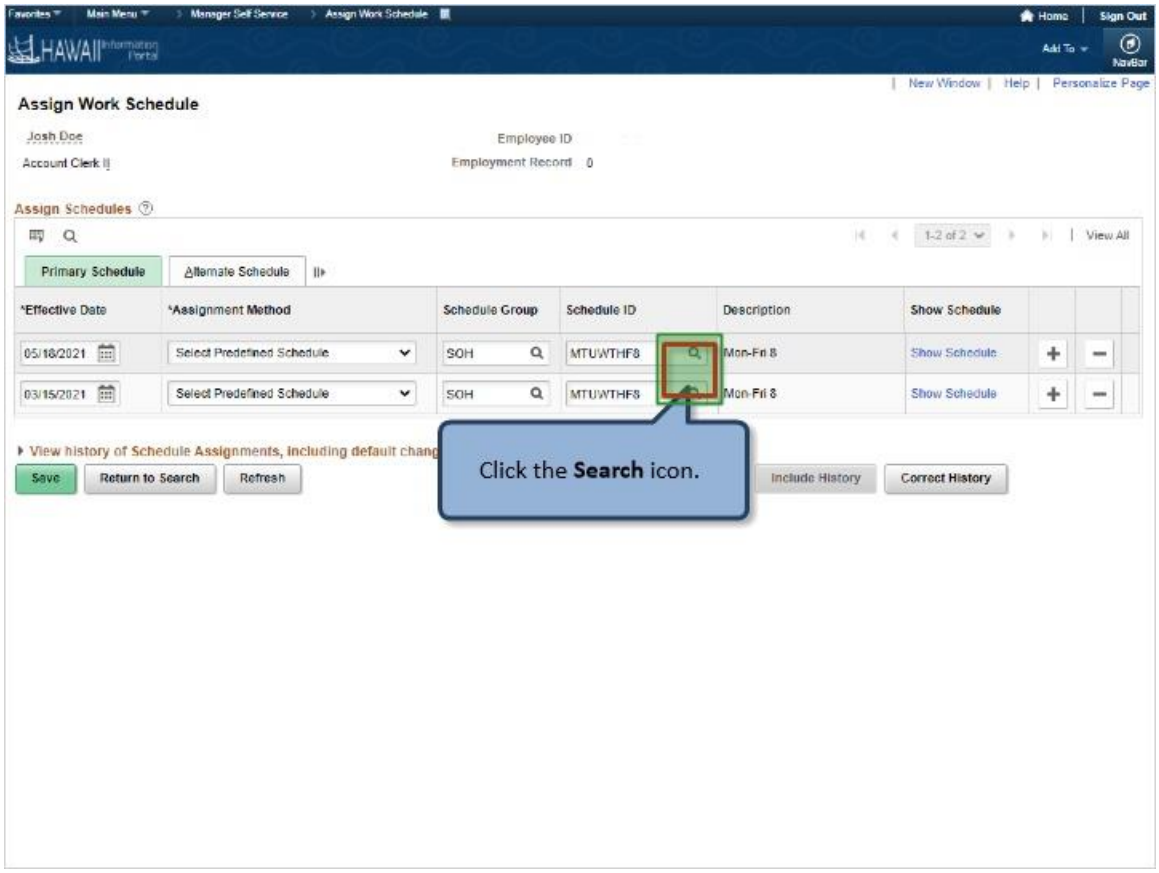
Click the **'Search'** button.



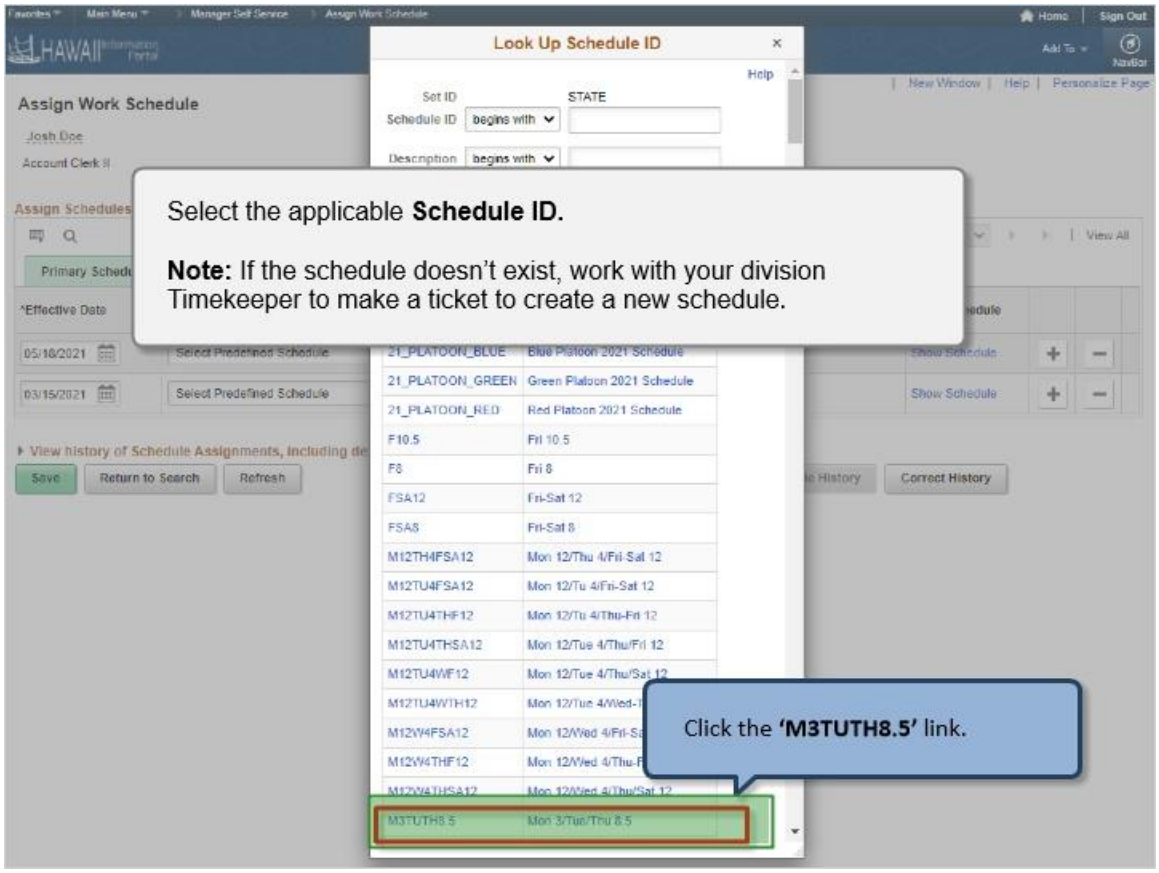
Click the **'Add (+)'** icon.



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



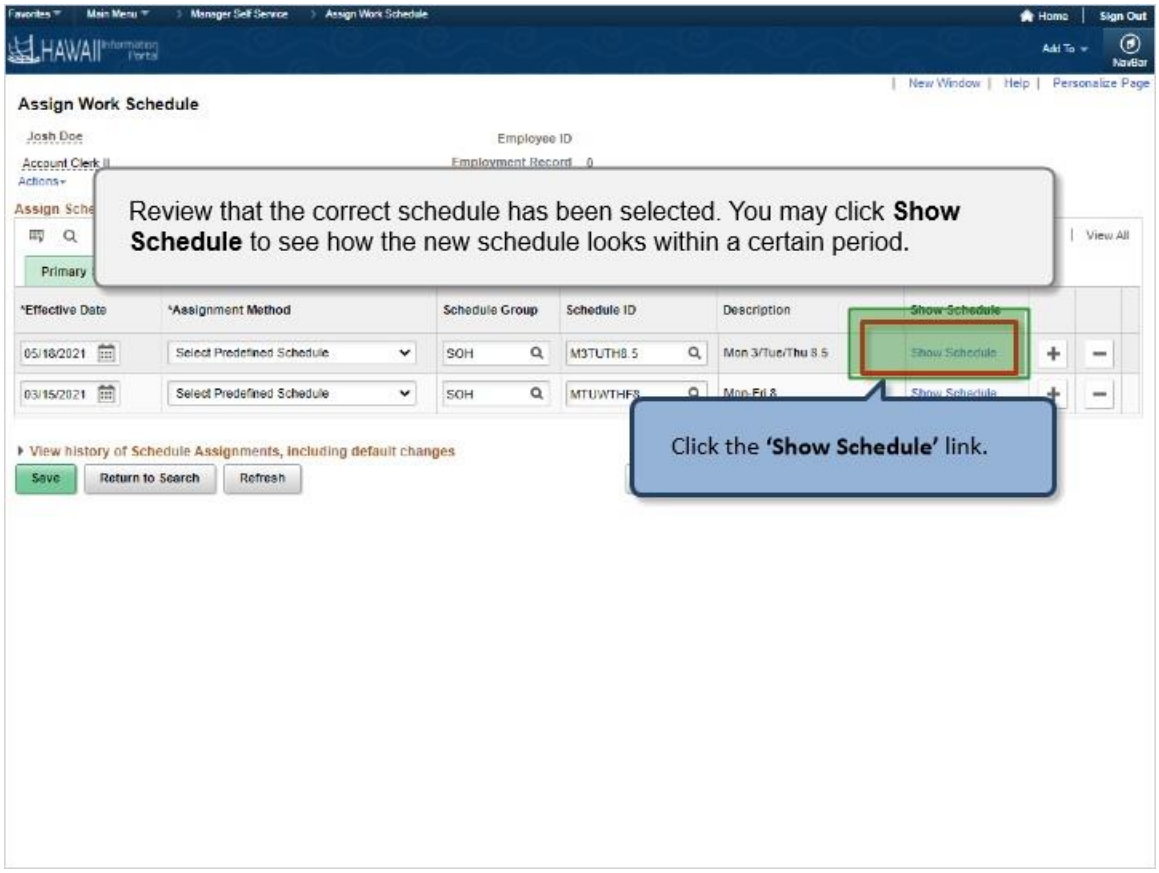
Click the **Search** icon.



Select the applicable **Schedule ID.**

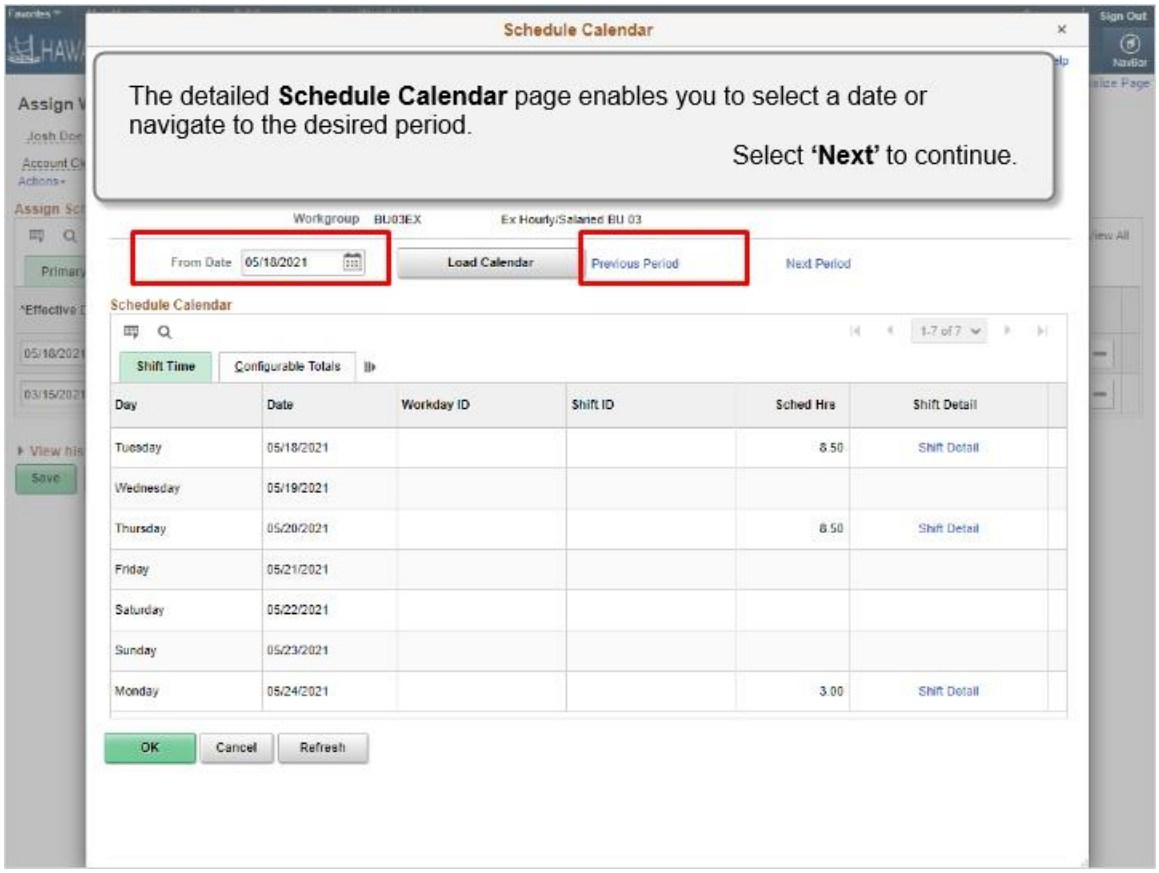
Note: If the schedule doesn't exist, work with your division Timekeeper to make a ticket to create a new schedule.

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

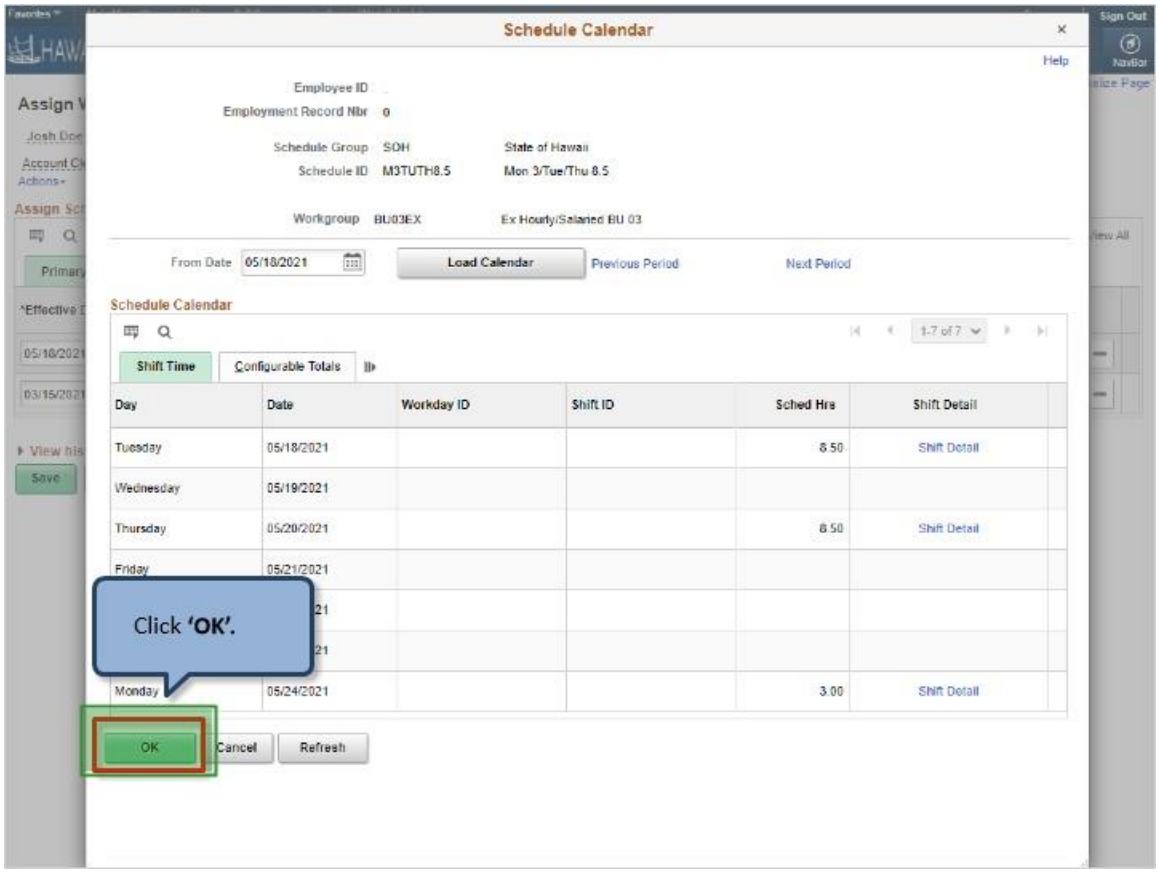


Review that the correct schedule has been selected. You may click **Show Schedule** to see how the new schedule looks within a certain period.

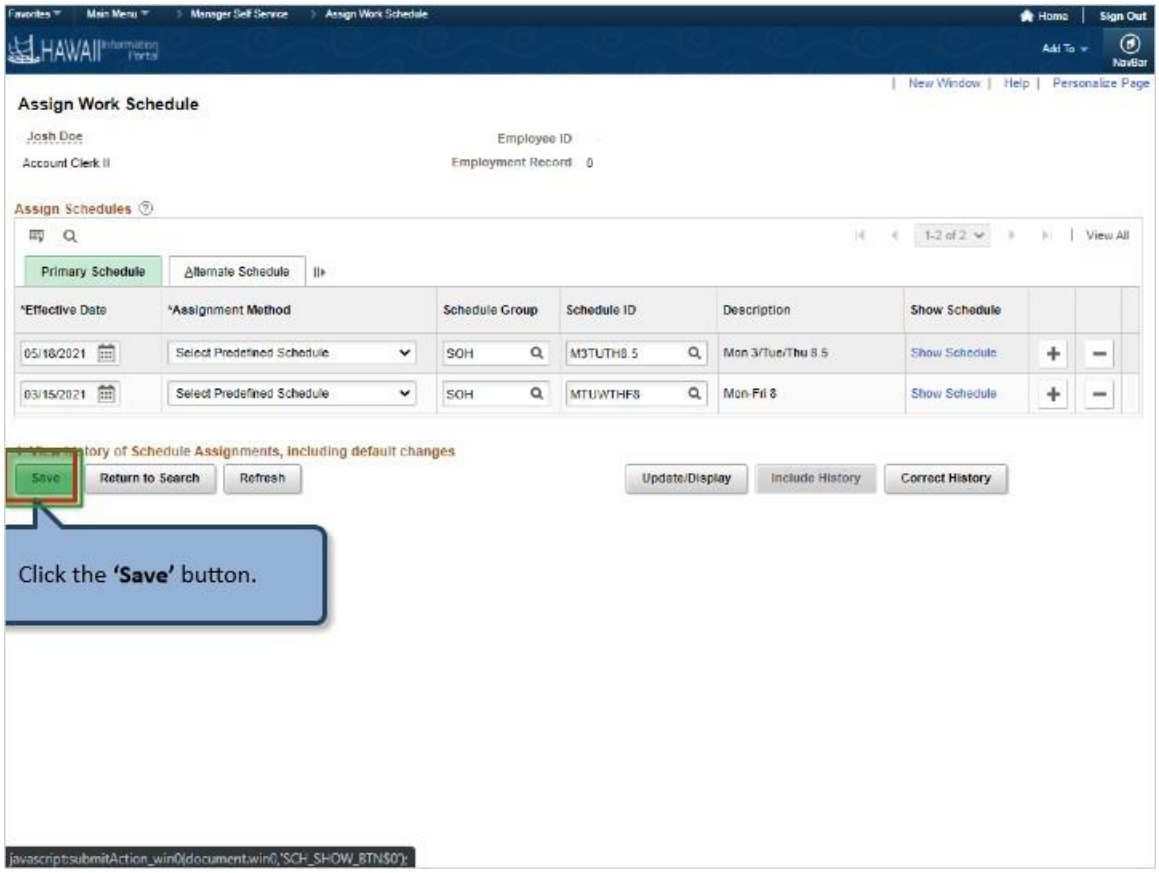
Click the **'Show Schedule'** link.



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


Schedule Calendar
Help
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
1-7 of 7
Shift Time
Configurable Totals
Day
Date
Workday ID
Shift ID
Sched Hrs
Shift Detail
Tuesday 05/18/2021 8.50 Shift Detail
Wednesday 05/19/2021
Thursday 05/20/2021 8.50 Shift Detail
Friday 05/21/2021
Monday 05/24/2021 3.00 Shift Detail
Click 'OK'.
OK
Cancel
Refresh

Click **'OK'.**

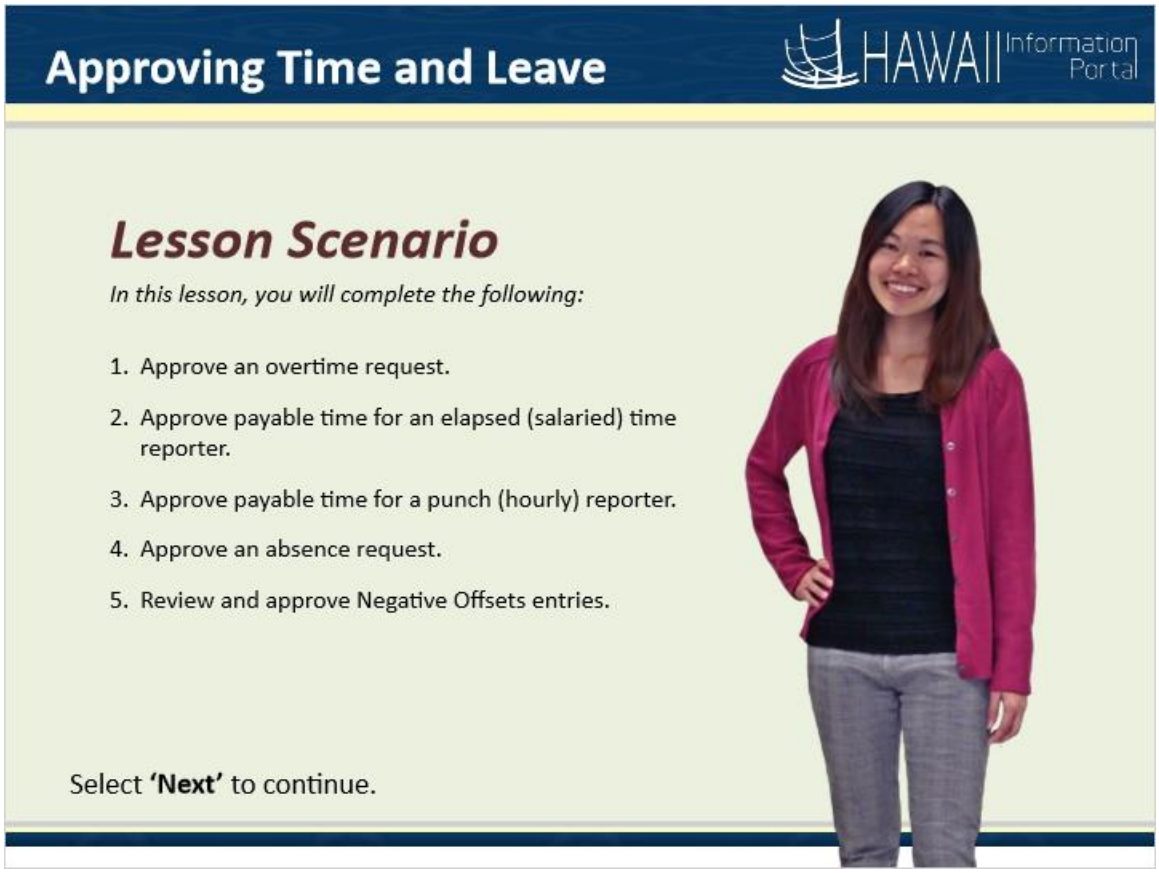


Click the **'Save'** button.

Congratulations!

You've successfully completed this lesson.

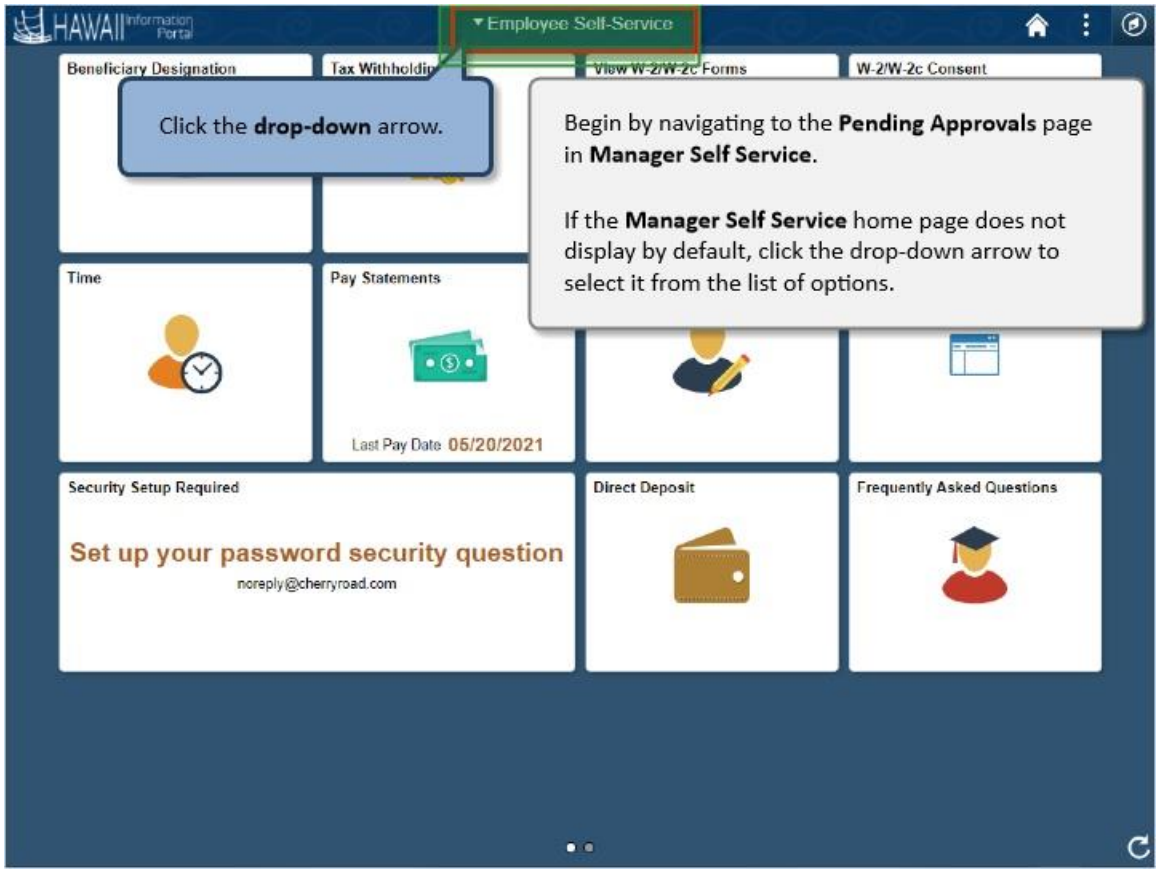
Approving Time and Leave



Lesson Scenario

In this lesson, you will complete the following:

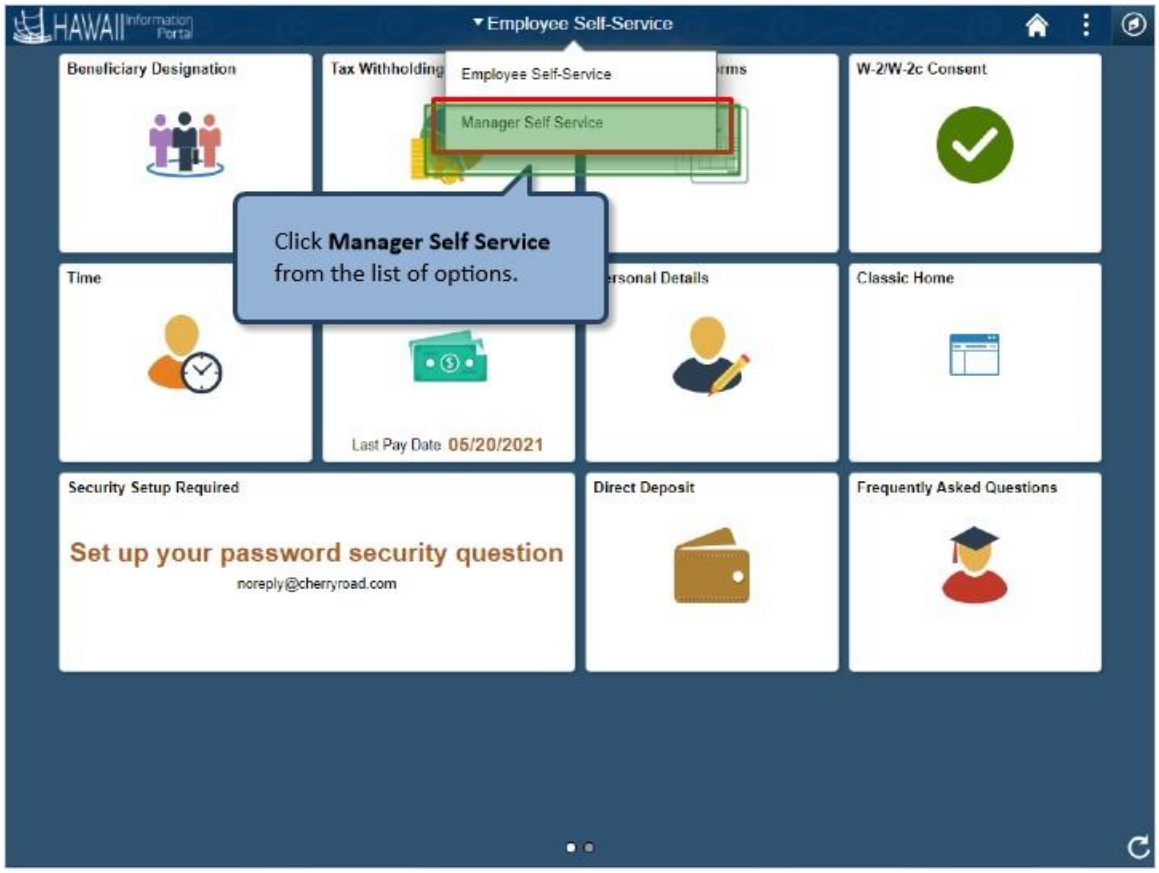
1. Approve an overtime request.
2. Approve payable time for an elapsed (salaried) time reporter.
3. Approve payable time for a punch (hourly) reporter.
4. Approve an absence request.
5. Review and approve Negative Offsets entries.



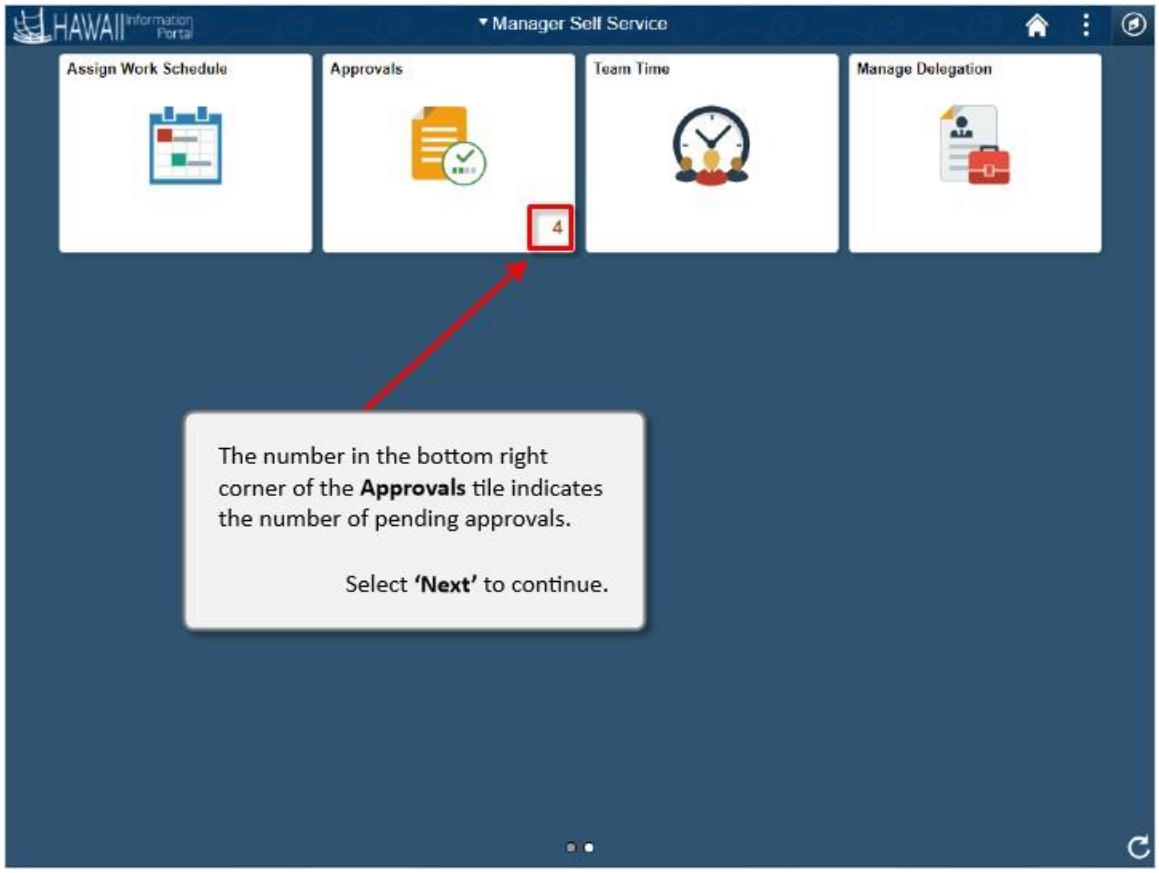
Begin by navigating to the Pending Approvals page in Manager Self Service.

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

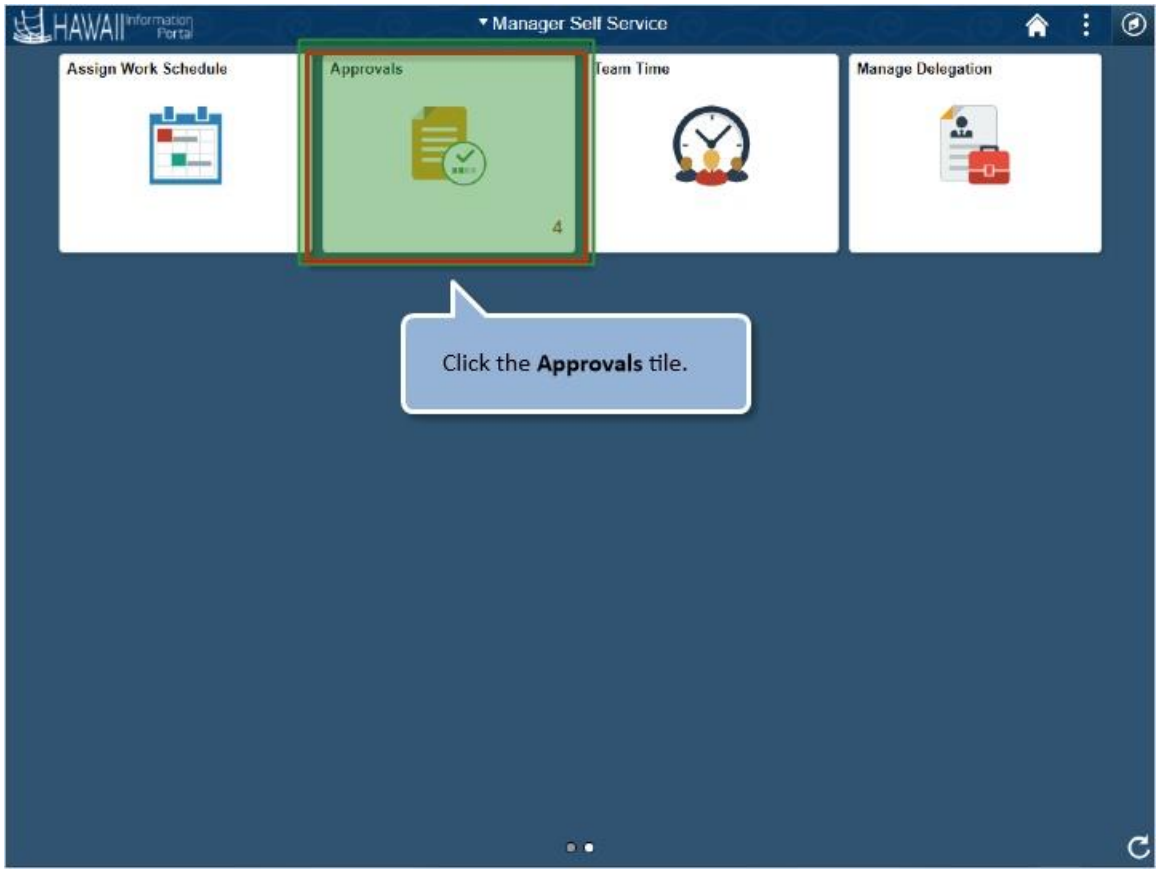
Click the **drop-down** arrow.



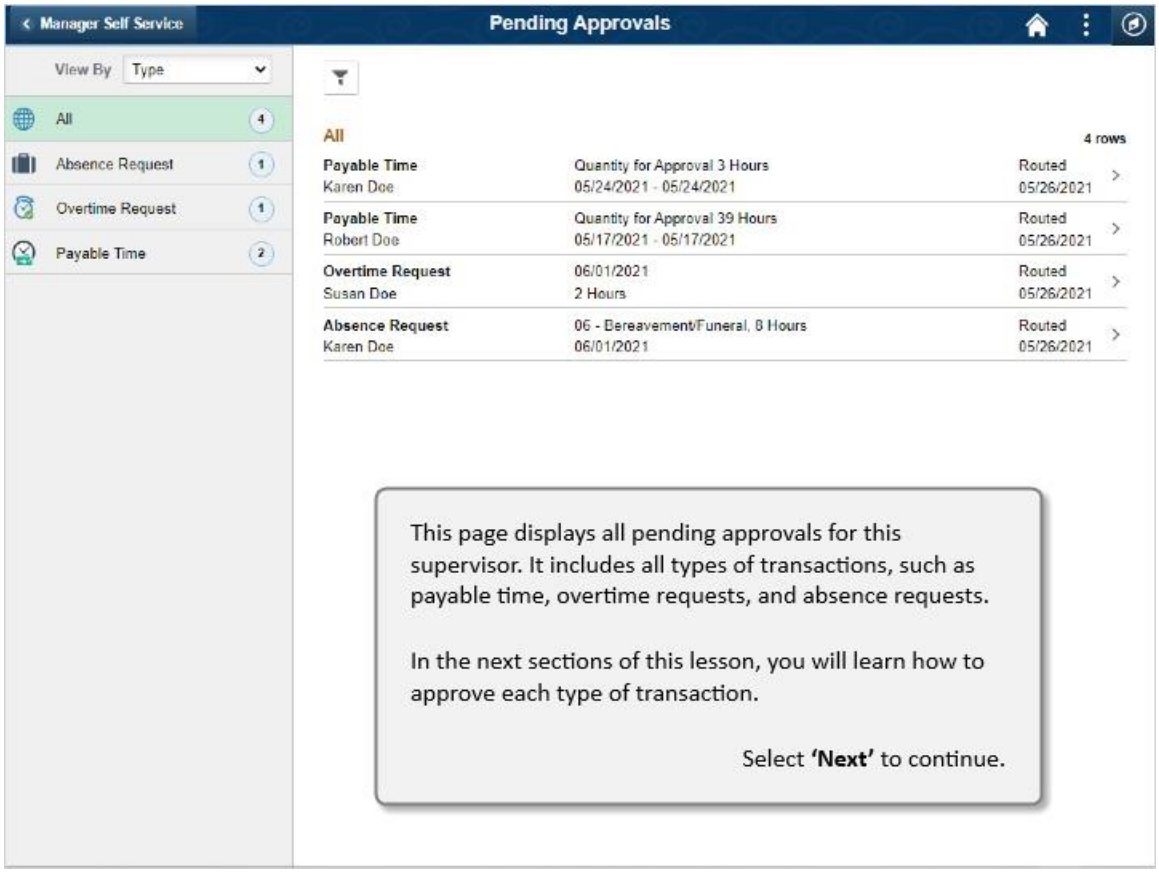
Click **Manager Self Service** from the list of options.



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



Click the **Approvals** tile.



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.

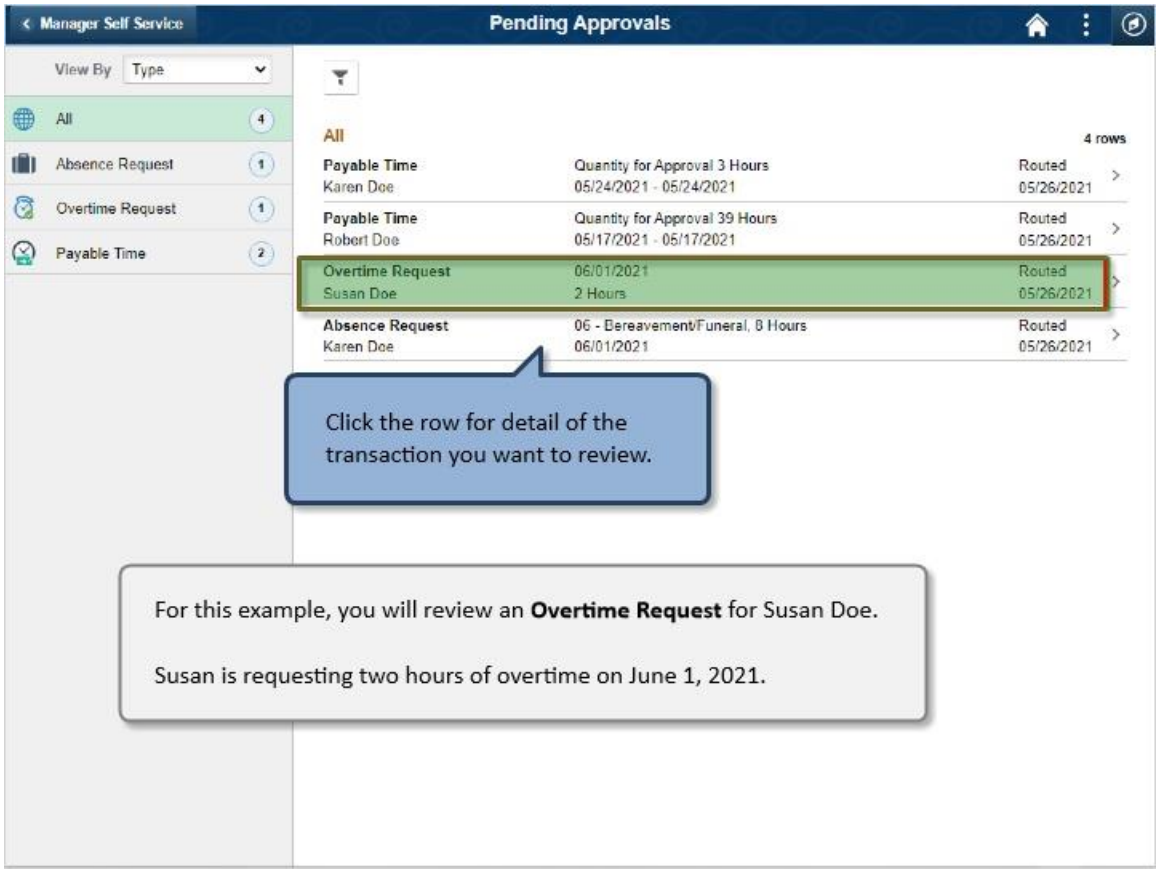
Approve an Overtime Request
Approve Payable Time - Elapsed (Salaried) Time Reporter
Approve Payable Time - Punch (Hourly) Time Reporter
Approve an Absence Request

Approve Overtime Requests

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.

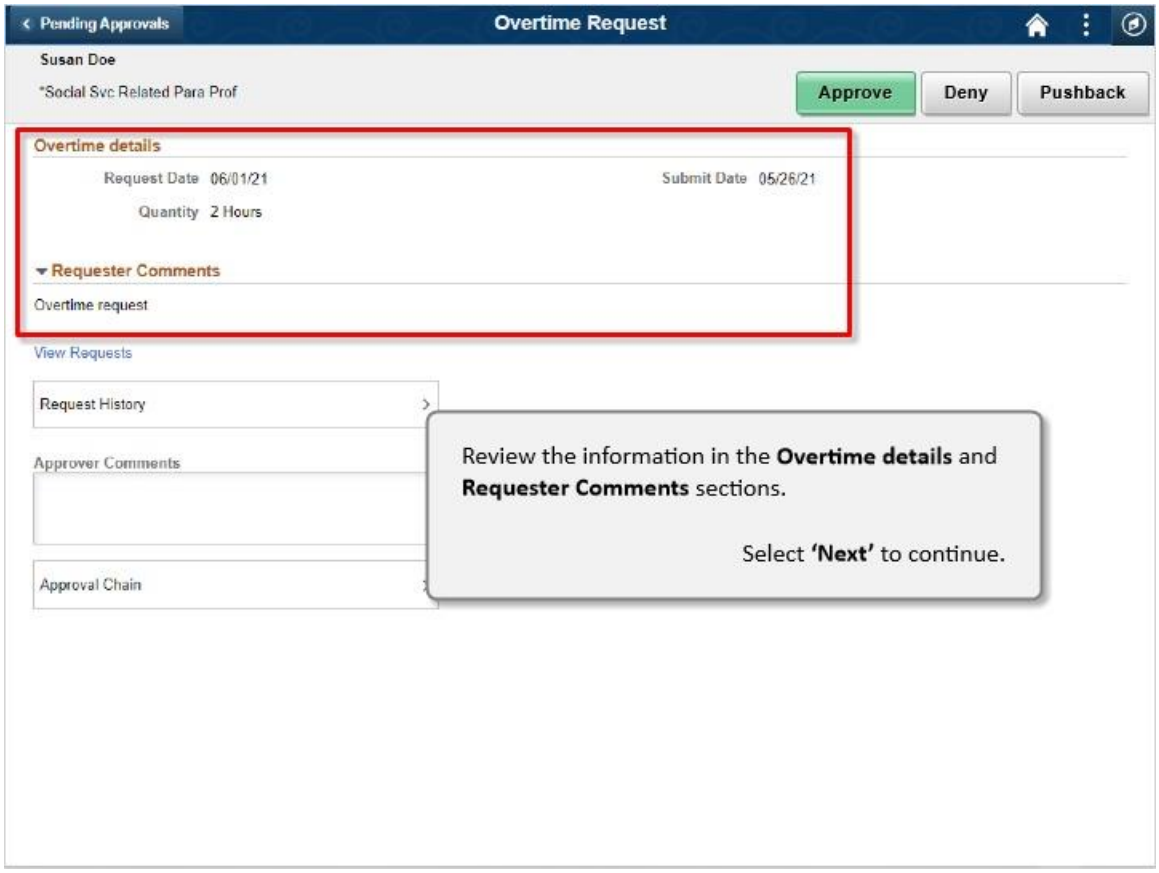
Note: Overtime must be entered one day at a time. There is not an option to enter overtime weekly or for a period of days. Please follow all of your department's policies and procedures regarding overtime approval.



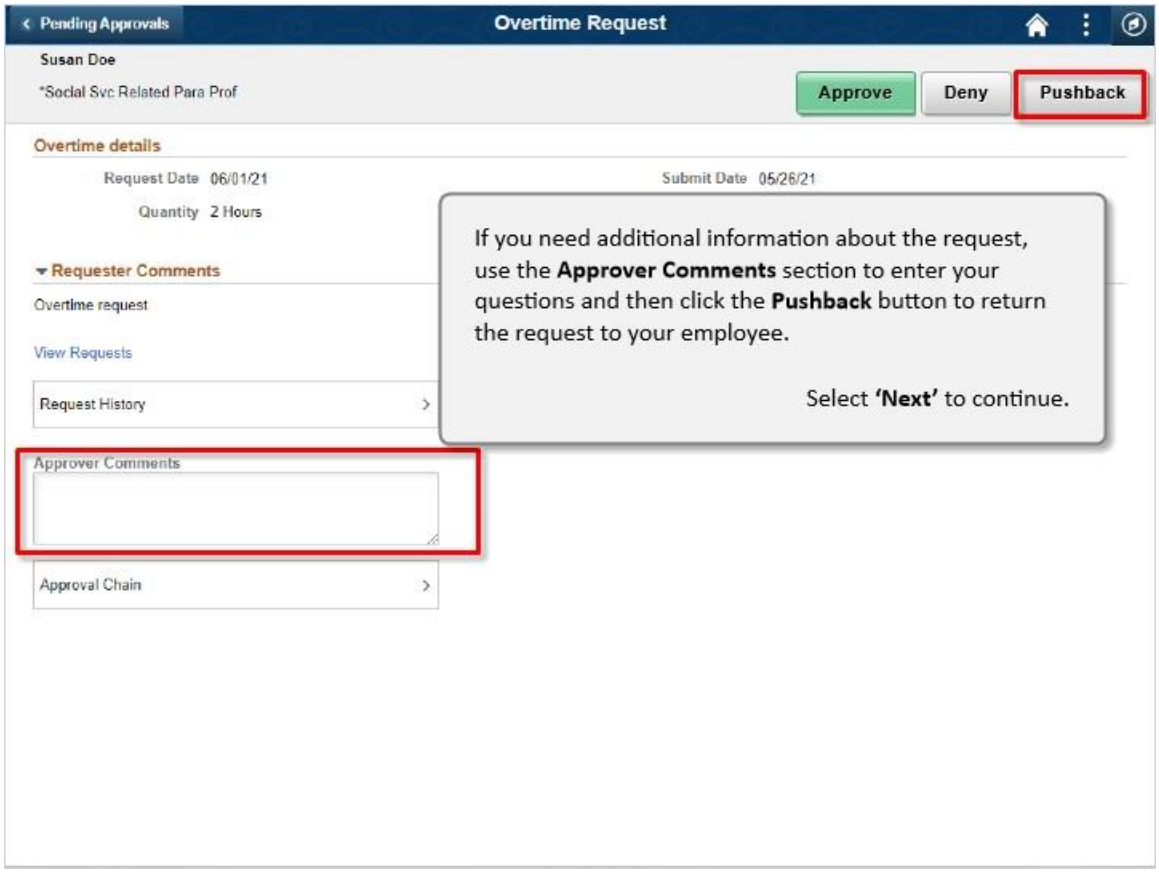
For this example, you will review an Overtime Request for Susan Doe.

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

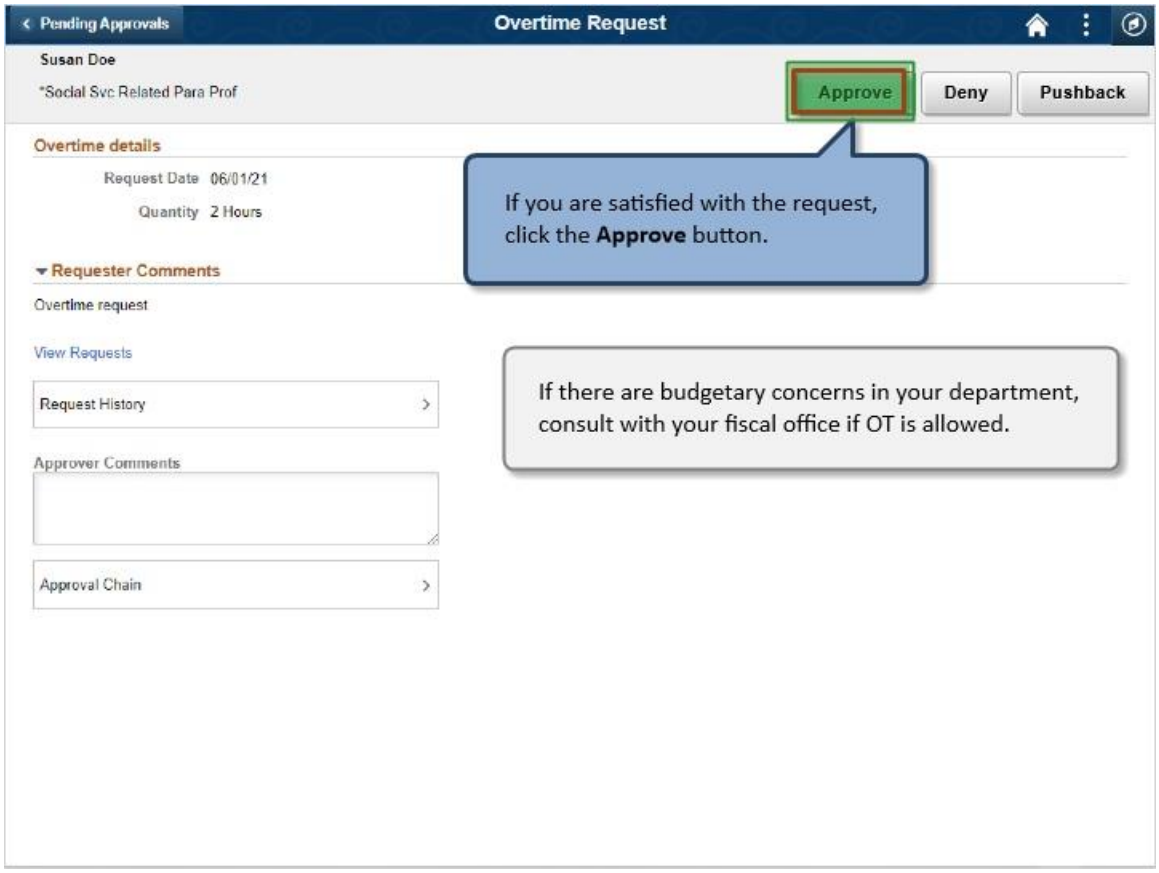
Click the row for detail of the transaction you want to review.



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

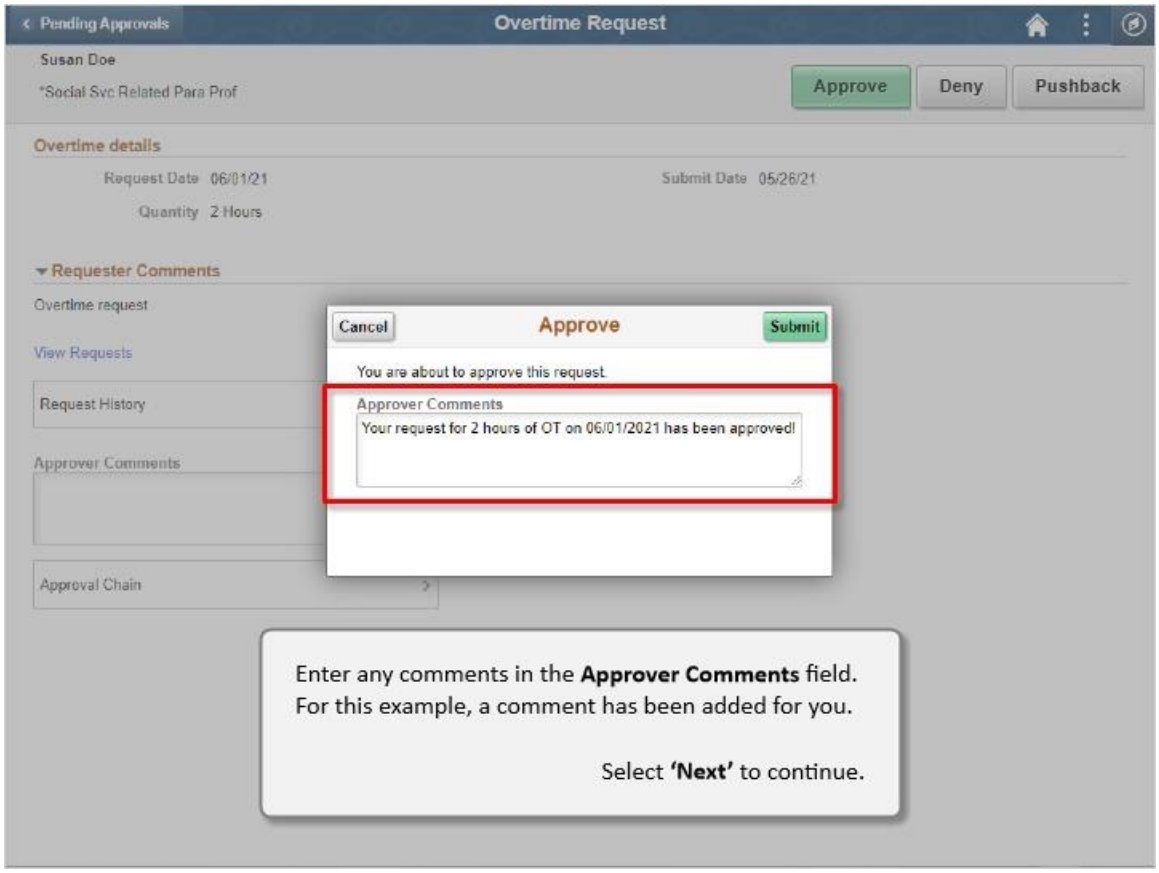


If you need additional information about the request, use the **Approver Comments** section to enter your questions and then click the **Pushback** button to return the request to your employee.

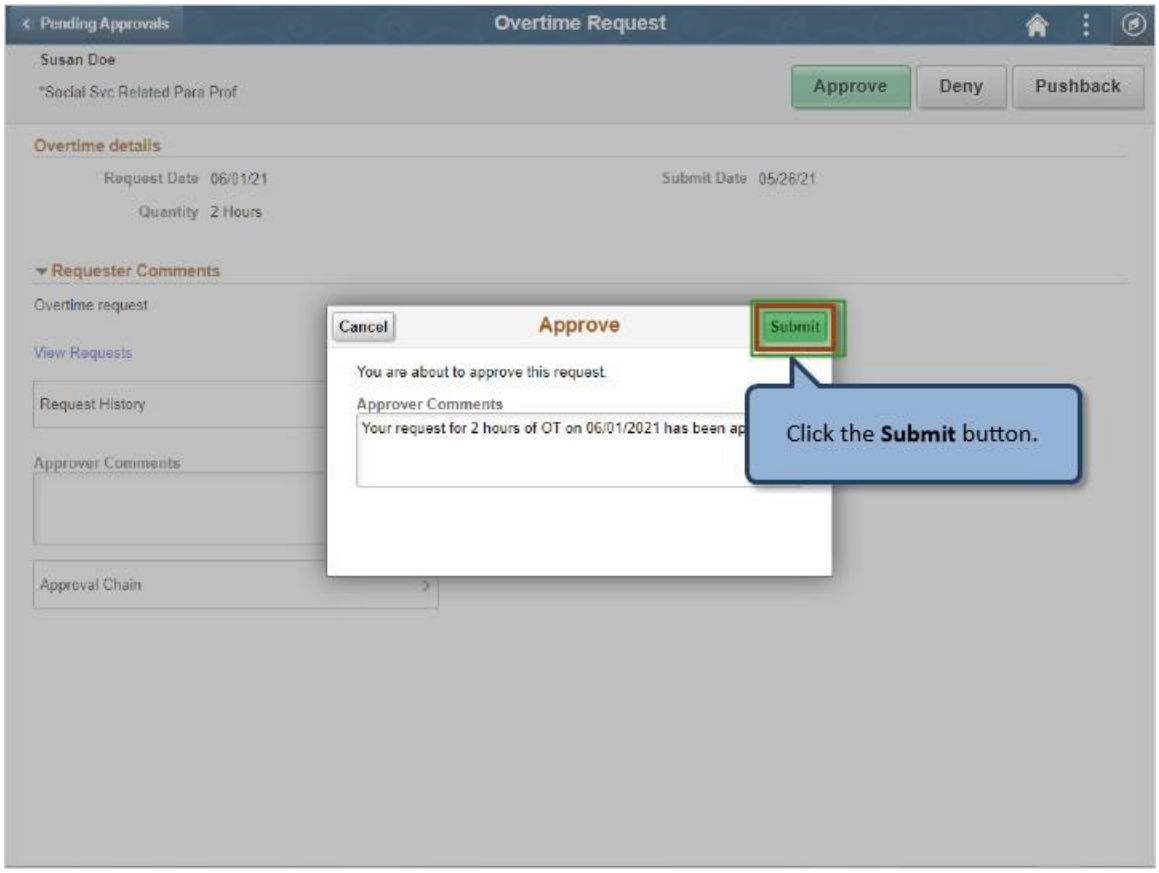


If you are satisfied with the request, click the **Approve** button.

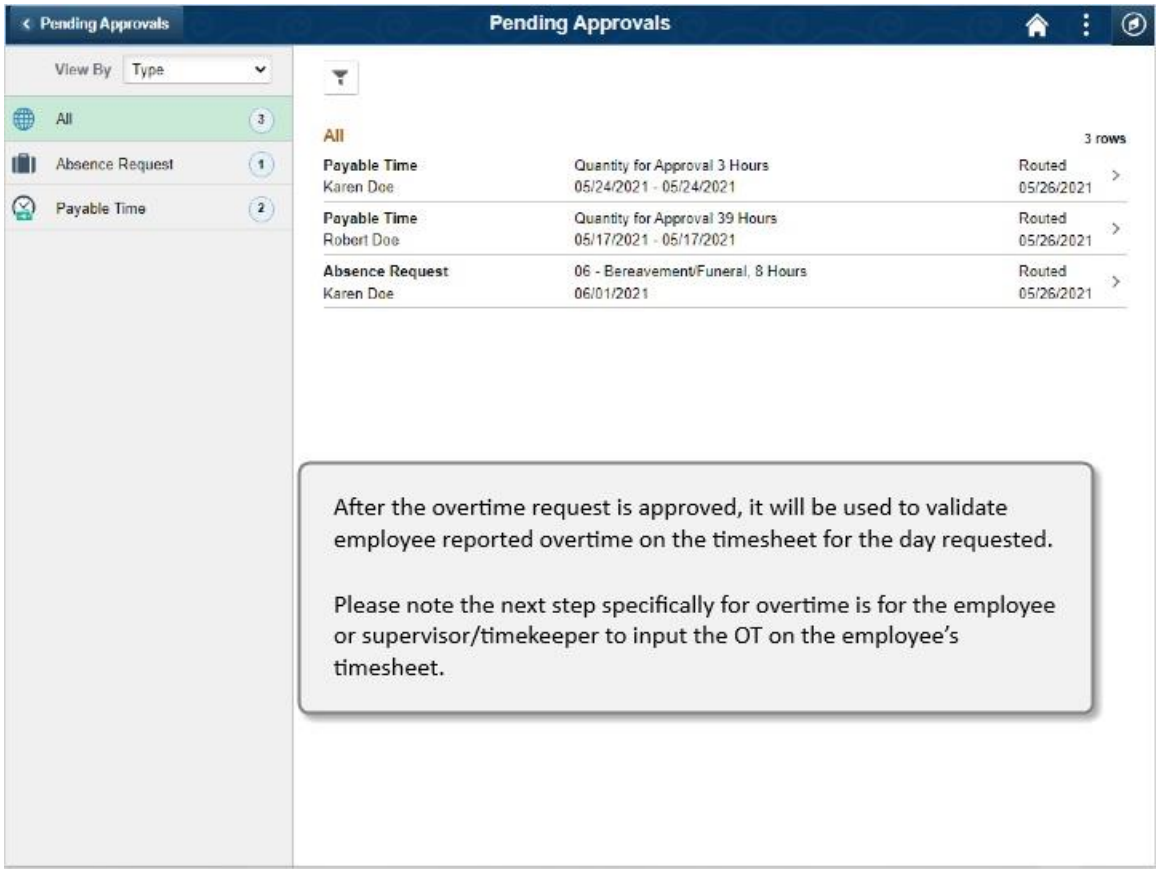
If there are budgetary concerns in your department, consult with your fiscal office if OT is allowed.



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

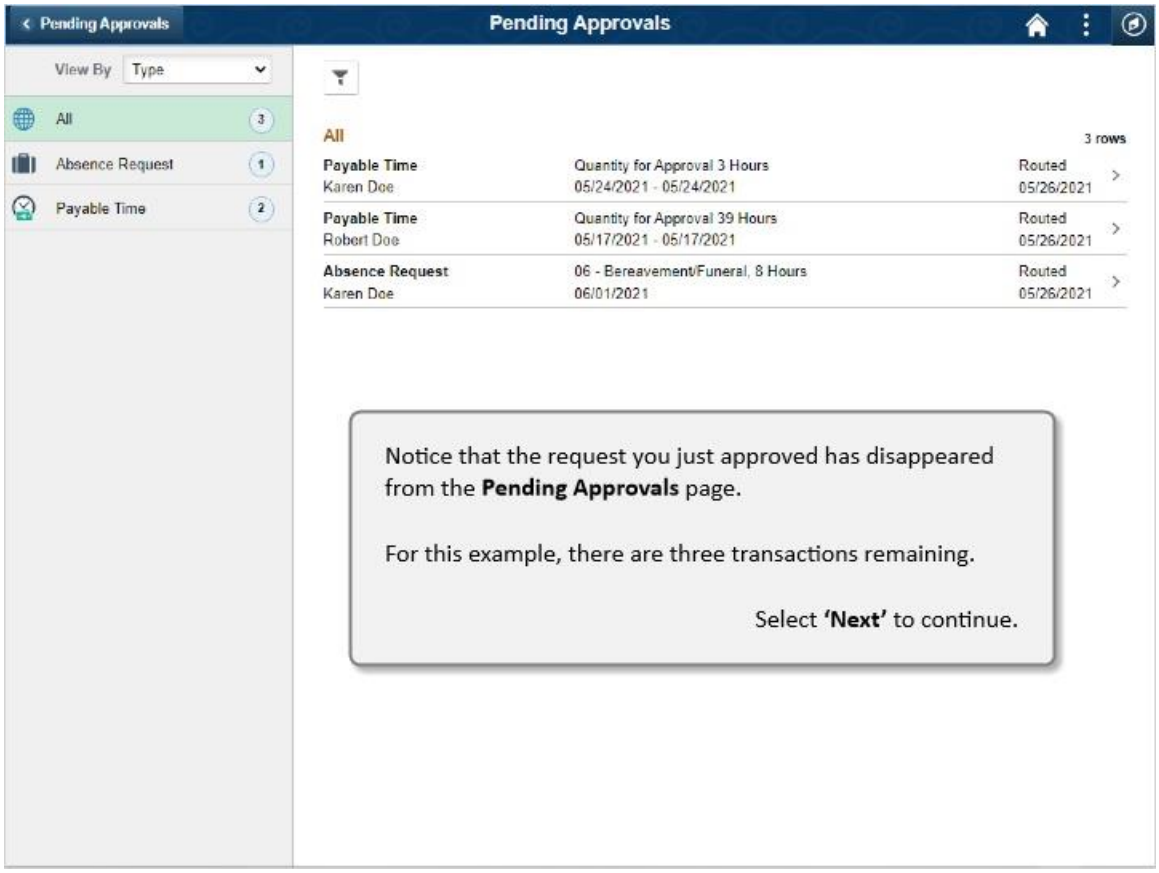


Click the **Submit** button.



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.



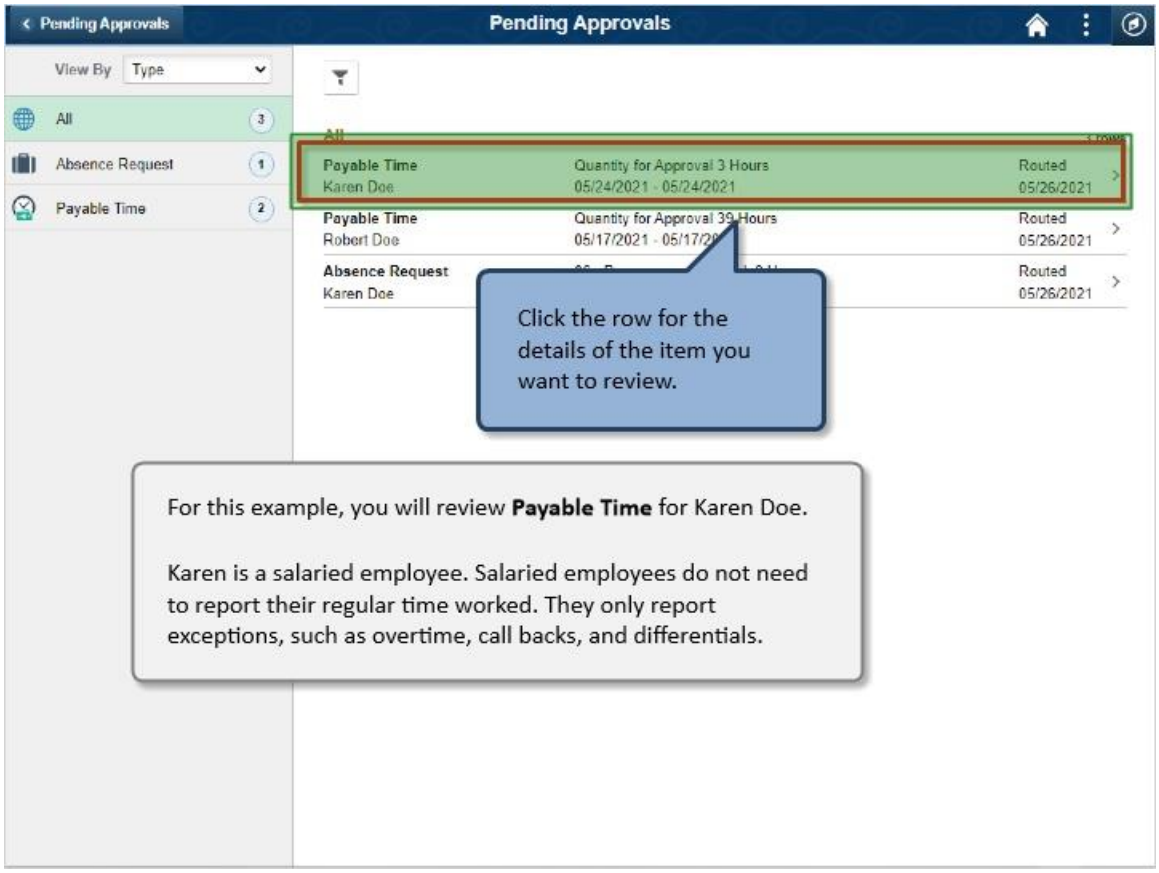
Notice that the request you just approved has disappeared from the **Pending Approvals** page.

For this example, there are three transactions remaining.

Approve Elapsed (Salaried) Time Reporter

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

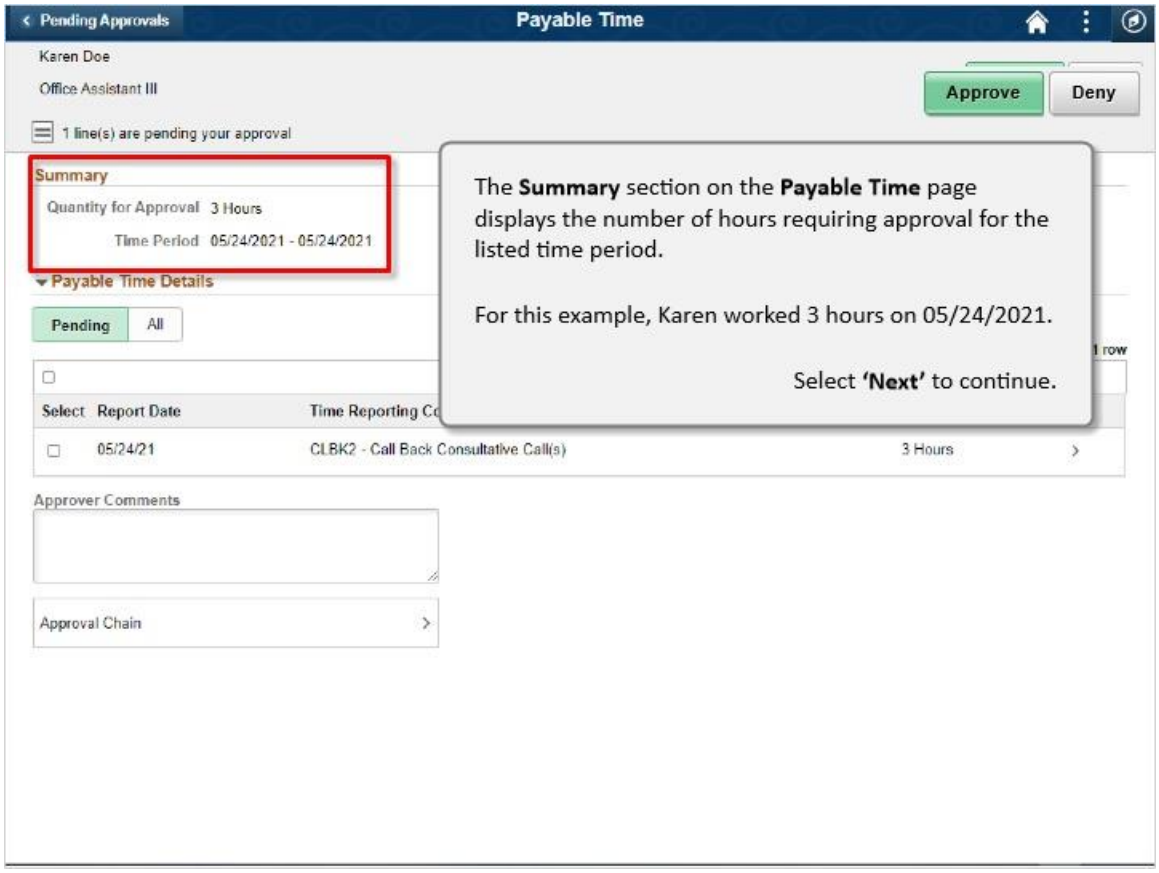
In this section, you will learn to approve payable time for an elapsed time reporter.



