

Time Management Supervisor Training

Approving Time and Absence in INFORMS

eMDC Human Resources...Matters



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The graphic features a cluster of colorful social media icons (Share, Photo, Tweet, Like, Music, Friend, News) on the left. The text is arranged in a clean, sans-serif font on a dark grey background.

INFORMS

INFORMS is the County's official payroll and attendance system of record

- Accountability is placed on Employees to enter Time and Absence through Employee Self-Service and Supervisors to approve time through Manager Self-Service.
- Audit trail/Tracking of changes.
- Online editing to proactively mitigate potential mistakes.
- Departmental HR liaisons are responsible for reviewing payroll closeout dashboards to ensure employees Time and Absence has been approved and all exceptions are cleared.

Purpose and Benefits to Business Process

The purpose and benefits of the Time Management business process include:

- Reduce paper processes (Electronic workflows).
- Real-time updates to time and absence entry and approvals.
 - Employee Empowerment (Employee Self Service and Manager Self Service and mobile capabilities).
- Reduction of processing time.
- Enhanced Reporting.

Deadlines

Payroll

- Employees and Timekeepers should have all entries completed by noon Non-Pay Week Friday.
- Part-Time employees should not project hours worked to prevent a possible overpayment.
- Full-Time employees should only project their regular scheduled hours.
- DPR's and Supervisors are required to complete all approvals by Pay Week Monday at 11:00am.
- Late Changes for Prior Pay Periods should be entered and approved by close of business Non-Pay Week Wednesday.

Payroll Lockout

- There is a timesheet lockout for Employees and Timekeepers starting on Non-Pay Week Friday at 9:00pm and continues until Wednesday morning of Pay Week.

Learning Objectives

- Approve Time.
- View Forecast Balance.
- Enter Time on Behalf of Employee.
- Submit Absence on Behalf of Employee.

Lesson 1: Key Terms

Term	Definition
Absence Accrual	Periodic calculation of actual entitlement earned.
Absence Balance	Leave balance available for the employee to use.
Absence Entitlement	Leave Types that have associated balances to decrement when used, could have an accrual that adds to balance as earned. i.e. Sick, Annual.
Absence Request	Method of entering leave, includes an Absence Type and Date(s).
Absence Take	Type of leave requested, linked to one or multiple TRC(s) (Time Reporting Code) in T&L (if cascading).
Eligibility Group	Determines which leave entitlements and absence takes an employee is eligible for, assigned on the Payroll Tab of Job data, also determines the accrual rates for entitlements.
Exceptions	Any reported time not in compliance with the pay plan or Collective Bargaining Agreement (CBA) rules.
Forecasting / Check Eligibility	Validation of sufficient balance and other additional criteria for an Absence Request.

Lesson 1: Key Terms

Term	Definition
Payable Time	Time after it has been processed and rules applied to create differentials, supplements, and overtime.
Process/Finalize Absence	The process to Calculate and close Absences for the current payroll period.
Reported Time	Time as it is entered on the timesheet. This is what Managers will approve.
Task Profile ID	Task values that allow you to track time and allocate cost for specific projects and activities.
Taskgroup	Assigned to the employee, controls available Task Profiles on the timesheet.
Time Administration	INFORMS system process to trigger all the rules and generate exceptions.
Time Collection Devices (TCDs)	A method for collecting reported time outside of the online timesheet in Time and Labor.
Time Reporter Type	Determines the information of an employee must provide for work hours on the timesheet, Punched or Elapsed.

Lesson 1: Key Terms

Term	Definition
Time Reporting Codes (TRCs)	It is used to track various hours worked and pay supplements. Absences takes are mapped to TRCs and TRC are mapped to earning codes in Payroll.
Time Reporting Template	Determines fields used for time entry. There is an Elapsed Time Reporting Template and a Punch Time Reporting Template.
Workgroups	Grouping of employees that share common Time and Labor attributes and rules.

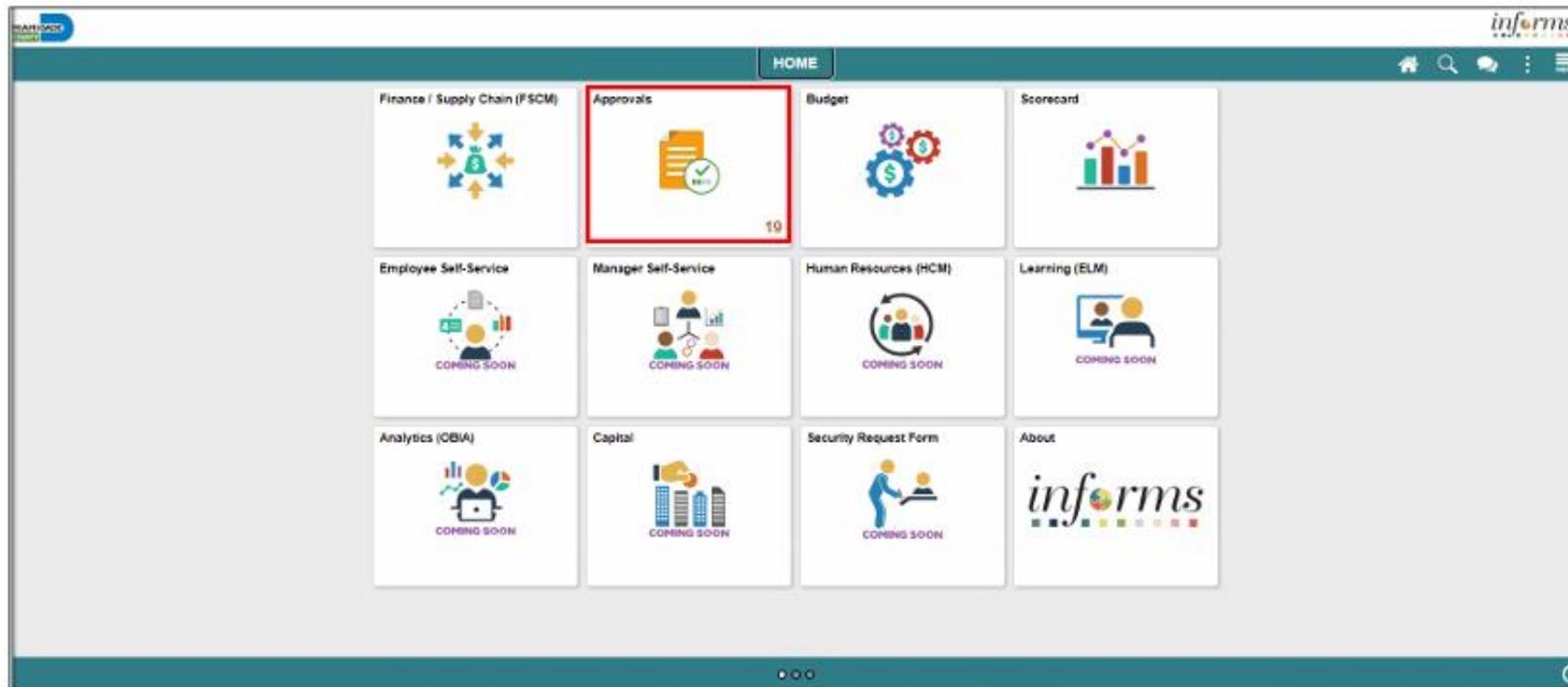
Lesson 1: Approve Reported Time and Absence

- Employees may not get paid if the reported time is not approved.
- If a manager is unable to review and approve an employee's time, a Department Personnel Representative (DPR) can approve the time on the Manager's behalf.
- Absence Balances displays the year-to-date absence balances for each absence type. These balances are from the most recent closed pay period and do not reflect accruals earned or hours taken after the pay period end date.

