

## UW-Shared Services Manager Self-Service Approvals Guide for Biweekly Employees

Employees will submit absence requests and hours worked periodically, throughout the pay period. This guide is meant to assist with approving the absence requests and time submissions as efficiently as possible. We encourage supervisors to create a system that follows this guideline and works best within your department(s).

On Monday afternoons following the pay period end date, managers should review and approved any Absences showing for the pay period in HRS.

Then, on Tuesdays, all Timesheet Exceptions and Time Submissions (Payable Time) should be reviewed and approved for their employees.

Here is the generic Method and order at a glance:

1. Review and Approve Absence Request (Pages 5-7)
2. Review the Timesheet for Exceptions and Accuracy (Pages 8-10)
3. Review and Approve Payable Time (Pages 11-14)

Please remember that you will need to wait for the Time Admin process to run after each step is approved. The Time Administration process runs daily at 4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, and overnight.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	EE: Enter time and submit each day	Week 1 of Pay Period			EE: Enter time and submit for the entire week if not already completed. SUPV: Correct Exceptions; Approve time for Wk 1	
	EE: Enter time and submit each day	Week 2 of Pay Period			EE: Enter time and submit for the entire week if not already completed. SUPV: Correct Exceptions; Approve time for Wk 2	END of Pay Period
First day of next pay period	EE: BY 12Midnight LAST day to submit time for previous pay period.	SUPV: BY 12 NOON LAST morning to approve exceptions and time for previous pay period.				

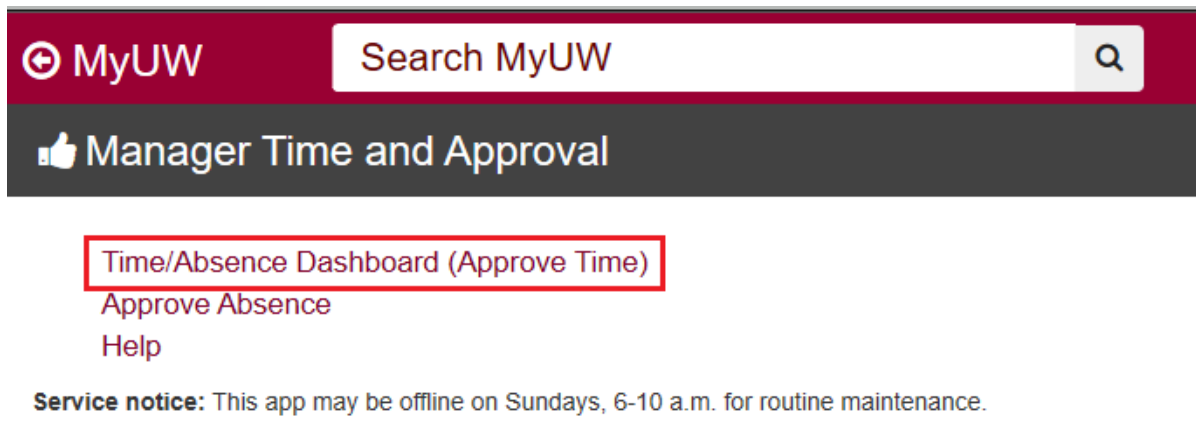
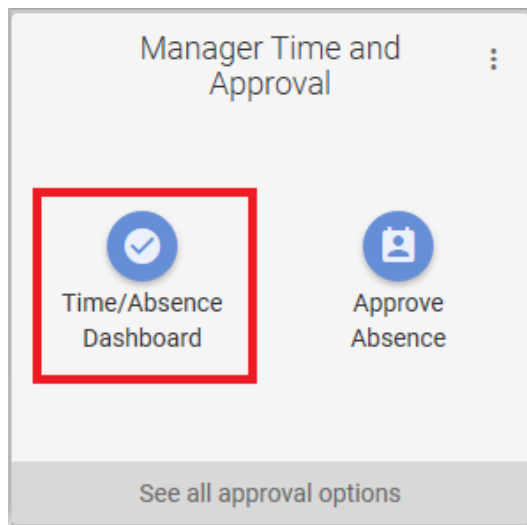
# Time/Absence MSS Dashboard – Accessing the Dashboard

