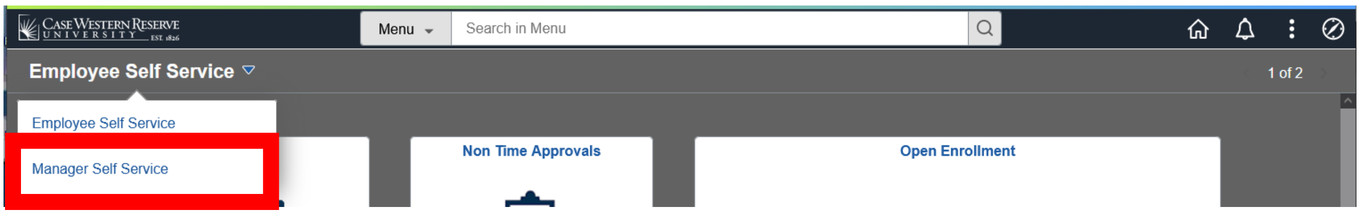
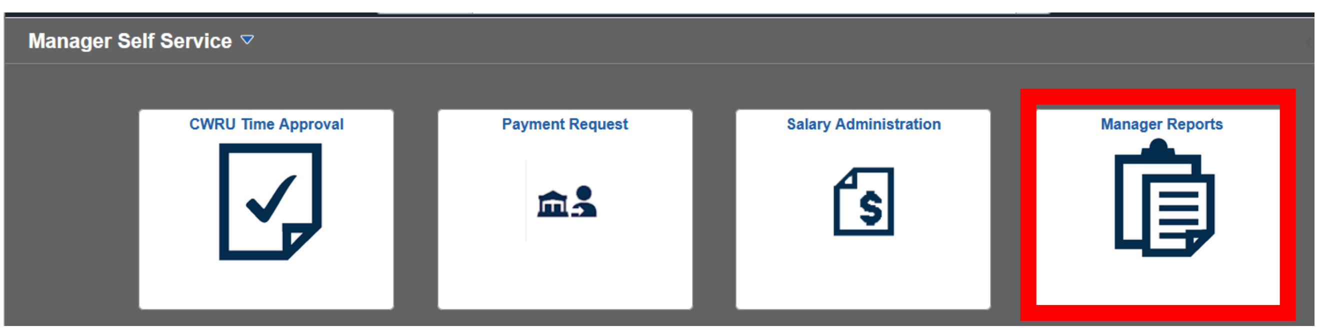
Employee Time Entry History

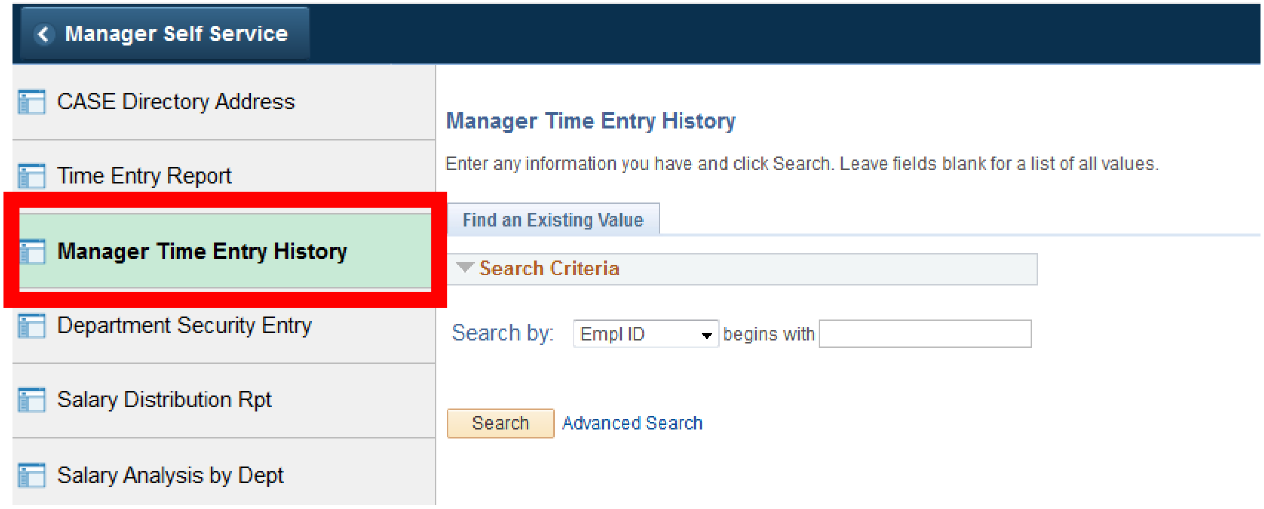
Procedure

Managers can use the Time Entry History function to view an employee's time entries and approval history.