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

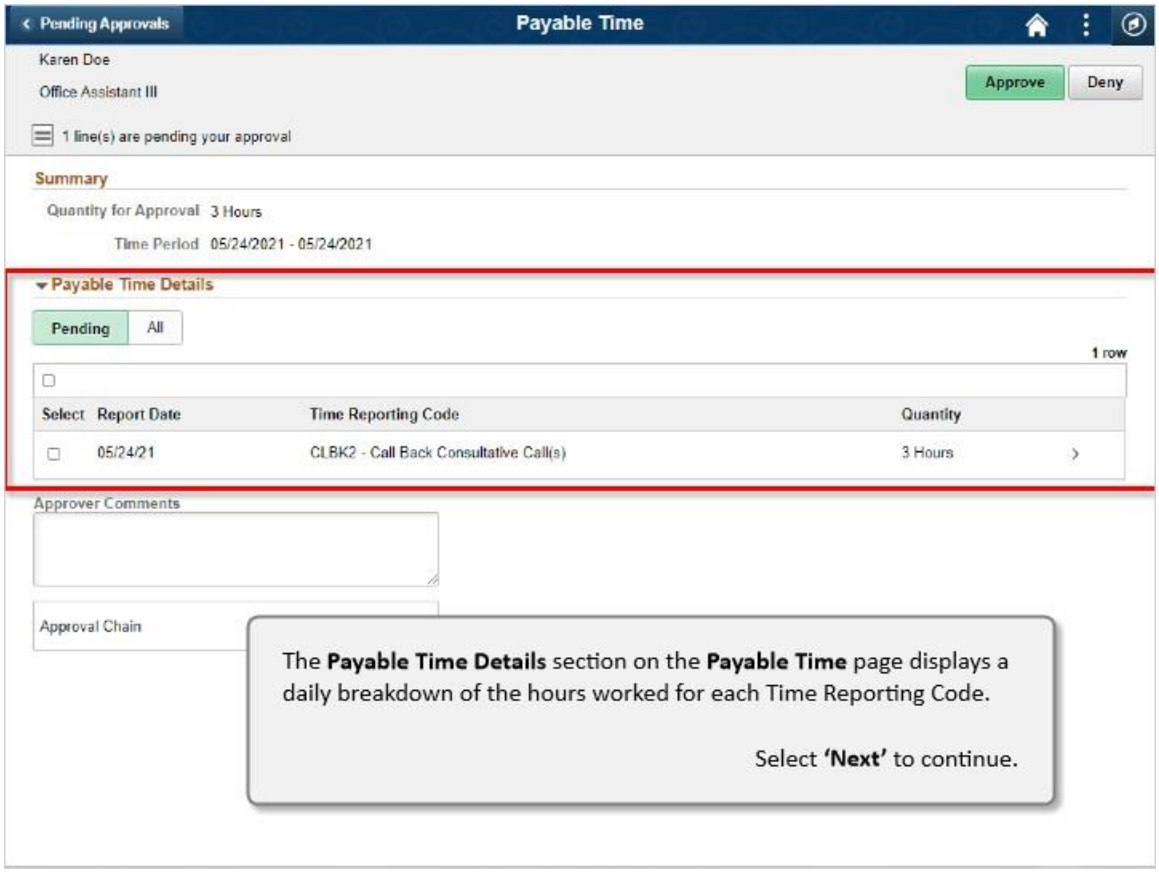
Karen is a salaried employee. Salaried employees do not need to report their regular time worked. They only report exceptions, such as overtime, call backs, and differentials.

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

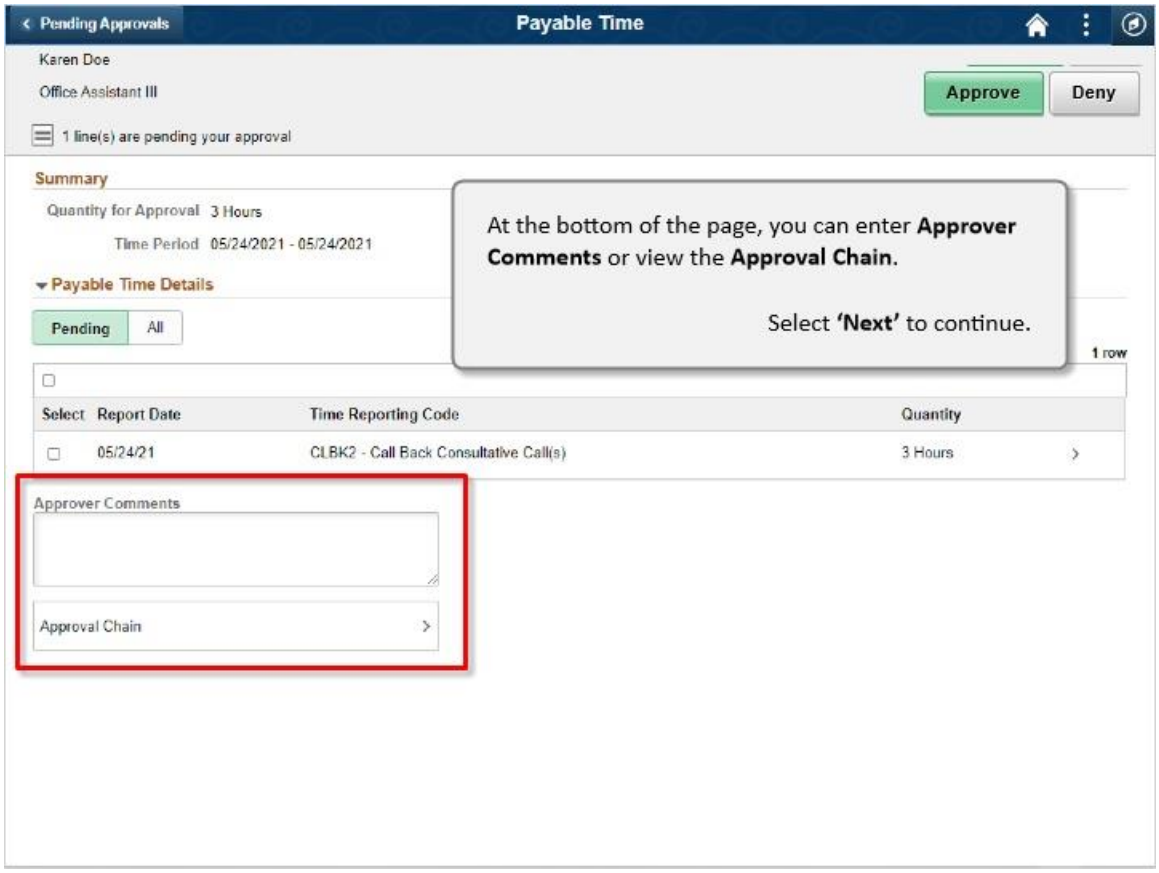


The **Summary** section on the **Payable Time** page displays the number of hours requiring approval for the listed time period.

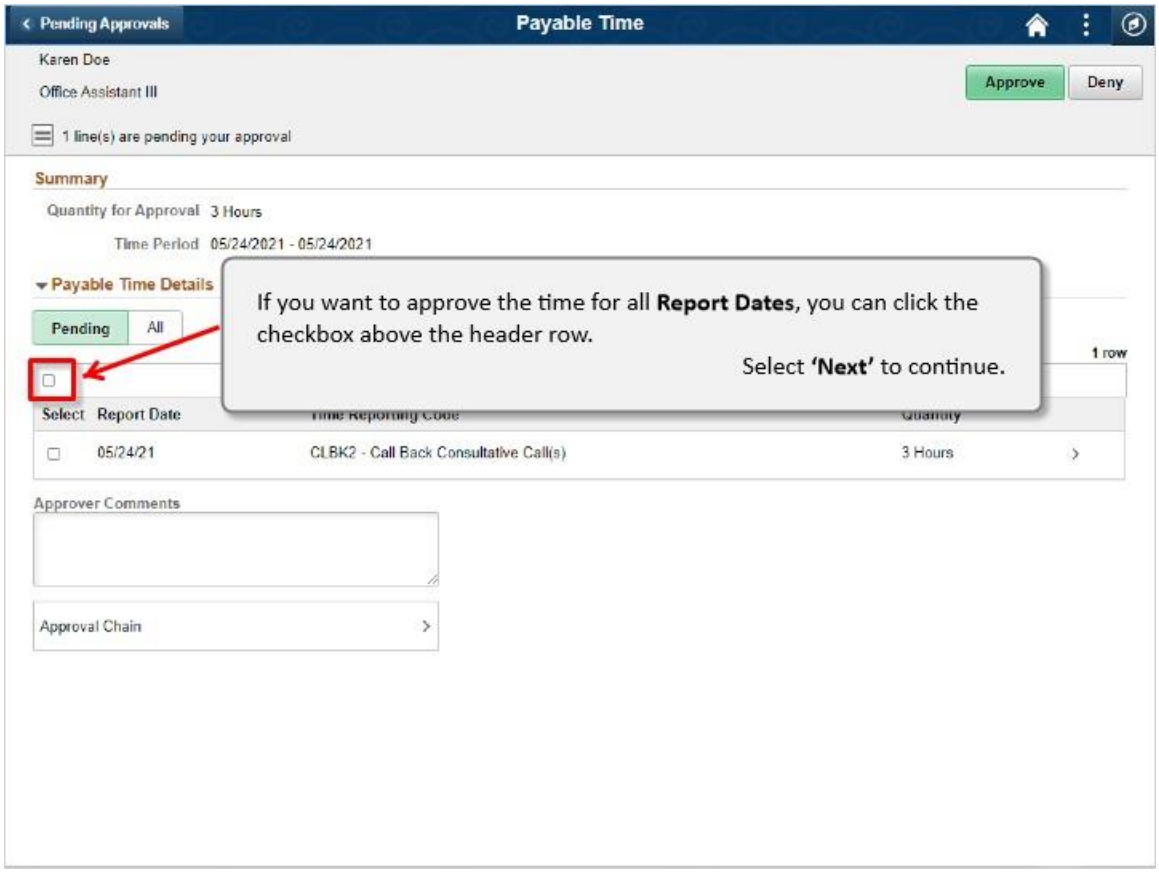
For this example, Karen worked 3 hours on 05/24/2021.



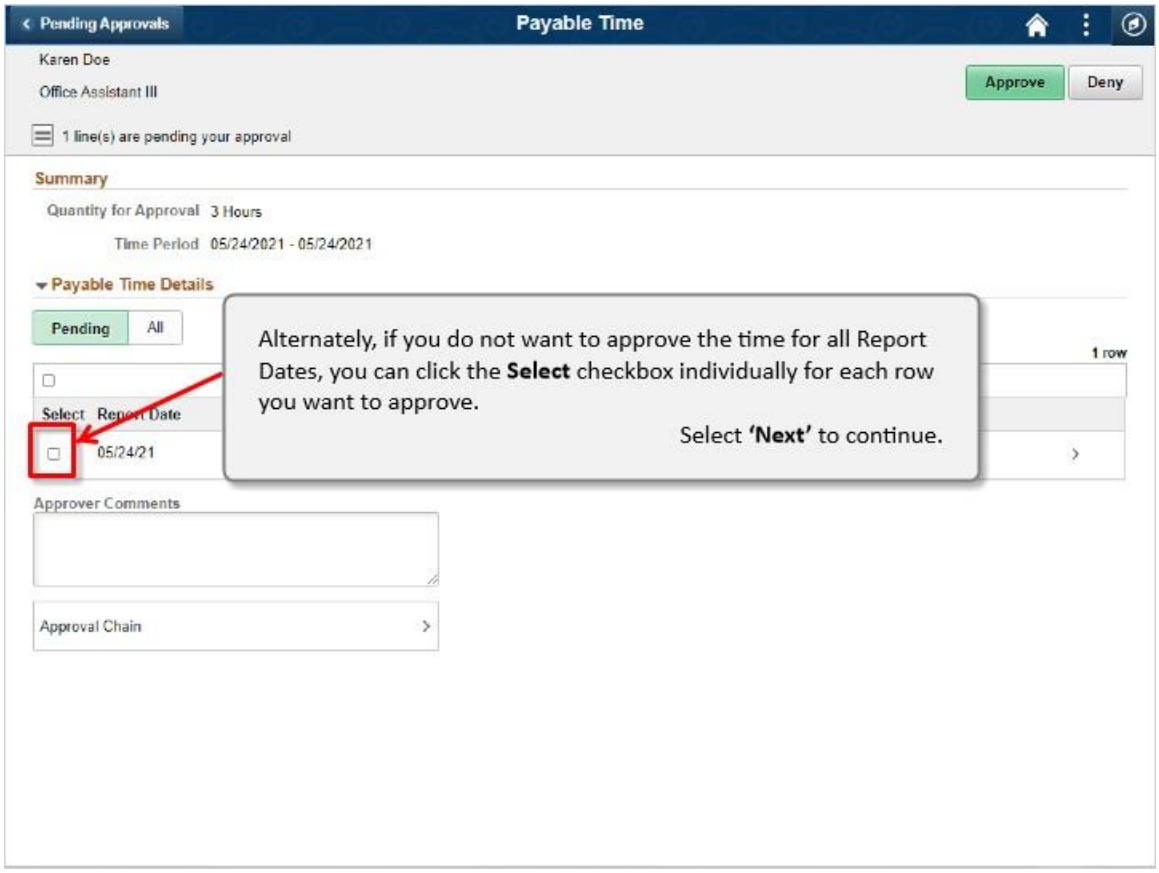
The **Payable Time Details** section on the **Payable Time** page displays a daily breakdown of the hours worked for each Time Reporting Code.



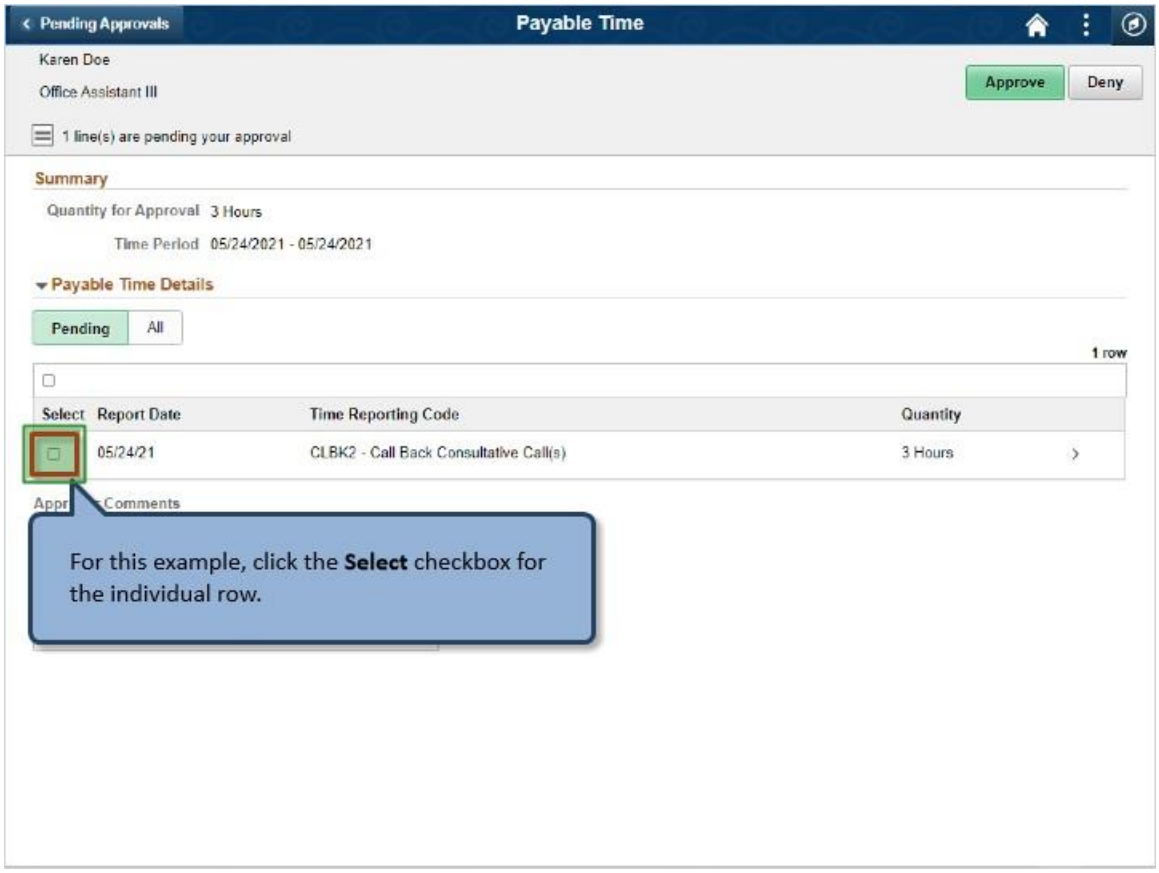
At the bottom of the page, you can enter **Approver Comments** or view the **Approval Chain**.



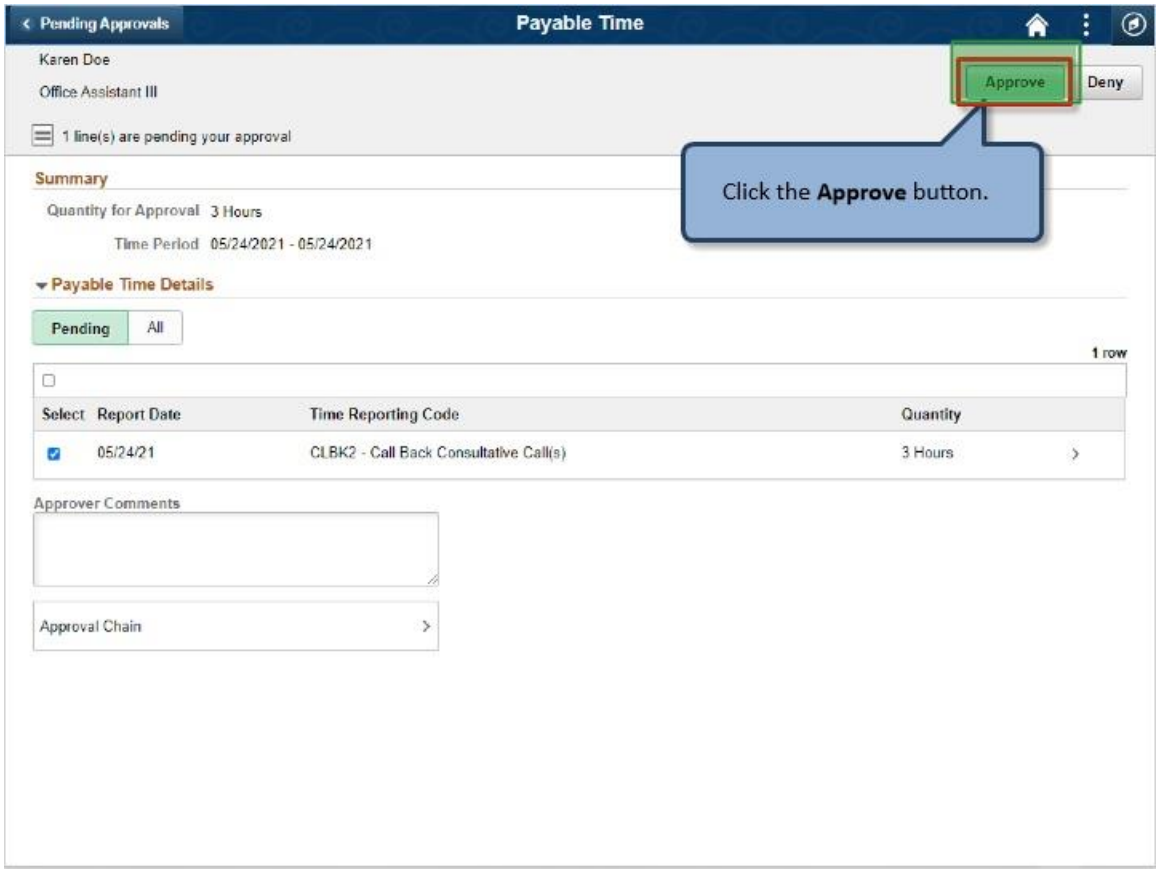
If you want to approve the time for all **Report Dates**, you can click the checkbox above the header row.



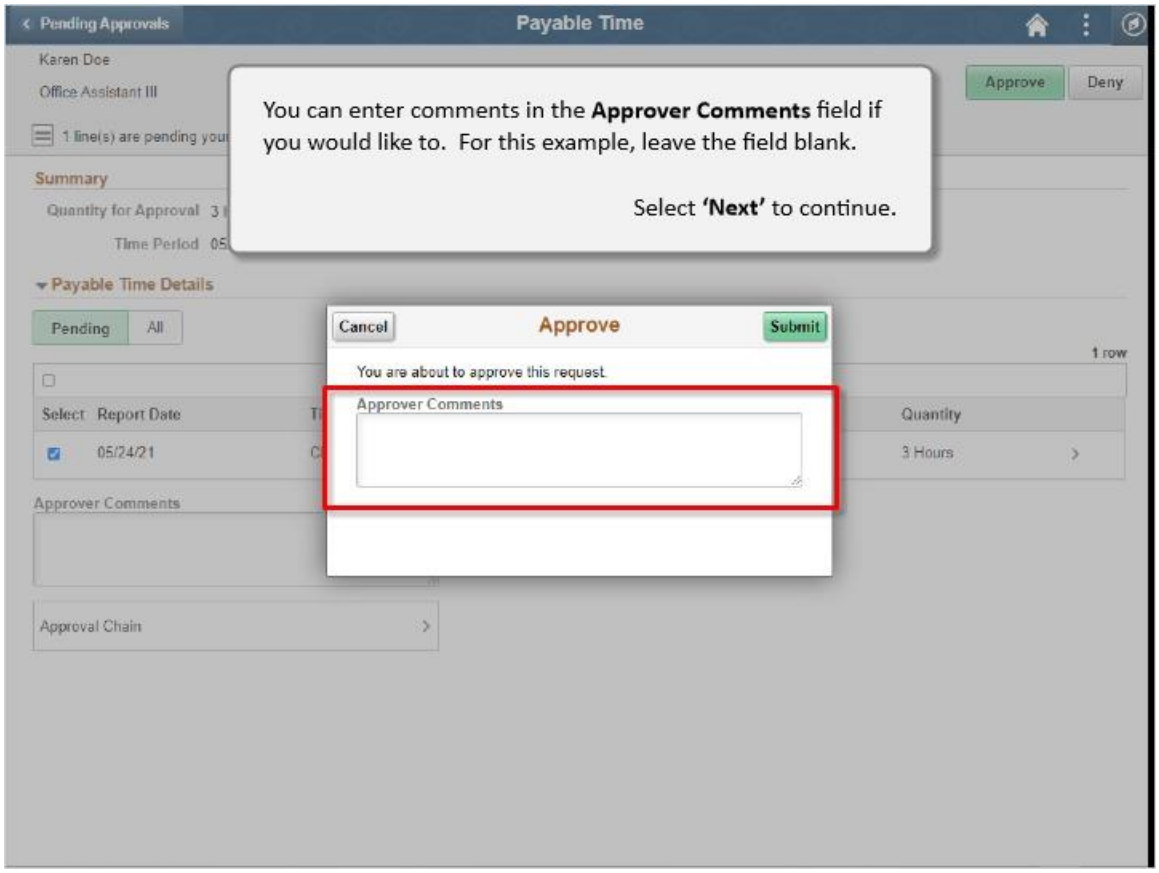
Alternately, if you do not want to approve the time for all Report Dates, you can click the **Select** checkbox individually for each row you want to approve.



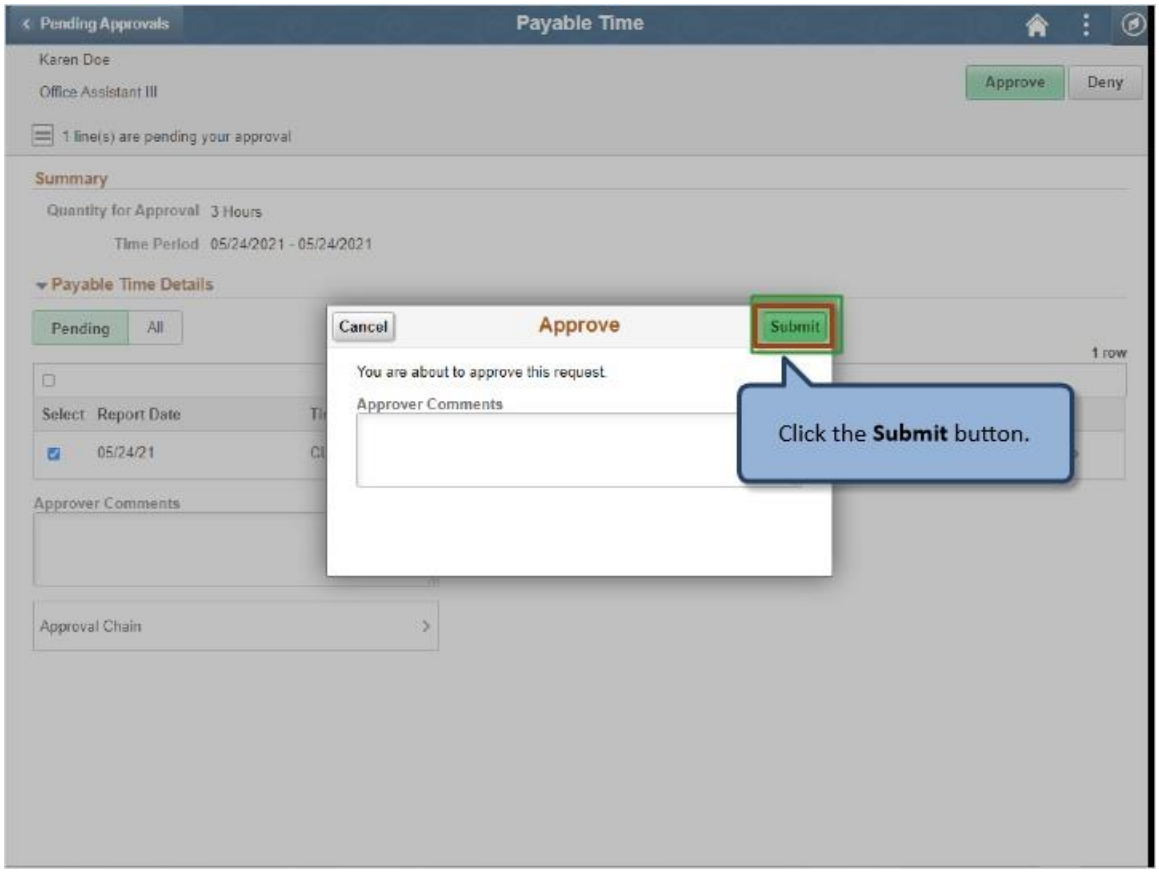
For this example, click the **Select** checkbox for the individual row.



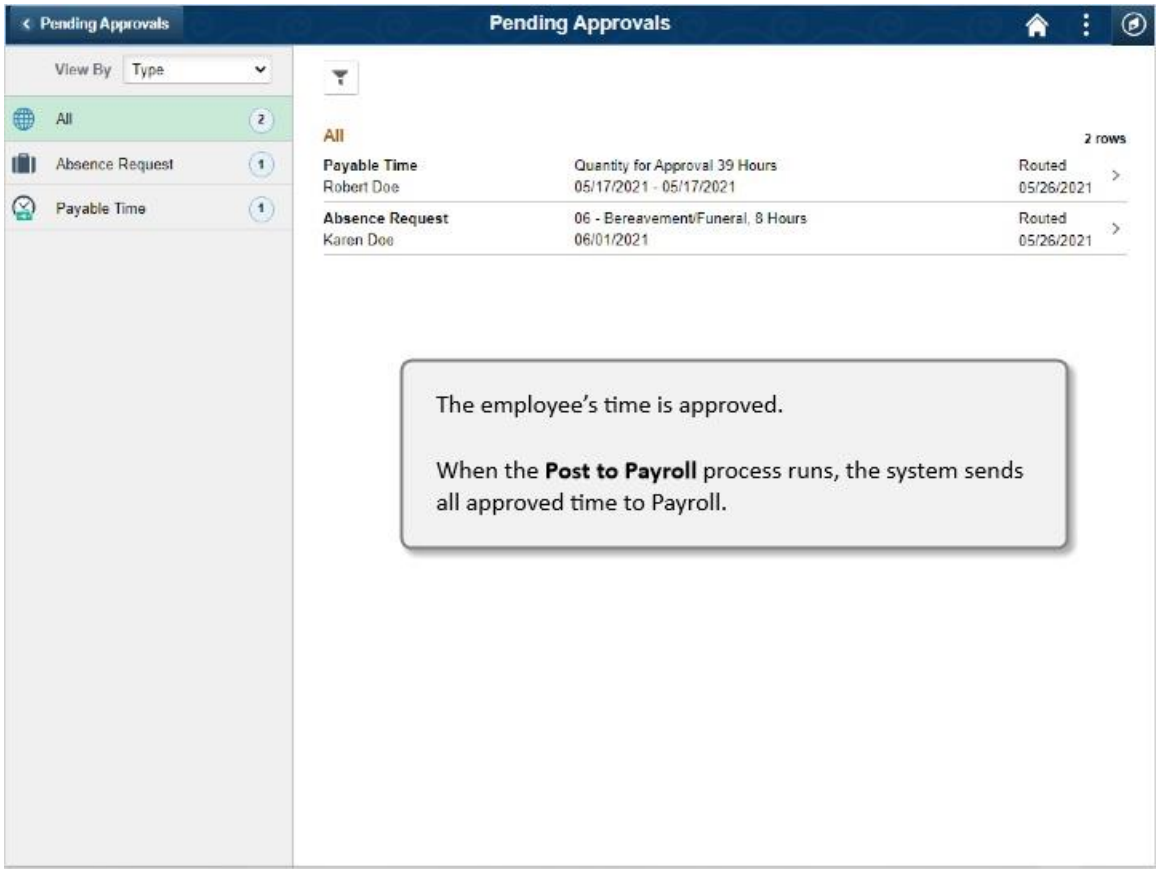
Click the **Approve** button.



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

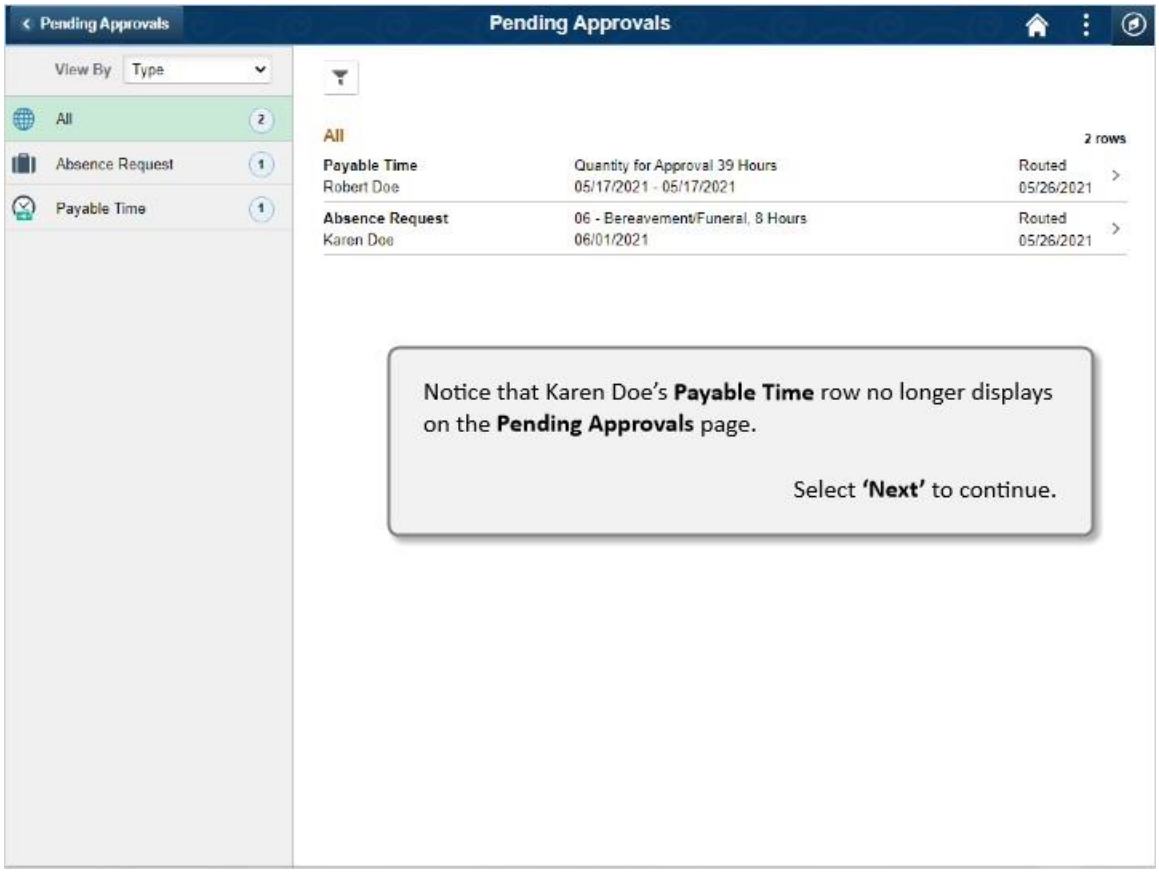


Click the **Submit** button.



The employee's time is approved.

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



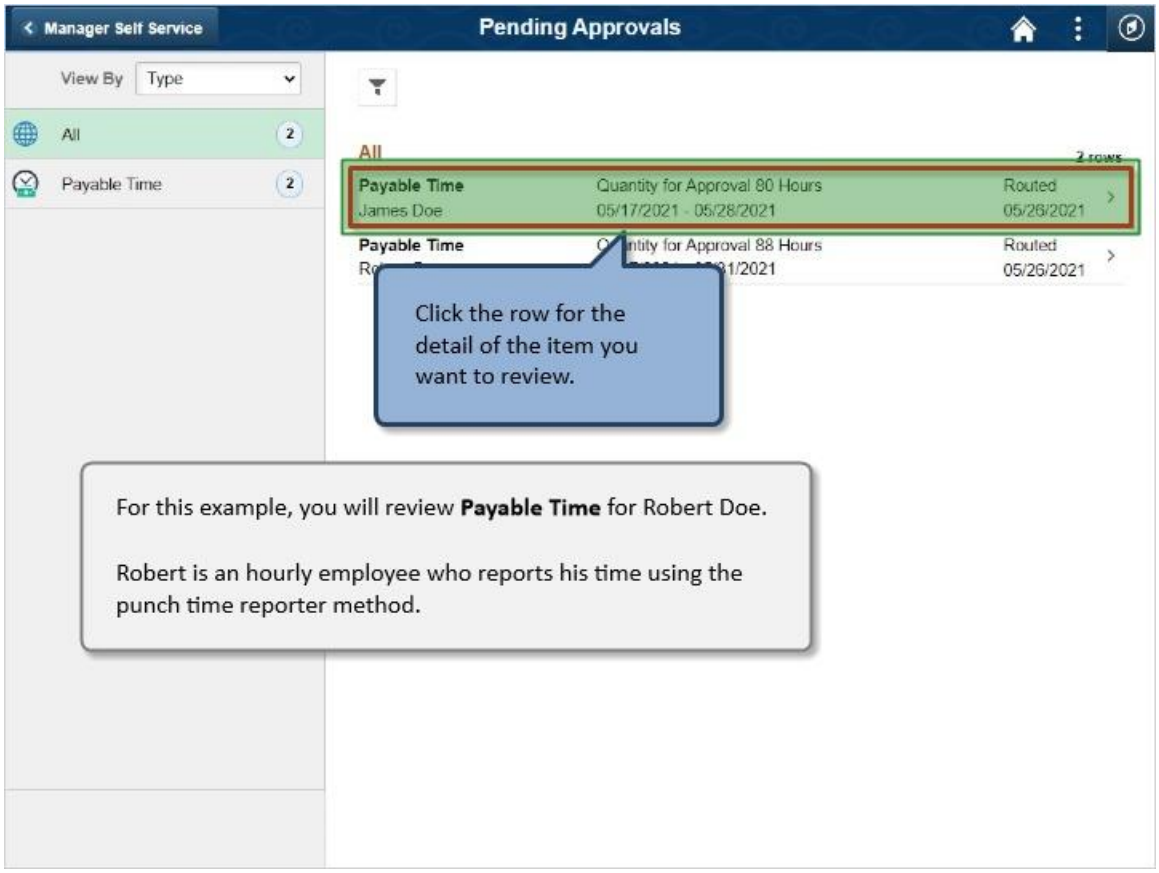
Notice that Karen Doe's **Payable Time** row no longer displays on the **Pending Approvals** page.

Approve Payable Time - Punch (Hourly) Time Reporter

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.

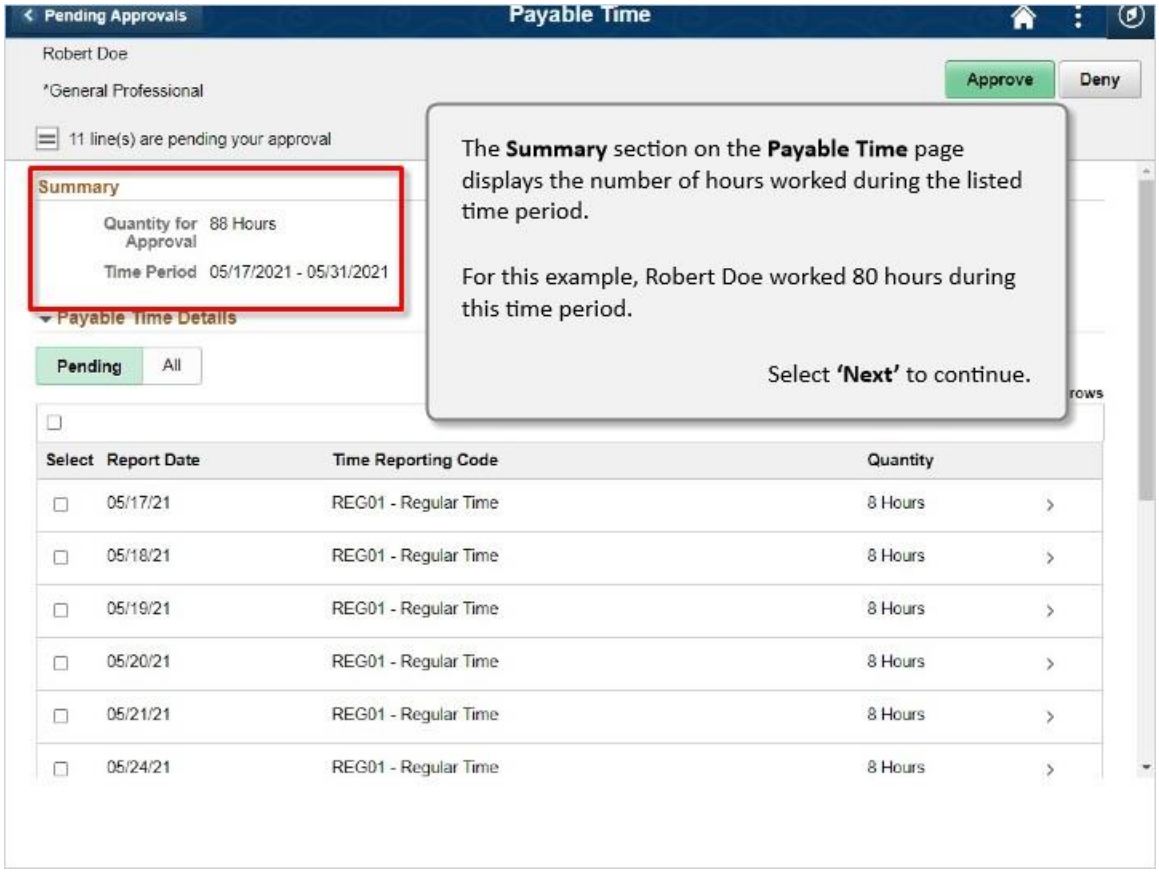
A punch time reporter enters specific In and Out times for each work day.



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

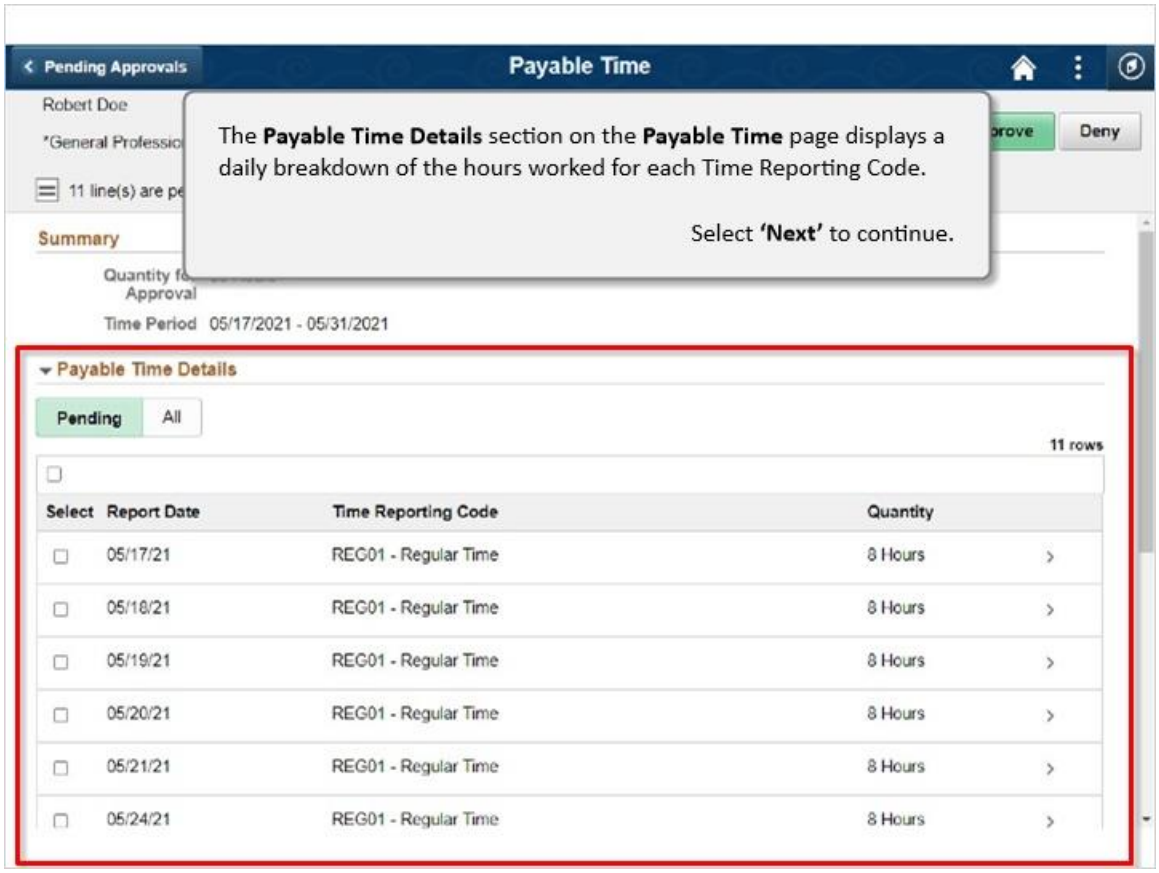
Robert is an hourly employee who reports his time using the punch time reporter method.

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

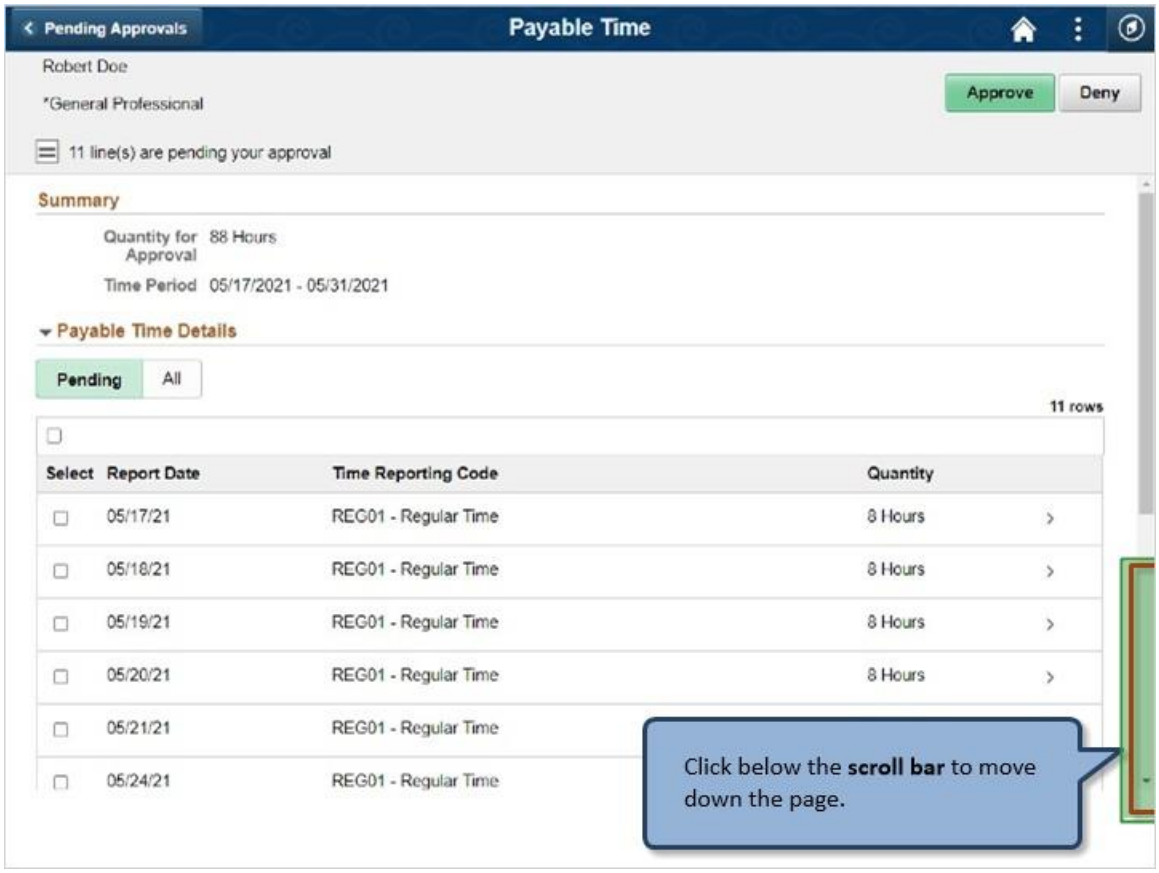


The **Summary** section on the **Payable Time** page displays the number of hours worked during the listed time period.

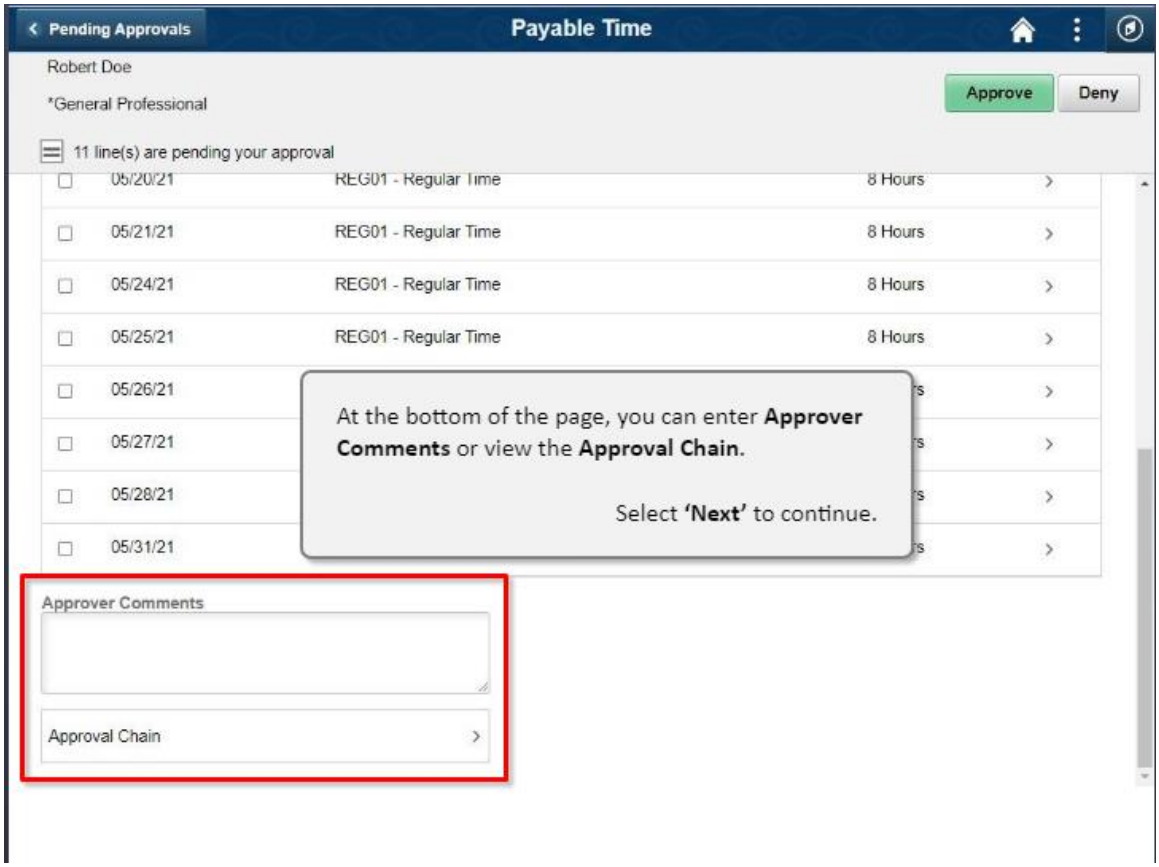
For this example, Robert Doe worked 80 hours during this time period.



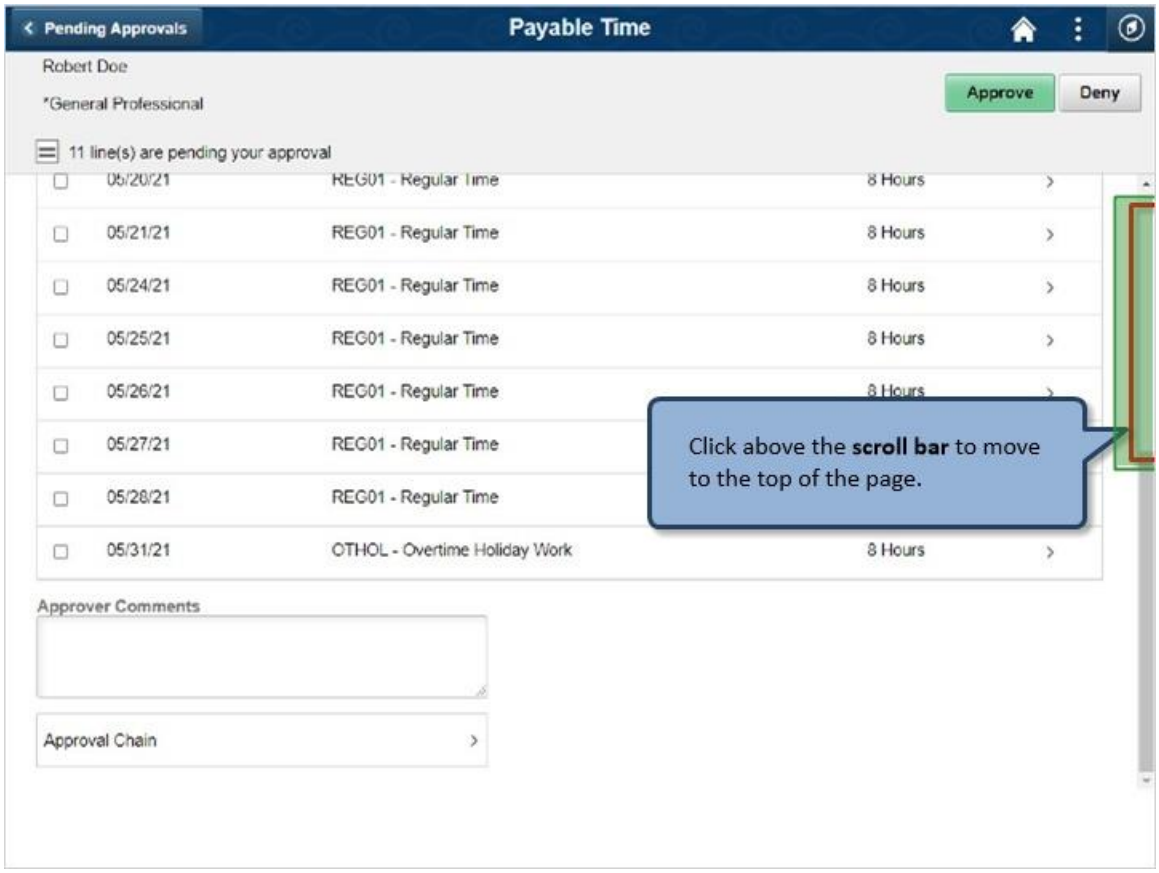
The **Payable Time Details** section on the **Payable Time** page displays a daily breakdown of the hours worked for each Time Reporting Code.



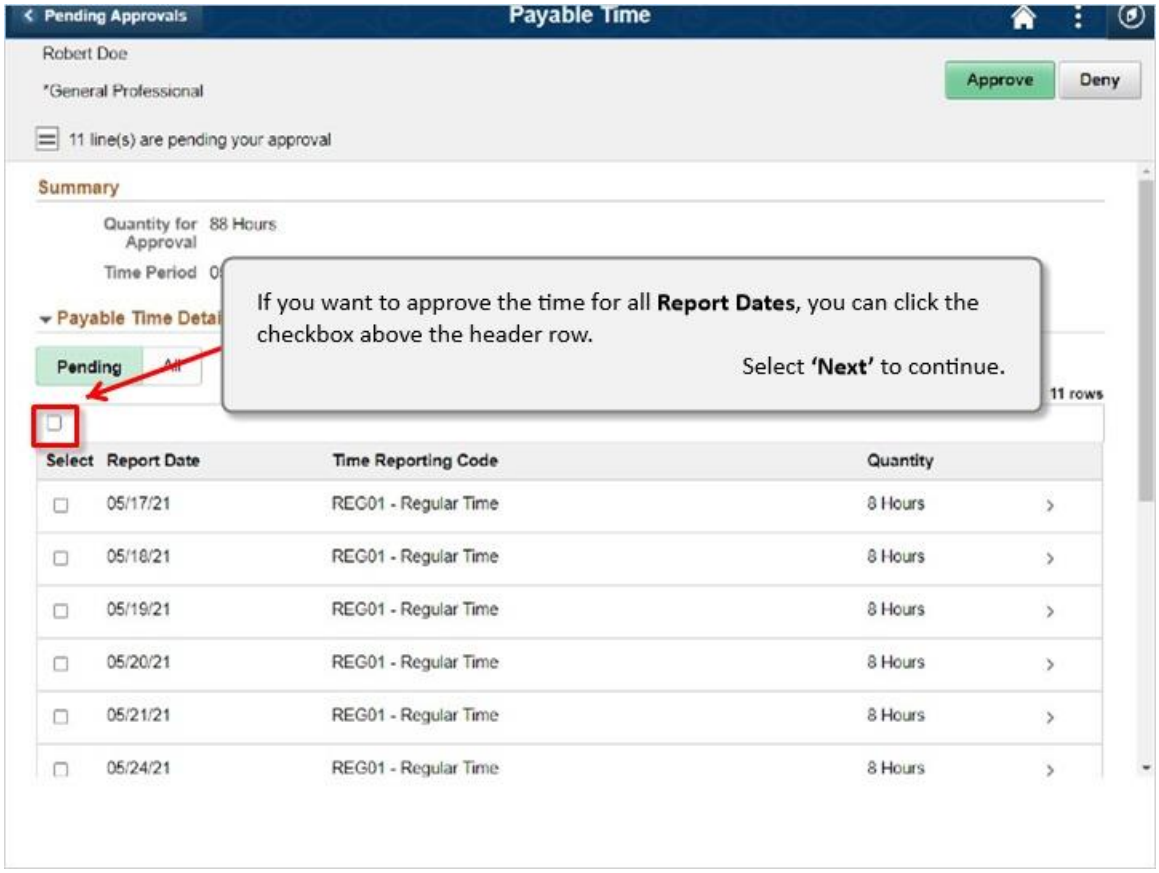
Click below the **scroll bar** to move down the page.



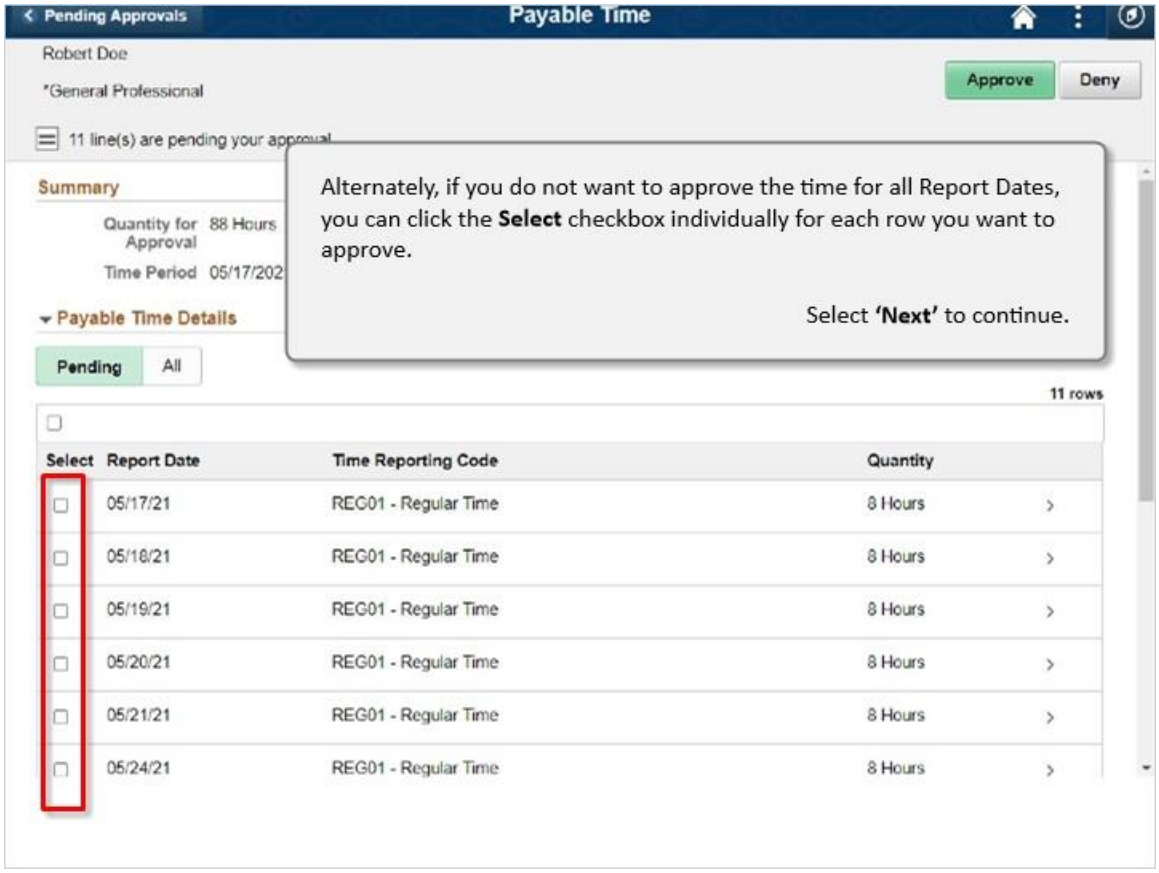
At the bottom of the page, you can enter **Approver Comments** or view the **Approval Chain**.



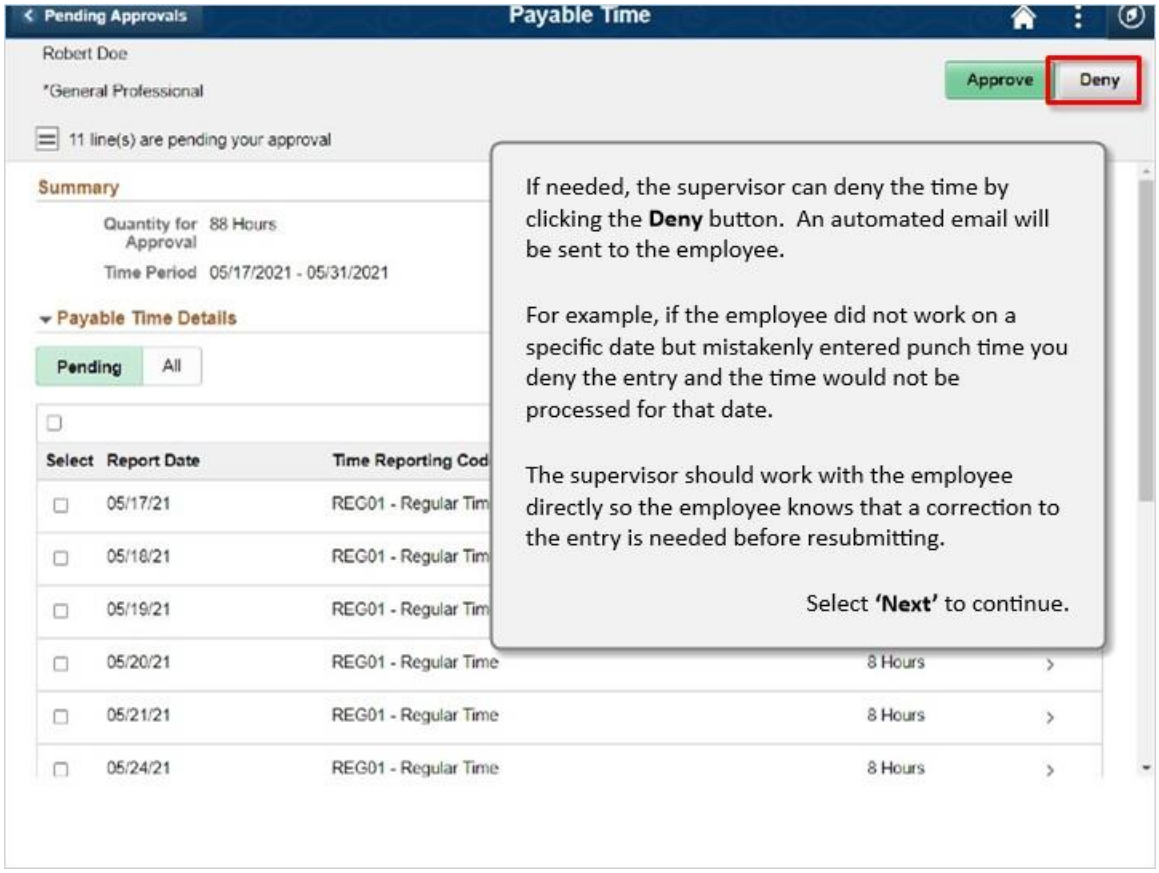
Click above the **scroll bar** to move to the top of the page.



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



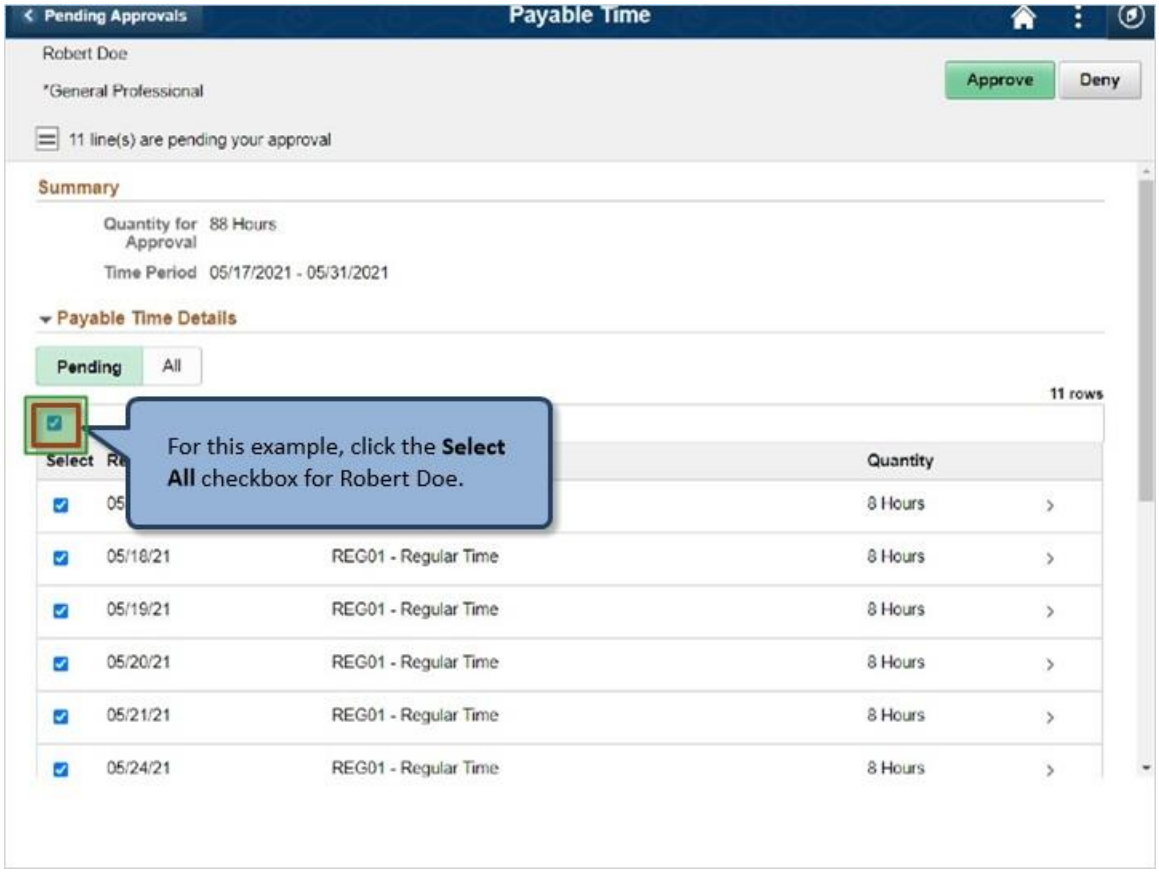
Alternately, if you do not want to approve the time for all Report Dates, you can click the **Select** checkbox individually for each row you want to approve.



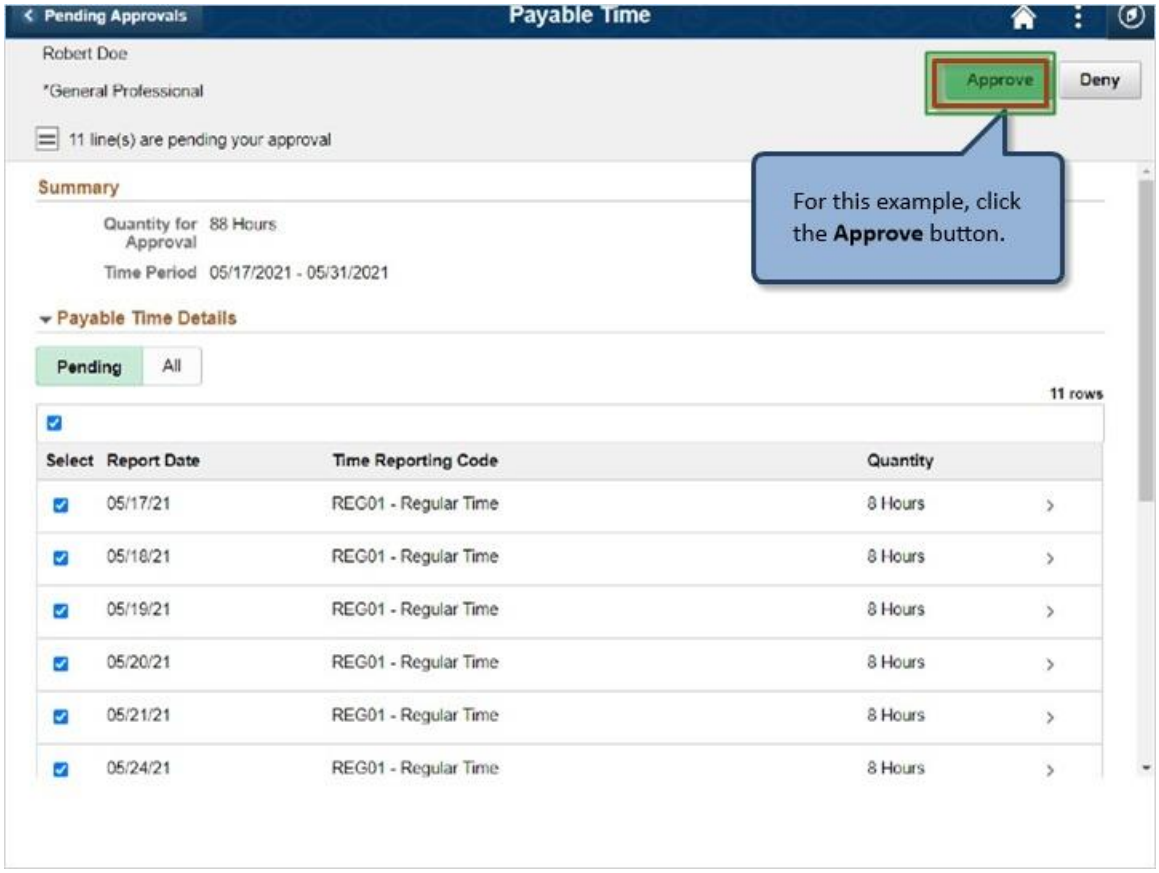
If needed, the supervisor can deny the time by clicking the **Deny** button. An automated email will be sent to the employee.

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.

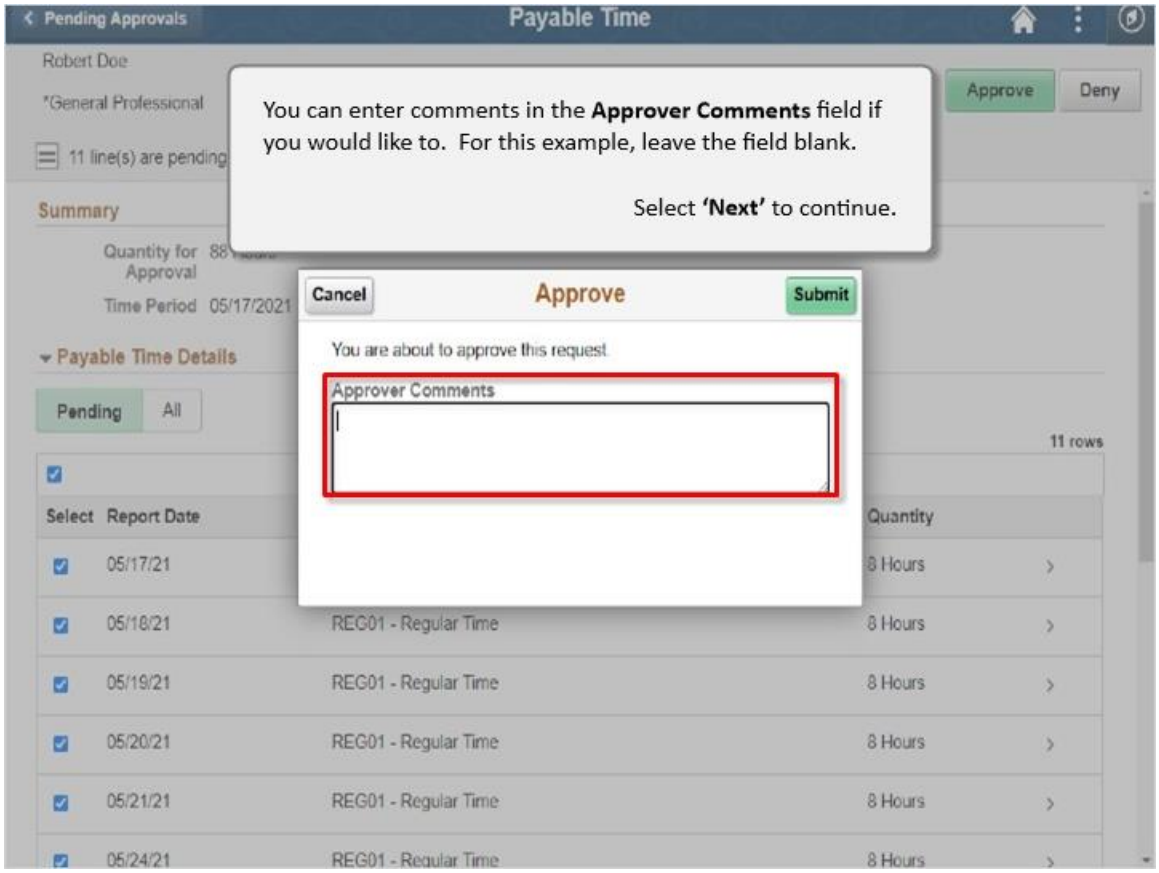
The supervisor should work with the employee directly so the employee knows that a correction to the entry is needed before resubmitting.