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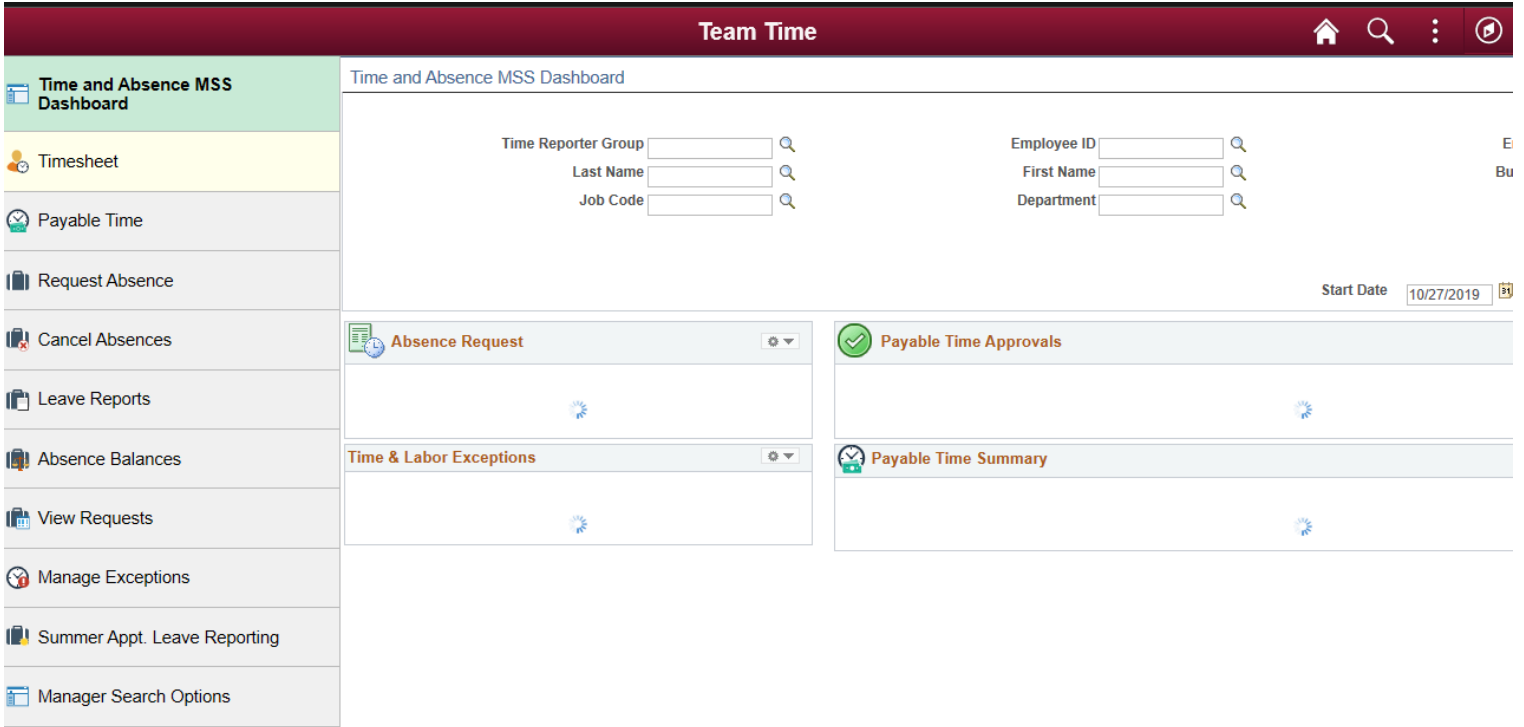
The Manager Self Service (MSS) Time and Absence Dashboard is a one stop shop for managers to review or approve pending time and absence requests for their direct reports in an efficient and timely manner.

