UW-Shared Services Manager Self-Service Approvals Guide for Biweekly Employees

Employees will submit absence requests and hours worked periodically, throughout the pay period. This guide is meant to assist with approving the absence requests and time submissions as efficiently as possible. We encourage supervisors to create a system that follows this guideline and works best within your department(s).

On Monday afternoons following the pay period end date, managers should review and approved any Absences showing for the pay period in HRS.

Then, on Tuesdays, all Timesheet Exceptions and Time Submissions (Payable Time) should be reviewed and approved for their employees.

Here is the generic Method and order at a glance:

1. Review and Approve Absence Request (Pages 5-7)
2. Review the Timesheet for Exceptions and Accuracy (Pages 8-10)
3. Review and Approve Payable Time (Pages 11-14)

Please remember that you will need to wait for the Time Admin process to run after each step is approved. The Time Administration process runs daily at 4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, and overnight.
Time/Absence MSS Dashboard – Accessing the Dashboard

The Manager Self Service (MSS) Time and Absence Dashboard is a one stop shop for managers to review or approve pending time and absence requests for their direct reports in an efficient and timely manner.

Links

1. Navigate to your MyUW portal
   - All UW employees can access the MyUW System portal at https://my.wisconsin.edu using their UW institutional ID username and password.
   - UW-Madison employees can access the MyUW Madison portal at https://my.wisc.edu using their UW-Madison NetID username and password.

2. On the Manager Time and Approval Tile, click on the Time/Absence Dashboard icon.
   - Or click “See all approval options” at the bottom of the tile and then select Time/Absence Dashboard.
MANAGER SELF SERVICE UPDATES:

Managers who Approve Time: For managers who approve time, there will now be a convenient link in the Time and Absence Manager Self Service Dashboard. The link to approve time that is currently located in the MyUW portal will be removed.

Other pages used to manage employee’s time and absence can now be found in a new left side bar, just click on a tab to see the information.

All Managers: A drop down on the home page for Manager Self Service and Employee Self Service will allow users to conveniently switch between Employee Self Service and Manager Self Service home pages.
Time/Absence MSS Dashboard – Selection Criteria

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Selection Criteria section contains the filters used to determine information that appears in each dashboard section.

Default Information

1. Time Reporter Group – defaults based upon settings on the Manager Search Options page.
2. Date Range – defaults to current payroll being processed

Change Criteria

1. Use magnifying glass to add/change selection criteria information
   - Date range can be changed by typing in dates or using calendar icon
2. Click the Refresh button to update all dashboard sections

![Time and Absence MSS Dashboard](https://uwservice.wisconsin.edu/image.png)

Change Time Reporter Group Default Value

1. Click Manager Search Options in the left side bar.
2. Enter new group ID in Time Reporter Group row or use the magnifying glass to select an assigned group ID.
   a. "B" Groups - UW Supervisor
   b. "C" Groups - UW Supervisor Backup
3. Click Save.
Time/Absence MSS Dashboard – Absence Request

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Absence Request section displays all pending Absence Requests for a Manager, based upon information in the search criteria section, but does not filter on date range.

Reviewing Information

1. To see information about a request, click on the employee’s name, request details page will appear
   - Review or add a comment
   - Approve or push back the request
   - The return button takes you back to the dashboard without taking an action

2. To see additional information for all employees on one page, click the View Details hyperlink.

Alert – Exceeds Current Absence Balance

1. If an employee’s absence request will result in a negative balance, a warning sign will appear in the Alert column.
   **NOTE:** This does not prevent you from approving the request

Approve Request

1. Put a check mark next to the employee name(s) to take action on.

2. Click Approve

3. The requests will be removed from the list.
Request Absence – On Behalf of Employee (Manager)

Absences can be entered by a manager on behalf of the employee. These absences are auto-approved.

**Request Absence**

1. Access the [Time/Absence Dashboard](https://uwservice.wisconsin.edu/).

2. Click **Request Absence** in the left side bar.

3. Click the name of the employee.
   
   **NOTE**: To change search results, enter information in the search options fields and click Search.

4. Select the absence name from the dropdown.

5. Enter/Update information in the following fields:
   - **Hours Per Day** – How many hours are being requested for each day of absence
   - **Reason** – leave as is, this field is not used
   - **Start Date** – first day of the absence
   - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)
     
     **NOTE**: if entering a date range, do not include weekend days or cross multiple months
   - **Duration** – will automatically calculate
   - **Comments** – optional

6. Click **Submit**.

7. Click **Yes** to verify that the request should be submitted.
Cancel Absence – On Behalf of Employee (Manager)

Absences can be cancelled by a manager on behalf of the employee.

### Cancel Absence

1. Access the [Time/Absence Dashboard](#).

2. Click **Cancel Absence** in the left side bar.

3. Click the name of the employee.  
   **NOTE:** To change search results, enter information in the search options fields and click Search.

4. Click on the absence line.

5. Enter comment, optional.

6. Click **Cancel Absence** button.

7. Click **Yes** to verify the request.
**Time/Absence MSS Dashboard – Time & Labor Exceptions**

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Time & Labor Exceptions section displays employees with time and labor exceptions, based upon the criteria, excluding date range, in Selection Criteria.