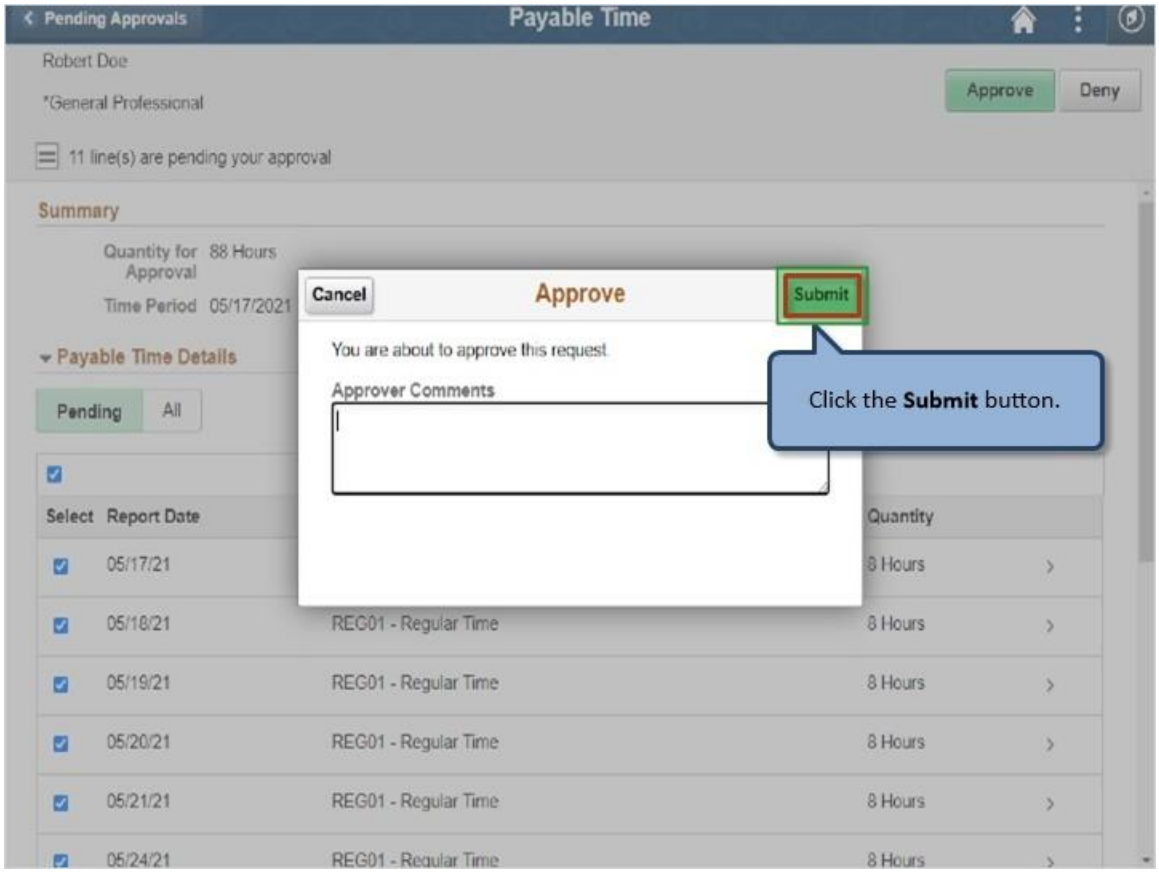
For this example, click the **Select All** checkbox for Robert Doe.



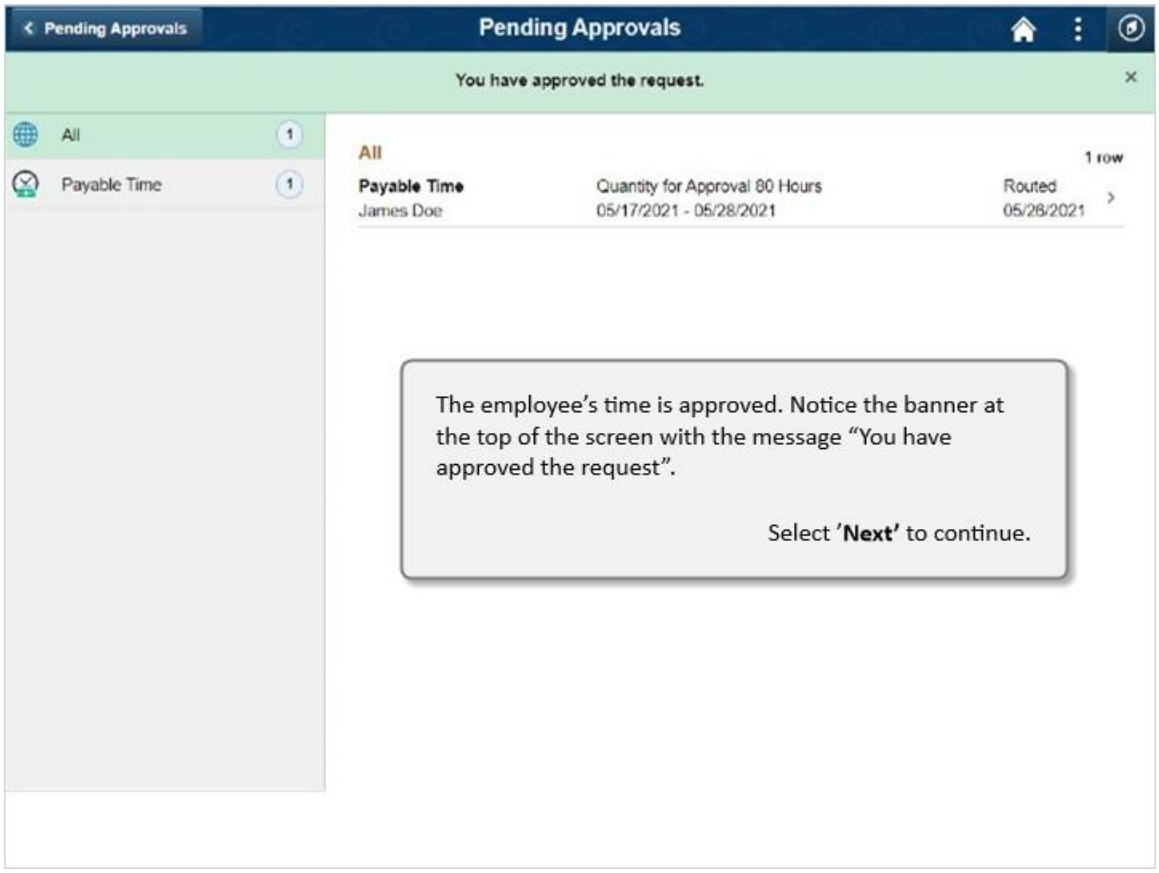
For this example, click the **Approve** button.



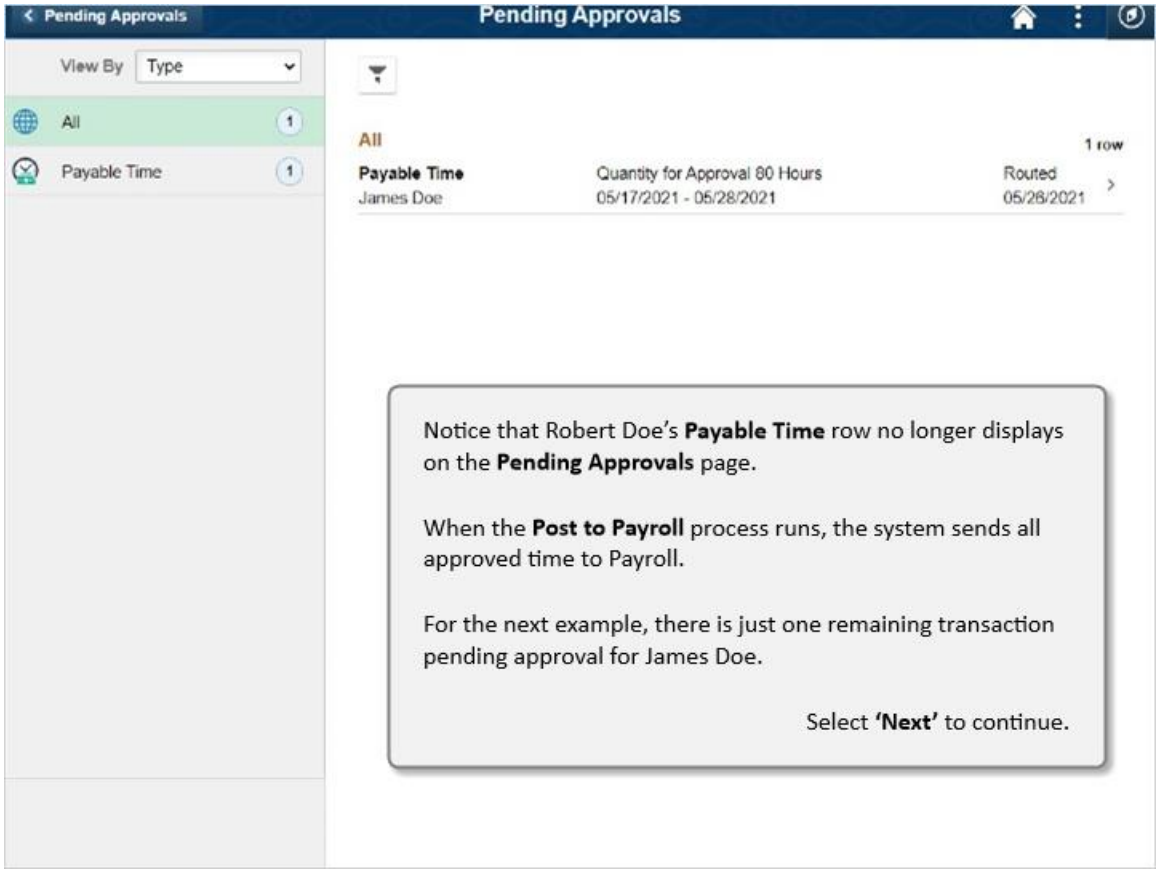
You can enter comments in the **Approver Comments** field if you would like to. For this example, leave the field blank.



Click the **Submit** button.



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



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.

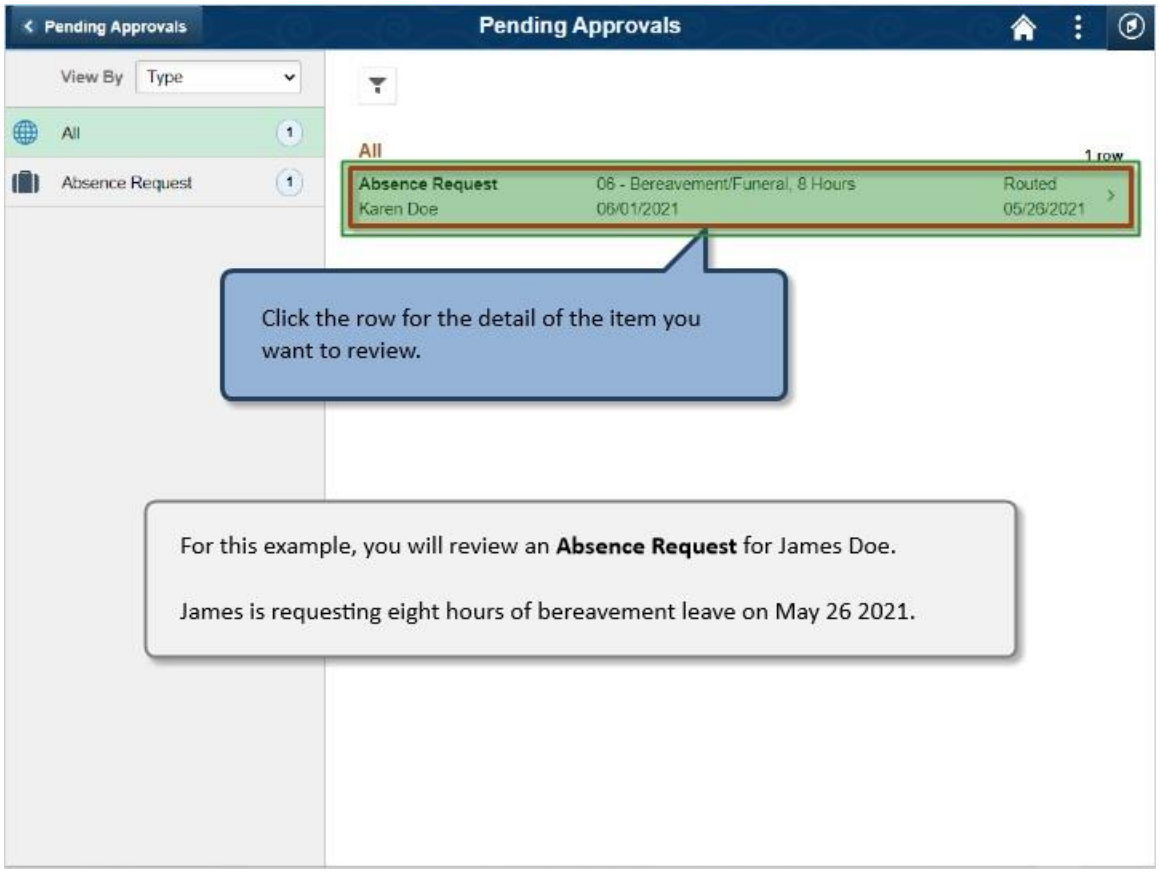
Approve Absence Request

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/

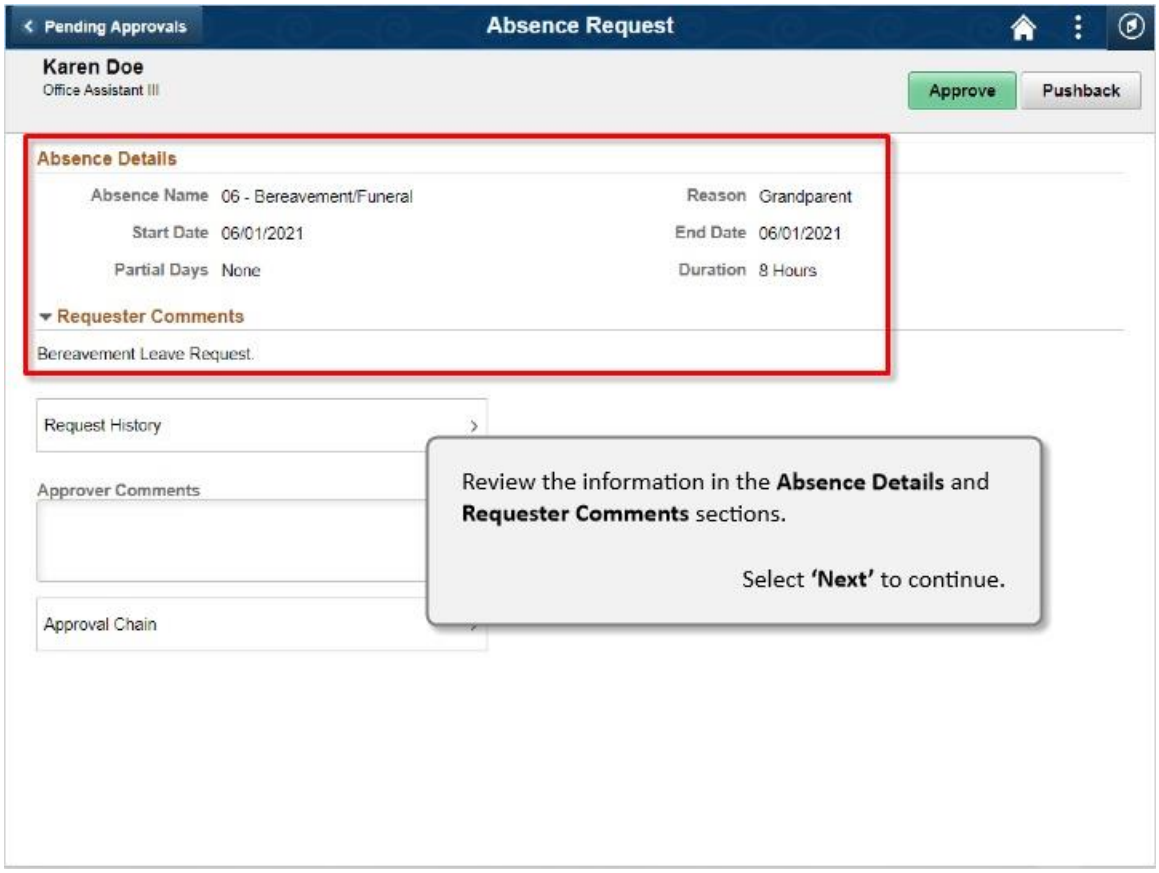
In this section, you will learn to approve an absence request.



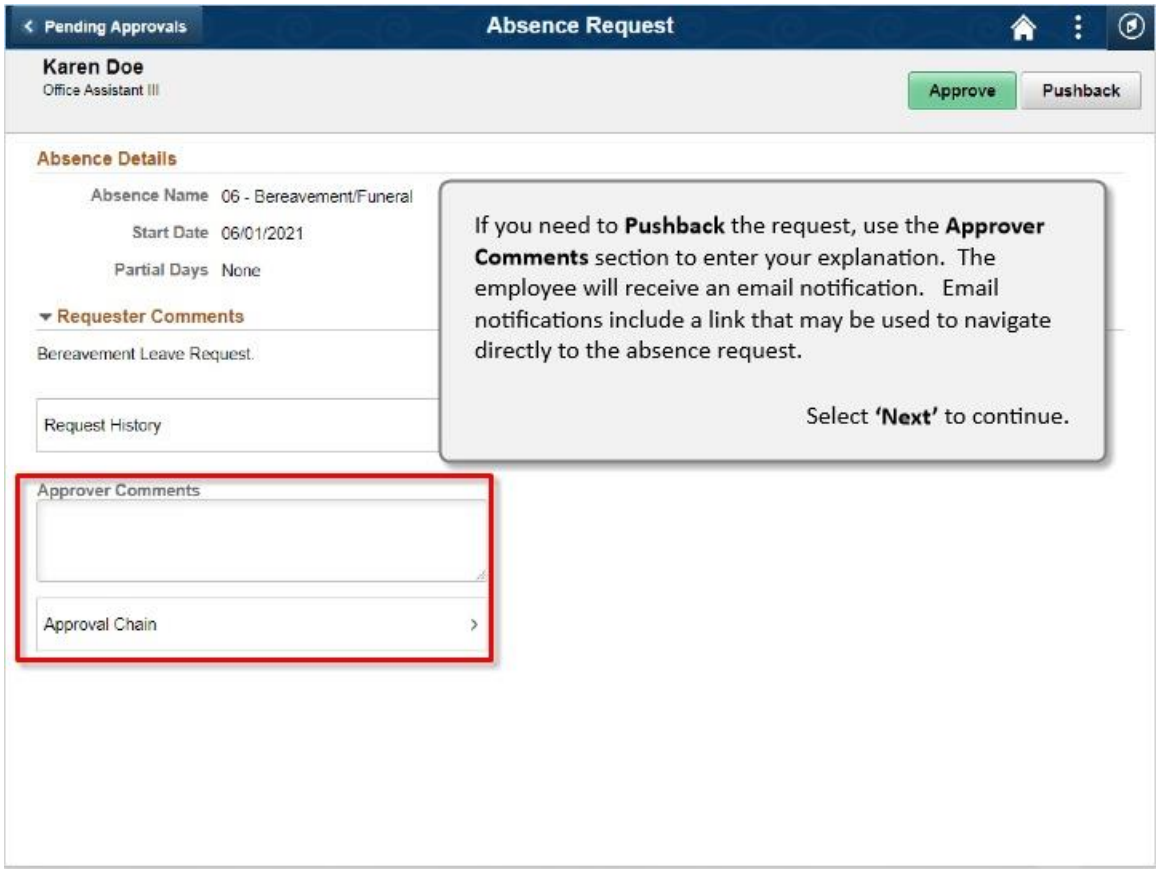
For this example, you will review an **Absence Request** for James Doe.

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

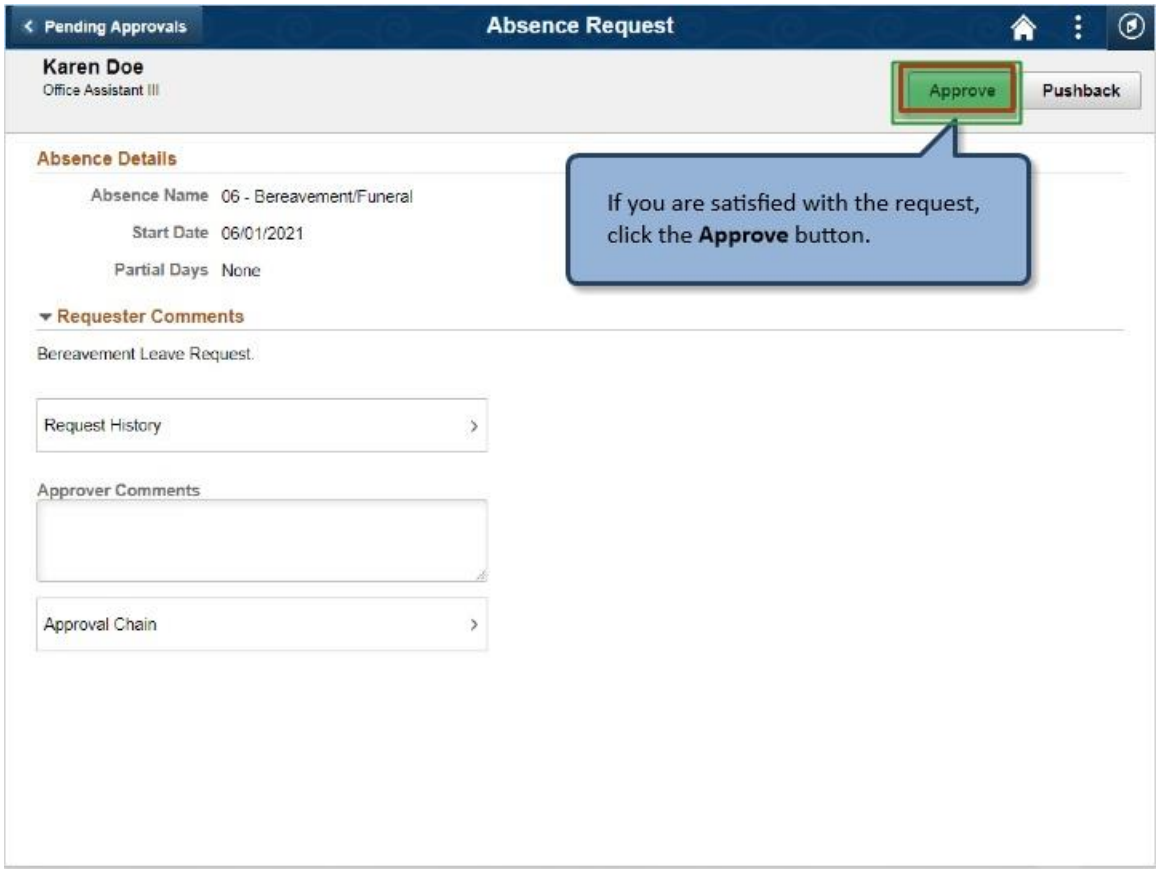
Click the row for the detail of the item you want to review.



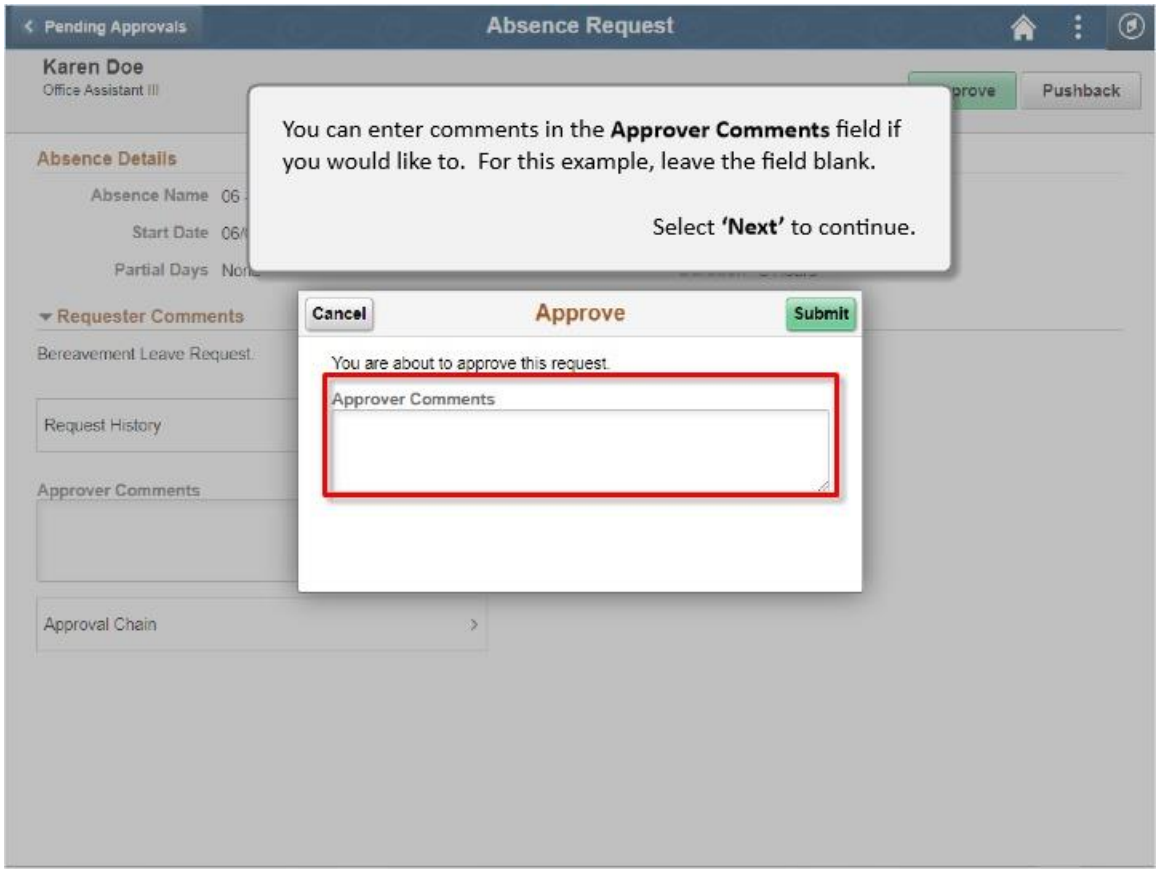
Review the information in the **Absence Details** and **Requester Comments** sections.



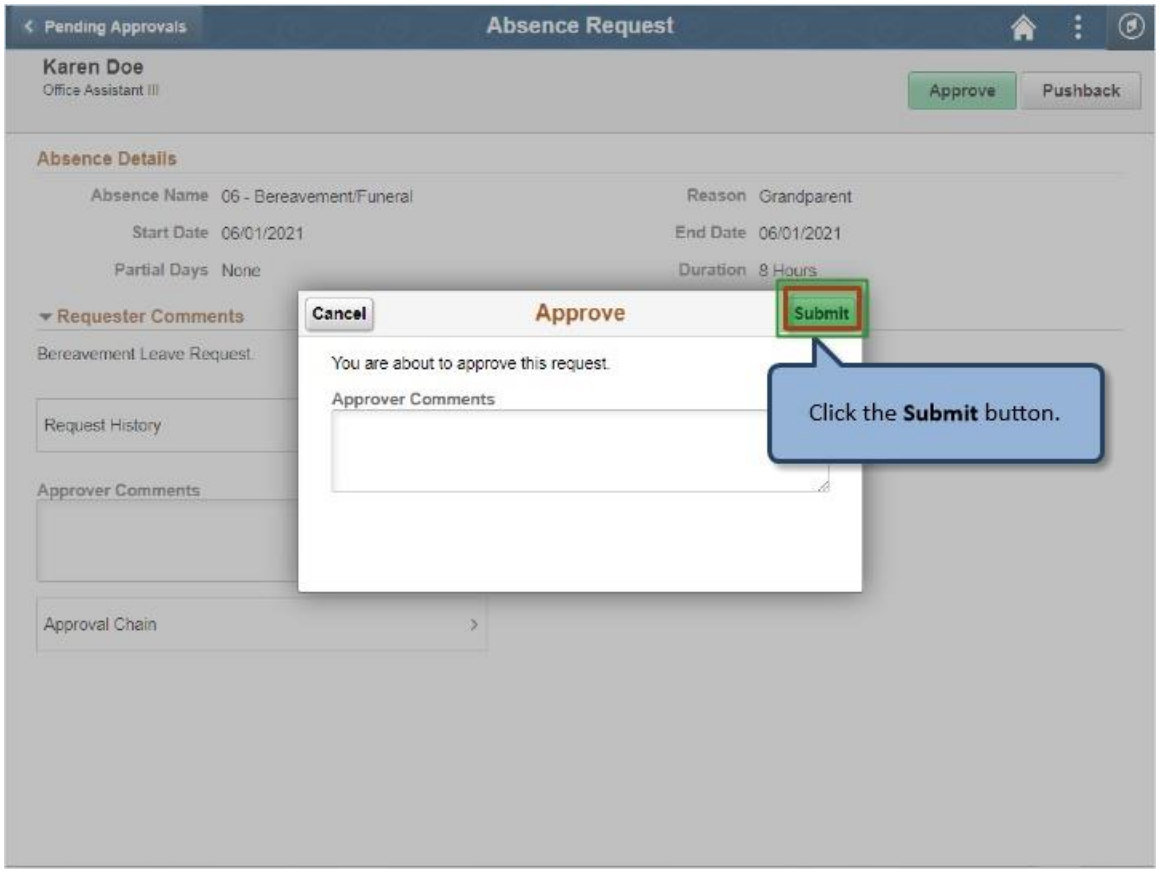
If you need to **Pushback** the request, use the **Approver Comments** section to enter your explanation. The employee will receive an email notification. Email notifications include a link that may be used to navigate directly to the absence request.



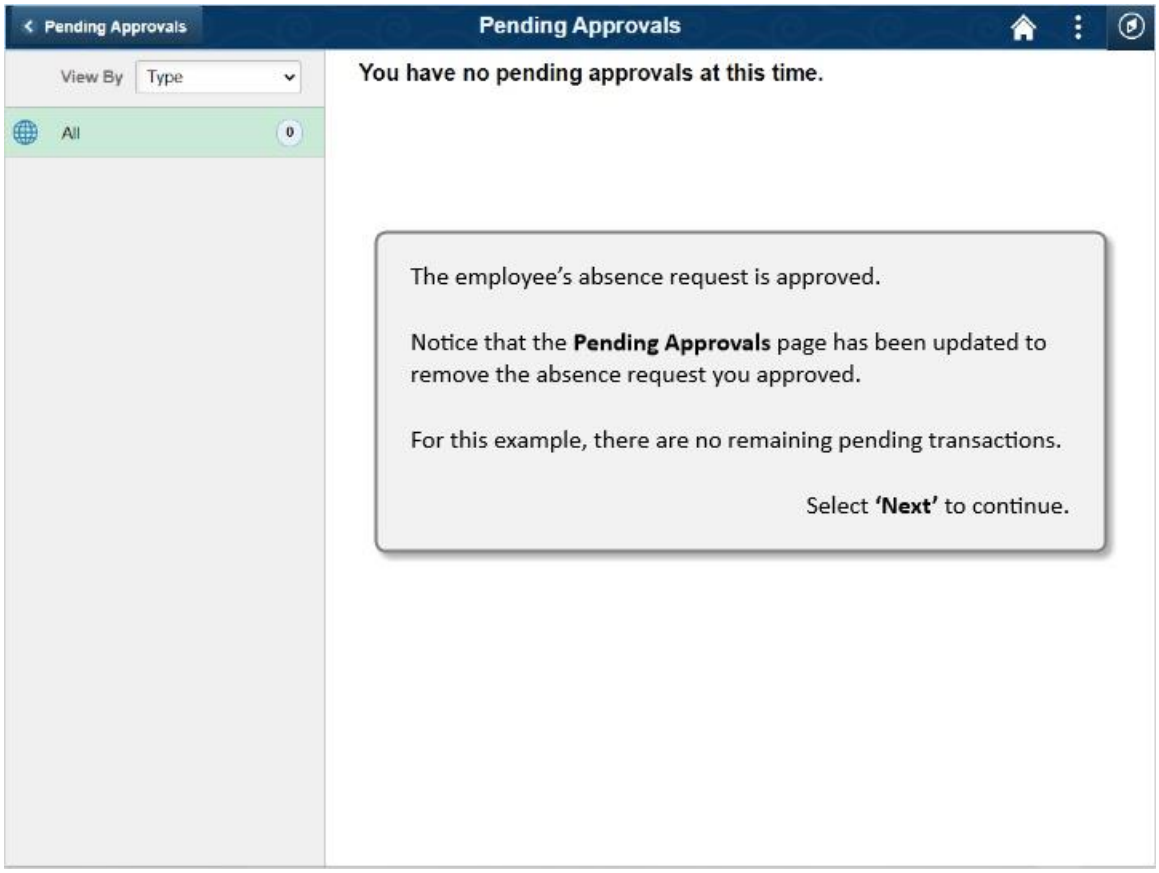
If you are satisfied with the request, click the **Approve** button.



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



Click the **Submit** button.



The employee's absence request is approved.

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

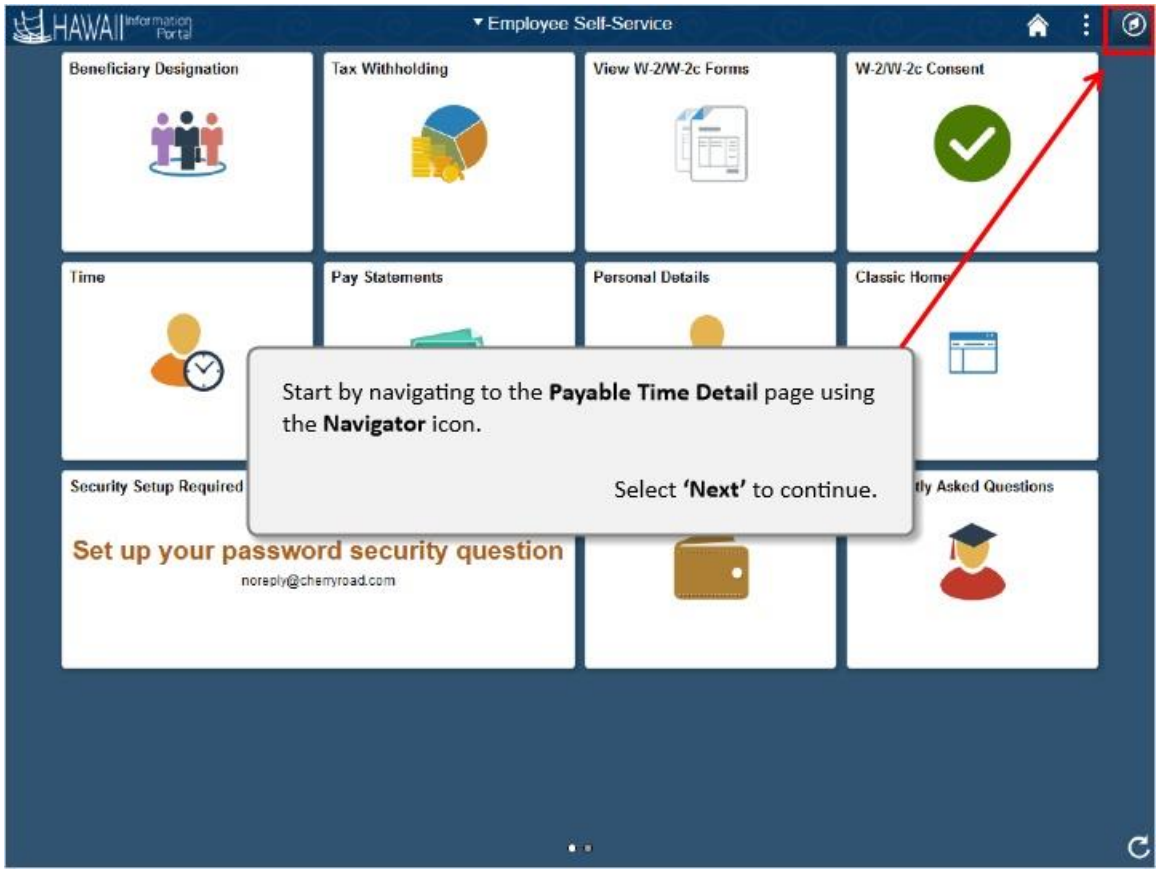
For this example, there are no remaining pending transactions.

Review and Approve Negative Offsets

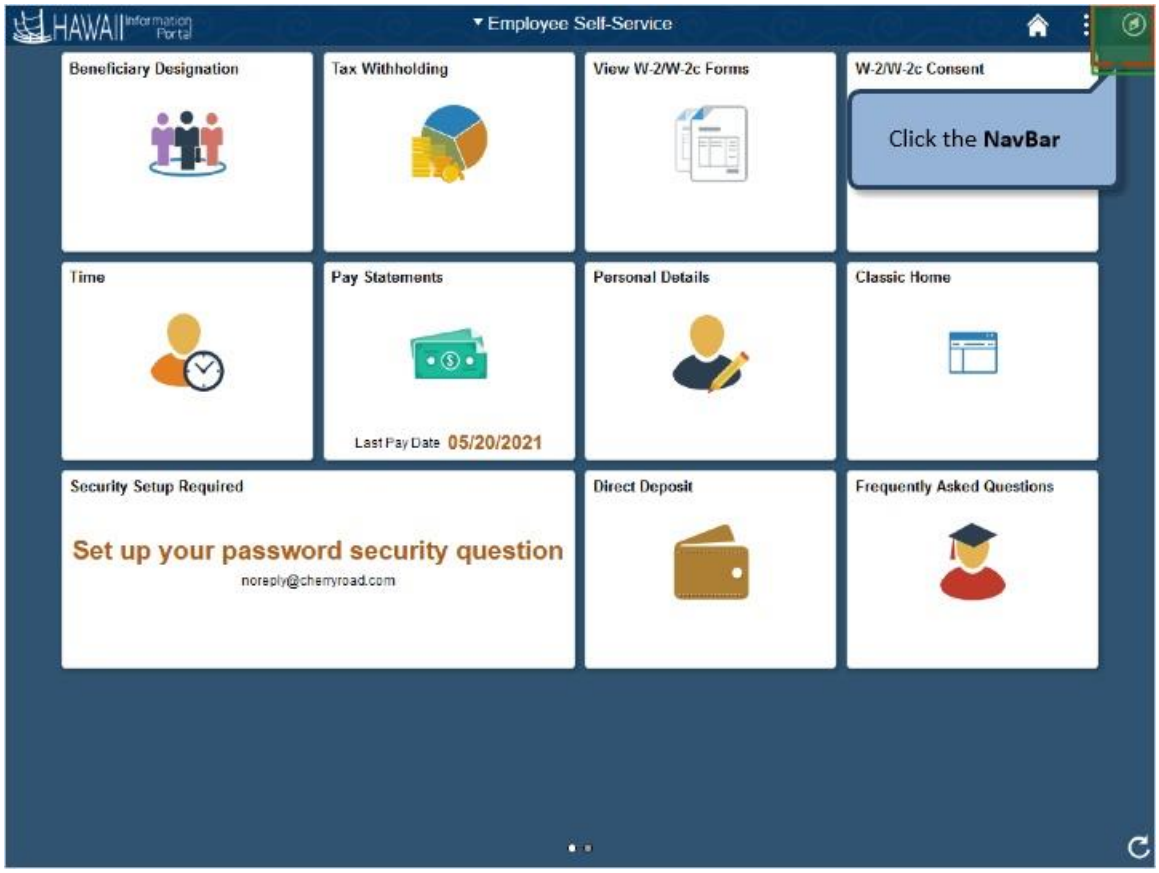
Lesson Scenario

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

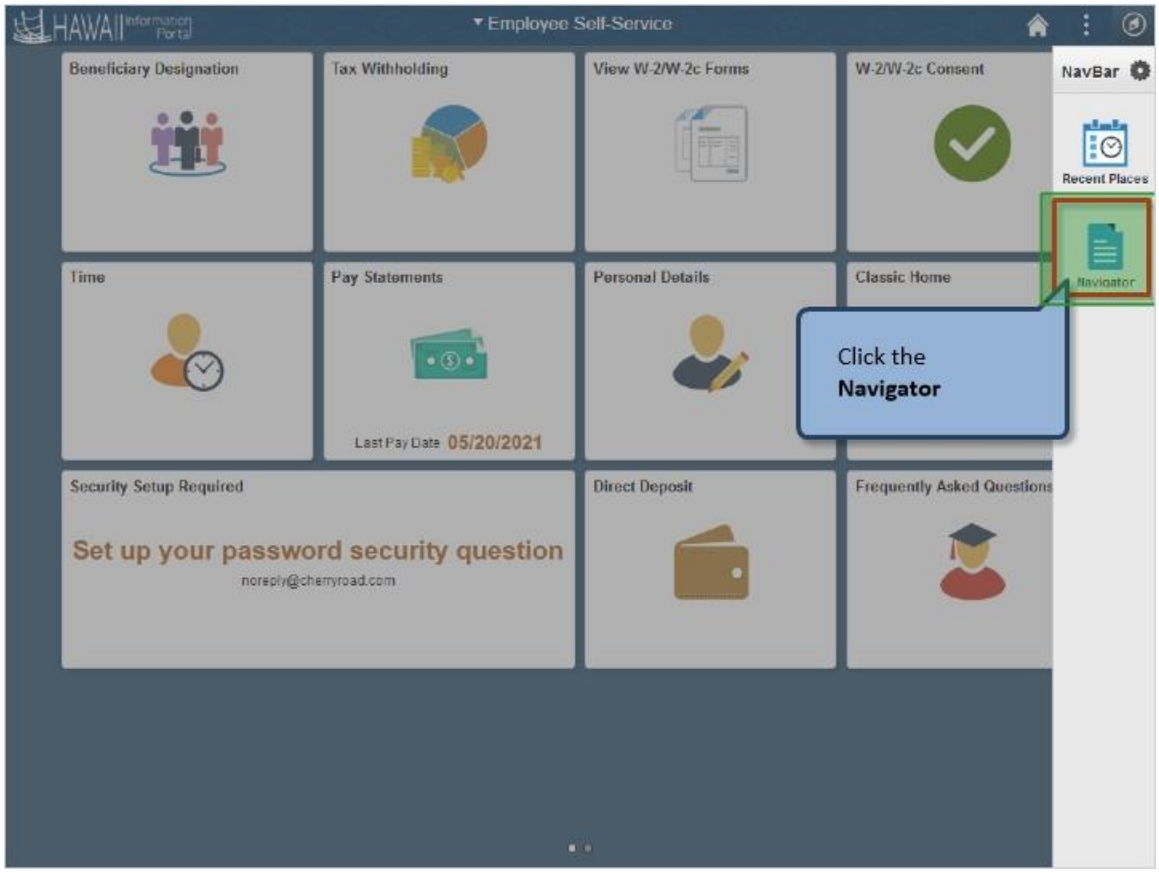
Offsets occur when changes occur in HIP, for example, when an employee corrects their timesheet and a change to their payment is necessary. Offsets often appear on the employee's pay statement as a negative amount.



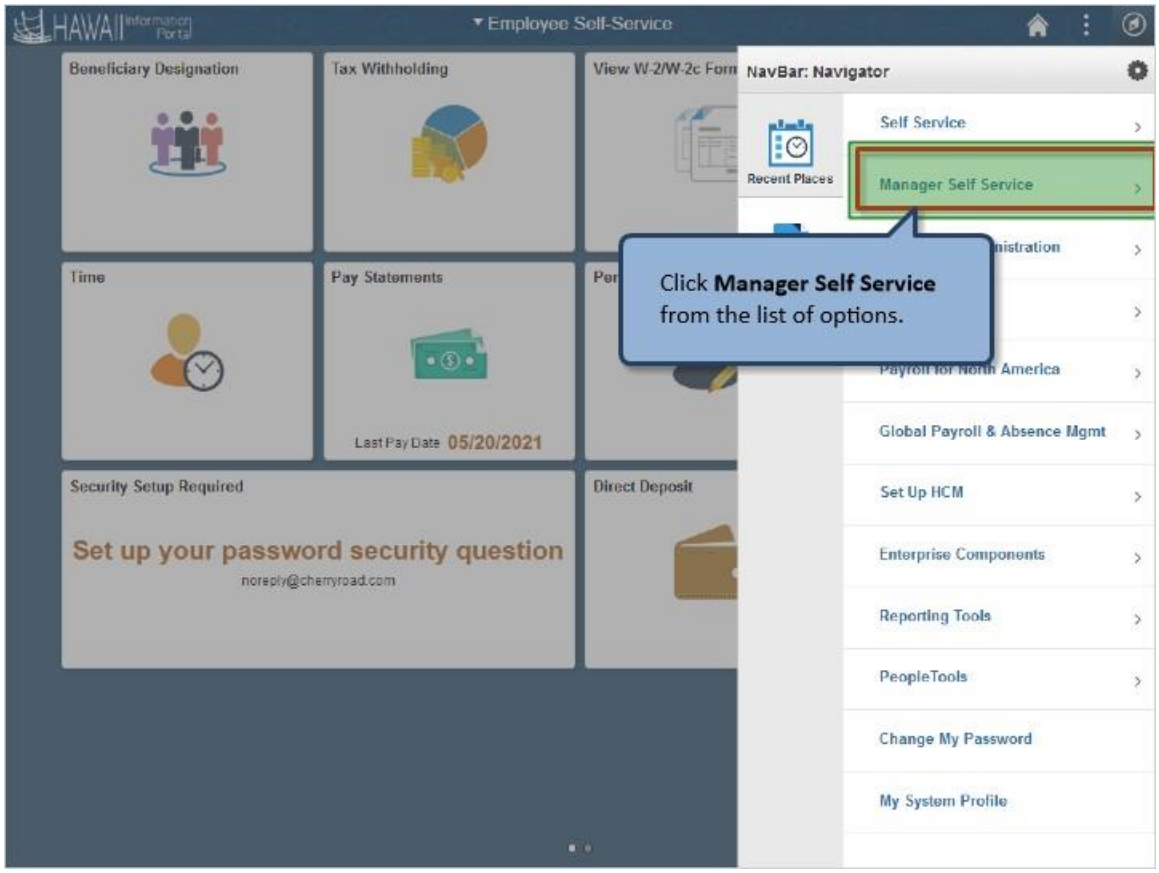
Start by navigating to the **Payable Time Detail** page using the **Navigator** icon.



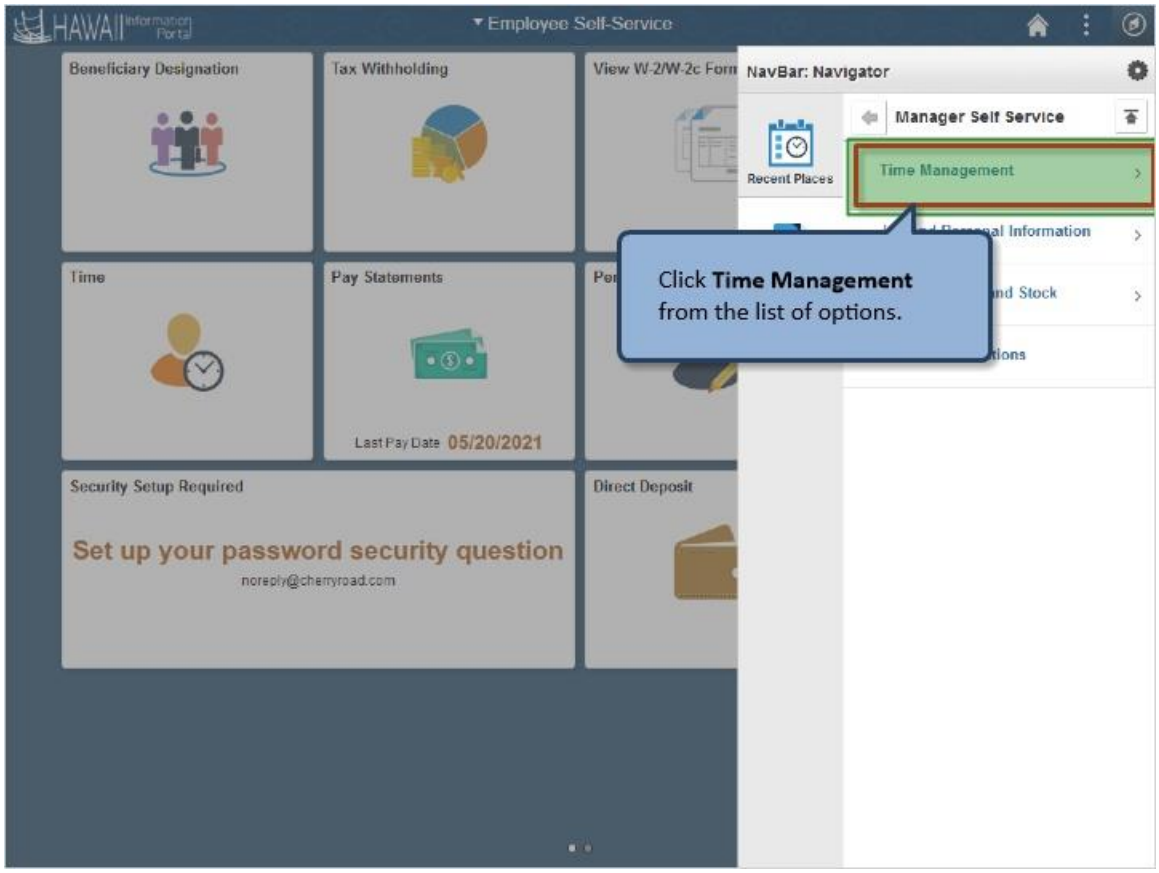
Click the **NavBar**



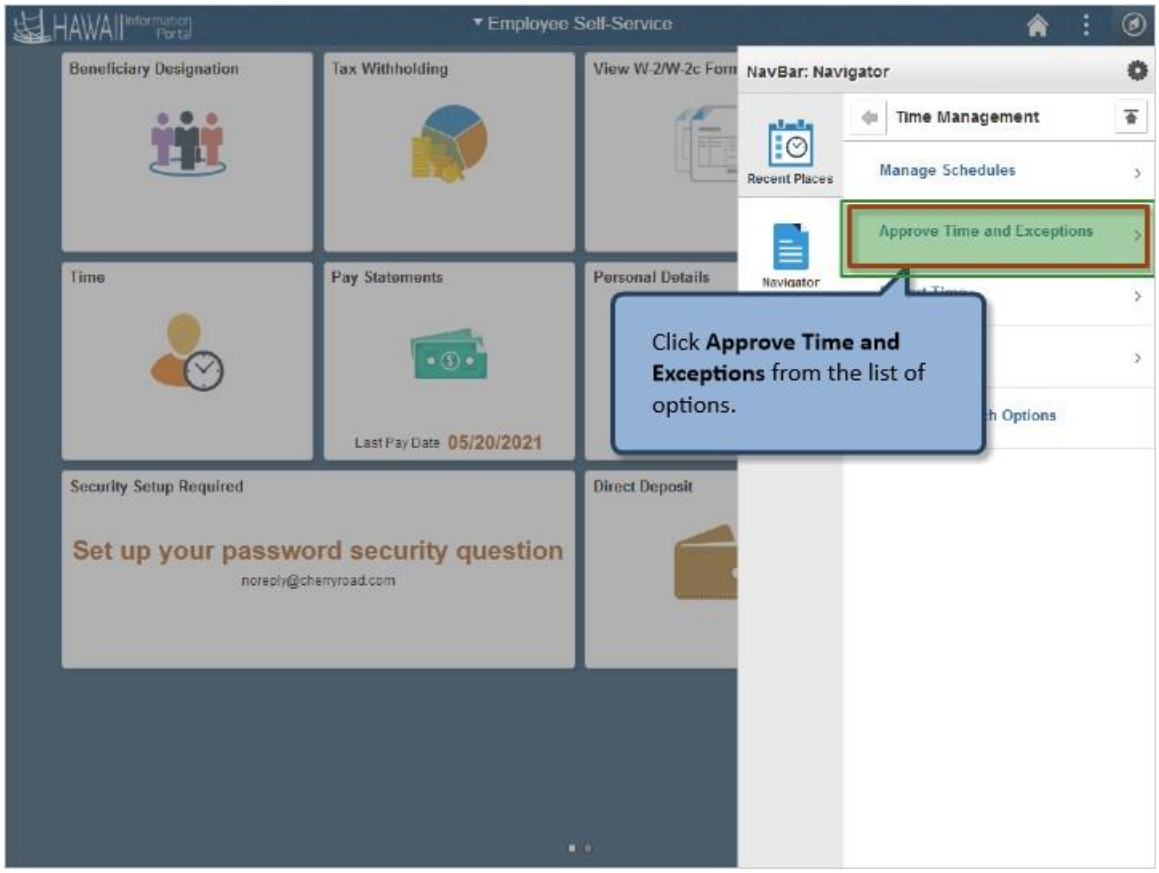
Click the **Navigator**



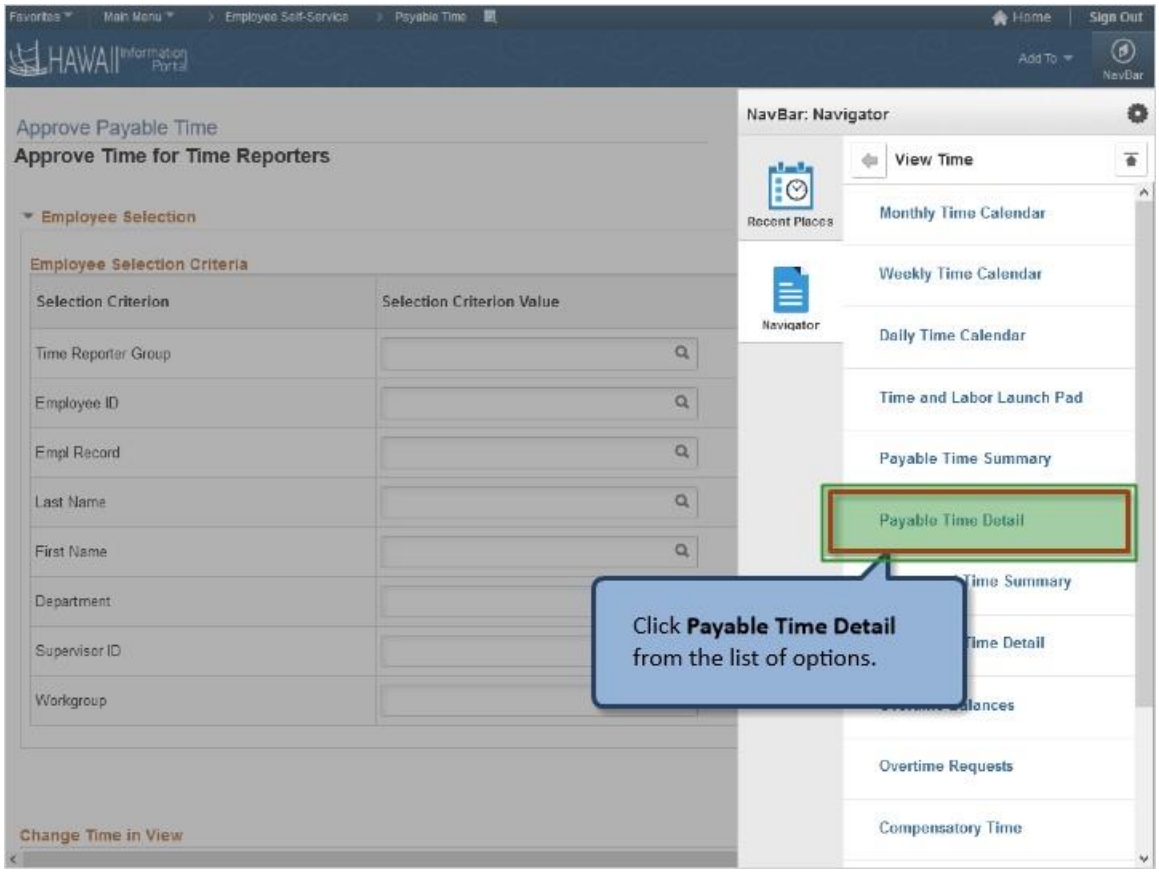
Click **Manager Self Service** from the list of options.



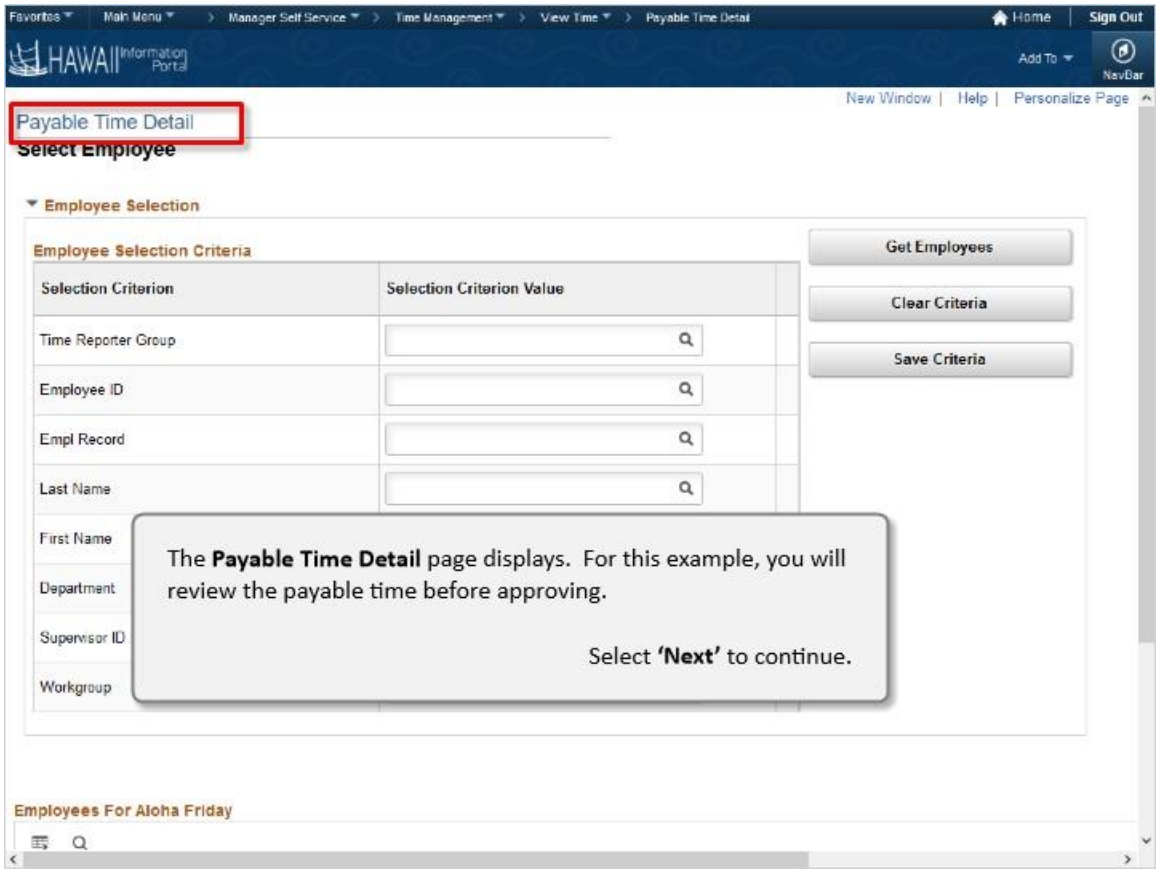
Click **Time Management** from the list of options.



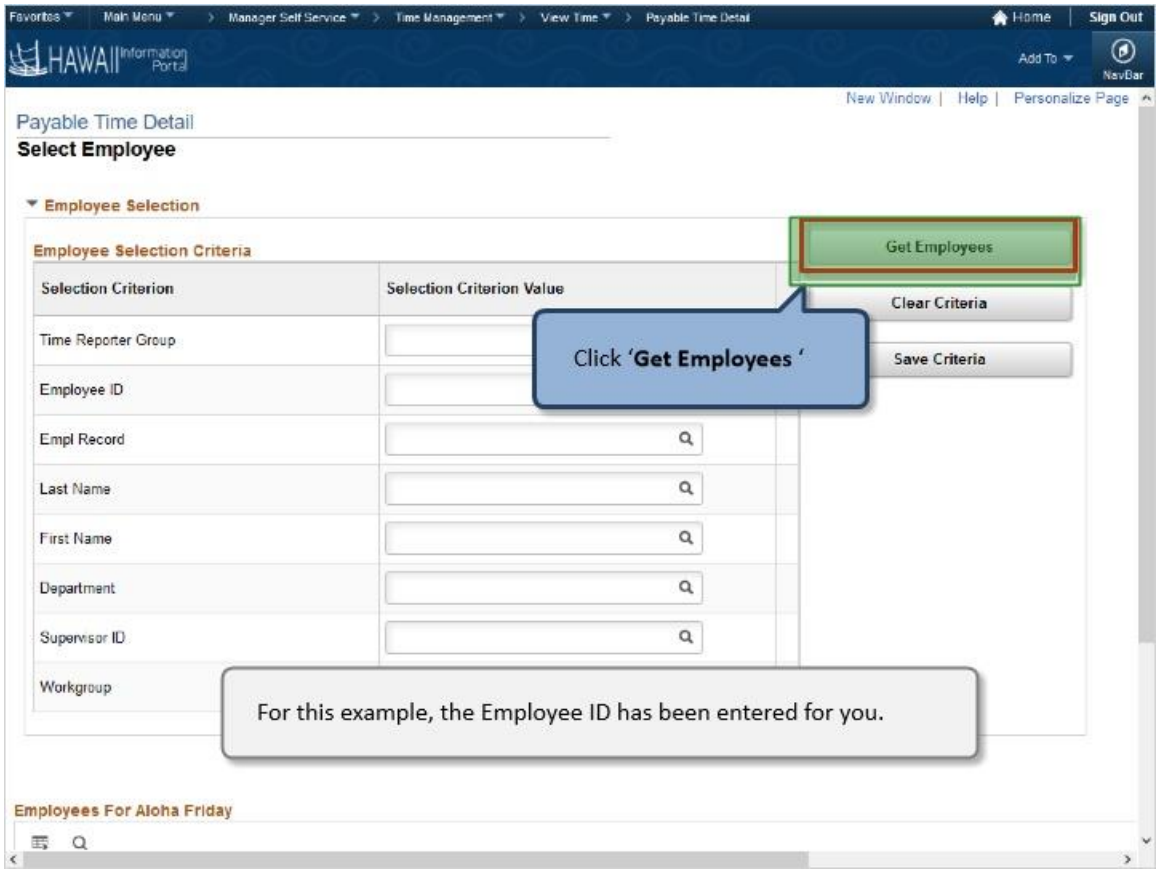
Click **Approve Time and Exceptions** from the list of options.



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

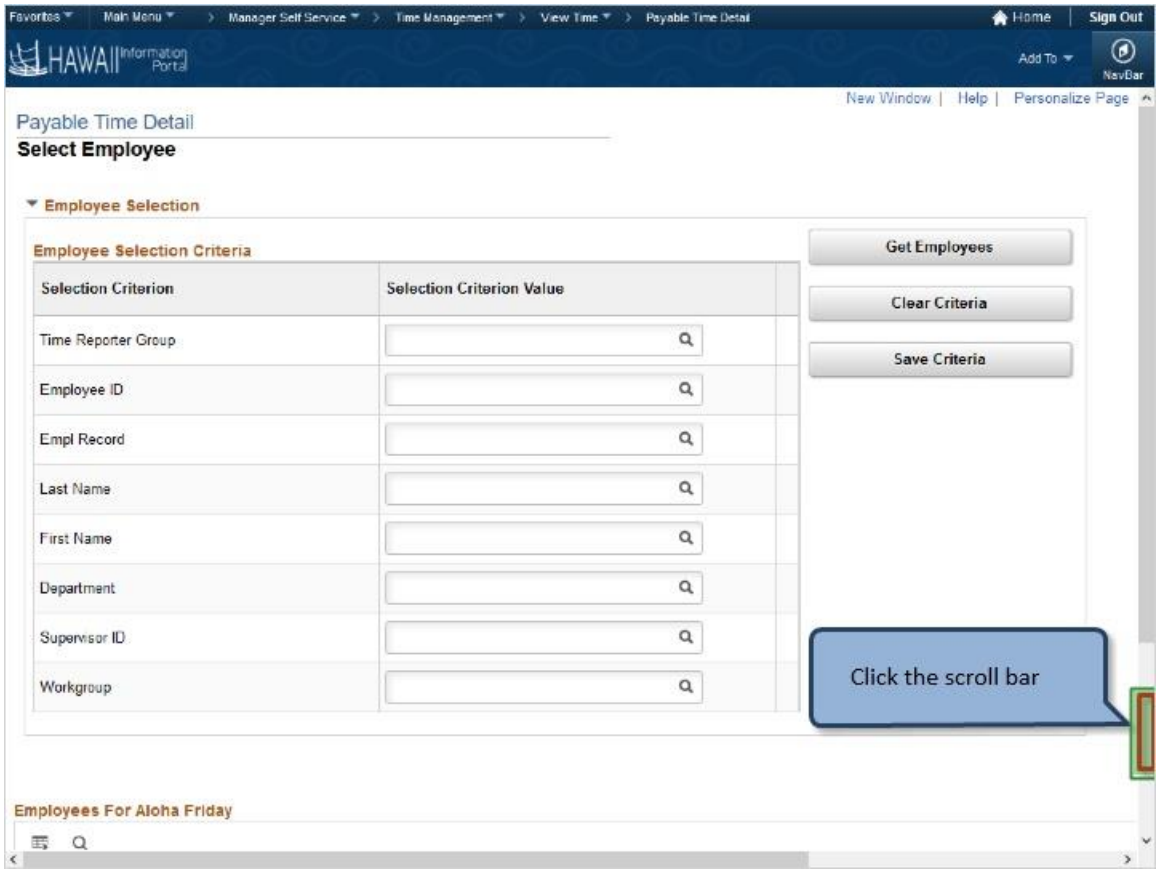


The **Payable Time Detail** page displays. For this example, you will review the payable time before approving.

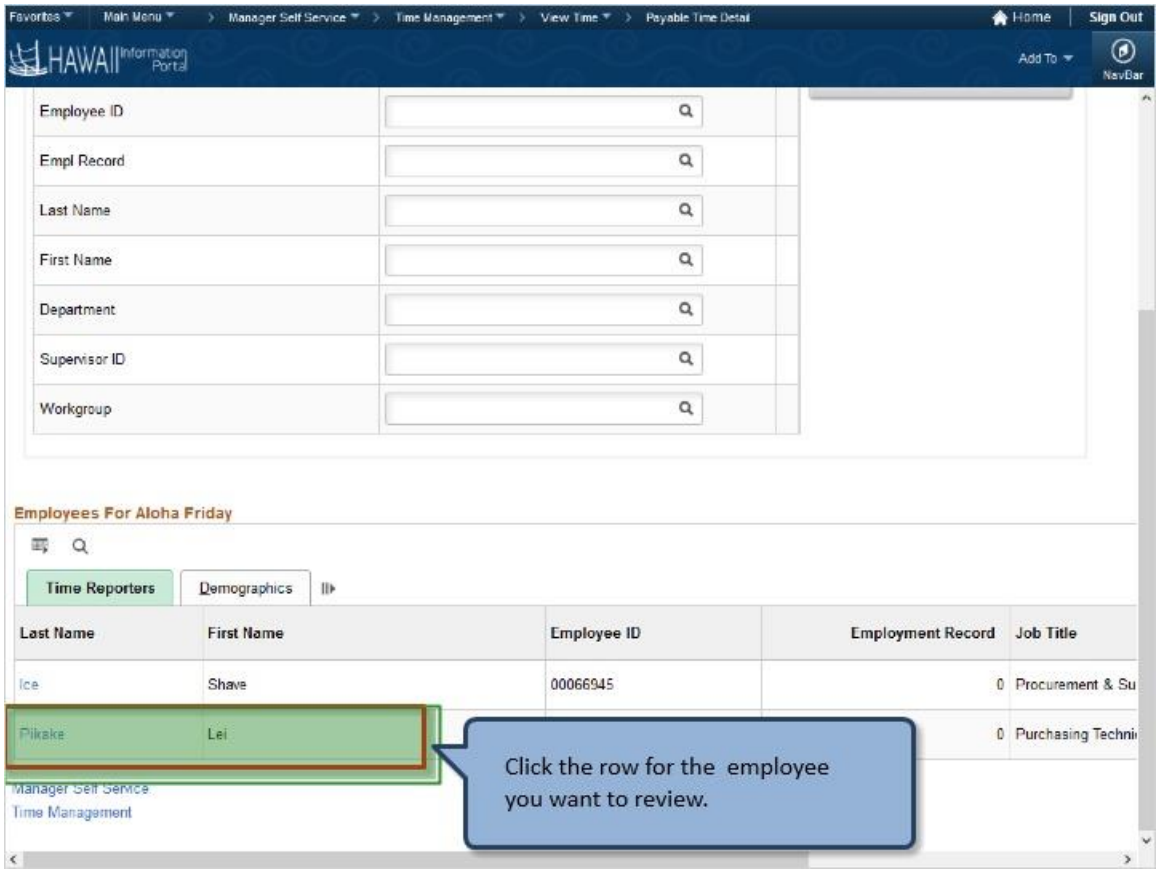


For this example, the Employee ID has been entered for you.

