Manager Self Service
Time and Labor
Training Manual

PeopleSoft 9.2

NORTH DAKOTA
UNIVERSITY SYSTEM

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

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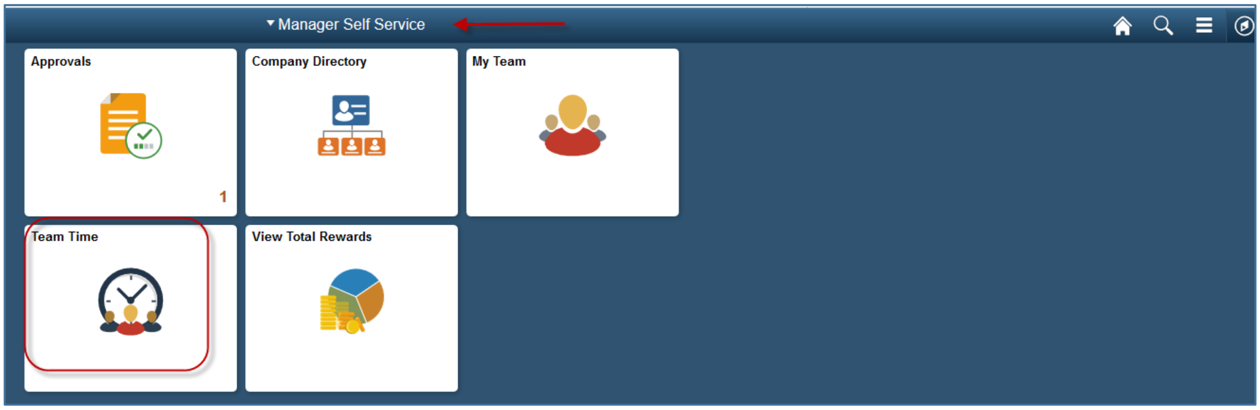
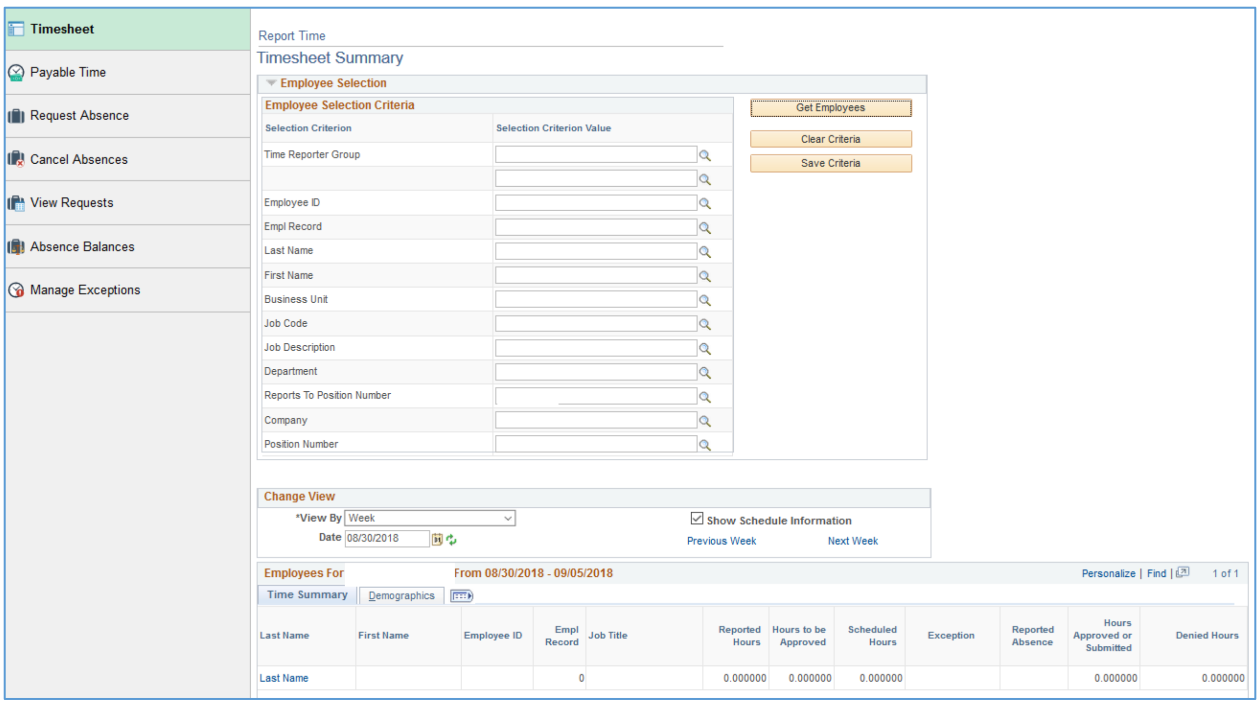
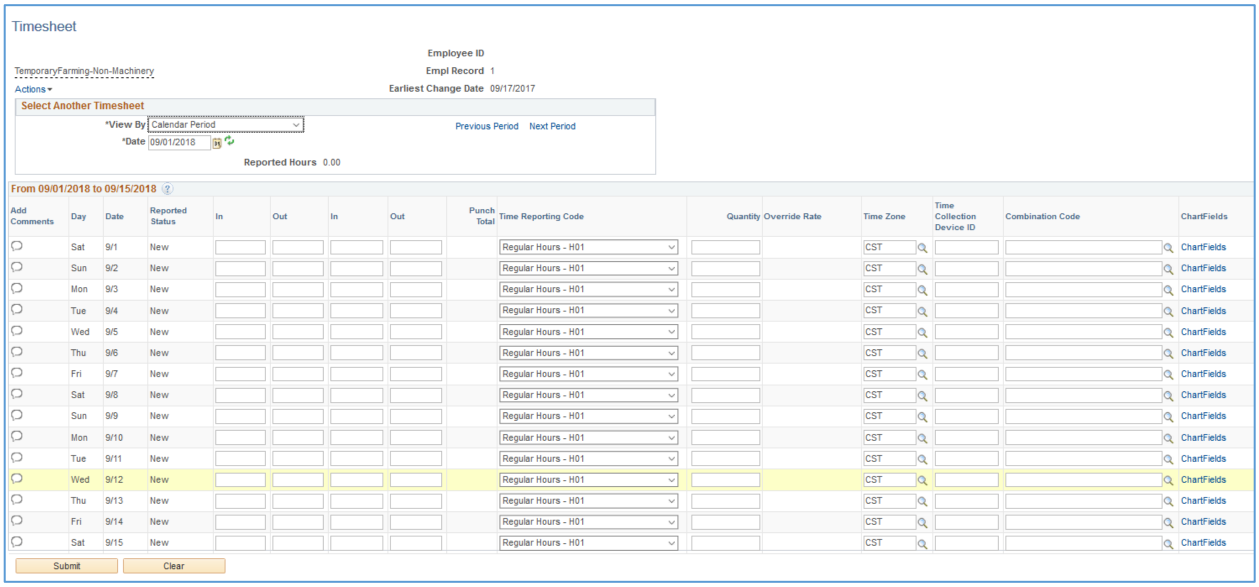
ENTERING TIME FOR HOURLY/PUNCH EMPLOYEES

