

Manager Self Service Time and Labor Training Manual

PeopleSoft 9.2

DISCLAIMER

Written by the North Dakota University System, September, 2018.

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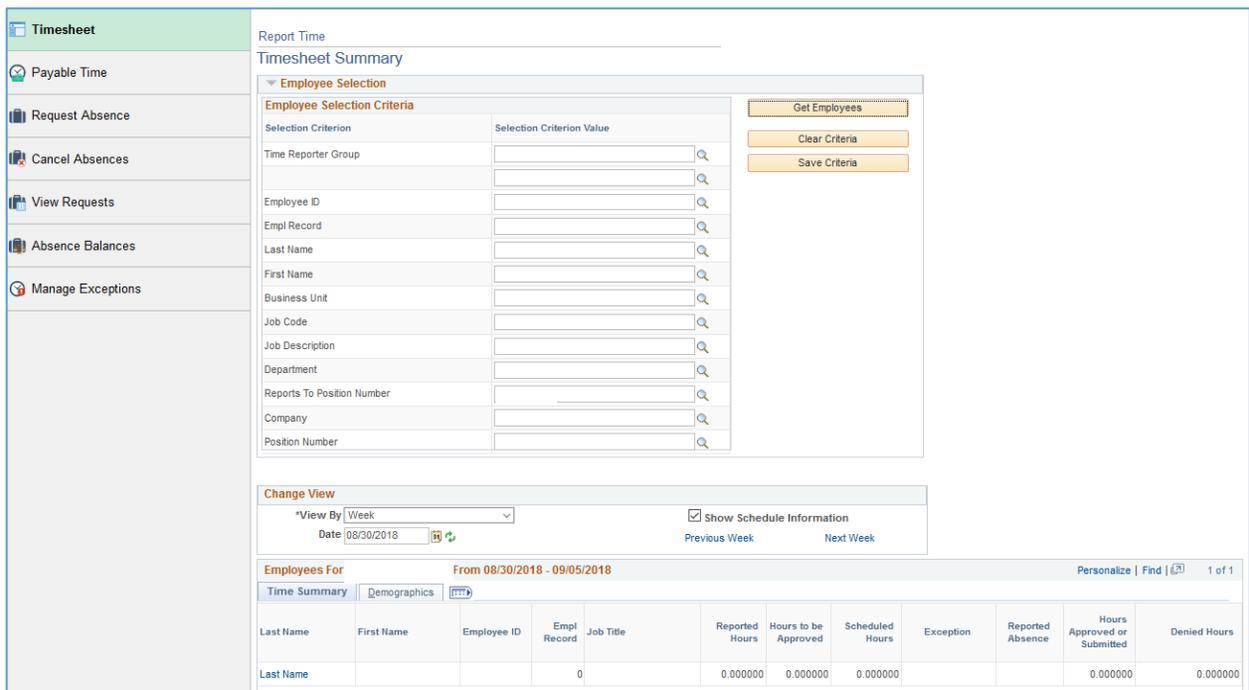
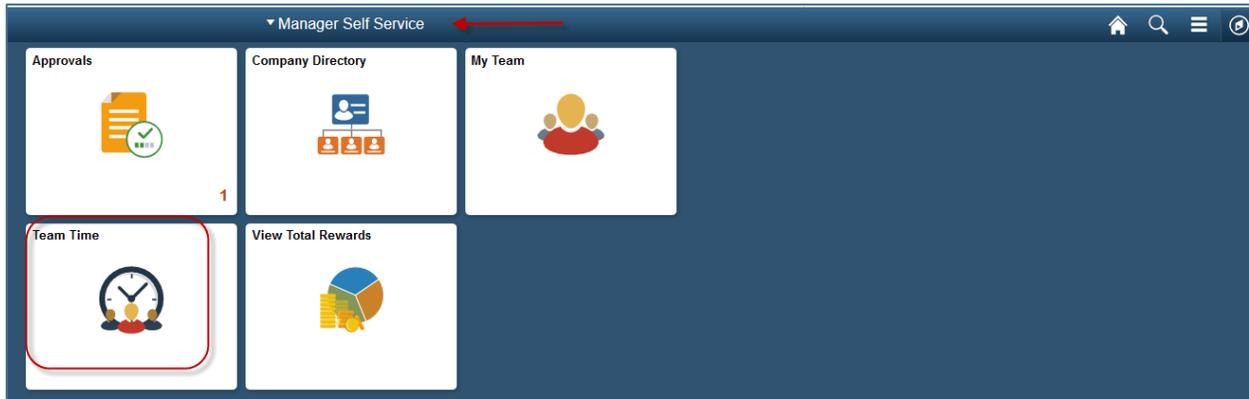
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ENTERING TIME FOR HOURLY/PUNCH EMPLOYEES