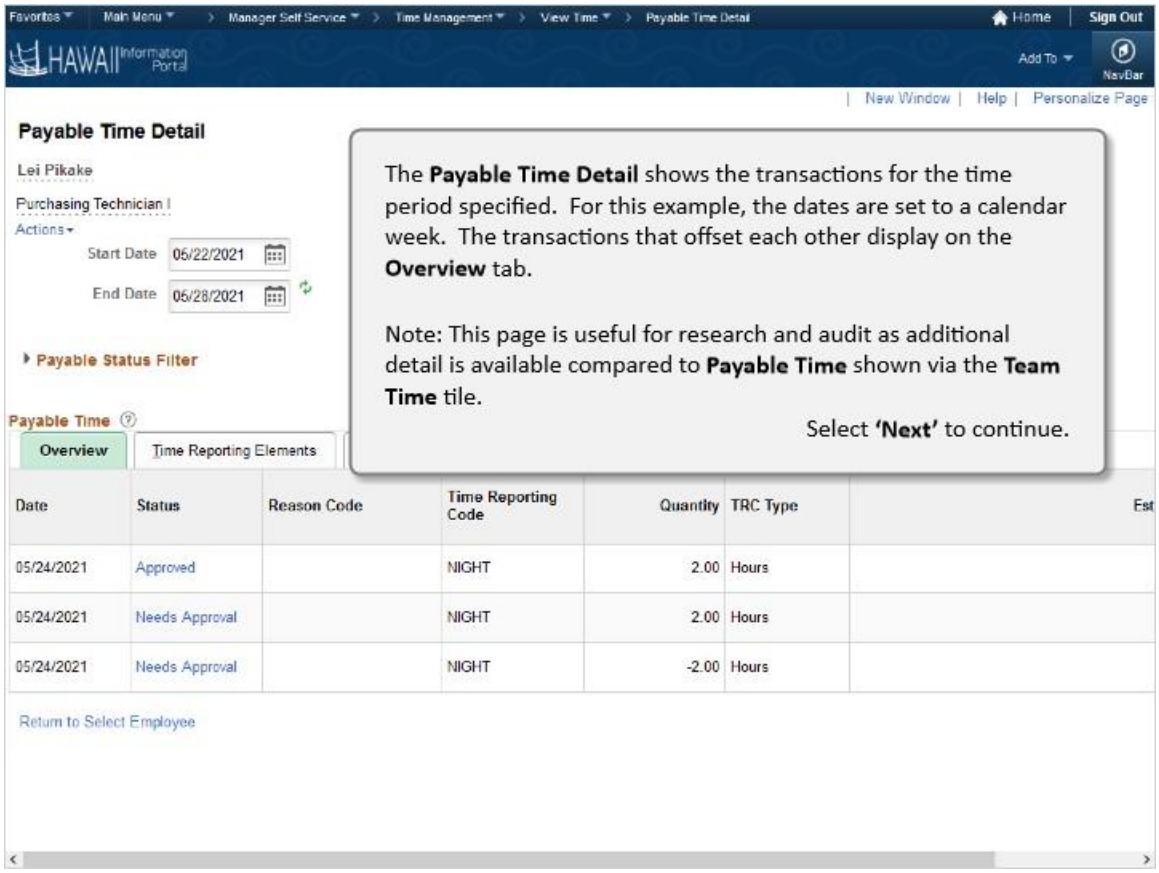
Click '**Get Employees** '



Click the scroll bar

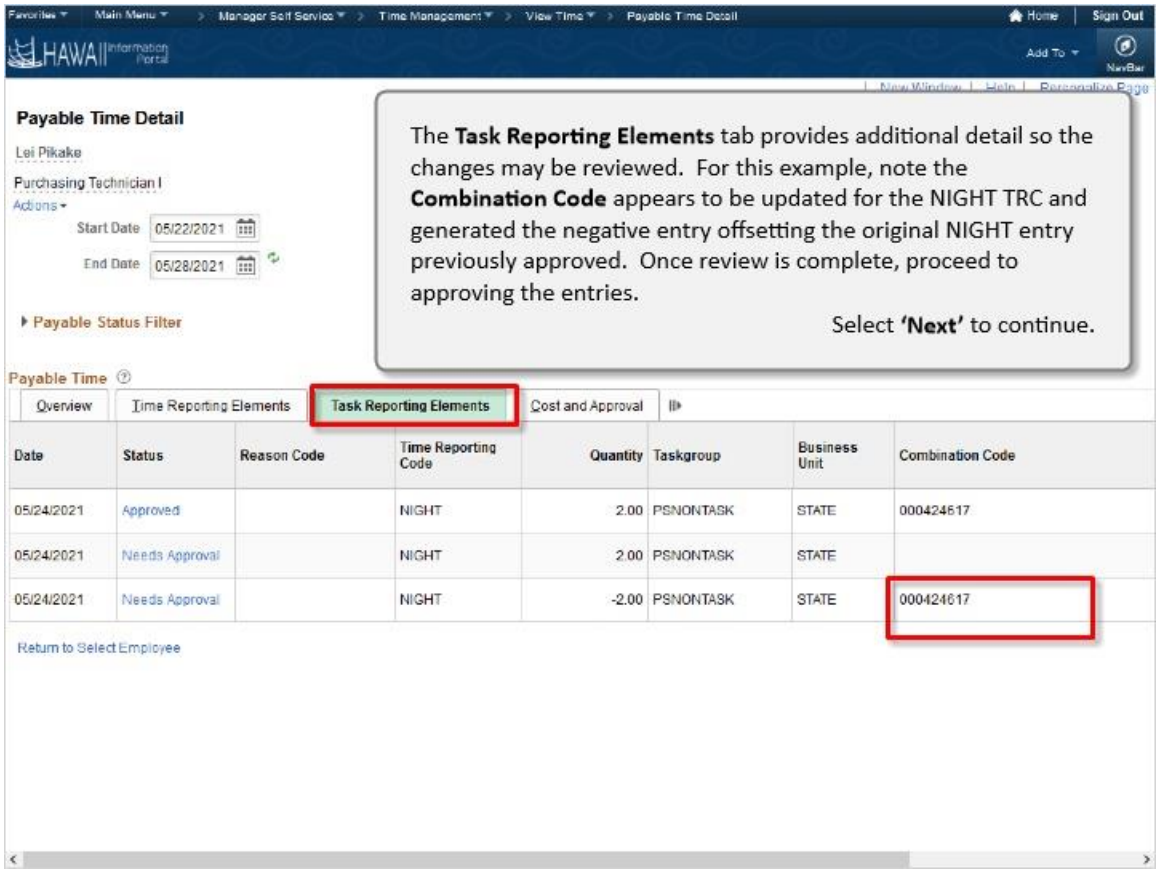


Click the row for the employee you want to review

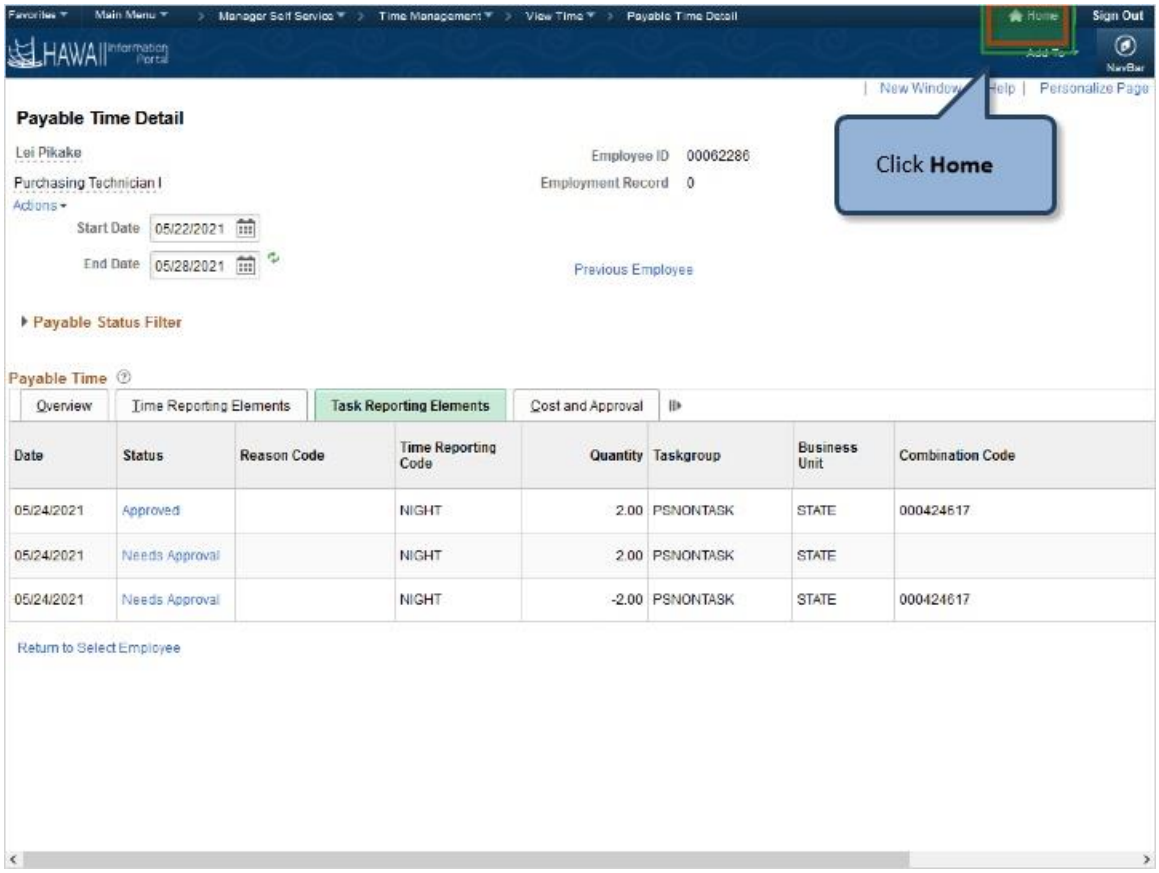


The **Payable Time Detail** shows the transactions for the time period specified. For this example, the dates are set to a calendar week. The transactions that offset each other display on the **Overview** tab.

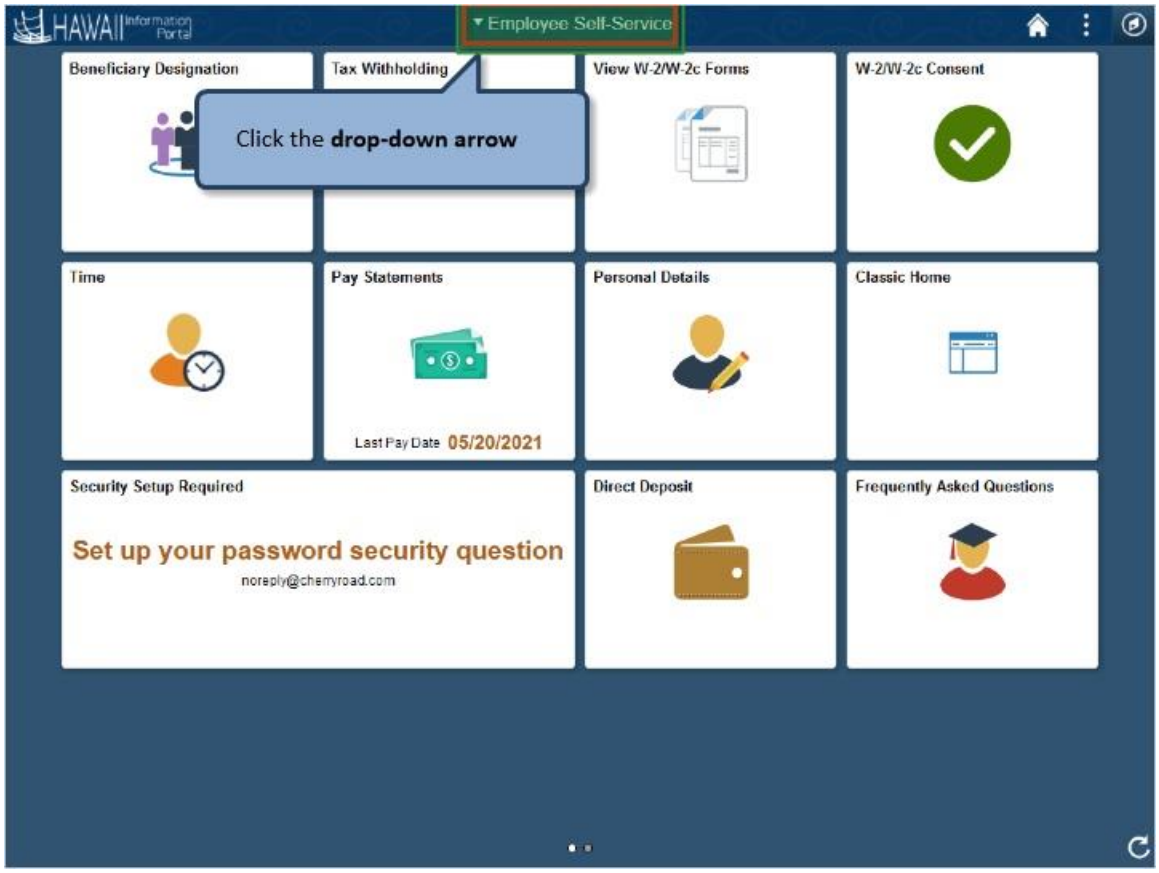
Note: This page is useful for research and audit as additional detail is available compared to **Payable Time** shown via the **Team Time** tile.



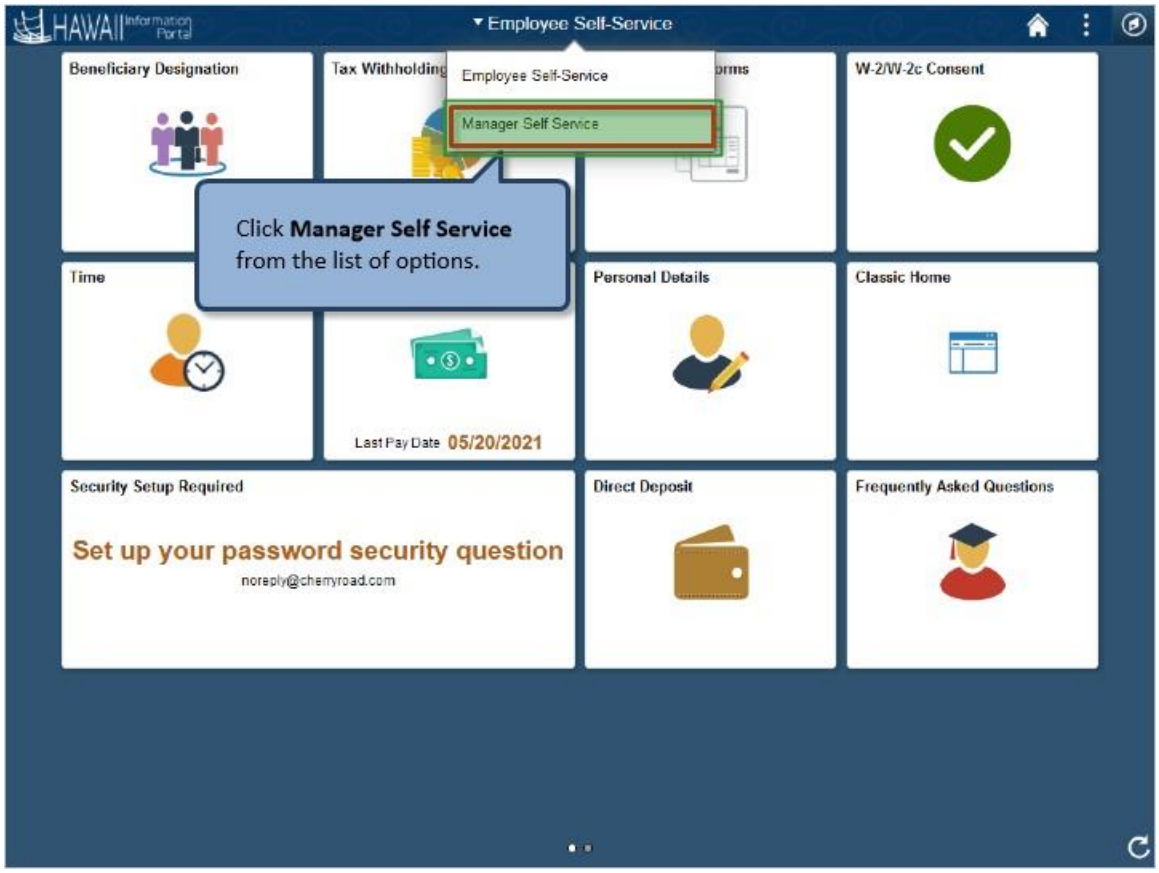
The **Task Reporting Elements** tab provides additional detail so the changes may be reviewed. For this example, note the **Combination Code** appears to be updated for the NIGHT TRC and generated the negative entry offsetting the original NIGHT entry previously approved. Once review is complete, proceed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


Favorites
Main Menu
Manager Self Service
Time Management
View Time
Payable Time Detail
Home
Sign Out
NavBar
New Window
Help
Personalize Page
Payable Time Detail
Lei Pikake
Purchasing Technician I
Actions
Start Date 05/22/2021
End Date 05/28/2021
Employee ID 00062286
Employment Record 0
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

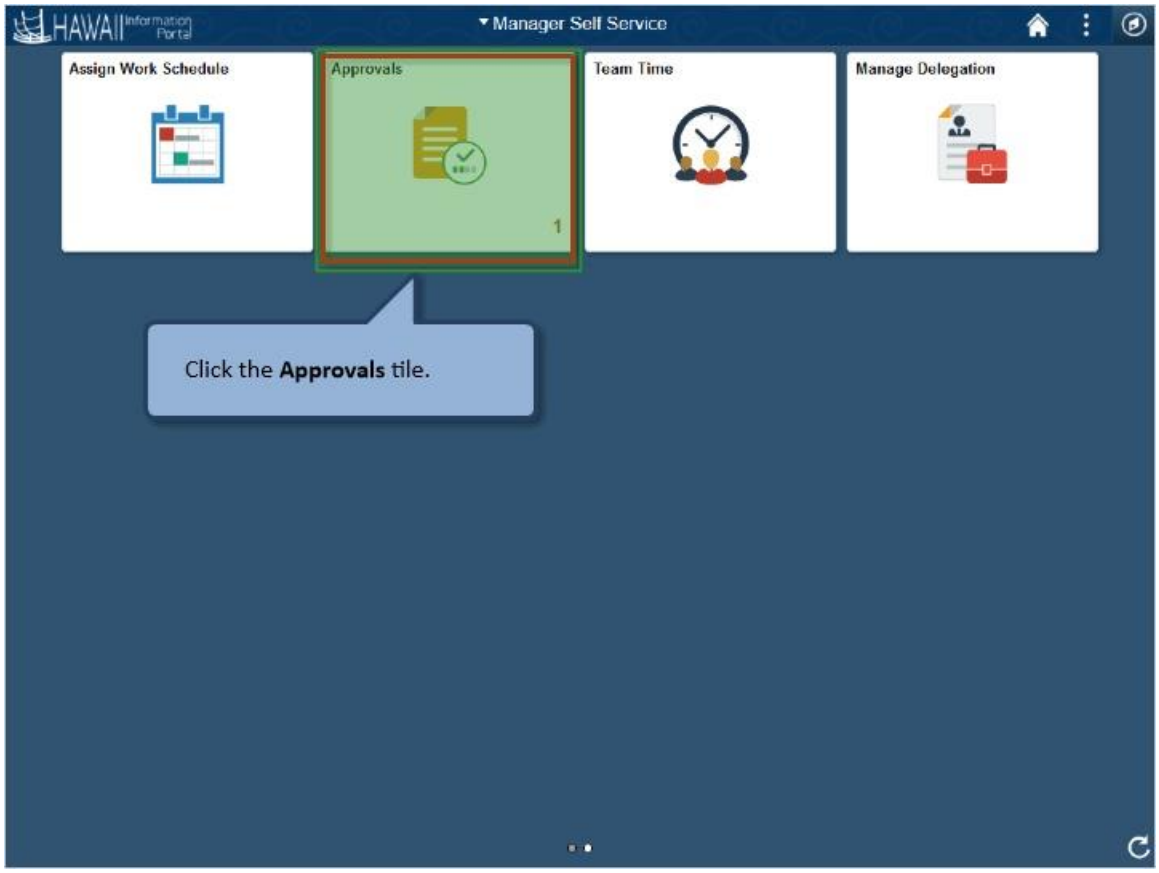
Click **Home**



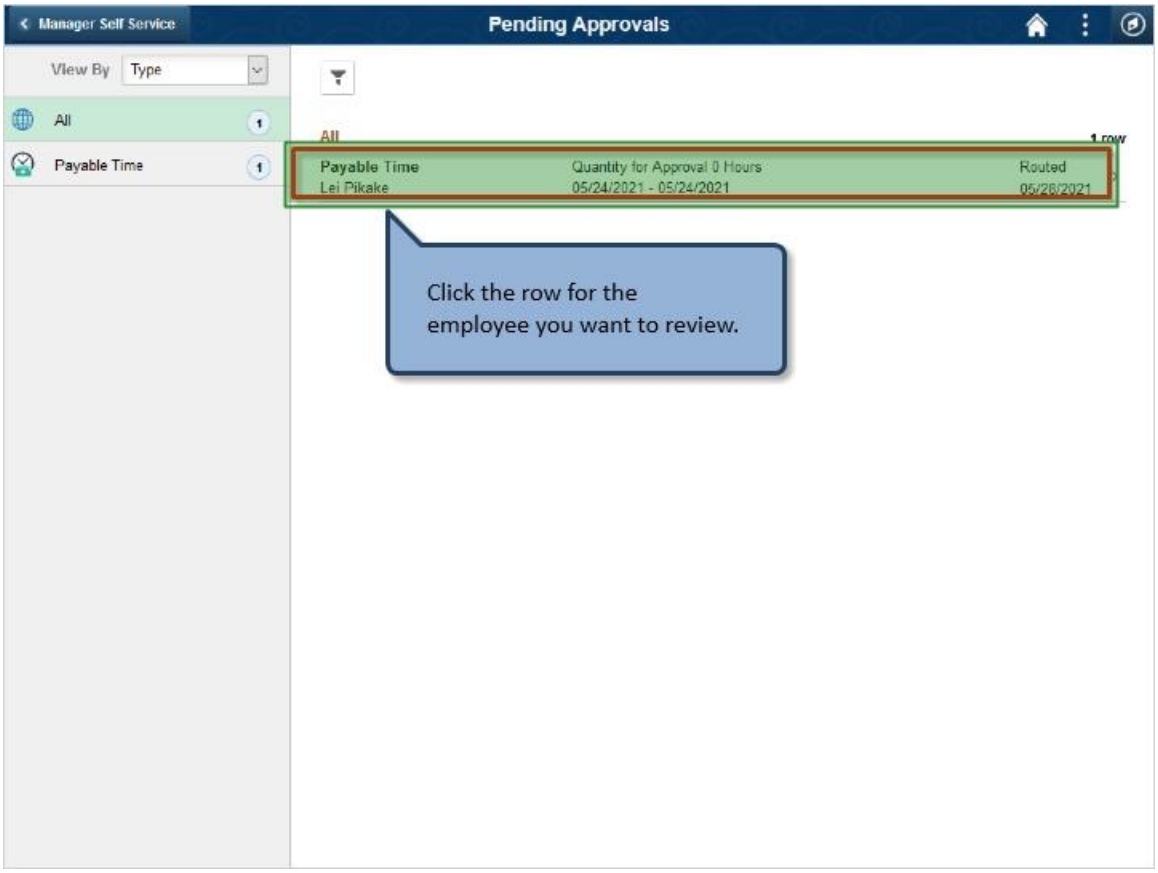
Click the **drop-down arrow**



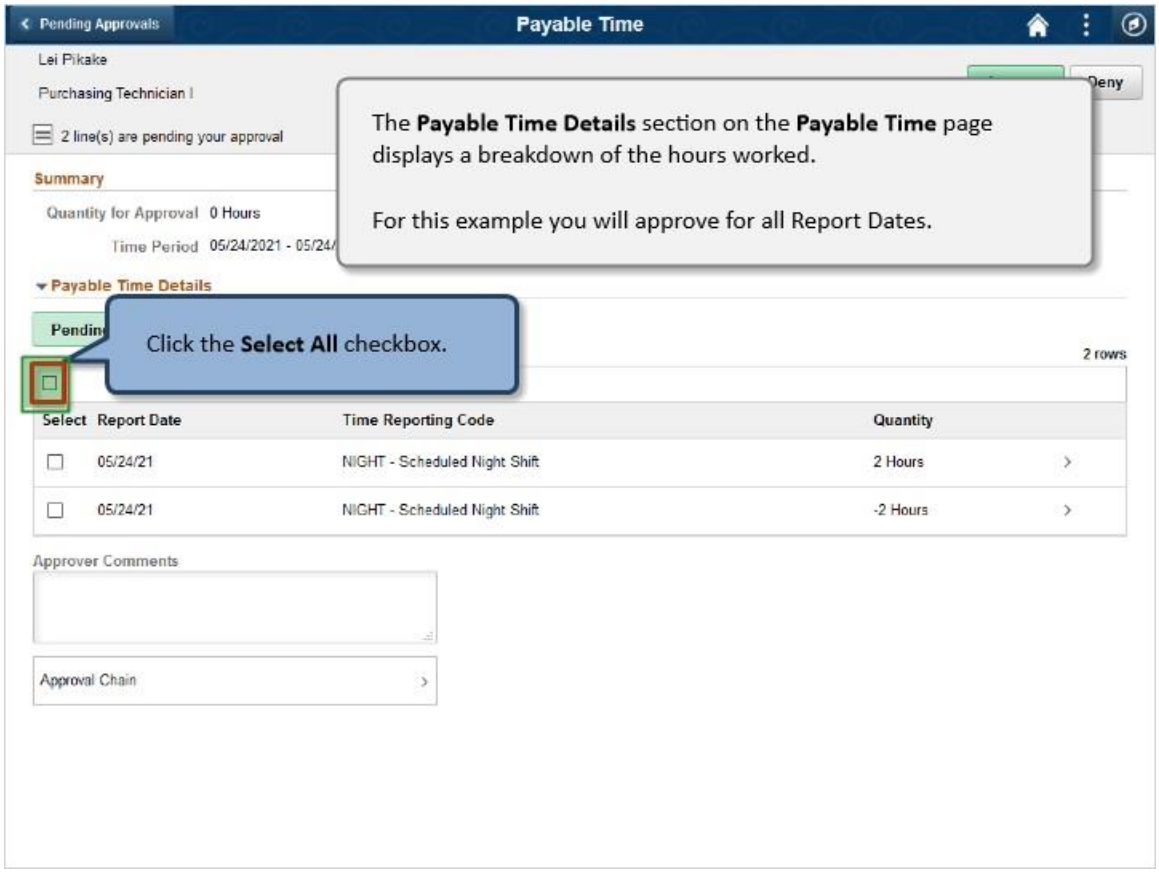
Click **Manager Self Service** from the list of options.



Click the **Approvals** tile.



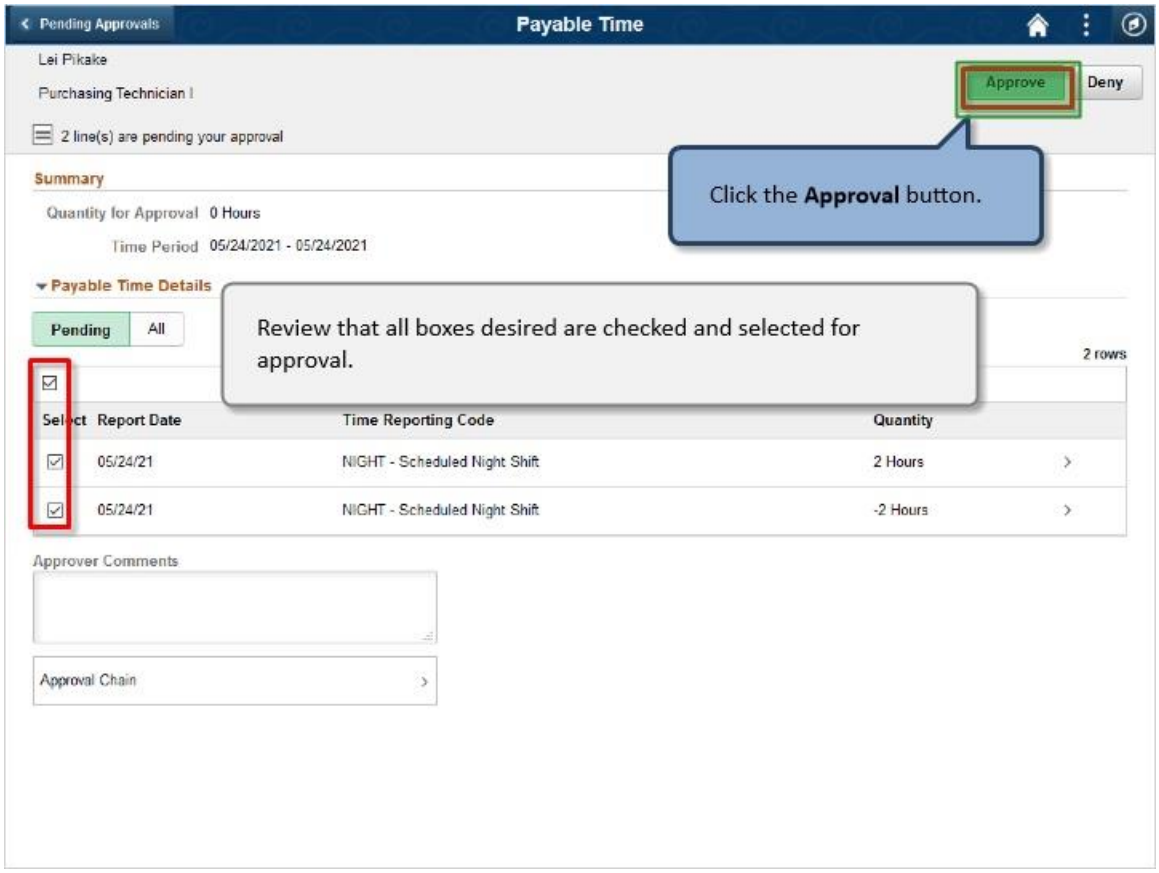
Click the row for the employee you want to review.



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

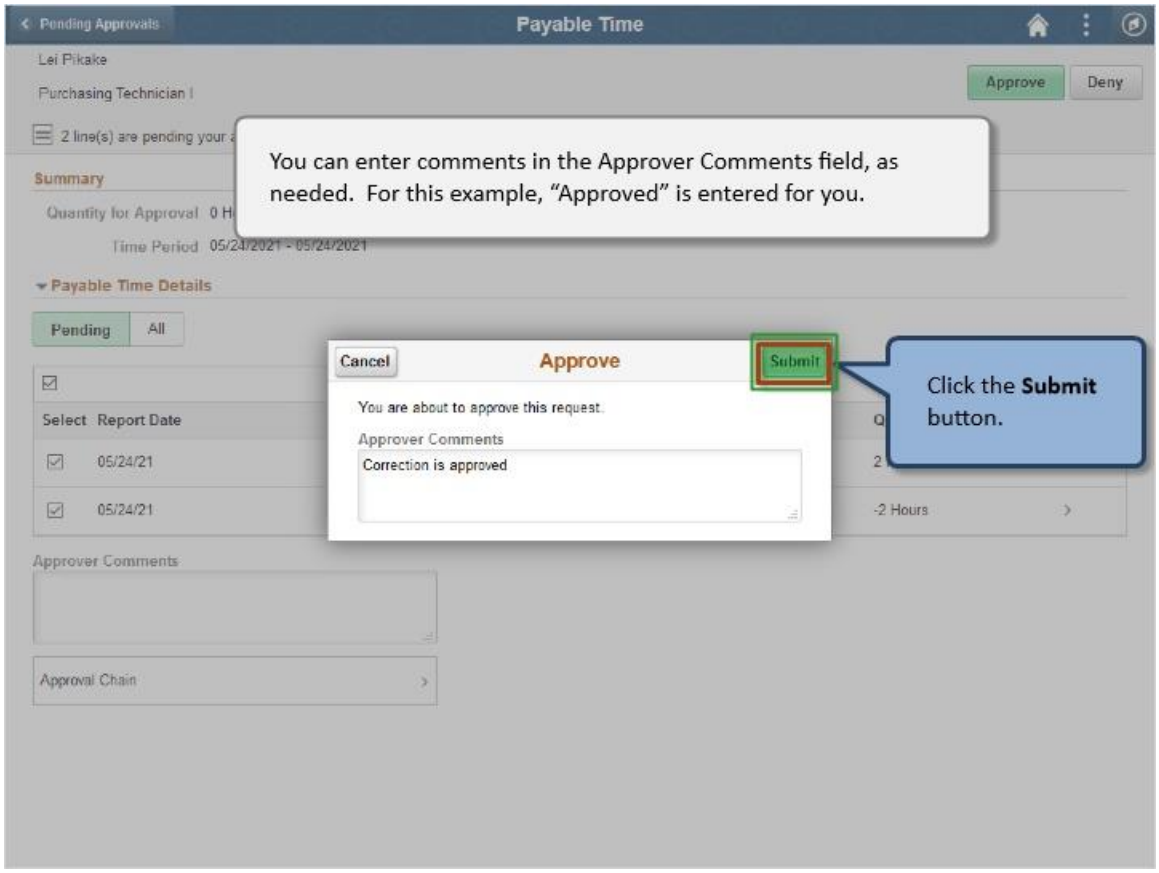
For this example, you will approve for all Report Dates.

Click the **Select All** checkbox



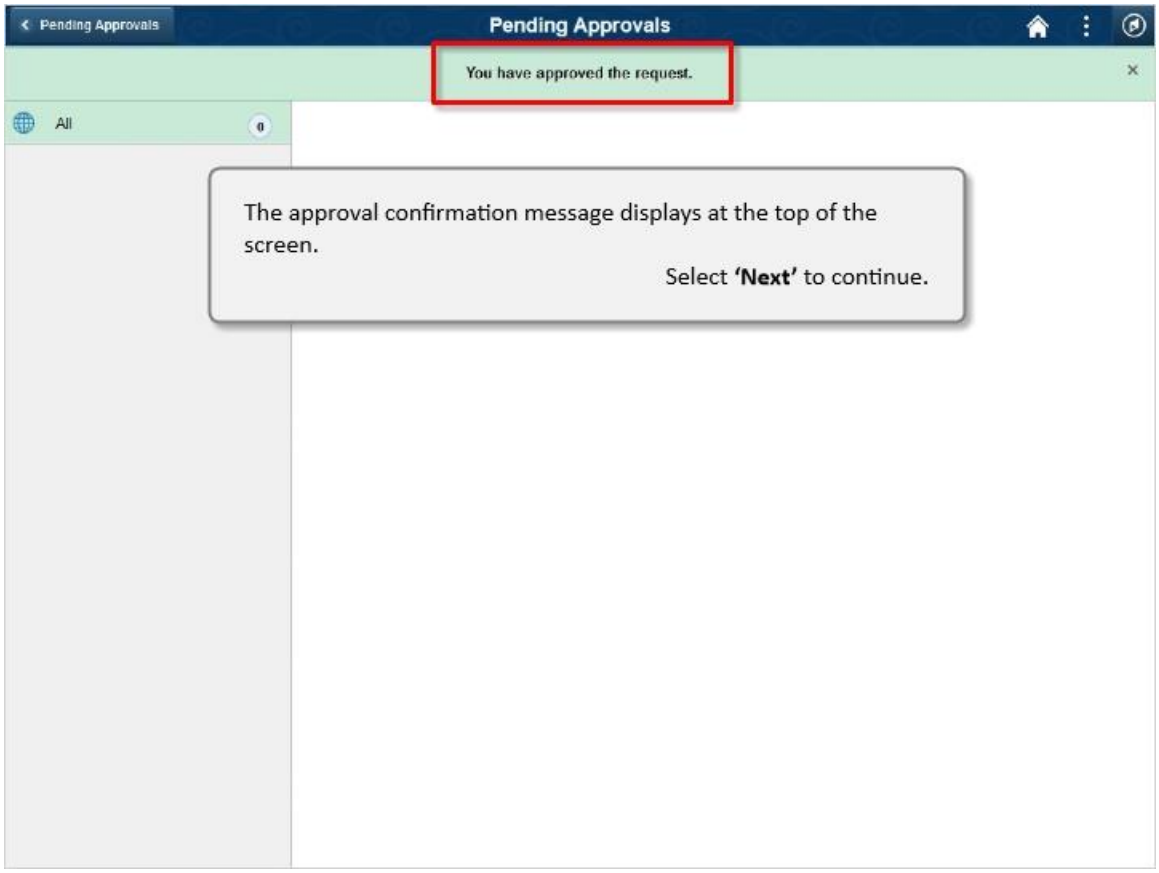
Review that all boxes desired are checked and selected. for approval.

Click the **Approval** button.

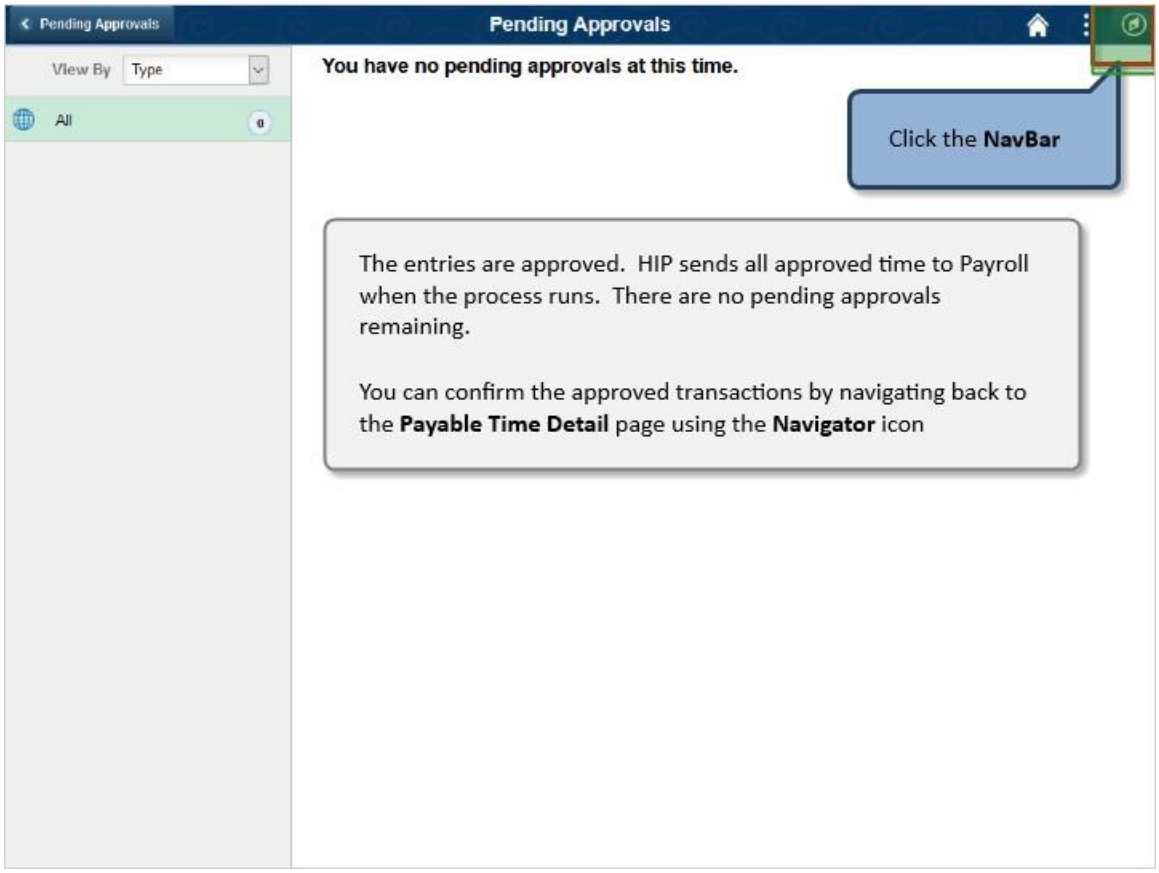


You can enter comments in the Approver Comments field, as needed. For this example, "Approved" is entered for you.

Click the **Submit** button.



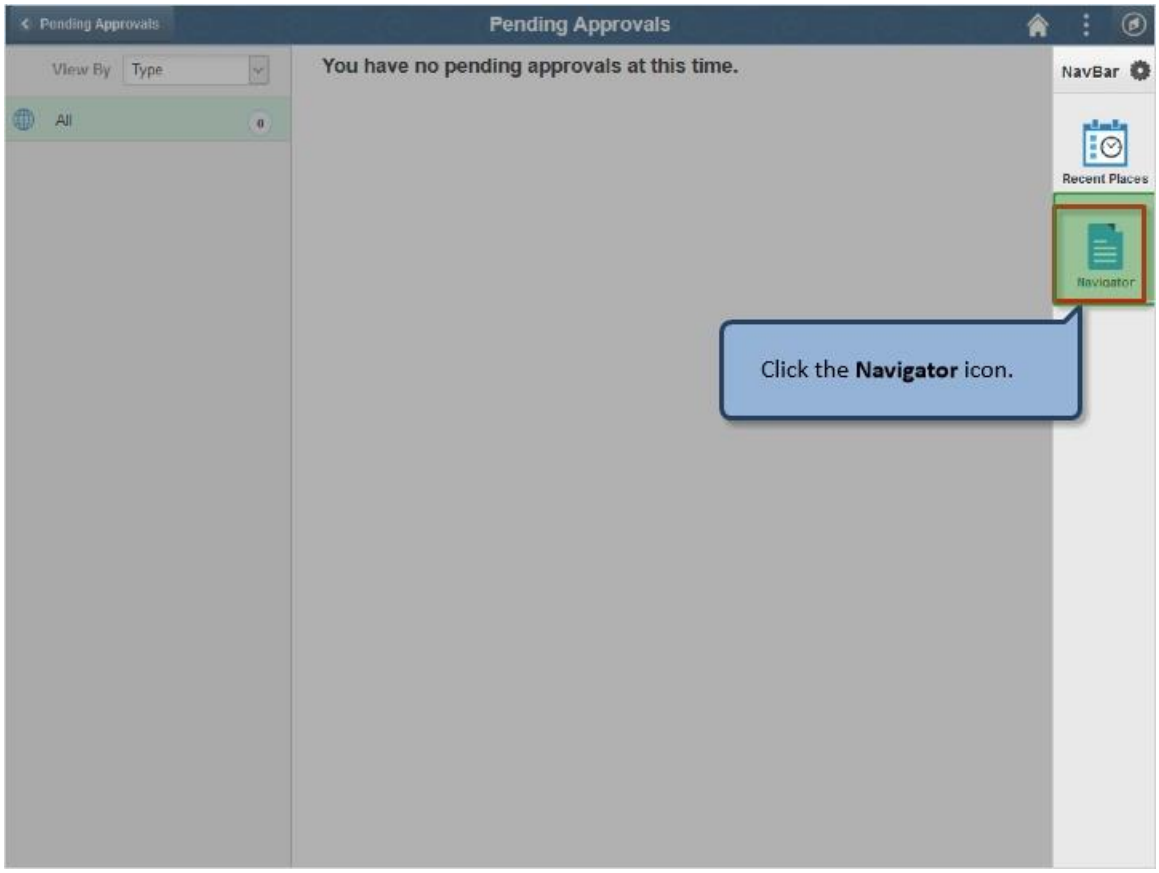
The approval confirmation message displays at the top of the screen.



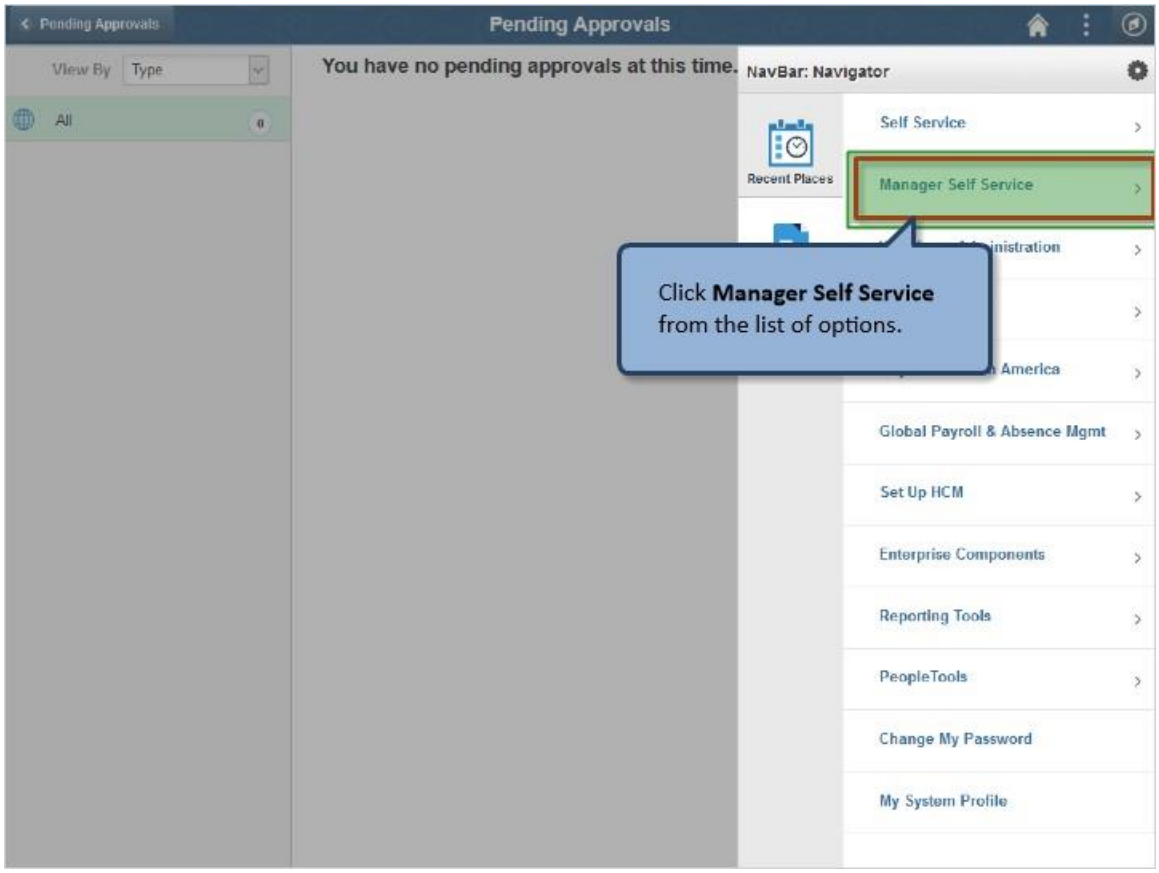
The entries are approved. HIP sends all approved time to Payroll when the process runs. There are no pending approvals remaining.

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

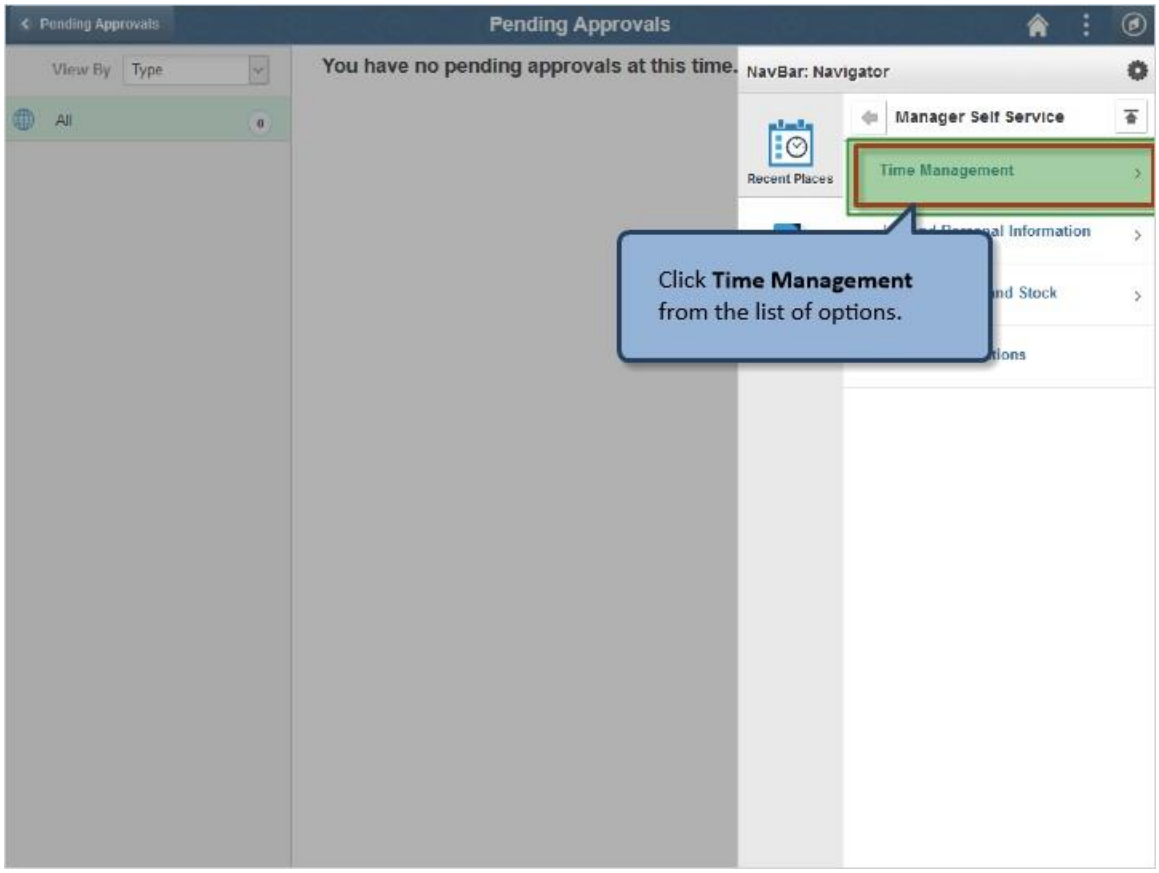
Click the **NavBar**



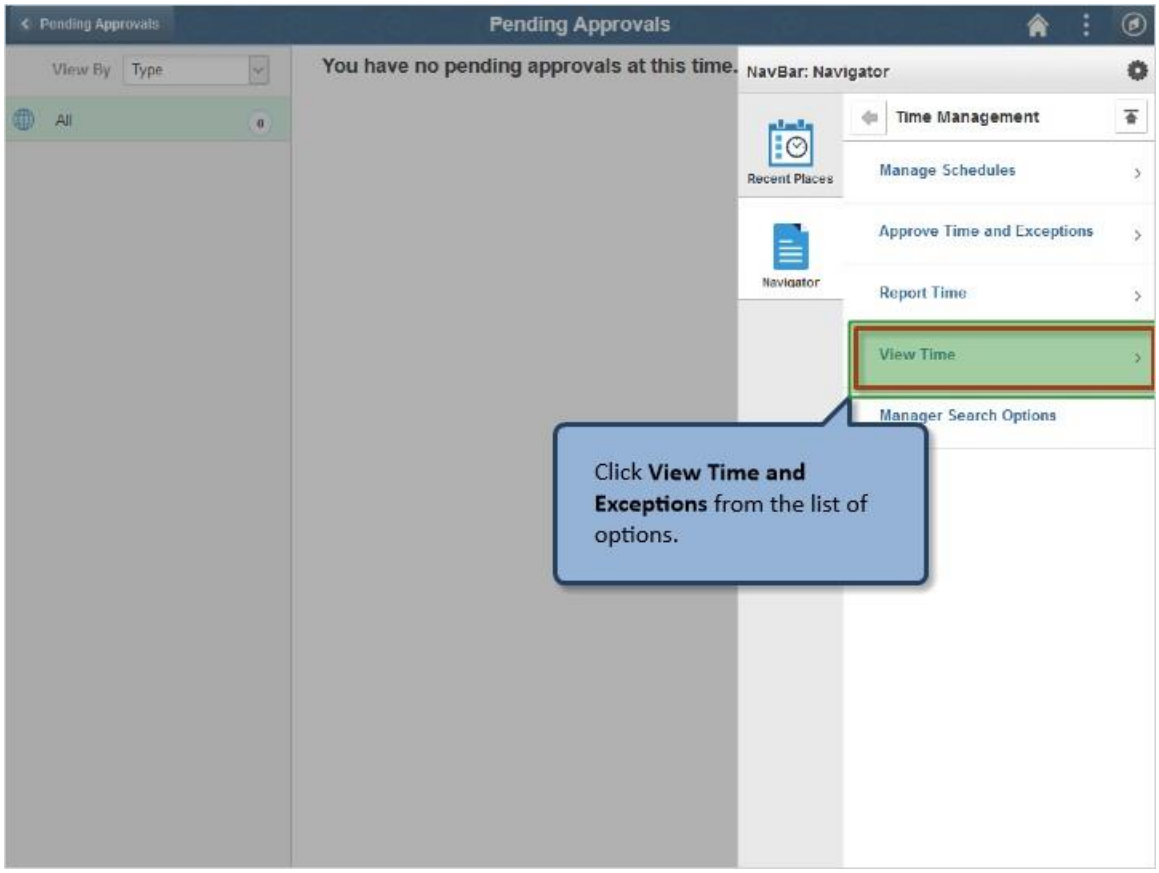
Click the **Navigator** icon



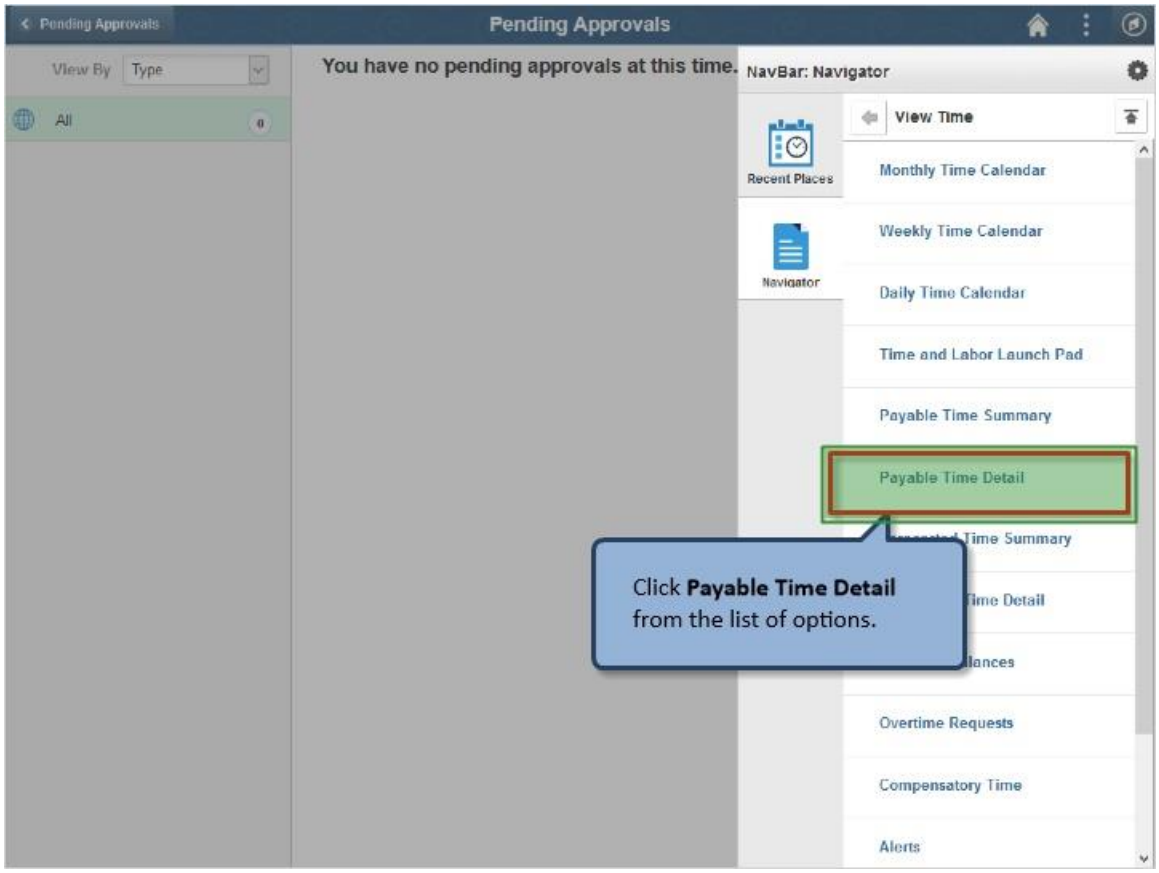
Click **Manager Self Service** from the list of options.



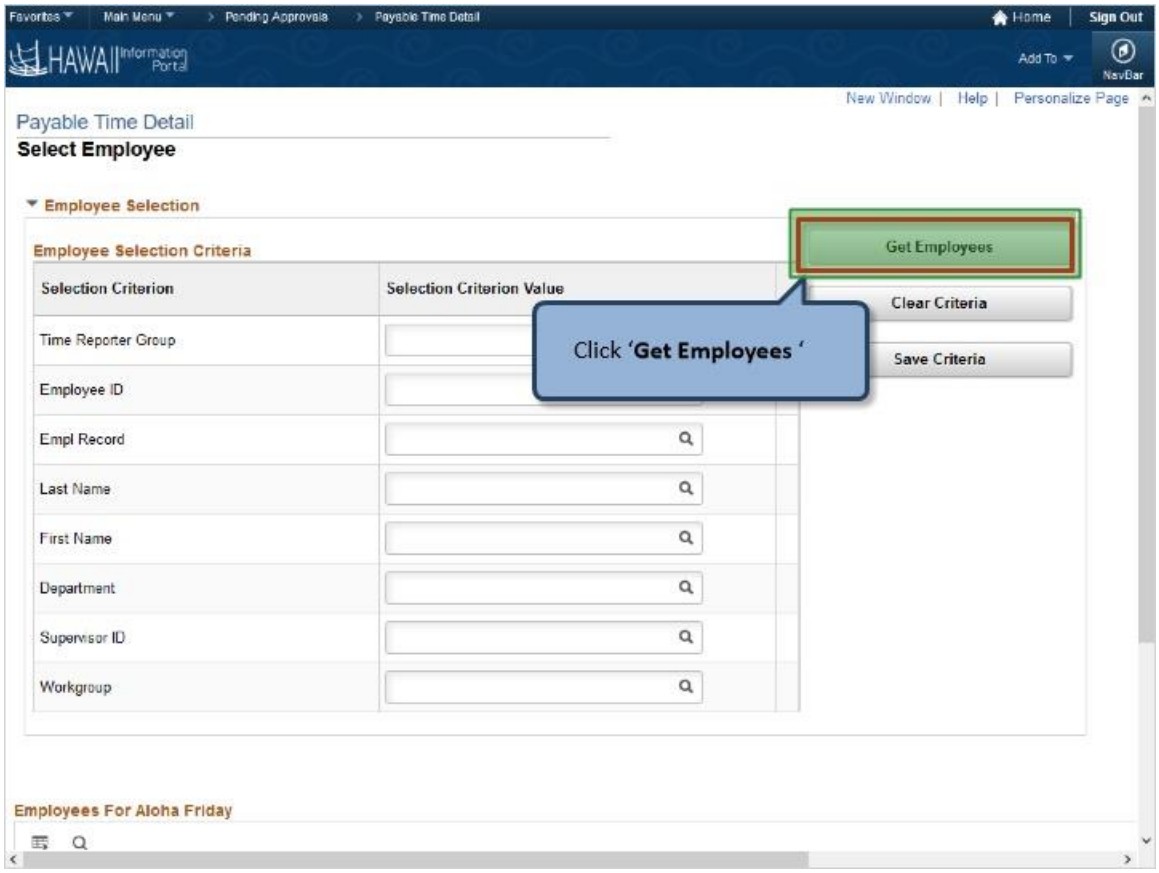
Click **Time Management** from the list of options.



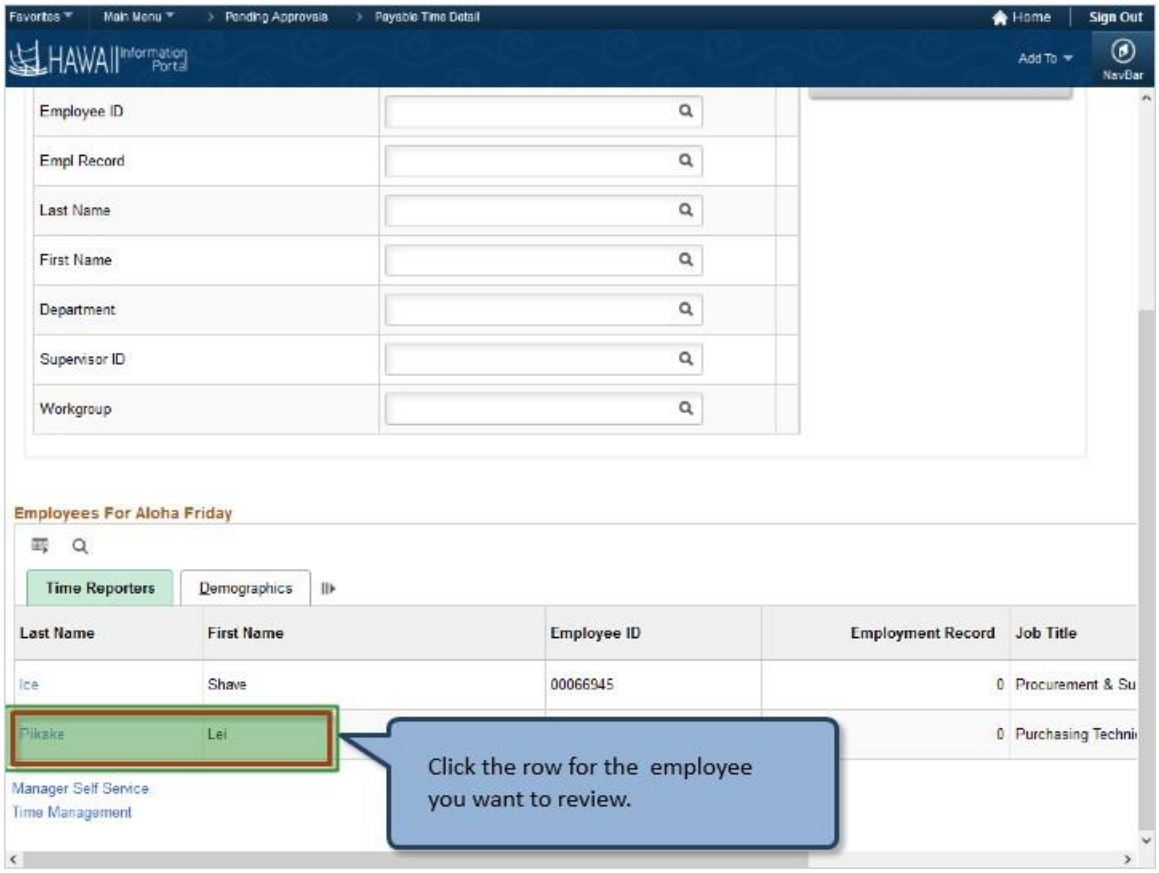
Click **View Time and Exceptions** from the list of options.



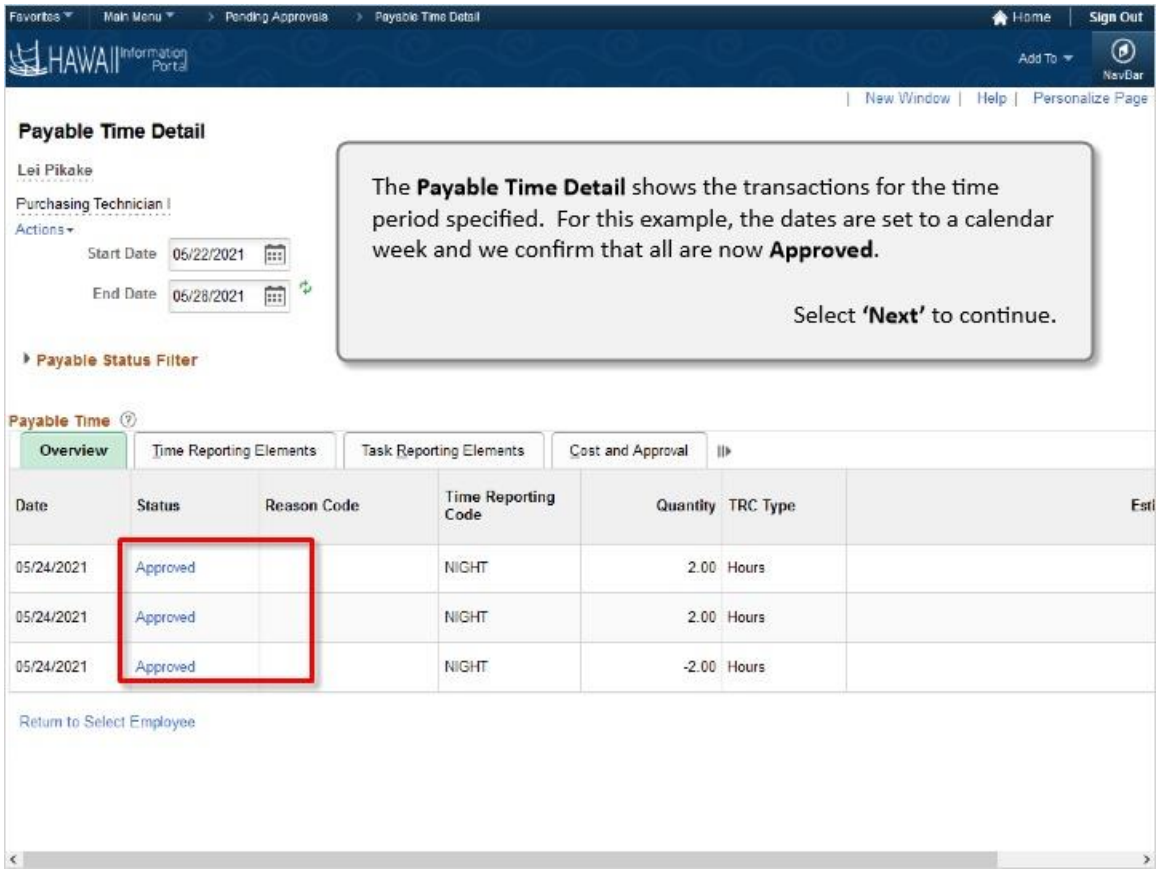
Click **Payable Time Detail** from the list of options



Click '**Get Employees**'



Click the row for the employee you want to review.

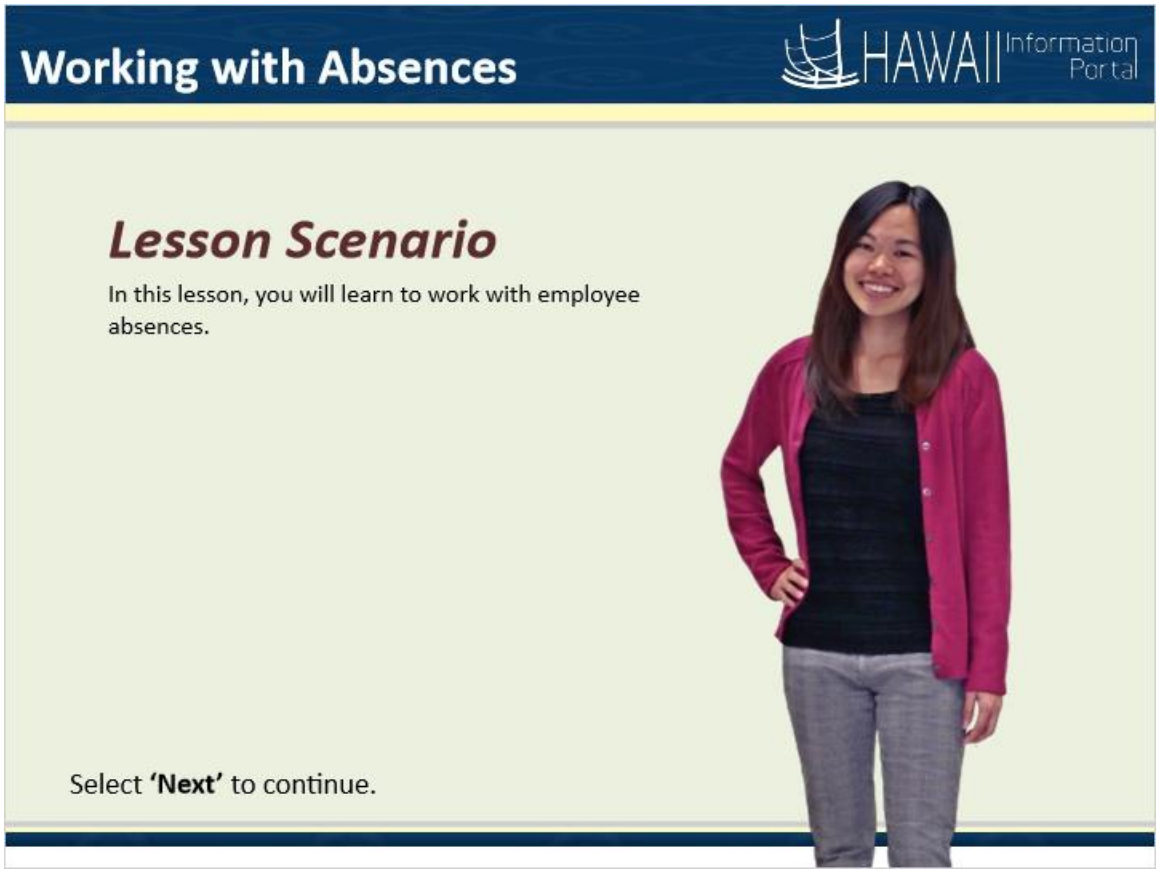


The **Payable Time Detail** shows the transactions for the time period specified. For this example, the dates are set to a calendar week and we confirm that all are now **Approved**.

Congratulations!

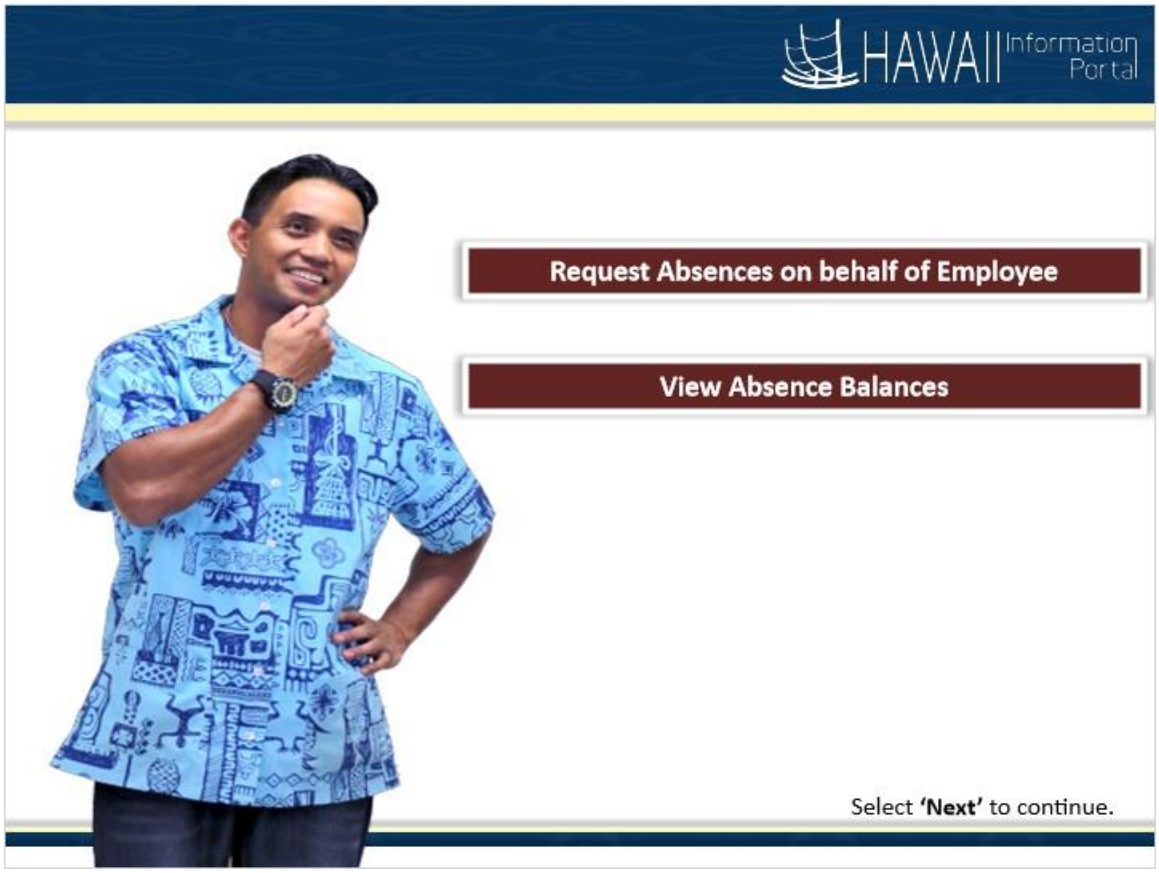
You've successfully completed this lesson.