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
TemporaryFarming-Non-Machinery
Empl Record 1
Actions
Earliest Change Date 09/17/2017

Select Another Timesheet
*View By Calendar Period
Previous Period Next 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
	Sat	9/1	New						Regular Hours - H01			CST			ChartFields
	Sun	9/2	New						Regular Hours - H01			CST			ChartFields
	Mon	9/3	New						Regular Hours - H01			CST			ChartFields
	Tue	9/4	New						Regular Hours - H01			CST			ChartFields
	Wed	9/5	New						Regular Hours - H01			CST			ChartFields
	Thu	9/6	New						Regular Hours - H01			CST			ChartFields
	Fri	9/7	New						Regular Hours - H01			CST			ChartFields
	Sat	9/8	New						Regular Hours - H01			CST			ChartFields
	Sun	9/9	New						Regular Hours - H01			CST			ChartFields
	Mon	9/10	New						Regular Hours - H01			CST			ChartFields
	Tue	9/11	New						Regular Hours - H01			CST			ChartFields
	Wed	9/12	New						Regular Hours - H01			CST			ChartFields
	Thu	9/13	New						Regular Hours - H01			CST			ChartFields
	Fri	9/14	New						Regular Hours - H01			CST			ChartFields
	Sat	9/15	New						Regular Hours - H01			CST			ChartFields

