University of Connecticut

Approving Time Job Aid

Overview   This job aid instructs supervisors, timekeepers, or those responsible for approving a timesheet, the steps necessary to approve an employee's timesheet.

NEW! An employee who is required to report and submit time will not receive a pay check if the employee's supervisor, or someone on behalf of the supervisor, does not approve the employee's timesheet.

Key Terms

Term	Description
Payable Time	Time that is created during the Time Administration process. Payable time means the time has passed validation and is ready to be loaded to the Payroll module for paycheck calculation.
Prior Period Adjustment	Any adjusting entry made to the timesheet after time has been approved. They are completed in the actual period the time was worked, but paid in the period the adjustment was approved.
Reported Time	Time that is entered on the timesheet.
Self Service	Allows users to access personal information, payroll and compensation information, benefits information and other miscellaneous areas.
Time Administration	The overnight process to validate time entered on the timesheet. Also referred to as Time Admin.
Time Reporting Code (TRC)	An element entered on the timesheet by which Core-CT collects labor data, hours, amounts or units worked. TRCs are mapped to Payroll earnings codes.
Timekeeper	A person who records the amount of time worked on behalf of a group of employees.

Business Process
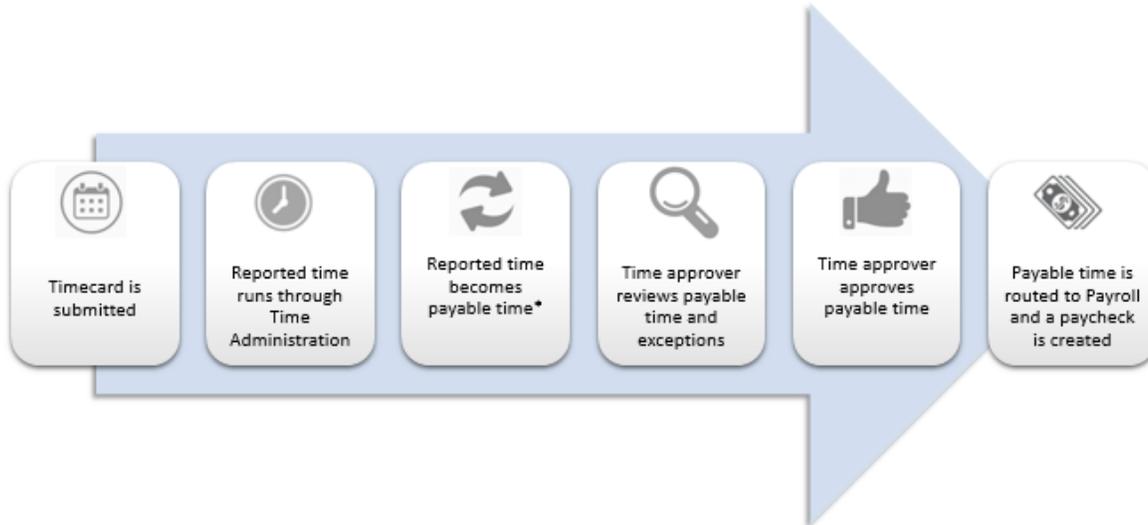
Process Steps

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time** OR **Approve Time** from the Core-CT home page	
2	On the **Approve Payable Time** search page, enter the applicable search criteria, including: • **Time Reporter Group** • **Employee ID** • **Last Name** • **First Name** • **Department** Enter the pay period **Start Date** and **End Date**. **Note:** If a terminated employee's termination date is before the pay period **End Date**, that employee's payable time will not show up for the pay period. Click **Get Employees.**	