Working with Absences



Lesson Scenario

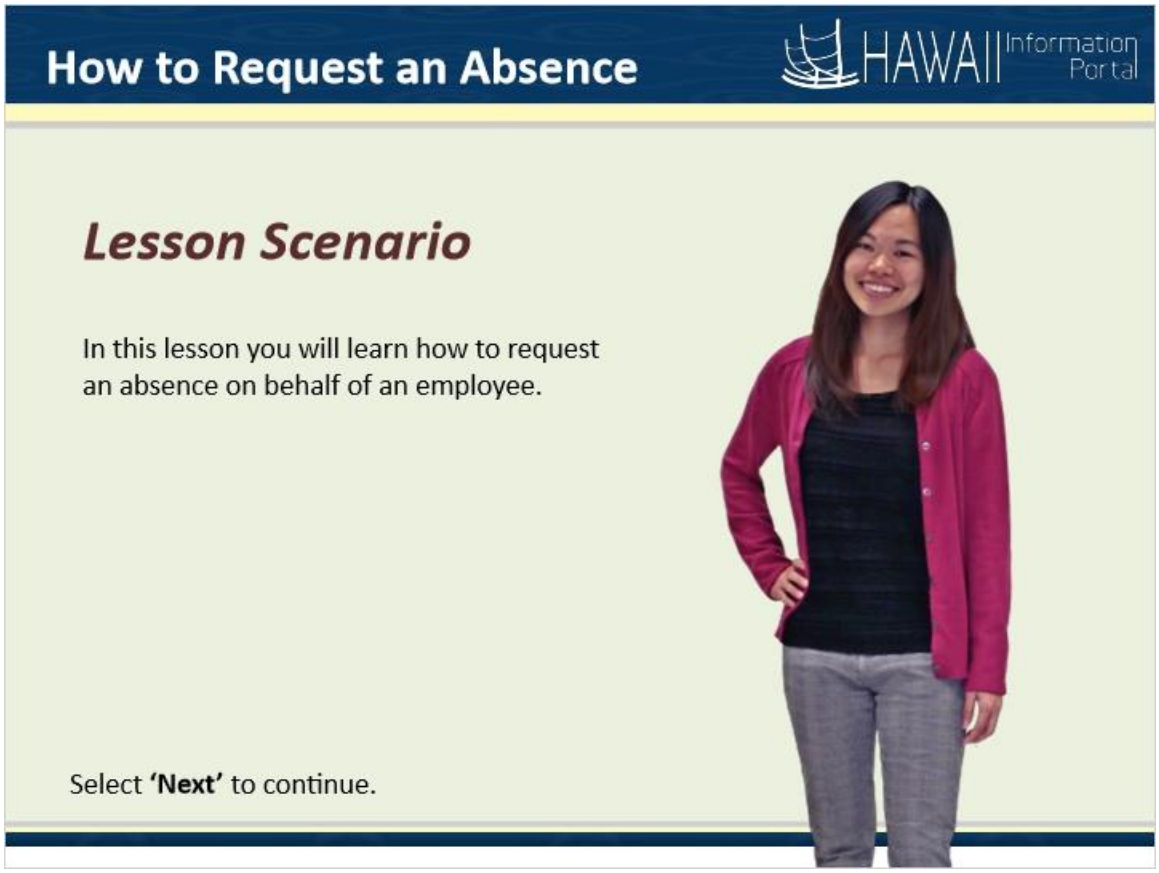
In this lesson, you will learn to work with employee absences.



Request Absences on behalf of Employee

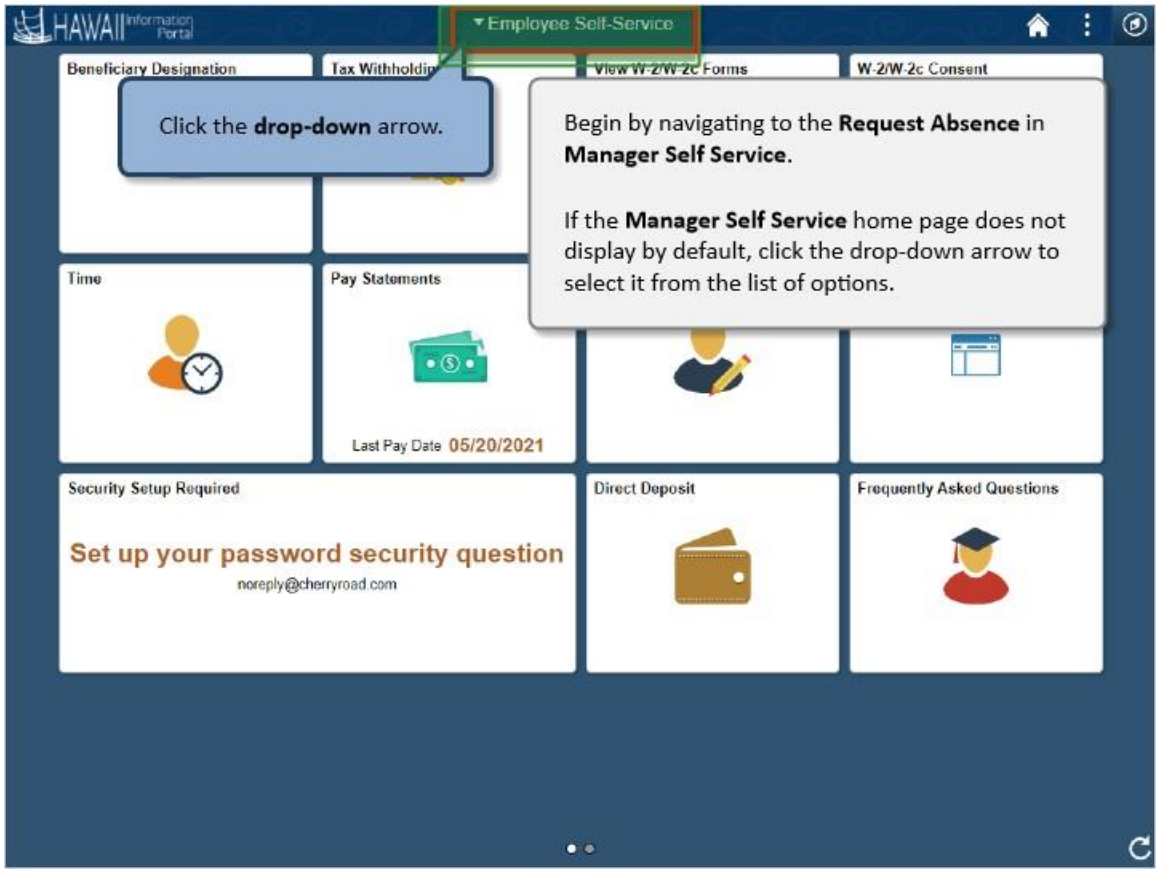
View Absence Balances

How to Request an Absence



Lesson Scenario

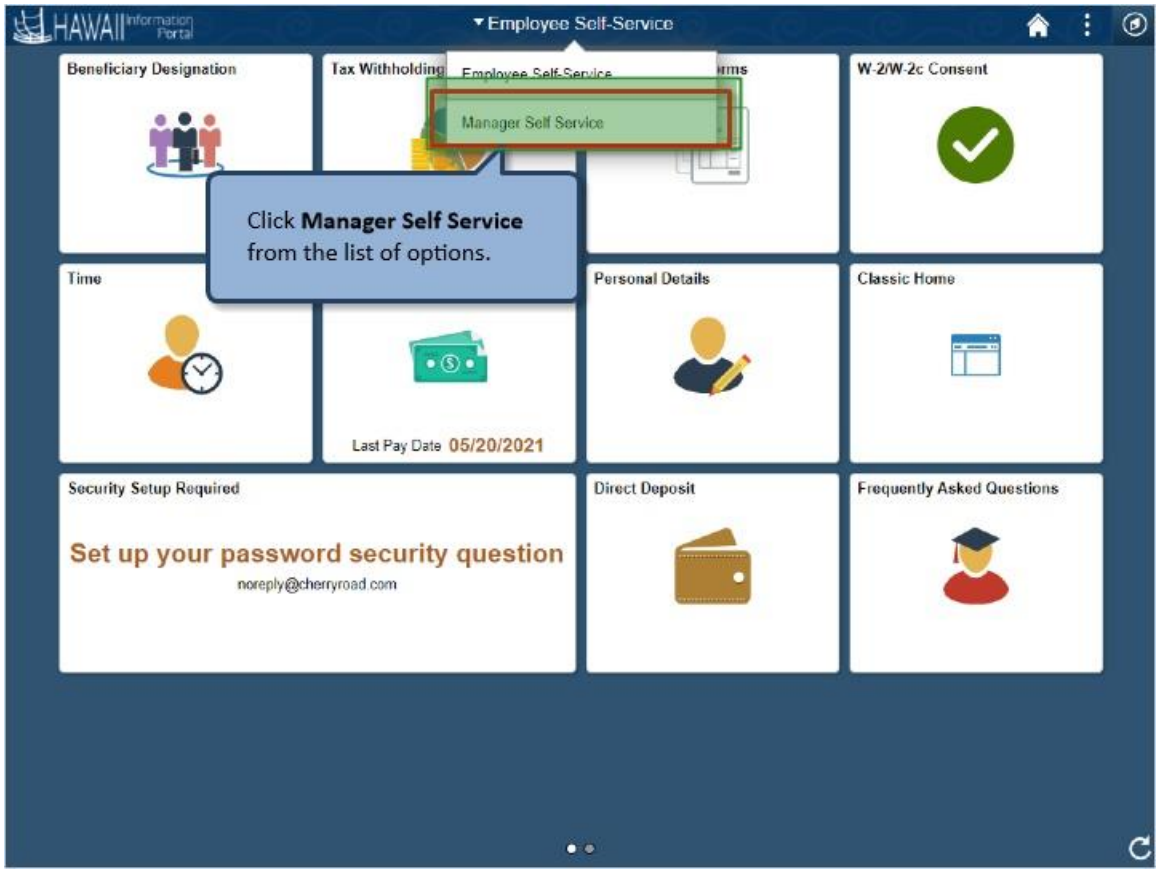
In this lesson you will learn how to request an absence on behalf of an employee.



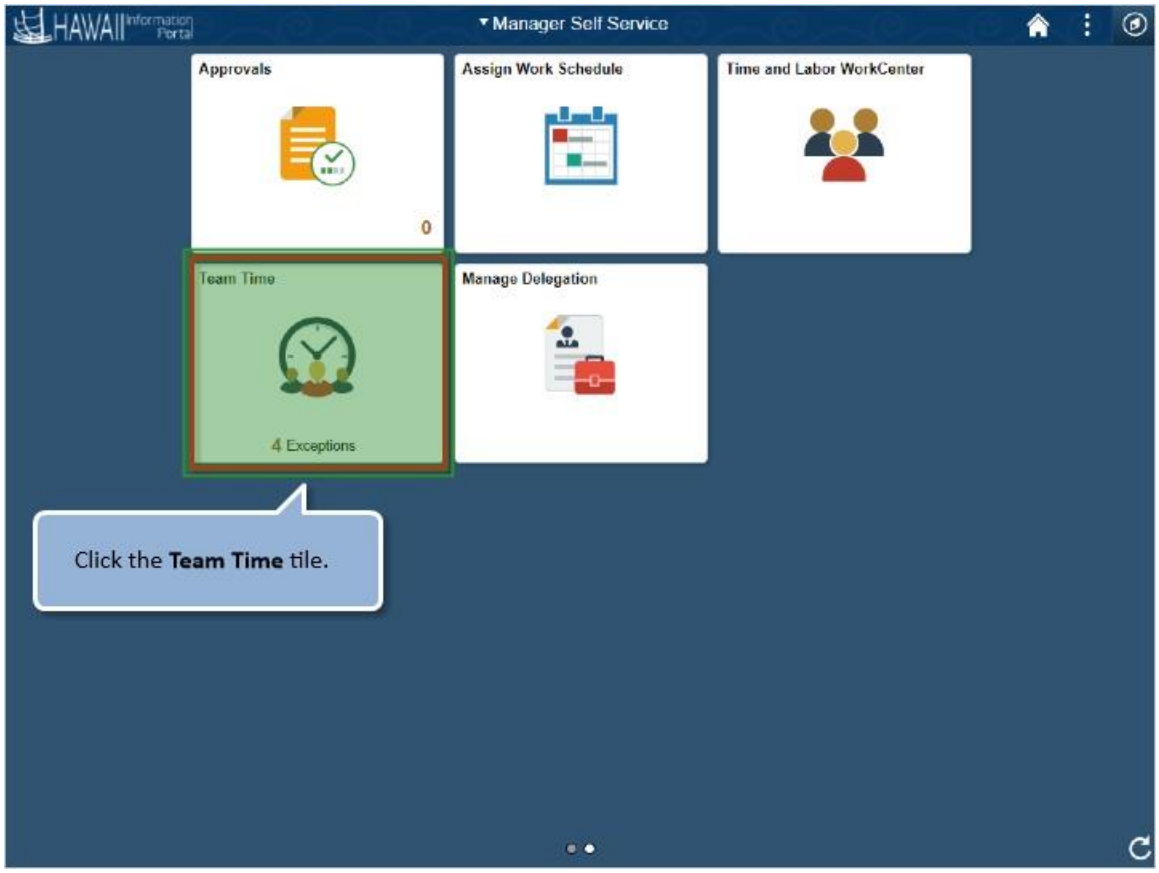
Begin by navigating to the **Request Absence** in **Manager Self Service**.

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.

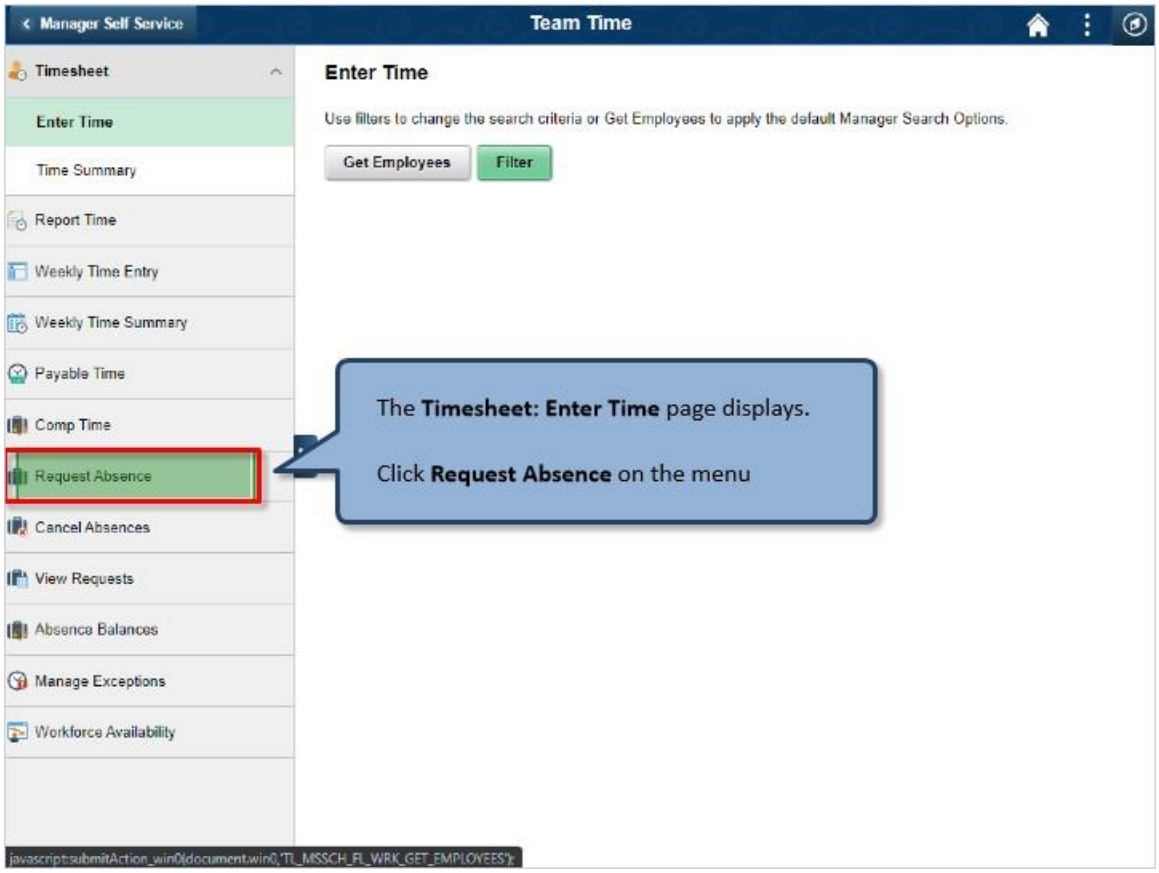
Click the **drop-down** arrow.



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

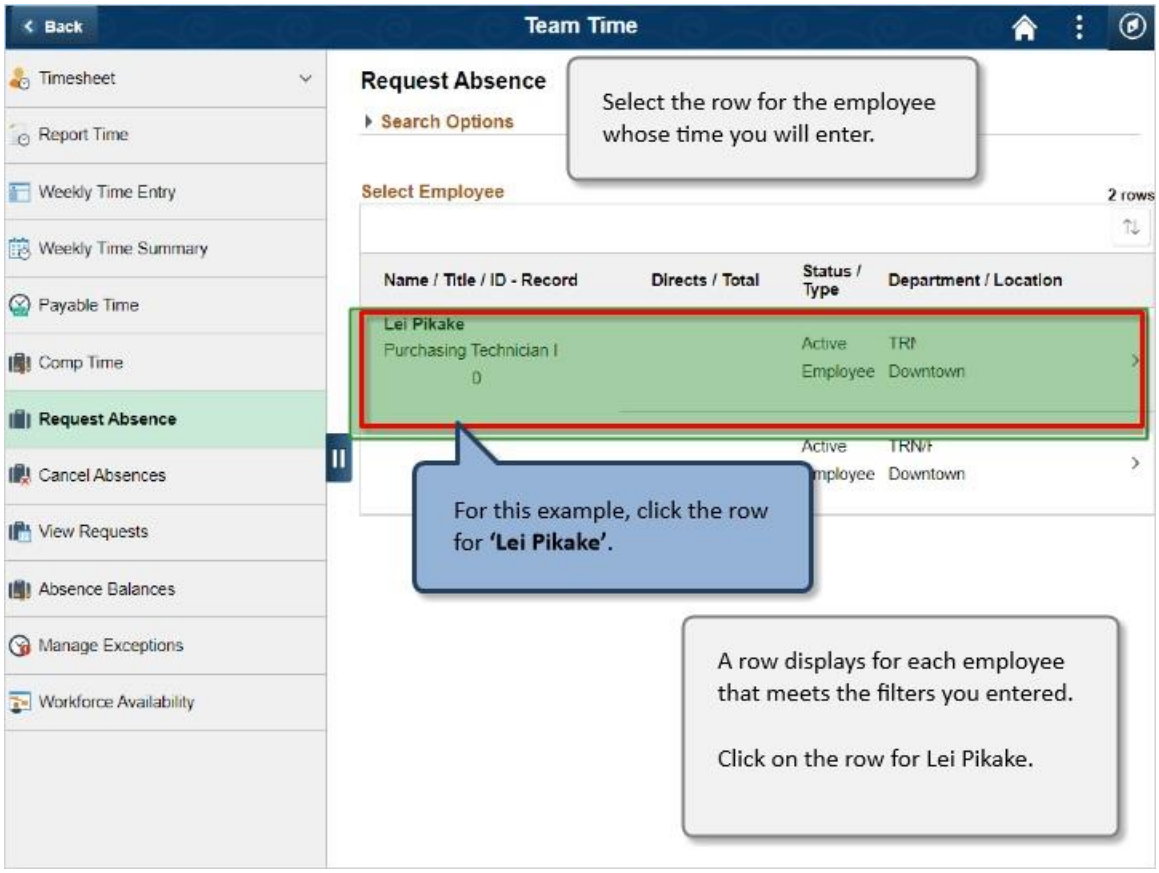


Click the **Team Time** tile.



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

Click **Request Absence** on the menu

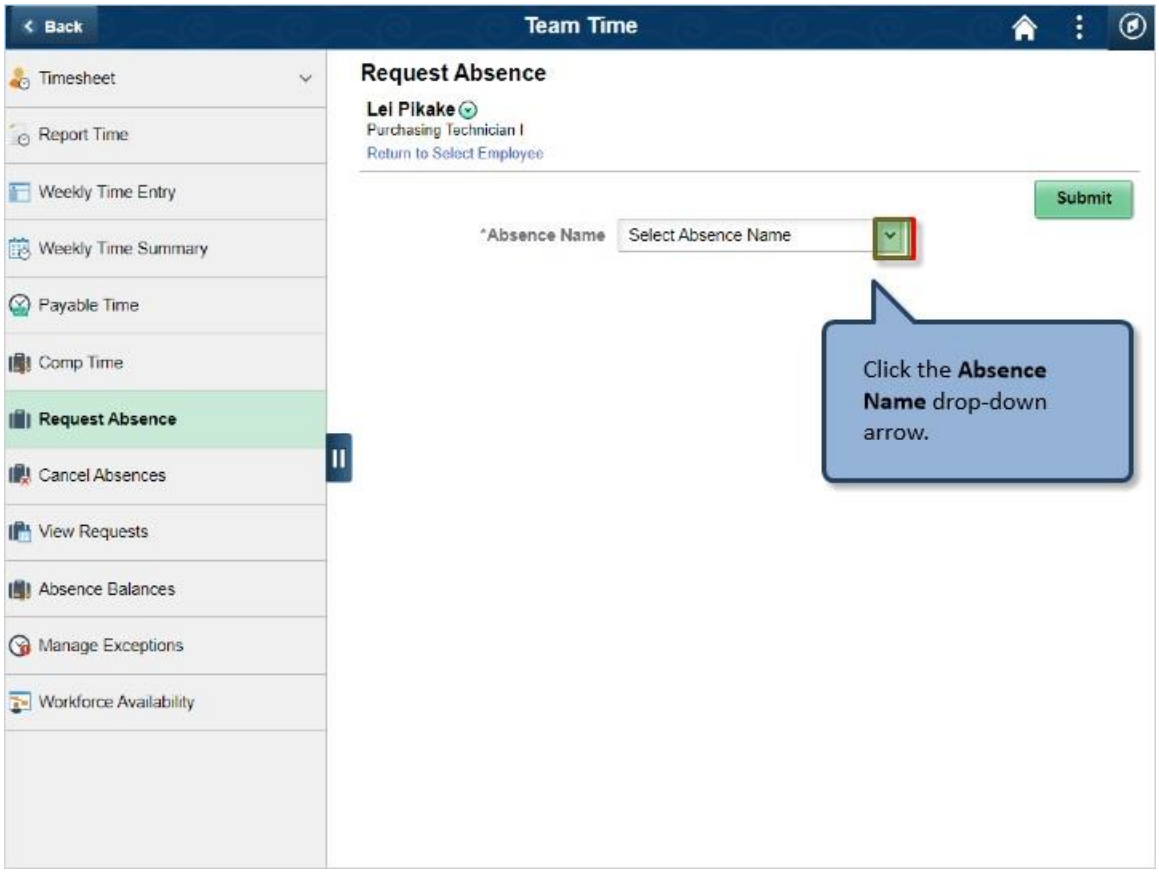


Select the row for the employee whose time you will enter.

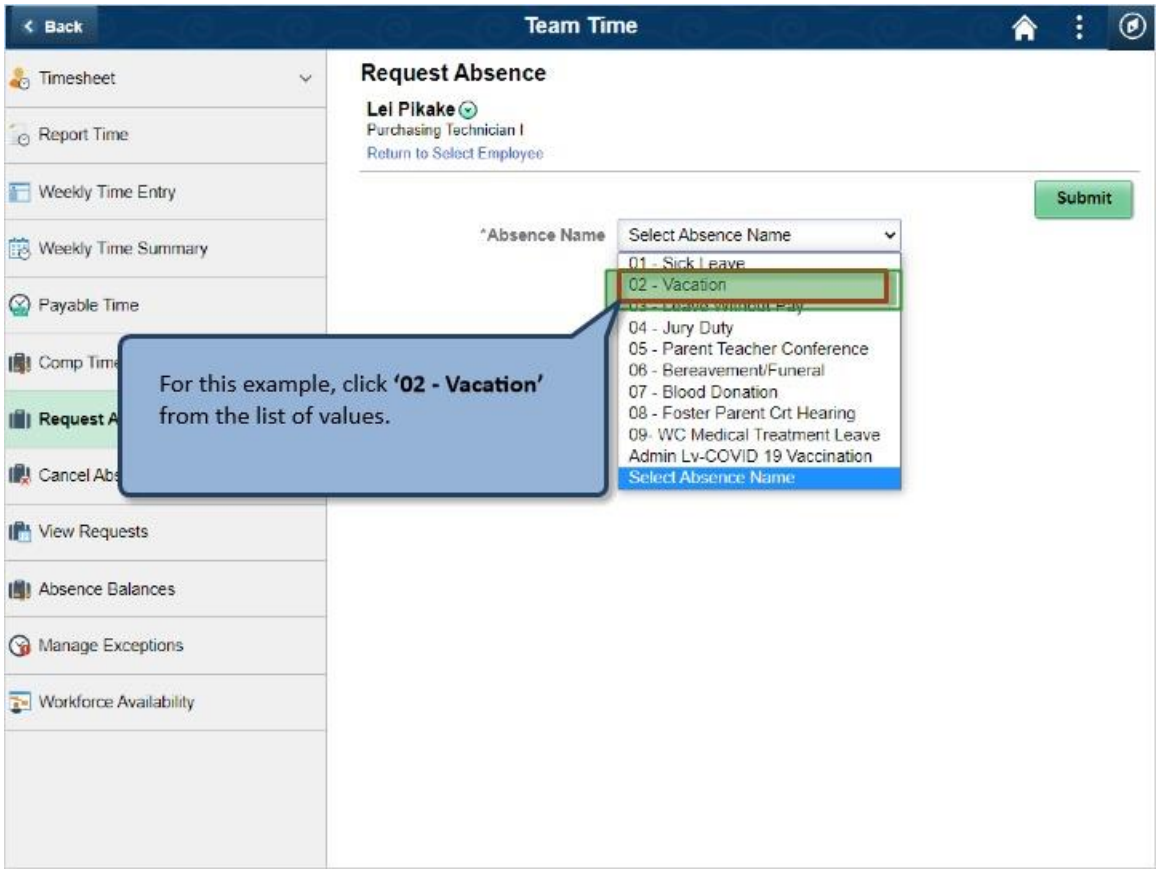
A row display for each employee that meets the filters you entered.

Click on the row for **Lei Pikake**.

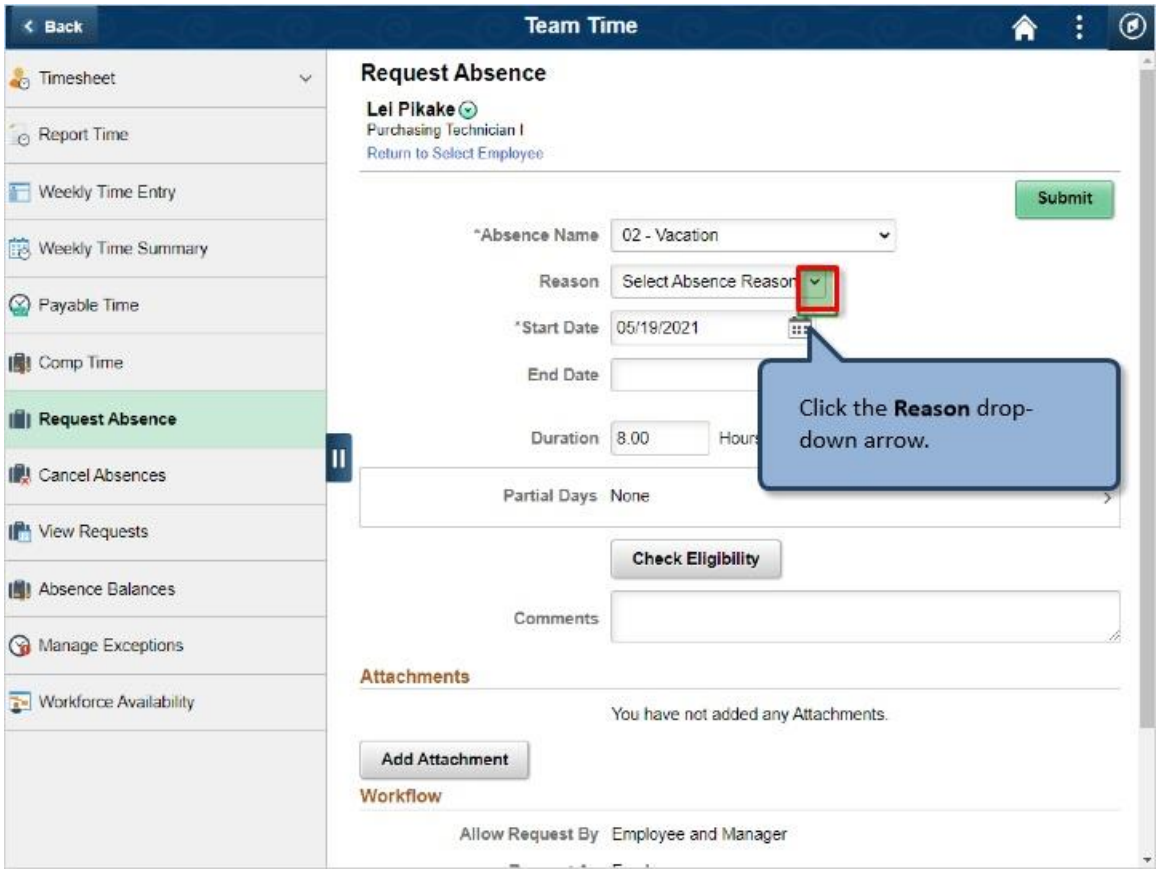
For this example, click the row for '**Lei Pikake'**.



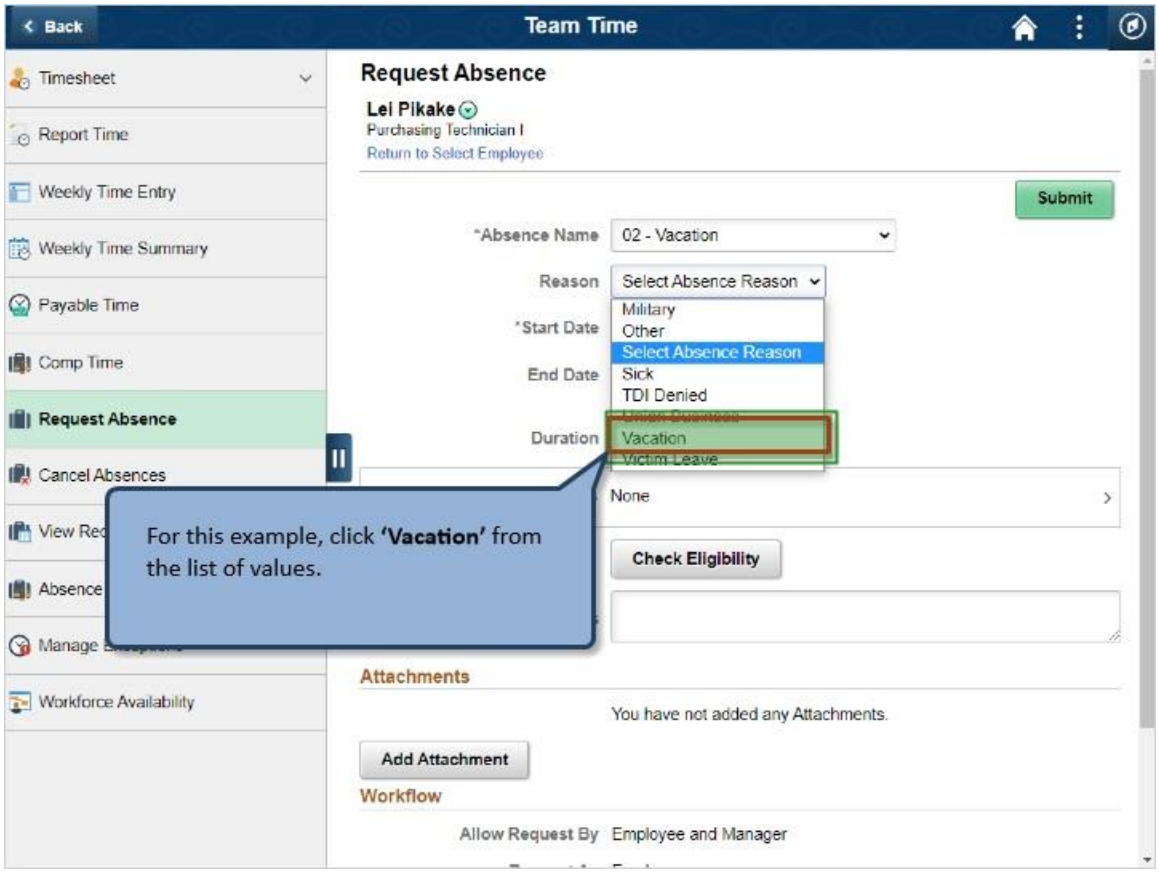
Click the **Absence Name** drop-down arrow.



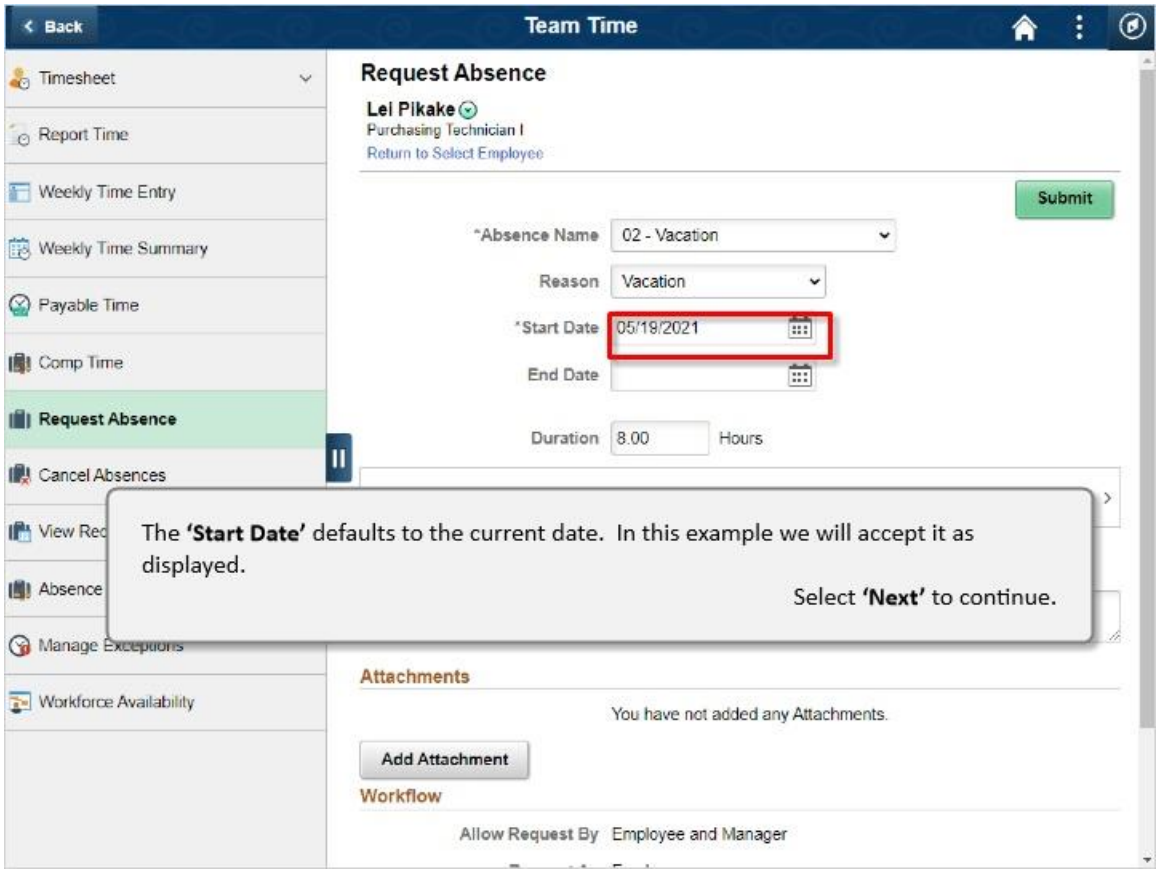
For this example, click **'02-Vacation'** from the list of values.



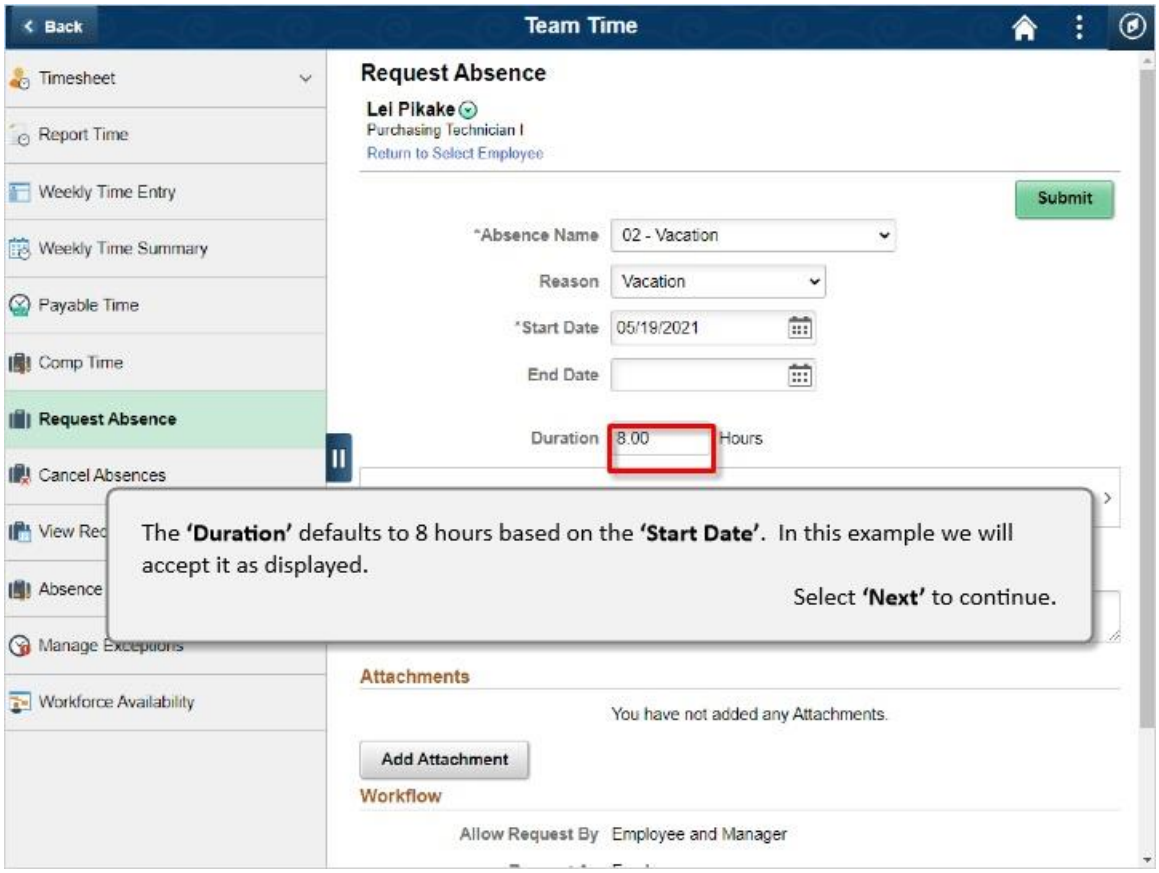
Click the **Reason** drop-down arrow.



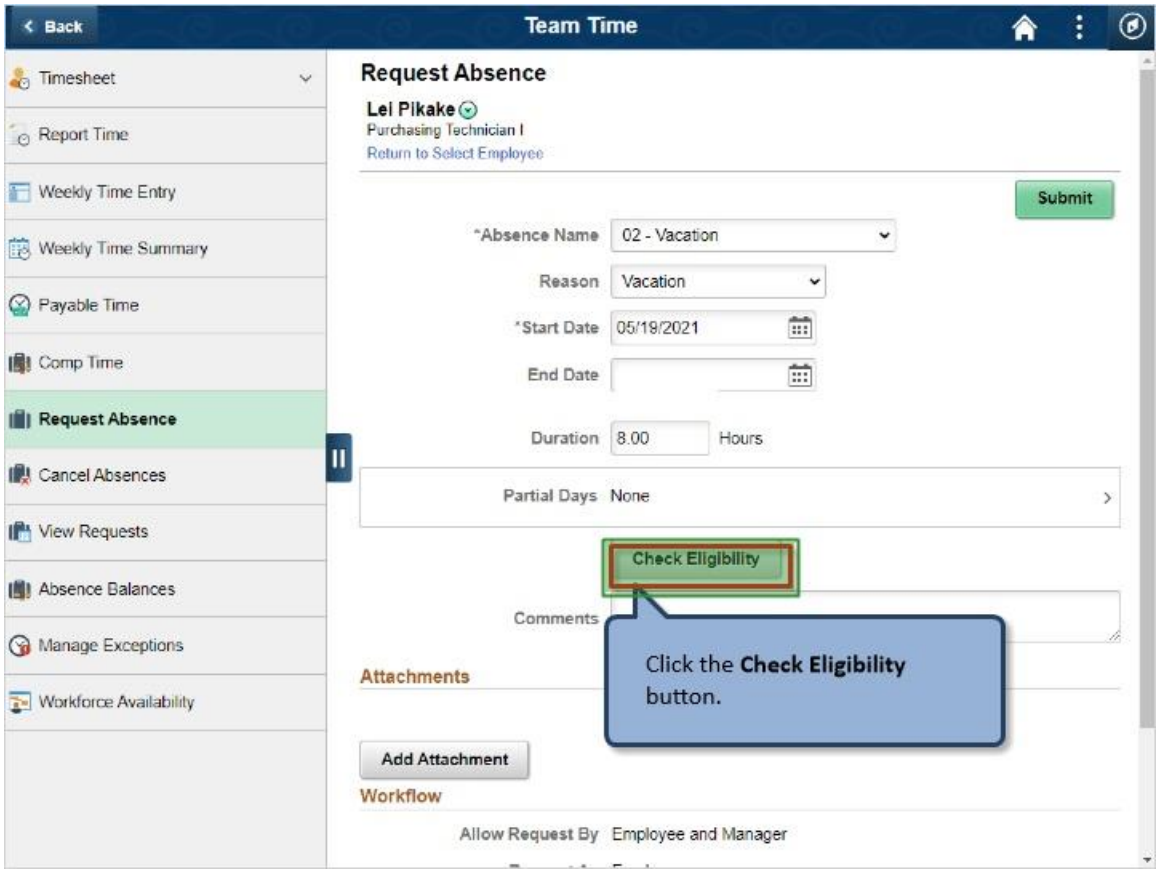
For this example, click **'Vacation'** from the list of values.



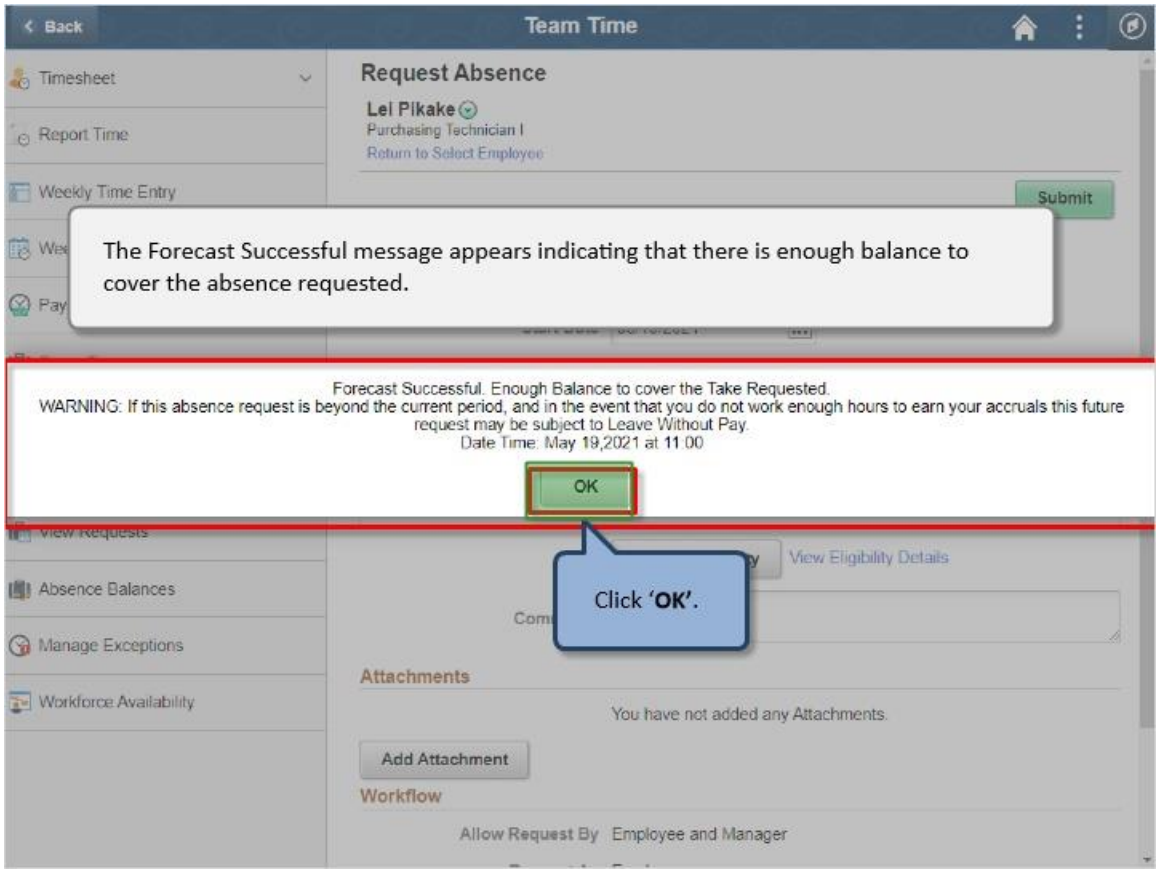
The **'Start Date'** defaults to the current date. In this example we will accept it as displayed.



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

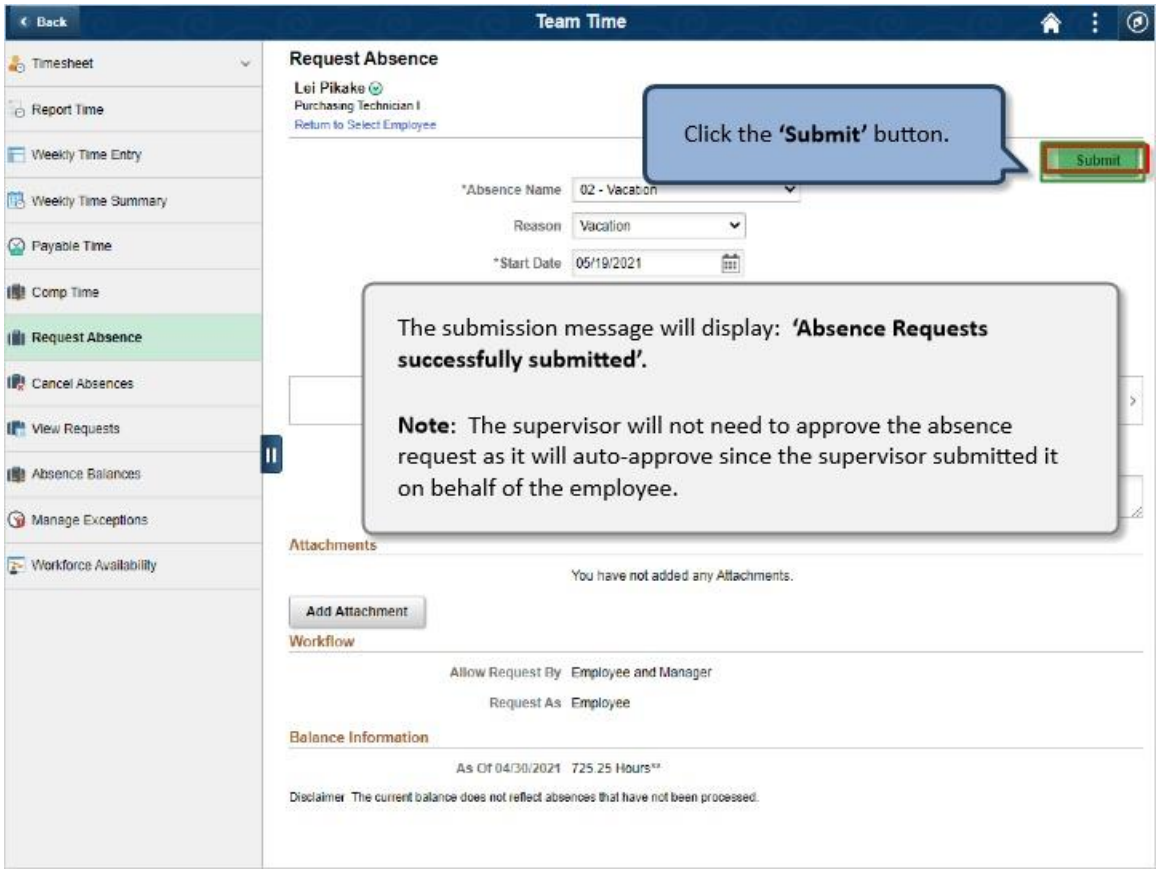


Click the **Check Eligibility** button.



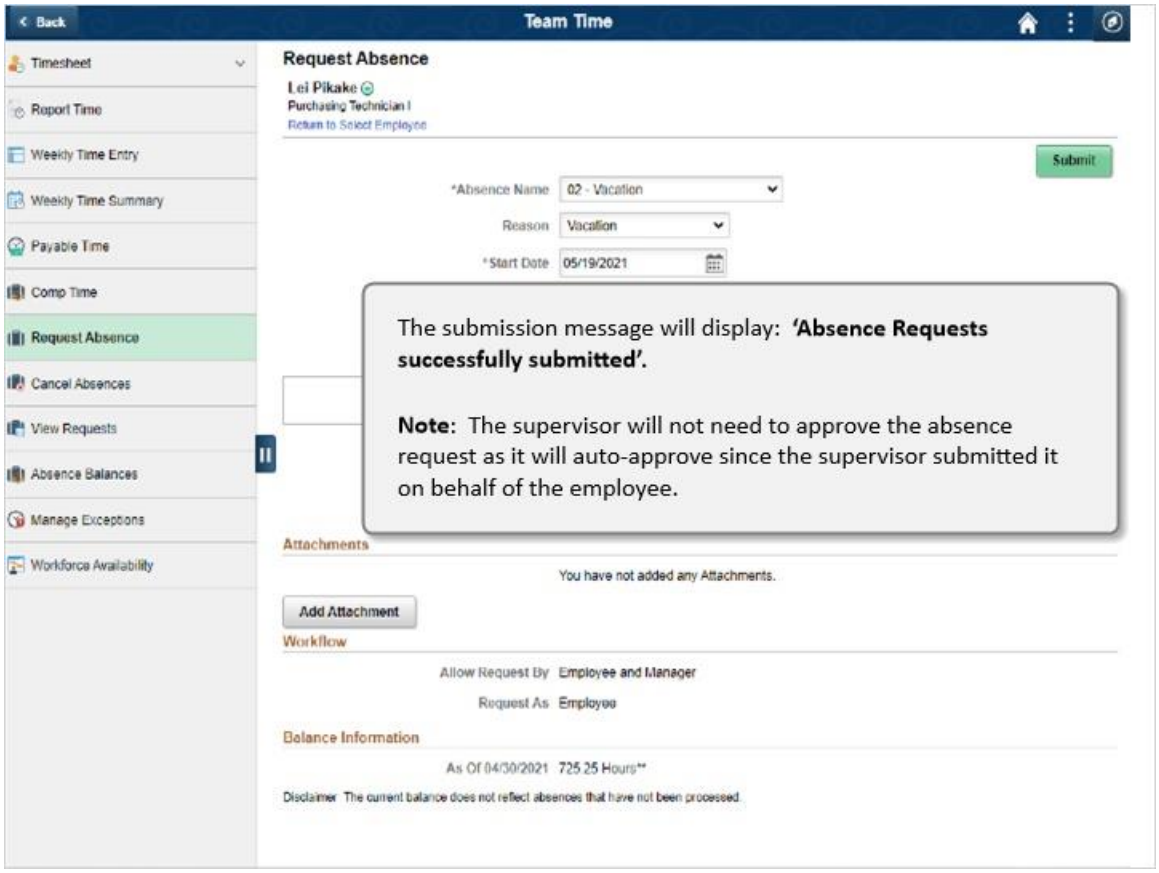
The Forecast Successful message appears indicating that there is enough balance to cover the absence requested.

Click **'OK'**.



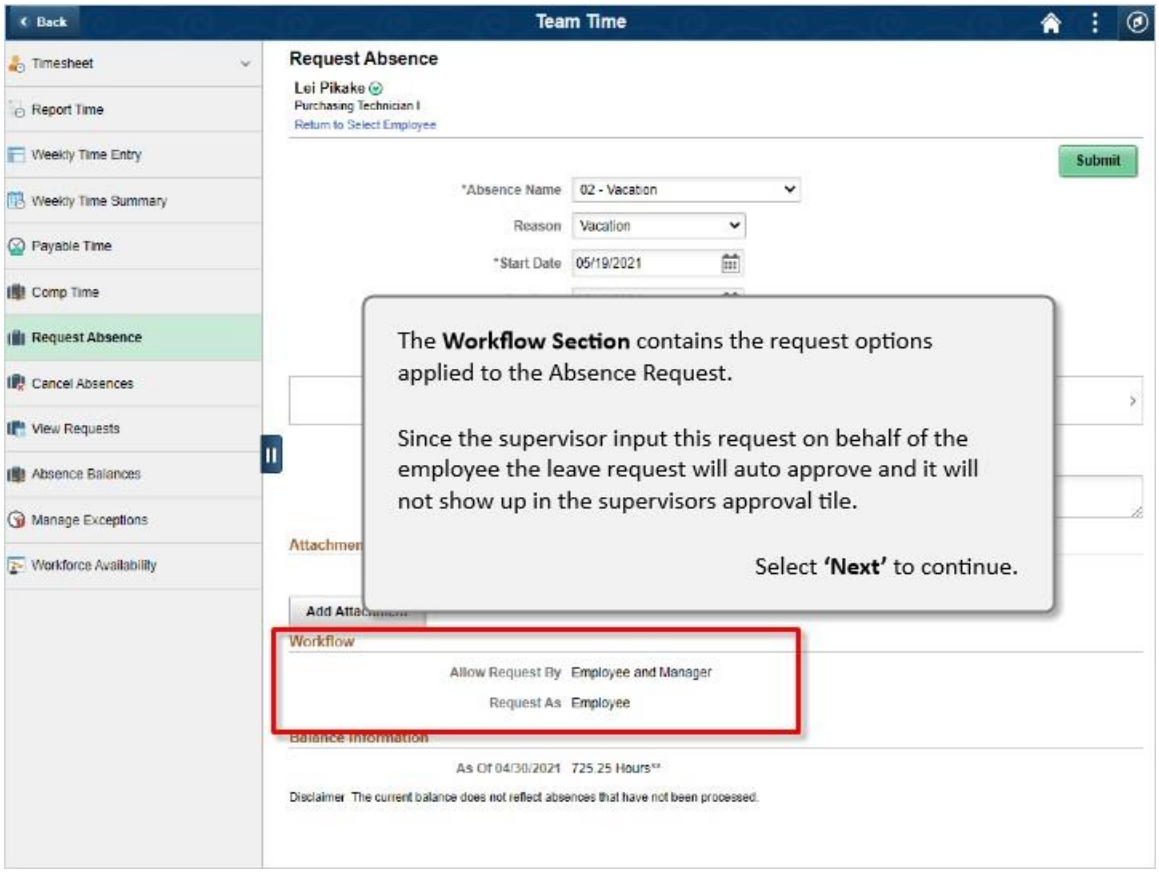
The submission message with display: **'Absence Requests successfully submitted'**.

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.



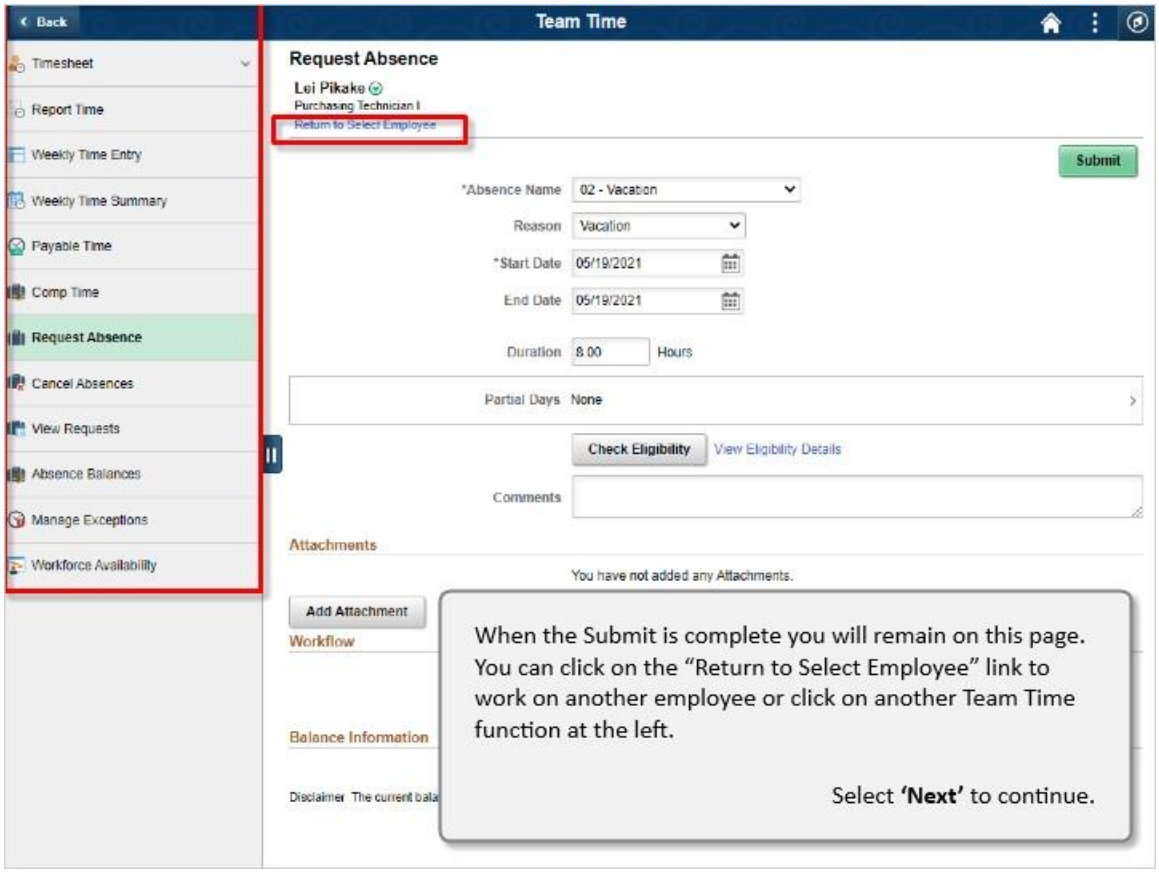
The submission message will display: '**Absence Requests successfully submitted'.**

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.



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.

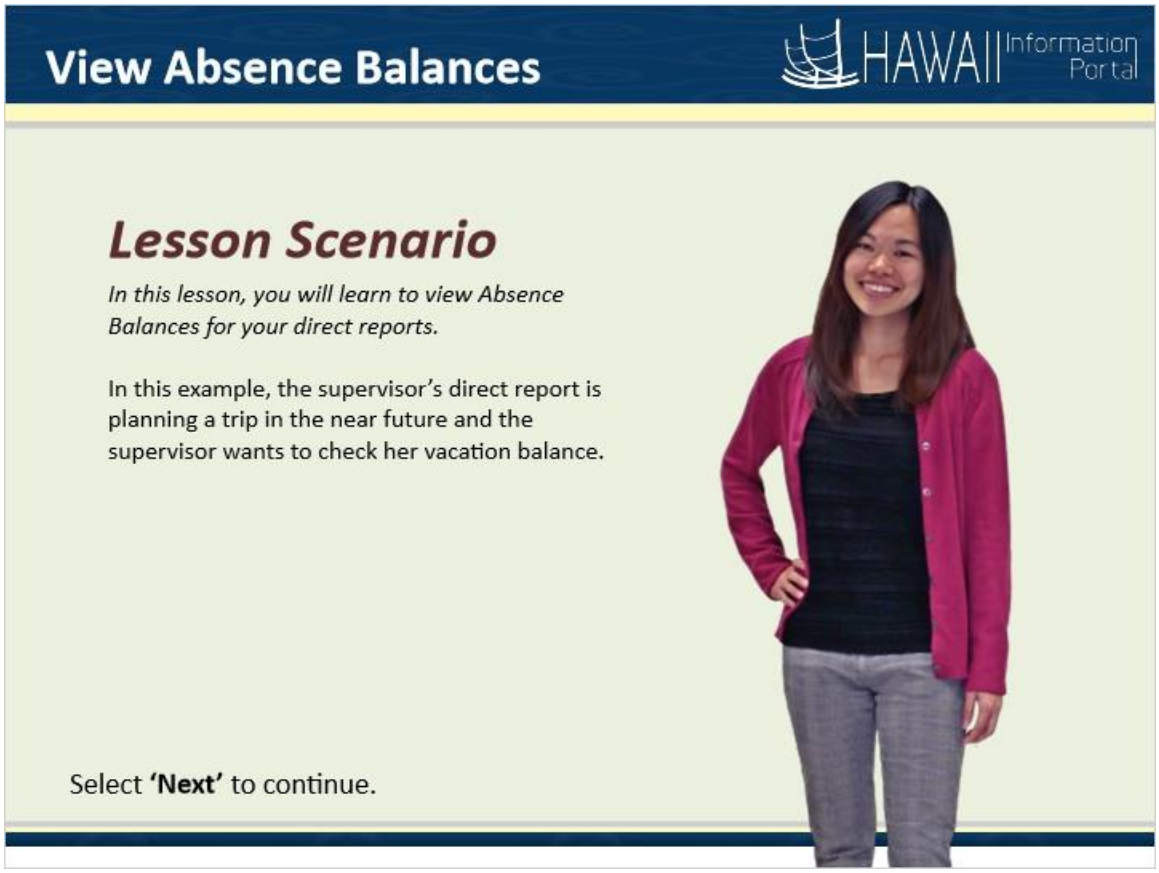


When the Submit is complete you will remain on this page. You can click on the 'Return to Select Employee' link to work on another employee or click on another Team Time function at the left.

Congratulations!

You've successfully completed this lesson.

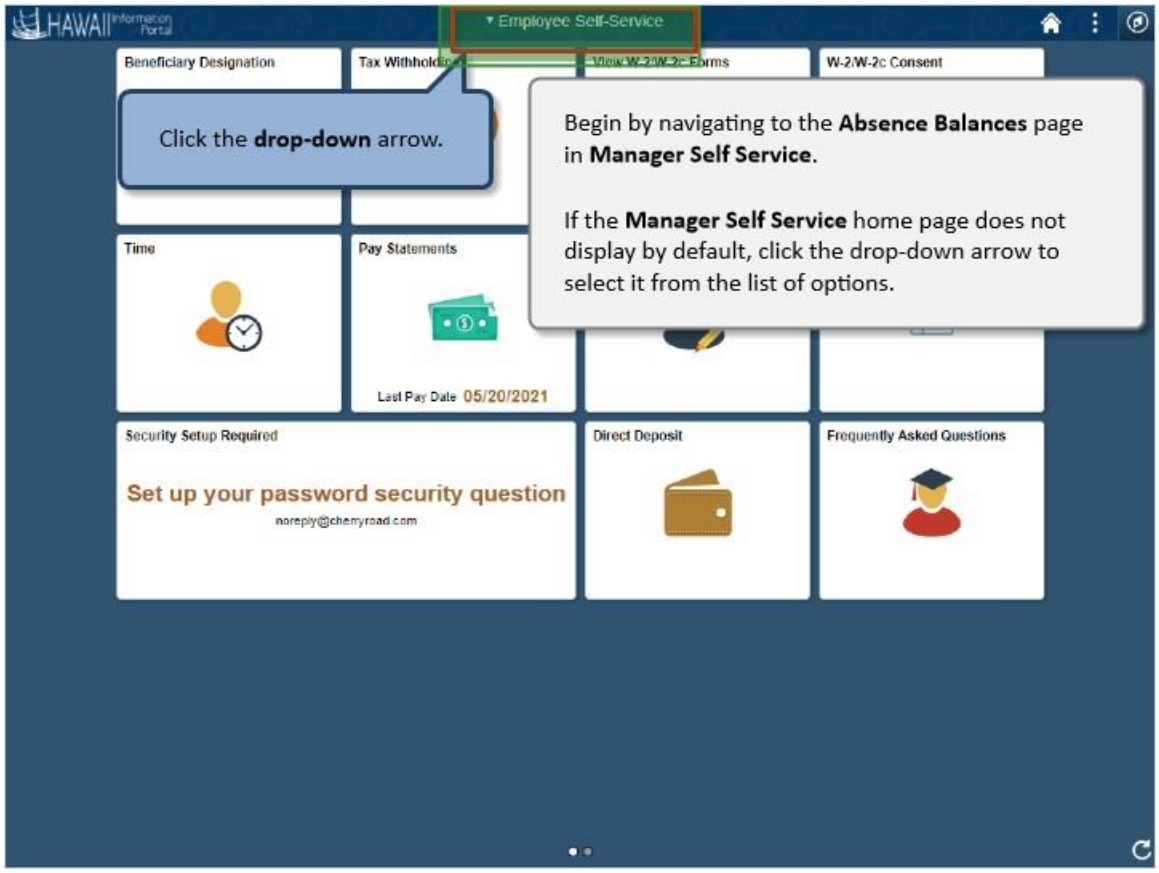
View Absence Balances



Lesson Scenario

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

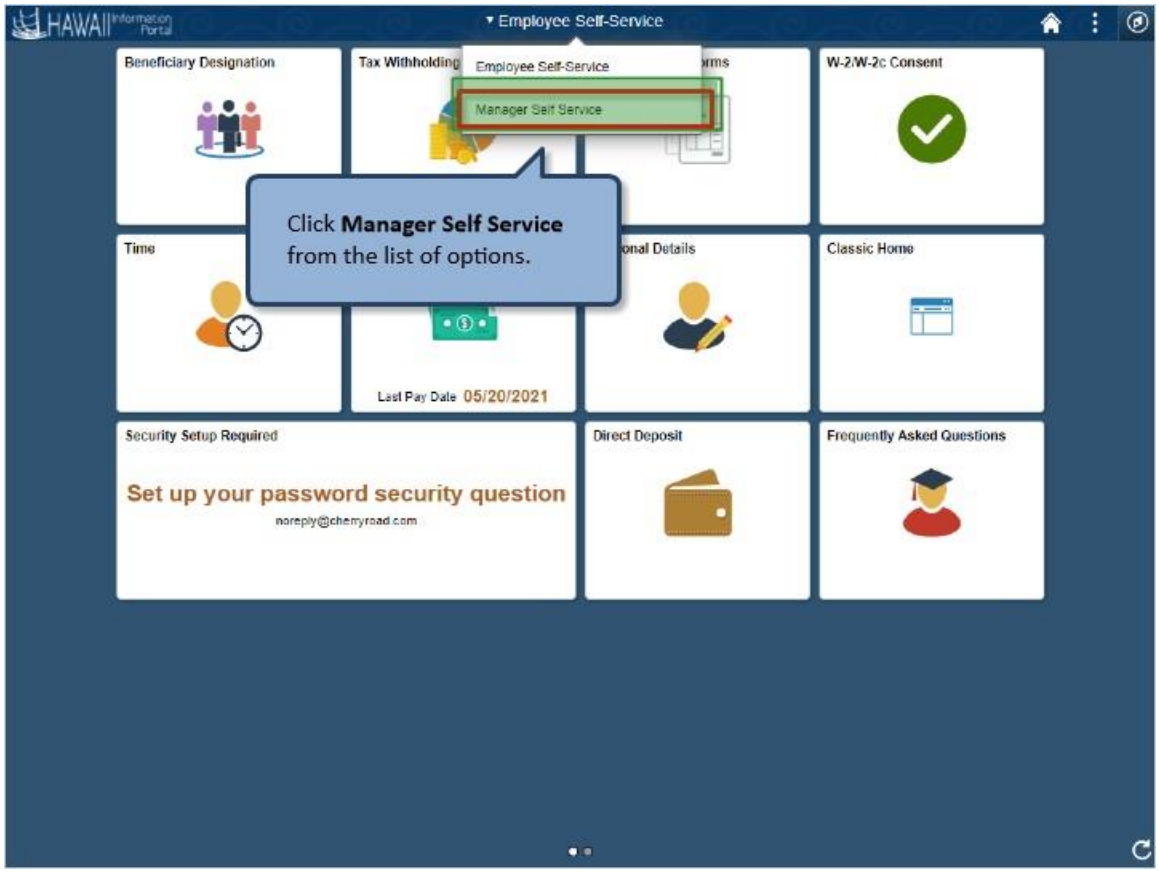
In this example, the supervisor's direct report is planning a trip in the near future and the supervisor wants to check her vacation balance.



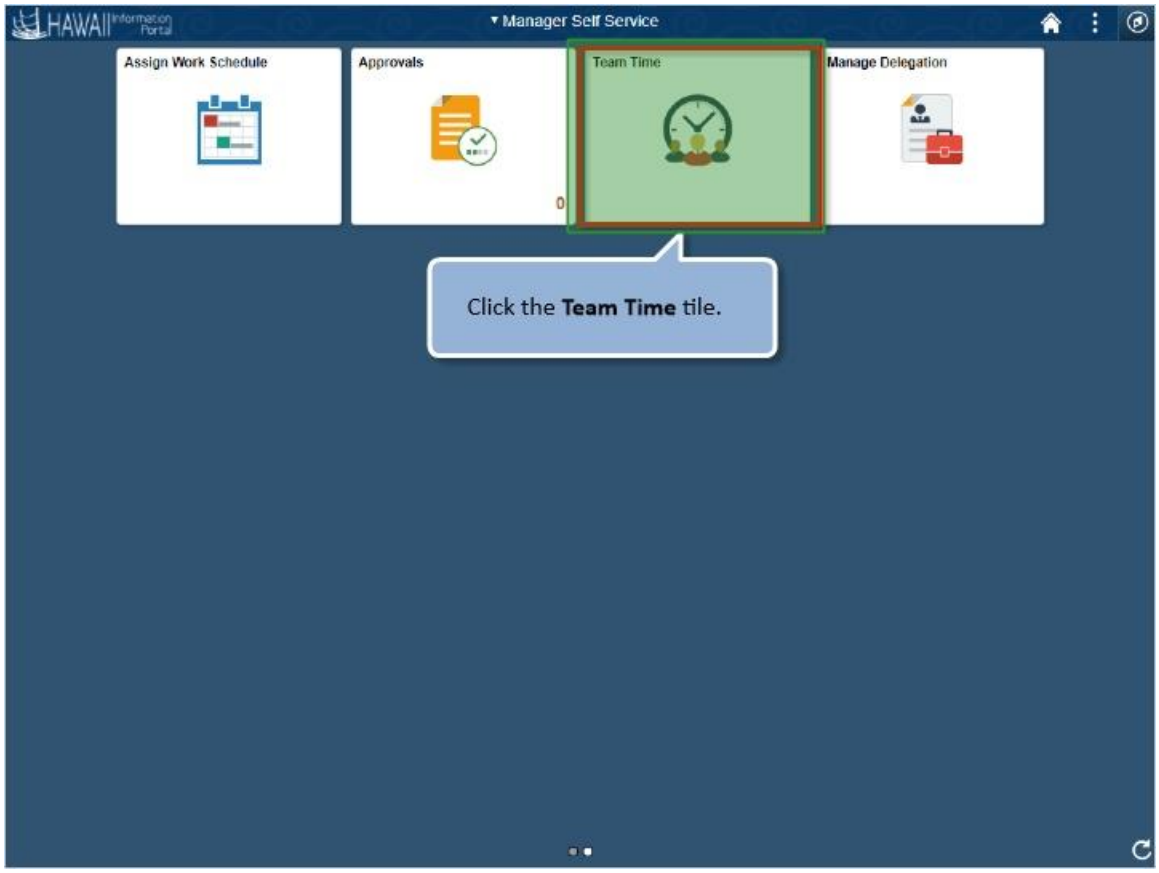
Begin by navigating to the **Absence Balances** page in **Manager Self Service**.

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.