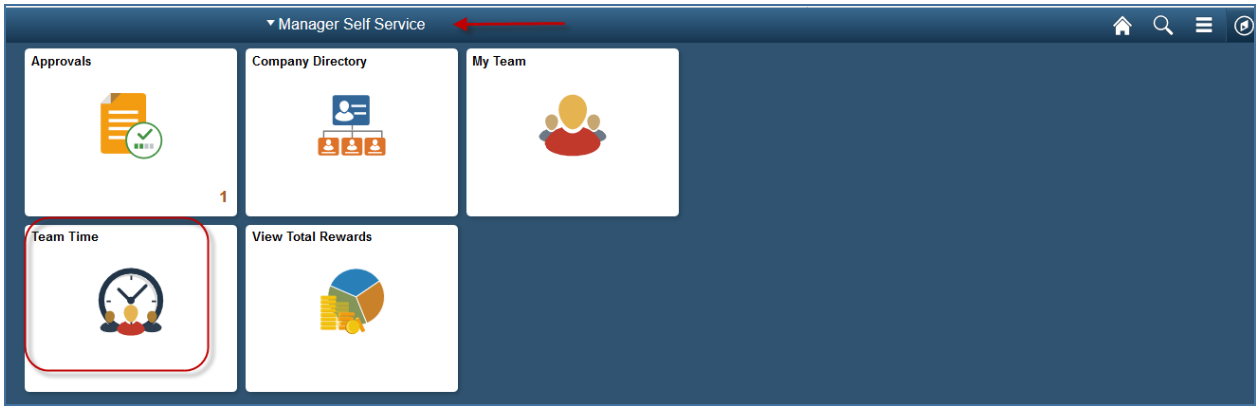
Submit Clear

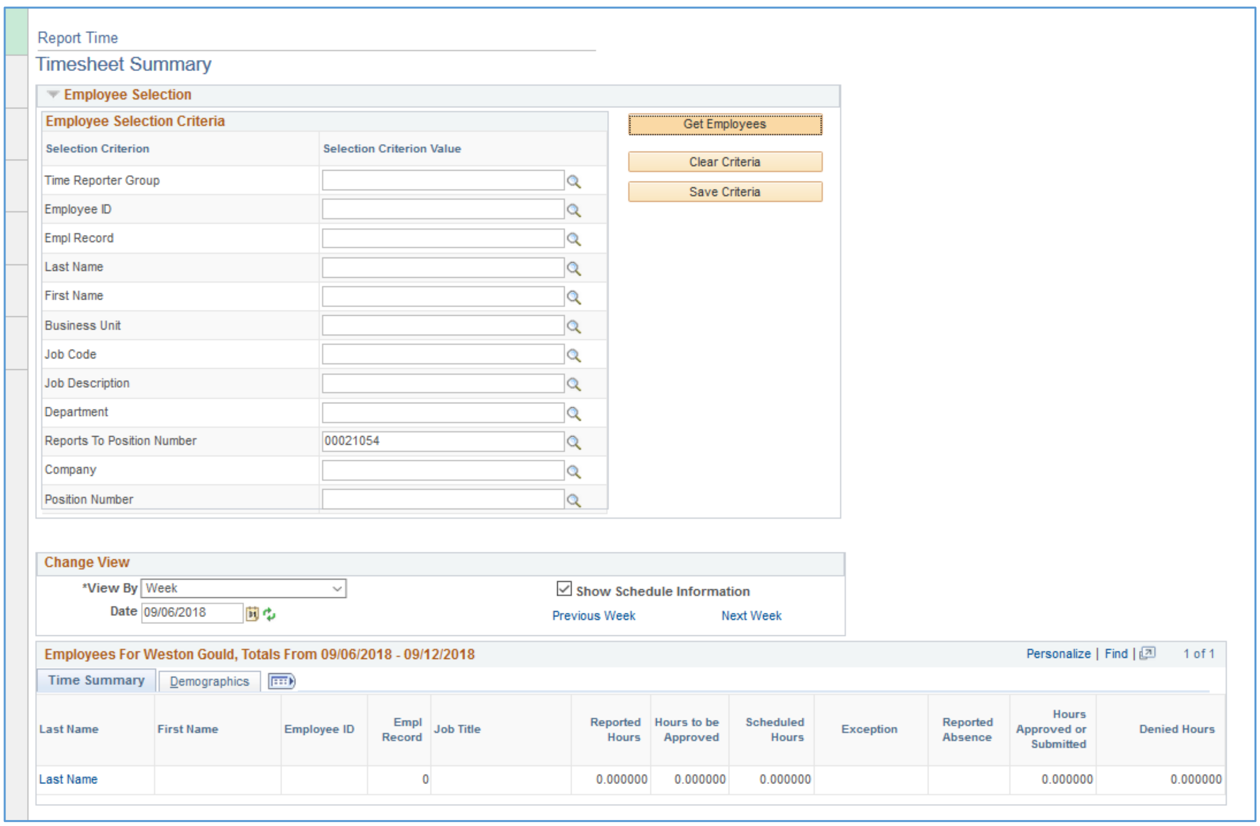
Enter the employee's hours. The Quantity field can also be used for a total number of hours per day. The Time Reporting Code (TRC) can be changed to work study (H14) or call back pay (H12) if applicable or the combo code (funding source) can be overridden.

Click Submit. The hours are then ready for approval.

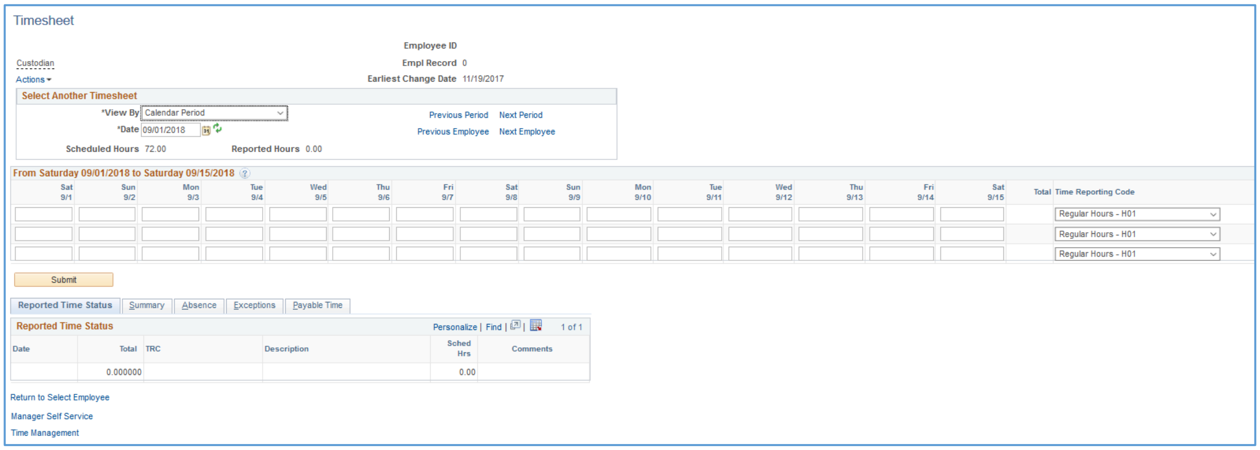
ENTERING TIME FOR SALARY/ELAPSE EMPLOYEES

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.





