

Approving Reported Time

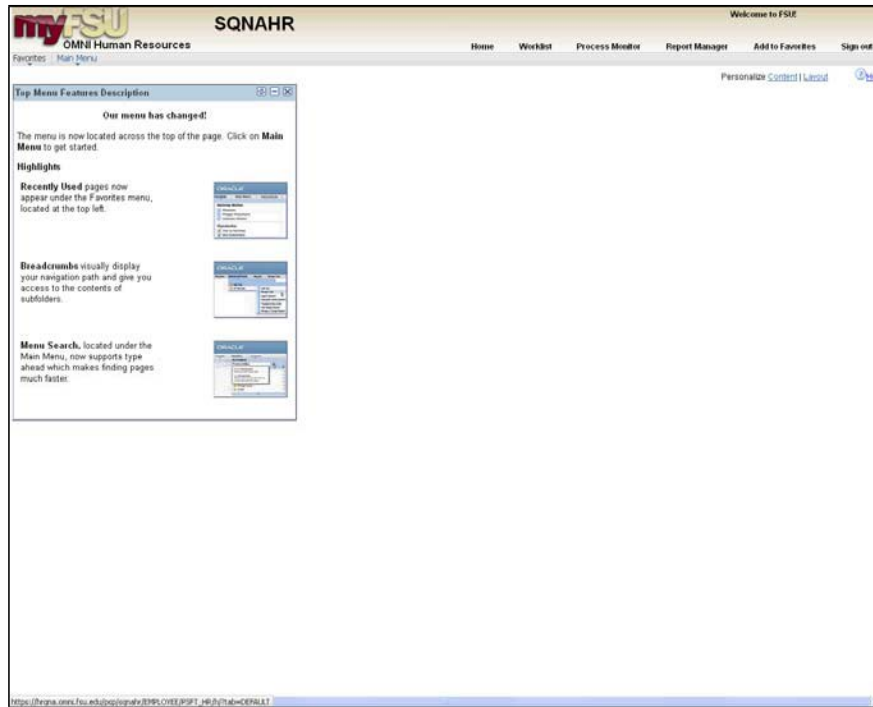
Overview:

Understanding the Approval of Reported Time Process in Manager Self Service

In this guide you will learn to approve time for your employees. In order to manage time for your group of employees, you will need the role **MANAGER SS**. Once your role has been approved you will be given your group ID number. This 5 digit number is used to prompt a listing of the employees in your group. Reported time and leave entered by your employees, needs your approval to be processed into payable time for Payroll to generate paychecks.

Log into myFSU and select the Human Resources link.

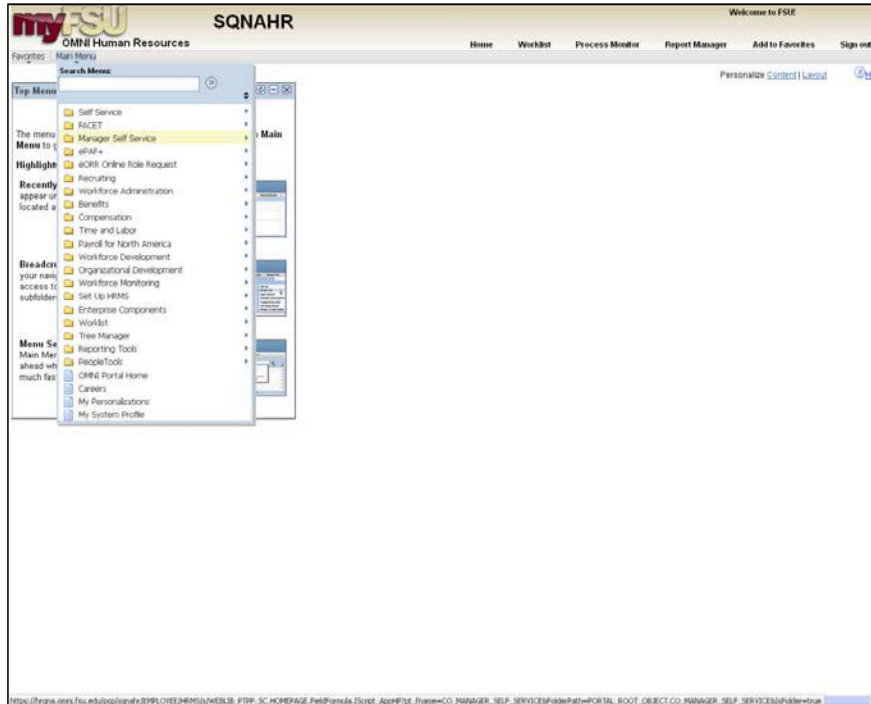
Procedure



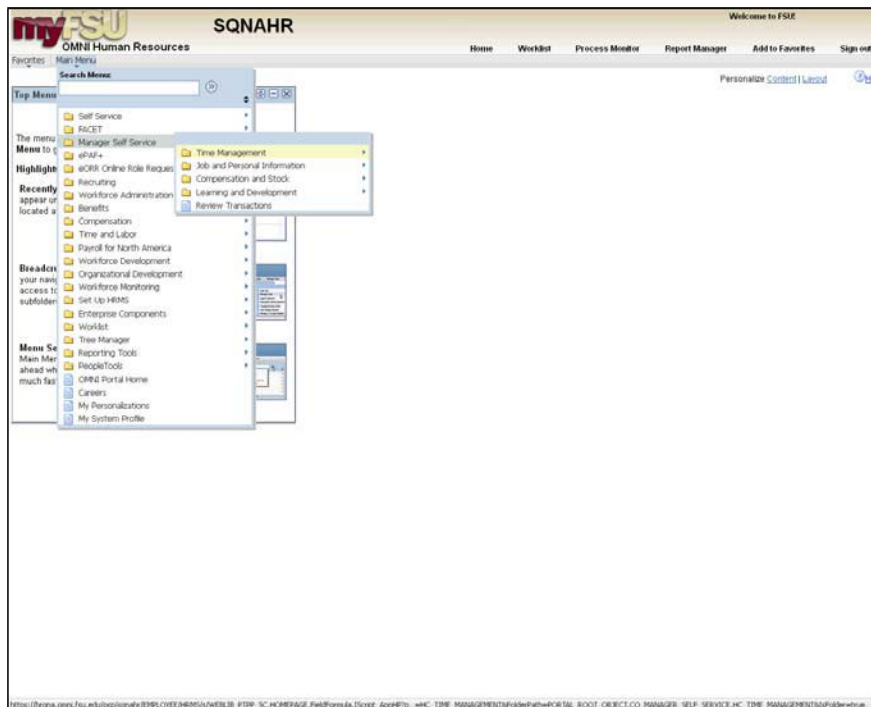
Step	Action
1.	Click in the Main Menu field.