Managers may need to enter a missing punch or update a Time Reporting Code (TRC) for employees. From the Manager Self Service home page click on the Team Time tile.



Click Get Employees and select the employee's timesheet.

Timesheet

Employee ID
Temporary Farming-Non-Machinery
Emp# Record 1
Earliest Change Date 09/17/2017

Select Another Timesheet

*View By: Calendar Period
*Date: 09/01/2018
Reported Hours 0.00

From 09/01/2018 to 09/15/2018

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Override Rate	Time Zone	Time Collection Device ID	Combination Code	ChartFields
<input type="radio"/>	Sat	9/1	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Sun	9/2	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Mon	9/3	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Tue	9/4	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Wed	9/5	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Thu	9/6	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Fri	9/7	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Sat	9/8	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Sun	9/9	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Mon	9/10	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Tue	9/11	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Wed	9/12	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Thu	9/13	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Fri	9/14	New						Regular Hours - H01			CST			ChartFields
<input type="radio"/>	Sat	9/15	New						Regular Hours - H01			CST			ChartFields

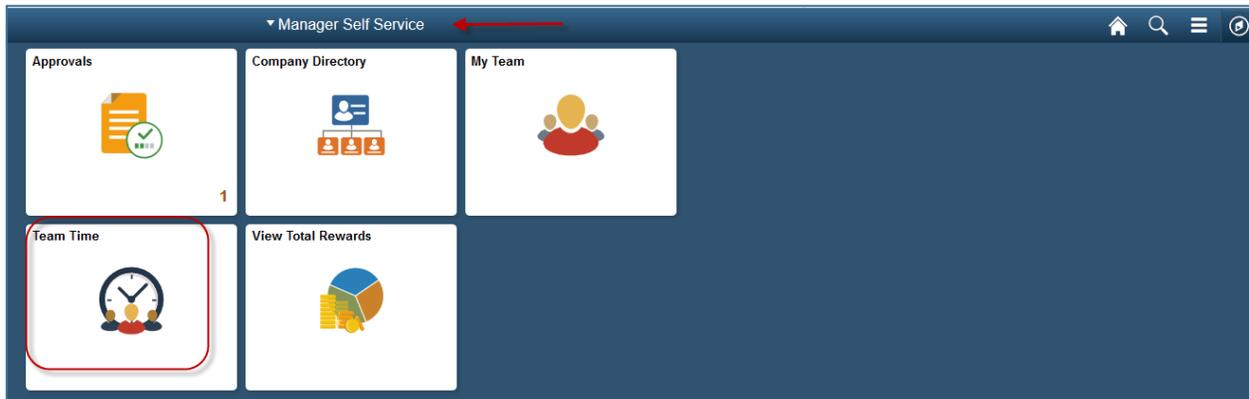
Submit Clear

Enter the employee's hours. The Quantity field can also be used for a total number of hours per day. The Time Reporting Code (TRC) can be changed to work study (H14) or call back pay (H12) if applicable or the combo code (funding source) can be overridden.

Click Submit. The hours are then ready for approval.

ENTERING TIME FOR SALARY/ELAPSE EMPLOYEES

Managers may need to update or enter Time Reporting Code (TRC) for employees or enter a funding source. From the Manager Self Service home page click on the Team Time tile. The Timesheet page opens up as the top selection in the navigation collection.



