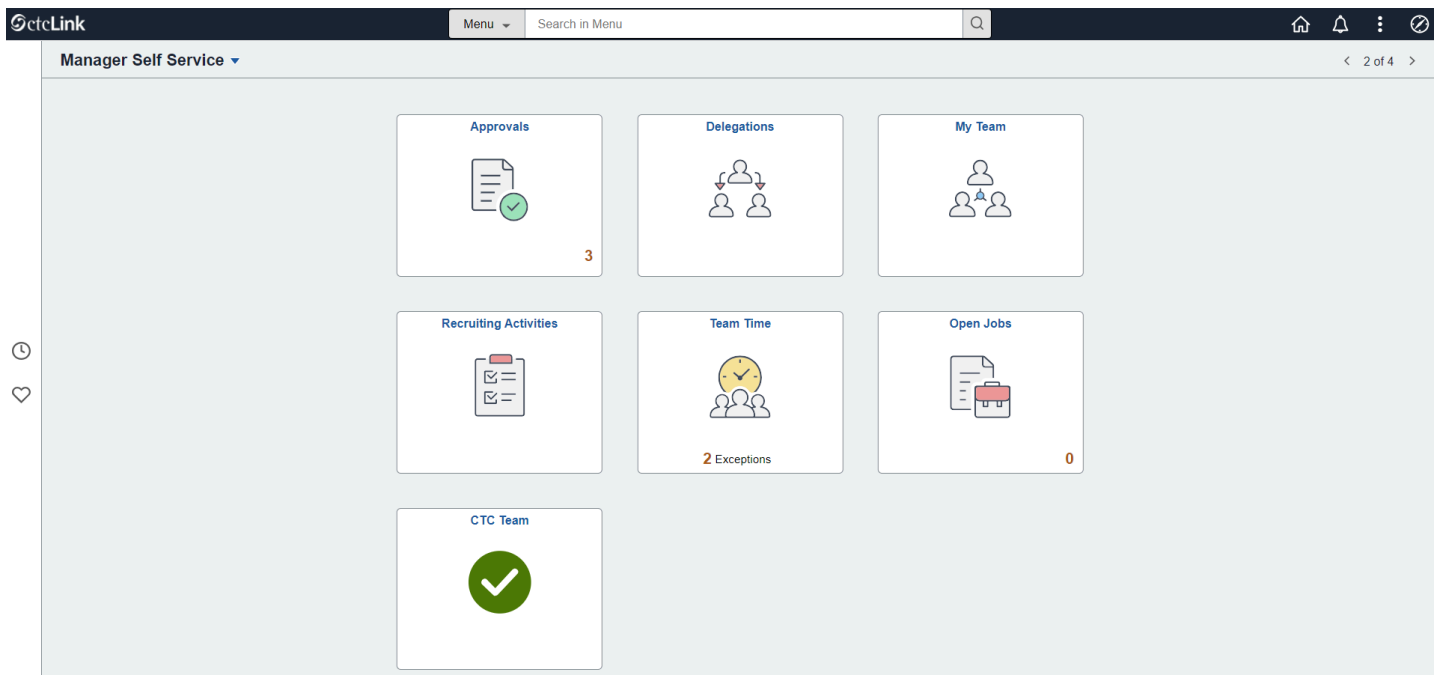


Manager Self Service Homepage

Purpose: Use this document to become acquainted with the various tiles associated with the Manager Self-Service Homepage.