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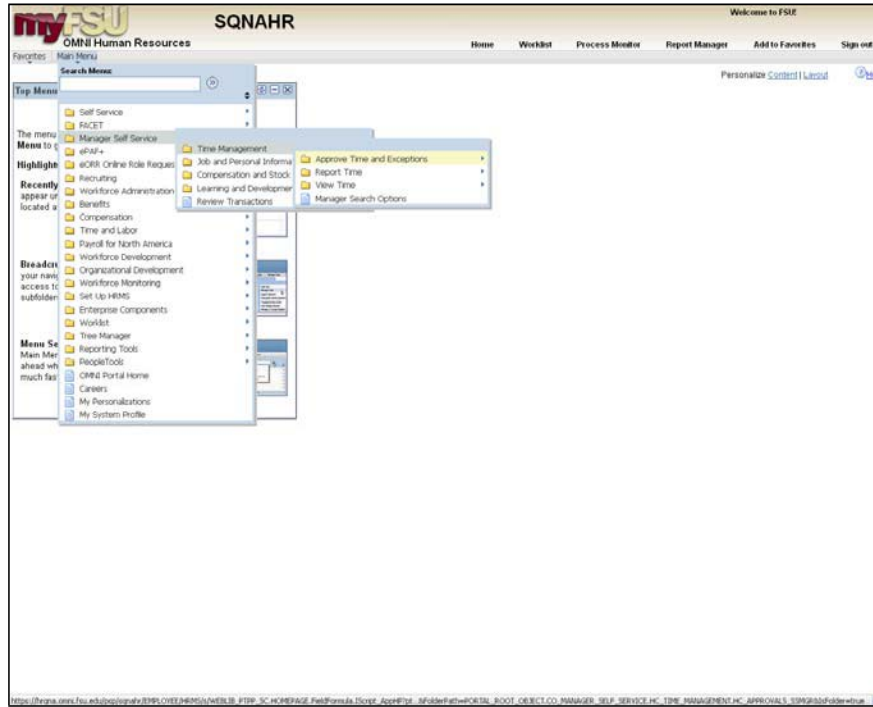
Step	Action
2.	Click in the Manager Self Service field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Manager Self Service</div>



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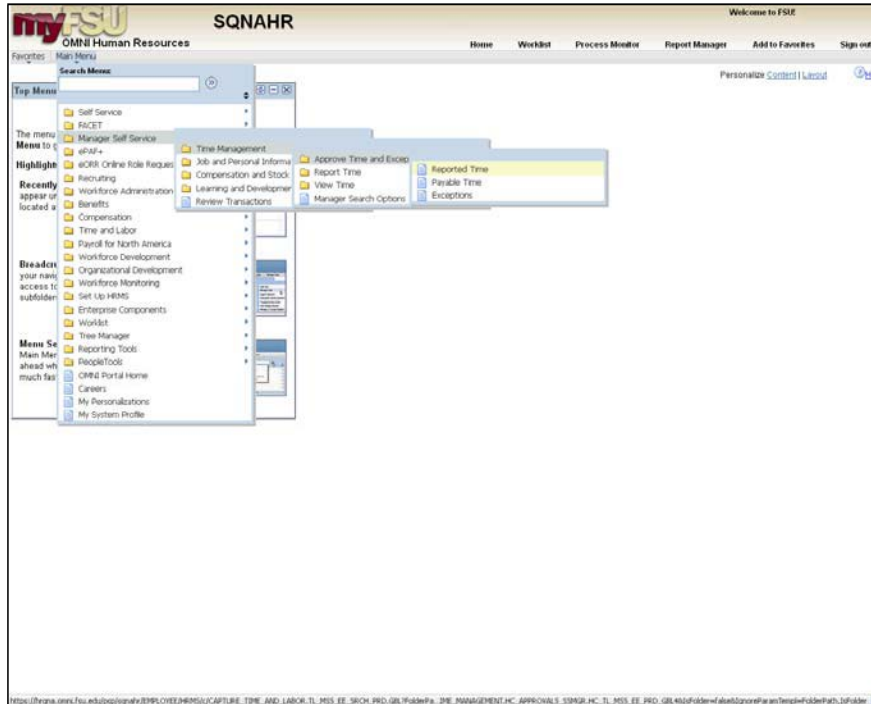
Step	Action
3.	Click in the Time Management field. Time Management