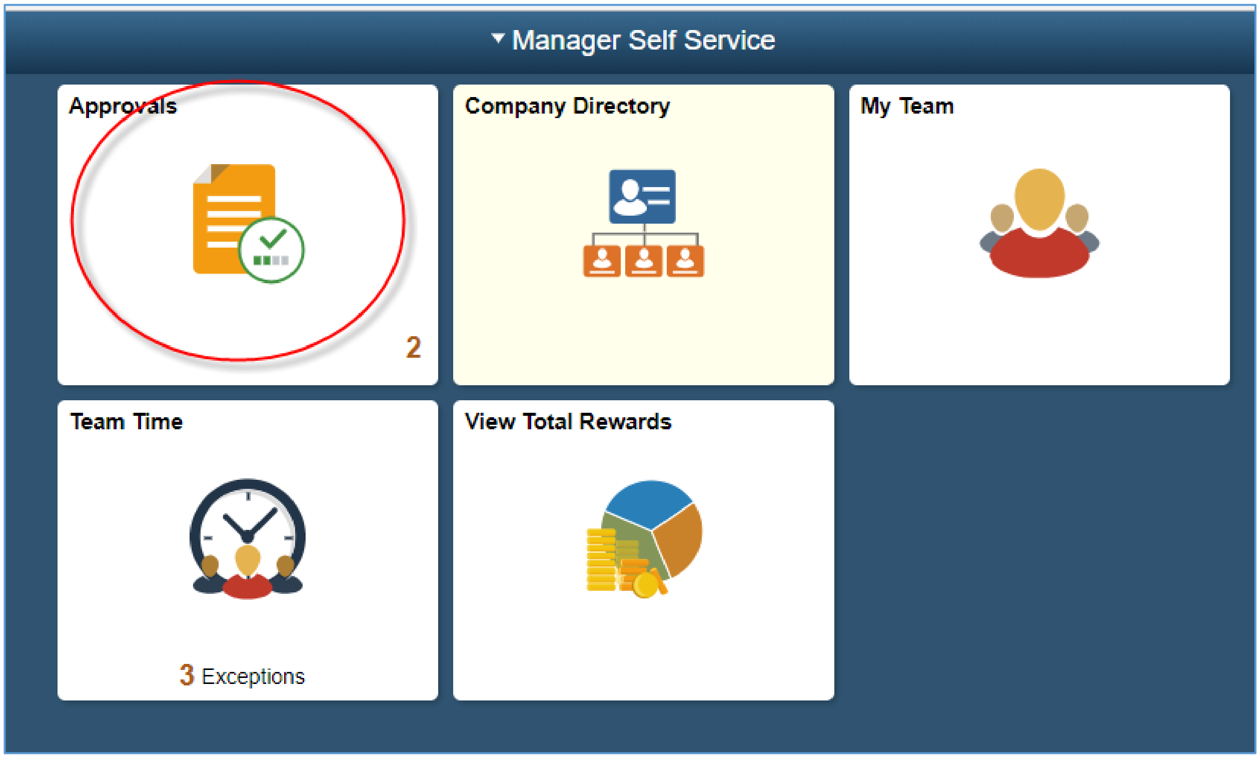
Click on Get Employees. Select the employee from the populated list.



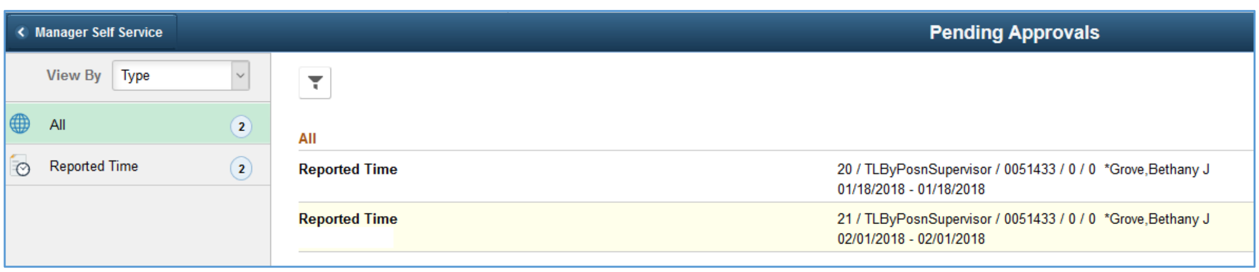
Enter the applicable information and click Submit. Managers will not be able to approve from this page. For instruction on how to approve please see the Approvals section in this manual.

MANAGER APPROVALS

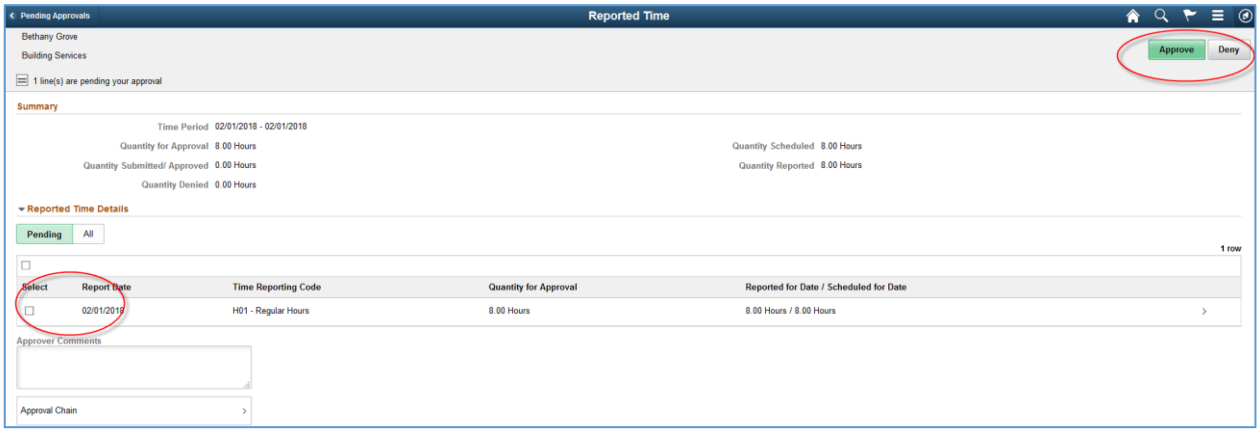
Managers will access pending approvals from the Approvals tile on the Manager Self Service home page.