Audience: Managers and Supervisors

Manager Self Service



Approvals

All

[illegible]

Absence Request

Manager Self Service

Pending Approvals

View By

Type

All

3

Absence Request

1

Payable Time

2

Absence Request

Glenn Hicks

030 Sick Leave, 2 Hours

06/13/2023

Routed

06/06/2023

1 row

Payable Time

Manager Self Service

Pending Approvals

View By

Type

All

3

Absence Request

1

Payable Time

2

Payable Time

Glenn Hicks

Quantity for Approval 0.000003 Hours

06/06/2023 - 06/08/2023

Routed

06/08/2023

Payable Time

Taylor Jackson

Quantity for Approval 0.000005 Hours

06/01/2023 - 06/07/2023

Routed

06/08/2023

Approver Comments

Approve

Deny

2 rows

Delegations

Create Delegation Request

Exit

Delegation Request

1

2

3

4

Delegation Dates

More Information

Delegates

Transactions

Next

Step 1 of 5: Delegation Dates

*Start Date

06/21/2023

End Date

Leave blank for open-ended delegations

*Comment

My Delegates

Delegations

My Delegates

Active

Accepted

Rejected

Revoked

Submitted

Ended

Group Transactions

Yes

No Active Transaction(s)

Manager Self Service Homepage

Page 2

My Delegated Authorities

< Delegations

My Delegated Authorities

Home

Search

Alerts

More

Refresh

Active

Accepted

Rejected

Revoked

Submitted

Ended

Group Transactions

Yes

No Active Transaction(s)

My Team

Summary

< Manager Self Service

My Team

Home

Search

Alerts

More

Refresh

Glen Anderson

Change Team

Payroll Manager

Glen Anderson

Acting As

Payroll Manager

Summary

Compensation

Leave Balances

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
<div><div></div><div>Alby Turner</div><div>STIPEND (NON-CURRICULUM)</div></div>		PAYROLL Olympic College Main Campus	<div>CAMP@test.com</div> <div>3605551212</div>	
<div><div></div><div>Alexis Peterson</div><div>STIPEND (NON-CURRICULUM)</div></div>		PAYROLL Olympic College Main Campus	<div>CAMP@test.com</div> <div>3605551212</div>	
<div><div></div><div>Alexis Peterson</div><div>STIPEND (NON-CURRICULUM)</div></div>	<div><div></div><div>2/2</div></div>	PAYROLL Olympic College Main Campus	<div>CAMP@test.com</div> <div>3605551212</div>	
<div><div></div><div>Alexis Peterson</div><div>STIPEND (NON-CURRICULUM)</div></div>		PAYROLL Olympic College Main Campus	<div>CAMP@test.com</div> <div>3605551212</div>	
<div><div></div><div>Ali Hunter</div><div>STIPEND (NON-CURRICULUM)</div></div>		PAYROLL Olympic College Main Campus	<div>CAMP@test.com</div> <div>3605551212</div>	
<div><div></div><div>Archer Foster</div><div>STIPEND (NON-CURRICULUM)</div></div>		PAYROLL Olympic College Main Campus	<div>CAMP@test.com</div> <div>3605551212</div>	
<div><div></div><div>Archer Foster</div><div>STIPEND (NON-CURRICULUM)</div></div>		PAYROLL Olympic College Main Campus	<div>BUSN@test.com</div> <div>3605551212</div>	

Related Information

Add Analytics

Current Headcount Profile

Headcount Movement

Performance Status

Performance vs. Compa-Ra...

Compensation

Manager Self Service

My Team

Glen Anderson

Change Team

Payroll Manager

Glen Anderson

Acting As

Payroll Manager

Summary

Compensation

Leave Balances

Name / Title	Compa Ratio	Current Salary	Midpoint	Minimum / Maximum	Position in Salary Range	Quartile
<div>Alby Turner</div> <div>STIPEND (NON-CURRICULUM)</div>		50,000.000 USD				
<div>Alexis Peterson</div> <div>STIPEND (NON-CURRICULUM)</div>		50,000.000 USD				
<div>Alexis Peterson</div> <div>STIPEND (NON-CURRICULUM)</div>		50,000.000 USD				
<div>Alexis Peterson</div> <div>STIPEND (NON-CURRICULUM)</div>		50,000.000 USD				
<div>Ali Hunter</div> <div>STIPEND (NON-CURRICULUM)</div>		50,000.000 USD				
<div>Archer Foster</div> <div>STIPEND (NON-CURRICULUM)</div>		50,000.000 USD				
<div>Archer Foster</div> <div>STIPEND (NON-CURRICULUM)</div>		50,000.000 USD				

Related Information

Add Analytics

Current Headcount Profile

Headcount Movement

Performance Status

Performance vs. Compa-Ra...