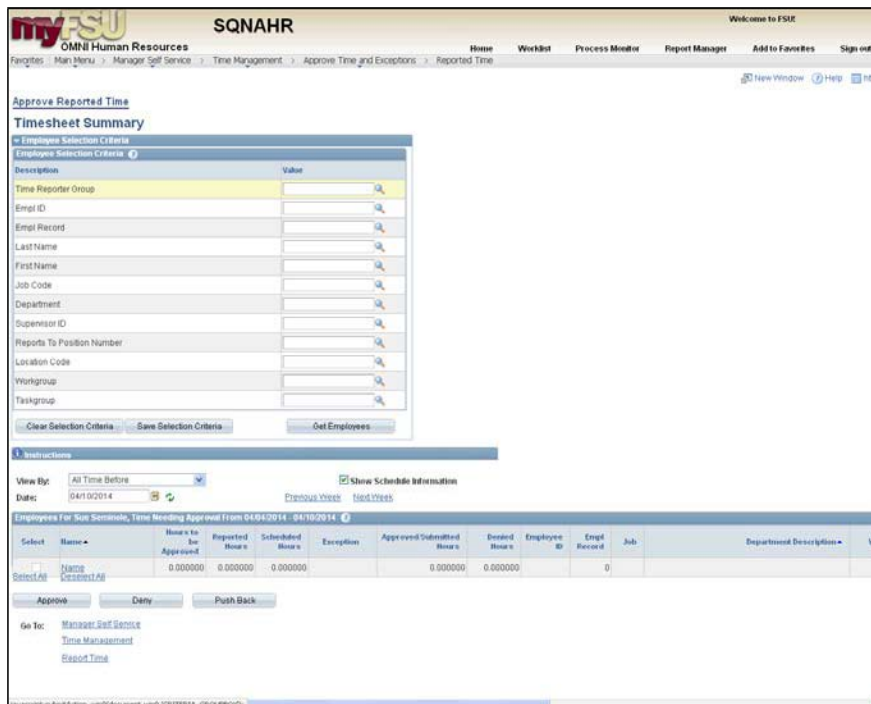
Step	Action
4.	Click in the Approve Time and Exceptions field. Approve Time and Exceptions

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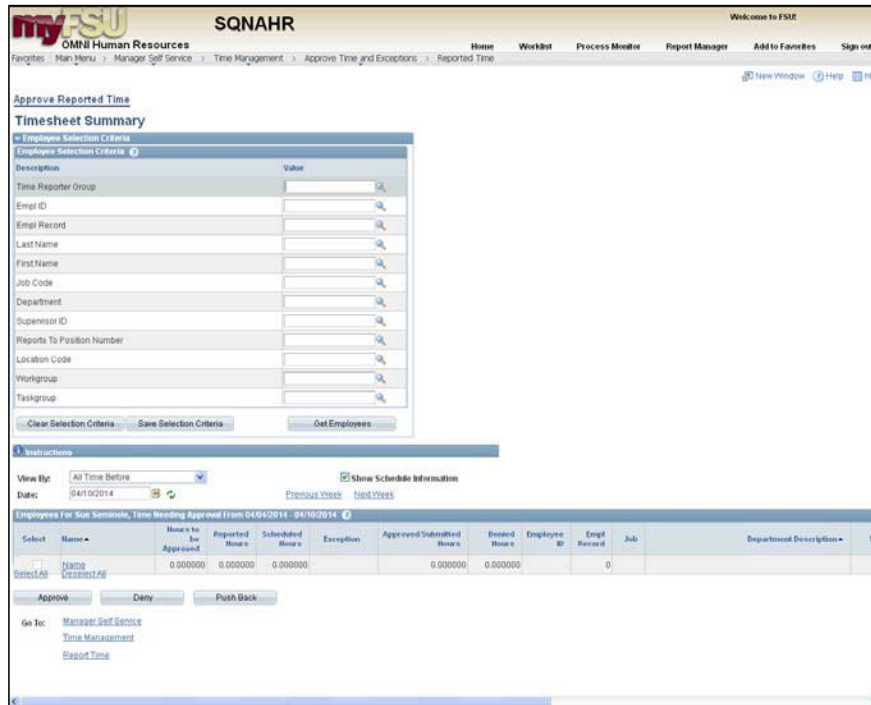
Step	Action
5.	Click the Reported Time menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Reported Time</div>



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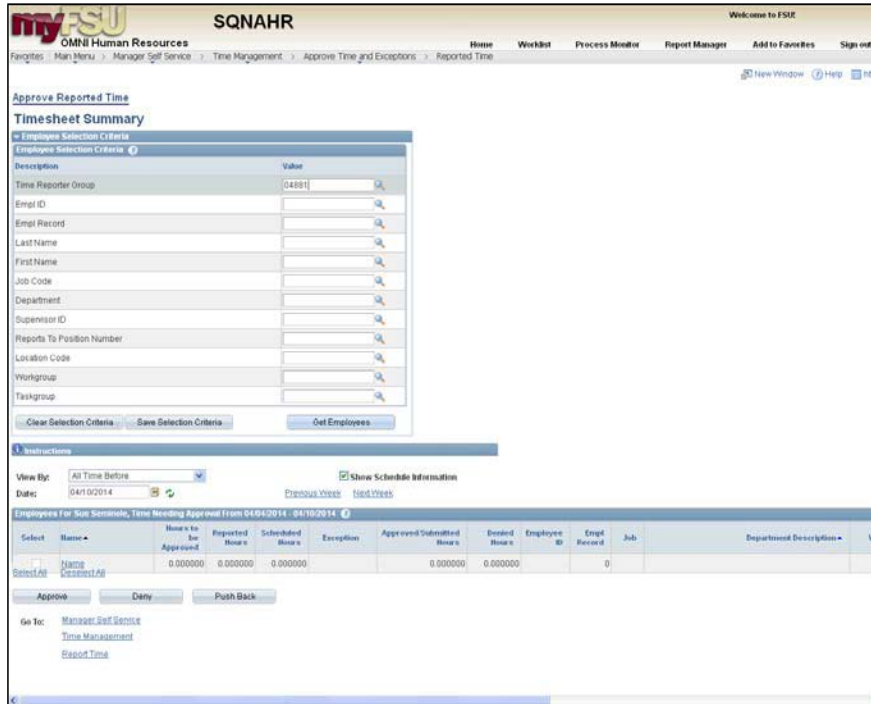
Step	Action
6.	Click in the field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>