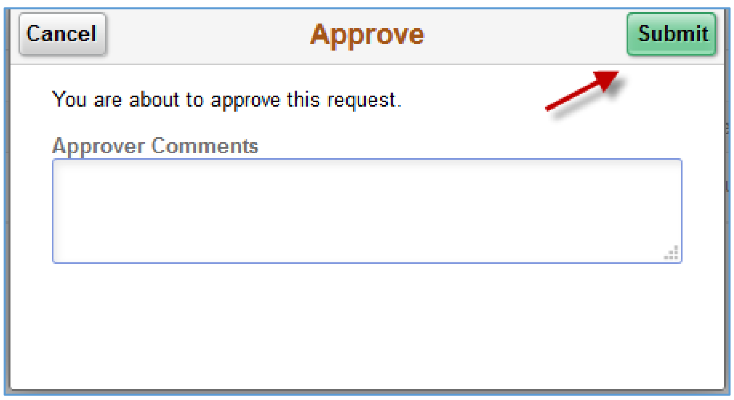
The following page appears for managers to complete the approval. Managers select the request for approval.



Once the requset is selected the next page appears.



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

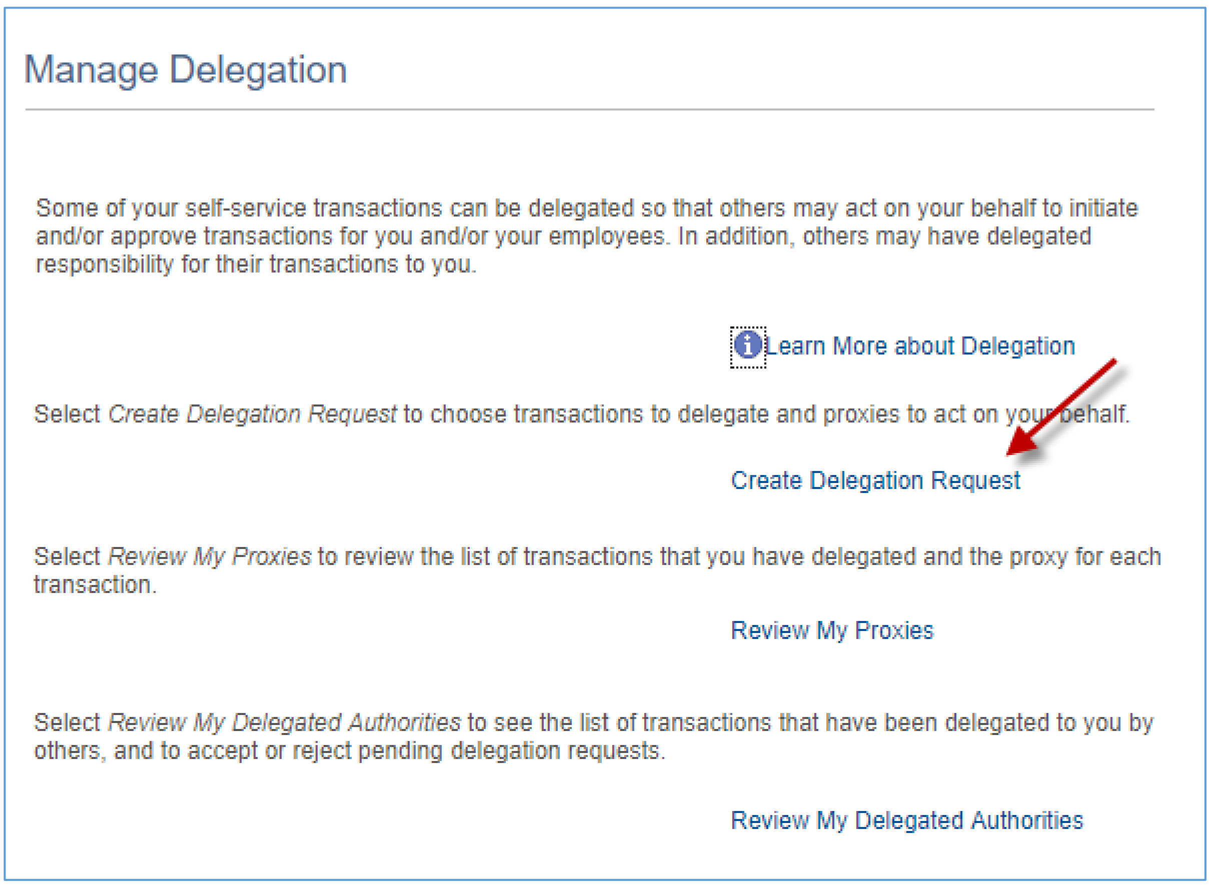


