

# HR Manager Self Service

## Approving Time Entry (Hourly and Student Employees)

Hourly and student employees may enter their time in Peoplesoft HR Employee Self Service. Submitted time entries are routed to an employee's supervisor for approval. Supervisors will receive an e-mail notifying them of pending time entries. A supervisor may approve or deny time entered by the employee. **Time balances for the employees show time reported as of the current payroll.**

Time must be reported in hourly increments and may include half (.5) and quarter hours (.25), e.g., three hours and fifteen minutes would be entered as 3.25 hours. The standard day is 7.5 hours. Entries are made by time code (vacation, personal, sick, etc.), **one code per row** in the time period.

### To approve or deny pending reported time in PeopleSoft:

1. Go to the PeopleSoft Portal Landing at <http://psportal.hws.edu>
2. On the portal page, click **Human Resources**
3. Log in using your HWS username and password
4. If necessary, at upper right click the **house** icon to go to Fluid Home

As a manager, your Fluid Home will default to the Manager Self Service view.

Fluid Home Manager Self Service displays tiles for viewing the balances of your employees, delegating time approval, and managing your employee timesheets. Under Team Time, you may enter or adjust time on behalf of an employee or view that employee's time summaries. **You will still have to approve time you enter on behalf of an employee.** These screens in Team Time are very similar to the screens for entering time as an employee. Refer to instructions for employees reporting time for details.

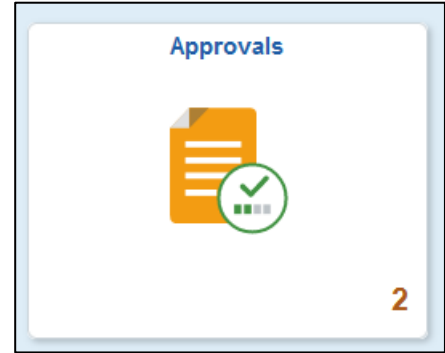
To enter your own time as an employee, use the menu to change the view to Employee Self Service

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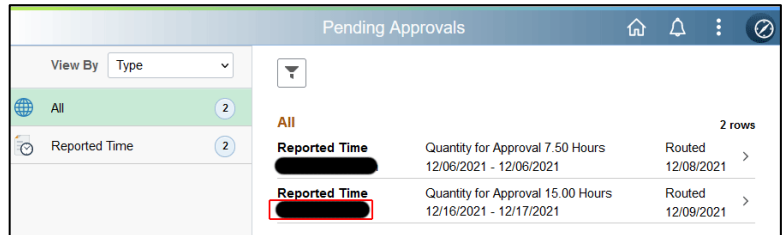
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5. On the Fluid Home page, click **Approvals**

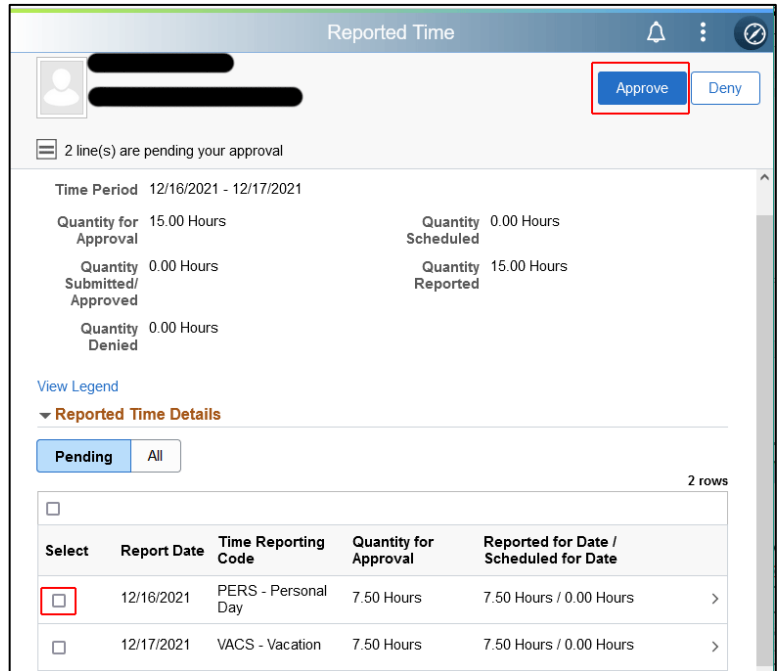
Reported time pending approval for all your employees is shown.



6. On the Pending Approvals screen, in the panel listing the employees, under Reported Time, click on the **name of the employee**



7. To approve time, in the section Reported Time Details, check the boxes corresponding to **pending time to approve**



8. At the upper right, click **Approve**

A dialog box for comments will appear. These comments will be seen by the employee whose time you are approving.

9. If desired, in the Approve dialog, enter **Approver Comments**

10. At the upper right, click **Submit**



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11. To deny time, in the section Reported Time Details, check the boxes corresponding to **pending time to deny**

12. At the upper right, click **Deny**

A dialog box for comments will appear. These comments will be seen by the employee whose time you are denying.

The screenshot shows the 'Reported Time' interface. At the top right, there are 'Approve' and 'Deny' buttons, with 'Deny' highlighted by a red box. Below the buttons, it says '2 line(s) are pending your approval'. The 'Time Period' is '12/16/2021 - 12/17/2021'. Summary statistics show: 'Quantity for Approval: 15.00 Hours', 'Quantity Submitted/Approved: 0.00 Hours', 'Quantity Denied: 0.00 Hours', 'Quantity Scheduled: 0.00 Hours', and 'Quantity Reported: 15.00 Hours'. There is a 'View Legend' link and a 'Reported Time Details' section with a dropdown arrow. Below this, there are 'Pending' and 'All' filter buttons. A table shows 2 rows of pending time entries. The second row is selected, indicated by a red box around its checkbox. The table columns are: Select, Report Date, Time Reporting Code, Quantity for Approval, and Reported for Date / Scheduled for Date.

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	12/16/2021	PERS - Personal Day	7.50 Hours	7.50 Hours / 0.00 Hours
<input checked="" type="checkbox"/>	12/17/2021	VACS - Vacation	7.50 Hours	7.50 Hours / 0.00 Hours

13. If desired, in the Deny dialog, enter **Approver Comments**

14. At the upper right, click **Submit**

Repeat these steps from the Pending Approvals screen until finished.

The screenshot shows a 'Deny' dialog box. At the top left is a 'Cancel' button and at the top right is a 'Submit' button, both highlighted with red boxes. The main text reads: 'You are about to deny this request. Approver comments, if provided, will be available on Timesheet page for time reporter view.' Below this is a section titled 'Approver Comments' with a large text input field, also highlighted with a red box.

15. Use the icons at the top to return to the HR Home or Fluid Home screens, or sign out at the upper right by clicking the **three dots** and selecting **Sign Out**

The screenshot shows a user menu dropdown. At the top right, there are three icons: a home icon, a three-dot menu icon (highlighted with a red box), and a sign out icon. The dropdown menu is open, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out' (highlighted with a red box).

If you have questions, please contact Human Resources at ext. 3312.