## Links

1. Navigate to your MyUW portal
  - All UW employees can access the MyUW System portal at <https://my.wisconsin.edu/> using their UW institutional ID username and password.
  - UW-Madison employees can access the MyUW Madison portal at <https://my.wisc.edu/> using their UW-Madison NetID username and password.
2. On the Manager Time and Approval Tile, click on the Time/Absence Dashboard icon.
  - Or click “See all approval options” at the bottom of the tile and then select Time/Absence Dashboard



# Time/Absence MSS Dashboard – Accessing the Dashboard Continued



The screenshot shows the 'Team Time' dashboard interface. At the top, there is a dark red header with the text 'Team Time' and navigation icons (home, search, menu, refresh). Below the header is a sidebar on the left with a green 'Time and Absence MSS Dashboard' tab selected, and other tabs like 'Timesheet', 'Payable Time', 'Request Absence', 'Cancel Absences', 'Leave Reports', 'Absence Balances', 'View Requests', 'Manage Exceptions', 'Summer Appt. Leave Reporting', and 'Manager Search Options'. The main content area is titled 'Time and Absence MSS Dashboard' and contains search filters for 'Time Reporter Group', 'Last Name', 'Job Code', 'Employee ID', 'First Name', and 'Department', each with a search icon. A 'Start Date' field is set to '10/27/2019'. Below the filters are three main sections: 'Absence Request' (with a gear icon), 'Payable Time Approvals' (with a green checkmark icon), and 'Payable Time Summary' (with a clock icon). Each section contains a loading spinner icon.

## MANAGER SELF SERVICE UPDATES:

**Managers who Approve Time:** For managers who approve time, there will now be a convenient link in the Time and Absence Manager Self Service Dashboard. The link to approve time that is currently located in the MyUW portal will be removed.

Other pages used to manage employee's time and absence can now be found in a new left side bar, just click on a tab to see the information.

**All Managers:** A drop down on the home page for Manager Self Service and Employee Self Service will allow users to conveniently switch between Employee Self Service and Manger Self Service home pages.

# Time/Absence MSS Dashboard – Selection Criteria

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

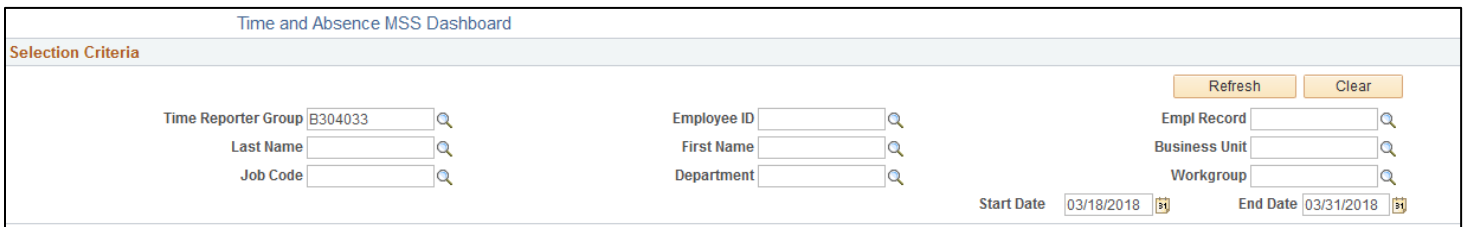
The Selection Criteria section contains the filters used to determine information that appears in each dashboard section.

## Default Information

1. Time Reporter Group – defaults based upon settings on the Manager Search Options page.
2. Date Range – defaults to current payroll being processed

## Change Criteria

1. Use magnifying glass to add/change selection criteria information
  - Date range can be changed by typing in dates or using calendar icon
2. Click the Refresh button to update all dashboard sections



Time and Absence MSS Dashboard

Selection Criteria

Time Reporter Group

Last Name

Job Code

Employee ID

First Name

Department

Empl Record

Business Unit

Workgroup

Start Date

End Date

## Change Time Reporter Group Default Value

1. Click **Manager Search Options** in the left side bar.
2. Enter new group ID in *Time Reporter Group* row or use the magnifying glass to select an assigned group ID.
  - a. "B" Groups - UW Supervisor
  - b. "C" Groups - UW Supervisor Backup
3. Click **Save**.

# Time/Absence MSS Dashboard - Absence Request

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Absence Request section displays all pending Absence Requests for a Manager, based upon information in the search criteria section, but does not filter on date range.

## Reviewing Information

- To see information about a request, click on the employee’s name, request details page will appear
  - Review or add a comment
  - Approve or push back the request
  - The return button takes you back to the dashboard without taking an action
- To see additional information for all employees on one page, click the View Details hyperlink.