Lesson 1: Approve Reported Time and Absence Continued

The following outlines how to approve time through approvals:

1. Navigate to: **Home > Approvals.**



Lesson 1: Approve Reported Time and Absence Continued

2. The list of Pending Approvals will be available via **Pending Approvals** page.
3. Select **Time and Absence** to view the list whose time need to be approved.

The screenshot displays the 'Pending Approvals' page in the Informs system. The page has a dark green header with the 'informs' logo on the right and a 'Pending Approvals' tab highlighted in red. On the left, there is a sidebar with a 'View By' dropdown set to 'Type'. The sidebar lists various categories with their respective counts: All (240), Budget Journal (22), Expense Report (1), Payment Request (113), Performance (26), Requisition (3), Supplier (18), Supplier Change Request (5), **Time and Absence (17)**, and Voucher (36). The 'Time and Absence' category is highlighted with a red border. The main content area shows a list of pending items, each with a title, amount, currency, description, and a 'Routed' status with a date and a right arrow. The items include Budget Journal entries, a Supplier Change Request, and Performance entries. The 'Time and Absence' item at the bottom is partially visible, showing a '4 - Above Satisfactory' status and a date of '02/22/2021 To 07/16/2022'.

Category	Count
All	240
Budget Journal	22
Expense Report	1
Payment Request	113
Performance	26
Requisition	3
Supplier	18
Supplier Change Request	5
Time and Absence	17
Voucher	36

Item	Amount	Currency	Description	Status	Date
Budget Journal	1,200,000.00	USD	To load Expense Budget for Cr - MDADE / 000109736 / 2022-04-11 - Original - Maxwell, Sean	Routed	04/11/2022
Budget Journal	1,200,000.00	USD	To load Revenue Budget for Cr - MDADE / 0006109737 / 2022-04-11 - Original - Maxwell, Sean	Routed	04/12/2022
Budget Journal	71,000.00	USD	Re-class Original Budget to Co - MDADE / 0001175642 / 2022-10-25 - Transfer Original - Caliste, Monique	Routed	10/25/2022
Supplier Change Request	000003532		000005027 / BLACK & VEATCH CORPORATION / Integrity Error	Routed	11/28/2022
Performance			5 - Outstanding 02/22/2021 To 07/16/2022 Elba Lal	Routed	05/16/2023
Budget Journal	12,000.00	USD	LOADING GRANT BUDGET FOR ADF S - MDADE / 000196860 / 2023-01-11 - Original - Britney A Wooding	Routed	01/11/2023
Performance			4 - Above Satisfactory 02/22/2021 To 07/16/2022 Deja Wang	Routed	05/26/2023
Budget Journal			FY 22 EOY Budget Supplement an - MDADE / 0000201624 / 2022-05-30 - Year End Supplemental - Galvez, Barbara	Routed	

Lesson 1: Approve Reported Time and Absence Continued

Note: The new indicator feature will distinguish between Time entries and Absence entries and the corresponding period.

View By	Type	Filter	Approve
All	434		
Budget Journal	34		
Payment Request	259		
Performance	25		
Purchase Order	25		
Requisition	2		
Supplier	9		
Supplier Change Request	3		
Time and Absence	25		
Voucher	52		

Quantity for Approval	Period	Status
Quantity for Approval 24.00 Hours	10/02/2023 - 10/13/2023	Routed 09/27/2023
Time Entry - Current Period		
Quantity for Approval 8.00 Hours	10/05/2023 - 10/05/2023	Routed 09/05/2023
Absence - Current Period		
Quantity for Approval 8.00 Hours	10/10/2023 - 10/10/2023	Routed 09/26/2023
Absence - Current Period		
Quantity for Approval 4.00 Hours	10/11/2023 - 10/11/2023	Routed 09/26/2023
Absence - Current Period		
Quantity for Approval 9.00 Hours	09/25/2023 - 09/25/2023	Routed 09/02/2023
Time Entry - Prior Period		

Lesson 1: Approve Reported Time and Absence Continued

4. To drill down into the time or absence entry, select the row in the Time Entry or Absence details section in which needs to be approved.

The screenshot displays the 'Pending Approvals' section of the inForms system. The interface includes a sidebar on the left with navigation options, a top navigation bar, and a main content area with a table of approvals. The table lists pending approvals for 'Time and Absence' entries, with the first row highlighted in red.

Item	Quantity for Approval	Period	Status	Action
<input type="checkbox"/> Time and Absence Leigh Fagan	32.00 Hours	05/18/2023 - 05/21/2023 Time Entry - Current Period	Routed 09/05/2023	>
<input type="checkbox"/> Time and Absence Leigh Fagan	8.00 Hours	09/22/2023 - 09/22/2023 Absence - Current Period	Routed 09/05/2023	>
<input type="checkbox"/> Time and Absence Leigh Fagan	4.00 Hours	09/25/2023 - 09/25/2023 Absence - Current Period	Routed 09/05/2023	>
<input type="checkbox"/> Time and Absence Bridger Faulk	0.00 Hours	08/07/2023 - 08/18/2023 Time Entry - Prior Period	Routed 08/22/2023	>
<input type="checkbox"/> Time and Absence Ajayana Lapierre	0.00 Hours	08/07/2023 - 08/17/2023 Time Entry - Prior Period	Routed 08/22/2023	>
<input type="checkbox"/> Time and Absence Devrick Hein	0.00 Hours	08/07/2023 - 08/11/2023 Time Entry - Prior Period	Routed 08/22/2023	>

Lesson 1: Approve Reported Time and Absence Continued

5. Select the individual time entry lines or all time entry lines. Select the Approve button to approve this employee's reported time or absence request. Select the **Approve** button to approve this employee's timesheet.

The screenshot displays the 'Time and Absence' interface for Leigh Fagan, an Eip Business Analyst 2. It shows 4 pending approval lines. The summary indicates a time period from 09/18/2023 to 09/21/2023, with 32.00 hours scheduled and 32.00 hours reported. The 'Reported Time Details' table lists four entries, all for 8.00 hours, with the first three being Regular Time and the last being Working from Home.

