Manager Self Service Time Management Procedures

Resources
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b. Carol Rand, Payroll Specialist, ext. 4162 or Carol.B.Rand@williams.edu
c. Logging in to PeopleSoft Self Service: http://hr.williams.edu/faculty-staff-self-service/
d. Link to training video for Support Staff: http://hr.williams.edu/faculty-staff-self-service/tsheets-in-ps/
e. Link to training video for Students: http://hr.williams.edu/?p=5908

Login and Screen Navigation:

1. Login to PeopleSoft Human Resources at ephr.williams.edu.
   a. Your User ID is capital ‘W’ plus your 7-digit Employee ID which can be found on your pay statement; example: W1234567.
   b. If you have forgotten your password choose the Forgot My Password link on the login screen.
   c. Detailed instructions for logging into PeopleSoft Self-Service can be found here: http://hr.williams.edu/faculty-staff-self-service/

2. For this form
   a. **Student** = a student who is employed during academic months.
   b. **Staff** = a non-student employed in an hourly position at the college, AND a student who is employed during the summer months.

3. Review and approve all hourly employees’ time on a daily or weekly basis.
   a. Approvers will receive bi-weekly emails reminding them to approve time.
      i. The email will include a list of employees/students who have entered time, but not been approved.
      ii. The email will also include those who are marked with exceptions.
   b. **Staff time must be approved by 12:00pm on the Monday prior to payday.**
      i. Staff pay schedule is located here: http://wiki.williams.edu/display/handbooks/Support+Staff+Pay+Calendar
   c. **Student time must be approved by the end of the day Friday prior to payday.**
      i. Student pay schedule and rates are located here: http://hr.williams.edu/student-employment/pay/
   d. For punching employees and students, hours round at 7.5 minutes.
      i. If a punching student/employee punches in at 11:37:31AM, hours will be rounded to 11:45AM.
      ii. If a punching student/employee punches out at 4:52:31PM, hours will be rounded to 5:00PM.
Review/Approve Reported Time:

1. Once logged into Human Resource’s PeopleSoft system choose
   Main Menu > Manager Self Service > **Time Management** > Timesheet View/Edit > Timesheet.
   
   a. Select the Get Employees button to generate a list of all employees that you have access to.
   b. You can filter your search by name, job description, department number, or location and then select Get Employees.
      i. Common search examples are below. You can search on any one of the criteria exampled for similar results. The Look Up Value window was generated by clicking on the magnifier and then selecting Advanced Lookup.
e. The Timesheet view for **benefitted employees** displays hours reported by Time Reporting Code, Leave Time Balances, Standard Hours and Accounting Code Distribution information.

f. The Timesheet view for **students** displays punched times.
g. To access Accounting Code Distribution and Standard Hours right click on the Employee ID and select Job Information. A detail window will appear at the bottom of your screen.

h. While reviewing reported time please bring any issues to the employee’s attention and ask the employee to adjust the hours accordingly.

2. Approve Reported Time:
   a. To approve hours by day click on the box in the “Select” column under Reported Time Status and then click Approve.
b. To approve all hours on the Timesheet choose Select All and then Approve under Reported Time Status.

Notice the Next Employee, Previous Employee, Previous Week and Next Week options toward the top of the Timesheet view. This allows you to scroll through all of your employees as well as historical reported hours.
**Reviewing Payable Time and Exceptions**

Every three hours a process runs to move approved Timesheet data (Reported Time) to Payable Time, create exceptions when there is an error on a Timesheet, and generate Overtime where necessary.

1. Payable time can be reviewed by selecting
   - Main Menu > Manager Self Service > Time Management > **View Time > Payable Time Summary**.
     
     a. Select the **Get Employees** button to generate a list of all employees that you have access to.
        i. Optionally you can enter search criteria to filter on specific employees/students and then select **Get Employees**.
     
     b. Click on the Employee you want to view and select a week beginning date by clicking on the calendar symbol, as shown below.

2. **Staff exceptions** will generate if an employee overdraws vacation, sick or personal time, when the employee enters a long shift, or when the employee did not enter hours equaling or exceeding their standard hours in the prior week (*picture on next page*).

3. **Student exceptions** will generate if the student misses a punch, works more than 5 hours in a shift or edits a punch on the TimeSheet.
   
   a. Exceptions can be viewed by:
      i. **Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions**. Click **Get Employees**.
      ii. Exceptions can also be viewed on the Timesheet, if you click on the Alarm Clock you will be brought to the Exceptions screen.
b. You can allow the exception by clicking in the Allow box and then Update Exception, otherwise please ask the employee to correct the time entered.
4. **Each week** make sure that you have approved all time entered by navigating to **Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time**.
   
   a. Using the drop down box select **View By: All Time Before** to generate a list of all employee hours that have not yet been approved.
   
   b. Click on employee name, to open the Timesheet for review and approval. You can navigate through all employees on the list by clicking on Next Employee.
   
   c. If you have a lot of employees/students to approve you can approve all on the employee list as displayed below saving many clicks on individual timesheets. You should complete approval in this way after you have reviewed all timesheets for accuracy.

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**Administrative Staff Vacation and Sick Leave Reporting**

Administrative staff should report vacation and sick leave usage in PeopleSoft Self-Service Time Reporting. Vacation and Sick Leave entered by Administrative Staff does not need supervisory approval.

For detailed instructions and more information, please watch this [Video Tutorial](#), and consult our updated [Vacation Leave Policy](#) and [Sick Leave Policy](#).
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