Report Time

Timesheet Summary

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	00021054
Company	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change View

*View By: Show Schedule Information
Date: 09/06/2018

Employees For Weston Gould, Totals From 09/06/2018 - 09/12/2018

Time Summary | Demographics |

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Last Name			0		0.000000	0.000000	0.000000			0.000000	0.000000

Click on Get Employees. Select the employee from the populated list.

Timesheet

Custodian
.....

Employee ID
Empl Record 0

Actions ▼

Earliest Change Date 11/19/2017

Select Another Timesheet

*View By Calendar Period
*Date 09/01/2018

Scheduled Hours 72.00
Reported Hours 0.00

Previous Period
Previous Employee

Next Period
Next Employee

From Saturday 09/01/2018 to Saturday 09/15/2018

Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Total Time Reporting Code
															Regular Hours - H01
															Regular Hours - H01
															Regular Hours - H01

Submit

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Reported Time Status

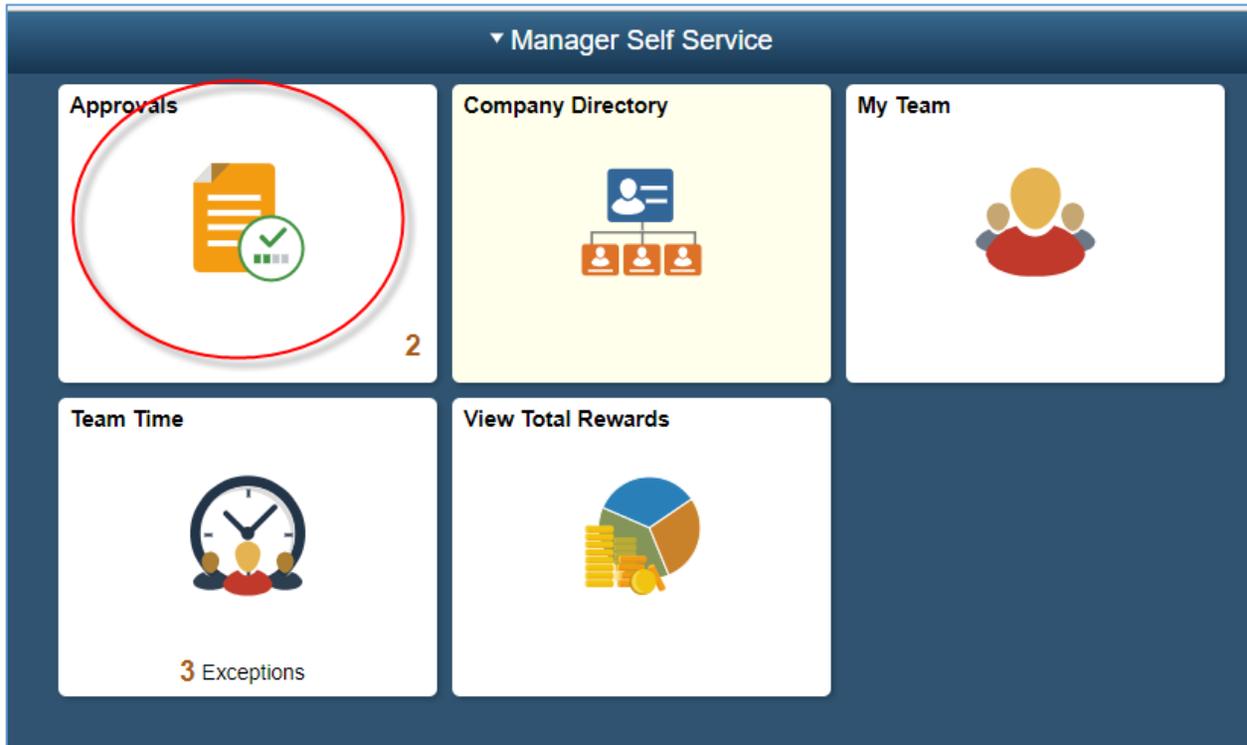
Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Return to Select Employee
Manager Self Service
Time Management