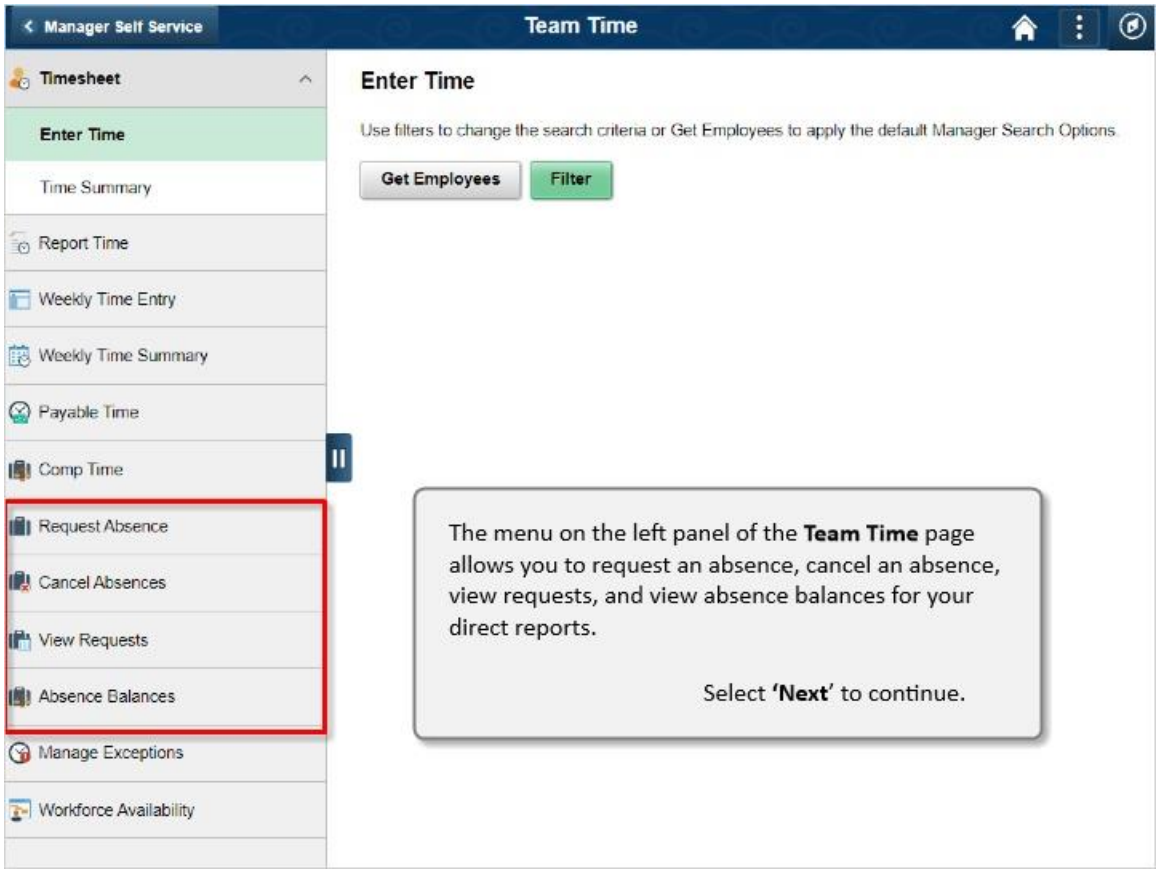
Click the **drop-down** arrow.



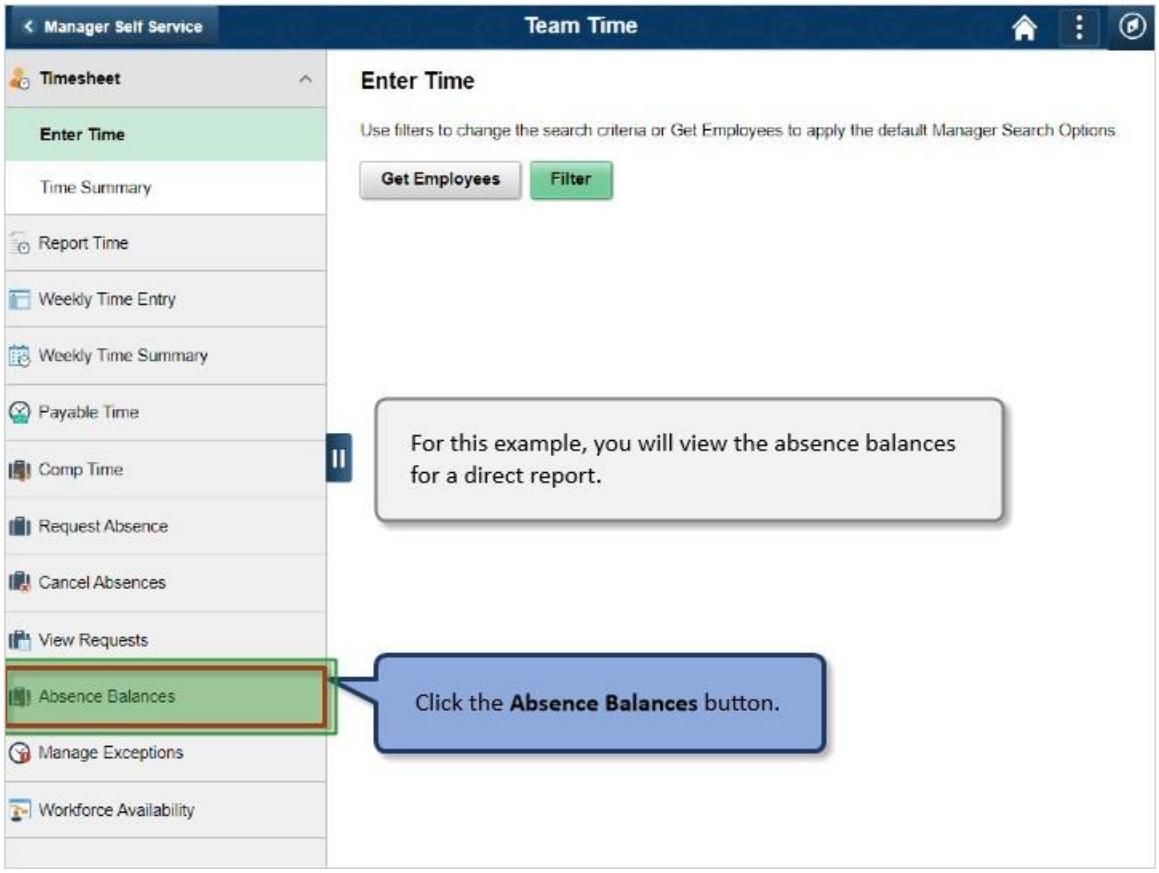
Click **Manager Self Service** from the list of options.



Click the **Team Time** tile.

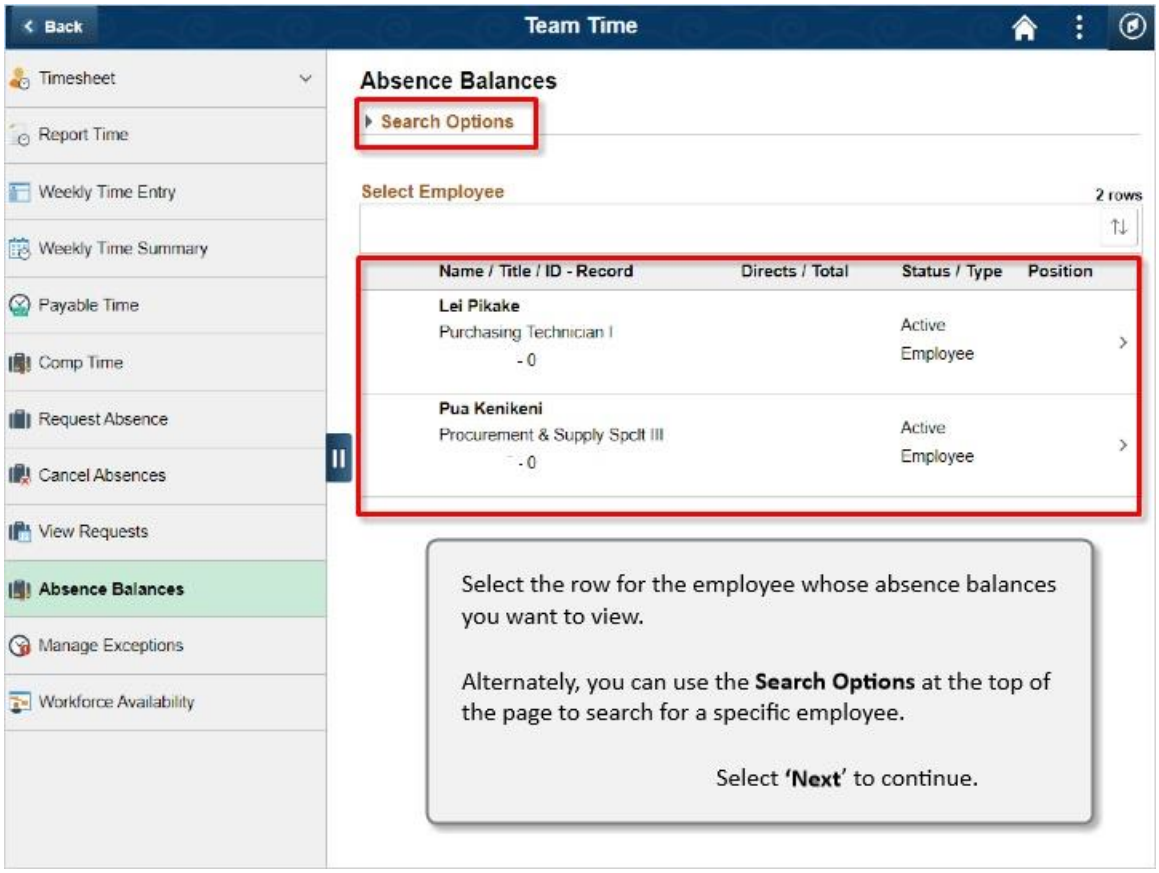


The menu on the left panel of the **Team Time** page allows you to request an absence, cancel an absence, view requests, and view absence balances for your direct reports.



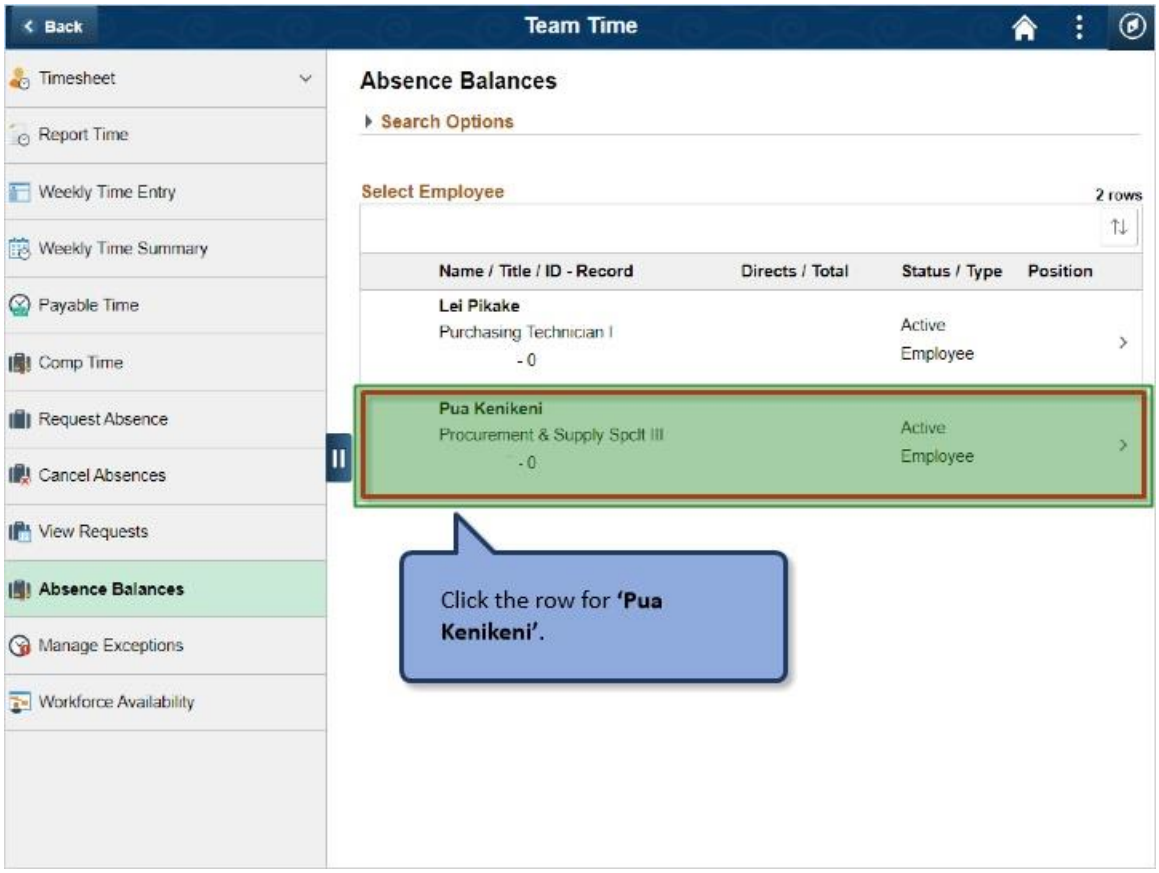
For this example, you will view the absence balances for a direct report.

Click the **Absence Balances** button.

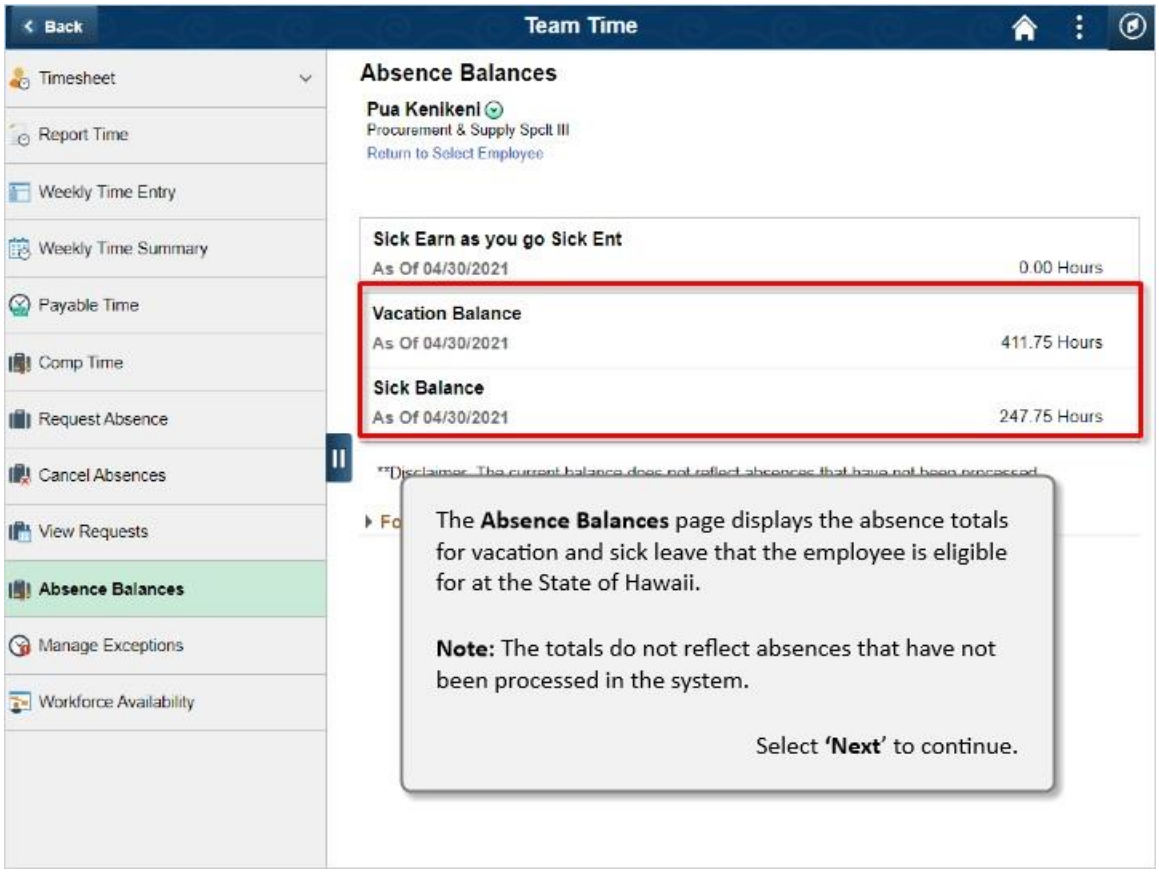


Select the row for the employee whose absence balances you want to view.

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

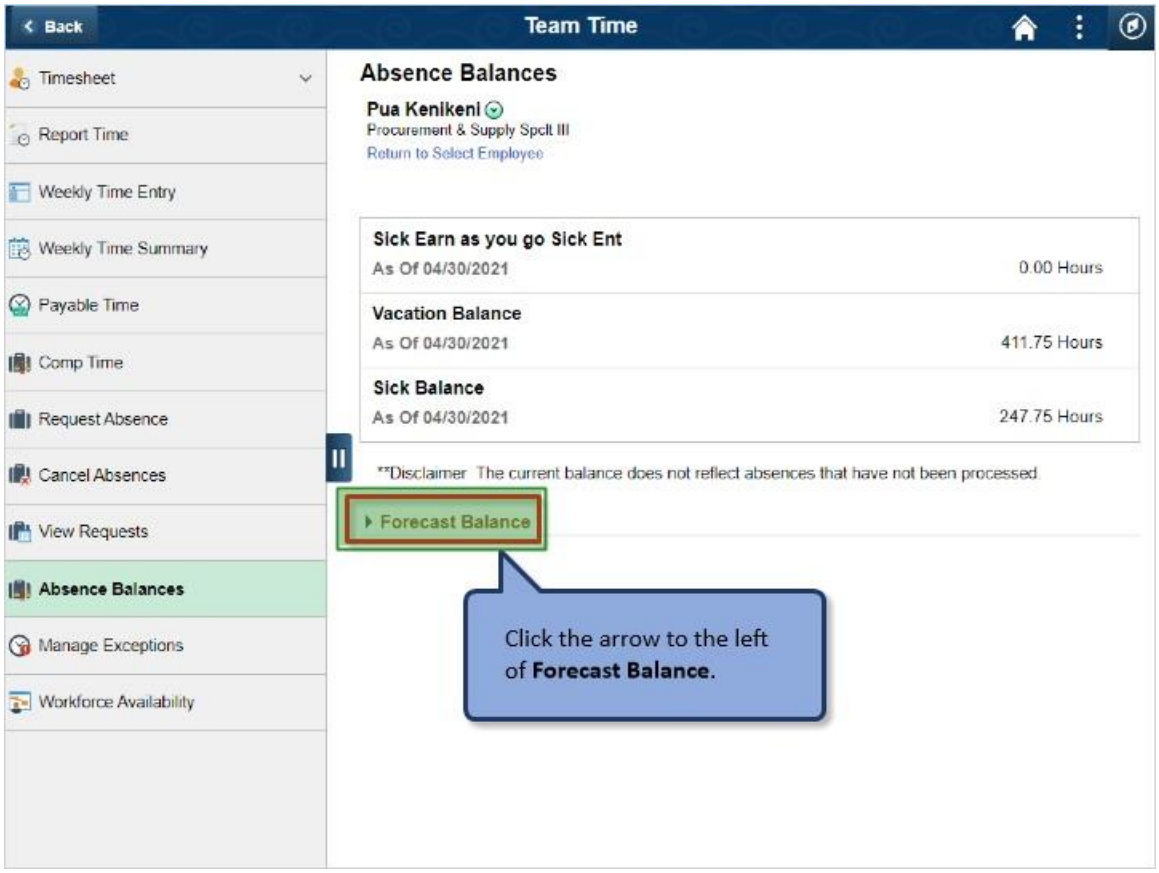


Click the row for 'Pua Kenikeni'.

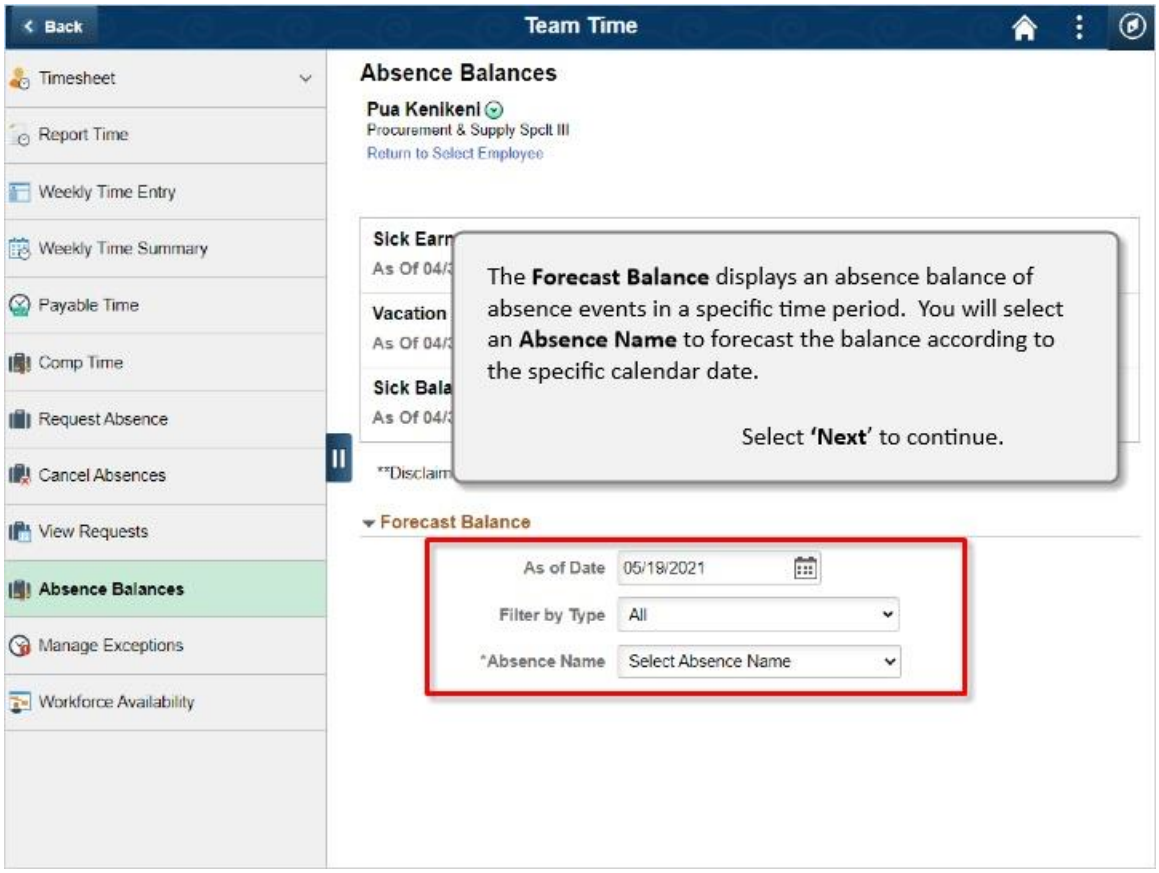


The **Absence Balances** page displays the absence totals for vacation and sick leave that the employee is eligible for at the State of Hawaii.

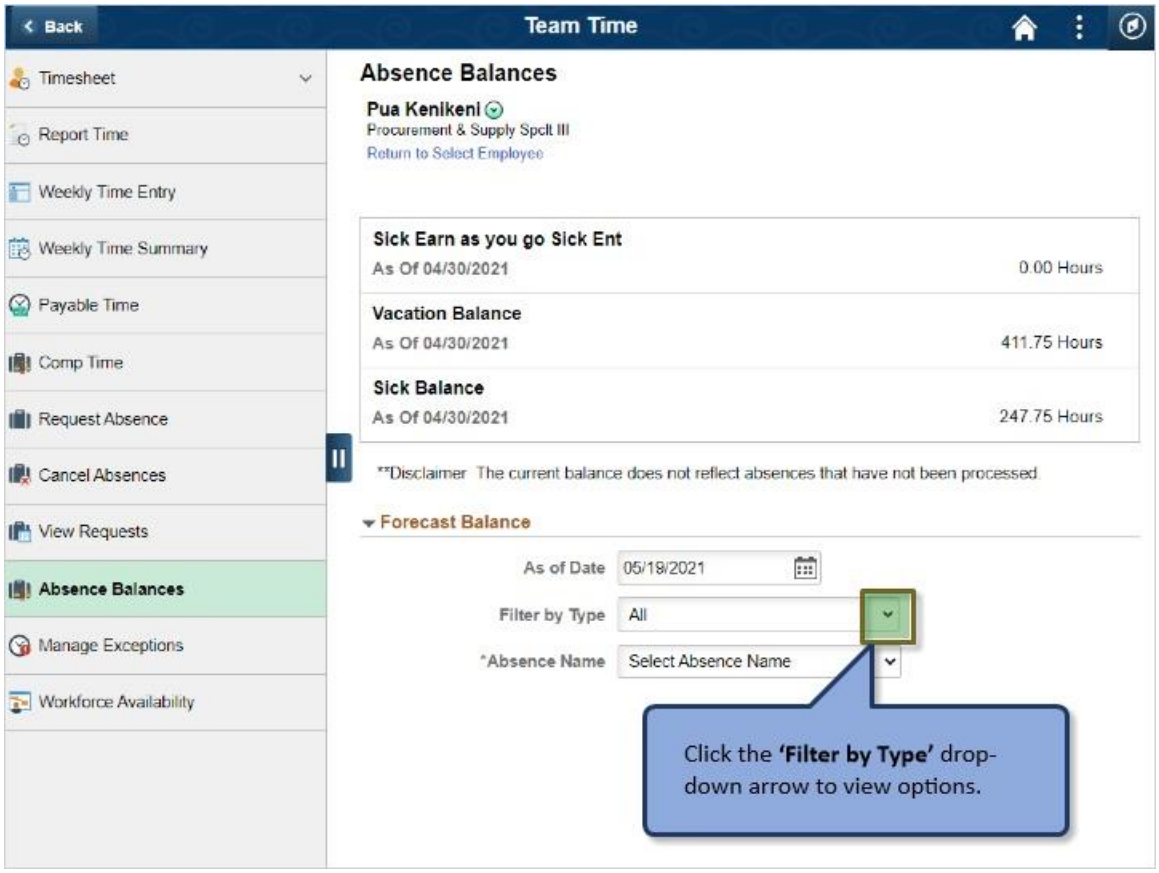
Note: The totals do not reflect absences that have not been processed in the system.



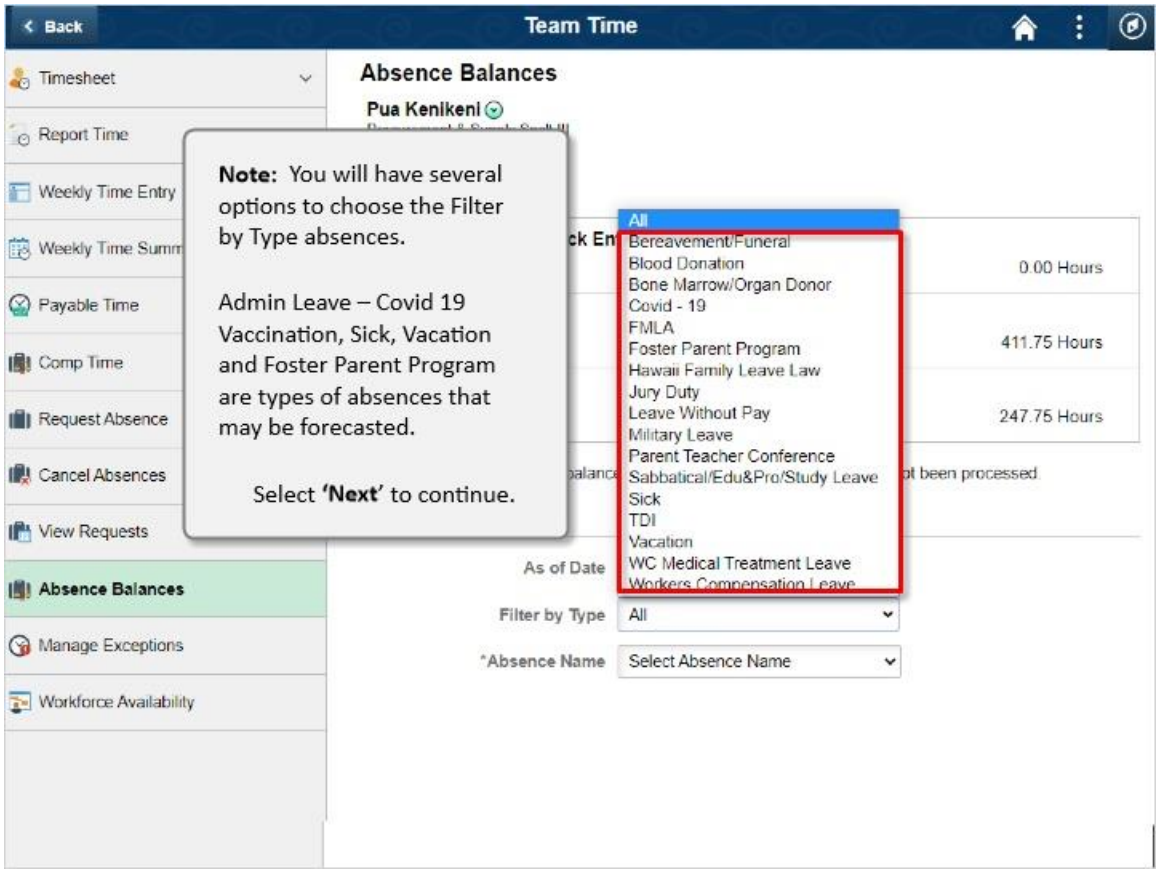
Click the arrow to the left of **Forecast Balance**.



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.

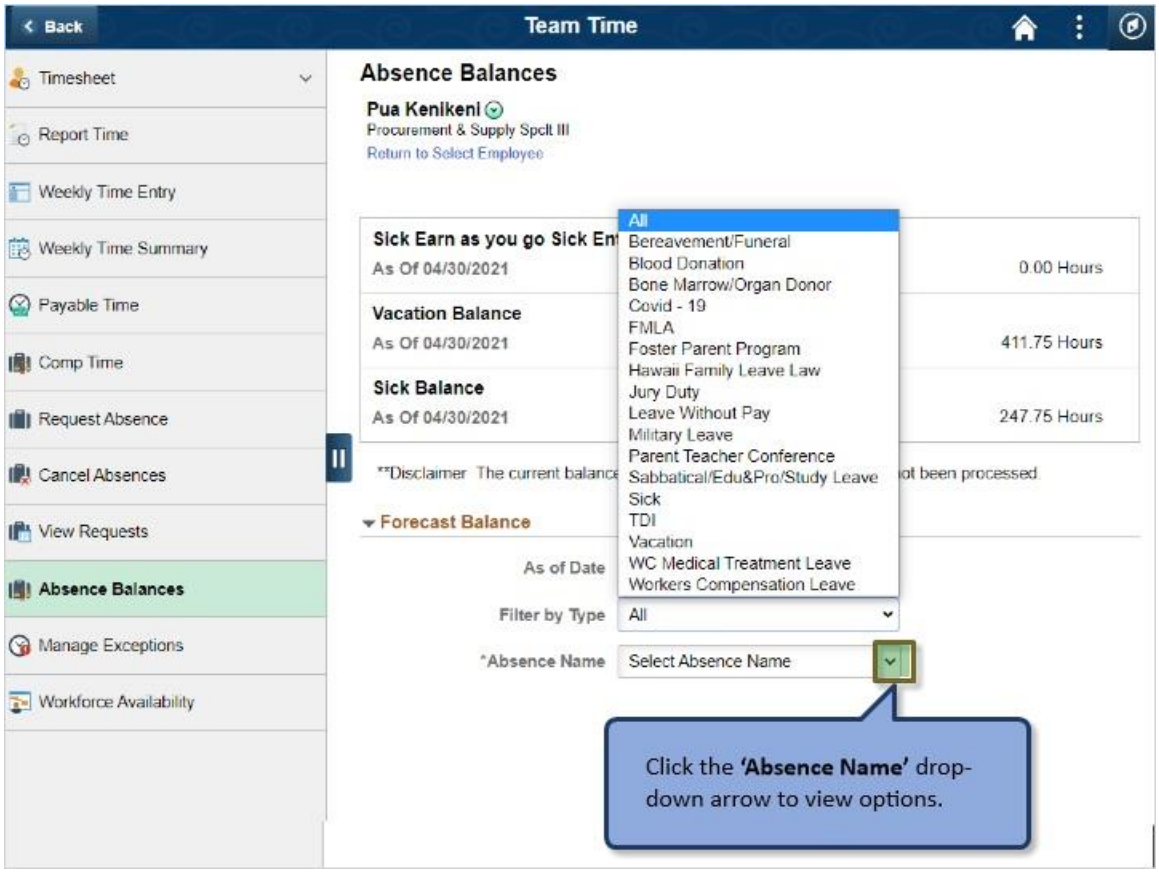


Click the **'Filter by Type**' drop-down arrow to view options.

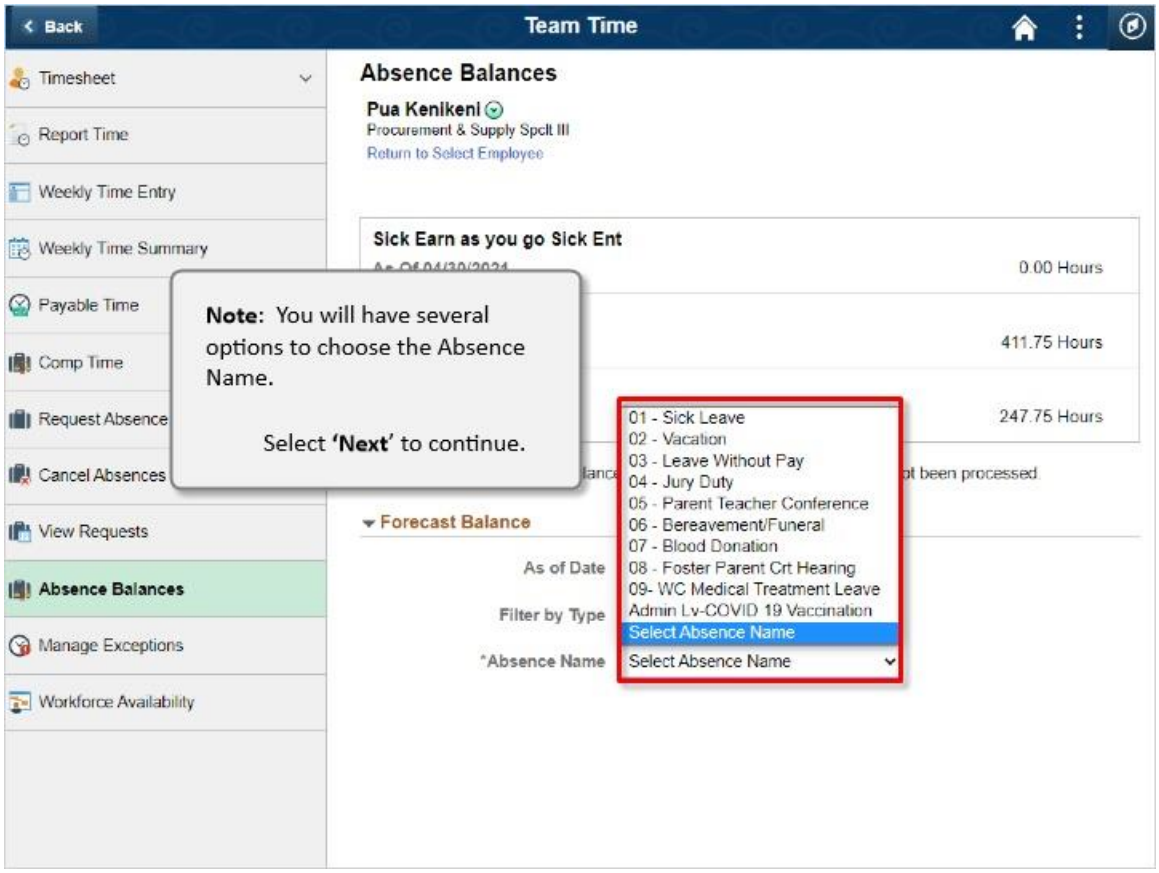


Note: You will have several options to choose the Filter by Type absences.

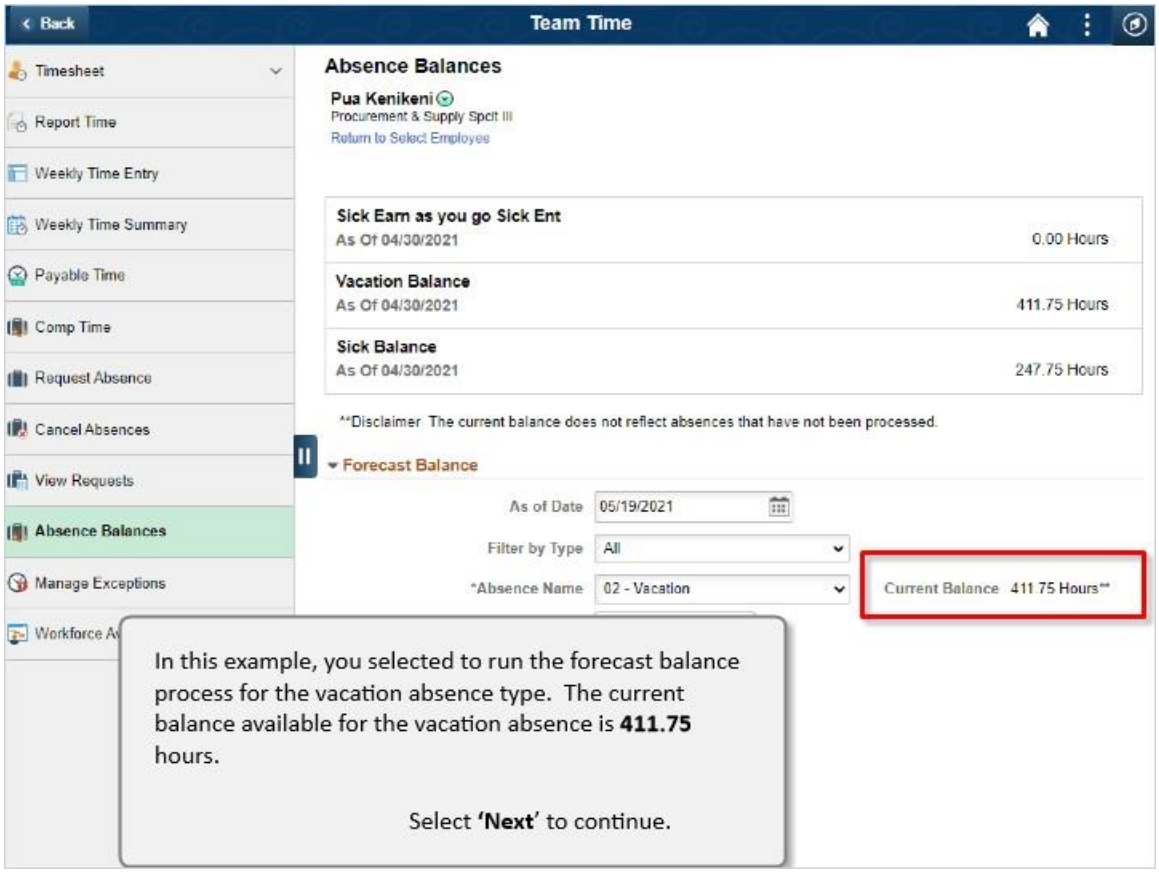
Admin Leave – Covid 19 Vaccination, Sick, Vacation and Foster Parent Program are types of absences that may be forecasted.



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



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



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

Lesson Scenario

In this lesson, you will learn how to:

1. Delegate Approvals
2. Accept Delegations

Delegate Approvals

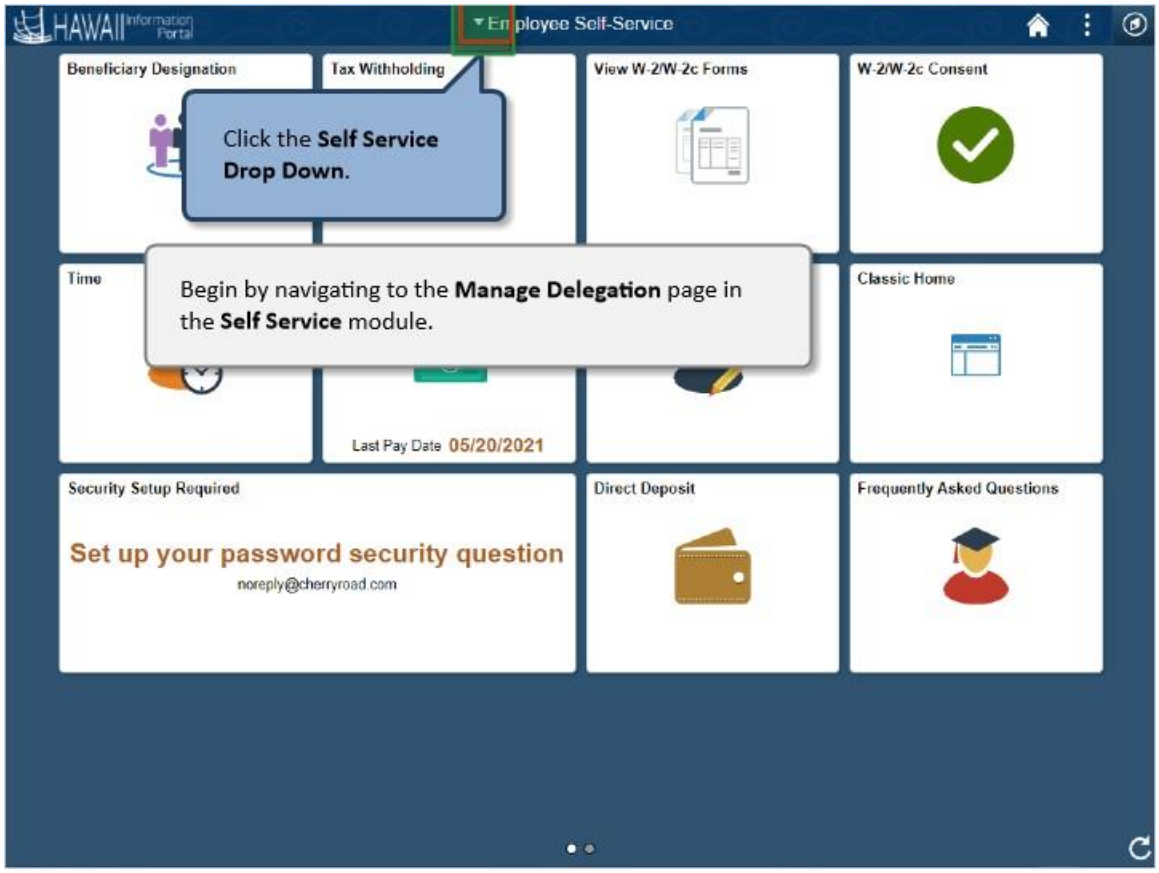
Lesson Scenario

In this lesson, you will learn to delegate approvals:

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

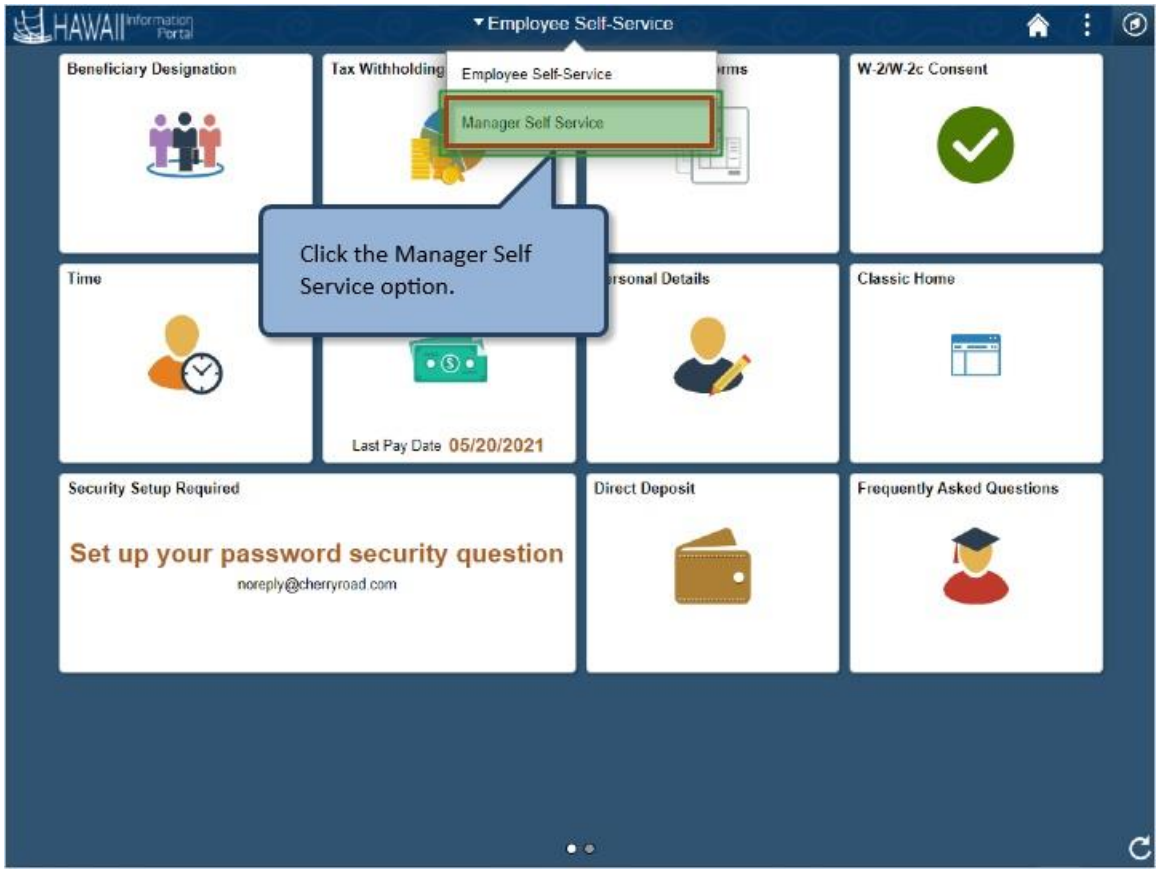
The delegation must be done in advance of the days you need the proxy to act on your behalf. Delegations are not meant to circumvent the hierarchy in your organization.

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

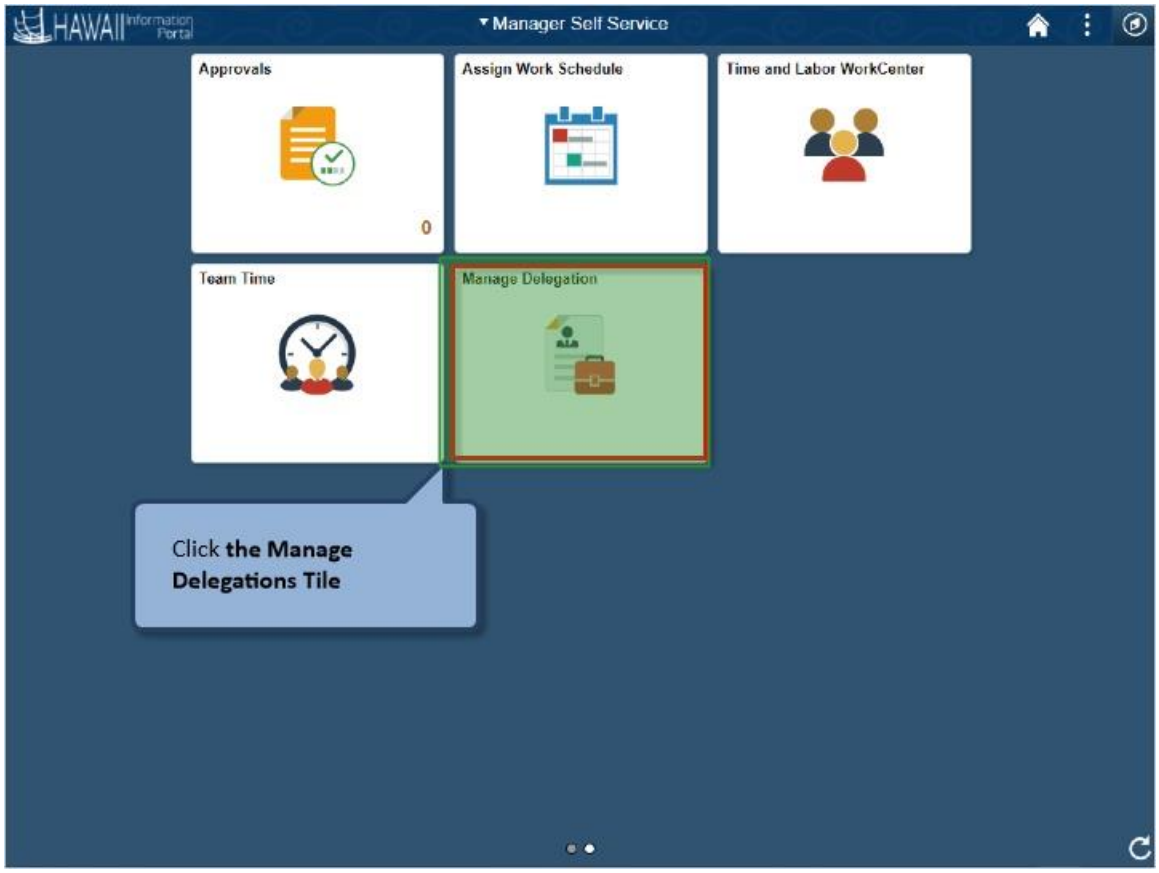


Begin by navigating to the **Manage Delegation** page in the **Self Service** module.

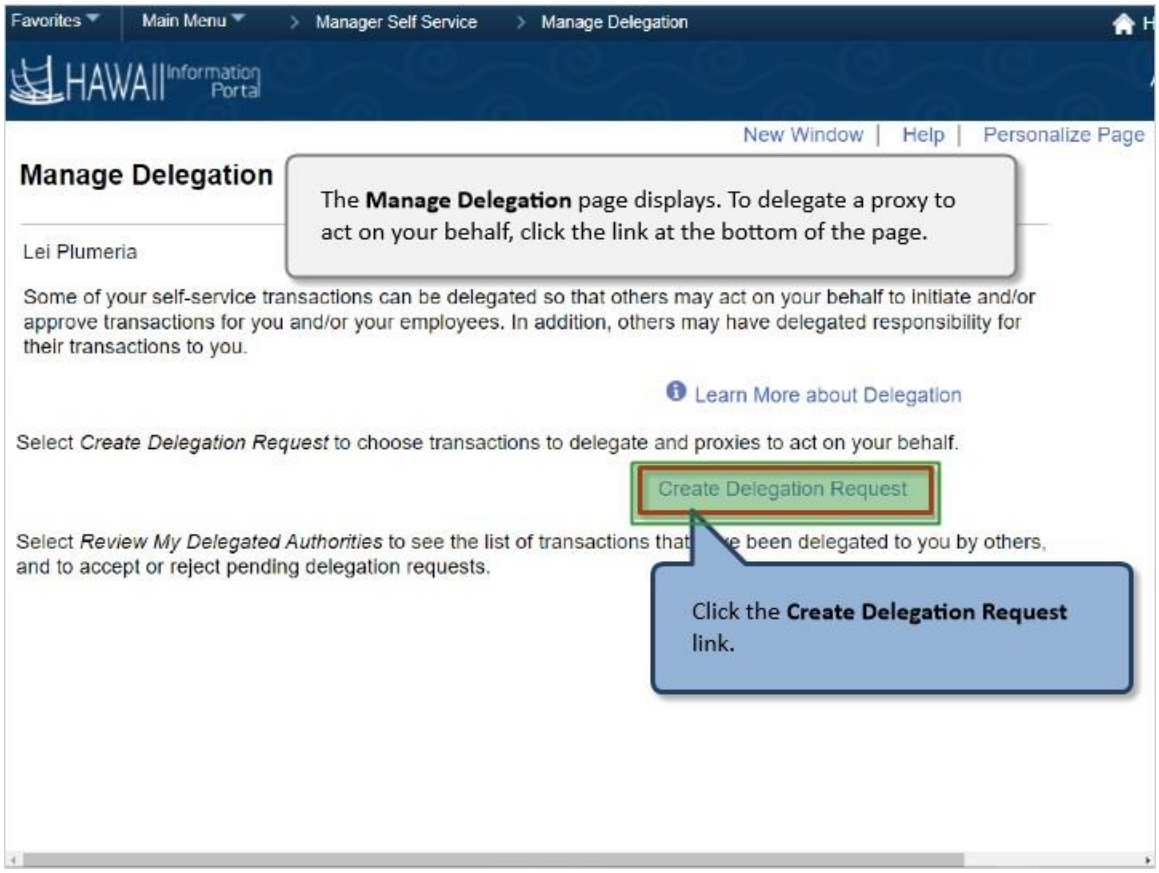
Click the **Self Service Drop Down**.



Click the Manager Self Service Option.

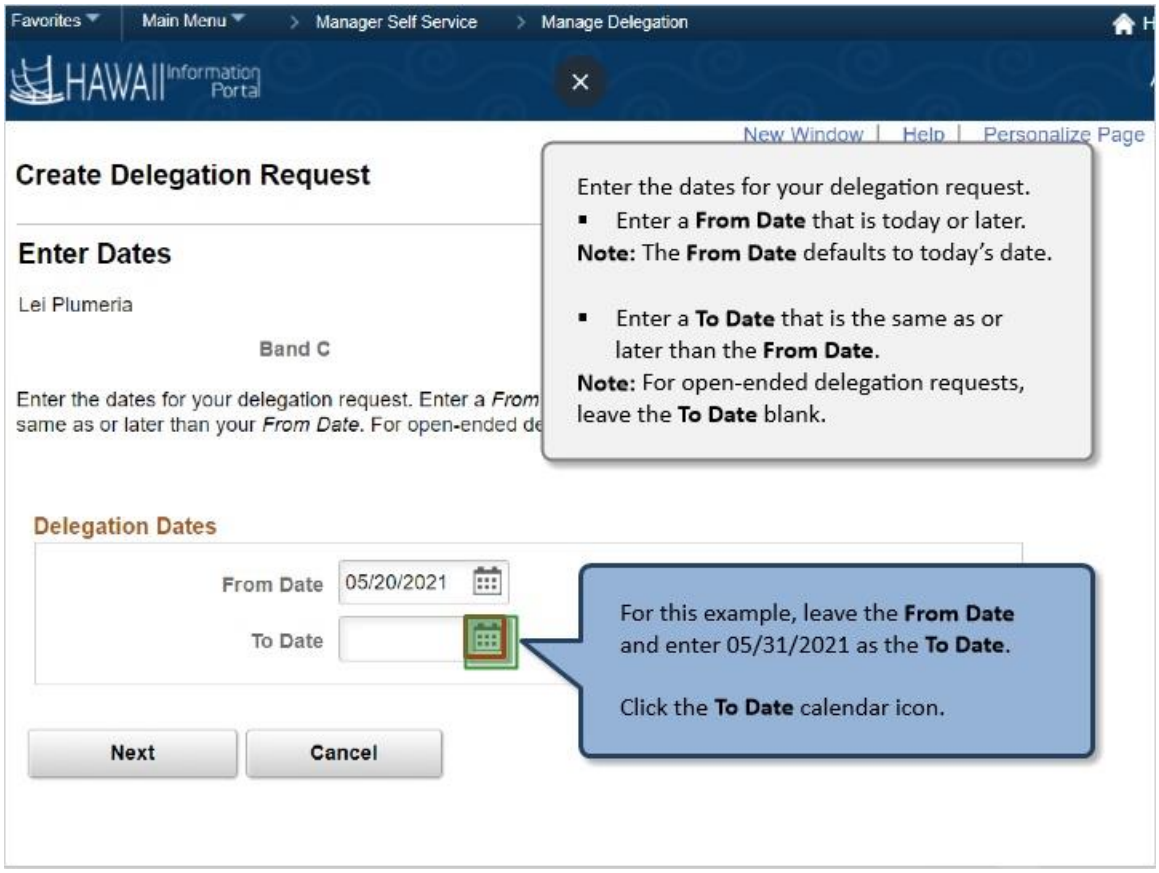


Click **the Manage Delegations Tile**.



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.



Enter the dates for your delegation request.

- Enter a **From Date** that is today or later.

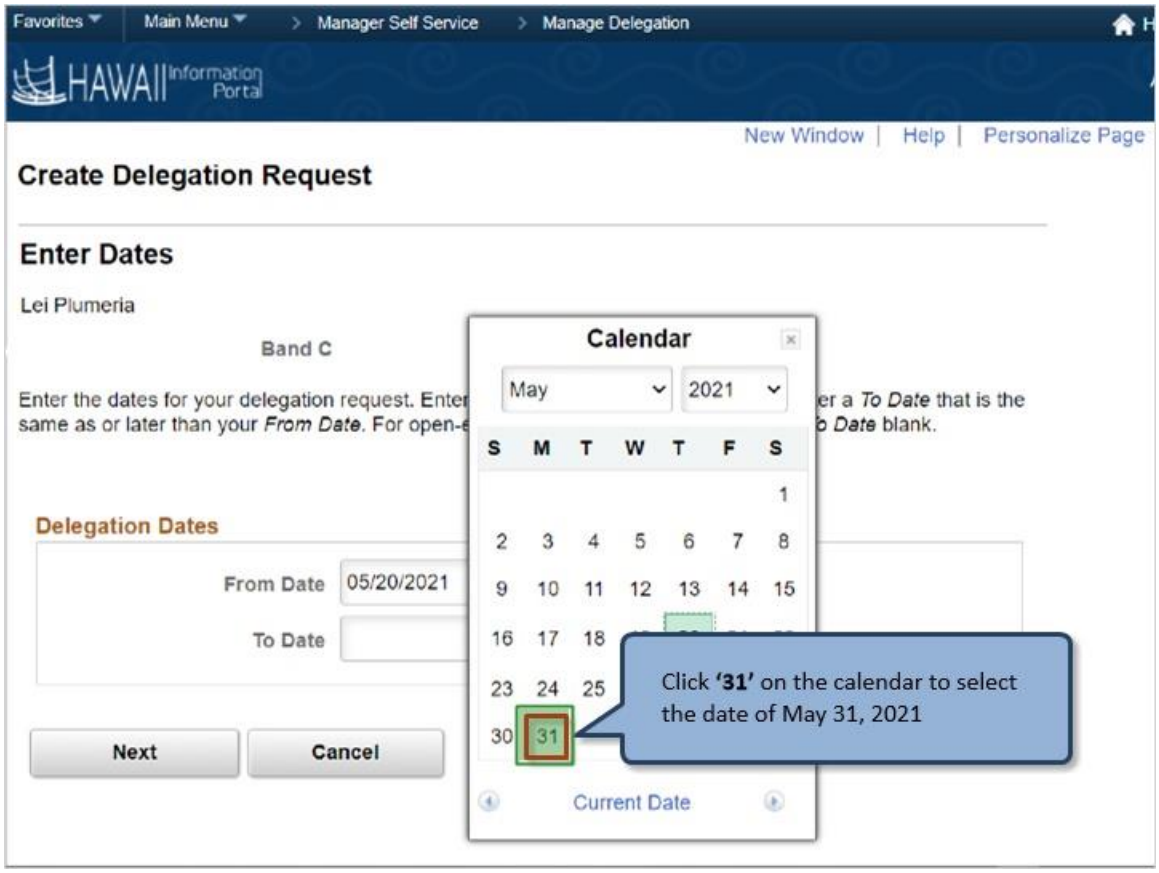
Note: The **From Date** defaults to today's date.

- Enter a **To Date** that is the same as or later than the **From Date**.

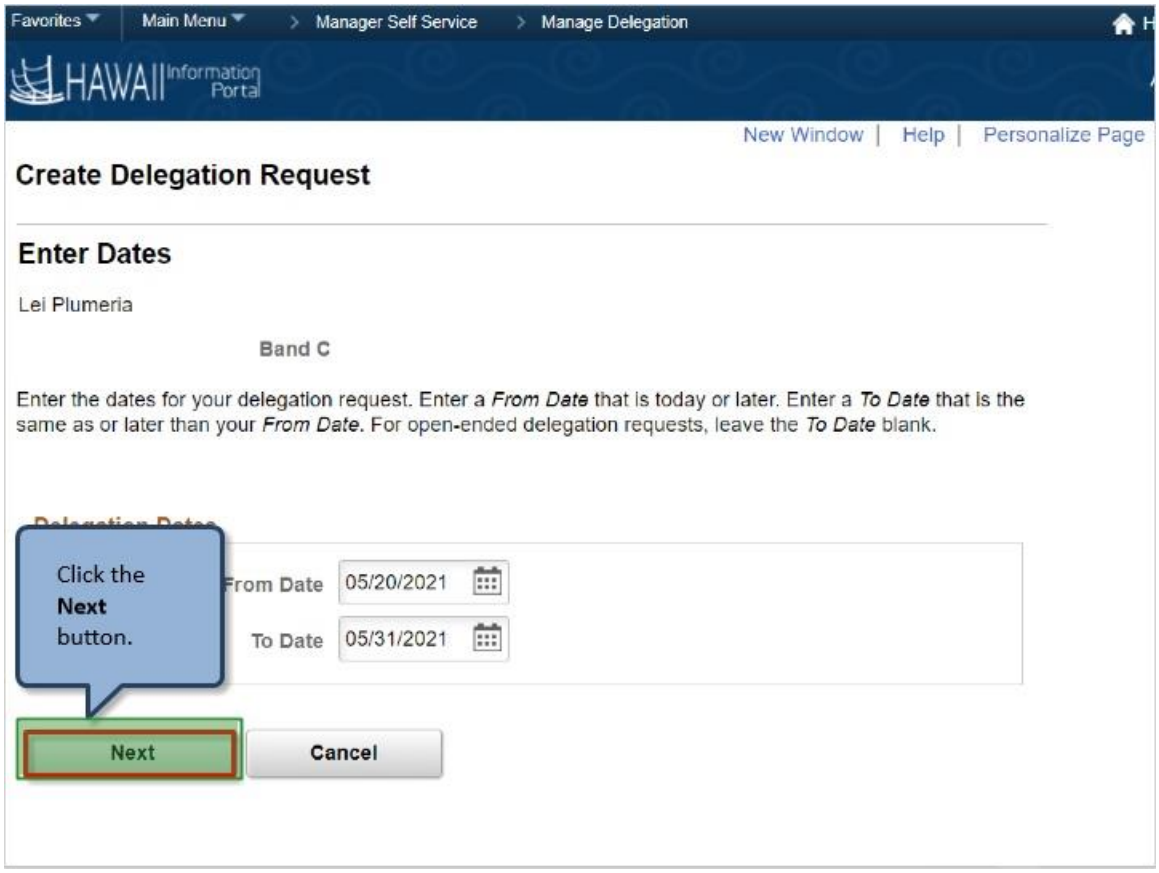
Note: For open-ended delegation requests, leave the **To Date** blank.

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

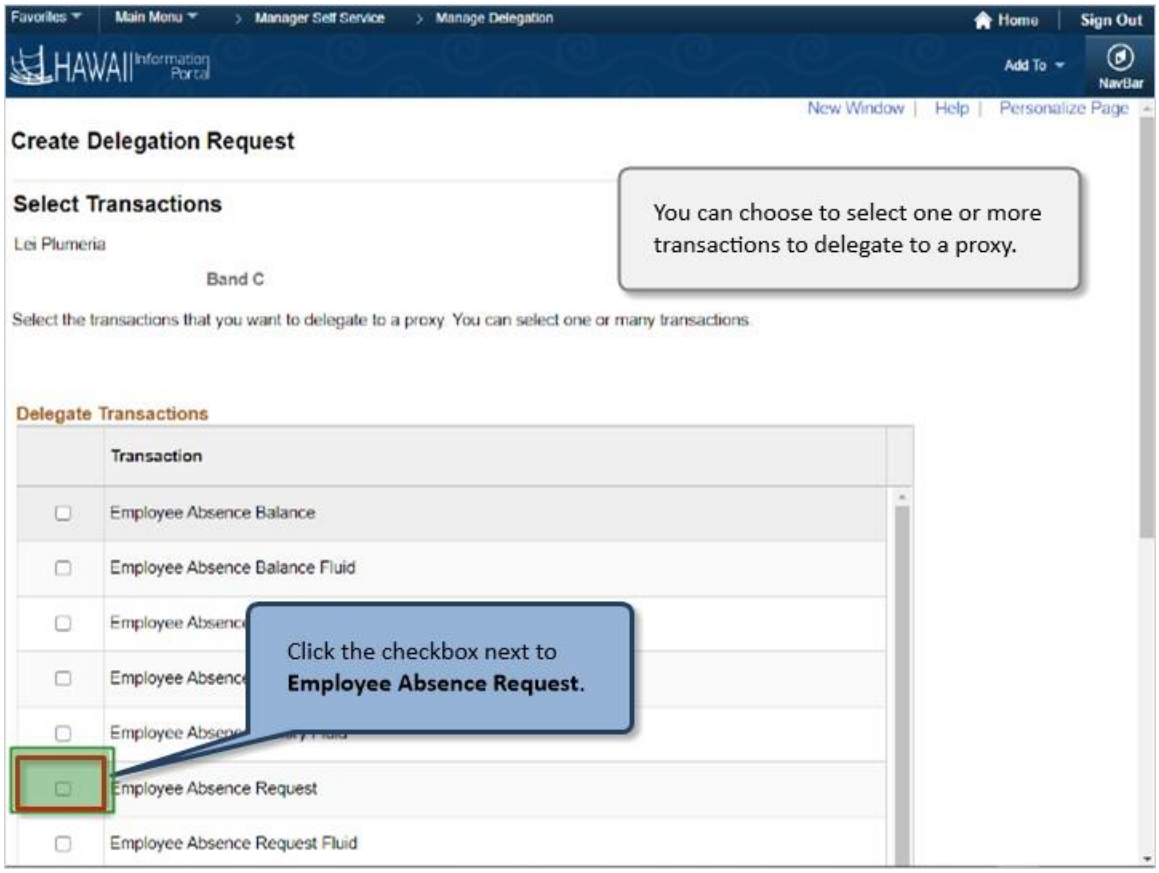
Click the **To Date** calendar icon.



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

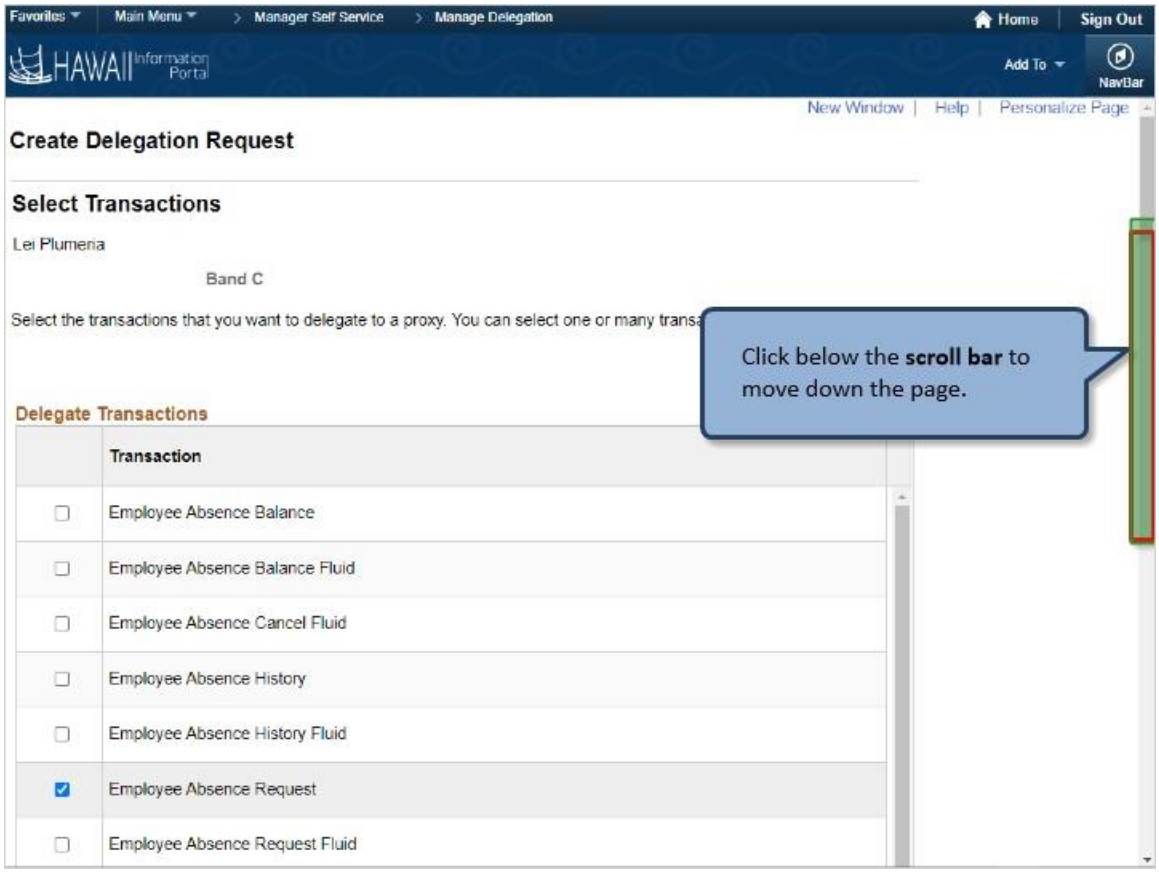


Click the **Next** button.

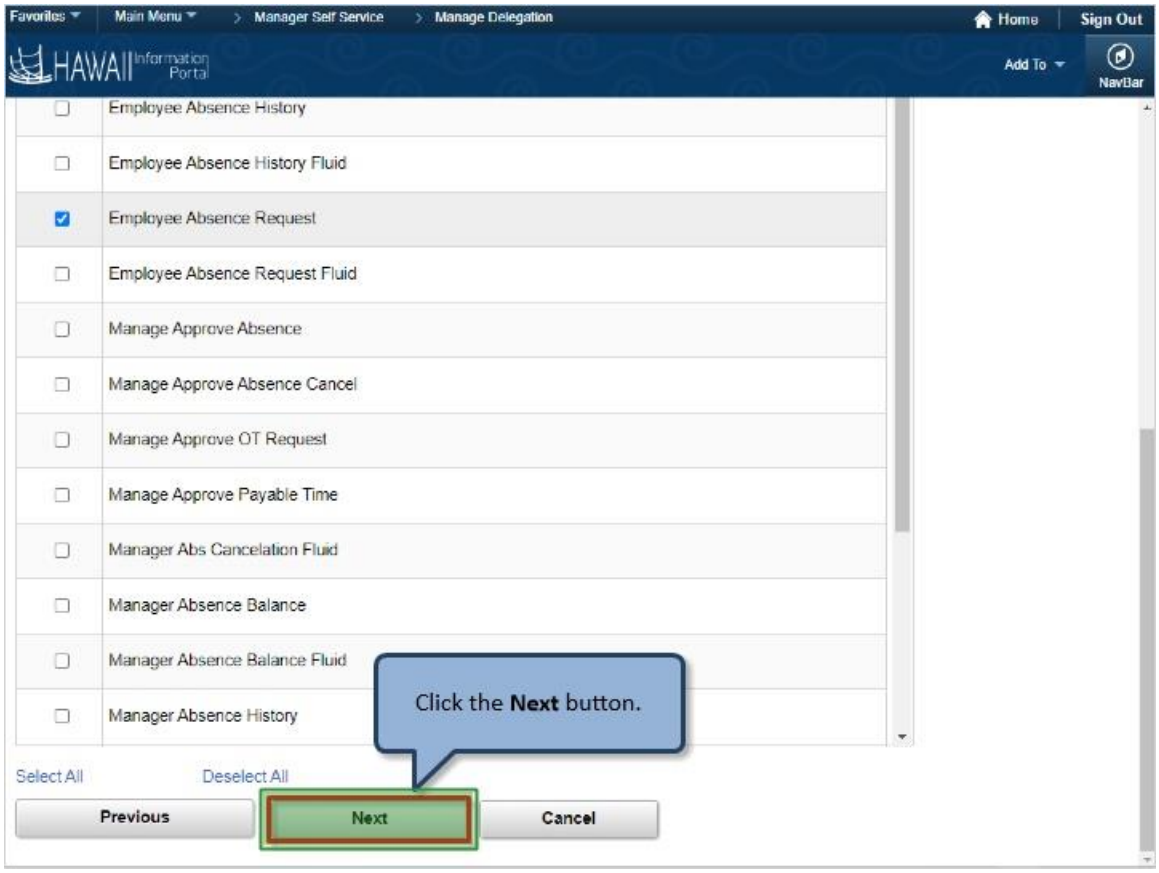


You can choose to select one or more transactions to delegate to a proxy.