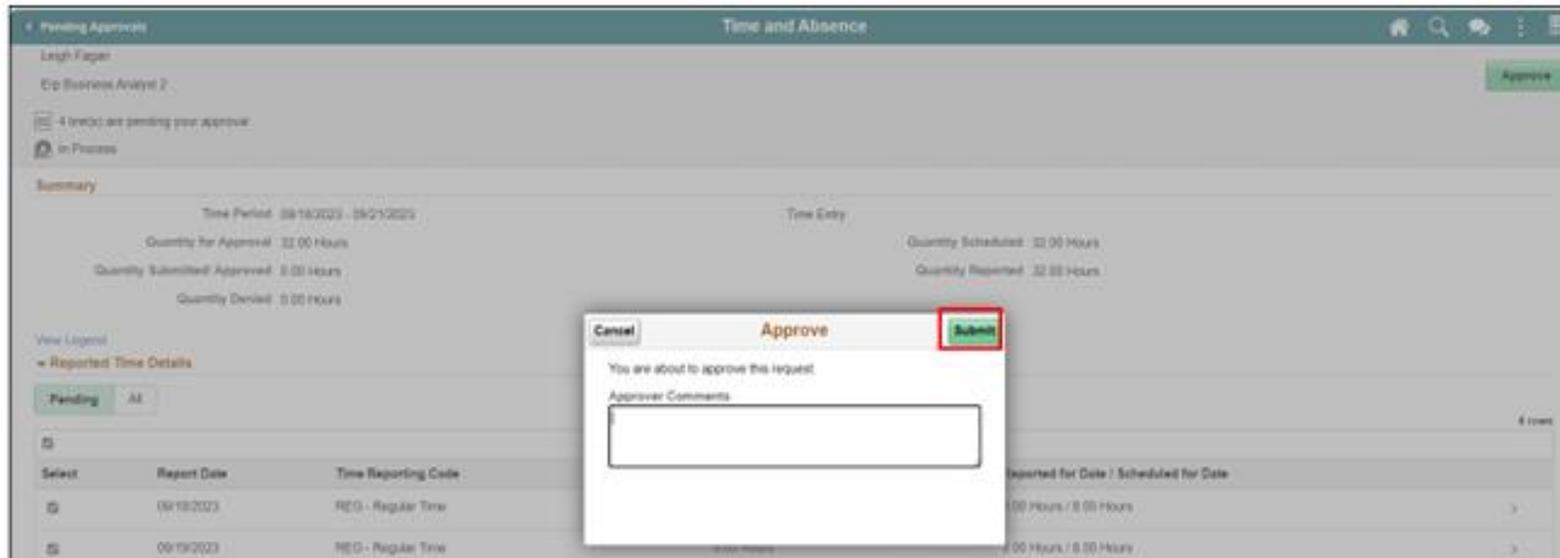
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	09/18/2023	REG - Regular Time	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	09/19/2023	REG - Regular Time	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	09/20/2023	REG - Regular Time	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	09/21/2023	WRKHM - Working from Home	8.00 Hours	8.00 Hours / 8.00 Hours

Lesson 1: Approve Reported Time and Absence Continued

6. An **Approve** window will appear to ensure all comments are included prior to submitting the employee's reported time.

7. Select **Submit**.

Note: Once submitted, INFORMS will populate a message to inform the approver that they have Approved the request.



Lesson 1: Approve Reported Time and Absence Continued

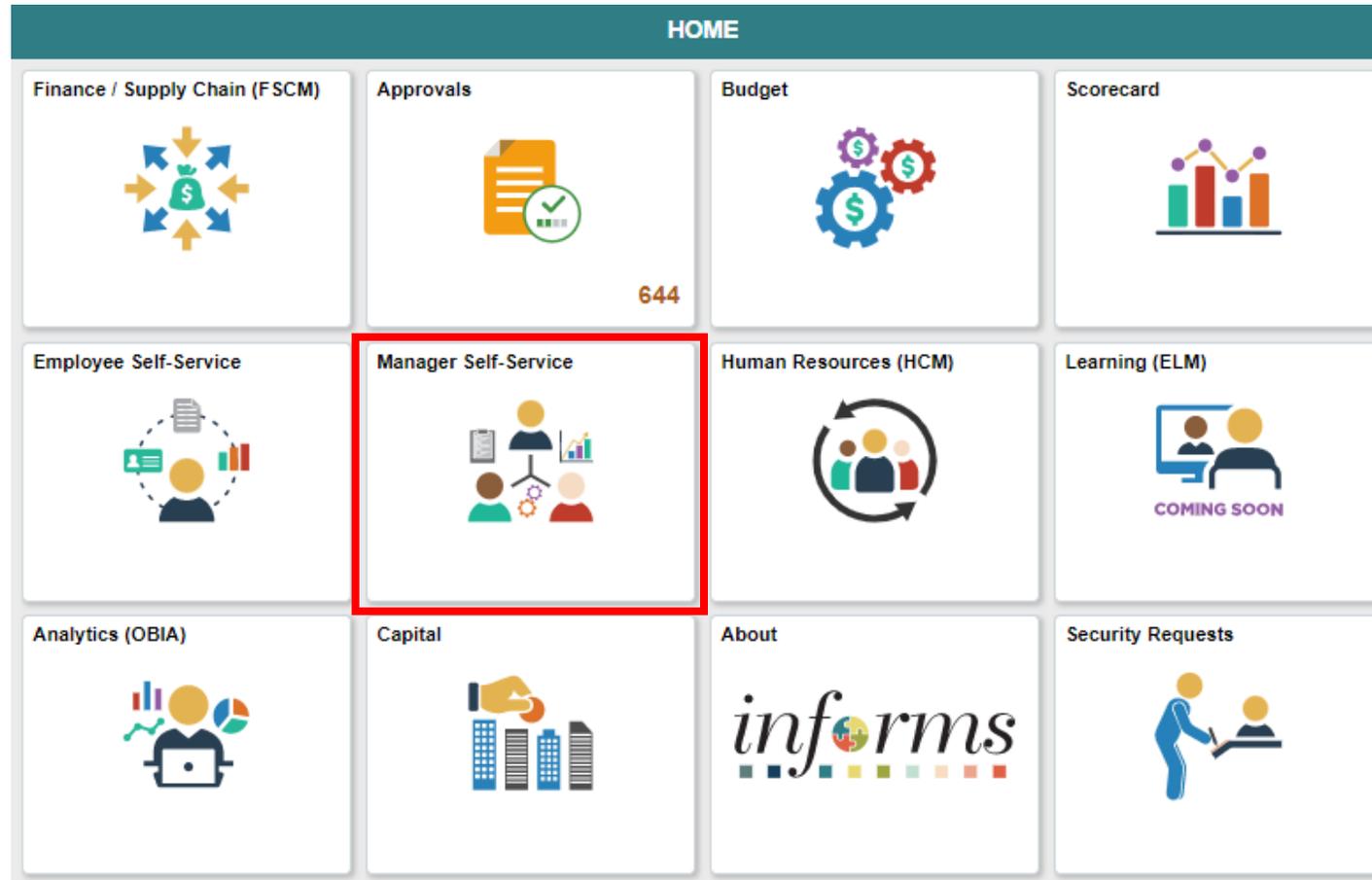
8. When approving an Absence Request, simply select the absence on the **Pending Approvals** page that you would like to approve. Select **Approve**, enter any applicable **Approver Comments** and **Submit**. Finally, select **OK**.



