



PeopleSoft HR Leave Accruals | Manager Self Service

Managing Employee Time

If you have at least one direct report who is a salaried employee and your department is participating in the salaried leave accrual system, then will need to take action on your salaried employees' time off requests within PeopleSoft HR.

MANAGING YOUR EMPLOYEES' LEAVE ACCRUAL BALANCES AND TIME OFF REQUESTS

Main Menu Navigation: Manager Self Service > Time Management












Through PeopleSoft HR Time Management you are able to:

- View and approve/deny time off requested by your employees
- Report time off on behalf of an employee
- Make changes to time entered by an employee
- Make adjustments due to automated accrual issues
- View your employees' leave balance details
- View all requested time for a specific month, week, or day
- Set your default search options on the Manager's Search Options page
- Send your employees' time off requests to another manager for approval





Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

 Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions.  Reported Time  Exceptions	 Report Time Report time or request absences.  Timesheet	 View Time View calendars, balances, forecasted and payable time, accumulators and more.  Monthly Time Calendar  Weekly Time Calendar  Daily Time Calendar
 Manager Search Options Access manager search options.	 BC TL Notification Override Send your Time and Labor email requests to another manager.	

Inquire

 Leave Balance Details Hours Earned, Hours Taken, and Remaining Balances for Leave Plans	 Leave Balance Detail - MA Sick Hours Earned, Hours Taken, and Remaining Balances for Mandatory Massachusetts Sick Time
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EMAIL FROM EMPLOYEE REQUESTING TIME OFF

When one of your salaried direct reports requests time off, an email will be sent notifying you of a new request pending your approval. This email is generated from the PeopleSoft Time & Labor module using the employee's email as the FROM address. You may click the link in the email to navigate directly to the timesheet where you can take action on the request.

See example below:

From: employee@bc.edu
Date: Thu, Dec 14, 2017 at 1:23 PM
Subject: Timesheet requires your approval
To: manager@bc.edu

This message is to notify you that there is a timesheet requiring your approval.

Employee ID: XXXXXXXX, 0
Job Title: Assistant Director
Date: 2018-05-01

Use the following link to view the transaction:
https://bc.edu/psp/H/EMPLOYEE/c/CAPTURE_TIME_AND_LABOR.TL_MSS_EE_SRCH_PRD.GBL?Action=U&&DUR=2018-05-01&EOAWDEFN_ID=TLByPosnSupervisor

This is a system-generated email. Do not reply to this email.

APPROVE REPORTED TIME – TIMESHEET SUMMARY

Main Menu Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Use the 'Approve Reported Time - Timesheet Summary' page to view a list of employees' time off requests needing approval in which you are a potential approver. Click the 'Get Employees' button to see pending requests.

Click on an employee's last name to view their timesheet, to read or add comments, and to approve or deny their requests.

SEARCH FILTER: EMPLOYEE SELECTION

Approve Reported Time Timesheet Summary

The screenshot shows the 'Employee Selection Criteria' form. A table lists selection criteria with their values. The 'Time Reporter Group' field is highlighted with a green box and has a blue callout box pointing to it with the text: "Your Time Reporter Group ID is the last five digits of your position number". To the right of the form are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a green box and a blue callout box pointing to it with the text: "Click 'Get Employees' each time you load the page as well as each time you change employee selection criteria values".

Selection Criterion	Selection Criterion Value
Time Reporter Group	01234
Employee ID	
Last Name	
First Name	
Department	
Reports To Position Number	
North American Pay Group	
Position Number	

The employee selection filter on this page will default to show you all requests from employees reporting directly into your primary position. If you have a secondary job with direct reports or if you need to approve for a manager below you, you will need to change the Time Reporter Group ID. To view all pending requests on which you are listed as a potential approver, blank out the Time Reporter Group ID field.

After making any changes to the employee selection filter, always remember to click the 'Get Employees' button to refresh the search results.

NOTE: Only employees with pending time off requests in which you are a potential approver will show on the search page. If you need to simply view an employee's timesheet, report time on behalf of an employee, or adjust a leave balance for an employee, use the "Report Time - Timesheet" page.