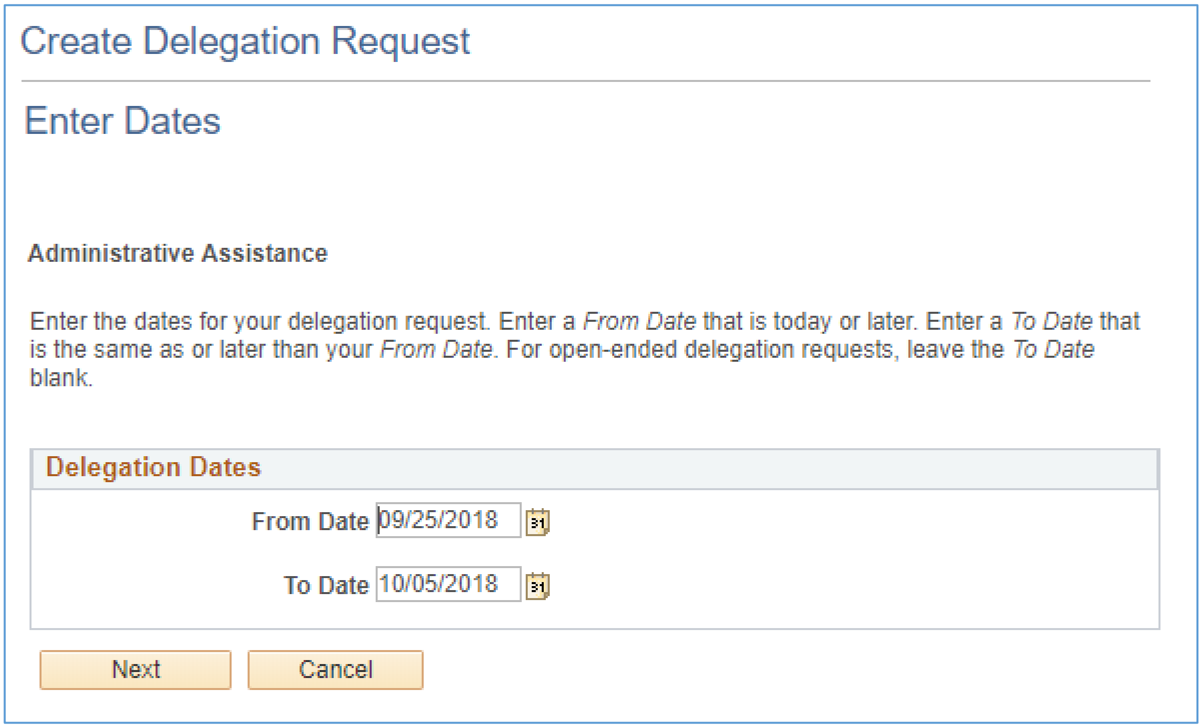
DELEGATE APPROVAL OF REPORTED TIME

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.

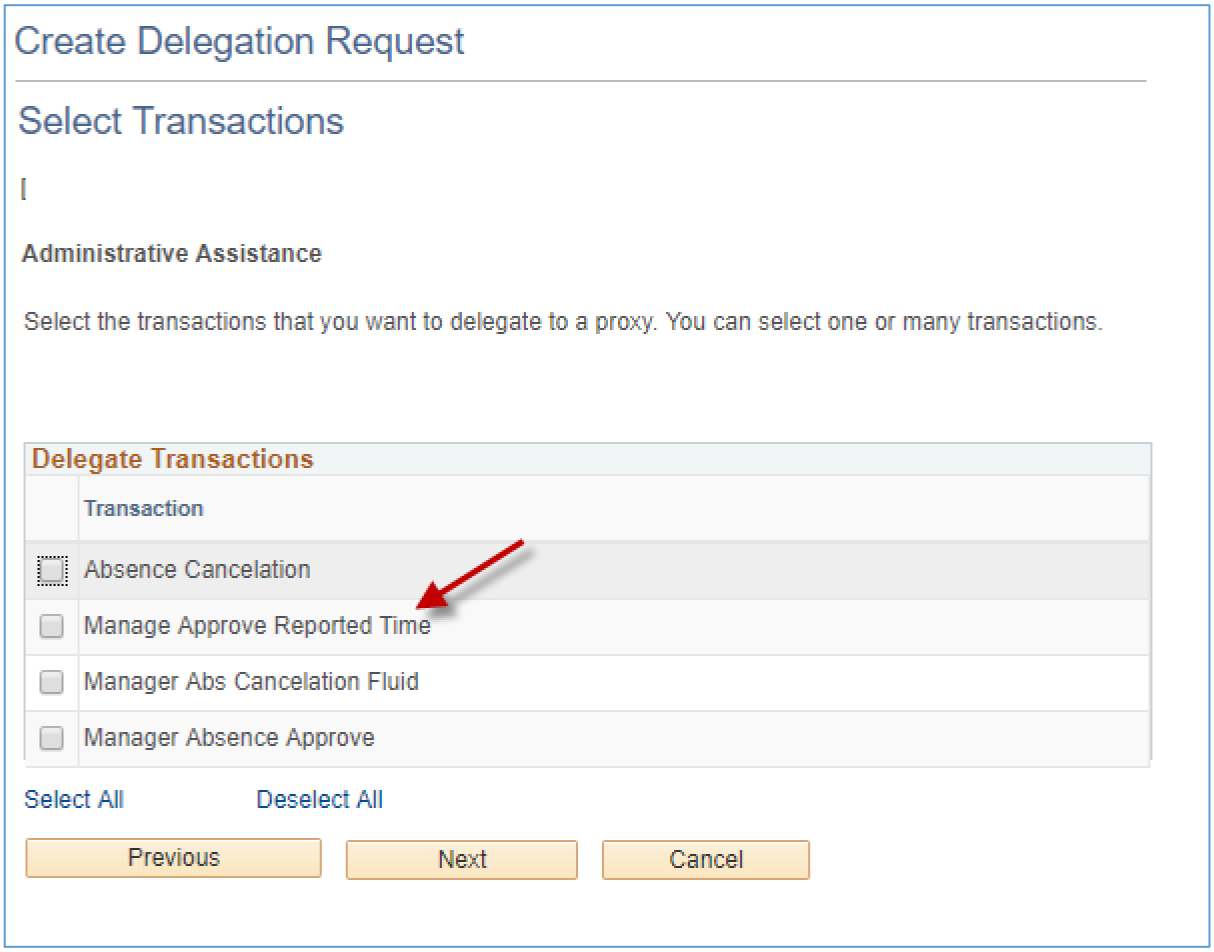
Navigation: Self Service > Manager Delegation

Click on Create Delegation Request





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.