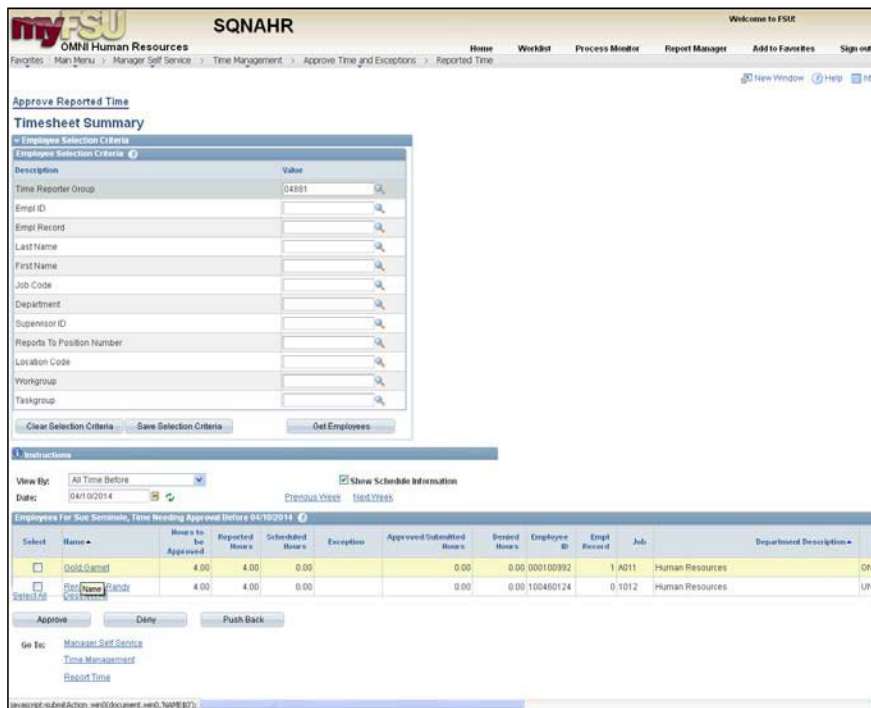
Step	Action
7.	Enter your Group ID # into the field. For the purpose of this example, Enter " 04881 ".

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Step	Action
8.	Click the Get Employees button.



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Step	Action
9.	Click on the employees listed in your group who have time that needs approving. For the purpose of this example select the employee Gold, Garnet link. Gold, Garnet

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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Employee ID: 000100992 [Return to Select Employees](#)
Emp# Record: 1 [Elapsed Timesheet](#)

Timesheet
Garnet Gold
Job Title: Business Off Clerical Etc.


View By: Week Reported Hours: 4.00 Previous Week Next Week
Date: 02/07/2014 Scheduled Hours: 0.00 Next Employee

Select	Day	Date	Status	Approval Monitor	In	Out	In	Out	In	Out	Hours Total	Time Zone	Date
<input checked="" type="checkbox"/>	Fri	2/7	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2.00	EST	2/7
<input type="checkbox"/>	Sat	2/8	New	Approval Monitor								EST	2/8
<input type="checkbox"/>	Sun	2/9	New	Approval Monitor								EST	2/9
<input checked="" type="checkbox"/>	Mon	2/10	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2.00	EST	2/10
<input type="checkbox"/>	Tue	2/11	New	Approval Monitor								EST	2/11
<input type="checkbox"/>	Wed	2/12	New	Approval Monitor								EST	2/12
<input type="checkbox"/>	Thu	2/13	New	Approval Monitor								EST	2/13

Select All Deselect All

Calendar	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours	4.00	2.00						

Go To: [Manager Self Service](#)
[Time Management](#)
[Elapsed Timesheet](#)
[Return to Select Employees](#)

Step	Action
10.	After reviewing the time entered by this employee, Click the select option. 

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Timesheet

Garret Gold Employee ID: 000100992

Business Of Clerical Etc. Emp# Record: 1

Instructions

View By: Week Reported Hours: 4.00

Date: 02/07/2014 Scheduled Hours: 0.00

Select	Day	Date	Status	Approval Monitor	In	Out	In	Out	In	Out	Punch Total	Time Zone	Date
<input type="checkbox"/>	Fri	2/7	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2:00	EST	2/7
<input type="checkbox"/>	Sat	2/8	New	Approval Monitor								EST	2/8
<input type="checkbox"/>	Sun	2/9	New	Approval Monitor								EST	2/9
<input checked="" type="checkbox"/>	Mon	2/10	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2:00	EST	2/10
<input type="checkbox"/>	Tue	2/11	New	Approval Monitor								EST	2/11
<input type="checkbox"/>	Wed	2/12	New	Approval Monitor								EST	2/12
<input type="checkbox"/>	Thu	2/13	New	Approval Monitor								EST	2/13

Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours	4.00	2.00			2.00			

Step	Action
11.	Continue approving each entry for this employee. Click the select option.

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Timesheet

Garret Gold Employee ID: 000100992

Business Of Clerical Etc. Emp# Record: 1

Instructions

View By: Week Reported Hours: 4.00

Date: 02/07/2014 Scheduled Hours: 0.00

Select	Day	Date	Status	Approval Monitor	In	Out	In	Out	In	Out	Punch Total	Time Zone	Date
<input type="checkbox"/>	Fri	2/7	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2:00	EST	2/7
<input type="checkbox"/>	Sat	2/8	New	Approval Monitor								EST	2/8
<input type="checkbox"/>	Sun	2/9	New	Approval Monitor								EST	2/9
<input checked="" type="checkbox"/>	Mon	2/10	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2:00	EST	2/10
<input type="checkbox"/>	Tue	2/11	New	Approval Monitor								EST	2/11
<input type="checkbox"/>	Wed	2/12	New	Approval Monitor								EST	2/12
<input type="checkbox"/>	Thu	2/13	New	Approval Monitor								EST	2/13