SEARCH FILTER: CHANGE VIEW / DATE RANGE

The screenshot shows the 'Change View' section of the interface. The '*View By' dropdown menu is set to 'All Time After' and is highlighted with a green box. A blue callout box points to it with the text: "Switch the view filter from 'All Time After' to 'All Time Before' to find requests for dates in the distant past." Below the dropdown is a 'Date' field with the value '04/01/2018' and a 'Refresh' button. A blue callout box points to the Refresh button with the text: "Always click the 'Refresh' button after changing the View By or Date fields".

The date range filter on this page will default to show all requests needing approval from the first day of the previous month into the future.

If you need to approve reported time for past dates, you can change the View By field to be: "All Time Before" and then click the 'Refresh' button.

TIPS FOR USING THE 'APPROVE REPORTED TIME' PAGE

Approve Reported Time

Timesheet Summary

The screenshot displays the 'Approve Reported Time' interface. At the top, there is an 'Employee Selection' section with 'Employee Selection Criteria' where various fields like 'Time Reporter Group' (value: 01234) and 'Employee ID' are visible. To the right are buttons for 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Below this is a 'Change View' section with a '*View By' dropdown set to 'All Time After' and a 'Date' field set to '04/01/2018'. The main area is titled 'Employees For Time Needing Approval After 04/01/2018' and contains a table with columns: Select, Last Name, First Name, Employee ID, Hours to be Approved, Reported Hours, Exception, Hours Approved or Submitted, and Denied Hours. The table lists four employees with their respective hours. At the bottom, there is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', and 'Deny'.

- You can choose to approve all requested time at once for an employee on this page, or click on the employee's last name to approve each of the daily time entries individually. This will open the employee's timesheet, starting with the first date that needs approval for that employee. It is recommended that you review requests individually to make sure the correct time reporting codes are used and that you've reviewed any comments.
- As an approver, you share responsibility for ensuring that the employee:
 - Selected the proper time reporting code
 - Correctly submitted their request in hours (as opposed to days)
 - Accurately submitted the correct number of hours for each day
 - Has a sufficient balance to accommodate the requested time
 - Has not altered the Taskgroup value from PSNONTASK
- If there is a data entry error, you can either deny the request with a comment as to the reason for the denial or you can fix the error yourself and resubmit. If the request is for a date in the past, you will be required to fix the request, resubmit the request on behalf of the employee, and approve as the manager.
- If you don't approve or deny requested time, it will remain in the status of "Needs Approval" until you take some form of action on it. Reminder emails will be sent every Friday morning to managers who have not yet approved time off requests submitted more than three days prior.
- Reported Time entered by the manager on behalf of an employee still needs to be approved by the manager.
- An email will be sent to the employee indicating that the time has been approved, denied, or modified.

Timesheet

Associate Director

Employee ID
Empl Record 0

Actions

BC Manager Self Service Help

Earliest Change Date 05/12/2018

Select Another Timesheet

*View By Week

Previous Week Next Week

*Date 08/07/2018

Next Employee

Reported Hours 28.00

Punch Timesheet

From Tuesday 08/07/2018 to Monday 08/13/2018

Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Total	Time Reporting Code	*Taskgroup
7.00	7.00	7.00	7.00				28.00	VAS - Vacation Taken Salaried	PSNONTASK

Submit

Before approving, be sure the request is in units of hours, not units of days.

Before approving, be sure the correct time reporting code is chosen and that the employee has or is expected to have a balance that will cover the requested time off.

Before approving, be sure that Taskgroup selected is always "PSNONTASK"

Reported Time Status Summary

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	08/07/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	<input type="text"/>
<input type="checkbox"/>	08/08/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	<input type="text"/>
<input type="checkbox"/>	08/09/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	<input type="text"/>
<input type="checkbox"/>	08/10/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	<input type="text"/>

Before approving or denying, add comments for the employee to read and reference.

Approval

Select All Deselect All Approve Deny

BC Leave Balance Detail
Return to Select Employee

Click here to view the employee's current and projected future leave balances.

REPORT TIME - TIMESHEET PAGE

Main Menu Navigation: Manager Self Service > Time Management > Report Time > Timesheet

Use the 'Report Time - Timesheet' page to report time, adjust balances, and to view the reported time of all active participating salaried leave accrual employees viewable to you within your Time & Labor security access. Click on an employee's last name to view their timesheet and to submit time off requests on behalf of an employee. If you do not see any employees listed, click the 'Get Employees' button to refresh the search results.

