



Mini Guide: MSS Approve Working Time Screen

Beginning on November 2, 2012, the Approve Working Time screen in MySCEmployee Manager Self Service will be enhanced. The improved screen shows the total number of the hours needing approval plus the number of working hours and leave already approved, so managers can easily see how many hours of scheduled working time are needed to fulfill their employees' scheduled weekly hours.

In the **Approve Time by Manager** screen, the column to the right of **Hours to Approve** has a new name and contains different information. The name has changed from **Approved Hrs/Leave** to **Total Wk Hrs/Leave**, and it includes the sum of all working hours the user has submitted for the manager to approve (including both approved hours and hours not yet approved) and all leave hours that the manager has already approved (not including leave hours that have not yet been approved) for each employee. The new **Total Wk Hrs/Leave** column is designed to help managers quickly determine if an employee has accounted for all work-week hours.

The **Approve Time by Manager** screen now displays a Warning message if the number of hours in the **Total Wk Hrs/Leave** column is greater than or less than the **Target Time**. This allows a manager to quickly see, in either a weekly or daily view, if too much or not enough time has been entered for the workweek.

As illustrated in the screen shot below, the new **Total Wk Hrs/Leave** column now contains the total number of working hours needing approval plus the number of working hours and leave previously approved as shown in this formula (leave that has not yet been approved is not included):

Total Wk Hrs/Leave = Working Hours to approve + Working Hours and Leave previously approved

Approve Time by Manager

View: Daily View - Without Cost Objects

LINK TO HELP DOCUMENTS

NOTE: If using Daily View, warning message will appear if hours to approve and total hours does not equal the target hours for each particular day. You may receive a warning message hours are greater than or less than the target time, even though the employee has worked his/her target hours for the week. Please use the simple weekly view to check if an employ hours for the week.

Pers. No.	Empl/appl.name	A/A Type	A/A type text	Frm	To	Message	Hours to Approve	Total Wk Hrs/Leave*	Target Time	A
10058282	Augusta Mariynn Boyles	1000	Attendance hours	10/03/2012	10/03/2012	!	8 H	8 H	7.50 H	A
10058282	Augusta Mariynn Boyles	1000	Attendance hours	10/04/2012	10/04/2012		7.500 H	7.50 H	7.50 H	A

*Total Wk Hrs & Leave column does not include leave currently pending approval.

Note: The **Total Wk Hrs/Leave** column does not include leave requests that have not yet been approved. Managers can easily locate leave requests to approve using the **Team Calendar**, which is located below the **Approve Time by Manager** section of the screen.

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New Functionality – Daily View

Example 1: The employee has entered 7.5 hours of working time on 9/3/12, which need to be approved by the manager. Since the **Total Wk Hrs/Leave** column matches the **Hours to Approve** column, we know that there haven't been any hours or leave previously approved. The **Target Time** equals 0 for this day, indicating the employee was not scheduled to work. However, because 9/3/12 was a holiday, the warning message is flagged because the **Target Time** for this day is 0, and the **Total Wk Hrs/Leave** column is greater than the **Target Time**.

Approve Time by Manager

1 Collective Approval 2 Review and Save 3 Completed

View: Daily View - Without Cost Objects

[LINK TO HELP DOCUMENTS](#)

NOTE: If using Daily View, warning message will appear if hours to approve and total hours does not equal the target hours for each particular day. You may receive a warning message if hours are greater than or less than the target time, even though the employee has worked his/her target hours for the week. Please use the simple weekly view to check if an employee has worked his/her target hours for the week.

Pers. No.	Empl/applname	A/A Type	A/A type text	Frm	To	Message	Hours to Approve	Total Wk Hrs/Leave*	Target Time
10007064	Pat Wade Salinas	1000	Attendance hours	09/03/2012	09/03/2012	!	7.500 H	7.50 H	0 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/04/2012	09/04/2012		7.500 H	7.50 H	7.50 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/05/2012	09/05/2012	!	8 H	8 H	7.50 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/06/2012	09/06/2012	!	4 H	4 H	7.50 H

Total Wk Hrs & Leave column does not include leave currently pending approval.

Previous Step Review

Example 2: The employee has entered 8 working hours on 9/5/2012. The **Target Time**, the hours the employee is scheduled to work based on the employee's work schedule, indicates the employee should only work 7.5 hours. The warning message is flagged in this case because the **Total Wk Hrs/Leave** column is greater than the **Target Time**.

Approve Time by Manager

1 Collective Approval 2 Review and Save 3 Completed

View: Daily View - Without Cost Objects

[LINK TO HELP DOCUMENTS](#)

NOTE: If using Daily View, warning message will appear if hours to approve and total hours does not equal the target hours for each particular day. You may receive a warning message if hours are greater than or less than the target time, even though the employee has worked his/her target hours for the week. Please use the simple weekly view to check if an employee has worked his/her target hours for the week.

