Manager Self Service  
Training Guide

Goal: To develop an understanding of how to view, modify, and approve reported time. To also understand how to approve an employee’s leave requests.

Objectives:

1. Understand the process of time administration
2. Discuss the various steps to review, modify, and approve payable time
3. Explain how to view shifts once they have been approved in Payable Time
4. Discuss the steps to review and take action on leave requests

Critical Concept: Time Administration is the process that moves Submitted hours from the Timesheet to Payable Time for supervisor approval. Once approved, the hours are taken to the payroll portion of the system for payment. **Time Administration Runs at 9am, 11am, 1pm, 3pm and overnight.** It takes approximately 2 hours for Time Administration to complete. The process can vary but is trackable at [http://twitter.com/hrspnsprocessing](http://twitter.com/hrspnsprocessing)

Absence Administration is also run three times daily. Absence Administration runs mid-morning, mid-afternoon, and overnight. Times for absence administration will vary depending upon the completion of time administration. Absence administration has little impact on leave request and approval since requests are routed in real-time.

Review Timesheet

1) Employees that have shifts that need to be approved will show in the yellow box titled “Manager Time and Approval”

![Manager Time and Approval](image)

2) Click on Manager Self Service - Time Management
3) Enter your ePanther ID and Password
4) Time Management Menu options appear
5) **Click on Timesheet**

6) To search for your employees use the field titled “Group ID”. To find your group id select the magnifying glass icon next to the open cell in the Group Id row.

7) **Click on the Magnifying Glass.** It will display all the Group ID’s that you have based on your security set up in HRS.
8) Click on the “B” Group Id titled “UW_Supervisor” to see the employees you supervise.
   (If you are a back-up supervisor for another supervisor in your department, you would use the “C” Group Id titled “UW_SPVR_ Backup” to see the employees)

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0316</td>
<td>Static</td>
<td>UW_PY_Admin_00420273</td>
</tr>
<tr>
<td>B5771</td>
<td>Static</td>
<td>UW_Supervisor_00420273</td>
</tr>
<tr>
<td>C2954</td>
<td>Static</td>
<td>UW_Sprv_Backup_00420273</td>
</tr>
<tr>
<td>F0734</td>
<td>Dynamic</td>
<td>UW_PY_Admin-Dy_00420273</td>
</tr>
</tbody>
</table>

9) Check the ‘View By’ date. It will always populate to the current pay period

10) Click on Get Employees
11) Employees that you supervise will show.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Description</th>
<th>Working Title</th>
<th>Reported Hours</th>
<th>Approved Hours</th>
<th>Exception</th>
<th>Approved Time</th>
<th>Submitted</th>
<th>Hours to be Approved</th>
<th>Exception</th>
<th>Time to be Approved</th>
<th>Submitted</th>
<th>Email Addr</th>
<th>Job</th>
<th>Department</th>
<th>Department Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACKMON ZARI J</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.000730308</td>
<td>0</td>
<td>21311</td>
<td>20</td>
<td>B024010</td>
<td>FINA/MAN HRS/HRMNS RSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRANG MARSHALL O</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>24.00</td>
<td>0.00</td>
<td>24.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.000792310</td>
<td>0</td>
<td>21311</td>
<td>20</td>
<td>B024010</td>
<td>FINA/MAN HRS/HRMNS RSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REACH DAVID P</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>PAY &amp; BEN SPECIALIST ADVANCED</td>
<td>40.00</td>
<td>0.00</td>
<td>40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.000501187</td>
<td>0</td>
<td>21312</td>
<td>20</td>
<td>B024010</td>
<td>FINA/MAN HRS/HRMNS RSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KOZELIK CAROLE A</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>PAY &amp; BEN SPECIALIST ADVANCED</td>
<td>37.50</td>
<td>0.00</td>
<td>37.50</td>
<td>0.00</td>
<td>0.00</td>
<td>0.000291223</td>
<td>0</td>
<td>21312</td>
<td>20</td>
<td>B024010</td>
<td>FINA/MAN HRS/HRMNS RSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THOMPSON AMANDA C</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.000553535</td>
<td>0</td>
<td>21311</td>
<td>20</td>
<td>B024010</td>
<td>FINA/MAN HRS/HRMNS RSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WOLK DUSTIN J</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>PAY &amp; BEN SPECIALIST</td>
<td>20.00</td>
<td>0.00</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00075207</td>
<td>0</td>
<td>21311</td>
<td>20</td>
<td>B024010</td>
<td>FINA/MAN HRS/HRMNS RSR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12) Click on an Employee’s Name to view the Timesheet

13) Validate that all shifts worked are accurate.
14) Correct any exceptions that show in the timecard
15) If the shift needs modification, make the modification, and click on Submit. The change will be picked up by the next Time Administration process.
16) Click on “Next Employee” to view the next employee
17) Repeat steps 24-26
18) When all timesheets are reviewed and corrected, wait for Time Administration to run (runs at 9:00am, 11:00am, 1:00pm, 3:00pm, and overnight).
Time Entry Tip

- All in and out punches must be in the first “IN” Cell and the last “OUT” cell if there is only one shift for the day. The image below shows how the entry of shifts should be done.