SEARCH FILTER: EMPLOYEE SELECTION

Report Time

Timesheet Summary

Selection Criterion	Selection Criterion Value
Time Reporter Group	01234
Employee ID	
Last Name	
First Name	
Department	
Reports To Position Number	
North American Pay Group	
Position Number	

Get Employees
Clear Criteria
Save Criteria

The employee selection filter on this page will default to show you all currently active Time & Labor employees reporting directly into your primary position. If you have a secondary job with direct reports or if you need to view other employees, then you will need to change the Time Reporter Group ID. To view all active Time & Labor employees available within your Time & Labor security access, blank out the Time Reporter Group ID field.

After making any changes to the employee selection filter, always remember to click the 'Get Employees' button to refresh the search results.

SEARCH FILTER: VIEW BY / DATE RANGE

Change View

*View By Week

Date 05/14/2018

Always click the 'Refresh' button after changing the View By or Date fields

Show Schedule Information

Previous Week Next Week

The date range filter on this page will default to show currently active Time & Labor employees as of the current week.

If you'd like to see time summaries of currently active Time & Labor employees for past weeks, you can use the 'Previous Week' and 'Next Week' links or change the date and click the 'Refresh' button.

TIPS FOR USING THE 'REPORT TIME' PAGE

Click on an employee's last name to open their timesheet where you can view their reported time details, report time off on their behalf, or adjust leave accrual balances as necessary.

Reporting time on behalf of an employee:

- You can report time on behalf of an employee on this page by entering the time off in units of hours under the appropriate date, selecting the associated time reporting code, and clicking the 'Submit' button.
- The Taskgroup is defaulted by the system and should always be left as 'PSNONTASK' for payroll processing purposes.
- Use the following time reporting codes:
 - **VAS** Vacation Taken Salaried
 - **VBS** Vacation Bonus Salaried
 - Vacation Bonus Time is referring to the 5 bonus vacation days given to employees to be used solely within their 15th, 20th, and 25th anniversary years based on their benefits service date. Vacation bonus time gets automatically forfeited at the end of the pay period that includes the last day of the respective anniversary year for which it was earned. Please refer to the Benefits Section of the Employee Handbook for more information.
 - **SCM** Sick Time Monthly (to be used for monthly salaried employees only)
 - While sick time accrual for monthly employees is not tracked within PeopleSoft, the SCM time reporting code allows for employees, managers, and department administrators to track employee's sick time usage.
 - **SCS** Sick Taken Salaried (to be used for weekly salaried employees only)
 - **PES** Personal Taken Salaried (to be used for weekly salaried employees only)

Correcting reported time on behalf of an employee:

- Time off request corrections are modifications to requests to correct an employee or manager's data entry errors. They should not be used for adjusting system accrual issues.
- When correcting reported time, you should use the same time reporting codes as listed above to report time.
- To correct reported time, overwrite the hour amount initially requested with the corrected amount, re-submit the timesheet, and approve the modification.
 - For example: If an employee accidentally entered 7.00 VAS hours for March 11th and has since changed their mind about taking that day, then the hours for that day should be changed from 7.00 VAS to 0.00 VAS. The modified timesheet would need to be resubmitted and approved with the change.

Adjusting an employee's leave accrual balance due to a system or processing issue:

- Adjustments, unless otherwise instructed, are intended to be modifications to the leave balances resulting from leave balance accrual, leave balance forfeiture, and leave balance initial load issues. Adjustment codes should not be used by managers to correct user data entry mistakes on their reported time.
- Use the following manager-only adjustment codes:
 - **VAJ** Vacation Adjustment
 - **VBJ** Vacation Bonus Adjustment
 - **SCJ** Sick Adjustment
 - **PEJ** Personal Adjustment
- Positive and negative numbers are acceptable.
 - For example: (- 7.00) VAJ will decrease the employee's vacation time by 7 hours.
 - A positive 7.00 VAJ will increase the employee's vacation time by 7 hours.
- Use time reporting code **LVS** (Leave Accrual Standard Hours) to add or subtract standard hours that are used as the basis of the employee's accruals.
 - Example: A 35 hour/week employee was placed on unpaid leave but he accrued vacation time for an extra week due to late processing of the Employee Change Request (ECR). Entering (- 35.00) with code 'LVS' in the appropriate pay period end date will remove the extra week's worth of accruals.
 - **NOTE:** The LVS code is to be used by Leave Accrual Administrators only. Please contact your department's Leave Accrual Administrator if you need to adjust the hours-basis of an employee's accruals.
- Examples of situations where balance adjustments may be needed:
 - A monthly employee is hired or a weekly employee is transferred to a monthly position between the Friday when the monthly payroll is run by the HR Service Center and the 16th of the month.
 - Employee is transferred from a department not participating in the leave accrual system to a department that is participating in the leave accrual department and requires their prior balance be added into the system.
 - Employee gets hired, transferred, promoted, standard hours changed, put on an unpaid leave, or returns from an unpaid leave effective to before a payroll is run, but the change isn't yet processed until after a payroll is run.
 - An employee goes on an unpaid leave or workers' compensation leave while policy dictates that their leave accrual should continue for a certain period after the unpaid leave begins.
 - An employee's job or position information contains an error that results in an incorrect system accrual or forfeiture.