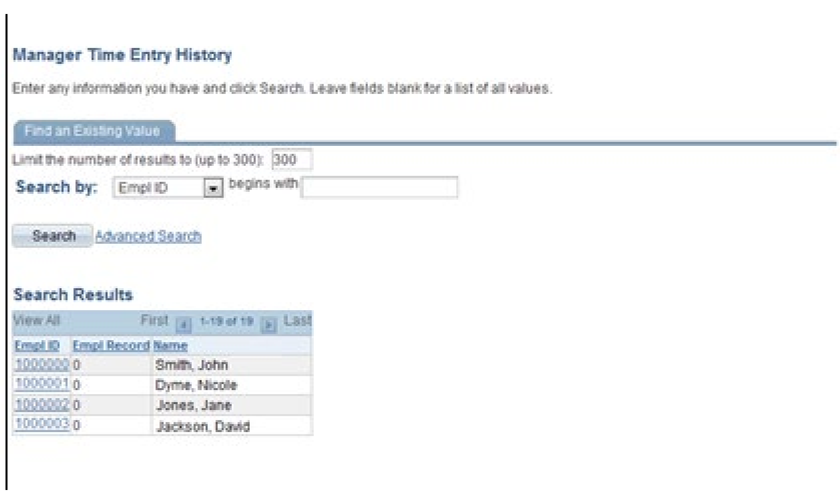


Step	Action
1.	Select the **Manager Self Service** Homepage
2.	Click the **Manager Reports tile**.

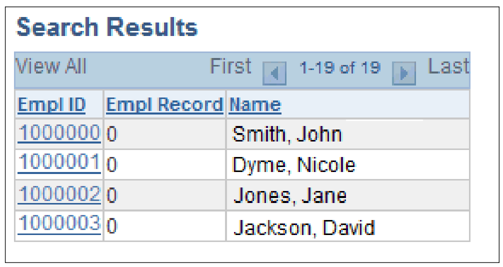




Step	Action
3.	Select Manager Time Entry History from the left menu and search screen appears. Click the **Search** button for a list of employees assigned to you or enter the EMPLID.



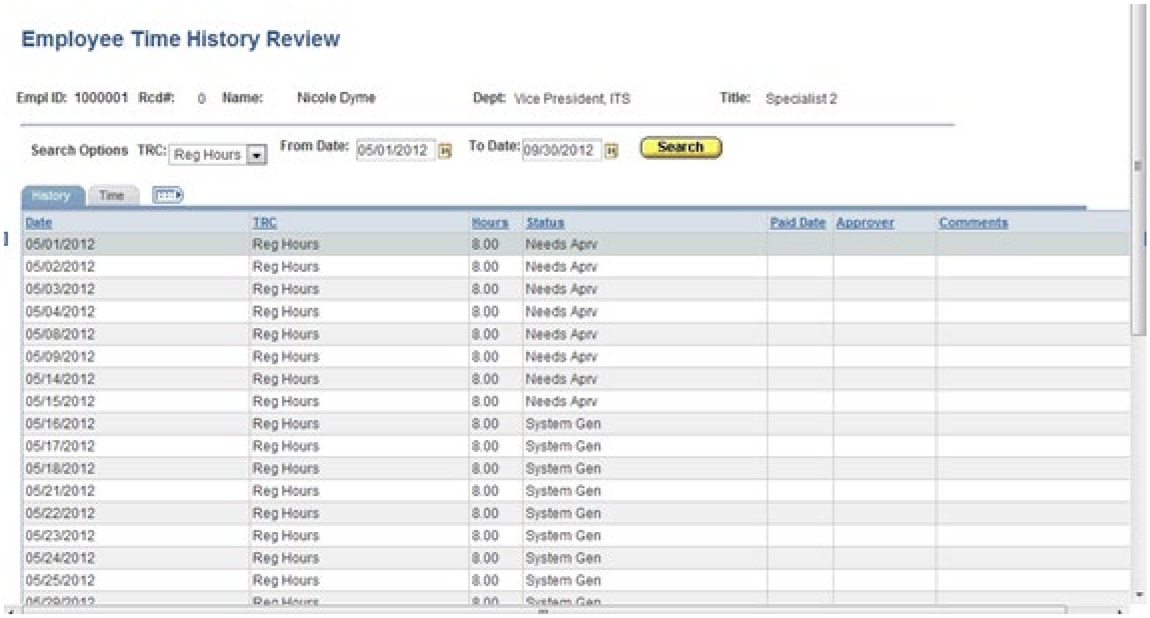
Step	Action
4.	All employees assigned to you for time approval will appear in the Search Results block. Select an employee to view by clicking on the **Empl ID** link (in blue).