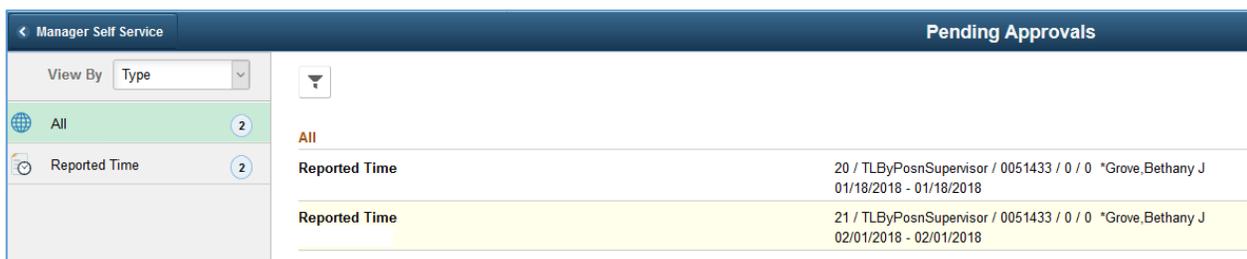
Enter the applicable information and click Submit. Managers will not be able to approve from this page. For instruction on how to approve please see the Approvals section in this manual.

MANAGER APPROVALS

Managers will access pending approvals from the Approvals tile on the Manager Self Service home page.



The following page appears for managers to complete the approval. Managers select the request for approval.



Once the request is selected the next page appears.

Reported Time

Bethany Grove
Building Services

1 line(s) are pending your approval

Summary

Time Period: 02/01/2018 - 02/01/2018

Quantity for Approval: 8.00 Hours
Quantity Submitted/ Approved: 0.00 Hours
Quantity Denied: 0.00 Hours

Quantity Scheduled: 8.00 Hours
Quantity Reported: 8.00 Hours

Reported Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	02/01/2018	H01 - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours

Approver Comments

Approval Chain

Managers select all or select by row and click Approve. The manager can enter comments or leave blank and click Submit.

Cancel Approve Submit

You are about to approve this request.

Approver Comments

DELEGATE APPROVAL OF REPORTED TIME

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

Navigation: Self Service > Manager Delegation

Click on Create Delegation Request

Manage Delegation

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

 [Learn More about Delegation](#)

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

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

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

[Review My Delegated Authorities](#)

Create Delegation Request

Enter Dates

Administrative Assistance

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

Delegation Dates

From Date 

To Date 

Next

Cancel

Enter the dates of the delegation request and click Next. Then select the transactions to be delegated. In this example we are delegating the approval of reported time.

Create Delegation Request

Select Transactions

|

Administrative Assistance

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

Delegate Transactions	
	Transaction
<input checked="" type="checkbox"/>	Absence Cancellation
<input type="checkbox"/>	Manage Approve Reported Time
<input type="checkbox"/>	Manager Abs Cancellation Fluid
<input type="checkbox"/>	Manager Absence Approve

Select All Deselect All

Select the transactions to be delegated. In this example we are delegating the approval of reported time. Click Next

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

Click Next and Submit. The proxy selected will receive an email and must accept or approve the delegation. If the proxy is a current manager they have the option to navigate as previous to Self Service > Manage Delegation or it will appear the Approval tile from the MSS Homepage.

Here is an example of navigating to Manage Delegation:

Manage Delegation

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

 [Learn More about Delegation](#)

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

[Create Delegation Request](#)

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

[Review My Delegated Authorities](#)