Step	Action	Screenshot
3	**Note**: If there is time that needs approval prior to the **Start Date** entered, a message will notify the Approver. This means the employee submitted a prior period adjustment. Click **OK** to bypass this message. Refer to the **Approving Prior Period Adjustments** job aid for additional information on prior period adjustments.	**Message** There is Needs Approval time for dates prior to the Start Date selected for employee 971748 (20100,19) OK
4	Review the search results at the bottom of the **Approve Payable Time** search page. Click on the **Last Name** of the employee to review their reported time to approve.	
5	Review and verify the employee's time and time reporting codes are accurate. Select the **checkbox** next to each line of time to approve. Click **Select All** to select all lines of time. Click **Approve.** **Note:** Once time is approved, it cannot be unapproved.	
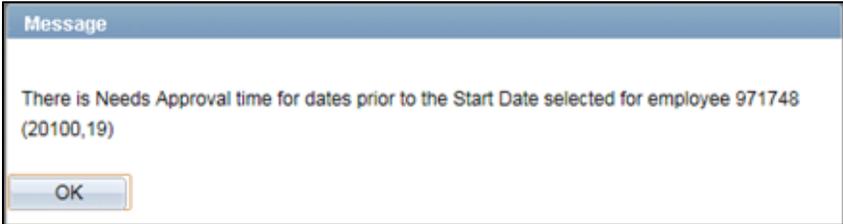
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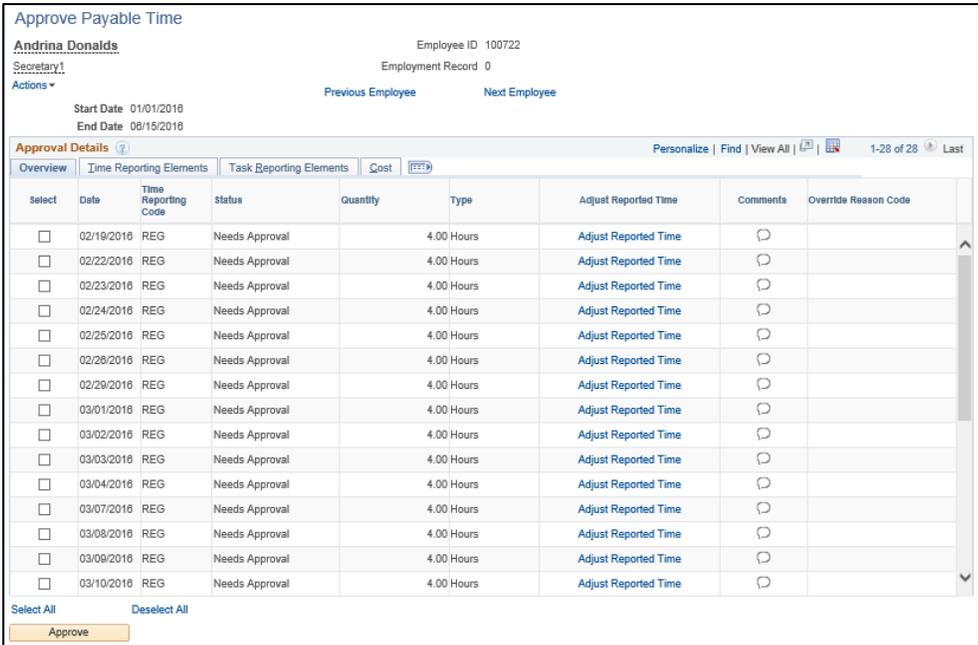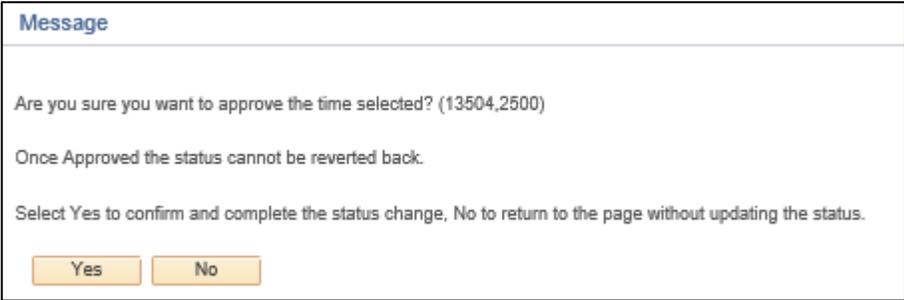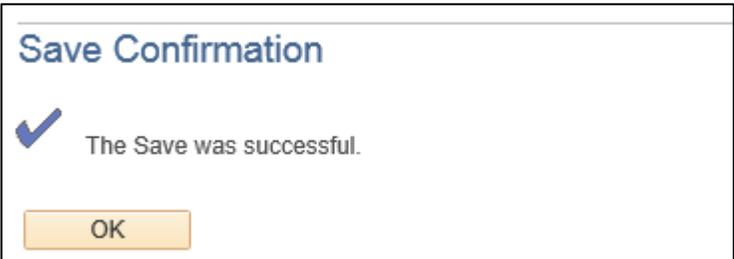
Step	Action	Screenshot
6	The following message will appear. Click **Yes** to approve the rows selected. **Note:** If you click **No,** you will return to the details page without approving the time.	**Message** Are you sure you want to approve the time selected? (13504,2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change, No to return to the page without updating the status. Yes No
7	A final confirmation message will appear. Click **OK** to close this window. The approved time will be ready to be loaded into Payroll for paycheck calculation.	**Save Confirmation** ✔ The Save was successful. OK
8	Back on the **Approve Payable Time** page, click **Return to Approval Summary** to review the other employees with reported time or click **Next Employee** to access the next employee on the list.	**Approve Payable Time** **Andrina Donalds** Employee ID 100722 Secretary1 Employment Record 0 Actions ▾ Previous Employee Next Employee Start Date 01/01/2016 End Date 06/15/2016 Select All Deselect All Approve Return to Approval Summary