Review Exceptions

1) Go to Manager Self Service> Time Management > Approve Time and Exceptions> Exceptions
2) Click on Exceptions

3) Click on the Magnifying Glass to Select Group ID (steps 17-21 under Review Timesheet)
4) Click on “Get Employees”
5) If no employees appear, then there are no exceptions that need to be fixed.
6) If employees are listed, they have exceptions that need to be fixed or allowed otherwise the employee will not be paid for that day.

7) To clean up the exception, navigate back to the employee’s Timesheet.

8) Click on “New Window” in the upper right hand corner to open a new window. By doing this, you can navigate back to the Timesheet without losing the Exception Report.

9) Some exceptions can be allowed such as a “12 Hour Shift” exception. If an exception should be allowed, check the box in the “Allow” Column. Click on Save.

10) Some exceptions cannot be allowed such as a “Missed Punch” exception. Correction in the timesheet is needed for exceptions that cannot be allowed.

11) Exceptions will also appear in the Timesheet for an employee as a time clock.
12) Click on the time clock to see what the exception is, here is what you will see.

Job Title: STUDENT HELP  Employee Record Number: 0

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Exceptions with a source of Time process. Time that has an exception with a High severity level will not create payable time.

<table>
<thead>
<tr>
<th>Allow</th>
<th>Exception ID</th>
<th>Description</th>
<th>Date</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TLX01540</td>
<td>More than 24 hours reported</td>
<td>05/20/2014</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>UW_PCH12</td>
<td>Punch Hours Greater Than 12</td>
<td>05/20/2014</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>UW_PCHMS</td>
<td>Missed Punch</td>
<td>05/20/2014</td>
<td>High</td>
</tr>
</tbody>
</table>

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Allow All

Save

(NOTE: The “Clean Up Exceptions” button does nothing.)
Time Approval

1) Go to Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions
2) Click on Payable Time

3) Click on the Magnifying Glass to Select Group ID (steps 17-21 under Review Timesheet)
4) Click on “Get Employees”
   (NOTE: Only Employees that have time to approve will appear)
   
   Approve Payable Time
   
   Employees for WE SELL/RENT REALTY

5) Click on the first Employee’s Name
6) Review the Date, Time Reporting Code, and Quantity of Hours Shown
7) Click on ‘View All’ to include all shifts on one page when applicable.

### Common Time Reporting Codes:
1. **REG00** – Regular Hours
2. **ND045** – Night Differential
3. **WD060** – Weekend Differential
4. **OT100** – Overtime at Straight Time
5. **OT150** – Overtime at Time and a Half
6. **CT100** – Compensatory Time at Straight Time
7. **CT150** – Compensatory Time at Time and a Half
8) Verify that the shifts and quantity of hours are accurate

   **Note:** Changes to a shift in the timesheet will appear here as a debit and a credit (a positive and negative) if the hours have already been approved.

<table>
<thead>
<tr>
<th>Date</th>
<th>Shift Type</th>
<th>Hours</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2012</td>
<td>OT 100</td>
<td>2.000000</td>
<td>[Adjust Reported Time]</td>
</tr>
<tr>
<td>03/01/2012</td>
<td>REG00</td>
<td>6.500000</td>
<td>[Adjust Reported Time]</td>
</tr>
<tr>
<td>03/01/2012</td>
<td>REG00</td>
<td>-3.500000</td>
<td>[Adjust Reported Time]</td>
</tr>
</tbody>
</table>

9) Click on Select All
10) Click on Approve
11) A warning message will appear. Click “OK”

12) A Save Confirmation will appear. Click “OK”

13) Click on “Next Employee”
14) Repeat the Approval Steps for each Employee
Verify Hours Approved

1) To see whether or not your Employee’s hours need approval go to Manager Self Service>Time Management>View Time>Payable Time Detail
2) Click on Magnifying Glass
3) Select Group Id
4) Click Get Employees
5) Click on Name of Employee you wish to view

6) The Status will say ‘Approved’ or ‘Taken By Payroll’ if it has already been sent for Payroll Processing; ‘Needs Approval’ will display if the hours need to be approved in Payable Time.

7) Leave Time Reported will also display in Payable Time Detail
8) Click on the Task Reporting Elements tab to view approval details.

9) The Approval Process Datetime will show the date and time the shift was approved.
10) The User Id is the individual who approved the shift
Review Leave Requests

1) Go to www.uwm.edu (University of Wisconsin-Milwaukee Homepage)
   a. Payroll Coordinators go to hrs.wisconsin.edu
2) At the top right of the page on the menu bar, click on the ‘More +’ link.
3) Select “My UW System” from the dropdown that appears.

4) Select University of Wisconsin-Milwaukee
5) A UW-Milwaukee log-in screen appears. Enter your ePanther ID and Password
6) Employees that have absences to be approved will display in the yellow box titled “Manager Time and Approval”
7) Click on Approve Absence
8) Another window will open with all of the pending leave requests.