VIEWING EMPLOYEE LEAVE ACCRUAL BALANCES

Main Menu Navigation: BC Custom > Inquire > Leave Balance Details

Optional Navigation: Click the “BC Leave Balance Detail” link near the bottom of an employee’s Approve Reported Time page or an employee’s Timesheet.

The **Leave Balance Details** page displays an employee’s previously earned time, previously taken time, current balances, approved time to be processed, and projected future balances.

Name <input type="text"/>	ID <input type="text"/>	View the Benefits Handbook
Payroll Status A Active	Standard Hours 35.00	Standard Day 7.00

Year: To view a different year, enter the desired year and click on the Refresh Data button below.

*Plan Type: Vacation

Vacation forfeit may occur during the February payroll if your balance on January 31, 2019 is above your maximum hours of 154. Based on your service date, your vacation year starts in February and goes thru January.

Leave Balance Details

As Of Date	Plan Type	Description	Hours Earned	Hours Taken	Adjusted Hours	Approved Hours Not Processed	Ending Balance in Hours	Ending Balance in Days
02/28/2017	Vacation	Initial Balance					0.000000	0.000
02/28/2017	Vacation	Time Earned	11.800740				11.800000	1.690
03/31/2017	Vacation	Time Earned	13.570851				25.370000	3.620
03/31/2017	Vacation	Time Taken		7.000			18.370000	2.620
04/30/2017	Vacation	Time Earned	11.800740				30.170000	4.310
05/31/2017	Vacation	Time Earned	13.570851				43.740000	6.250
06/30/2017	Vacation	Time Earned	12.980814				56.720000	8.100
07/31/2017	Vacation	Time Earned	12.390777				69.110000	9.870
08/31/2017	Vacation	Time Earned	13.570851				82.690000	11.810
09/26/2017	Vacation	Time Taken		4.000			78.690000	11.240
09/30/2017	Vacation	Time Earned	12.390777				91.080000	13.010
10/31/2017	Vacation	Time Earned	12.980814				104.060000	14.870
10/07/2017	Vacation	** UNPROCESSED TRANSACTIONS **					104.060000	14.870
10/07/2017	Vacation	To Be Processed				7.000000	97.060000	13.870
11/30/2017	Vacation	Estimated Monthly Earn	12.980814				110.040000	15.720
12/12/2017	Vacation	To Be Processed				7.000000	103.040000	14.720
12/14/2017	Vacation	To Be Processed				7.000000	96.040000	13.720
12/31/2017	Vacation	Estimated Monthly Earn	12.390777				108.430000	15.490

Maximum Vacation on Next Anniversary Date:	154.000000
Service Date	01/30/2017
Years	1
Months	2
Days	28

This guide will walk you through the **Leave Balance Details** page. The screenshot on the previous page has been divided into sections A through E.

Section A displays information related to the employee’s job record, including their standard hours per week and standard hours per day. This section also includes a link to the Benefits Handbook for quick reference.

Section B is the view filter, which allows you to filter the details by calendar year and leave plan type. Any time you change the values in the filter, always use the “Click to Refresh Data” button to update the details displayed below.