Leave Balances

Manager Self Service

My Team

Glen Anderson

Change Team

Payroll Manager

Glen Anderson

Acting As

Payroll Manager

Summary

Compensation

Leave Balances

Name / Title	Balances
<div>Alby Turner</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist
<div>Alexis Peterson</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist
<div>Alexis Peterson</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist
<div>Alexis Peterson</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist
<div>Ali Hunter</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist
<div>Archer Foster</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist
<div>Archer Foster</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist
<div>Archer Foster</div> <div>STIPEND (NON-CURRICULUM)</div>	No leave balances exist

Related Information

Add Analytics

Current Headcount Profile

Headcount Movement

Performance Status

Performance vs. Compa-Ra...

Recruiting Activities

Search

Search Applicants

Manager Self Service

Search

Search Applicants

Search Applications

Search Job Openings

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Recruiting Activities

Search Applicants

[Recruiting Home](#) | [Saved Searches](#)

Quick Search

Keyword Search

Advanced Search

Search Criteria

☒ Search My Applicants

First Name

Last Name

Display Name

Alternate Character Name

Applicant Status

Applicant Type

Applied Within

Applied Between

Job Opening ID

Applicant ID

010 Active

And

Search

Clear

Search Applications

Manager Self Service

Recruiting Activities

Search

Search Applicants

Search Applications

Search Job Openings

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Search Applications

Recruiting Home

 |

Search Applicants

 |

Search Job Openings

Quick Search

Advanced Search

Search Criteria

Include Applications Not Linked to a Job Opening

First Name

Last Name

Display Name

Applicant Status

Applied Within

Applicant ID

Disposition

Job Posting Title

Job Opening ID

Job Opening Status

Hiring Manager

Recruiter

Interest

Search

Clear

Search Job Openings

Manager Self Service

Recruiting Activities

Search

Search Applicants

Search Applications

Search Job Openings

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Search Job Openings

Recruiting Home

 |

Browse Job Openings

 |

Create Job Opening

Search Criteria

Job Posting Title

Job Opening ID

Status

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search

Clear

Create

Create Applicant

Manager Self Service

Recruiting Activities

New Window | Help | Personalize Page

Search

Create

Create Applicant

Create Job Opening

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Recruitment Configuration

Recruitment Configuration

Recruitment Configuration

Create Applicant

Save | Save and Create Another | Recruiting Home | Personalize

Personal Information | References

Applicant

*Applicant Type: External Applicant | Employee ID: | Preferred Contact: Not Specified

Applicant Status

*Status Code: Active | Status Reason: | Status Date: 06/21/2023

Name

Name Format: English | Name Prefix: | *First Name: | Middle Name: | *Last Name: | Name Suffix: | Preferred First Name: | Preferred Last Name:

Email Addresses

No Email Addresses have been added for this applicant. | Add Email Address

Phone Numbers

No Phone Numbers have been added for this applicant. | Add Phone Number

Address

Country: United States | Address 1: | Address 2: | Address 3: | City: | State: | Postal: | County:

Create Job Opening

Manager Self Service

Search

Create

Create Applicant

Create Job Opening

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Recruiting Activities

Primary Job Opening Information

Recruiting Home

Job Details

Job Opening Type

Standard Requisition

*Business Unit

HR030

Olympic College

Department

Position Number

Job Code

*Recruiting Location

*Job Posting Title

Continue

Applicants Lists

Manager Self Service

Search

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Recruiting Activities

Applicant Lists

Recruiting Home

Search Applicants

Create New List

Find List

Display

Only My Lists

Refresh

Applicant Lists

Your search returned no results.