### Absence Requests

**KIMBERLY WESLEY**  
**PAY & BEN PROG SUPV**

Click on the requestor’s name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

<table>
<thead>
<tr>
<th>Absence Requests</th>
<th>Employee ID</th>
<th>Job Title</th>
<th>Absence Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVID KEACH</td>
<td>00051187</td>
<td>PAY &amp; BEN SPECIALIST ADVANCED</td>
<td>Vacation (CLS)</td>
<td>05/27/2014</td>
<td>05/27/2014</td>
<td>Submitted</td>
<td>05/27/2014</td>
</tr>
<tr>
<td>JACQUELYN LICHEN</td>
<td>001186323</td>
<td>SR ADMIN SPECIALIST</td>
<td>Vacation (UNC)</td>
<td>05/31/2014</td>
<td>05/31/2014</td>
<td>Submitted</td>
<td>05/31/2014</td>
</tr>
<tr>
<td>DAVID KEACH</td>
<td>00051187</td>
<td>PAY &amp; BEN SPECIALIST ADVANCED</td>
<td>Personal Holiday (CLS)</td>
<td>05/27/2014</td>
<td>05/27/2014</td>
<td>Submitted</td>
<td>05/27/2014</td>
</tr>
<tr>
<td>CAROLE KOZERLEK</td>
<td>00281223</td>
<td>PAY &amp; BEN SPECIALIST ADVANCED</td>
<td>Personal Holiday (CLS)</td>
<td>05/23/2014</td>
<td>05/23/2014</td>
<td>Submitted</td>
<td>05/23/2014</td>
</tr>
<tr>
<td>CAROLE KOZERLEK</td>
<td>00281223</td>
<td>PAY &amp; BEN SPECIALIST ADVANCED</td>
<td>Sick Leave (CLS)</td>
<td>05/19/2014</td>
<td>05/19/2014</td>
<td>Submitted</td>
<td>05/22/2014</td>
</tr>
</tbody>
</table>

9) Click on the employee’s name to see the request details.

**PAY & BEN SPECIALIST ADVANCED**

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

<table>
<thead>
<tr>
<th>Absence Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>05/27/2014</td>
</tr>
<tr>
<td>End Date:</td>
<td>05/27/2014</td>
</tr>
<tr>
<td>Absence Name:</td>
<td>Vacation (CLS)</td>
</tr>
<tr>
<td>Current Balance</td>
<td>170.50 Hours**</td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
</tr>
<tr>
<td>Entry Type:</td>
<td>Hours Per Day</td>
</tr>
<tr>
<td>Hours Per Day:</td>
<td>1.50</td>
</tr>
<tr>
<td>Duration:</td>
<td>1.50 Hours</td>
</tr>
</tbody>
</table>

**Workflow**

| Status:       | Submitted |

**Comments**

| Requestor Comments: | Approver Comments: |

**Disclaimer:** The current balance does not reflect absences that have not been processed.

[Approve] [Deny] [Push Back]
10) Approvers have the option to approve, deny, or push back a request. Approvals and denials are final. **Approvals and denials are final, and neither the employee nor supervisor will be able to make any future edits.** If a request is pushed back to an employee, the employee will still be able to make changes.

**Note:** If any changes are needed once an approval has been made, the employee and supervisor will need to work with their Absence Coordinators for correction.

### Hours Report

1) File Path: Manager Self Service>Time Management>View Time>Monthly Time Calendar (Weekly or Daily is available too)
2) Switch indicator to Payable Hours to view hours paid with rounding rules.

### Payable Status Report

1) File Path: Time and Labor>Reports>Payable Status
2) Create a Run Control ID (best to use one word ID or Epanther ID
3) Designate the range of dates you wish to search
4) Check all the statuses in which you want to search (i.e. hours that Need Approval)
5) Select the magnifying glass under **Group ID** to select the group you wish to search
6) Click **Run;** This will take you to Process Scheduler Request
7) Use the drop down menu next to **Server Name** and select **PSUNIX**
8) Leave all other fields at the top as is
9) Under **Process List** make sure the Type is set to **Web** and select the format
10) Click **OK**
11) Select **Process Monitor** at the top of the page
12) Click the **Refresh** button every few minutes
13) When the **SQR Report** has a run status of **Success and Posted** click on **details**
14) Click on **View Log/Trace**
15) From the **File List** select the middle report ending in **.PDF**
16) The report will open

If you have questions after the training on how to approve time for your employees, please contact the Human Resources Office at 229-5804 or contact us via the HRS Help form located on the Human Resources website or at the following link [http://www4.uwm.edu/hr/pro/help/hrs_help_request.cfm](http://www4.uwm.edu/hr/pro/help/hrs_help_request.cfm)
Adding Manager Self Service Links to HRS Favorites

1) Navigate to the transaction page (e.g. Employee Timesheets) that you want to designate as a favorite.
2) Click the Add to Favorites hyperlink located at the top right portion of the HRS screen.

3) The Add to Favorites screen appears. The system shows a suggested default Description name (e.g. Timesheet).

4) If you prefer, change the Description for the Favorite with text that is meaningful to you. NOTE: You are limited to 30 characters.
5) To save the favorite, click OK.
6) Your favorite is now saved and displays in the My Favorites folder in the main Menu section of the screen.