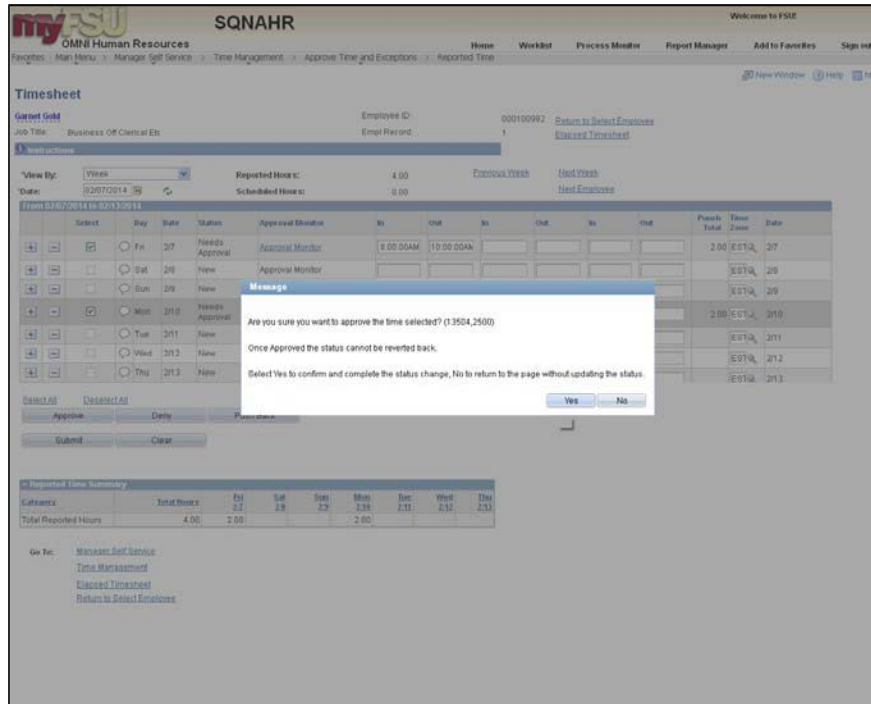
Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours	4.00	2.00			2.00			

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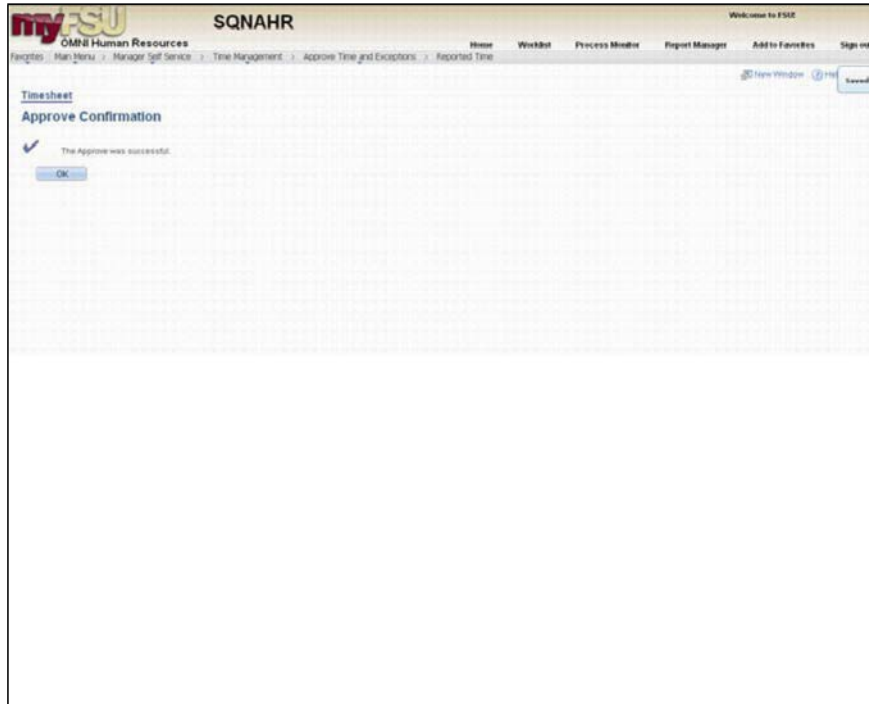
Step	Action
12.	<p>Click the Approve button. This will approve all of the entries previously selected (and checked). Your electronic signature will be dated and attached to the time approval in OMNI.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Approve</div>



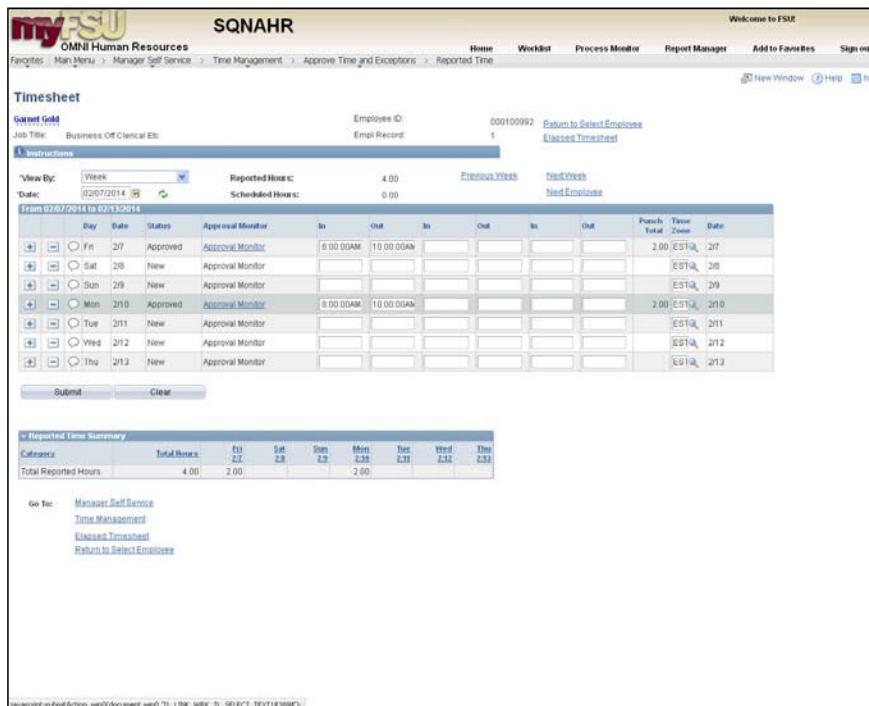
Step	Action
13.	<p>OMNI will prompt you to make sure you want to continue with the approval process. Click the Yes button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Yes</div>