My Delegated Authorities

Student Academic Advisor

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

Show Requests by Status

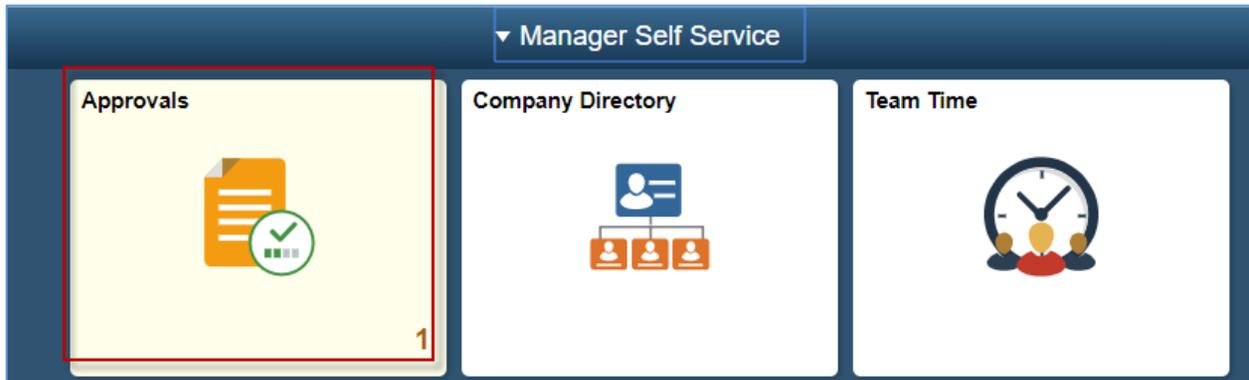
Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Manage Approve Reported Time		Health Promotions Coord	09/26/2018	09/28/2018	Submitted	Inactive	

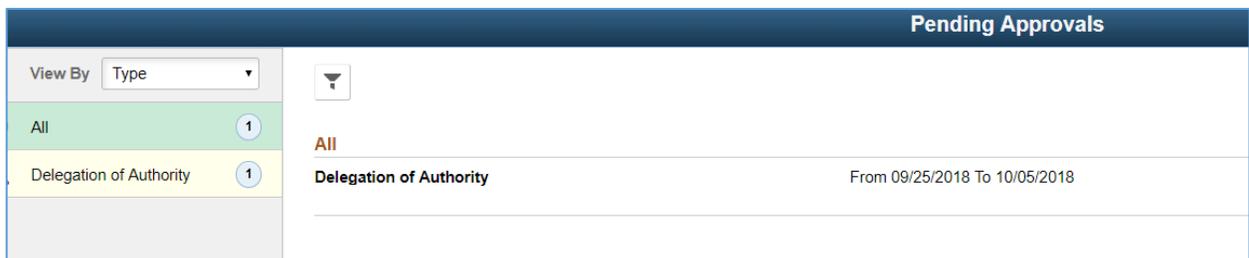
Select All Deselect All

[Return to Manage Delegation](#)

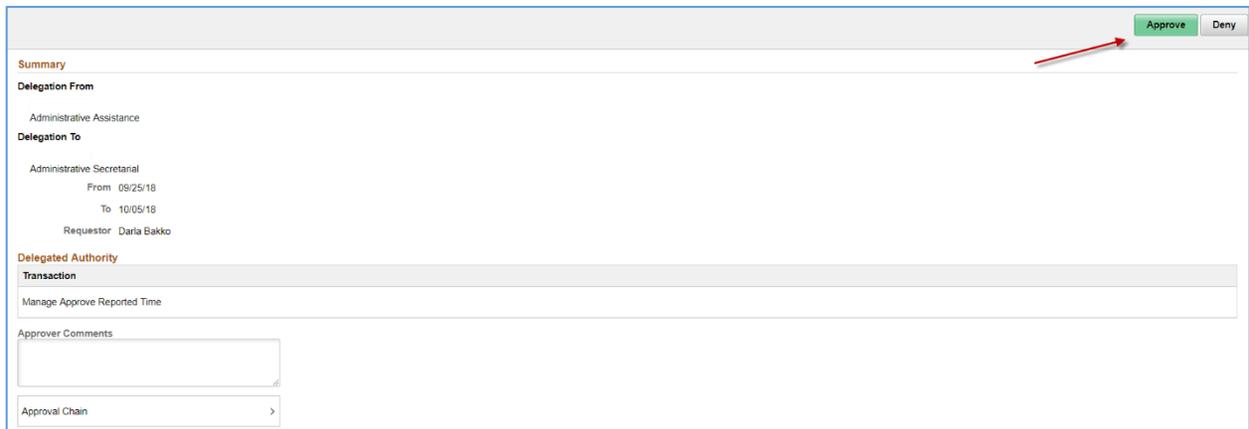
Here is an example from the MSS home page from the Approval Tile:



Click on the Approvals tile. Select the Delegation to approve.



Select Approve.



Once the delegation is in place the approval can only be done by the proxy or the delegator's manager.