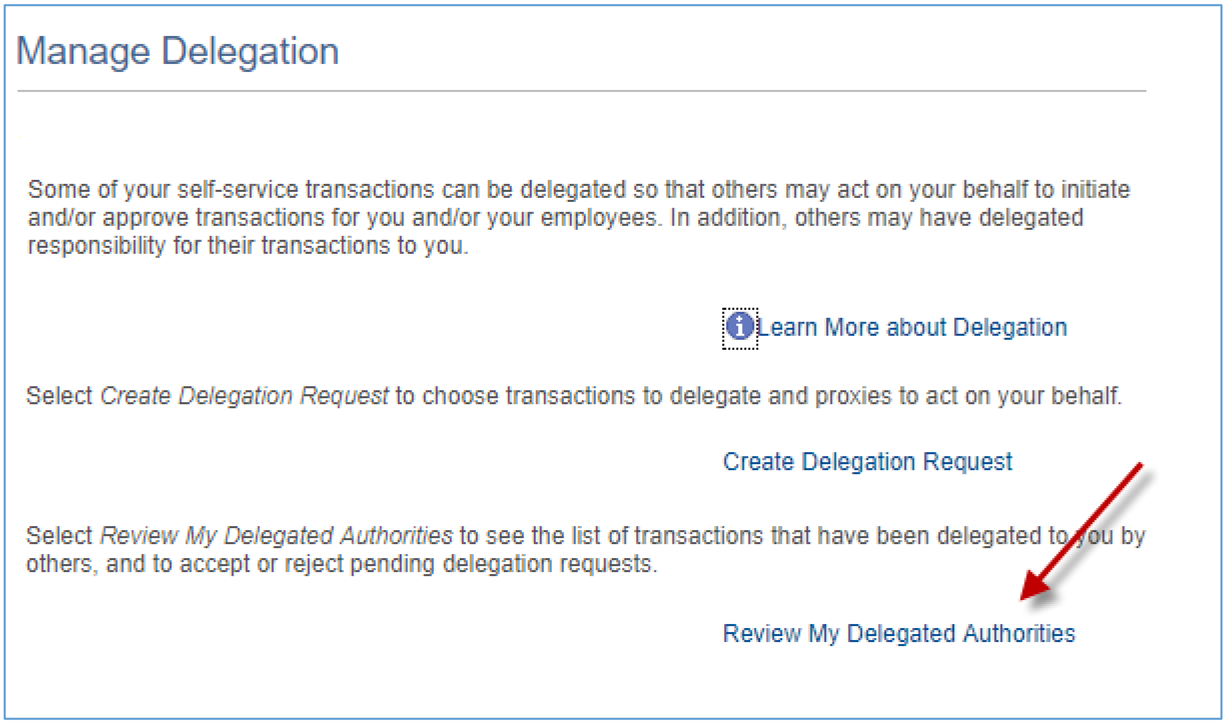


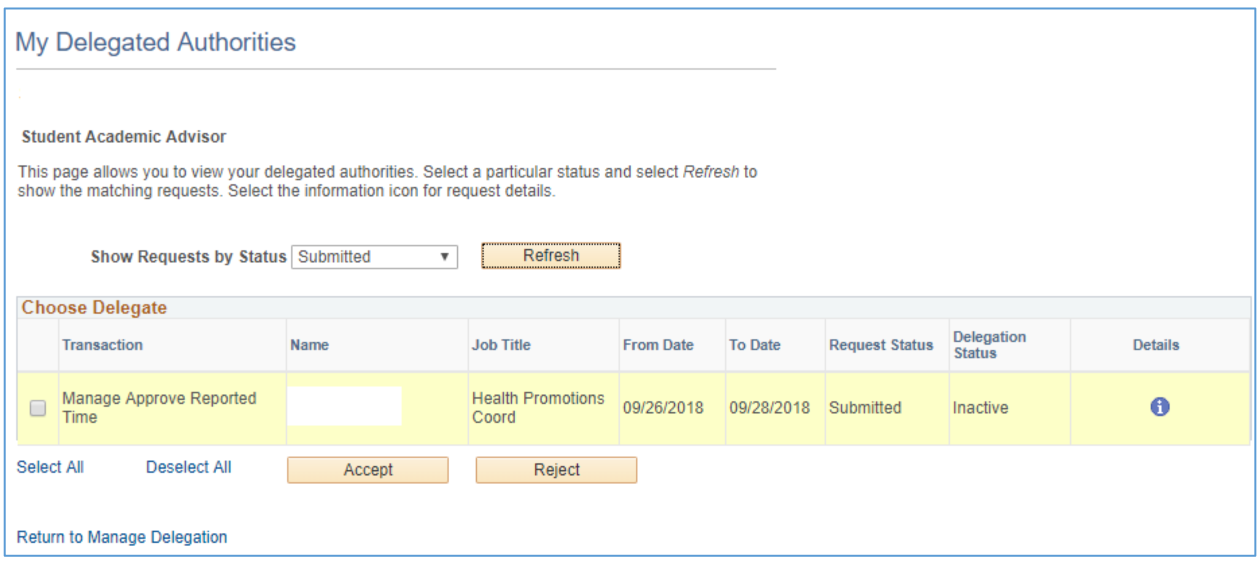
Select the transactions to be delegated. In this example we are delegating the approval of reported time. Click Next

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.