Interview Calendar

< Manager Self Service

Search

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Recruiting Activities

New Window | Help | Personalize Page

Interview Calendar for Glen Anderson

Recruiting Home

06/18/2023

As of Wednesday, June 21, 2023 12:14 PM PST

Date	Time	Applicant	Job Posting Title	Comments	Status	Interview Location
Sunday June 18, 2023		There are no interviews scheduled on this day.				
Monday June 19, 2023		There are no interviews scheduled on this day.				
Tuesday June 20, 2023		There are no interviews scheduled on this day.				
Wednesday June 21, 2023		There are no interviews scheduled on this day.				
Thursday June 22, 2023		There are no interviews scheduled on this day.				
Friday June 23, 2023		There are no interviews scheduled on this day.				
Saturday June 24, 2023		There are no interviews scheduled on this day.				

Saved Searches

< Manager Self Service

Search

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Recruiting Activities

Saved Searches

Recruiting Home | Search Applicants

Saved Searches

You have no saved Compliance & Automatch searches

Recruitment Configuration

Question Definition

< Manager Self Service

Recruiting Activities

Search

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Question Definition

Answer Definition

Question Set Definition

Question Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Question ID

=

Question Code

begins with

Description

begins with

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

Answer Definition

Manager Self Service

Search

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Question Definition

Answer Definition

Question Set Definition

Recruiting Activities

Answer Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Answer ID =

Answer Code begins with

Description begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

Question Set Definition

Manager Self Service

Search

Create

Applicant Lists

Interview Calendar

Saved Searches

Recruitment Configuration

Question Definition

Answer Definition

Question Set Definition

Recruiting Activities

Question Set Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Question Set ID =

Question Set Code begins with

Description begins with

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

Team Time

Timesheet

Enter Time

< Manager Self Service

Team Time

Timesheet

Enter Time

Time Summary

Report Time

Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

||

Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees

Filter

Manager Self Service

Team Time

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Enter Time

Time Summary

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Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Enter Time

Select Employee

3872 rows

Name/Title	Exceptions	Hours to be Approved
Kennedy Adams FULL TIME FACULTY F4		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams ADJ FACULTY-CONTRACT-REG		
Kennedy Adams		

Time Summary

Manager Self Service

Team Time

Timesheet

Enter Time

Time Summary

Report Time

Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

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Manage Exceptions

Time Summary

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get EmployeesFilter

Manager Self Service
Team Time

Timesheet
Enter Time
Time Summary
Report Time
Weekly Time Entry
Payable Time
Leave / Comp Time
Request Absence
Cancel Absences
View Requests
Absence Balances
Manage Exceptions

Time Summary

Select Employee

3872 rows

Name/Title	Exceptions	Hours to be Approved
Kennedy Adams FULL TIME FACULTY F4		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams ADJ FACULTY-CONTRACT-REG		
Kennedy Adams		

Report Time

Manager Self Service
Team Time

Timesheet
Report Time
Weekly Time Entry
Payable Time
Leave / Comp Time
Request Absence
Cancel Absences
View Requests
Absence Balances
Manage Exceptions

Report Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees
Filter

Manager Self Service

Team Time

Timesheet

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Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Report Time

Select Employee

3872 rows

Name/Title	Exceptions	Hours to be Approved
Kennedy Adams FULL TIME FACULTY F4		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams ADJ FACULTY-CONTRACT-REG		
Kennedy Adams		

Weekly Time Entry

Manager Self Service

Team Time

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Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Weekly Time Entry

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees

Filter

Manager Self Service

Team Time

Timesheet

Report Time

Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Weekly Time Entry

Select Employee

3872 rows

Name/Title	Exceptions	Hours to be Approved
Kennedy Adams FULL TIME FACULTY F4		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams ADJ FACULTY-CONTRACT-REG		
Kennedy Adams		