### Unallowable Exceptions (high severity)

1. Click on the employee timesheet hyperlink to access that individual's timesheet

2. The employee’s Timesheet will open, to the pay period containing the exception in a new browser tab.
   **NOTE:** Close this tab to go back to the dashboard. Having multiple browser tabs with the dashboard open will cause performance issues.

### Allowable Exceptions (low severity)

1. Put a check mark next to the employee name(s) to take action on.

2. Click Save.

3. The exception will be removed from the list.
Manage Exceptions – Manager

Time is entered by employees. Time Administration processes nightly to analyze the entered time according to UW rules. Exceptions are created for time which meets specific criteria, such as a punch reporter with a missing OUT punch or a punch reporter with reported hours for a shift greater than 12 hours.

Leave Reports

1. Access the Time/Absence Dashboard.

2. Click Manage Exceptions in the left side bar.

3. Use the Exception type boxes at the top of the page to select the type of exceptions to review (Fix, Allow, All)

   NOTE: To change search results, click the filter button in the upper left.

4. Click the arrow to the right of exception to see more information.

5. If the exception does not need further investigation, click the checkbox and click the Allow button.

6. A green success banner will appear at the top of the page.

7. Click the arrow in the upper right corner of the page to go to the next exception.

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WALLY WORKER
IS TECH SRV SENIOR

Submitted Time

Sunday, May 19, 2019

Exceptions

- UW_PCH12 - Punch Hours Greater Than 12

High

Allow
Access Employee Timesheet (Manager)

Managers can access employee’s timesheets for review purposes or make updates in an employee’s absence.

Employee Timesheet

1. Access the Time/Absence Dashboard.

2. Click Timesheet in the left side bar.

3. Search for the employee.
   
   **NOTE:** To find a group of employees, select the appropriate Time Reporter Group.
   
   • "B" Groups - UW Supervisor
   • "C" Groups - UW Supervisor Backup

2. Click Get Employees button.

3. Click the Last Name of the employee you wish to enter time.

4. You will now see the employee’s timesheet.
   
   **NOTE:** For more information on timesheet fields, see the Employee Self Service help resources, here.
Time/Absence MSS Dashboard – Payable Time Summary

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Payable Time Summary section allows managers to see at a glance if there is pending time to be approved or an employee has not submitted enough time for the pay period. Information is based upon criteria in the Selection Criteria section.

Payable Time Summary

NOTE: If you have approved time and absences on the dashboard, during this visit, click Refresh in Selection Criteria section to see these approvals reflected in the Payable Time Summary section.

- Only bi-weekly employees appear on this summary
- If no time has been entered by an employee, a dash will appear in the total payable time column.
- Entered time will be updated after the time admin process has been run (runs six time daily at 4a, 9a, 11a, 1p, 3p, and between 6p and 8p)
View Payable Time (Manager)

After time is entered and Time Administration has run (4a, 9a, 11a, 1p, 3p and around 8p), the reported time becomes payable time. Payable time is created based on the rules and edits within the Time Administration process and, once approved, will be processed in payroll to compensate the employee.

**WARNING:** Payable time cannot be approved through this page

<table>
<thead>
<tr>
<th>Payable Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the Time/Absence Dashboard.</td>
</tr>
<tr>
<td>2. Click Payable Time in the left side bar.</td>
</tr>
<tr>
<td>3. Click Get Employees button.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> To set up or change which employees are returned, click the Filter button.</td>
</tr>
<tr>
<td>2. Click the name of the employee to review.</td>
</tr>
<tr>
<td>3. Update the From and Through dates to see a specific time period.</td>
</tr>
<tr>
<td>4. <strong>Summary</strong> is selected by default, showing payable time for the selected period.</td>
</tr>
<tr>
<td>5. Click Details, to see a report of hours by date.</td>
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<tr>
<td>6. To navigate between employees, use the Next and Previous button in the top right.</td>
</tr>
<tr>
<td>7. To return to the employee search list, click the Return to Select Employee hyperlink.</td>
</tr>
</tbody>
</table>
Time/Absence MSS Dashboard – Payable Time Approvals

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Payable Time Approvals section displays pending time approval requests for bi-weekly employees, based upon the criteria, including date range, in Selection Criteria.

TRC Category Filter

1. Click the drop-down menu in TRC Category to see a list of categories.
2. Select the category to view
3. To view all categories again, click All Categories

Additional Information – including Timesheet

1. Click on the employee’s name to see information about time needing approval.
   - Day by day breakdown of time
   - Add comments
   - Link to Timesheet
   **NOTE:** The Timesheet will open in a new browser tab, close this tab to go back to the dashboard. Having multiple browser tabs with the dashboard open will cause performance issues.
2. Click the View Details hyperlink to see additional information about time needing approval for all employees, including day by day breakdown and link to Timesheets.

Approve Time

1. Put a check mark next to the employee name(s) to take action on.
2. Click Approve
3. The time will be removed from the list.

Pending Approvals Outside Criteria – Warning

A red warning icon will appear at the bottom of the section, if you have pending time approvals that are dated before the date range in the selection criteria.

To review additional pending approvals:
1. Navigate up to the Selection Criteria section
2. Change the date range to look for time needing approval, from prior pay periods.
3. Click the Refresh button