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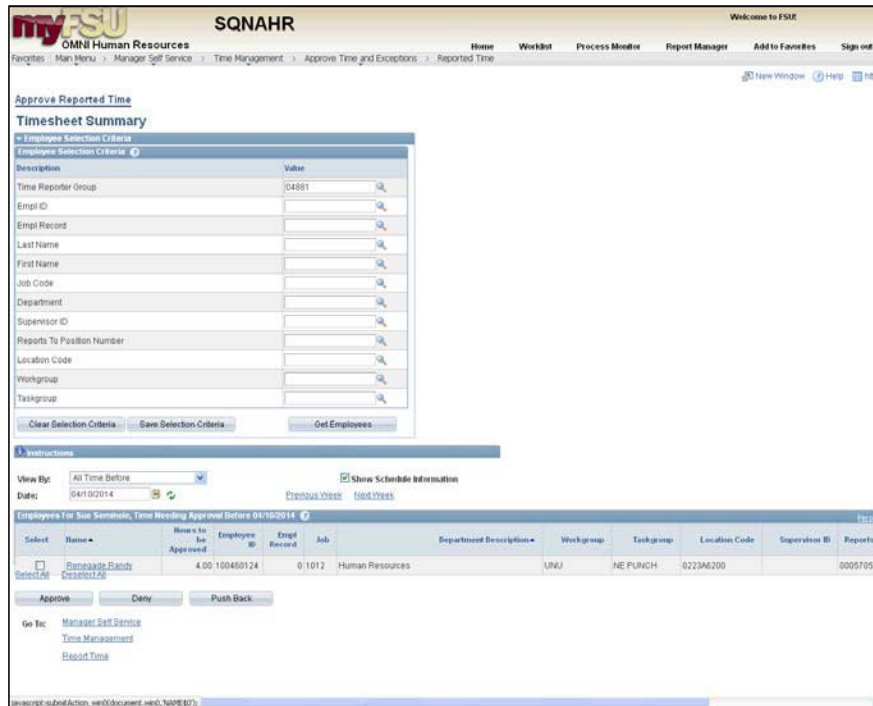
Step	Action
14.	Click the OK button.



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Step	Action
15.	The time for this employee has been successfully approved. Click the Return to Select Employee link. Return to Select Employee



Step	Action
16.	Note: The previous employee, Garnet Gold, no longer is listed as needing approval. Select the next employee in your list. For the purpose of this example, Click the Renegade, Randy link. Renegade,Randy

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Timesheet

Family Penelope Employee ID: 100460124 [Return to Select Employee](#)

Job Title: HR Representative Emp# Record: 0

Instructions

*View By: Week Reported Hours: 40.00 Previous Week Next Week

Date: 04/04/2014 Scheduled Hours: 0.00

Select	Day	Date	Status	Approval Monitor	In	Out	In	Out	In	Out	Hours	Time Reporting Code
<input type="checkbox"/>	Fri	4/4	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input type="checkbox"/>	Sat	4/5	New	Approval Monitor								
<input type="checkbox"/>	Sun	4/6	New	Approval Monitor								
<input type="checkbox"/>	Mon	4/7	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input type="checkbox"/>	Tue	4/8	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input type="checkbox"/>	Wed	4/9	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input checked="" type="checkbox"/>	Thu	4/10	Needs Approval	Approval Monitor								Sick Leave Taken - SC33H
<input type="checkbox"/>			Submitted	Approval Monitor	8:00:00AM	12:00:00PM					4.00	Regular Hours Worked -

Select All Deselect All

Approve Deny


Submit Clear

Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Availability	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Total Reported Hours	40.00	8.00			8.00	8.00	8.00	8.00
Total Scheduled Hours								
Schedule Deviation	80.00	8.00			8.00	8.00	8.00	8.00

Leave and Compensatory Time Balances

Plan	Balance
Bick	37.90
Vacation	49.10
Personal	0.00
COMPTOVL	0.00
COMPLAN	0.00

Step	Action
17.	After reviewing the time entered by this employee, Click the select option. 

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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Timesheet

Family Penelope Employee ID: 100460124 [Return to Select Employee](#)

Job Title: HR Representative Emp# Record: 0

Instructions

*View By: Week Reported Hours: 40.00 Previous Week Next Week

Date: 04/04/2014 Scheduled Hours: 0.00

Select	Day	Date	Status	Approval Monitor	In	Out	In	Out	In	Out	Hours	Time Reporting Code
<input type="checkbox"/>	Fri	4/4	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input type="checkbox"/>	Sat	4/5	New	Approval Monitor								
<input type="checkbox"/>	Sun	4/6	New	Approval Monitor								
<input type="checkbox"/>	Mon	4/7	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input type="checkbox"/>	Tue	4/8	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input type="checkbox"/>	Wed	4/9	Submitted	Approval Monitor	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked -
<input checked="" type="checkbox"/>	Thu	4/10	Needs Approval	Approval Monitor								Sick Leave Taken - SC33H
<input type="checkbox"/>			Submitted	Approval Monitor	8:00:00AM	12:00:00PM					4.00	Regular Hours Worked -