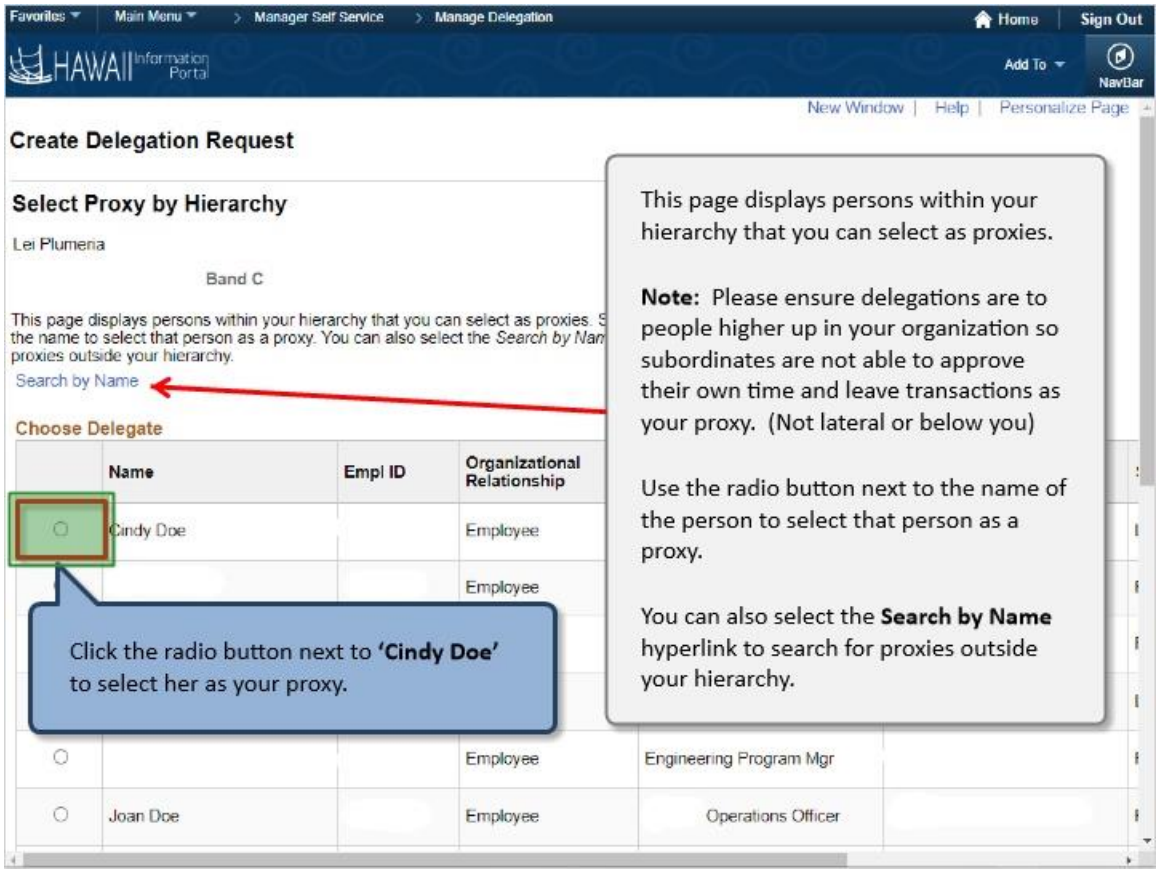
Click the checkbox next to **Employee Absence Request**.



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



Click the **Next** button.



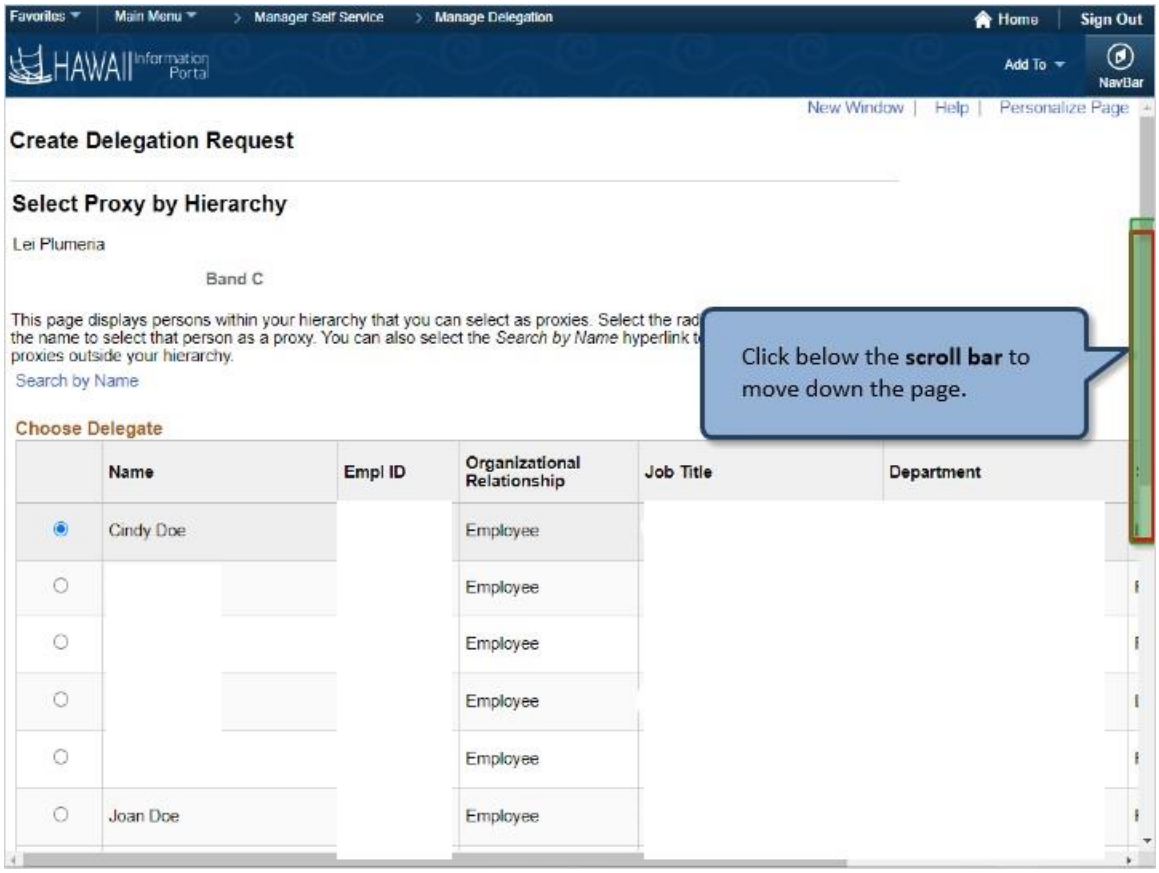
This page displays persons within your hierarchy that you can select as proxies.

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).

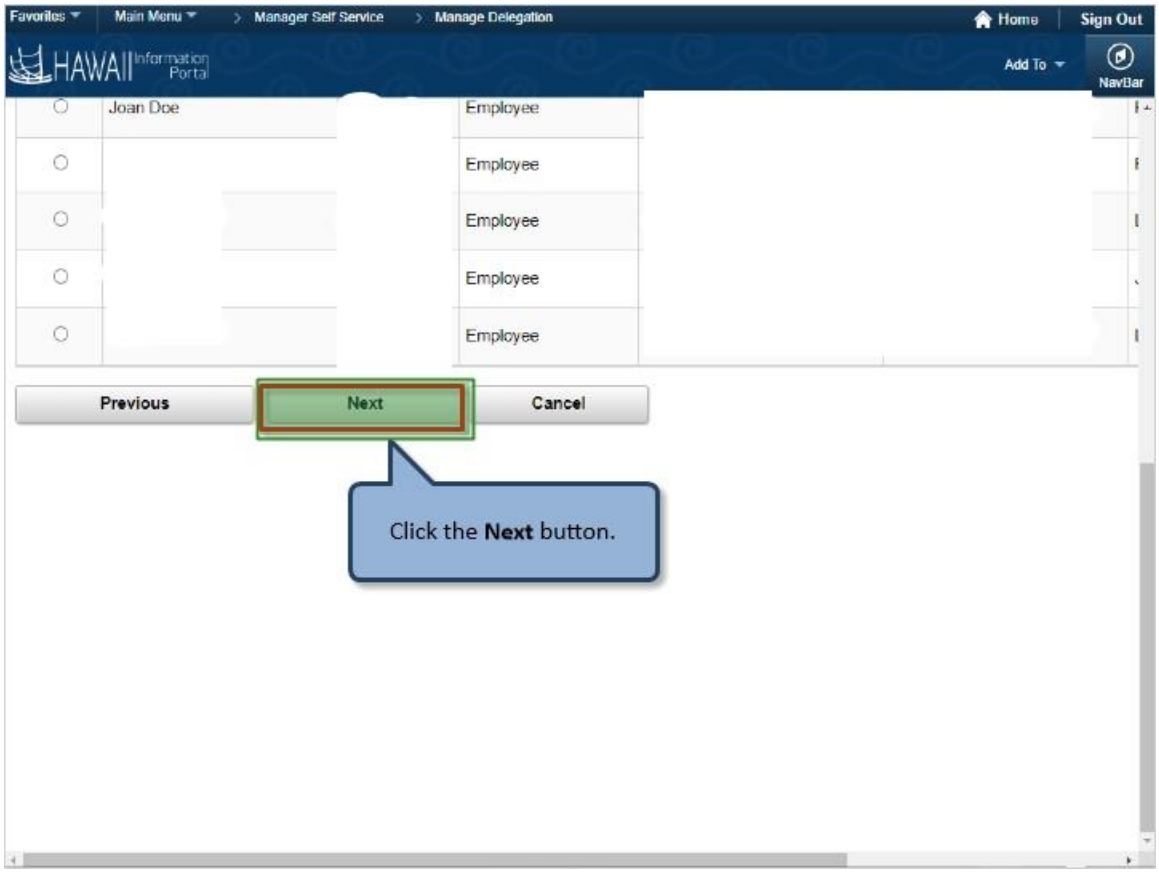
Use the radio button next to the name of the person to select that person as a proxy.

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

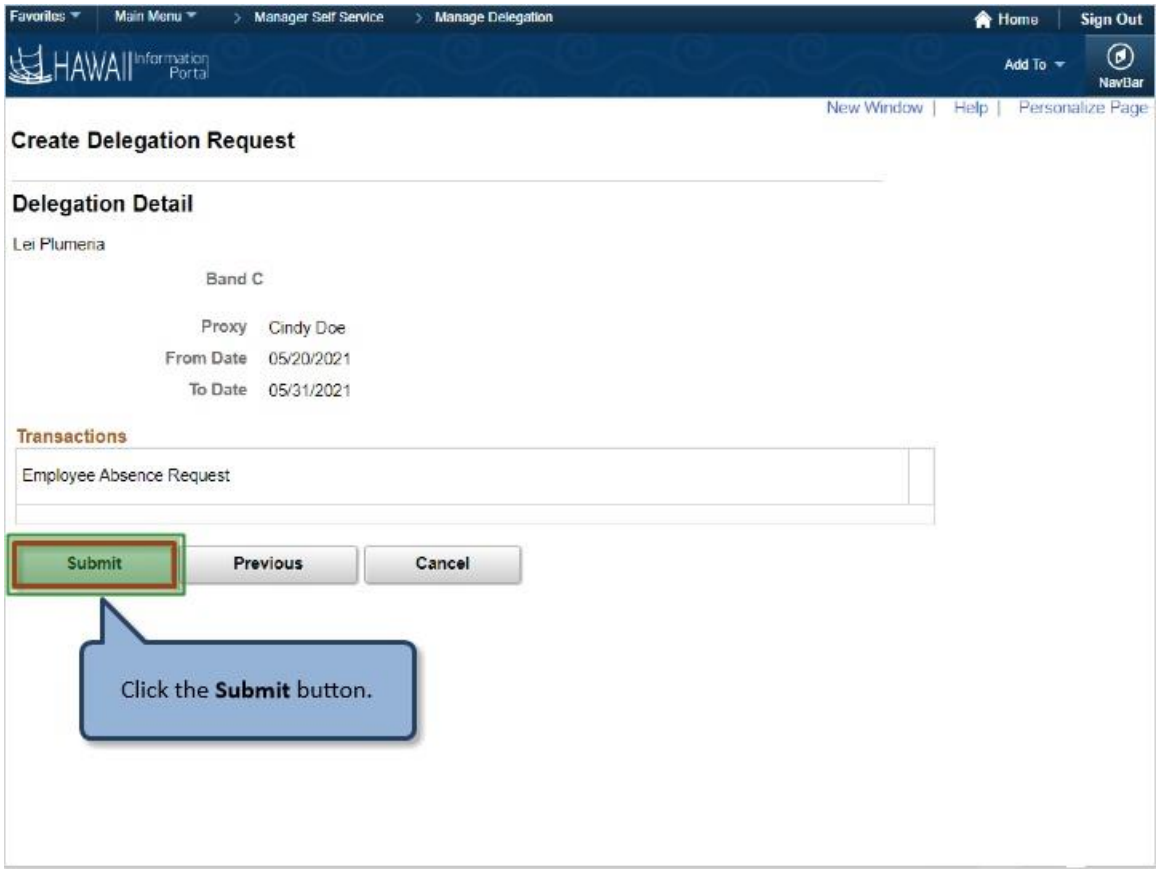
Click the radio button next to "**Cindy Doe**" to select her as your proxy.



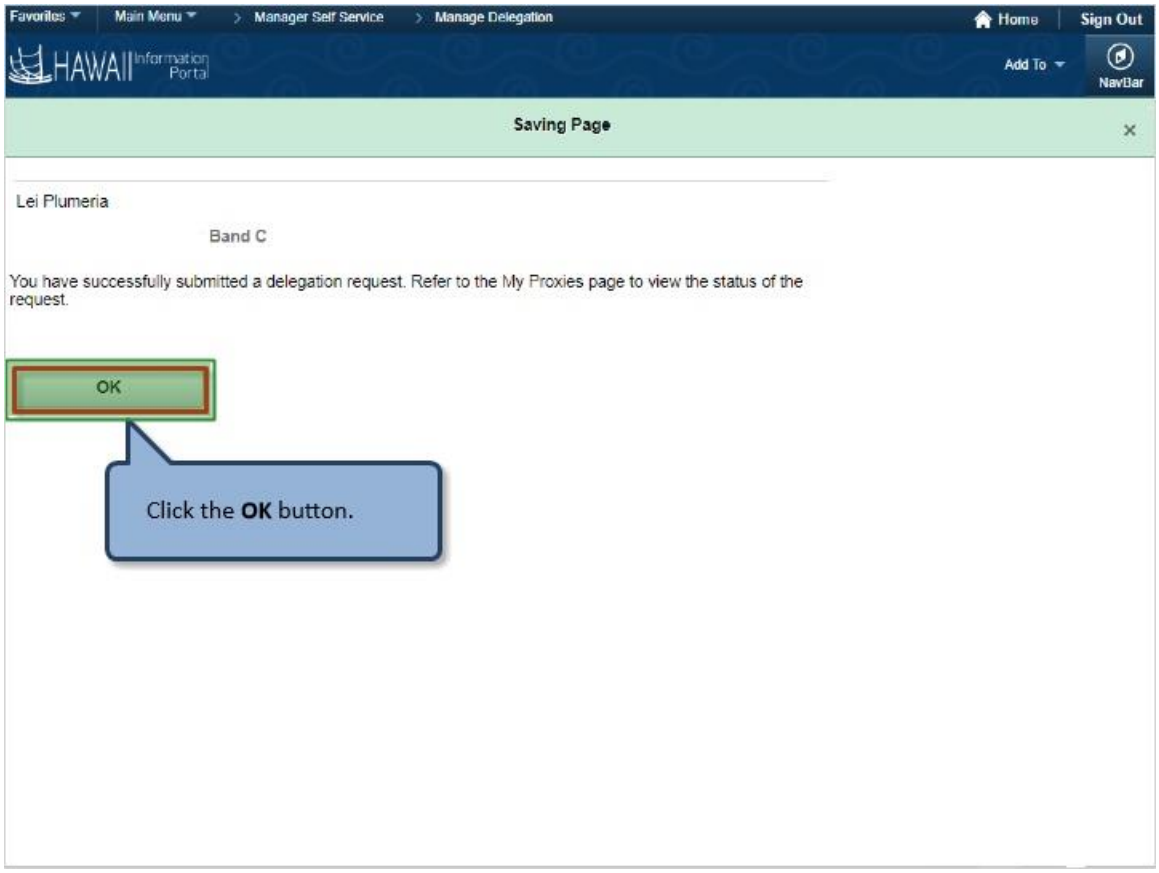
Click below the **scroll bar** to move down the page.



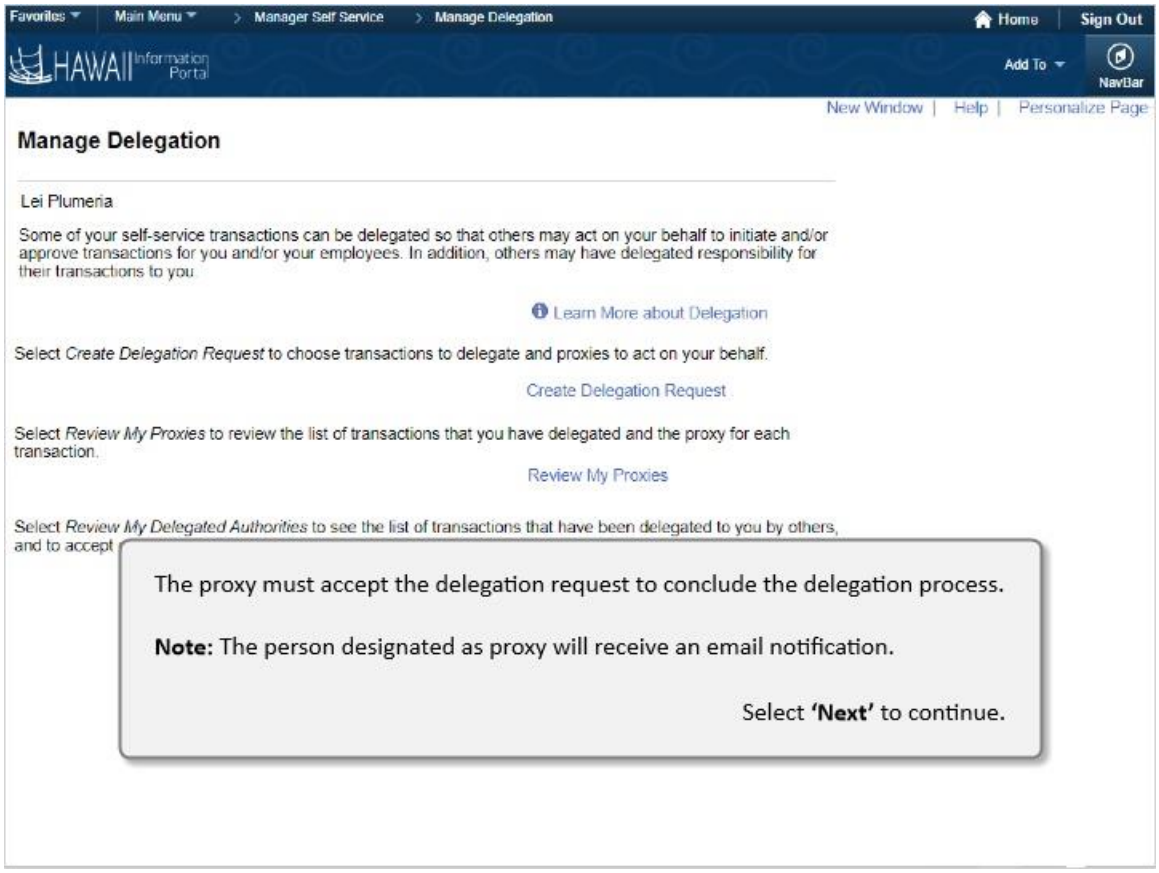
Click the **Next** button.



Click the **Submit** button.



Click the **OK** button.

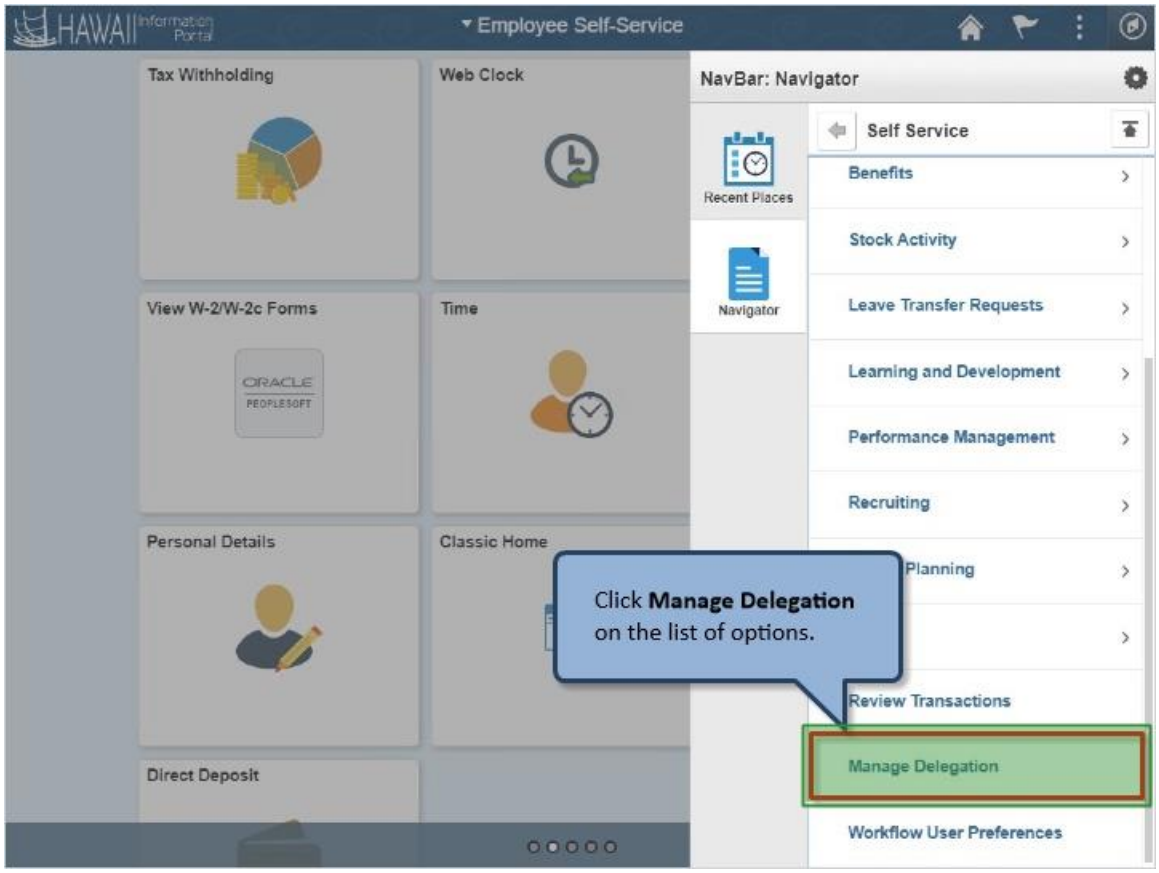


The proxy must accept the delegation request to conclude the delegation process.

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

Congratulations!

You've successfully completed this lesson.



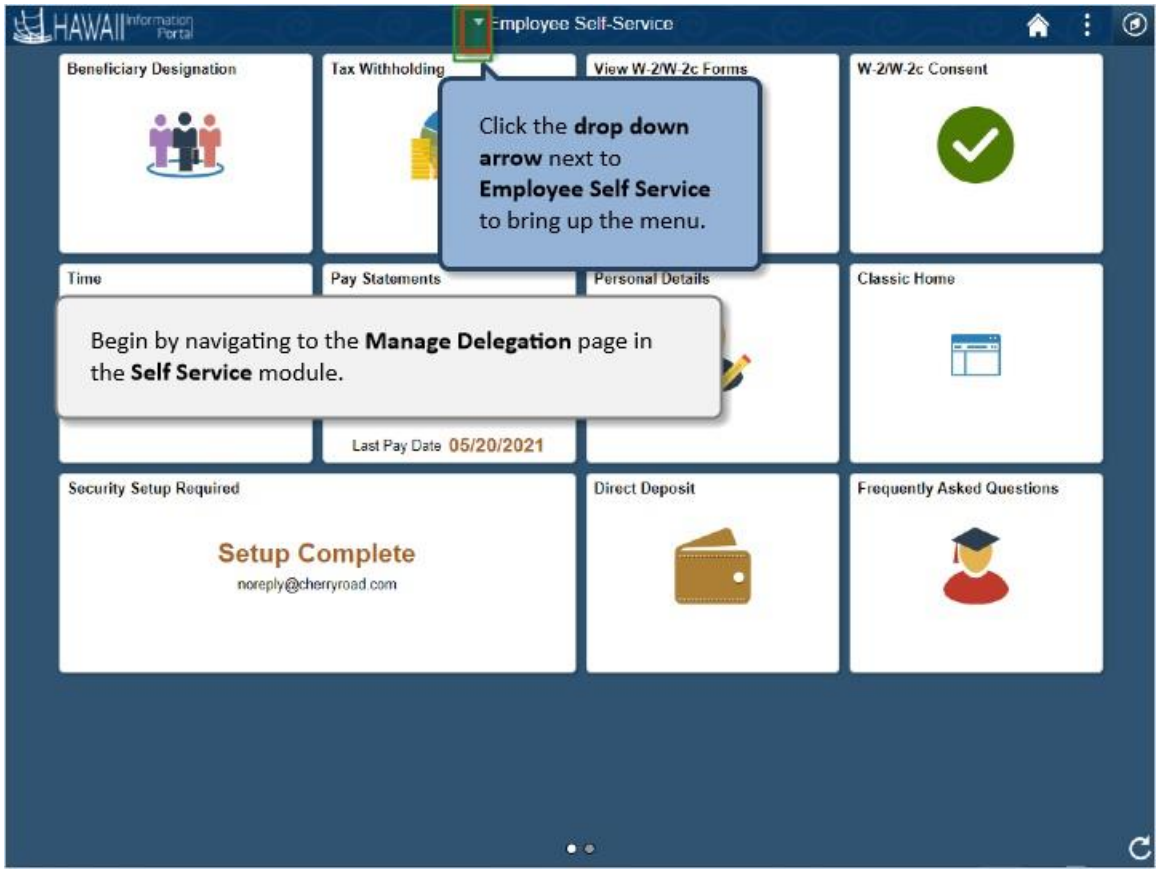
Click **Manage Delegation** on the list of options.

Accept Delegations

Lesson Scenario

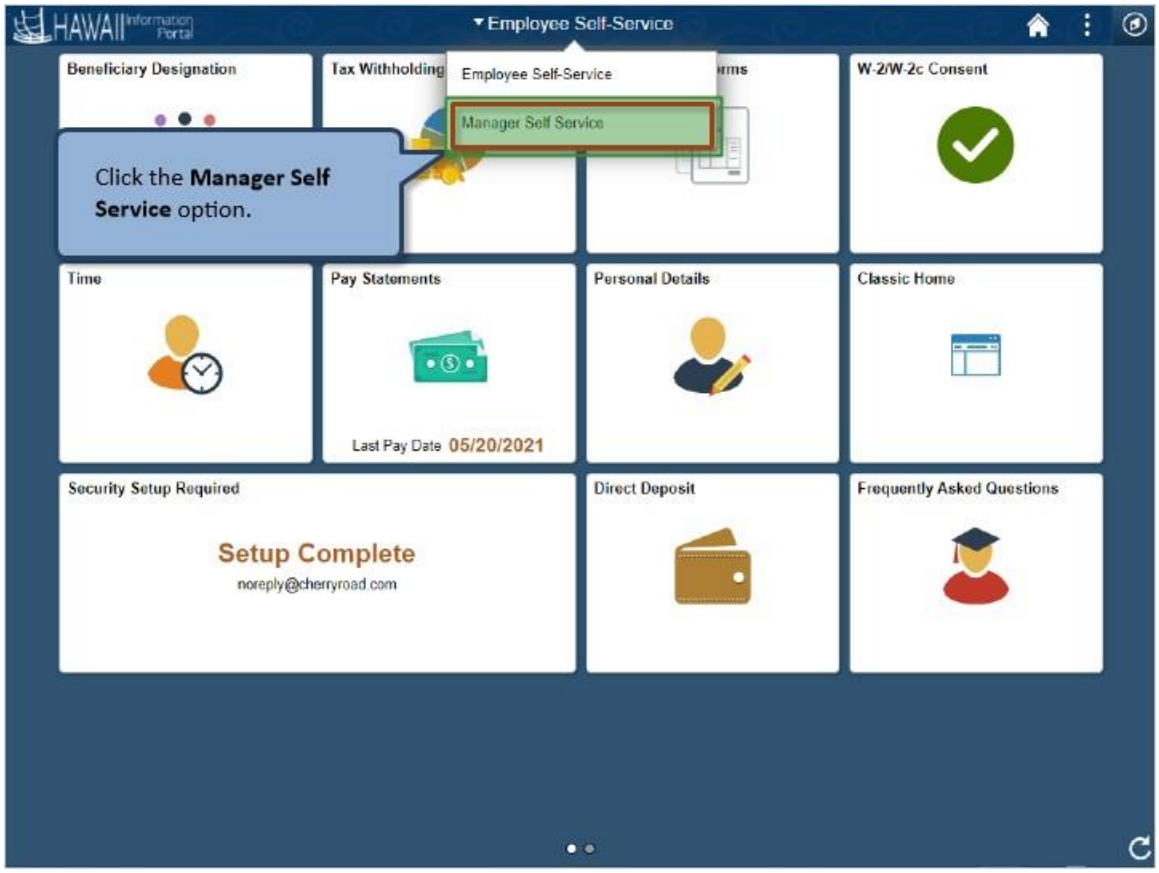
In this lesson, you will learn to accept delegations.

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

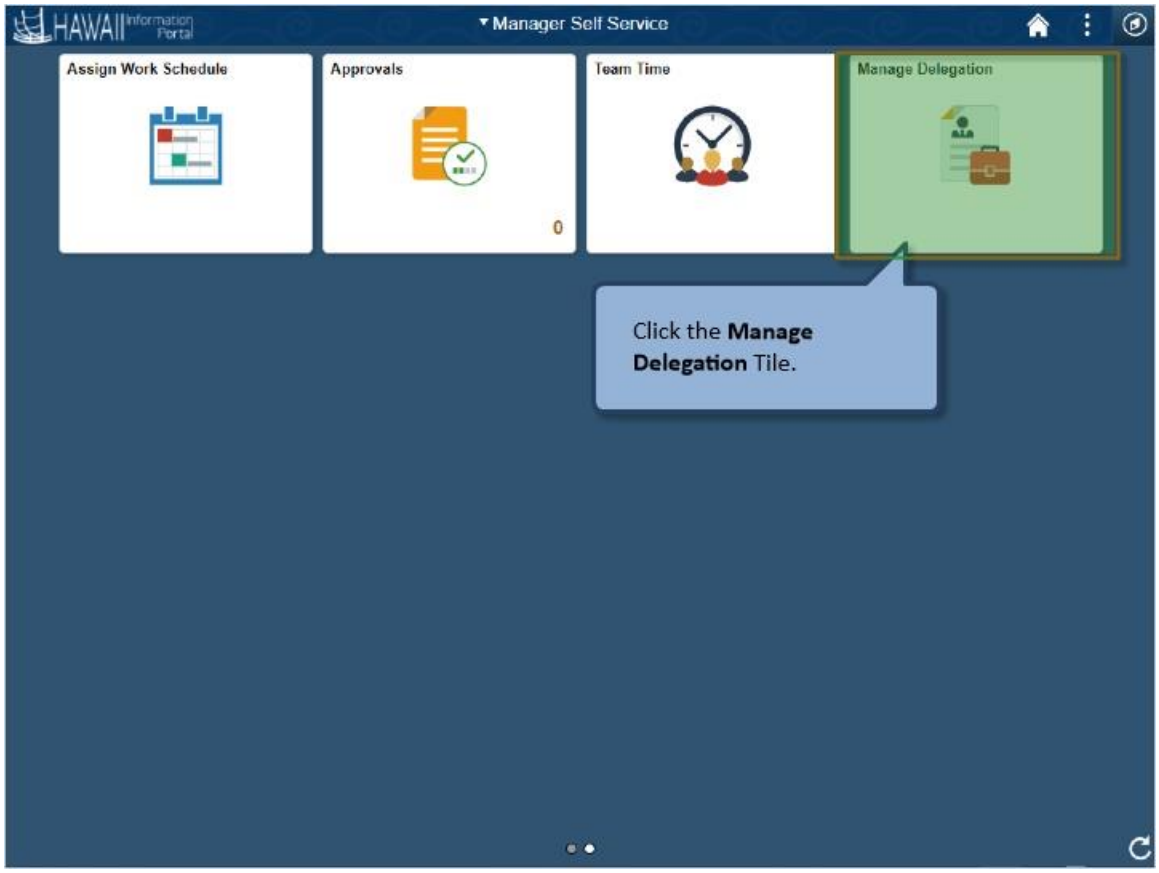


Begin by navigating to the **Manage Delegation** page in the **Self Service** module.

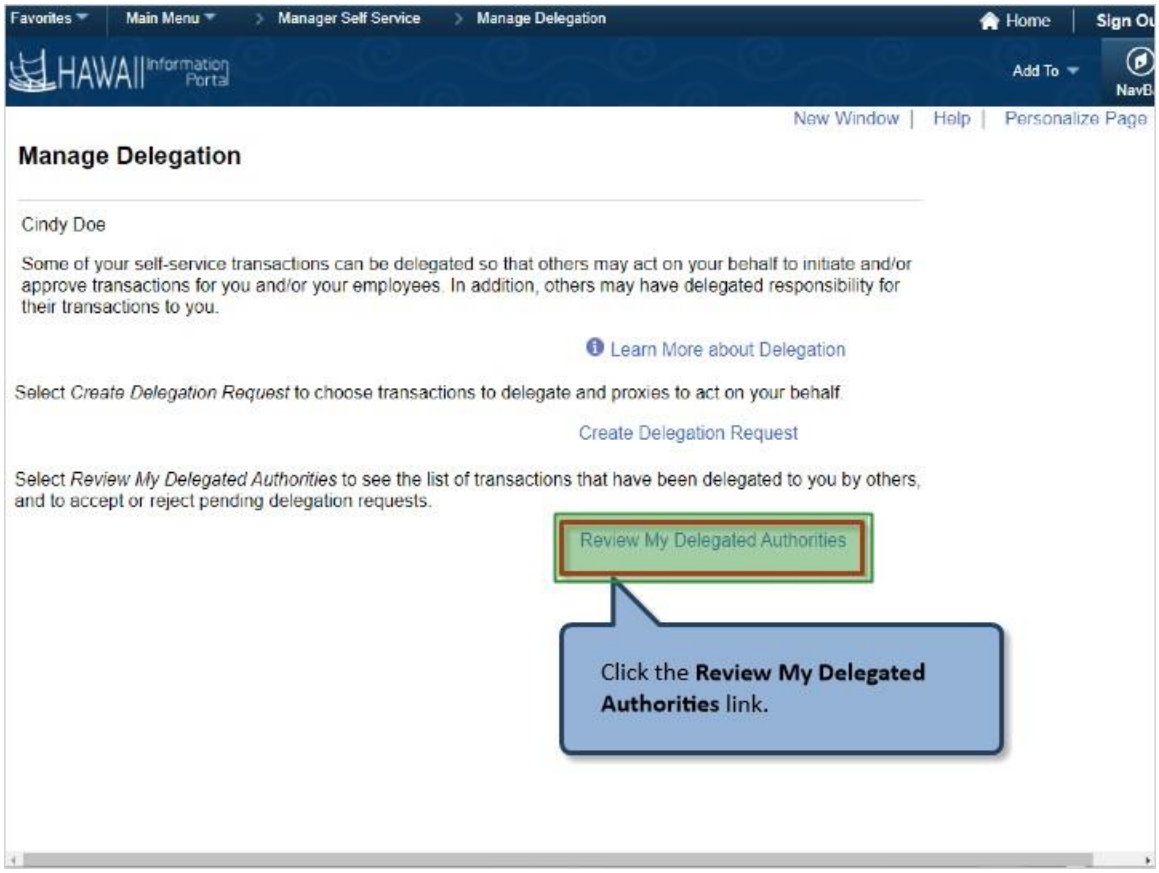
Click the **drop down arrow** next to **Employee Self Service** to bring up the menu.



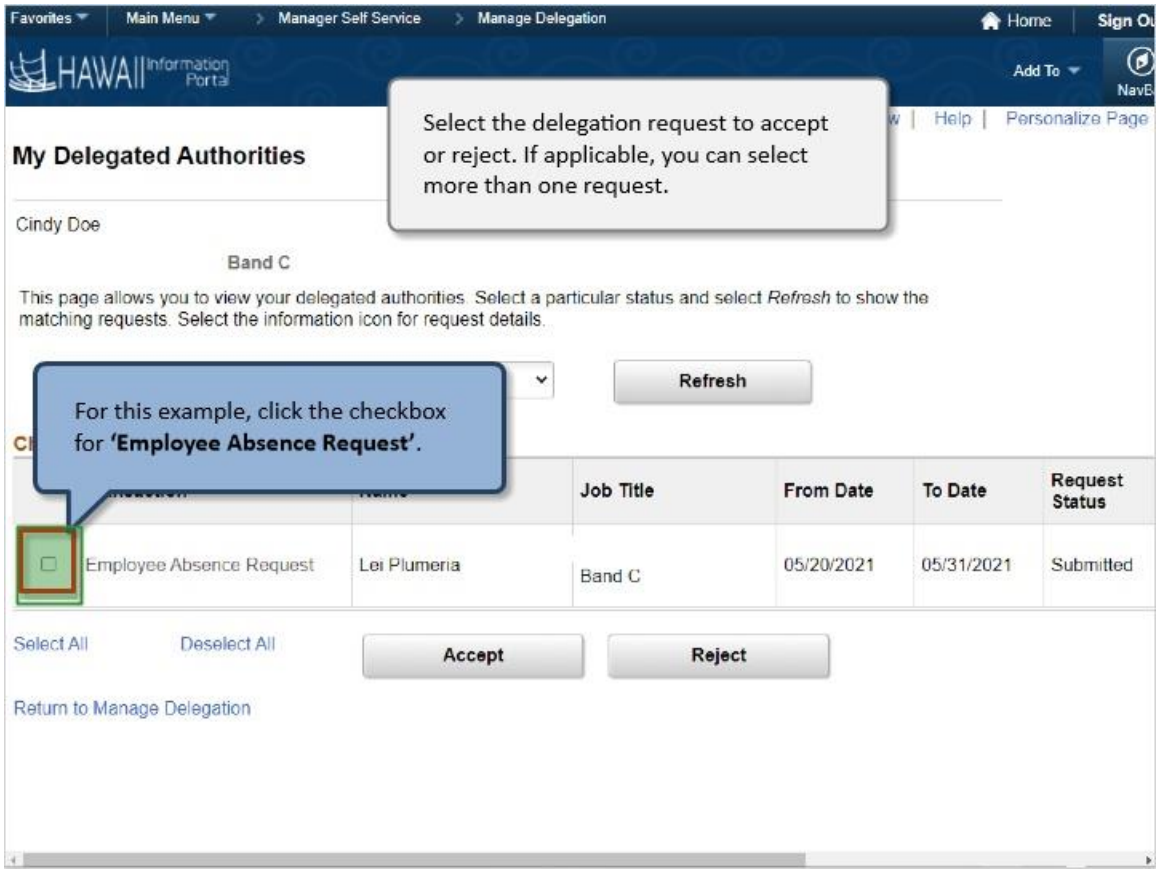
Click the **Manager Self Service** option.



Click the **Manage Delegation** Tile.

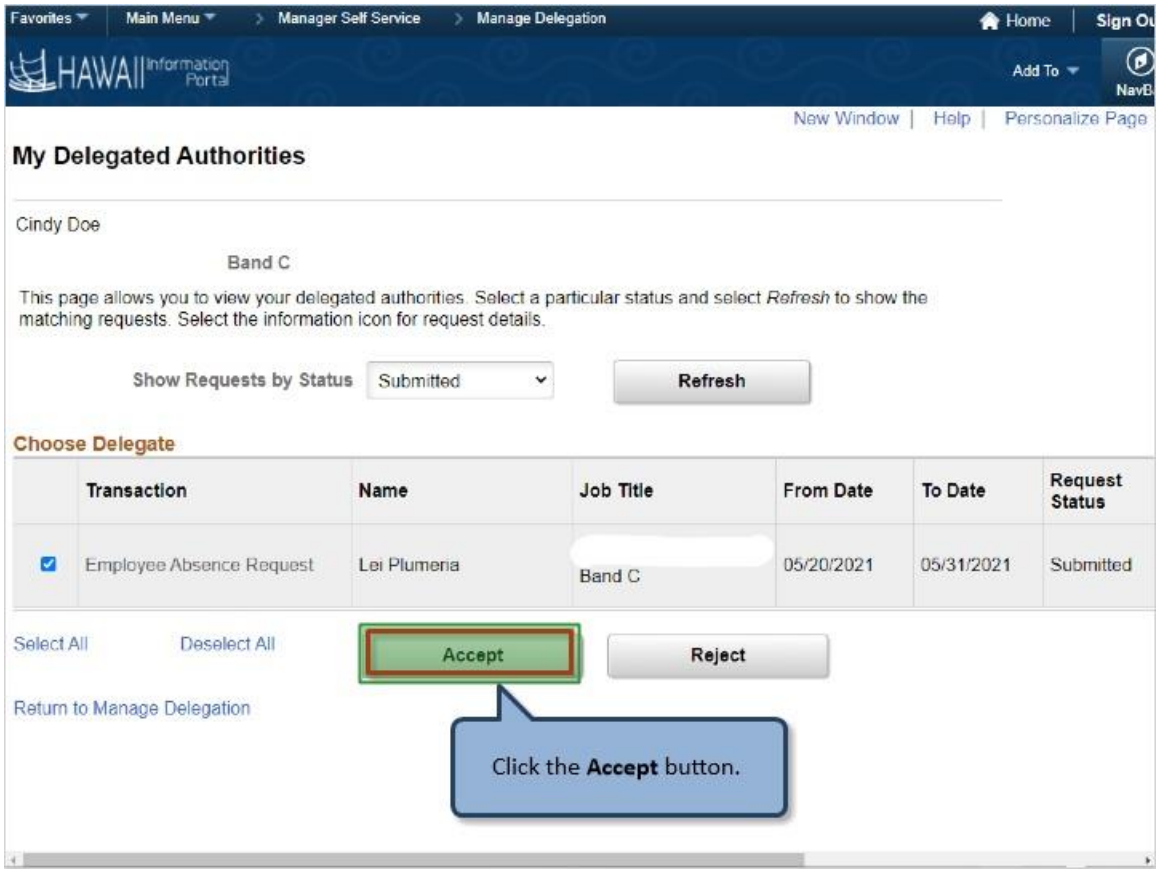


Click the **Review My Delegated Authorities** link.

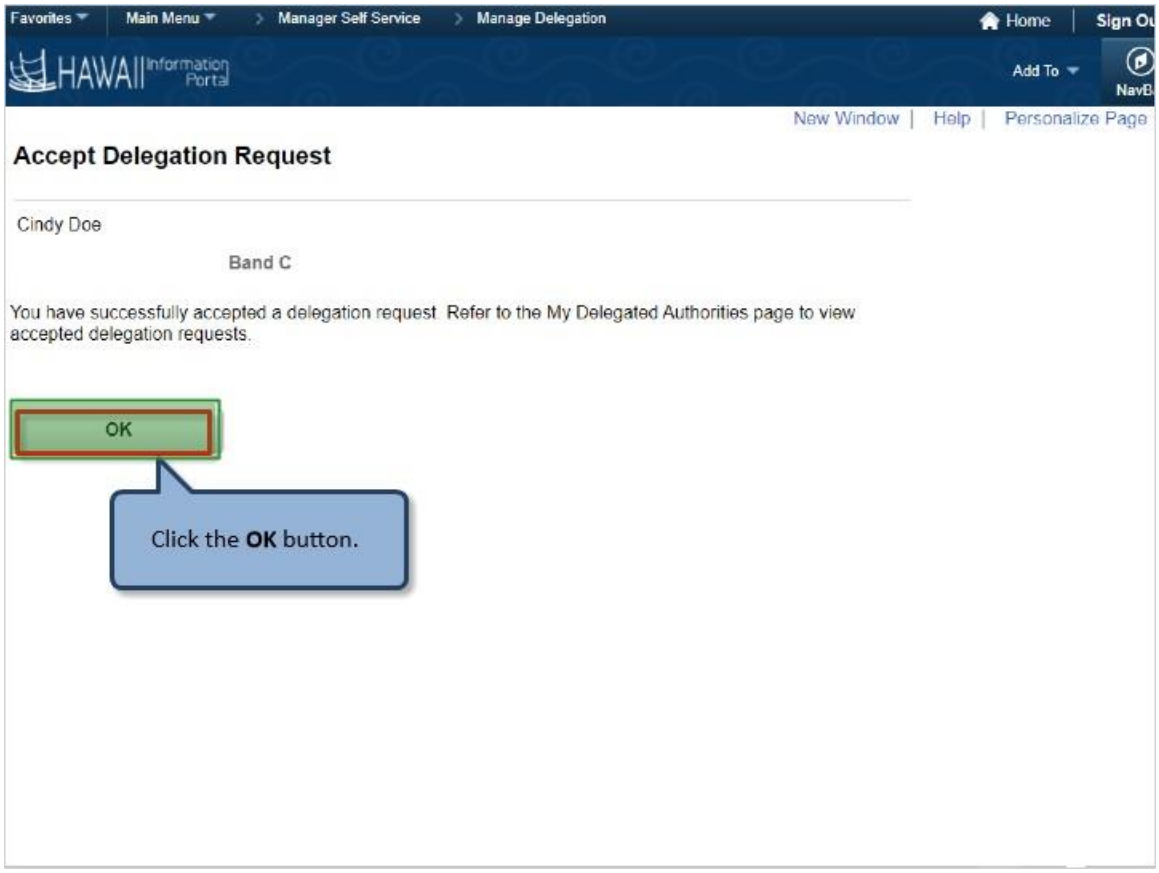


Select the delegation request to accept or reject. If applicable, you can select more than one request.

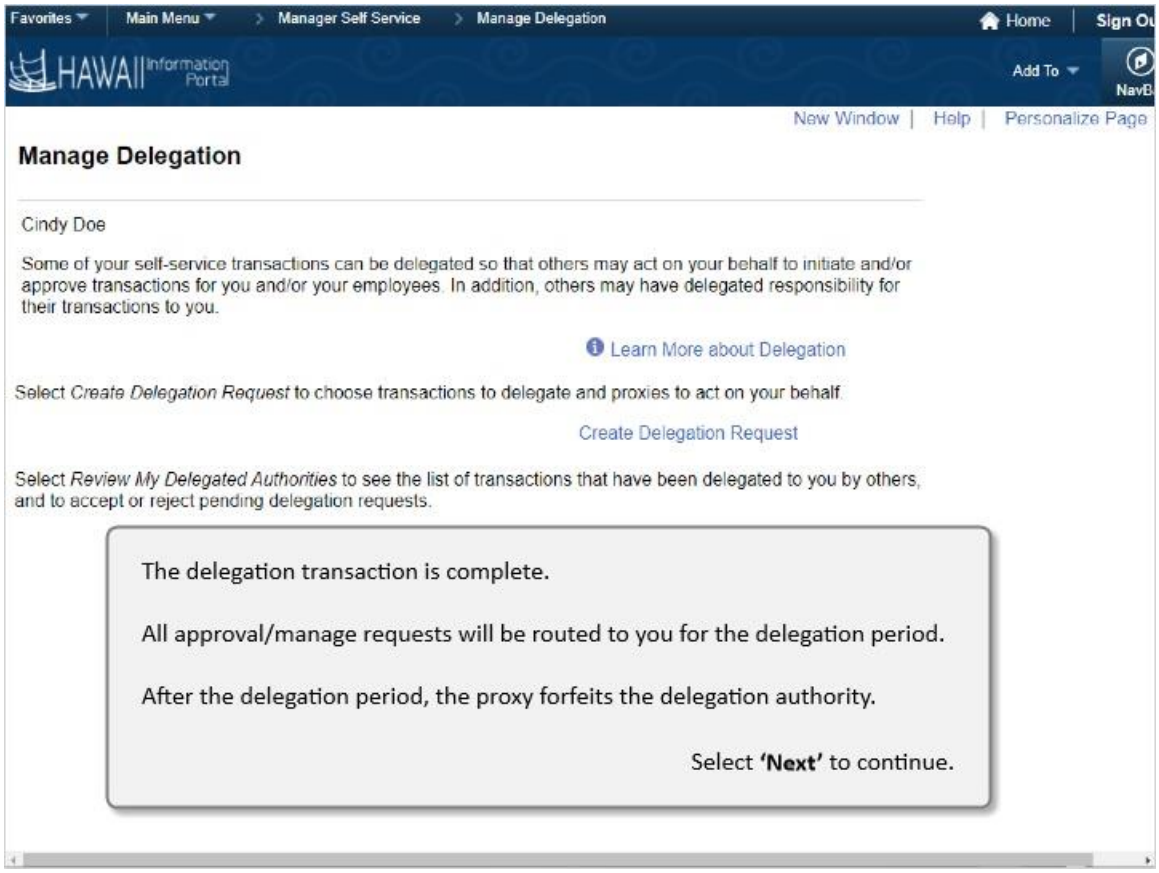
For this example, click the checkbox for **'Employee Absence Request'**.



Click the **Accept** button.



Click the **OK** button.



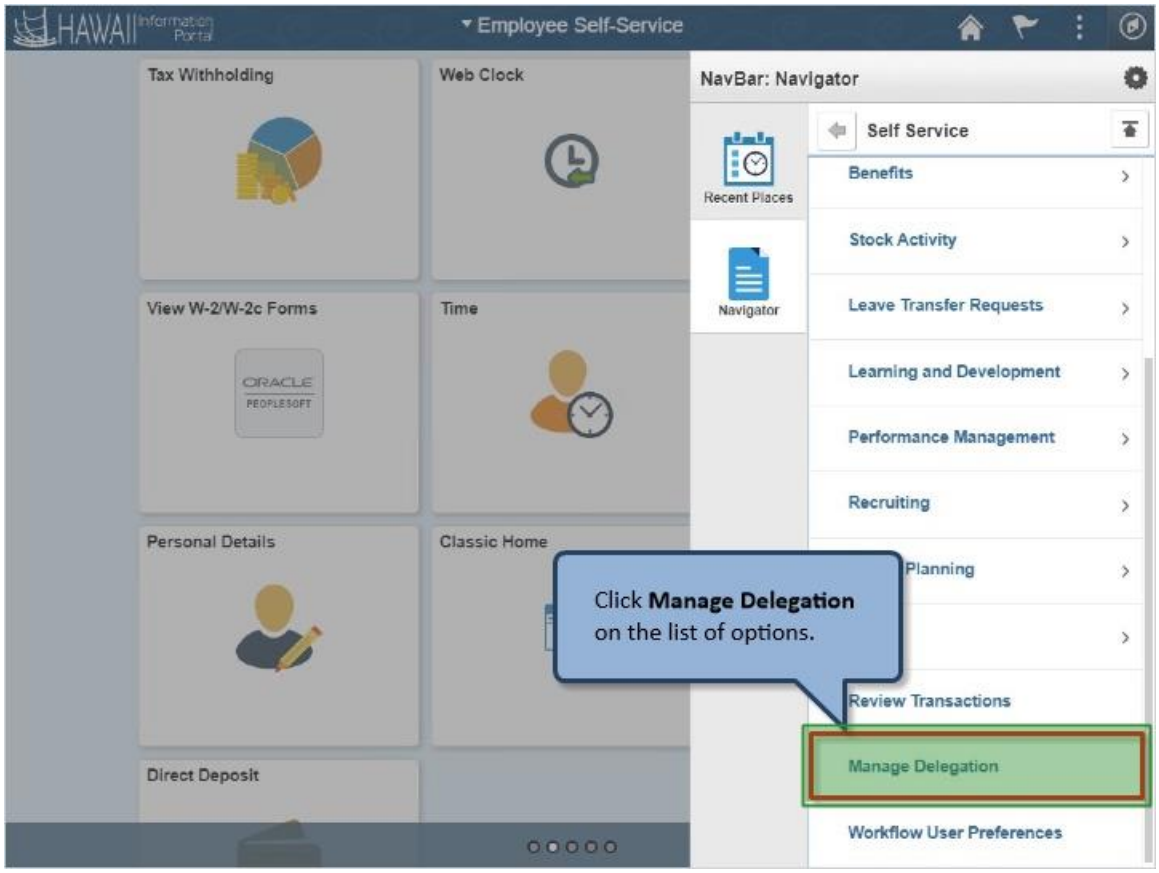
The delegation transaction is complete.

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.



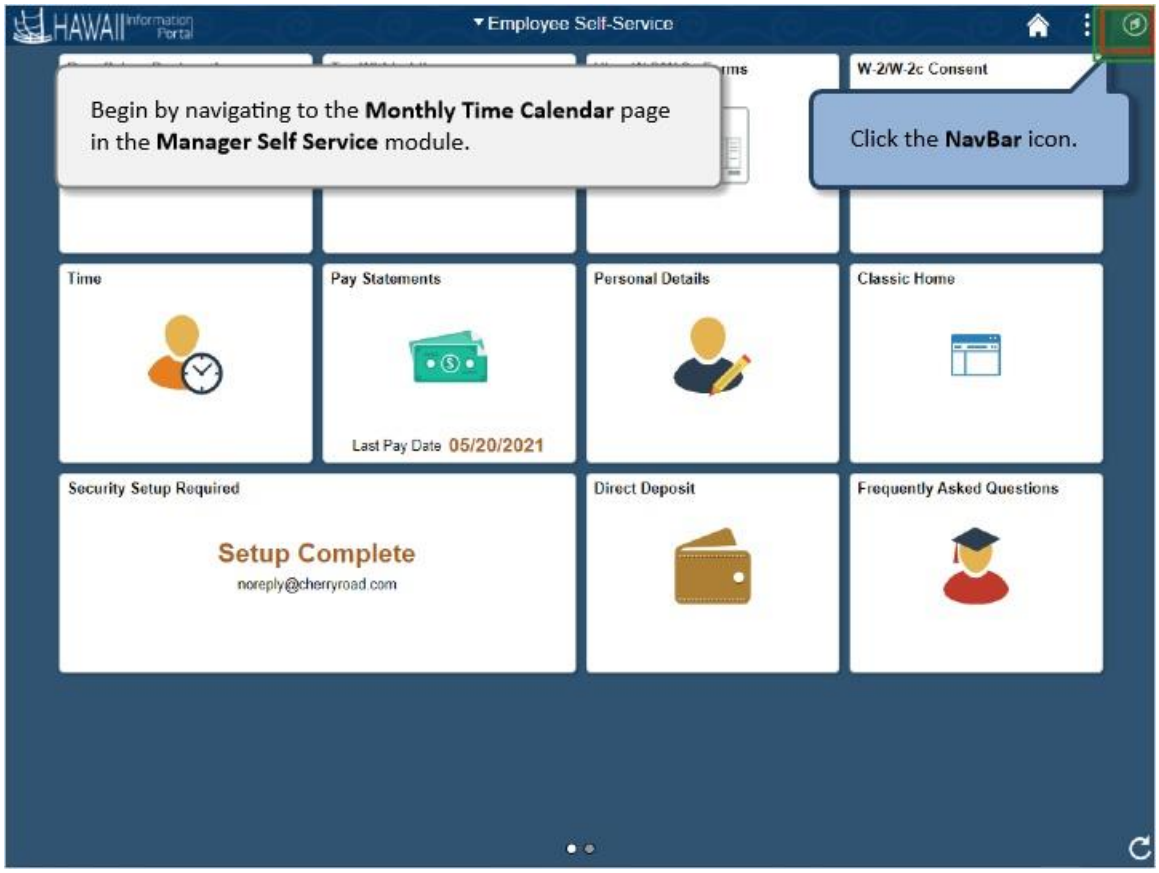
Click **Manage Delegation** on the list of options.

Monthly Calendar

Lesson Scenario

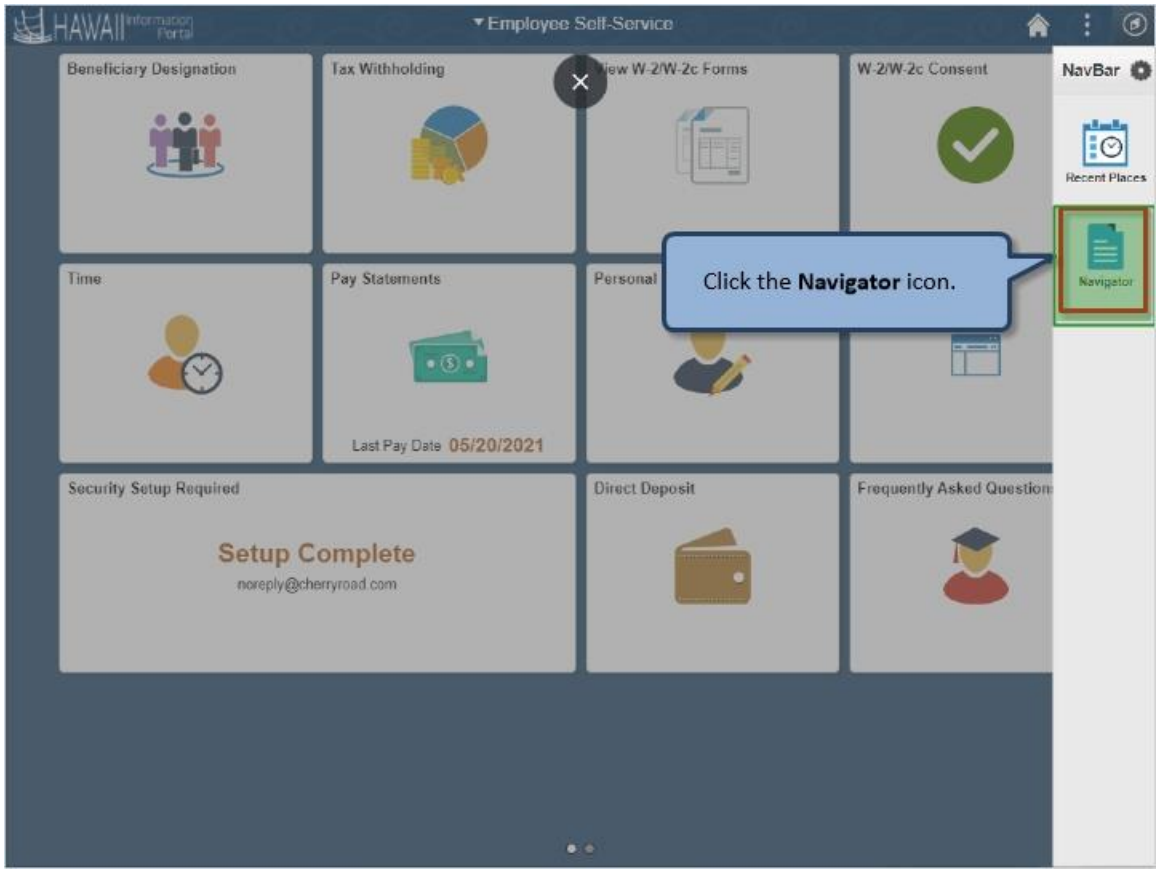
In this lesson, you will learn to use the Monthly Time Calendar.

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.

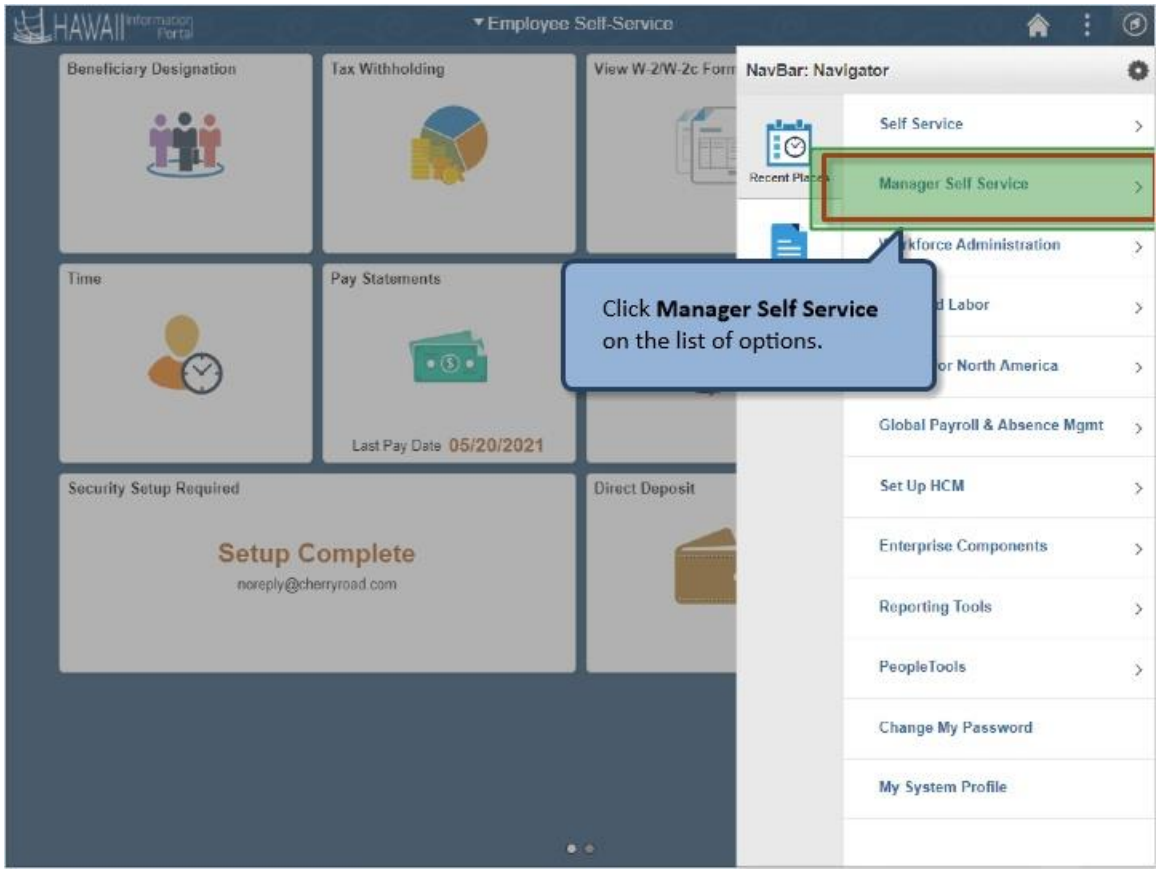


Begin by navigating to the **Monthly Time Calendar** page in the **Manager Self Service** module.

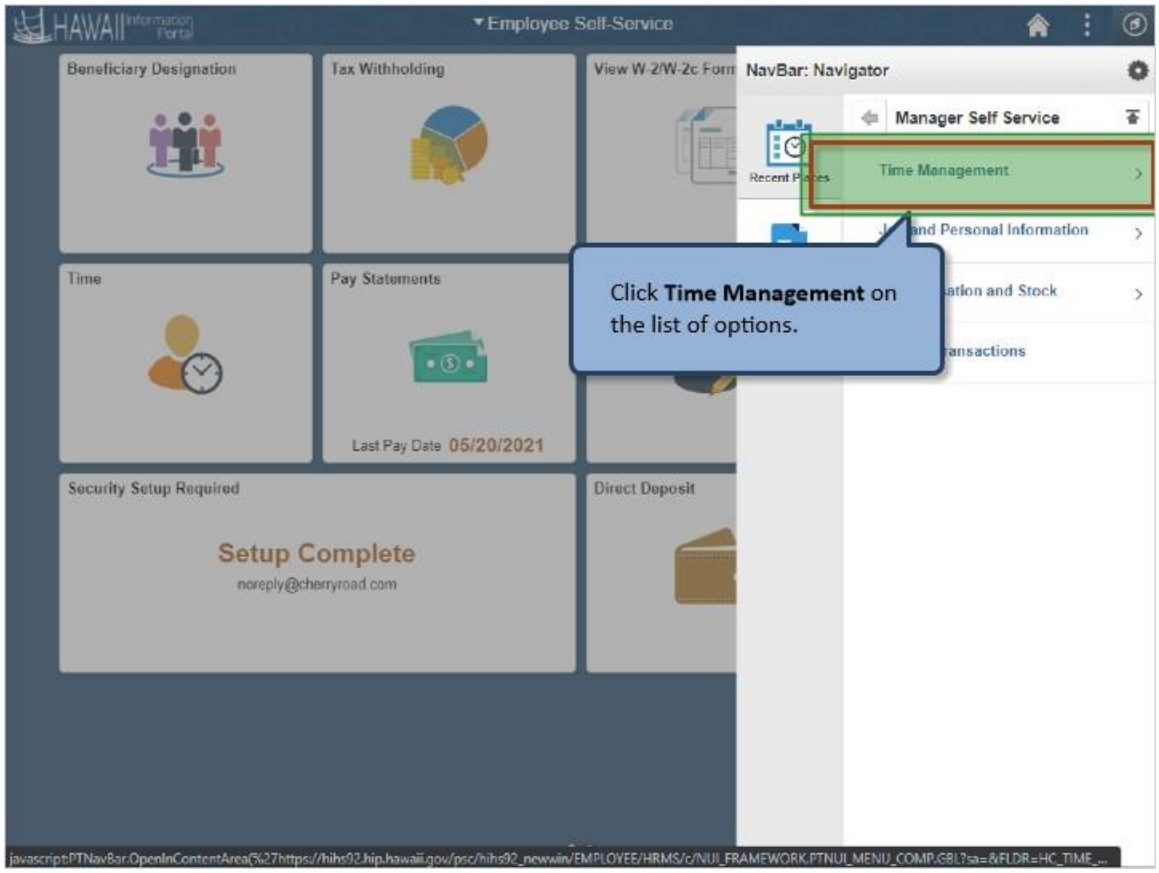
Click the **NavBar** icon.



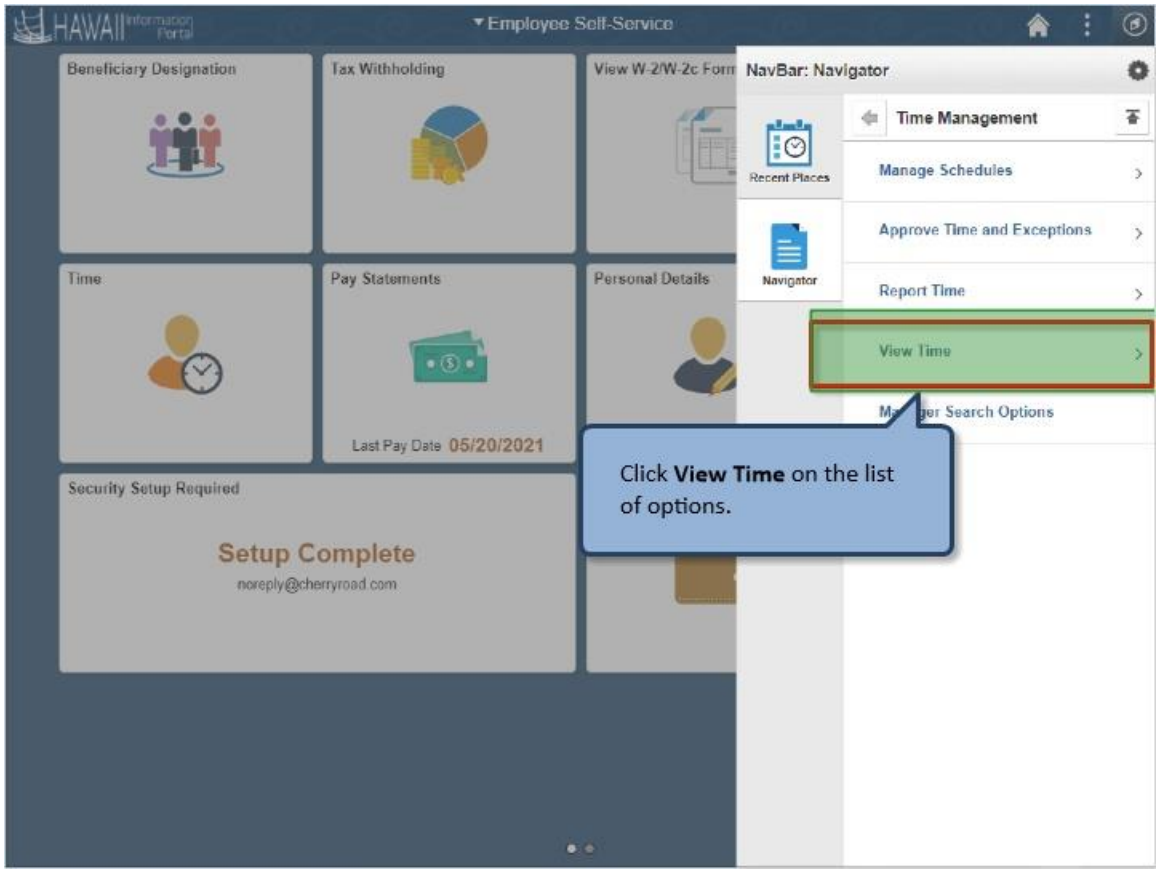
Click the **Navigator** icon.



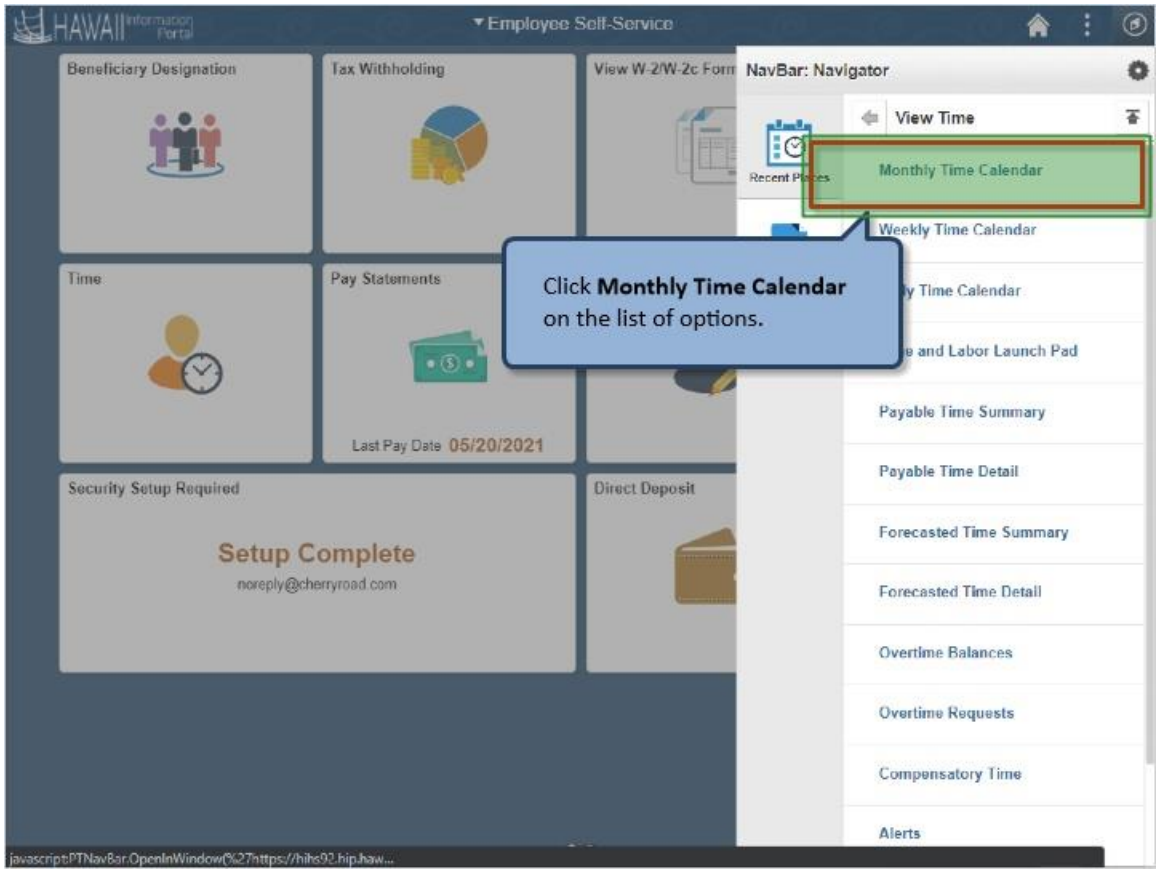
Click **Manager Self Service** on the list of options.