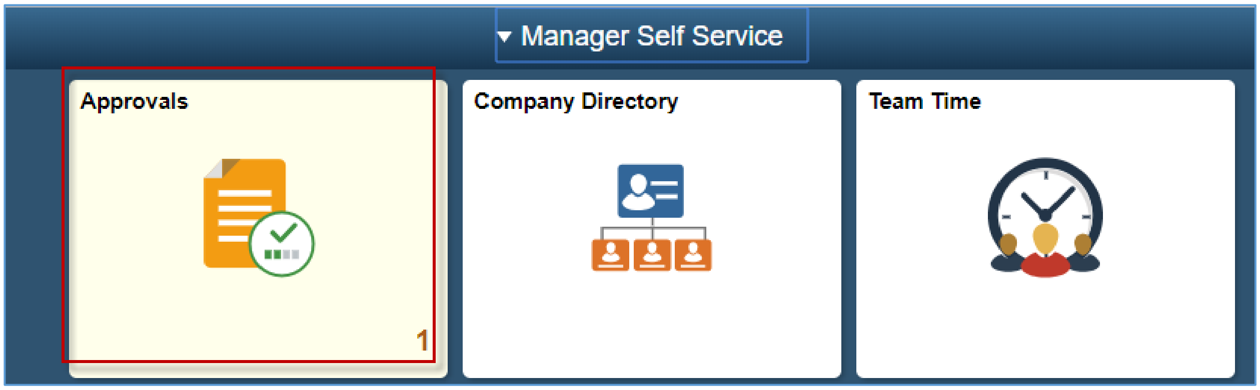
Click Next and Submit. The proxy selected will receive an email and must accept or approve the delegation. If the proxy is a current manager they have the option to navigate as previous to Self Service > Manage Delegation or it will appear the Approval tile from the MSS Homepage.

Here is an example of navigating to Manage Delegation:

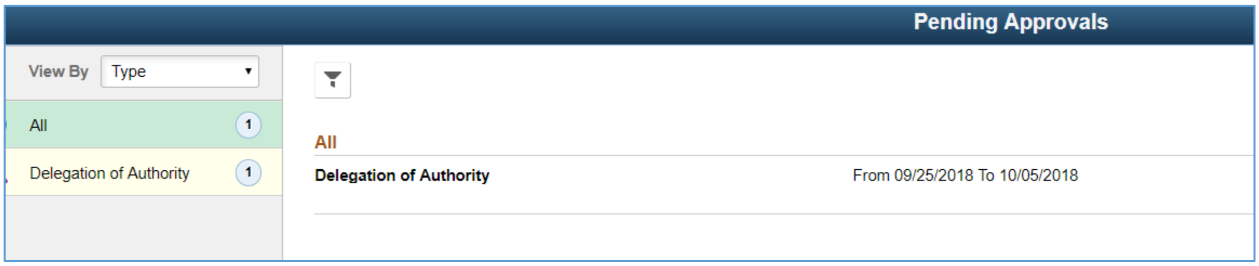




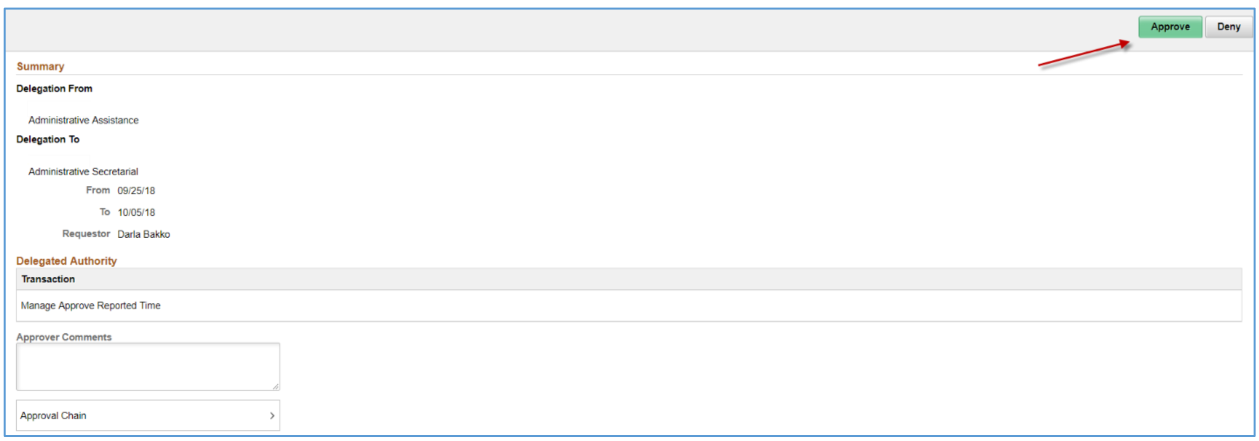
Here is an example from the MSS home page from the Approval Tile:



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.