Select All Deselect All

Approve Deny

Submit Clear

Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Availability	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Total Reported Hours	40.00	8.00			8.00	8.00	8.00	8.00
Total Scheduled Hours								
Schedule Deviation	80.00	8.00			8.00	8.00	8.00	8.00

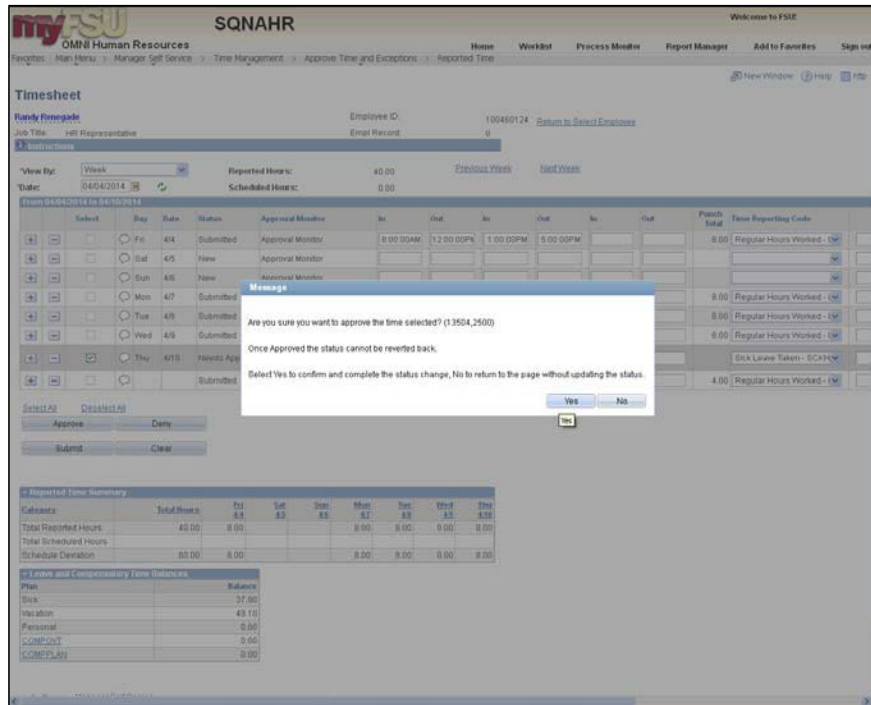
Leave and Compensatory Time Balances

Plan	Balance
Bick	37.90
Vacation	49.10
Personal	0.00
COMPTOVL	0.00
COMPLAN	0.00

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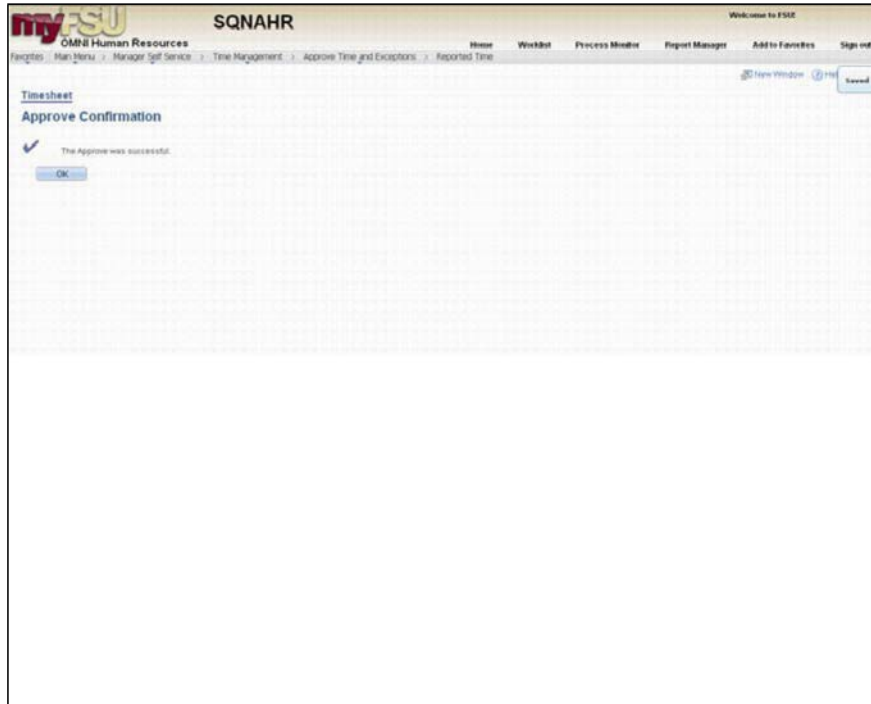
Step	Action
18.	<p>Click the Approve button. This will approve all of the entries previously selected (and checked). Your electronic signature will be dated and attached to the time approval in OMNI.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Approve</div>



Step	Action
19.	<p>OMNI will prompt you to make sure you want to continue with the approval process. Click the Yes button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Yes</div>

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Step	Action
20.	Click the OK button.