Potential Leave Plan Types (Monthly Payroll)	Potential Leave Plan Types (Weekly Payroll)
<ul style="list-style-type: none"> • 51 Vacation • 5Z Vacation Bonus Time (BC) • SM Sick Time - Monthly SCM 	<ul style="list-style-type: none"> • 51 Vacation • 5Z Vacation Bonus Time (BC) • 50 Sick • 5Y Sick Incentive Time (BC) • 52 Personal

This section also contains a tool that will allow managers to forecast an employee’s vacation payout upon termination as long as the last day of employment is within a current unprocessed pay period. Press the button and follow the on-page instructions. All final payouts should be determined by the rules of the employee’s benefit plan.

Section C is a warning box that appears when vacation plan details are displayed. This box will help you be aware of when an employee may be at risk of forfeiting accrued vacation time.

Section D is a table showing the employee’s leave balance information based on the filter choices selected above. The table is updated on a nightly basis. When viewing a current calendar year’s plan details, it can be helpful to visually break up the table into three subsections. In the screenshot on the previous page, this is done for you with three different colored boxes.

Green Box: Above the ****UNPROCESSED TRANSACTIONS**** row are all previously applied accruals, forfeitures, adjustments, and approved time off requests that have been already been processed by the payroll system.

Purple Box: The ****UNPROCESSED TRANSACTIONS**** row is the line delineation between what has already been processed by payroll and what has yet to be processed by payroll. This row will show the employee’s “current” leave balance as of the last payroll run.

Orange Box: Below the UNPROCESSED TRANSACTIONS row are projected future changes to a leave balance. Hours that display as “To Be Processed” are approved but not yet processed by payroll. These requests could be for dates in the past that were approved too late to be processed by the last payroll run or for dates that will be processed in a future pay period. Hours with this description can still be modified or canceled by employees in their timesheets. “Estimated Monthly Earn” rows show projected monthly accruals and balances up to 12 months into the future based on current employment information. Be aware that the system does not take into account future standard hour changes, transfers/promotions, short work breaks, unpaid leaves, and forfeitures. As a result, these should be treated as calculated forecasts (subject to change) that are there to help you and your employees manage their balances appropriately when approving and requesting time off.

Section E displays the employee’s benefits service date, service time, and maximum hours. This section is a helpful tool for comprehending leave accrual rates, years of service milestones, service anniversary dates, and leave forfeiture risks.

VIEWING AND DOWNLOADING TIME CALENDARS

Menu Path Navigation: Manager Self Service > Time Management > View Time > Monthly Time Calendar

Menu Path Navigation: Manager Self Service > Time Management > View Time > Weekly Time Calendar

Menu Path Navigation: Manager Self Service > Time Management > View Time > Daily Time Calendar

Monthly Time Calendar

The screenshot displays the 'Employee Selection Criteria' section with the 'Time Reporter Group' set to '01234'. The 'View Criteria' section shows the month as '07 - July' and the year as '2018'. The 'Monthly Time Calendar' table is shown below, with a 'Download to Excel' icon highlighted above it. The table data is as follows:

Last Name	First Name	Employee ID	Job Title	Total	Sun. 01	Mon. 02	Tue. 03
				-	-	-	-
				35.00	-	-	-
				28.00	-	07.00	07.00
				-	-	-	-
				28.00	-	07.00	07.00
				-	-	-	-

Legend
 BC Time Off

Managers can view a summary or graphical representation of their employees’ or teams’ reported time off for a particular Month, Week, or Day using Time Calendar. Time Calendars can be viewed directly onscreen or can be downloaded, formatted, and printed via an exported Excel spreadsheet.

The table will display all employees requested in the Employee Selection Criteria section and all dates for the time period requested in the View Criteria section.

The weekly and monthly time calendar view pages enable managers to analyze recorded time data and plan future schedules. Using prior period time calendar views, managers can view and analyze their employees’ usage patterns of their paid time off. Viewing future periods on the time calendar view pages enable managers to preview previously approved time off. This can help them make adjustments to project plans and meeting schedules as well as know whether they should be approving additional time off of other staff on particular dates.

To download a Time Calendar table to Excel, click the “Download to Excel” icon immediately above the table. If you are experiencing issues downloading the table, be sure that pop-up blockers are disabled for PeopleSoft HR.

