Manager Self-Service (MSS)
Absence and Timesheet Quick Guide

What Do I Do?

1. Approve Absence and Fix or Allow Exceptions
2. Wait for Time Admin to Run
3. Fix or Allow Exceptions (if applicable)
4. Wait for Time Admin to Run (if applicable)
5. **Review Summary of Hours on Timesheet**
6. Approve Timesheet

The Timesheet itself does not show total hours you are approving. You must go to "Summary of Hours" link below in/out times on timesheet to view this data for accuracy.

Where Do I Go to Approve?

Approve Absence (Absence Requests)
- Vacation (including vacation carryover)
- Sick Leave
- Personal Holiday
- Sabbatical *(only for Classified Staff)*
- *ALRA (only for Faculty and Academic Staff)*
- *Floating Holiday (only for Faculty and Academic Staff)*

Approve Payable Time – Timesheet Approval *(for bi-weekly employees only)*
- Floating Holiday (legal holiday)
- Compensatory Time Earning and Using
- In/Out Worked Time
- Call-Back and Standby

What Do Employees Do First?

Employees should always enter absence requests before going to timesheet

Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

Rounding	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
of Hours	Hundredths	0.0	0.25	0.50	0.75	1.0

Flex Schedules for Timesheets

- If you flex your schedule from one week to the next, you will receive overtime for any hours over 40 in a week.
- For example, an employee works 42 hours in the first week and 38 hours in the second, the employee will receive 2.0 hours overtime but will be shorted 2.0 hours of regular pay.
- The regular pay shortage affects the amount contributed to WRS, vacation allocation and sick leave accrual.

Remain Aware of the Absence and Time Administration Processes

Remain Aware of Absence and Time Administration (TA) Processes

- Rules are checked and system processes the reported time entered

- Absence process is r*eal time*: Approver can approve immediately; Absence request will show on Timesheet immediately
- Employee can tell if absence needs approval or has been approved on timesheet and in request absence; Absence will *not* show as Payable Time (Summary of Hours) until after Absence Administration Process

- Absence process runs immediately prior to Time Administration

- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**

- Track Absence and TA processing: https://uwservice.wisc.edu/administration/index.php or follow process on Twitter: www.twitter.com; Twitter name: HRSProcessing

⚠️ Best Practices for Entering and Approving Time Worked

To Avoid Not Being Paid, Please Note the Following Best Practices:
- Employees should <u>at least</u> enter and submit their absence and time weekly, on the last day worked in the week.
- Approvers should review absence and time for exceptions weekly.
- On the last day of the pay period, ALL absence and time entries <u>must be</u> submitted for timely payroll processing.

Absence and Time Entry Due Dates:
- Employees must enter and submit all absence and time entries by 12midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.
- Approvers must fix exceptions and approve all absence and time by 12noon on Tuesday after the pay period ends.

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

Review and Approving Absence Requests and Timesheet Hours

Employees and Approvers will log in to the *My UW System portal* at https://my.wisconsin.edu/.

Scroll down to MANAGER TIME AND APPROVAL section:

