

Acknowledging Auto-Approved Time

If a supervisor has prior auto approved time, s/he will receive an email when we [HR Paryoll] run the process. All of the manager's employees who have auto approved time will appear with a red dot on the manager's search page regardless of the status of time entered for the current pay period:

The screenshot shows a search results table with columns: Payroll Ready, Employee / Status, Job, Account / Job Title / Type, Supervisor, and Department. The employee 'Jones, Arvone' (ID 10103457) is listed with a red dot. Below the table, there is a section for 'Time Reporting Code' and 'Hours', where 'Hours' is set to '0.00'. An arrow points to this '0.00' value.

The manager will have to click on the "Hours" link, in this case it is 0.00, which will take them to the approvals page:

The screenshot shows a navigation area with 'RETURN TO JOB SEARCH', 'PRIOR PERIOD', and 'Week Beginning' (02/10/2007). Below this, a large box displays 'Previous Week' time as '10:09:49 AM'. At the bottom, a red text line indicates the 'Deadline for Administering Time for this Period is: 02/26/2007 1:00PM'.

Once in the approvals page, the manager will have to navigate to the period containing the auto approved time by clicking on the prior week button or by clicking on the lookup and choosing the period.

When the manager has reached the period containing the auto approved time, s/he will have to click on the "Acknowledge Time" button -- whether the hours are correct or not. This action is acknowledging that time was submitted and auto-approved. If the time is not correct, an absence adjustment form or timecard will need to be sent in so the hours can be manually updated.

The screenshot shows a table titled 'Reporting Period 11/18/06 through 12/01/06'. The table has columns: Date, TRC - Description, Hours Reported, Status, Approving, Previously Approved, Daily Total, and Weekly Total. The data rows are:

Date	TRC - Description	Hours Reported	Status	Approving	Previously Approved	Daily Total	Weekly Total
Monday 11/27/2006	VAC Vacation	8.00	Closed		8.00	8.00	
Tuesday 11/28/2006	VAC Vacation	8.00	Closed		8.00	8.00	
Thursday 11/30/2006	SCP Personal	2.00	Closed		2.00	2.00	18.00

 Below the table are 'Select All' and 'Clear All' checkboxes. An arrow points to a red 'ACKNOWLEDGE TIME' button.

After all auto-approved time for a manager has been acknowledged, s/he will no longer receive emails when we run the process.