Payable Time

Manager Self Service

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Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

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Manage Exceptions

Payable Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees

Filter

Manager Self Service

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Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Payable Time

Select Employee

3872 rows

Name/Title	Exceptions	Hours to be Approved
Kennedy Adams FULL TIME FACULTY F4		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams ADJ FACULTY-CONTRACT-REG		
Kennedy Adams		

Leave/Comp Time

Manager Self Service

Team Time

Timesheet

Report Time

Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Leave / Comp Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees

Filter

Manager Self Service

Timesheet

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Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Team Time

Home

Search

Alert

Menu

Close

Leave / Comp Time

Select Employee

3872 rows

Name/Title	Exceptions	Hours to be Approved
Kennedy Adams FULL TIME FACULTY F4		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams ITF/ITF-NON TEACH HOURLY		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams MOONLIGHT APPOINTMENT		
Kennedy Adams ADJ FACULTY-CONTRACT-REG		
Kennedy Adams		

Request Absence

Manager Self Service

Timesheet

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Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Team Time

Home

Search

Alert

Menu

Close

Request Absence

Find Team Member

Glen Anderson Acting As Payroll Manager

Only 300 employees showing, use search to find other employees

Team Members

283 rows

Alby Turner	Job Title STIPEND (NON-CURRICULUM) Type Employee	Status Leave With Pay	Department PAYROLL	Location Olympic College Main Campus
Alexis Peterson	Job Title STIPEND (NON-CURRICULUM) Type Employee	Status Active	Department PAYROLL	Location Olympic College Main Campus
Alexis Peterson	Job Title STIPEND (NON-CURRICULUM) Type Employee	Status Leave With Pay	Department PAYROLL	Location Olympic College Main Campus
Alexis Peterson	Job Title STIPEND (NON-CURRICULUM) Type Employee	Status Leave With Pay	Department PAYROLL	Location Olympic College Main Campus

2 Directs

Cancel Absences

Manager Self Service

Timesheet

Report Time

Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Team Time

Home

Search

Alerts

More

Close

Cancel Absences

Find Team Member

Glen AndersonActing AsPayroll Manager

Only 300 employees showing, use search to find other employees

Team Members

283 rows

Alby Turner

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusActivePositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

2 Directs

Ali Hunter

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

View Requests

Manager Self Service

Timesheet

Report Time

Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Team Time

Home

Search

Alerts

More

Close

View Requests

Find Team Member

Glen AndersonActing AsPayroll Manager

Only 300 employees showing, use search to find other employees

Team Members

283 rows

Alby Turner

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusActivePositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

2 Directs

Ali Hunter

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

Alexis Peterson

Job TitleSTIPEND (NON-CURRICULUM)StatusLeave With PayPositionTypeEmployee

Manager Self Service Homepage

Page 19

Absence Balances

Manager Self Service

Timesheet

Report Time

Weekly Time Entry

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Team Time

Home

Search

Alerts

More

Close

Absence Balances

Find Team Member

Glen AndersonActing AsPayroll Manager

Only 300 employees showing, use search to find other employees

Team Members283 rows

Alby Turner

Job Title

STIPEND (NON-CURRICULUM)

Status

Leave With Pay

Position

Type

Employee

Alexis Peterson

Job Title

STIPEND (NON-CURRICULUM)

Status

Active

Position

Type

Employee

Alexis Peterson

Job Title

STIPEND (NON-CURRICULUM)

Status

Leave With Pay

Position

Type

Employee

Alexis Peterson

Job Title

STIPEND (NON-CURRICULUM)

Status

Leave With Pay

Position

Type

Employee

2 Directs

Ali Hunter

Job Title

STIPEND (NON-CURRICULUM)

Status

Leave With Pay

Position

Type

Employee

Archie Foster

Job Title

Status

Position

Type

Manage Exceptions

Manager Self Service

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Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Team Time

Home

Search

Alerts

More

Close

Manage Exceptions

Fix (0)Allow (0)All (0)

Exceptions

Auto Populate under Manager Search Options is set to false. Use filters to search for exceptions.