Click on "Approve Absence" to approve Absence Requests

Click on "Approve Payable Time" to approve Timesheet Hours
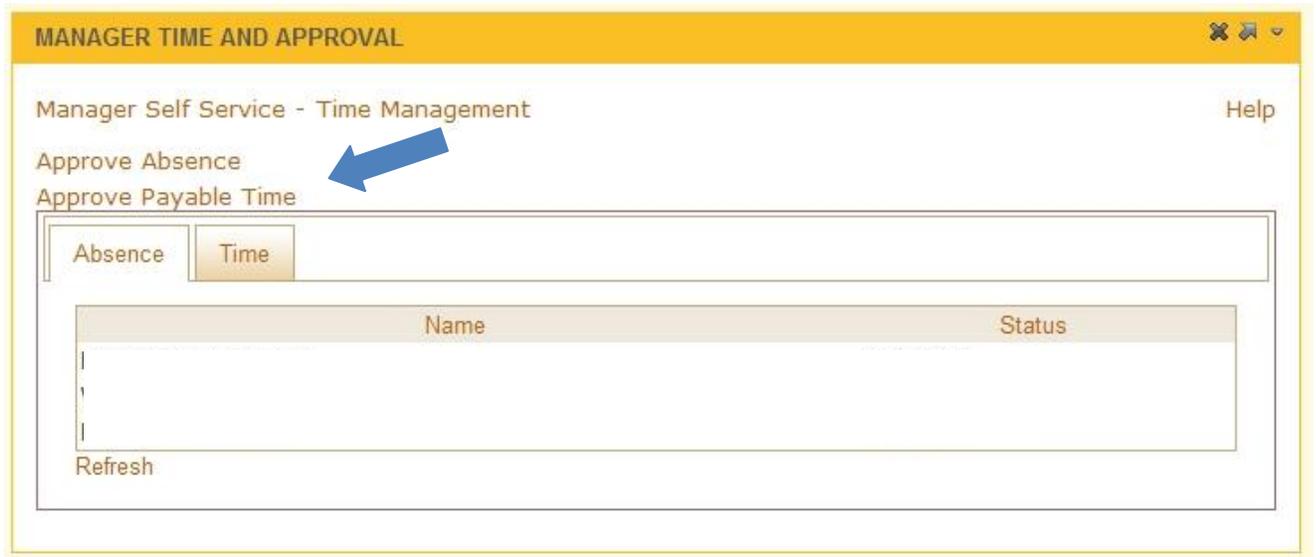
Best Practice for Logging Out of Systems:

- Be sure to "sign out" in the upper right hand corner of the HRS and close the browser via the **red X**.
- **NOTE:** If you do not see the sign out in HRS, click on *Manager Self Service*
- Be sure to "log out" in the upper right hand corner of the My UW System portal and close the browser via the **red X**.
- Not practicing these steps can cause the next person to login to pull up your personal information and timesheet.

How to Get to *Approve Payable Time* After *Approving Absence*

Go to menu bar on the left hand side of the screen
Click on *Payable Time*

Menu
- ▷ My Favorites
- ▷ Inbound File Upload
- ▷ Self Service
- ▽ Manager Self Service
  - ▽ Time Management
    - ▷ Manage Schedules
    - ▽ Approve Time and Exceptions
      - — Payable Time
      - — Exceptions
      - — Absence Requests
    - ▷ Report Time
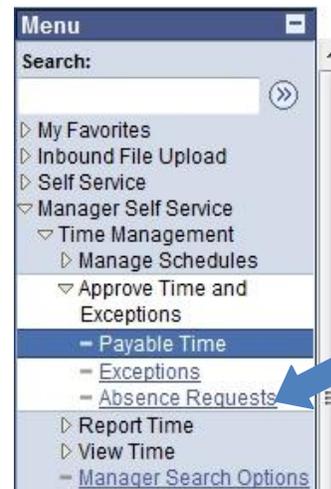   - ▷ View Time
    - — Manager Search Options

> Be sure you are under *Manager Self Service*

> *Exceptions* takes you to the exceptions list for all employees you supervise that have exceptions on their timesheet

How to Get to *Absence Requests* from *Approve Payable Time*

Go to menu bar on the left hand side of the screen
Click on *Absence Request*

Menu

Search:

- ▷ My Favorites
- ▷ Inbound File Upload
- ▷ Self Service
- ▽ Manager Self Service
  - ▽ Time Management
    - ▷ Manage Schedules
    - ▽ Approve Time and Exceptions
      - — Payable Time
      - — Exceptions
      - — Absence Requests
    - ▷ Report Time
    - ▷ View Time
    - — Manager Search Options

> Be sure you are under *Manager Self Service*

OR

If you are in an employee's timesheet you can go to *Approve Absence* by Scrolling down below the *Submit* button on the timesheet; Click on *Approve Absence*

| ꙛ Fri | 3/23 | Submitted | 7:45:00AM | 12:00:00PM | 12:45:00PM | 4:30:00PM | 8.0 |
| ꙛ Sat | 3/24 | New | | | | | |

Clear

- ⓘ Summary of Hours
  - ⓘ Absence Event - click to view
- ⓘ Reported Hours Summary - click to view
- ⓘ Balances - click to view