Lesson 1: Approve Reported Time and Absence Continued

The following outlines how to approve time through Manger Self Service:

1. Navigate to: **Home > Manager Self Service.**



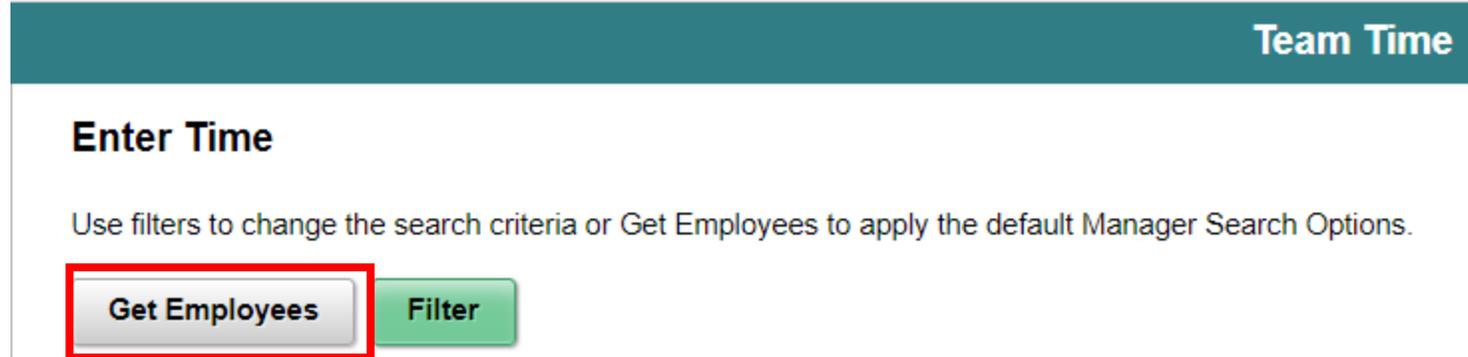
Lesson 1: Approve Reported Time and Absence Continued

2. Select the **Team Time** tile.

The screenshot displays the 'Manager Self-Service' dashboard with a grid of tiles. The 'Team Time' tile, which features a clock icon and a group of people, is highlighted with a red border. Other tiles include 'My Team' (group of people icon), 'Team Performance' (document with chart icon and '5 In Progress Documents' text), 'Team Information' (document with checkmarks icon), 'Announcements' (megaphone icon and text: ': All absences and hours worked must be approved by 9 PM Friday of non-pay week. Review and approve your pending approvals today! Do not delay!' with '0 Unread' text below), 'Department Director Req Approv' (document with checkmark icon), 'Review Outside Employment R...' (document with checkmark icon), and 'Record Administrative Actions' (person at computer icon).

Lesson 1: Approve Reported Time and Absence Continued

3. Select **Get Employees**.



The screenshot shows a software interface for 'Team Time'. At the top right of the interface is a teal header with the text 'Team Time'. Below this is a section titled 'Enter Time'. Underneath the title is a line of instructional text: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' At the bottom of this section are two buttons: a grey button labeled 'Get Employees' which is highlighted with a red rectangular border, and a green button labeled 'Filter'.

Lesson 1: Approve Reported Time and Absence Continued

4. Select the employee you want to review and approve.

Enter Time
Select Employee

7 rows

Name/Title	Exceptions	Hours to be Approved
 Angelica Abreu Manager, Hr Section	 1	
 Lynn Garcia Personnel Payroll&Sys Sup		
 Sunya Jackson Personnel Payroll&Sys Sup		
 Natacha Jeanbaptiste Director Of Law Library		
 Zachary Lett Hr Records Technician		
 Xiomara Murillo Personnel Payroll&Sys Sup		20.00
 Rohan Robotham Personnel Payroll&Sys Sup		

Lesson 1: Approve Reported Time and Absence Continued

5. The timesheet for the current pay period will be displayed. You can review and approve both, Time and Absence. Select the time to approve and click **Approve**.

Enter Time

Xiomara Murillo
Personnel Payroll&Sys Sup
[Return to Select Employee](#)

December 11, 2023 - December 24, 2023

Scheduled 80.00 | Reported 40.00
Unapproved Time 20.00 | Unapproved Absence 0.00

Apply Rules Submit

*Time Reporting Code	Row Totals	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon
WRKHM - Working from Home	20.00	10.00	10.00						
ANNL - Annual Leave	20.00				10.00		10.00		

Manage Approvals

<input checked="" type="checkbox"/>	Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
<input checked="" type="checkbox"/>	12/11/2023	Needs Approval	10.00	WRKHM	Working from Home	10.00
<input checked="" type="checkbox"/>	12/12/2023	Needs Approval	10.00	WRKHM	Working from Home	10.00
<input type="checkbox"/>	12/13/2023	Approved	10.00	ANNL	Annual Leave	10.00
<input type="checkbox"/>	12/15/2023	Approved	10.00	ANNL	Annual Leave	10.00

Approve

Lesson 1: Approve Reported Time and Absence Continued

6. A message window will populate
Click **Yes** to approve.

Are you sure you want to approve the time selected?
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Lesson 1: Approve Reported Time and Absence Continued

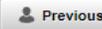
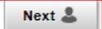
7. Once time is approved, it will display a check mark showing that the time is approved. You can select **Next** to review and approve the next employee.