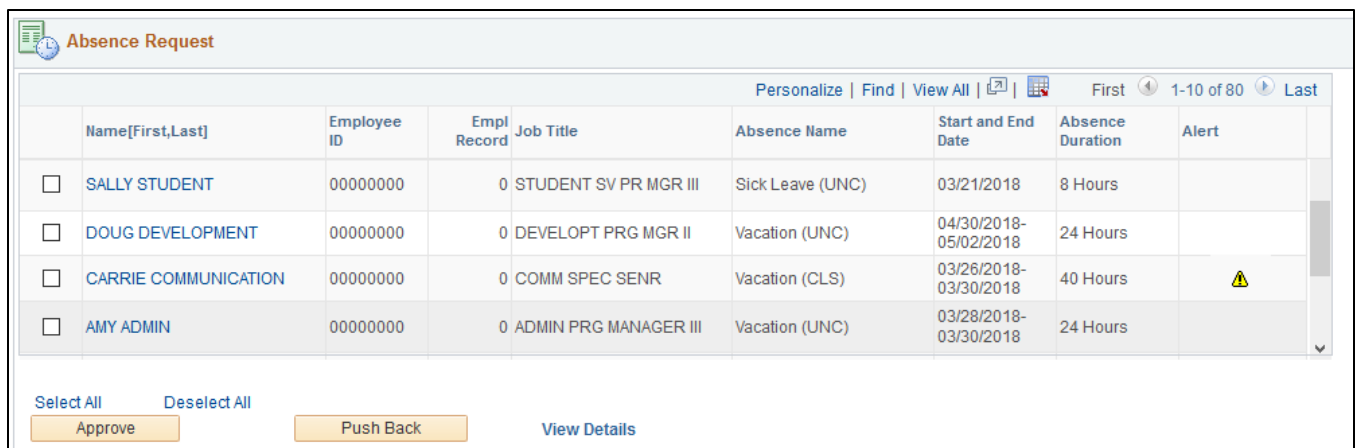
## Alert – Exceeds Current Absence Balance

- If an employee’s absence request will result in a negative balance, a warning sign will appear in the Alert column.
 

**NOTE:** This does not prevent you from approving the request

## Approve Request

- Put a check mark next to the employee name(s) to take action on.
- Click Approve
- The requests will be removed from the list.



The screenshot shows the 'Absence Request' dashboard interface. At the top, there are navigation options: 'Personalize', 'Find', 'View All', and pagination 'First 1-10 of 80 Last'. The main table has the following columns: Name[First,Last], Employee ID, Empl Record, Job Title, Absence Name, Start and End Date, Absence Duration, and Alert. Below the table are buttons for 'Select All', 'Deselect All', 'Approve', 'Push Back', and 'View Details'.

	Name[First,Last]	Employee ID	Empl Record	Job Title	Absence Name	Start and End Date	Absence Duration	Alert
<input type="checkbox"/>	SALLY STUDENT	00000000	0	STUDENT SV PR MGR III	Sick Leave (UNC)	03/21/2018	8 Hours	
<input type="checkbox"/>	DOUG DEVELOPMENT	00000000	0	DEVELOPT PRG MGR II	Vacation (UNC)	04/30/2018-05/02/2018	24 Hours	
<input type="checkbox"/>	CARRIE COMMUNICATION	00000000	0	COMM SPEC SENR	Vacation (CLS)	03/26/2018-03/30/2018	40 Hours	⚠
<input type="checkbox"/>	AMY ADMIN	00000000	0	ADMIN PRG MANAGER III	Vacation (UNC)	03/28/2018-03/30/2018	24 Hours	

# Request Absence – On Behalf of Employee (Manager)

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Absences can be entered by a manager on behalf of the employee. These absences are auto-approved.

## Request Absence

1. Access the [Time/Absence Dashboard](#).
2. Click **Request Absence** in the left side bar.
3. Click the name of the employee.  
**NOTE:** To change search results, enter information in the search options fields and click Search.
4. Select the absence name from the dropdown.
5. Enter/Update information in the following fields:
  - **Hours Per Day** – How many hours are being requested for each day of absence
  - **Reason** – leave as is, this field is not used
  - **Start Date** – first day of the absence
  - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)  
**NOTE:** if entering a date range, do not include weekend days or cross multiple months
  - **Duration** – will automatically calculate
  - **Comments** – optional
6. Click **Submit**.
7. Click **Yes** to verify that the request should be submitted.