Submit   Approve Selected   Deny Selected

Go To: Manager Self Service
          Time Management
          Elapsed Timesheet
          Return to Select Employee
          Return to Approval Details
          Request Absence
          Approve Absence

Terms of Absence Request Status:

It is the _employee's responsibility_ to check to see if the absences are Approved, Denied, or Pushed Back

Approve: Approver allows absence requested; must contact Human Resources to make changes to request

Deny: Approver does not allow absence requested. Can input comments prior to pushing request back to employee; employee can edit request

Push Back: Approver requests employee to make some changes to request. Can input comments prior to pushing request back to employee; employee can edit

Steps to Follow to Enter Absence for Employee

> _My UW System Portal > MANAGER TIME AND APPROVAL > Approve Absence > Manager Self Service > Time Management > Absence Request_

- Enter As of Date
- Select Group (B group is primary Approver list; C group is back-up Approver list)
- Choose Employee requesting absence for
- Enter Start Date of absence
- _Filter by Type:_ defaults to All
- _Absence Name:_ Choose leave type from drop down
- Enter End Date
- _Reason:_ ignore this field
- _Entry Type:_ Choose Hours Per Day
- _Hours Per Day:_ Enter the total number of hours using specific type of leave for that day
- Click the _Calculate End Date or Duration_ button
- _Duration:_ will populate to same number as _Hours Per Day_
- _Requestor Comments:_ not necessary but can provide explanation if desired
- Click _Submit_ to send the absence to Approver for approval
- Click OK for _Submit Confirmation_
- Go directly to Timesheet to enter time worked and/or legal holiday; comp time earning and usage

Notes:

- _Request Details_ provides details of submitted absence request
- _Save for Later_ is not recommended; request can be lost completely
- **Once the _Submit_ button is clicked, employees are unable to make a change to the submission without the assistance of Approver**
  - **If Approver approves absence, employee is unable to make change to absence without assistance of Human Resources**
  - If Approver pushes back or denies absence, employee can _edit_ the absence request without assistance from Approver
  - Once an absence is submitted, employees are unable to delete a request without assistance from Human Resources (Approver can deny the request ; denied requests will remain within the system and show on the timesheet as denied)

Time Entry Methods for *Timesheet*

Standard Time Entry:	24 Hour Clock Entry:
➢ **Standard Time Entry:** ▪ Need Colons ▪ Need AM/PM or A/P indicator	➢ **24 Hour Clock Entry:** ▪ Military Time

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

⏱ What are Exceptions?
- Occur and can view on the timesheet after Time Administration runs
- Will only show for time, legal holiday, compensatory time entered on Timesheet
- Time is entered by employees. Time Administration processes nightly to analyze the entered time according to UW System rules. Exceptions are created for time which meets specific criteria, such as a missed punch or if a shift is longer than twelve hours.
- Most common examples are listed below:

- **There are Three Types of Exceptions:**
    - ⏱ **Low** – early or late IN punch; early or late OUT punch
        - assumes a pre-populated schedule exists in system; only applies to permanent and project employees
        - will push directly to payable time even if not allowed by Approver

    - ⏱ **Medium** – Worked over 40 hours in a week
        - Generated for exempt employees
        - Will push directly to payable time even if not allowed by Approver but may require updates to timesheet if inaccurate

    - ⏱ **High** – **needs to be corrected or allowed** on the timesheet and approved by the Approver on Approve Payable Time in order for the employee to be paid for that time. Examples:
        - **Missed Punch**
            - An "Out" Punch does not follow an "In" punch
            - An "Out" Punch follows an "Out" punch
            - An "In" Punch follows an "In" punch
            - Missed punches must be fixed or the hours will not be paid
        - **Punch Hours Greater Than 12**
            - Punch may be accurate, Approver must allow in order for hours to be paid
            - If punch inaccurate, must be fixed or hours will not be paid
        - **Reported Hours More Than Scheduled Hours**
            - occurs if worked more than pre-populated schedule indicates per day
            - May be accurate; must fix or allow in order for hours to be paid

Helpful Views for Approvers

- **Payable Time Summary –**
  After Time Administration has run, the Payable Time Summary is a nice screen to visit to see the employee's time split out by day and into different time reporting codes, overtime, and differentials. The screen will give you a weekly view split out day by day. It includes leave.