SETTING DEFAULT MANAGER SEARCH OPTIONS

Main Menu Navigation: Manager Self Service > Time Management > Manager Search Options

Manager Search Options

Select Default Criteria and Options

Loading of Matching Employees <input checked="" type="radio"/> Auto Populate Results <input type="radio"/> Prompt for Results	Default Criteria Presentation <input type="radio"/> Show Criteria List Collapsed <input checked="" type="radio"/> Show Criteria List Expanded		
<input type="checkbox"/> Show Schedule Information			
Employee Selection Criteria ?			
Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	<input type="text" value="01234"/> Q	<input checked="" type="checkbox"/>	Do Not Include
Employee ID	<input type="text"/> Q	<input checked="" type="checkbox"/>	Include ▼
Last Name	<input type="text"/> Q	<input checked="" type="checkbox"/>	Include
First Name	<input type="text"/> Q	<input checked="" type="checkbox"/>	Include
Department	<input type="text"/> Q	<input checked="" type="checkbox"/>	Do Not Include ▼
Reports To Position Number	<input type="text"/> Q	<input checked="" type="checkbox"/>	Include Code Only ▼
North American Pay Group	<input type="text"/> Q	<input checked="" type="checkbox"/>	Include Code Only ▼
Position Number	<input type="text"/> Q	<input checked="" type="checkbox"/>	Include Code Only ▼
Data Loading in Time Management ?			
Folder	Portal Label	*Chunk Size	
Approve Time and Exceptions	Payable Time	<input type="text" value="300"/>	
Approve Time and Exceptions	Reported Time	<input type="text" value="300"/>	
Manage Schedules	Manage Schedules	<input type="text" value="300"/>	
Report Time	Absence Request	<input type="text" value="10"/>	
Report Time	Timesheet	<input type="text" value="300"/>	
View Time	Daily Time Calendar	<input type="text" value="100"/>	
View Time	Monthly Time Calendar	<input type="text" value="100"/>	
View Time	Weekly Time Calendar	<input type="text" value="100"/>	
<input type="button" value="Save"/>			

Through PeopleSoft’s Time & Labor setup, your “Time Reporter Group ID” contains all employees that report directly to your primary position.

Select your Time Reporter Group ID and then click Save. (Your Time Reporter Group ID is the last 5 digits of your primary position number.)

After updating your Time Reporter Group, all employees that report directly to the respective position will now default when accessing the ‘Approve Time’, ‘Report Time’, and ‘View Time’ pages.

NOTE: Depending on the structure of your department and your responsibilities in approving time, you may have access to other managers’ Time Reporter Groups, but you should see your own primary Time Reporter Group ID here as the default value.

SETTING UP A PROXY APPROVER

Main Menu Navigation: Manager Self Service > Time Management > BC TL Approver Proxy

Use the Manager Timesheet Approver Proxy page to delegate your Reported Time Approver Role for all time off requests that you would normally be able to approve as per your area's reporting hierarchy.

Delegating approver responsibilities to another manager in this way will remove you from the approvals process entirely. The designated manager will 1) receive the request notification emails instead of you and 2) will replace you as an approver in the time off request approval workflows. You are forfeiting your ability to view or act upon time off requests on the 'Approve Reported Time' page.

To use this feature, enter the employee ID of the manager to whom you'd like to delegate approver responsibility. Make sure you've checked the Approver Proxy checkbox and click Save.

It is only recommended that you use this page for long-term needs.

[Mgr Timesheet Approver Proxy](#)

Designate Manager as Proxy Approver for Timesheets

Designating a proxy approver should only be done in particular circumstances where you would be unable to approve time off requests from your direct reports for a lengthened period of time. A proxy approver must be another manager who already has Time & Labor security access to your direct reports. By selecting a proxy approver, you are giving up both your ability to view new pending requests on the 'Approve Reported Time' page and your ability to act upon time off requests from your direct reports. In addition, time off request email notifications will now be sent to your proxy approver instead of you.

Step 1) Select the employee ID of the manager you choose to designate as your proxy approver.


Step 2) Check the box next to 'Approver Proxy'

Step 3) Click the 'Save' button to save your designation.

By following the three steps above, you will be replaced in newly submitted time off request workflows by the designated proxy approver. To turn this designation off, uncheck the box and click 'Save'.

NOTE: It is your responsibility to ensure that the manager you selected has security access to your direct reports.

Approver Proxy Manager ID: 

 Save

Please reach out to your department's designated leave accrual liaison for further information and training.