Enter Time

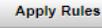
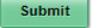
 **Xiomara Murillo** 
Personnel Payroll&Sys Sup
[Return to Select Employee](#)

   December 11, 2023 - December 24, 2023

Scheduled 80.00 | Reported 40.00
Unapproved Time 20.00 | Unapproved Absence 0.00

*View By

*Time Reporting Code	Row Totals	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon
WRKHM - Working from Home	20.00	10 of 10	10 of 10	10.00	0 of 0	10 of 10	0 of 0	0 of 0	0 of 10
ANNL - Annual Leave	20.00			10.00		10.00			

Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
<input type="checkbox"/> 12/11/2023	Needs Approval	10.00	WRKHM	Working from Home	10.00
<input type="checkbox"/> 12/12/2023	Needs Approval	10.00	WRKHM	Working from Home	10.00
<input type="checkbox"/> 12/13/2023	Approved	10.00	ANNL	Annual Leave	10.00
<input type="checkbox"/> 12/15/2023	Approved	10.00	ANNL	Annual Leave	10.00



Lesson 2: View Forecast Balance

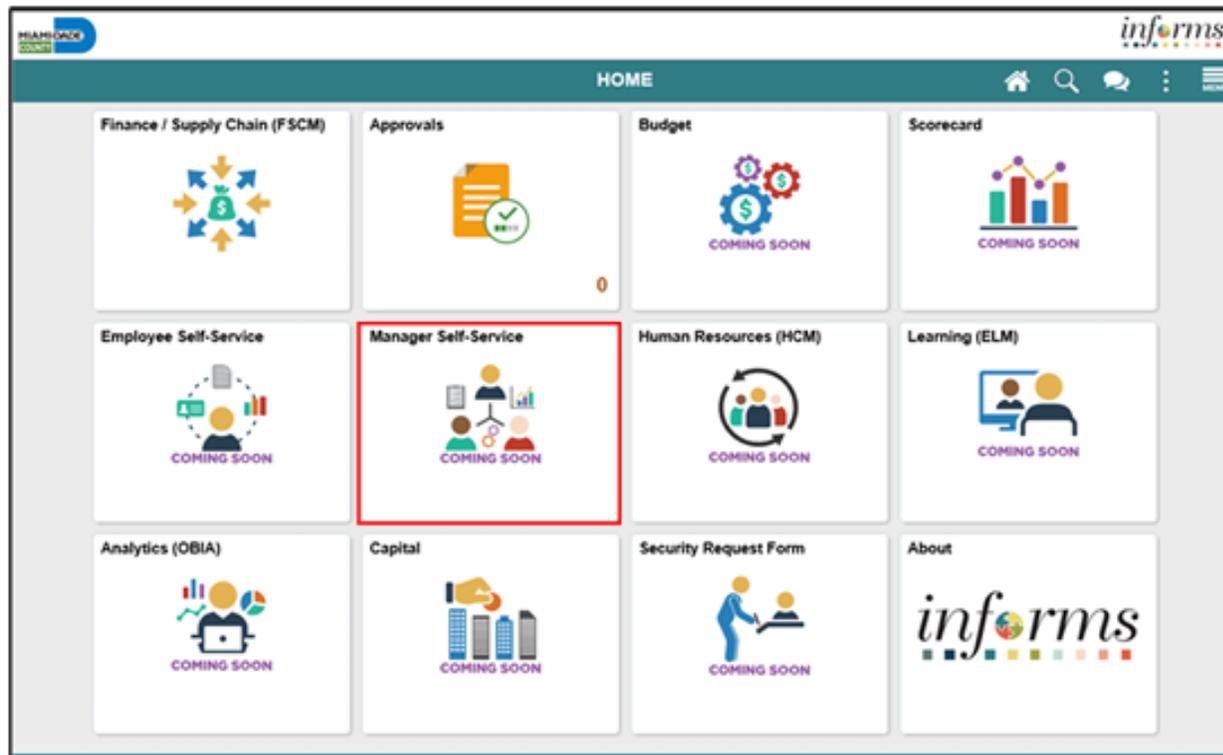
- Understand how absence balances displayed on the employee's absence balance pages:
- Balances are from prior closed pay periods.
- Balances do not include accruals earned or hours taken after pay period.

Lesson 2: View Forecast Balance Continued

- Managers can review Forecast Balance through the Manager Self Service tile. The Forecast Balance allows you to forecast a specific absence type for the employee as of a past or future date.

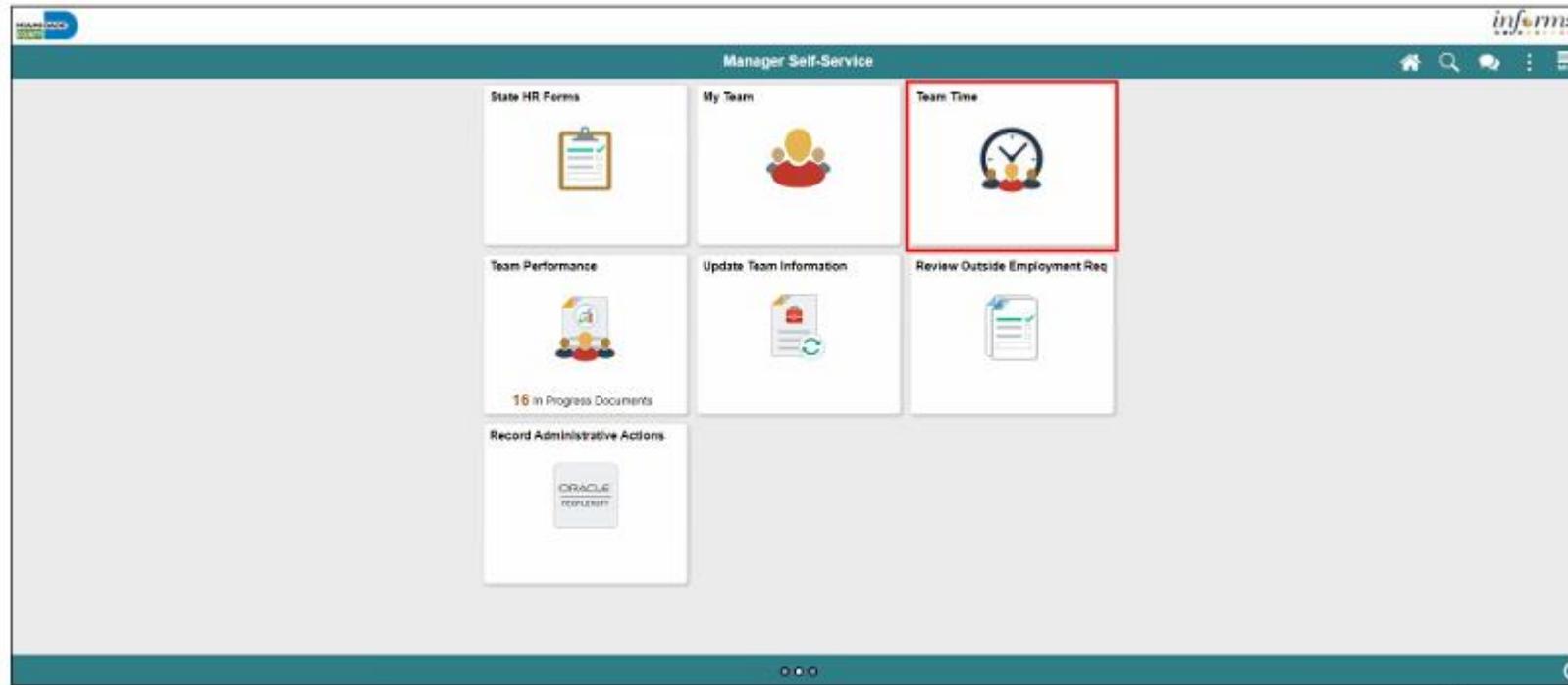
Lesson 2: View Forecast Balance Continued