  My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > View Time > Payable Time Summary

- **Payable Time Detail -**
  After Time Administration has run, Payable Time Detail helps you find out if your employee's time has been approved or if it still needs approval. It includes leave.

  My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > View Time > Payable Time Detail

- **View Exceptions for all Employees you Supervise -** ⏱️
  This view helps you see if there are any exceptions that need to be reviewed, corrected, and/or allowed by the Approver. Approvers are the only ones that can allow an exception. Employees view and can correct exceptions on their own timesheet.

  My UW System Portal > Manager Time and Approval > Approve Payable Time (for Approvers only) > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

⚠️ **NOTE:** When viewing these pages, be aware of when employee or Approver may have made changes to timesheet. These changes will not clear out the exception "time bomb ⏱️" until after the time administration process has run.

- **View Absence Balances for an Employee –**
  - Provides year-to-date balances as of the last pay period for all leave types, including Compensatory Time and Legal Holiday

  My UW System Portal > MANAGER TIME AND APPROVAL > Approve Absence > Manager Self Service > Time Management > Absence Balances

- **View Absence Request History for an Employee –**
  - Provides history of absence requests
  - Indicates whether absence was saved by employee or approved, denied or pushed back by Approver

  My UW System Portal > MANAGER TIME AND APPROVAL > Approve Absence > Manager Self Service > Time Management > Absence Request History

⚠️ **NOTE:** *Absence Request History* will not show Comp Time or Legal Holiday (Floating Holiday) entries; Compensatory Time and Legal Holiday (Floating Holiday) are entered on the timesheet, not in *Request Absence*. Comp Time and Legal Holiday usage history can be viewed via the timesheets

Types of Time Reporters

- **Punch Positive** -   Limited Term Employees; Student Employees
  Employees with no pre-populated schedule

- **Punch Exception** – Non-exempt permanent employees
  ex: Custodian, Trades, USA, ADA

- **Elapsed Exception** – Exempt permanent employees
  ex: IS Network Spec, Approvers

- **Elapsed Schedule Only** – Employees that enter absence only; no timesheet
  ex: Faculty and Academic Staff

For Employees:
Step-by-Step Directions
Visit the Knowledge Base's (KB) online directions at: <u>http://kb.wisc.edu/hrs</u>

What Do You Want to Do?	KnowledgeBase Document Number
Entering an Absence Request	16688
Update a Pushed/Denied Back Absence Request	17796
Punch Positive Timesheet (LTE)	17200
Punch Exception Timesheet (non-exempt)	17198
Elapsed Exception Timesheet (exempt)	17189 / 17914
Night/Weekend Shift Differentials for Exempt	17088
Overtime for Exempt Employees	17156
Timesheet Shift Spanning Two Days (night shift)	17038
Entering Time with Multiple Jobs	17188 / 17050
Multiple Jobs Overtime and Comp Time Policy	17050
Entering Comp Time Accrual (earning)	16514
Entering Comp Time Usage (non-exempt)	16862
Entering Comp Time Usage (exempt)	16861
Legal Holiday Overview	15622
Worked on Legal Holiday	15618
Entering Floating Holiday (legal holiday)	17223
Time Reporting Codes Overview	16544

For Approvers (Managers):

Step-By-Step Approval Directions and Additional Support Documents
Visit the Knowledge Base's (KB) online directions at: http://kb.wisc.edu/hrs

What Do You Want to Do?	KnowledgeBase Document Number
Approve an Absence Request	17247
Deny an Absence Request	17846
Push Back an Absence Request	17866
Review and Allow Exceptions	15567
Approve Time with Exceptions	17168
Approve Time with No Exceptions	17186
Approve Payable Time	15628
Setting Up and Running Time and Labor Reports	17071
Setting Up a New Run Control ID to Access a Report	17868
Verifying That You Can Approve Time for Your Employees	18196
Filtering Individual Groupings for Approval	18195
Time Reporting Codes Overview	16544

Assistance for All – Employees and Approvers:

Open Lab Sessions: http://www.uwosh.edu/hr/hrs-self-service

For "How To" Videos, Visit the UW Service Center Training Webpage:
https://uwservice.wisc.edu/administration/training.php