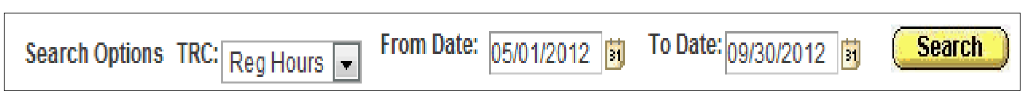


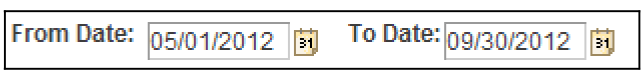
Search Results

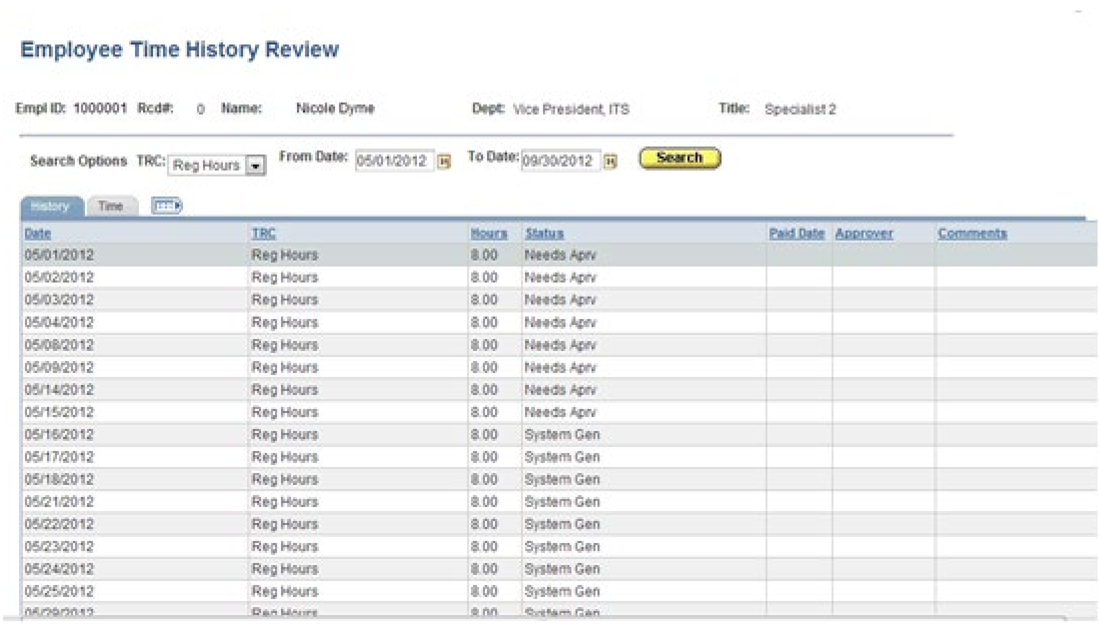
View All First 1-19 of 19 Last

Empl ID	Empl Record	Name
1000000	0	Smith, John
1000001	0	Dyme, Nicole
1000002	0	Jones, Jane
1000003	0	Jackson, David



Step	Action
5.	The Employee Time History Review page appears. It contains the employee's complete time entry history since his/her hire date. This screen can be sorted and filtered by **Time Reporting Code (TRC)** and **Date Range** by entering the desired values and clicking the **Search** button. 

Step	Action
6.	You can select a **TRC** from the drop down list to see only the time entries utilizing that code. 
7.	You can type in **From** and **To Dates** manually or click the calendar icon to select them from the calendar pop-up menu. 
8.	Click the **Search** button to apply the TRC and date filters.



Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

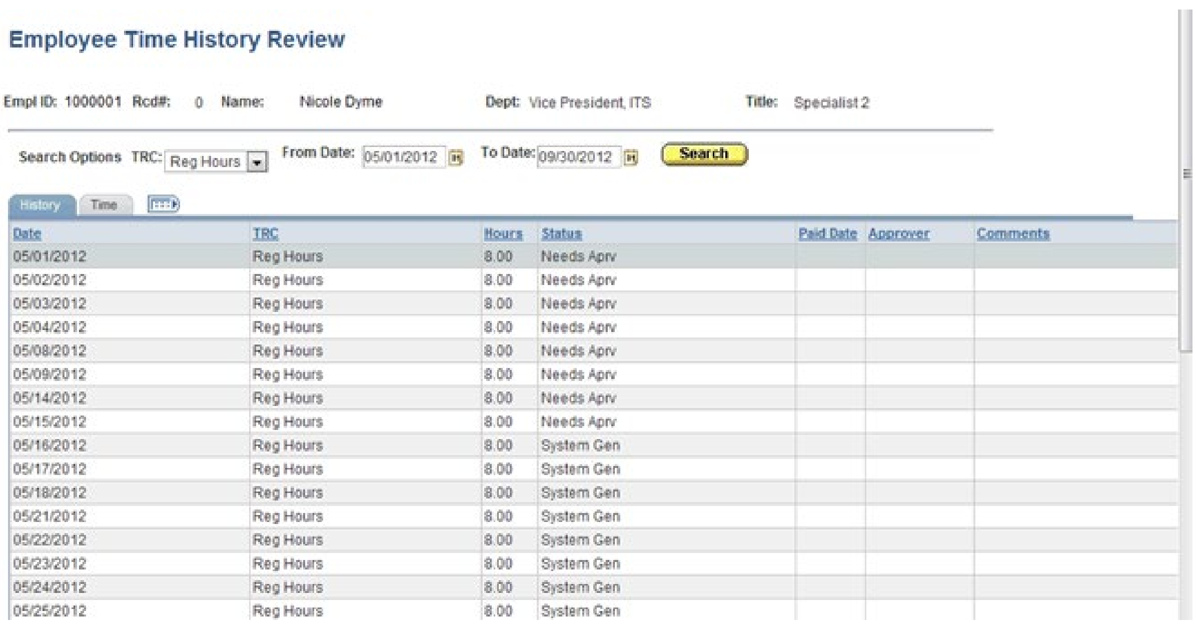
Search Options TRC: Reg Hours From Date: 05/01/2012 To Date: 09/30/2012 Search

History | Time

Date	TRC	Hours	Status	Paid Date	Approver	Comments
05/01/2012	Reg Hours	8.00	Needs Aprv			
05/02/2012	Reg Hours	8.00	Needs Aprv			
05/03/2012	Reg Hours	8.00	Needs Aprv			
05/04/2012	Reg Hours	8.00	Needs Aprv			
05/08/2012	Reg Hours	8.00	Needs Aprv			
05/09/2012	Reg Hours	8.00	Needs Aprv			
05/14/2012	Reg Hours	8.00	Needs Aprv			
05/15/2012	Reg Hours	8.00	Needs Aprv			
05/16/2012	Reg Hours	8.00	System Gen			
05/17/2012	Reg Hours	8.00	System Gen			
05/18/2012	Reg Hours	8.00	System Gen			
05/21/2012	Reg Hours	8.00	System Gen			
05/22/2012	Reg Hours	8.00	System Gen			
05/23/2012	Reg Hours	8.00	System Gen			
05/24/2012	Reg Hours	8.00	System Gen			
05/25/2012	Reg Hours	8.00	System Gen			

Step	Action
9.	The Time Entry History Review page displays columns for the date, TRC and hours worked. The **Status** column displays whether or not the time entry has been approved by the manager. Approved time appears as **Supv Apprv**. Non-approved time appears as **Needs Aprv**.

Step	Action
10.	If applicable, the date that the employee was paid for a particular time entry row is displayed in the **Paid Date** column. Paid Date If the employee is non-exempt, the **Default Speed Type** column will appear and display the Speed Type used for each entry.



Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

Search Options TRC: Reg Hours From Date: 05/01/2012 To Date: 09/30/2012 Search

History | Time

Date	TRC	Hours	Status	Paid Date	Approver	Comments
05/01/2012	Reg Hours	8.00	Needs Aprv			
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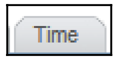
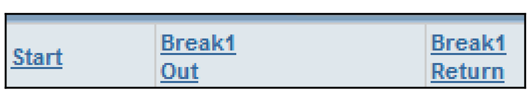
05/03/2012	Reg Hours	8.00	Needs Aprv			
05/04/2012	Reg Hours	8.00	Needs Aprv			
05/08/2012	Reg Hours	8.00	Needs Aprv			
05/09/2012	Reg Hours	8.00	Needs Aprv			
05/14/2012	Reg Hours	8.00	Needs Aprv			
05/15/2012	Reg Hours	8.00	Needs Aprv			
05/16/2012	Reg Hours	8.00	System Gen			
05/17/2012	Reg Hours	8.00	System Gen			
05/18/2012	Reg Hours	8.00	System Gen			
05/21/2012	Reg Hours	8.00	System Gen			
05/22/2012	Reg Hours	8.00	System Gen			
05/23/2012	Reg Hours	8.00	System Gen			
05/24/2012	Reg Hours	8.00	System Gen			
05/25/2012	Reg Hours	8.00	System Gen			

Step	Action
11.	The time sheet approver's name and any comments entered by the employee or manager will appear in the **Approver** and **Comments** fields.

Step	Action
12.	Click the **Time** tab. 

Step	Action
13.	The Time tab contains fields that are only found on student employee timesheets. If the employee is a student, then the **Start** and **End** time fields will be populated, along with any break fields that were utilized. 
14.	**End of Procedure.**