1. Login to the INFORMS and select **Manager Self-Service** tile from the home landing page.



Lesson 2: View Forecast Balance Continued

2. Select **Team Time**.



Lesson 2: View Forecast Balance Continued

3. Select **Absence Balances**.

4. Select an employee's absence balance record.

The screenshot shows the 'Team Time' application interface. On the left is a navigation menu with items: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence, Cancel Absences, View Requests, **Absence Balances** (highlighted in green), Manage Exceptions, and Reporting Locations. The main content area is titled 'Absence Balances' and includes a 'Search Options' link. Below that is a 'Select Employee' section with a table of 7 rows. The table has columns: Name / Title / ID - Record, Directs / Total, Status / Type, and Position. Three rows are visible, with the last row highlighted in red.

Name / Title / ID - Record	Directs / Total	Status / Type	Position
Aliyana Lapierre Erp Business Analyst 3 00156195 - 0		Active Employee	00027722
Bridger Faulk Erp Business Analyst 3 00217277 - 0		Active Employee	00024247
Devrick Hein Erp Business Analyst 3 00139131 - 0		Active Employee	00025600

Lesson 2: View Forecast Balance Continued

5. Scroll down and select **Forecast Balance**.
6. Select the date for which you want to forecast the balance in **As Of Date**.
7. Select the type of absence being forecasted in **Filter by Type**.
8. Select the type of absence in **Absence Name**.
9. Select **Forecast Balance** to display the forecasted balance details.

The screenshot displays the 'Absence Balances' page for user Devrick Hein. The page is divided into a left sidebar with navigation options and a main content area. The main content area shows a list of current absence balances and a 'Forecast Balance' section. The 'Forecast Balance' section is expanded, showing the following details:

Absence Name	Current Balance
Birthday Holiday Balance	0.00 Days
Floating Holiday Balance	0.00 Days
Sick Leave Balance	848.00 Hours
Compensatory Leave Balance	0.00 Hours
Holiday Earned Leave Balance	60.00 Hours
Annual Leave Balance	608.00 Hours

The 'Forecast Balance' section includes the following fields:

- As of Date: 10/30/2023
- Filter by Type: Annual Leave
- Absence Name: Annual Leave
- Current Balance: 608.00 Hours

A red box highlights the 'Forecast Balance' button at the bottom of the forecast section.

Lesson 2: View Forecast Balance Continued

The **Forecast Details** will display.

The screenshot shows a user interface for 'Team Time' with a sidebar on the left containing navigation options like 'Timesheet', 'Report Time', and 'Absence Balances'. The main content area displays 'Absence Balances' for 'Devrick Hein', listing various leave balances such as 'Birthday Holiday Balance', 'Floating Holiday Balance', 'Sick Leave Balance', 'Compensatory Leave Balance', 'Holiday Earned Leave Balance', and 'Annual Leave Balance'. A 'Forecast Details' modal is overlaid on the 'Annual Leave Balance' section, showing a table with the following data:

Forecast Details	
Annual Leave Balance	600.00
Creditable Pay Period - Begin	26.00
Creditable Pay Period - End	1.00

Lesson 3: Enter Time on behalf of Employee

- Acknowledge the difference between reported and payable time.
- Enter time on behalf of an employee using an elapsed timesheet.

Lesson 3: Enter Time on behalf of Employee

Timekeeping during the Current Period

- After an employee submits time through the timesheet, it is sent to the Manager for approval. Once the timesheet is approved, the time is processed for Payroll. The time that was submitted by the employee is known as reported time. Once the reported time is processed, it generates payable time.

- In the event that an employee is away and or unable to enter time or an absence, their Manager can enter the employee's time on their behalf.

Lesson 3: Enter Time on behalf of Employee

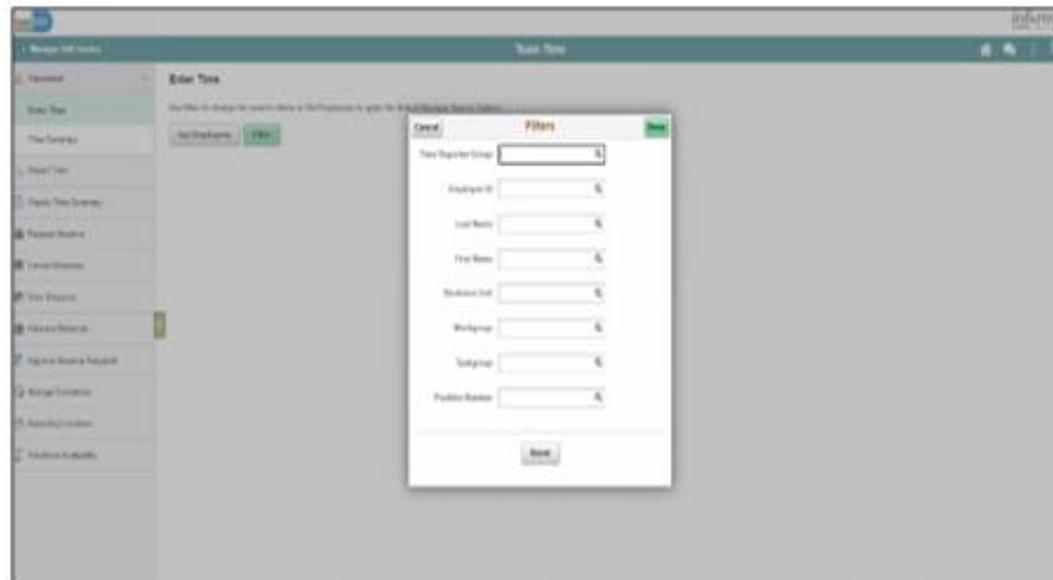
- Reported time is considered time worked after an employee submits time through the timesheet.
- Payable time is the end product of the Time and Labor module. Payable time represents:
 - The quantity of work performed, in hours or dollars.
 - The time reporting code that controls how the employee is paid.
 - The tasks to which time was reported by the employee.

Lesson 3: Enter Time on behalf of Employee

Navigate to: **Manager Self Service > Team Time > Enter Time**

1. On the **Enter Time: Timesheet Summary** page, the Manager or Department Personnel Representative (DPR) can search for the employee that time must be submitted for.

Note: As a Manager or DPR, you may use the Report Time selection from the navigation to enter time for the current day.