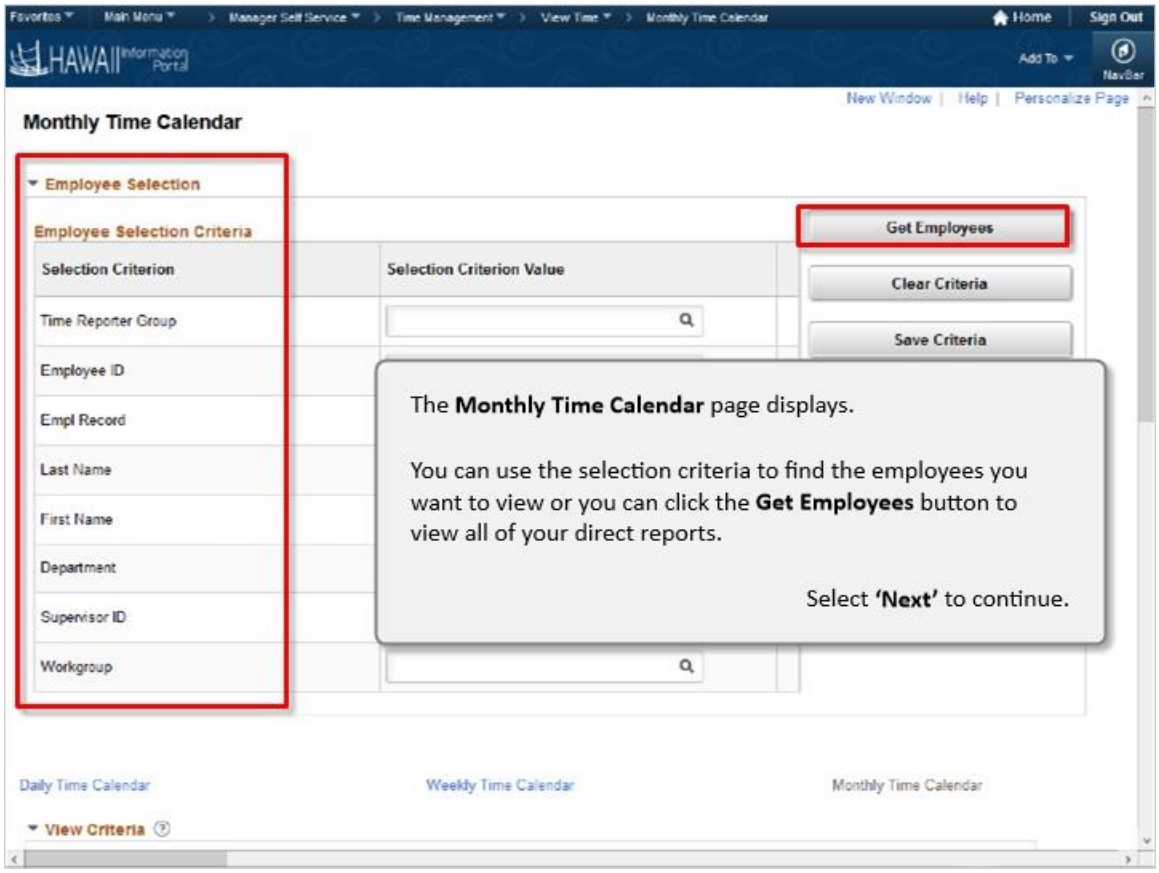
Click **Time Management** on the list of options.



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

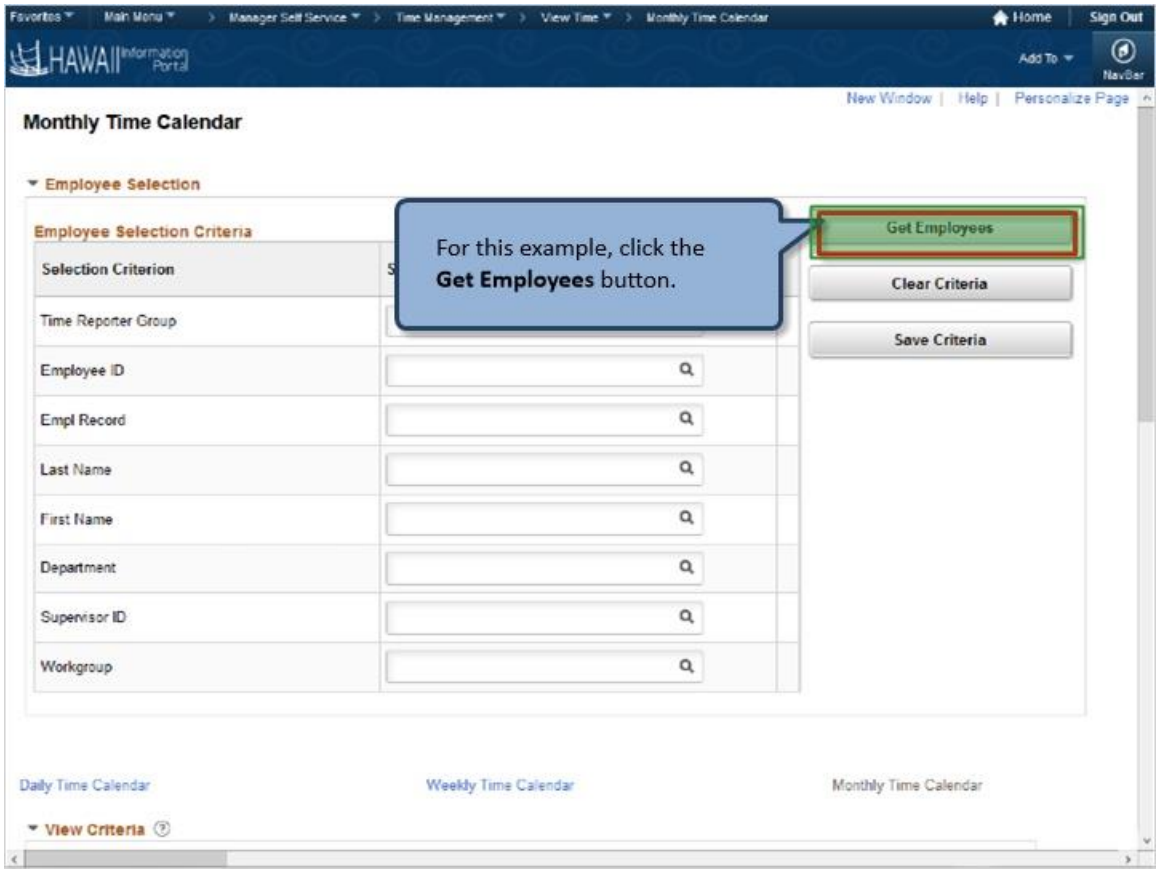


Click **Monthly Time Calendar** on the list of options.

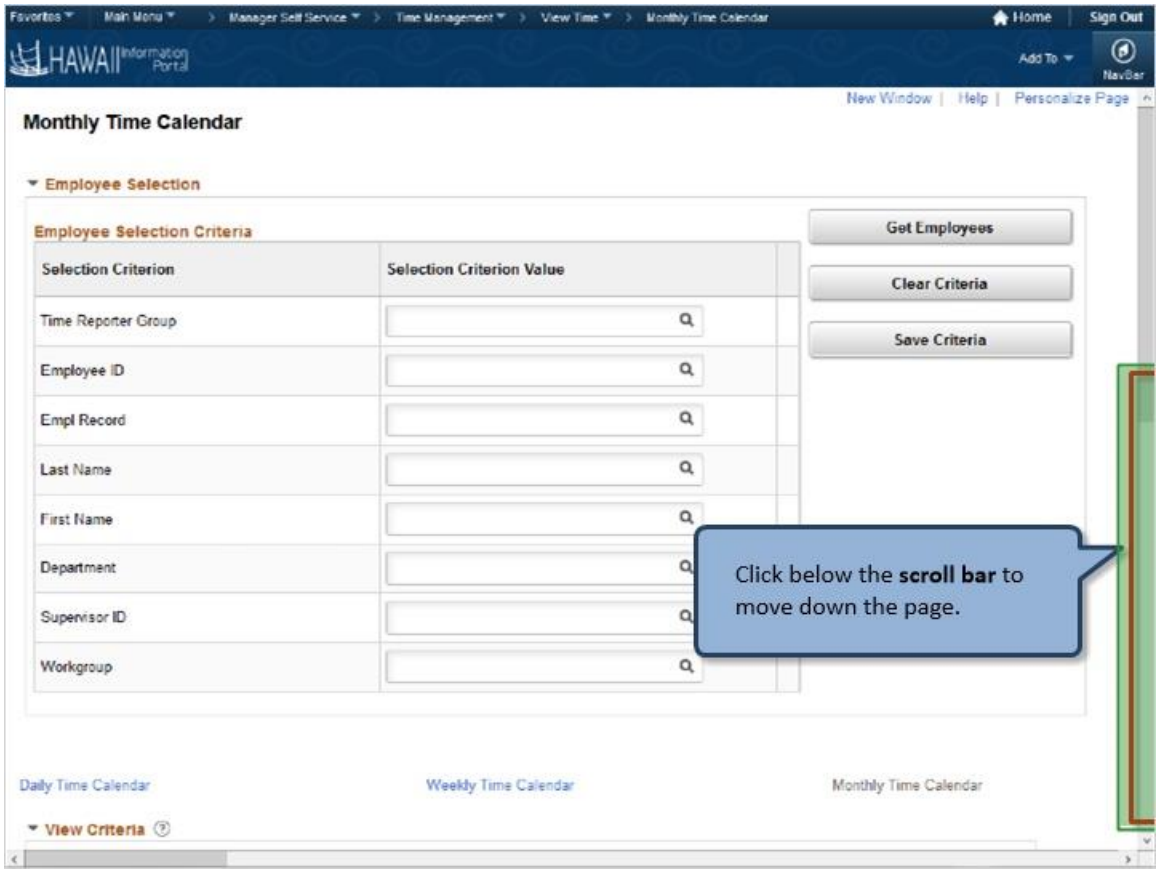


The **Monthly Time Calendar** page displays.

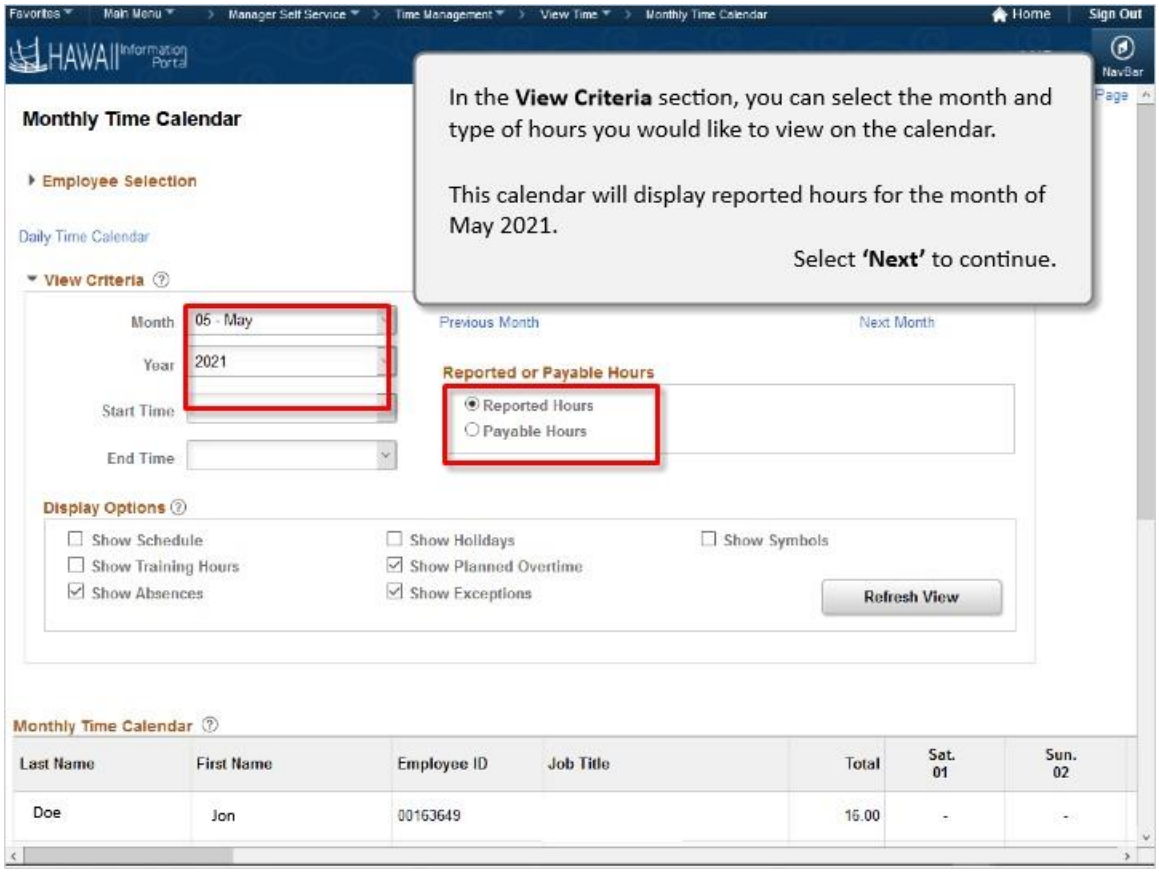
You can use the selection criteria to find the employees you want to view, or you can click the **Get Employees** button to view all of your direct reports.



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

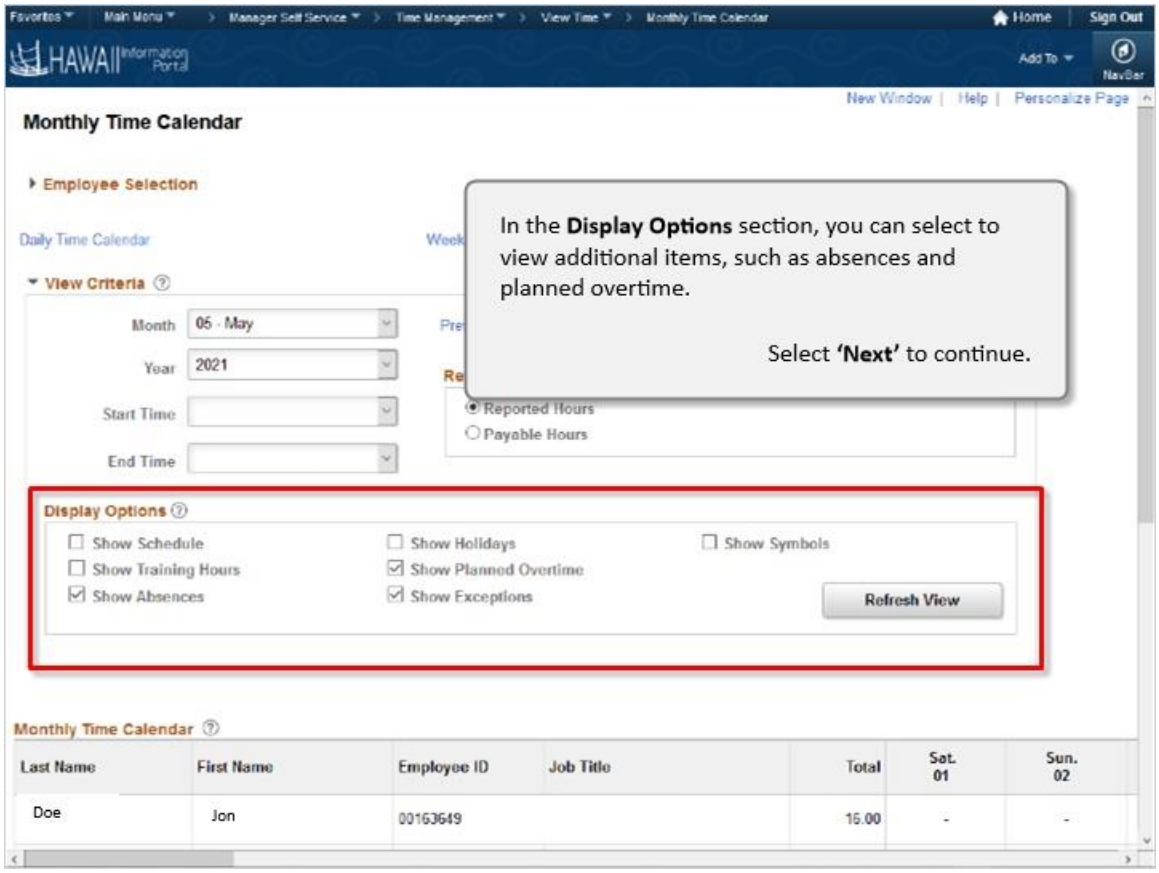


Click below the **scroll bar** to move down the page.

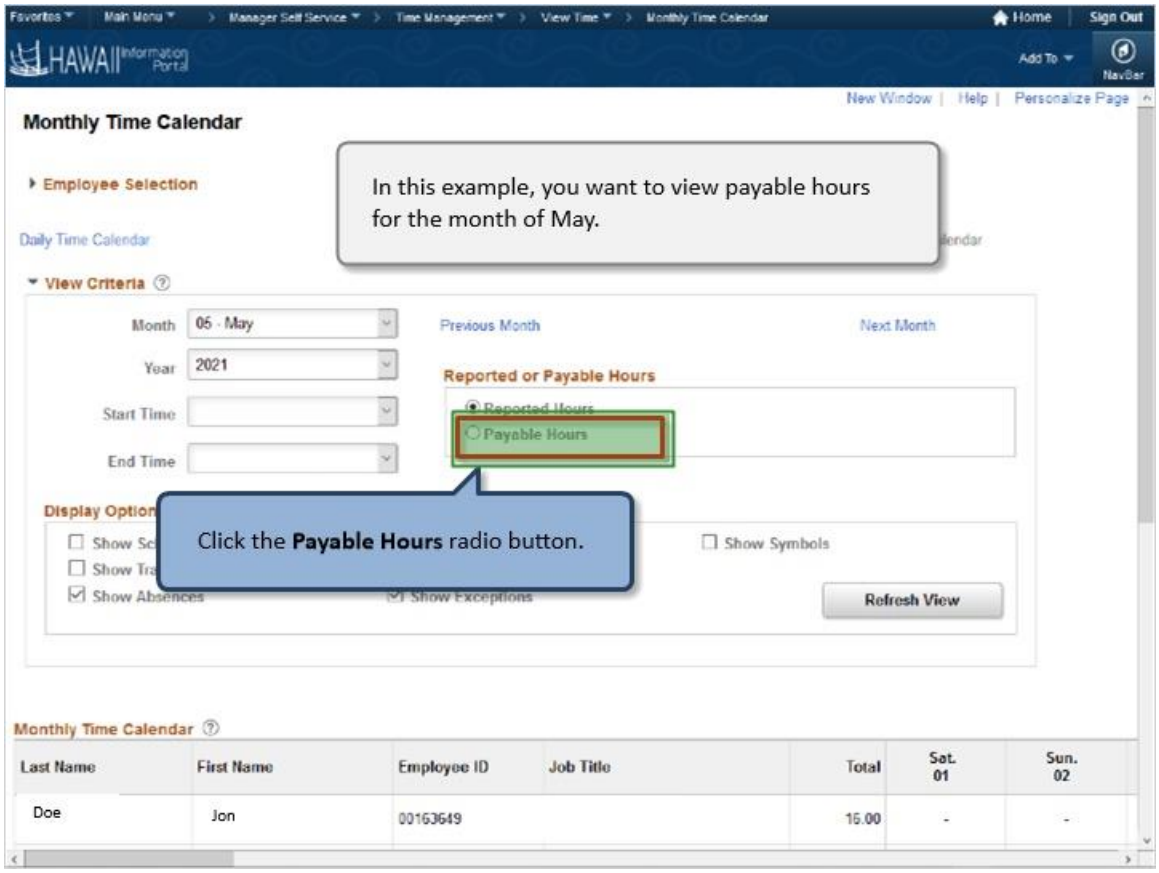


In the **View Criteria** section, you can select the month and type of hours you would like to view on the calendar.

This calendar will display reported hours for the month of May 2021.

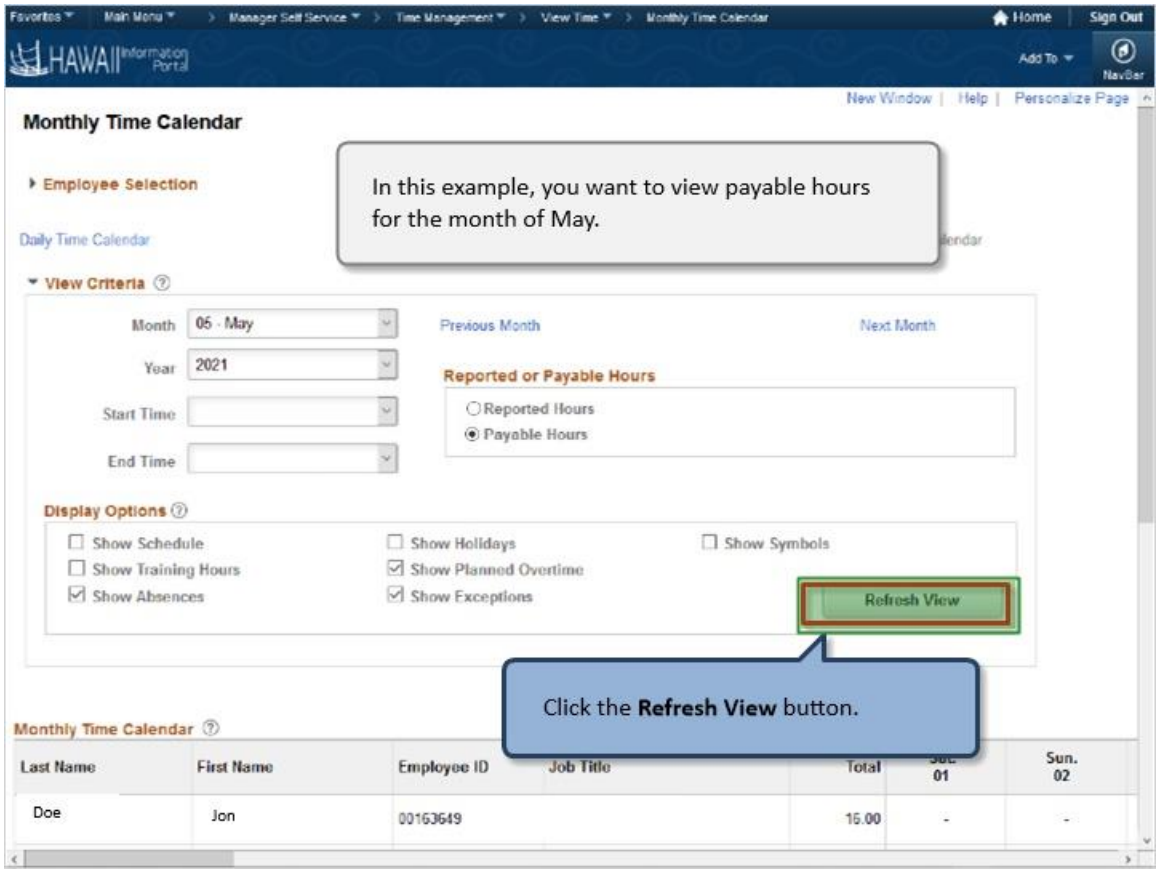


In the **Display Options** section, you can select to view additional items, such as absences and planned overtime.



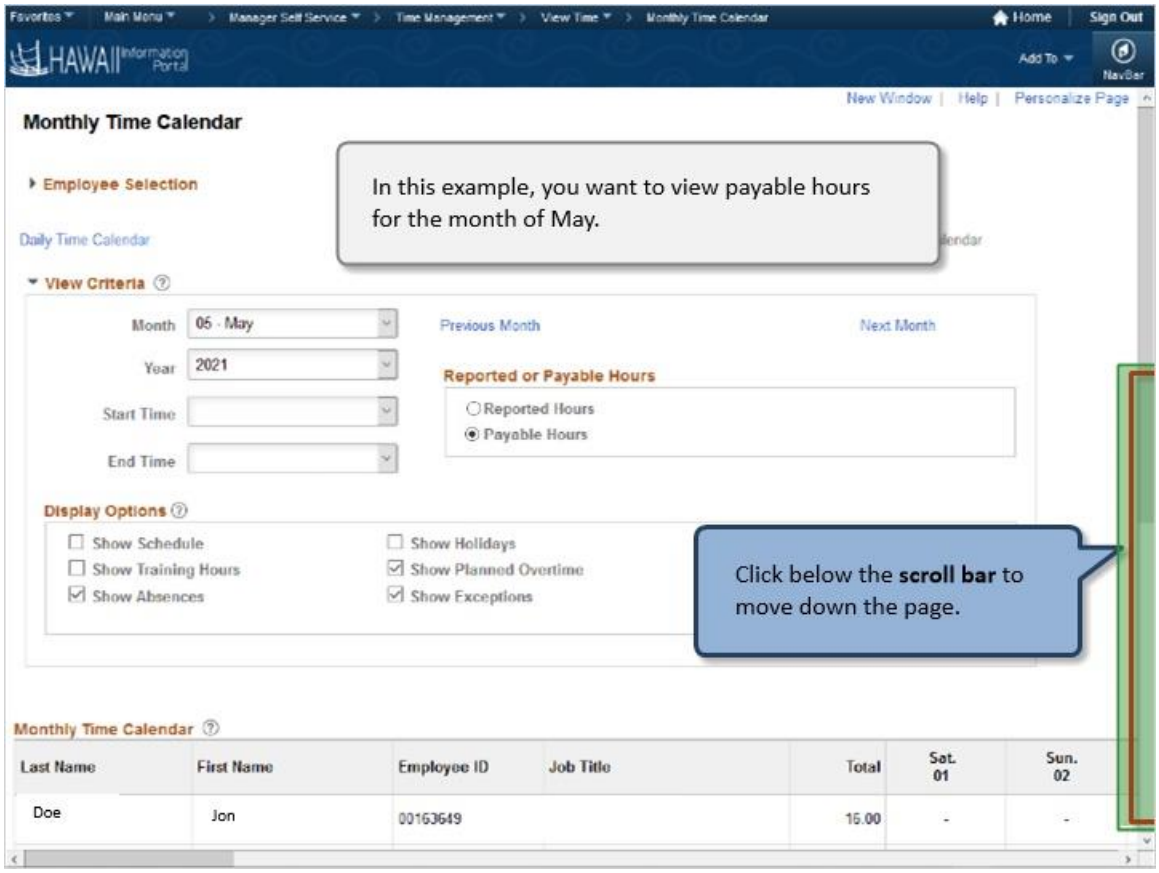
In this example, you want to view payable hours for the month of May.

Click the **Payable Hours** radio button.



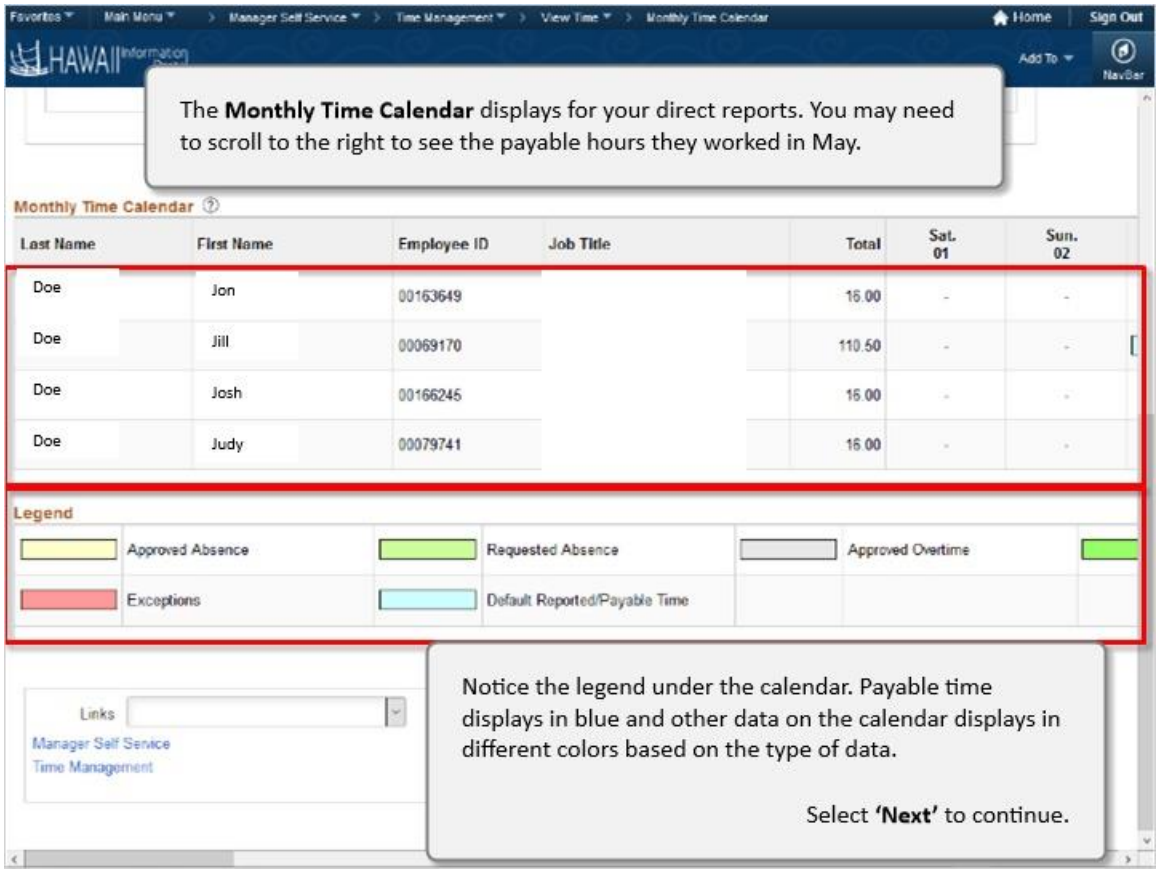
In this example, you want to view payable hours for the month of May.

Click the **Refresh View** button.



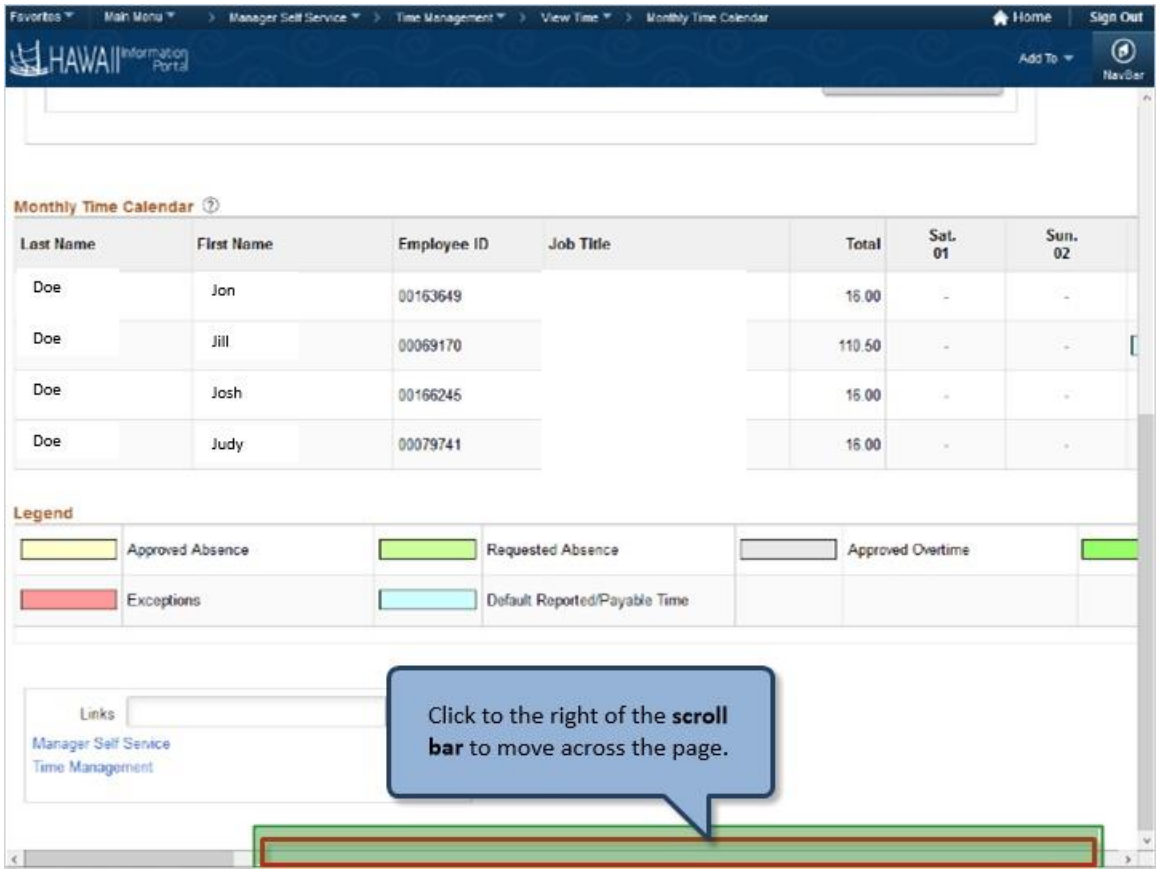
In this example, you want to view payable hours for the month of May.

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

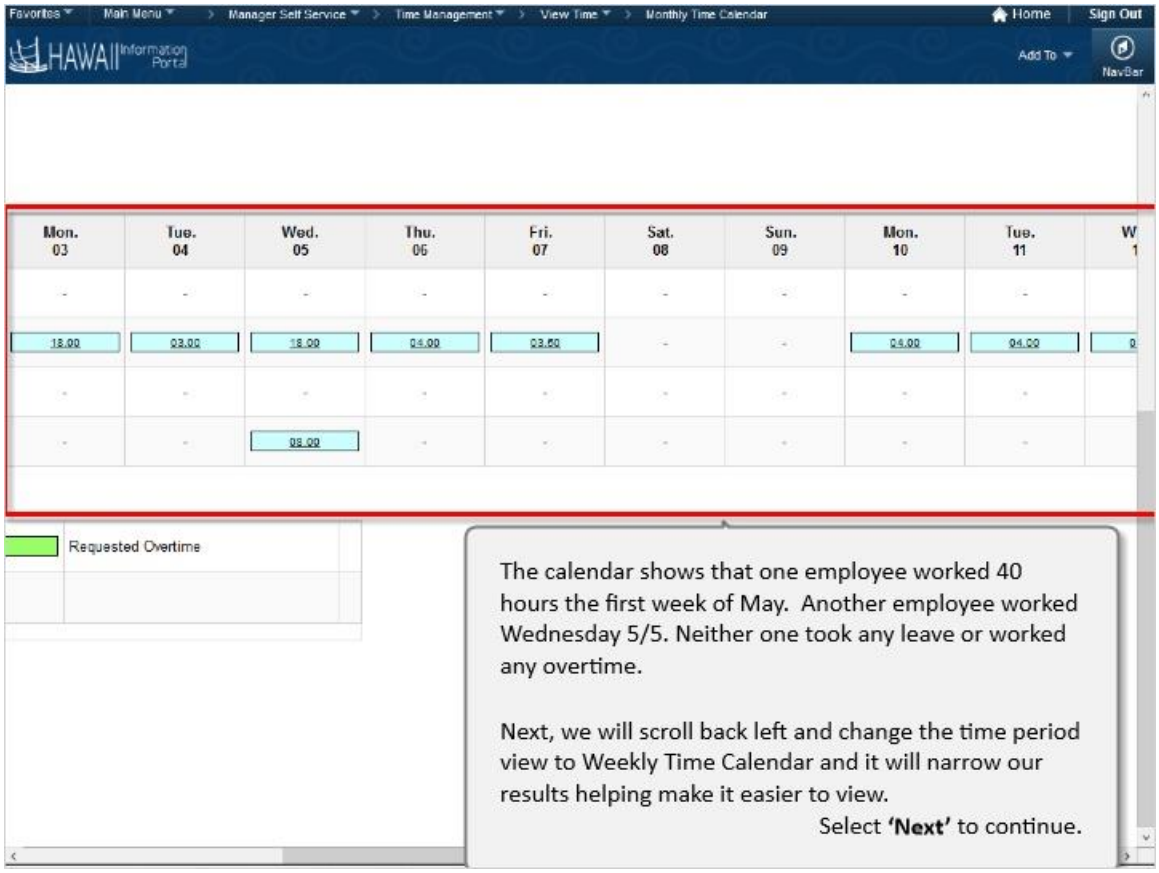


The Monthly Time Calendar displays for your direct reports. You may need to scroll to the right to see the payable hours they worked in May.

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.

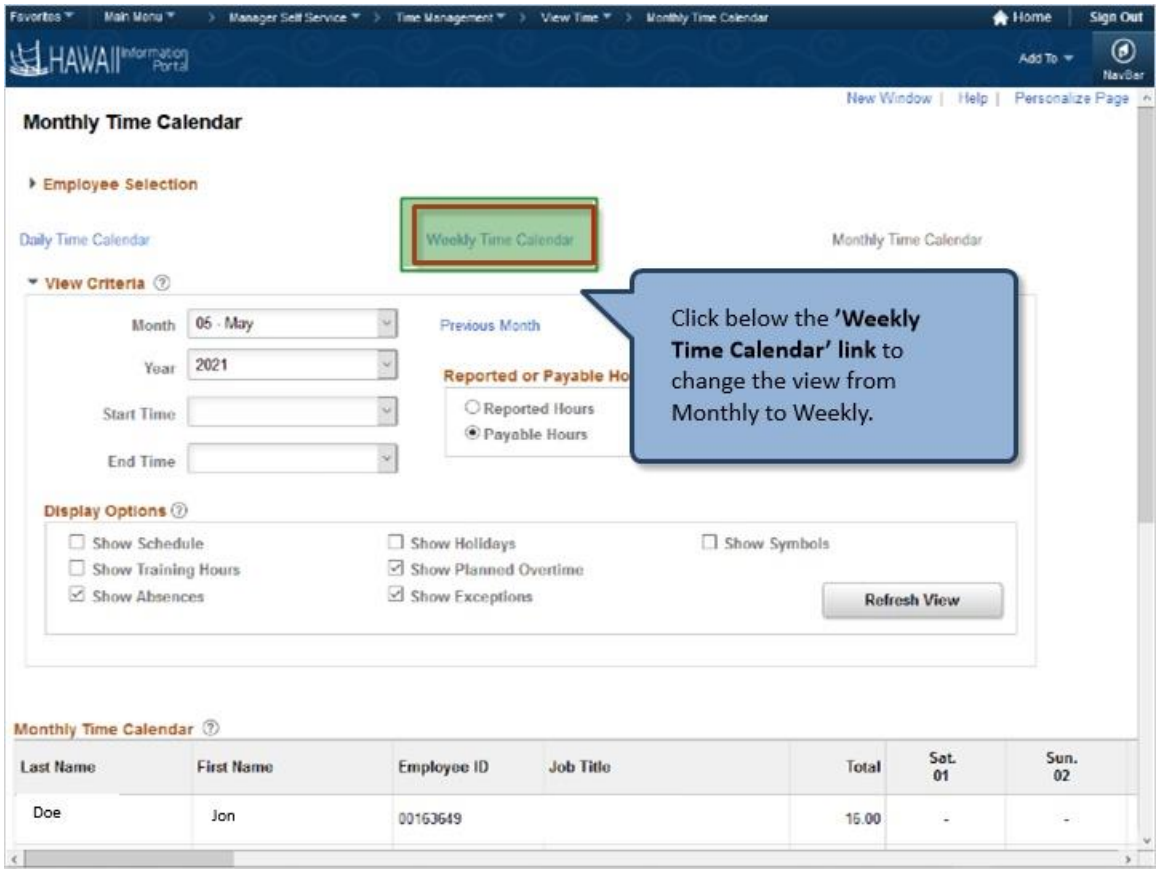


Click to the right of the **scroll bar** to move across the page.

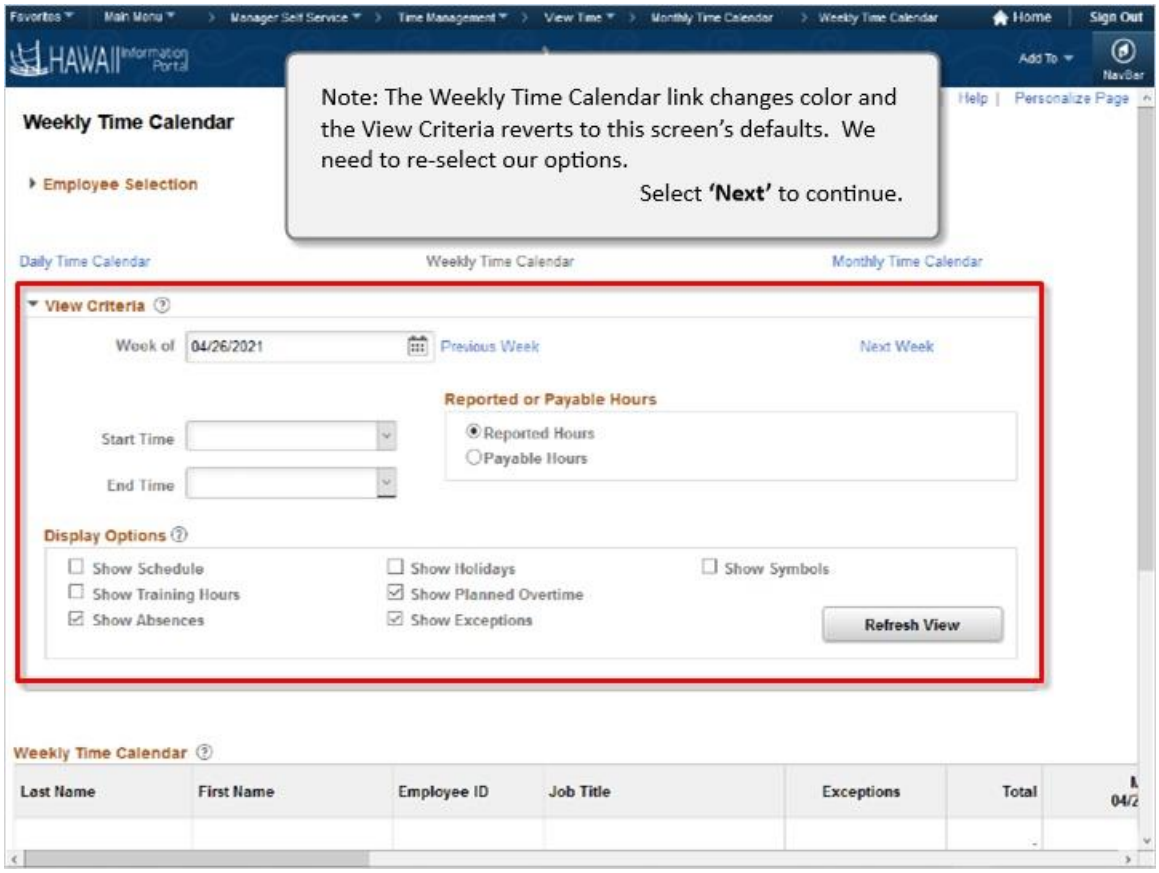


The calendar shows that one employee worked 40 hours the first week of May. Another employee worked Wednesday 5/5. Neither one took any leave or worked any overtime.

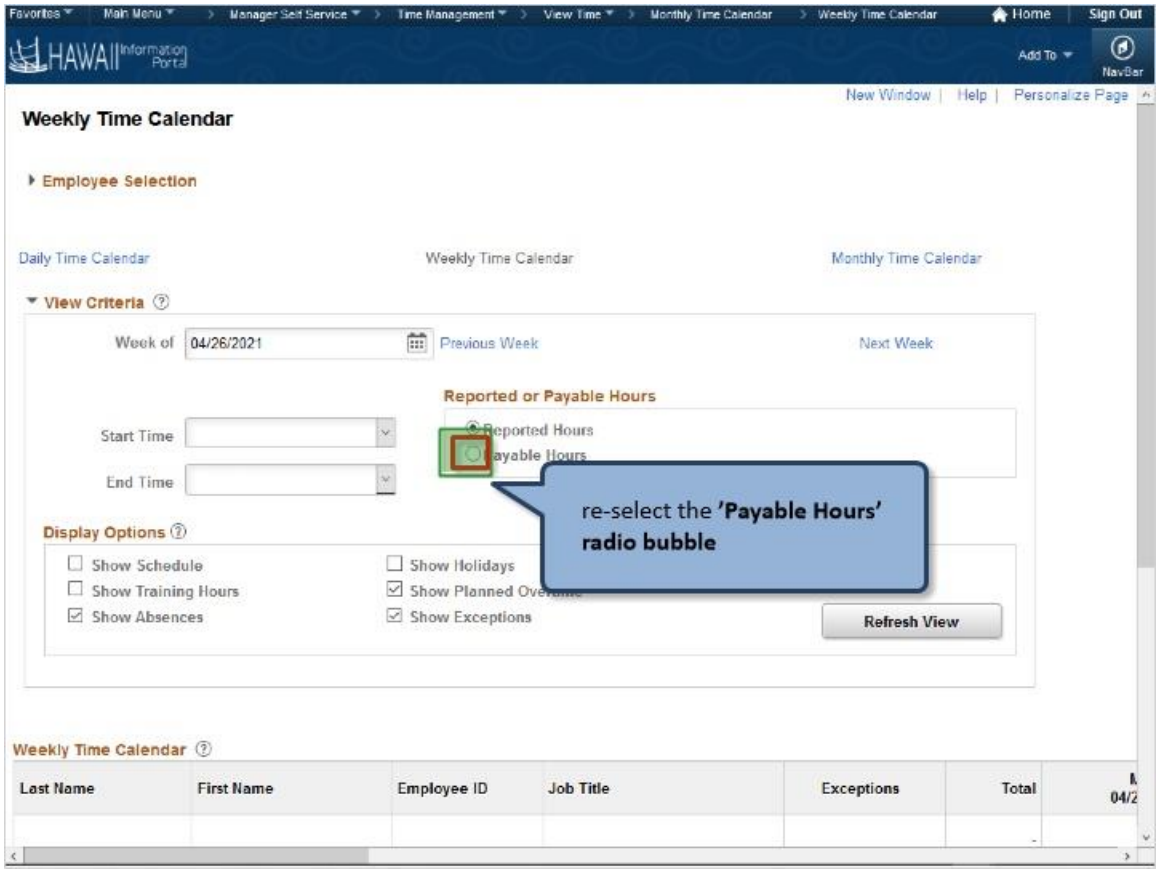
Next, we will scroll back left and change the time period view to Weekly Time Calendar, and it will narrow our results helping make it easier to view.



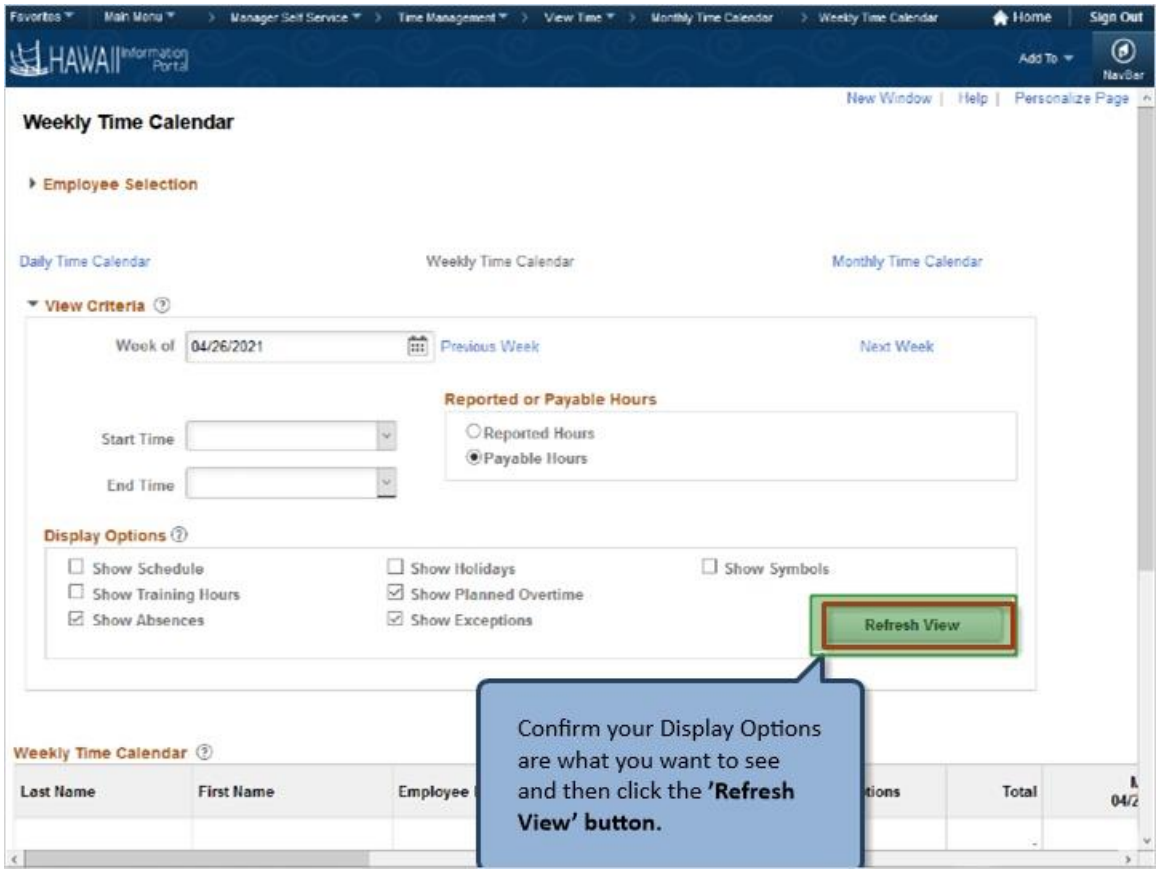
Click below '**Weekly Time Calendar'** link to change the view from Monthly to Weekly.



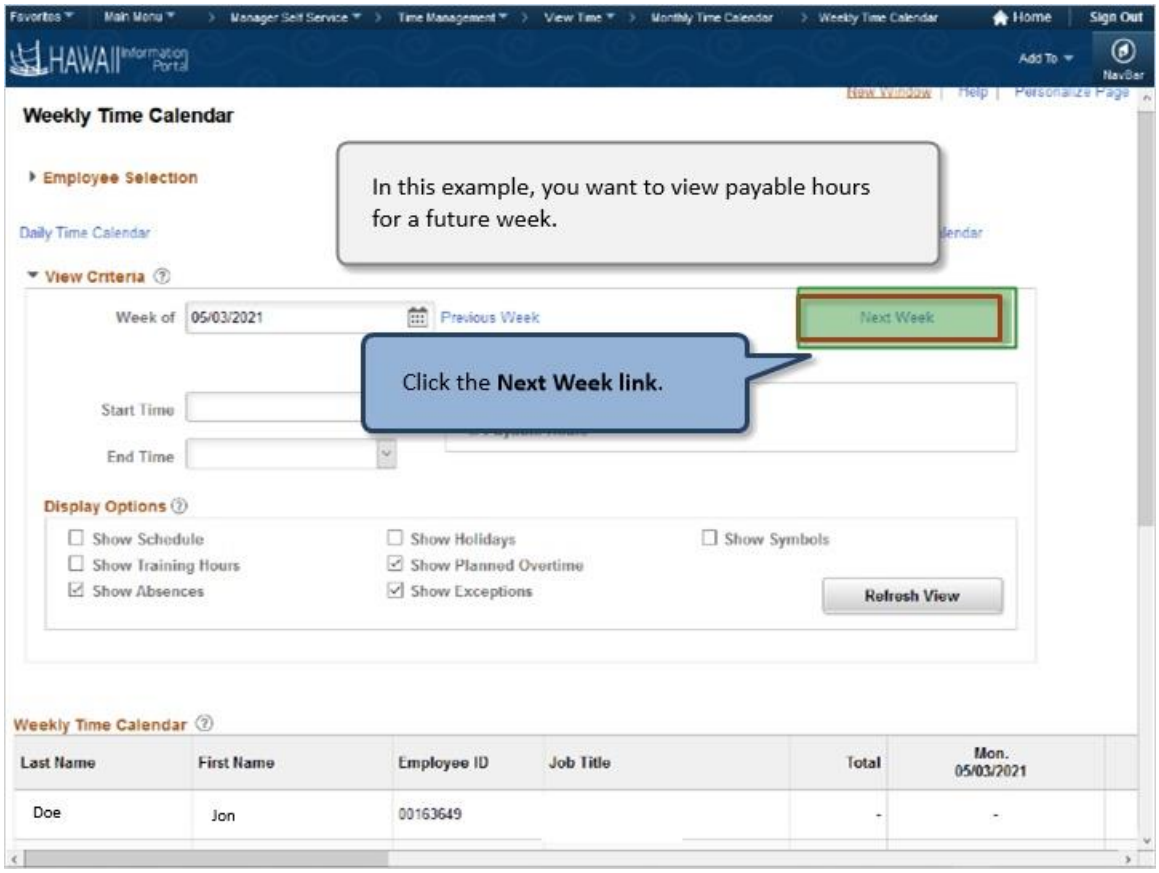
Note: The Weekly Time Calendar link changes color and the View Criteria reverts to this screen's defaults. We need to re-select our options.



Re-select the '**Payable Hours' radio bubble**.

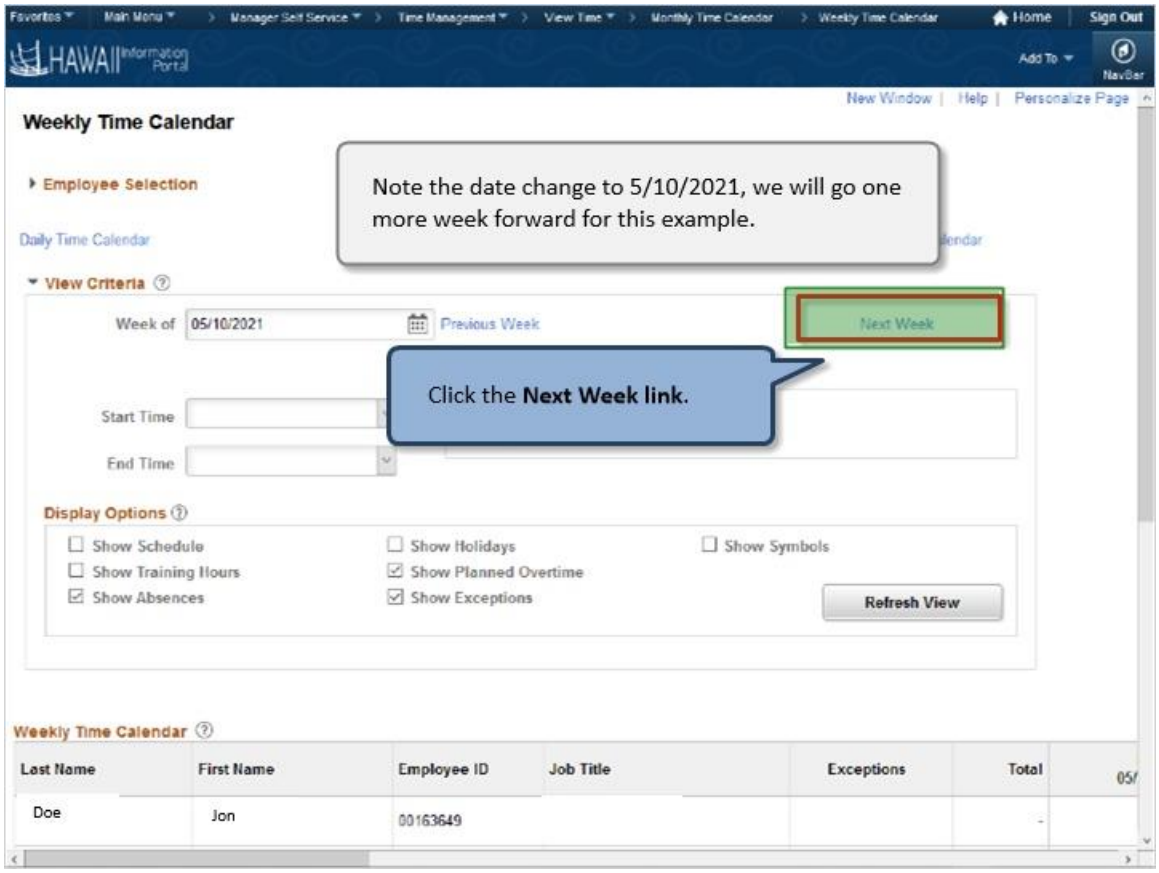


Confirm your Display Options are what you want to see and then click the '**Refresh View' button**.



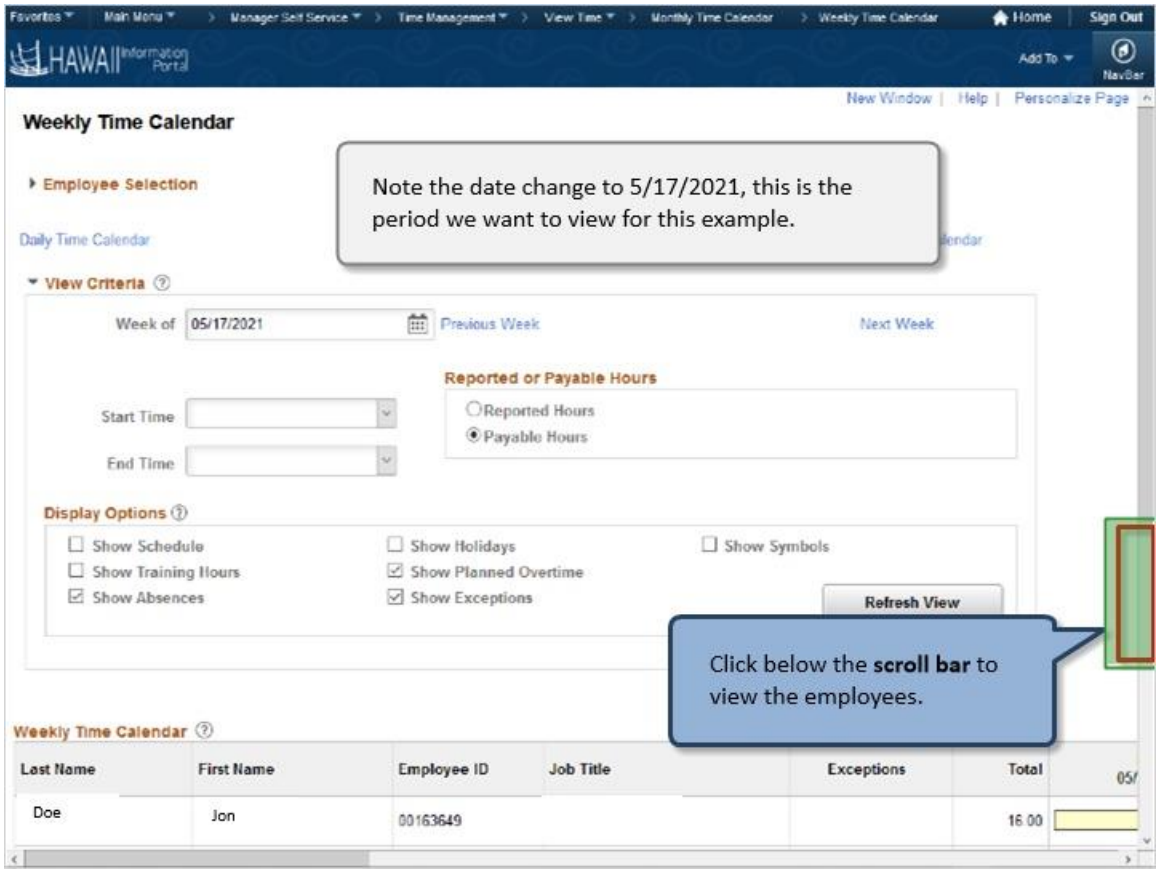
In this example, you want to view payable hours for a future week.

Click the **Next Week** link.



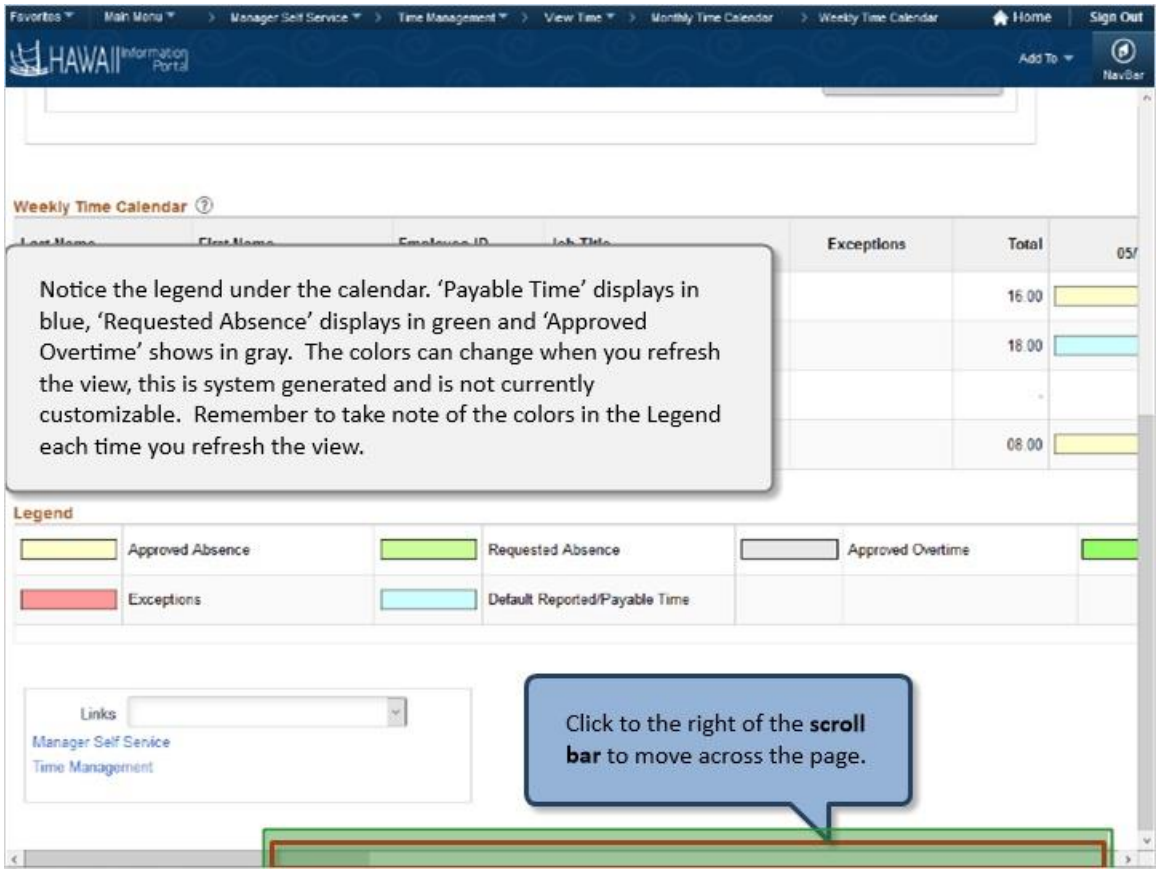
Note the date change to 5/10/2021, we will go one more week forward for this example.

Click the **Next Week** link.



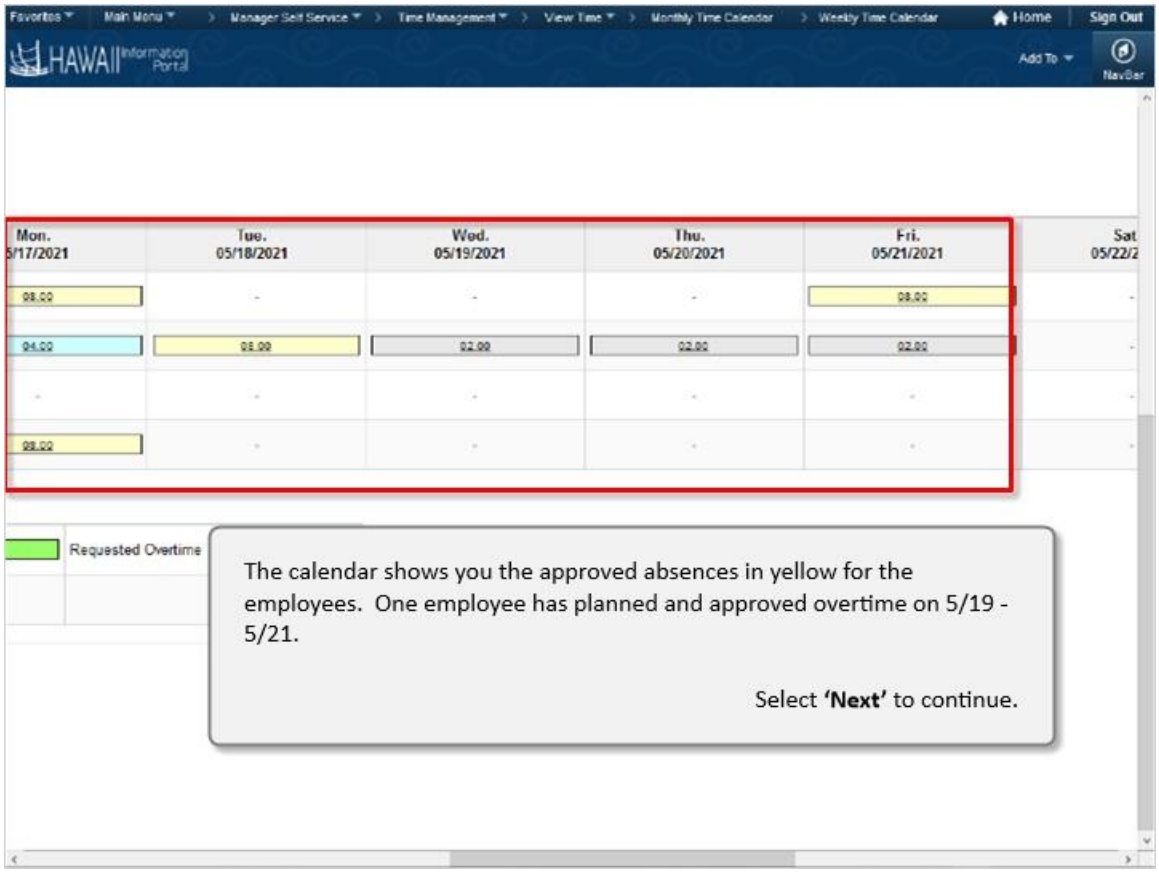
Note the date change to 5/17/2021, this is the period we want to view for this example.

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

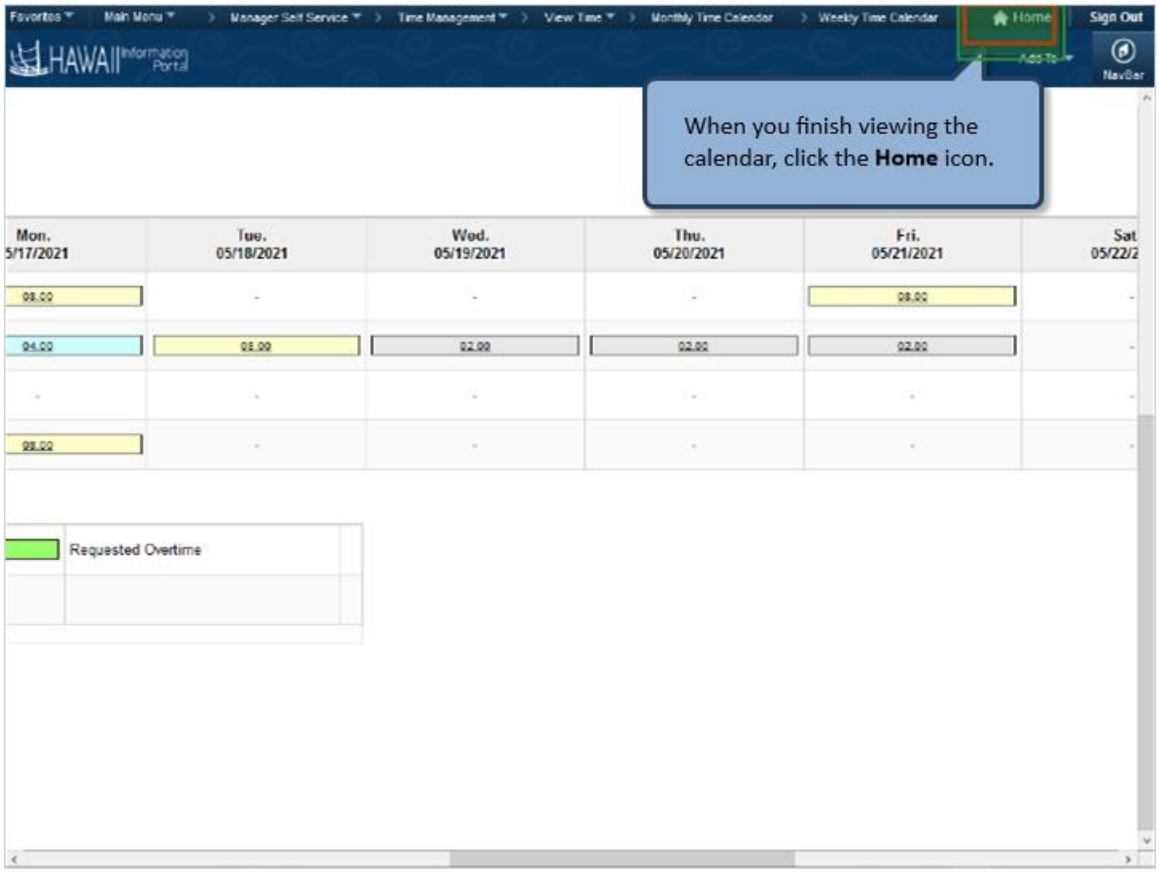


Notice the legend under the calendar. 'Payable Time' displays in blue, 'Requested Absence' displays in green and 'Approved Overtime' shows in gray. The colors can change when you refresh the view, this is system generated and is not currently customizable. Remember to take note of the colors in the Legend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

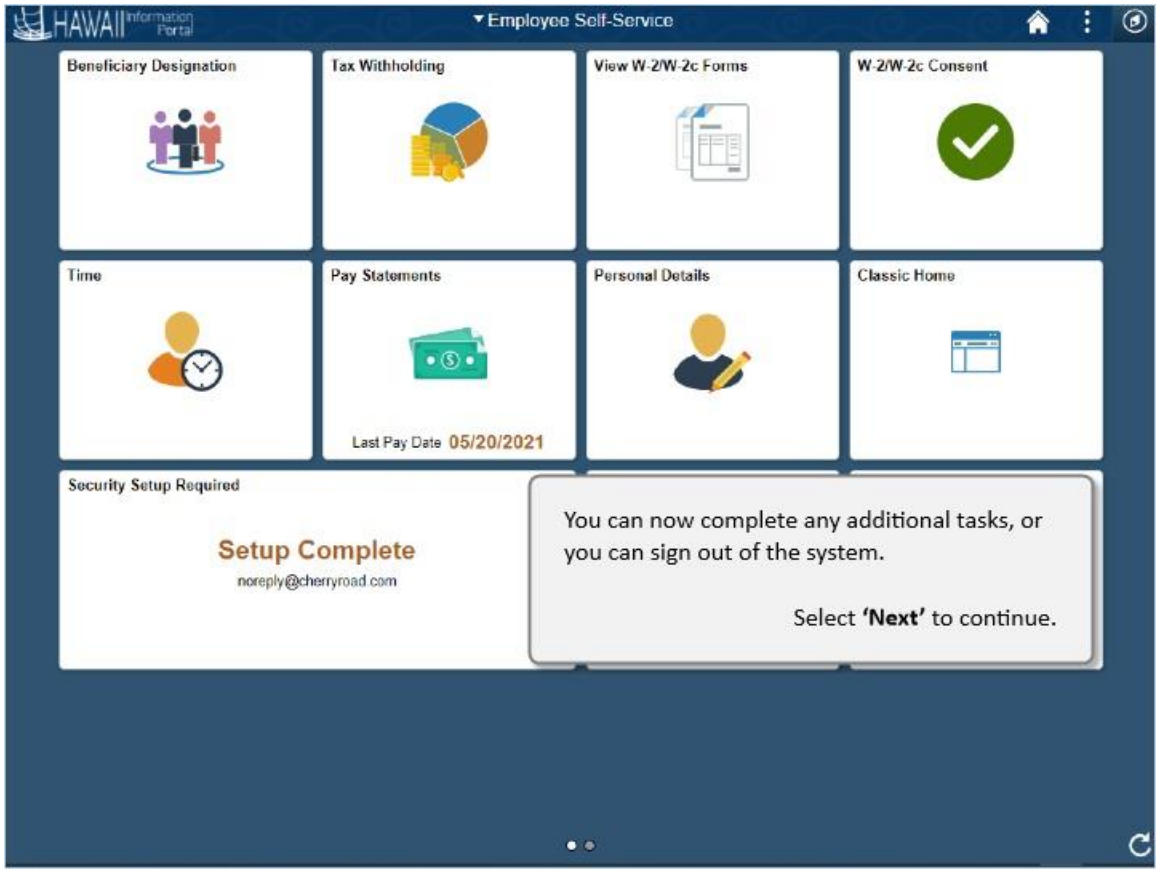
Click to the right of the **scroll bar** to move across the page.



The 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.



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

Congratulations!

You've successfully completed this lesson.

End

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'.