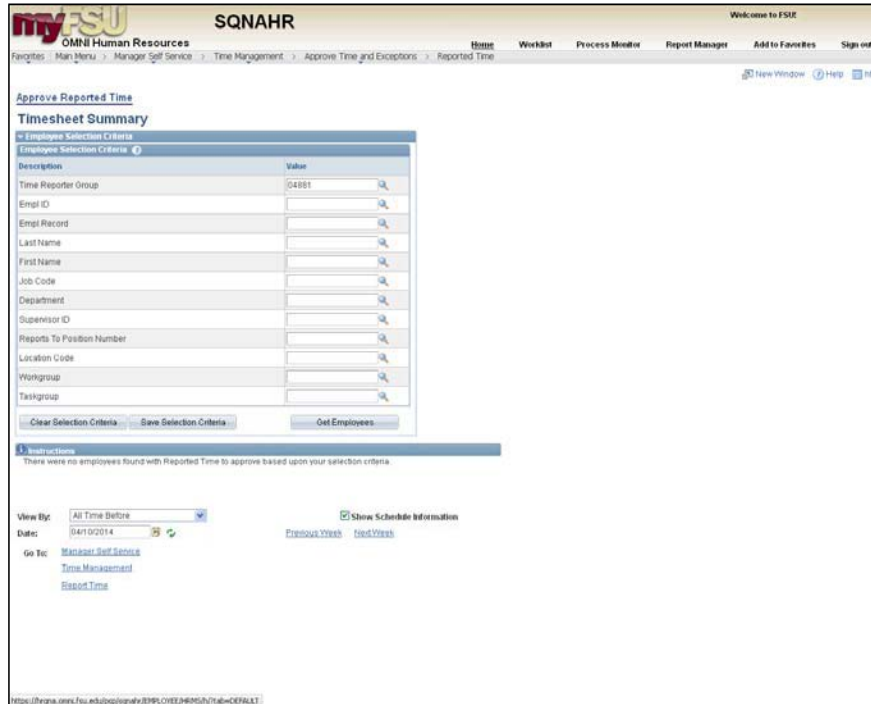
Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours	40.00	8.00			8.00	8.00	8.00	8.00
Total Scheduled Hours								
Schedule Deviation	80.00	8.00			8.00	8.00	8.00	8.00

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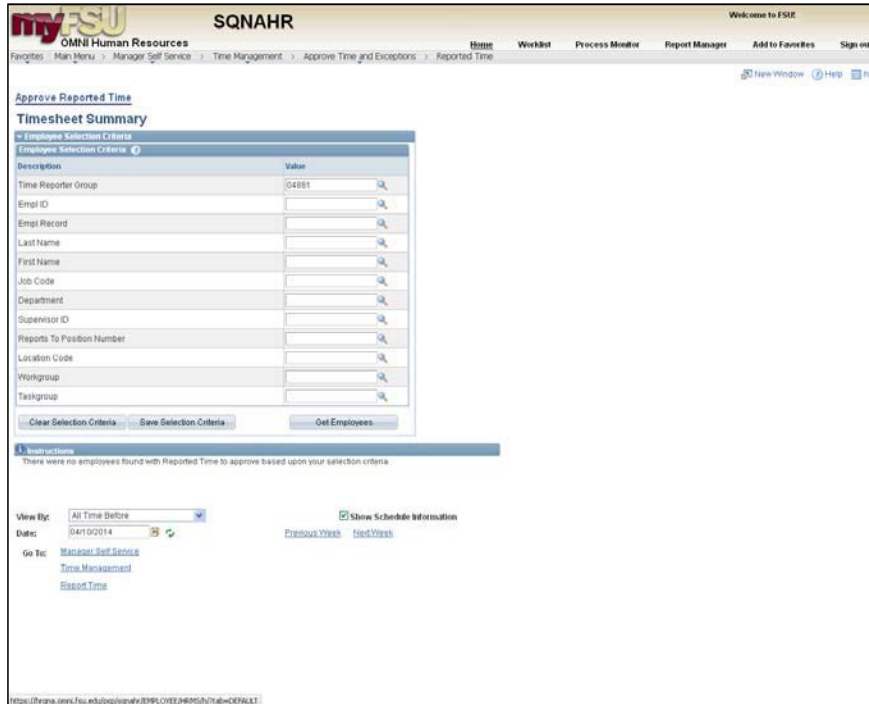
Step	Action
21.	Click the Return to Select Employee link.



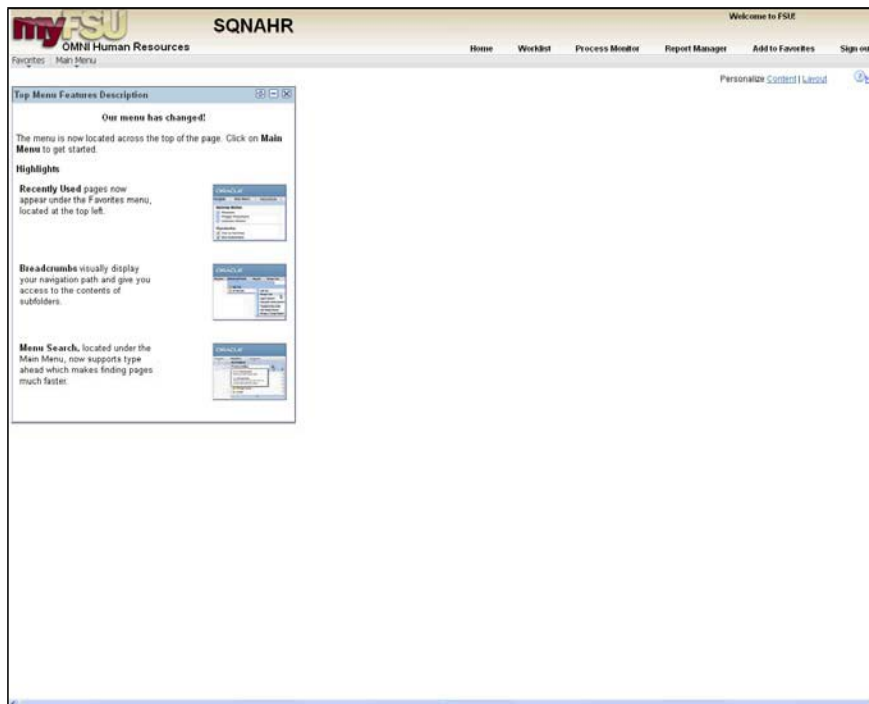
Step	Action
22.	Note: There is no longer time needing approval for any of the employee's in your group.

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Step	Action
23.	Click the Home link. Home



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Step	Action
24.	End of Procedure.