Manager Self Service
Time and Labor
Training Manual

PeopleSoft 9.2
DISCLAIMER

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

This training manual is considered to be proprietary and confidential and may not be reproduced for any reason other than stated below without prior written consent of the North Dakota University System.

EXCLUSION

This training manual has been prepared exclusively for End-User Training. Information contained within this document may be used by NDUS campuses for the sole purpose of personnel training. Additional manuals may be reproduced and edited as needed for training purposes ONLY. All other uses are prohibited without prior written consent from the North Dakota University System.

Copyright © 2018 North Dakota University System. All Rights Reserved.
Table of Contents

ENTERING TIME FOR HOURLY/PUNCH EMPLOYEES ............................................................................. 4
ENTERING TIME FOR SALARY/ELAPSE EMPLOYEES ...................................................................... 6
MANAGER APPROVALS .................................................................................................................... 8
DELEGATE APPROVAL OF REPORTED TIME .................................................................................. 10
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.
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 request 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

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.

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

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

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.
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.