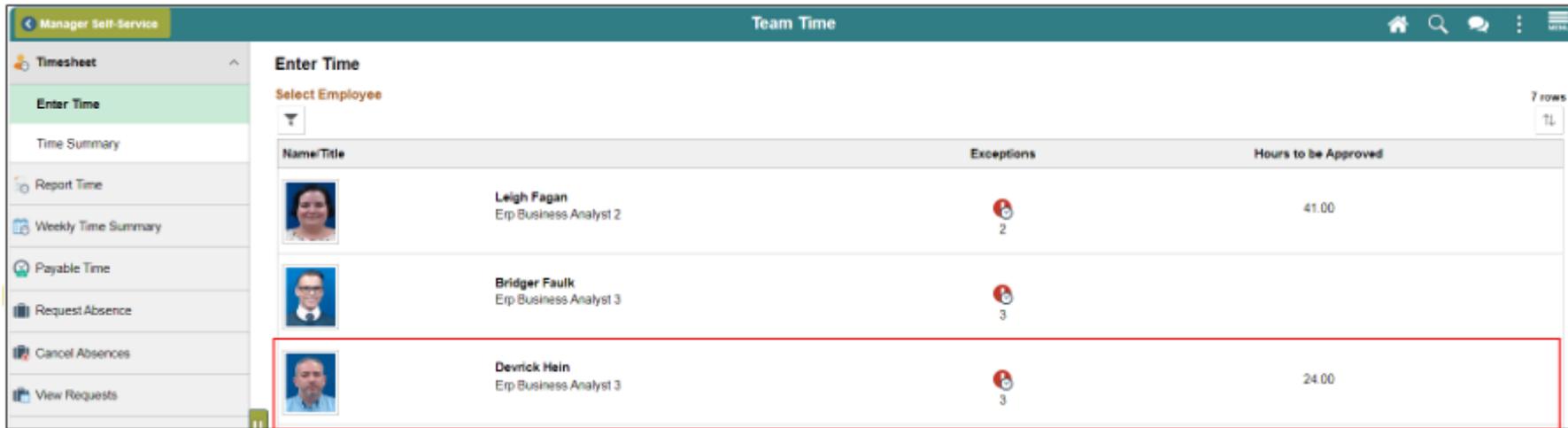
Lesson 3: Enter Time on behalf of Employee Continued

2. Select **Get Employees** to see all employees or use the **Filter** and enter any of the search selection criteria indicated to filter and narrow down the search results. Then Select **Done**.

Note: If a Manager is using this functionality and Selects **Get Employees**, all employees the Manager manages, based on the **Time Reporter Group**, will be displayed. If a Department Personnel Representative (DPR) Selects Get Employees with no search criteria, all employees within their same security group will be listed. It is recommended that users enter at least a **Department**, **Empl ID**, or **Business Unit, Taskgroup** to narrow the search results.

Lesson 3: Enter Time on behalf of Employee Continued

3. Review the search results under Enter Time page. Select the employee to open the employee's timesheet.



The screenshot displays the 'Manager Self-Service' interface for 'Team Time'. The left sidebar contains navigation options: Timesheet, Enter Time (selected), Time Summary, Report Time, Weekly Time Summary, Payable Time, Request Absence, Cancel Absences, and View Requests. The main content area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with 7 rows. The table columns are Name/Title, Exceptions, and Hours to be Approved. The row for Devrick Hein is highlighted with a red border.

Name/Title	Exceptions	Hours to be Approved
 Leigh Fagan Erp Business Analyst 2	 2	41.00
 Bridger Faulk Erp Business Analyst 3	 3	
 Devrick Hein Erp Business Analyst 3	 3	24.00

Lesson 3: Enter Time on behalf of Employee Continued

4. Review the employee's timesheet for this period. Ensure you are in the correct Pay Period.
5. Select the '+' button to add an additional line for a unique **Time Reporting Code**. Use the slider to view additional dates in the Pay Period.

Note: Although the **Next Time Period** link is available, the Department Personnel Representative (DPR) cannot enter future time on behalf of the employee.

Manager Self-Service Team Time

Enter Time
Devrick Hein
Exp Business Analyst 3
Return to Select Employee

10/02/2023 | October 2, 2023 - October 15, 2023

Scheduled 80.00 | Reported 48.00
Unapproved Time 24.00 | Unapproved Absence 16.00

Submit

*Time Reporting Code	Row Totals	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun
REG - Regular Time	16.00	8.00	8.00					
WORKM - Working from Ho	8.00			8.00				
FLOAT - Floating Holiday	16.00				8.00	8.00		
ANNL - Annual Leave	8.00							

Lesson 3: Enter Time on behalf of Employee Continued

6. Enter desired hours and select submit.

The screenshot displays the 'Enter Time' interface for Devrick Hein, an Exp Business Analyst 3. The interface includes a sidebar with navigation options such as 'Timesheet', 'Enter Time', 'Time Summary', 'Report Time', 'Weekly Time Summary', 'Payable Time', 'Request Absence', 'Cancel Absences', 'View Requests', 'Absence Balances', 'Manage Exceptions', and 'Reporting Locations'. The main content area shows the employee's name, a calendar for the period from October 2, 2023, to October 15, 2023, and a summary of time: Scheduled 80.00, Reported 48.00, Unapproved Time 24.00, and Unapproved Absence 16.00. A 'Submit' button is highlighted with a red box. Below the calendar, there is a table with columns for each day of the week and rows for different taskgroups, with a red box highlighting the input field for the 12th of the month.

8 Sun	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	Taskgroup
0 of 0	HOLIDAY 0 of 8	8 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	PSNONCATSK
								PSNONCATSK
								PSNONCATSK
								PSNONCATSK

Lesson 3: Enter Time on behalf of Employee Continued

7. For each line select the appropriate **Time Reporting Code**.

- The options will vary based on the employee's job and tasks.

The following are some common time reporting codes used:

- **REG** – Regular Hours Worked
- **OVT** – Overtime

Lesson 3: Enter Time on behalf of Employee Continued

8. When all time and time reporting codes are entered, Select Submit. The following message will appear:

The screenshot shows a web interface for submitting a timesheet. At the top, a green banner displays the message: "Timesheet is Submitted for the period 2022-05-16 - 2022-05-22". Below this, the user is identified as "Social Media Specialist" with a "Return to Select Employee" link. The period is "16 May - 22 May 2022" (Weekly), with "Scheduled: 60.00 | Reported: 34.00 | Unapproved Time: 0.00". A "Submit" button is visible. A note states: "Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months." The main section is titled "Time Reporting Code / Time Details" and shows a table for the week of May 16-22, 2022. The table has columns for days and rows for "Scheduled" and "Reported" hours. A dropdown menu is set to "REG - Regular Time". Below the table is a "Comments" section. At the bottom, there is a "Manage Approvals" section with a table showing the reported status.

Date	Reported Status	Total	TIRC	Description	Scheduled Work Hours
05/16/2022	Approved	8.00	REG	Regular Time	12.00

Note: Additional fields may be required on the timesheet based on the timesheet the department or employee uses. If additional fields are required, enter the applicable information before Selecting **Submit**. Once the Manager submits the time on behalf of the employee, the reported time is automatically approved.