## Cancel Absence – On Behalf of Employee (Manager)

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Absences can be cancelled by a manager on behalf of the employee.

### Cancel Absence

1. Access the [Time/Absence Dashboard](#).
2. Click **Cancel Absence** in the left side bar.
3. Click the name of the employee.  
**NOTE:** To change search results, enter information in the search options fields and click Search.
4. Click on the absence line.
5. Enter comment, optional.
6. Click **Cancel Absence** button.
7. Click **Yes** to verify the request.

# Time/Absence MSS Dashboard - Time & Labor Exceptions

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Time & Labor Exceptions section displays employees with time and labor exceptions, based upon the criteria, excluding date range, in Selection Criteria.

## Unallowable Exceptions (high severity)

1. Click on the employee timesheet hyperlink to access that individual's timesheet
2. The employee's Timesheet will open, to the pay period containing the exception in a new browser tab.  
**NOTE:** Close this tab to go back to the dashboard. Having multiple browser tabs with the dashboard open will cause performance issues.

## Allowable Exceptions (low severity)

1. Put a check mark next to the employee name(s) to take action on.
2. Click Save.
3. The exception will be removed from the list.

Exceptions ?									
Personalize   Find   View All   [Print]   [Refresh] First 1-9 of 9 Last									
Overview   Details   Demographics									
Allow	Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity	Employee Timesheet
<input type="checkbox"/>	SARAH STUDENT	22222222	0	STUDENT HELP	UW_PCHMS	Missed Punch	03/22/2018	High	<a href="#">Timesheet</a>
<input type="checkbox"/>	SALLY STUDENT	22222222	3	STUDENT HELP	UW_PCHMS	Missed Punch	03/23/2018	High	<a href="#">Timesheet</a>
<input type="checkbox"/>	SALLY STUDENT	22222222	3	STUDENT HELP	UW_PCHMS	Missed Punch	03/23/2018	High	<a href="#">Timesheet</a>
<input type="checkbox"/>	STEVE STUDENT	22222222	0	STUDENT HELP	UW_PCHMS	Missed Punch	03/19/2018	High	<a href="#">Timesheet</a>

**Allow Exceptions ?**

Select All    Deselect All

Save



# Manage Exceptions - Manager

Time is entered by employees. Time Administration processes nightly to analyze the entered time according to UW rules. Exceptions are created for time which meets specific criteria, such as a punch reporter with a missing OUT punch or a punch reporter with reported hours for a shift greater than 12 hours.

## Leave Reports

1. Access the [Time/Absence Dashboard](#).
2. Click **Manage Exceptions** in the left side bar.
3. Use the Exception type boxes at the top of the page to select the type of exceptions to review (Fix, Allow, All)  
**NOTE:** To change search results, click the filter button in the upper left.
4. Click the **arrow** to the right of exception to see more information.
5. If the exception does not need further investigation, click the **checkbox** and click the **Allow** button.
6. A green success banner will appear at the top of the page.
7. Click the **arrow** in the upper right corner of the page to go to the next exception.

**WALLY WORKER**  
IS TECH SRV SENIOR  
[Return to Manage Exceptions](#)

▶

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Sunday, May 19, 2019

**Submitted Time**

**Total**

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**Exceptions**

<input checked="" type="checkbox"/>	UW_PCH12 - Punch Hours Greater Than 12	High
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## Access Employee Timesheet (Manager)

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Managers can access employee's timesheets for review purposes or make updates in an employee's absence.

### Employee Timesheet

1. Access the [Time/Absence Dashboard](#).
2. Click **Timesheet** in the left side bar.
3. Search for the employee.  
**NOTE:** To find a group of employees, select the appropriate Time Reporter Group.
  - "B" Groups - UW Supervisor
  - "C" Groups - UW Supervisor Backup
2. Click **Get Employees** button.
3. Click the Last Name of the employee you wish to enter time.
4. You will now see the employee's timesheet.  
**NOTE:** For more information on timesheet fields, see the Employee Self Service help resources, [here](#).

# Time/Absence MSS Dashboard - Payable Time Summary

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Payable Time Summary section allows managers to see at a glance if there is pending time to be approved or an employee has not submitted enough time for the pay period. Information is based upon criteria in the Selection Criteria section.