Related Information

Add Analytics

Attendance Violations

Manager Self Service Homepage

Page 20

Open Jobs

Manager Self Service

Open Jobs

Home

Search

More

Help

Current Job Openings

You are not assigned to any open jobs.

Related Information

Add Analytics

Job Opening Aging Analysis

CTC Team

Timesheet

Manager Self Service

CTC Team

Home

Search

Alerts

More

Help

Timesheet

Approve Payable Time

Absence Requests

Overtime Requests

Assign Work Schedule

Review MSS Transactions

Report Time

Timesheet Summary

Employee Selection

Get Employees

Clear Criteria

Save Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Supervisor ID	

Change View

View By Week

Show Schedule Information

Date 06/21/2023

Previous Week

Next Week

Employees For Glen Anderson, Totals From 06/19/2023 - 06/25/2023

Time Summary

Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied
Last Name			0		0.000000	0.000000	0.000000			0.000000	

Approve Reported Time

Approve Absence

Manager Self Service

Time Management

Approve Payable Time

Manager Self Service

Timesheet

Approve Payable Time

Absence Requests

Overtime Requests

Assign Work Schedule

Review MSS Transactions

CTC Team

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Supervisor ID	

Get Employees

Clear Criteria

Save Criteria

Change Time in View

Start Date

05/21/2023

End Date

06/25/2023

Employees For Glen Anderson

Time Summary

Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Hours Worked
<input type="checkbox"/>	Last Name			0		0.000000	0.000000

Select All

Deselect All

Approve

Deny

Push Back

Time Administration Run Control

Manager Self Service

Time Management

Absence Requests

Manager Self Service

Timesheet

Approve Payable Time

Absence Requests

Overtime Requests

Assign Work Schedule

Review MSS Transactions

CTC Team

Absence Requests

Glen Anderson

Payroll Manager

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

Show Requests by Status

Pending

Refresh

Absence Requests

Personalize

Find

First

1 of 1

Last

Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
Glenn Hicks	101	PAYROLL SUPERVISOR	Absence Request	030 Sick Leave	06/13/2023	06/13/2023	Submitted	06/06/2023

Go To

View Monthly Calendar

Overtime Requests

Manager Self Service

CTC Team

New Window | Help | Personalize Page

Timesheet

Approve Payable Time

Absence Requests

Overtime Requests

Assign Work Schedule

Review MSS Transactions

View Overtime Requests

Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Employees For Glen Anderson

Time Reporters

Demographics

Last Name	First Name	Employee ID	Employment Record	Job Title	Hours to be Approved	Hours Approved or Submitted	Denied Hours
Last Name			0		0.000000	0.000000	0.000000

Manager Self Service

Time Management

Assign Work Schedule

Manager Self Service

CTC Team

Timesheet

Approve Payable Time

Absence Requests

Overtime Requests

Assign Work Schedule

Review MSS Transactions

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Business Unit

begins with

Department

begins with

Organizational Relationship

=

☒ Include History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Review MSS Transactions

Manager Self Service

Timesheet

Approve Payable Time

Absence Requests

Overtime Requests

Assign Work Schedule

Review MSS Transactions

CTC Team

Home

Search

Alerts

Menu

Close

New Window | Help | Personalize Page

Review Transactions

Glen Anderson

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Approval Status

Pending my review

Refresh

Approval Process

AbsenceManagement

Approval Transactions

Search

1 of 1

Transaction Name

Submitted By

Submitted On Behalf Of

Submitted On

Thread Status

Absence Management

Glenn Hicks

6/6/2023 - 1:00 PM

Pending

Approve/Deny

Transaction Details

Begin Date	Empl ID	Empl Record	End Date	Absence Take	Transaction Number
2023-06-13	101	0	2023-06-13	251372	756482

Return to Timesheet