Lesson 3: Enter Time on behalf of Employee Continued

9. In the **Manager Approvals** section, the **Reported Time Status** will display:

- **Date:** The date for which the time was submitted.
- **Reported Status:** The status of the time that was submitted.
- **Total:** The total number of hours submitted for each TRC for the day.
- **TRC (Time Reporting Code):** The time reporting code associated with the status.
- **Description:** The description of the time reporting code.

Note: you can also approve time / absence in this section.

The screenshot shows the 'Manager Self-Service' interface for 'Team Time'. The main area displays a calendar for October 2, 2023, with a summary of scheduled and reported hours. Below the calendar is the 'Manage Approvals' section, which is highlighted with a red box. This section contains a table with columns for Date, Reported Status, Total, TRC, Description, and Scheduled Work Hours. The table lists four entries: 10/05/2023 (Needs Approval, 8.00 FLOAT, Floating Holiday), 10/06/2023 (Approved, 8.00 FLOAT, Floating Holiday), 10/10/2023 (Needs Approval, 8.00 ANNL, Annual Leave), and 10/12/2023 (Approved, 8.00 REG, Regular Time). An 'Approve' button is visible in the top right of the table.

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
10/05/2023	Needs Approval	8.00	FLOAT	Floating Holiday	8.00
10/06/2023	Approved	8.00	FLOAT	Floating Holiday	8.00
10/10/2023	Needs Approval	8.00	ANNL	Annual Leave	8.00
10/12/2023	Approved	8.00	REG	Regular Time	8.00

Lesson 4: Submit Absence on behalf of an Employee

- Enter an Absence on Behalf of an Employee using Absence Management

Lesson 4: Submit Absence on behalf of an Employee

The following steps outline how the Manager can submit an absence request on behalf of the employee if the employee is unable to report it.

1. Navigation: **Homepage > Manager Self-Service > Team Time > Request Absence**
2. Select **Request Absence** and then select an employee to submit absence on behalf of.

The screenshot shows the 'Request Absence' screen in a mobile application. The sidebar menu on the left includes options like 'Timesheet', 'Report Time', 'Weekly Time Summary', 'Payable Time', 'Request Absence' (highlighted), 'Cancel Absences', 'View Requests', 'Absence Balances', 'Manage Exceptions', and 'Reporting Locations'. The main content area is titled 'Request Absence' and features a 'Search Options' section. Below this is a 'Select Employee' section with a table of 7 rows. The table columns are 'Name / Title / ID - Record', 'Directs / Total', 'Status / Type', and 'Department / Location'. The table lists three employees: Alyana Lapierre, Bridger Faulk, and Devriek Hein. The row for Devriek Hein is highlighted with a red box.

Name / Title / ID - Record	Directs / Total	Status / Type	Department / Location
Alyana Lapierre Erp Business Analyst 3 00156195 - 0		Active Employee	STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21
Bridger Faulk Erp Business Analyst 3 00217277 - 0		Active Employee	STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21
Devriek Hein Erp Business Analyst 3 00139131 - 0		Active Employee	STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21

Lesson 4: Submit Absence on behalf of an Employee

3. Populate the absence request form.

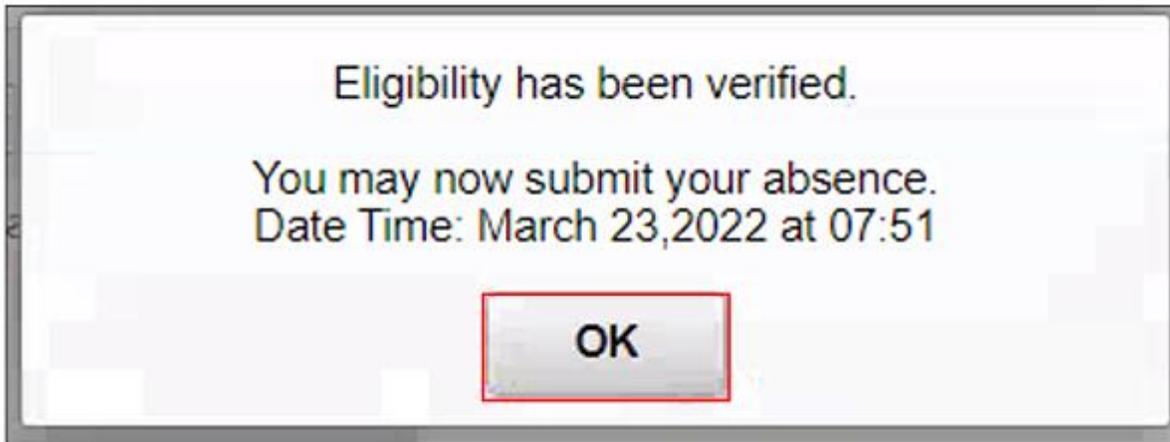
- Absence Name
- Start Date
- End Date
- Duration

The screenshot shows a mobile application interface for requesting absence. The title bar is teal and contains a 'Back' button, the text 'Team Time', and several utility icons. A left sidebar menu lists various time-related functions, with 'Request Absence' highlighted in green. The main content area is titled 'Request Absence' and features a user profile for 'Derrick Hein'. The form fields are as follows: 'Absence Name' is a dropdown menu currently showing 'Annual Leave'; 'Start Date' and 'End Date' are date pickers both set to 10/13/2023; 'Duration' is a text input field containing '8.00' followed by the unit 'Hours'; 'Partial Days' is a dropdown menu set to 'None'; there is a 'Check Eligibility' button; and a 'Comments' text area at the bottom. A green 'Submit' button is located in the top right corner of the form area.

Note: Different absence type in the Absence Name field will require additional information. Partial leave can also be requested.

Lesson 4: Submit Absence on behalf of an Employee

4. Select **Check Eligibility** to check employee's available balance and eligibility of the selected absence, then select **OK**.



Lesson 4: Submit Absence on behalf of an Employee

5. Review the absence details and Select **Submit**.

The screenshot displays a web application interface for requesting an absence. The page title is "Team Time" and the user is logged in as "Devrick Hein", an "Eq Business Analyst 2". The "Request Absence" form is filled out with the following details:

- Absence Name:** Annual Leave
- Start Date:** 10/13/2023
- End Date:** 10/13/2023
- Duration:** 8.00 Hours
- Partial Days:** None

At the bottom of the form, there are buttons for "Check Eligibility" and "View Eligibility Details", and a "Comments" text area. A red box highlights the "Submit" button in the top right corner of the form area.

Lesson 4: Submit Absence on behalf of an Employee

6. Select **Yes** once prompted.





Congratulations on successfully completing the
Personnel Time & Attendance Training!