## Payable Time Summary

**NOTE:** If you have approved time and absences on the dashboard, during this visit, click Refresh in Selection Criteria section to see these approvals reflected in the Payable Time Summary section.

- Only bi-weekly employees appear on this summary
- If no time has been entered by an employee, a dash will appear in the total payable time column.
- Entered time will be updated after the time admin process has been run (runs six time daily at 4a, 9a, 11a, 1p, 3p, and between 6p and 8p)

Payable Time Summary										
First Name	Last Name	Employee ID	Empl Record	FTE	Payable Time Needs Approval	Payable Time Approved	Absence Takes Need Approval	Absence Takes Approved	Total Payable Time	
ERICK	LAST	33333333	0	--	--	--	--	--	--	--
ERIN	LAST	33333333	0	1.00	40.00	--	--	8.00	48.00	^
ETHAN	IAST	33333333	1	--	25.00	--	--	--	25.00	
FIONNA	LAST	33333333	0	--	14.25	--	--	--	14.25	
GEORGE	LAST	33333333	0	1.00	--	32.00	--	8.00	40.00	v

ⓘ Only hourly employees are shown

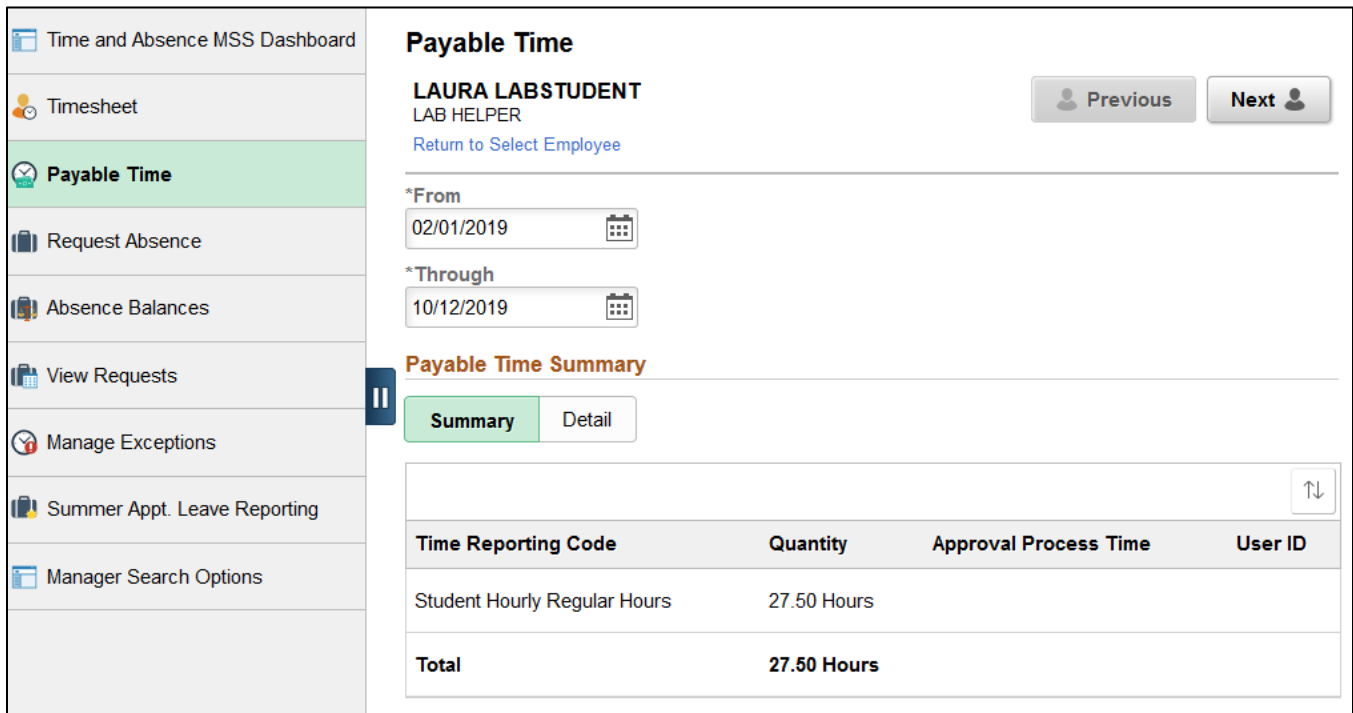
# View Payable Time (Manager)

After time is entered and Time Administration has run (4a, 9a, 11a, 1p, 3p and around 8p), the reported time becomes payable time. Payable time is created based on the rules and edits within the Time Administration process and, once approved, will be processed in payroll to compensate the employee.

**WARNING:** Payable time cannot be approved through this page

## Payable Time

1. Access the [Time/Absence Dashboard](#).
2. Click **Payable Time** in the left side bar.
3. Click **Get Employees** button.  
**NOTE:** To set up or change which employees are returned, click the **Filter** button.
2. Click the name of the employee to review.
3. Update the **From** and **Through** dates to see a specific time period.
4. **Summary** is selected by default, showing payable time for the selected period.
5. Click **Details**, to see a report of hours by date.
6. To navigate between employees, use the **Next** and **Previous** button in the top right.
7. To return to the employee search list, click the **Return to Select Employee** hyperlink.



The screenshot shows the 'Payable Time' interface for Laura Labstudent, a Lab Helper. The interface includes a left sidebar with navigation options like 'Timesheet', 'Payable Time', 'Request Absence', and 'Absence Balances'. The main content area displays the employee's name, job title, and a 'Return to Select Employee' link. It features date pickers for '\*From' (02/01/2019) and '\*Through' (10/12/2019). Below this is a 'Payable Time Summary' section with 'Summary' and 'Detail' tabs. A table shows the time reporting code 'Student Hourly Regular Hours' with a quantity of 27.50 hours. A 'Total' row shows 27.50 hours. Navigation buttons for 'Previous' and 'Next' are visible at the top right.

Time Reporting Code	Quantity	Approval Process Time	User ID
Student Hourly Regular Hours	27.50 Hours		
<b>Total</b>	<b>27.50 Hours</b>		

# Time/Absence MSS Dashboard – Payable Time Approvals

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Payable Time Approvals section displays pending time approval requests for bi-weekly employees, based upon the criteria, including date range, in Selection Criteria.

## TRC Category Filter

1. Click the drop-down menu in TRC Category to see a list of categories.
2. Select the category to view
3. To view all categories again, click All Categories

## Additional Information – including Timesheet

1. Click on the employee's name to see information about time needing approval.
  - Day by day breakdown of time
  - Add comments
  - Link to Timesheet

**NOTE:** The Timesheet will open in a new browser tab, close this tab to go back to the dashboard. Having multiple browser tabs with the dashboard open will cause performance issues.
2. Click the View Details hyperlink to see additional information about time needing approval for all employees, including day by day breakdown and link to Timesheets.

## Approve Time

1. Put a check mark next to the employee name(s) to take action on.
2. Click Approve
3. The time will be removed from the list.

## Pending Approvals Outside Criteria – Warning

A red warning icon will appear at the bottom of the section, if you have pending time approvals that are dated before the date range in the selection criteria.

To review additional pending approvals:

1. Navigate up to the Selection Criteria section
2. Change the date range to look for time needing approval, from prior pay periods.

### 3. Click the Refresh button

✔ **Payable Time Approvals**

TRC Category All Categories ▼

Payable Time

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#)

 First ◀ 1-10 of 64 ▶ Last

	Name[First,Last]	Employee ID	Empl Record	Job Title	Working Title	TRC Category	Quantity	Type
<input type="checkbox"/>	IGOR INFORMATION	11111111	0	IS TECH SRV SPEC	IS TECH SRV SPEC	Regular	80.00	Hours
<input type="checkbox"/>	UMA UNIVERSITY	11111111	0	UNIV EXEC STAFF ASST	UNIV EXEC STAFF ASST	Differentials	2.00	Hours
<input type="checkbox"/>	CASEY COMMUNICATION	11111111	0	COMM SPEC SENR	COMM SPEC SENR	Regular	40.00	Hours
<input type="checkbox"/>	URSULA UNIVERSITY	11111111	0	UNIV SERVICES ASSOC 2	UNIV SERVICES ASSOC 2	Overtime	3.00	Hours

? [Select All](#)   [Deselect All](#)  

   
[View Details](#)

! There are additional pending approvals, change criteria to view.