Pers. No.	Empl/applname	A/A Type	A/A type text	Frm	To	Message	Hours to Approve	Total Wk Hrs/Leave*	Target Time
10007064	Pat Wade Salinas	1000	Attendance hours	09/03/2012	09/03/2012	!	7.500 H	7.50 H	0 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/04/2012	09/04/2012		7.500 H	7.50 H	7.50 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/05/2012	09/05/2012	!	8 H	8 H	7.50 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/06/2012	09/06/2012	!	4 H	4 H	7.50 H

Total Wk Hrs & Leave column does not include leave currently pending approval.

Previous Step Review

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Example 3: The employee has entered 4 working hours on 9/6/12. On this date, the system is indicating the employee should work 7.5 hours. If we look in the team calendar, we can see the remaining hours are accounted for in a leave request, which still needs to be approved by the manager.

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View:

[LINK TO HELP DOCUMENTS](#)

NOTE: If using Daily View, warning message will appear if hours to approve and total hours does not equal the target hours for each particular day. You may receive a warning message if hours are greater than or less than the target time, even though the employee has worked his/her target hours for the week. Please use the simple weekly view to check if an employee's hours for the week.

Pers. No.	Empl./applname	A/A Type	A/A type text	Frm	To	Message	Hours to Approve	Total Wk Hrs/Leave*	Target Time
10007064	Pat Wade Salinas	1000	Attendance hours	09/03/2012	09/03/2012	!	7.500 H	7.50 H	0 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/04/2012	09/04/2012		7.500 H	7.50 H	7.50 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/05/2012	09/05/2012	!	8 H	8 H	7.50 H
10007064	Pat Wade Salinas	1000	Attendance hours	09/06/2012	09/06/2012	!	4 H	4 H	7.50 H

* Total Wk Hrs & Leave column does not include leave currently pending approval.

Team Calendar

Display Data for: for: in:

2012 September																														
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Sheree May Dent																														
Stefanie Lenora Gilmore																														
Pat Wade Salinas																														

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Approved Working Hours

Date of 9/20/2012 9:50:19 AM [Refresh](#)

NOTE: Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar the next day.

NOTE: Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month and any future dated leave requests are displayed.

New Functionality – Simple Weekly View

Example 1: The employee has entered 37.5 working hours for the week, which need to be approved. Since the **Total Wk Hrs/Leave** is equal to 37.5 hours, the manager can tell there has been no previous time or leave approved. The **Total Wk Hrs/Leave** matches the **Target Time** so all time for the workweek is accounted for.

The screenshot shows the 'Approve Time by Manager' interface. At the top, there is a progress bar with three steps: 'Collective Approval' (highlighted in yellow), 'Review and Save', and 'Completed'. Below the progress bar, the 'View' dropdown is set to 'Simple View - Weekly'. A link to help documents is provided. A note explains that a warning message will appear if hours to approve and total hours do not equal the target hours for each particular day. Below the note is a table titled 'Collective Approval' with the following data:

Pers. No.	Empl/applname	Frm	To	Message	Hours to Approve	Total Wk Hrs/Leave*	Target Time	Approval	RejectionReason
10007064	Pat Wade Salinas	08/27/2012	09/02/2012		37.500 H	37.50 H	37.50 H	Approve All	

Below the table, a yellow warning message states: '* Total Wk Hrs & Leave column does not include leave currently pending approval.' At the bottom, there are 'Previous Step' and 'Review' buttons.

Example 2: (Note: Relevant screen shots are on page 5.) The employee has 30 hours of working time that need to be approved. Since the **Total Wk Hrs/Leave** column equals 30 hours, the manager can see there hasn't been any additional time or leave approved previously. Since the **Total Wk Hrs/Leave** column is less than the **Target Time**, the warning message is flagged. If we look at the team calendar to see if there are any leave requests to be approved for the same workweek, the manager sees there is a leave request for the week of 9/14. In the second screenshot on the facing page, the manager has clicked on 9/14 in the **Team Calendar** where he or she can see the employee has requested 7.5 hours of leave which still need approval.

MySCEmployee Mini Guide: MSS Approve Working Time Screen

Approve Time by Manager

1 **Collective Approval** 2 Review and Save 3 Completed

View:

[LINK TO HELP DOCUMENTS](#)

NOTE: If using Daily View, warning message will appear if hours to approve and total hours does not equal the target hours for each particular day. You may receive a warning message for a particular day if the hours are greater than or less than the target time, even though the employee has worked his/her target hours for the week. Please use the simple weekly view to check if an employee has worked his/her target hours for the week.

Pers. No.	Empl/appl name	Frm	To	Message	Hours to Approve	Total Wk Hrs/Leave*	Target Time	Approval	RejectionReason
10007064	Pat Wade Salinas	09/10/2012	09/16/2012		30 H	30 H	37.50 H	Approve All	

Total Wk Hrs & Leave column does not include leave currently pending approval.

Team Calendar

Display Data for: for: in:

		2012 September																														
		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Sheree May Dent																																
Stefanie Lenora Gilmore																																
Pat Wade Salinas																																

Absent Multiple Entries Sent Deletion Requested Approved Working Hours

Date of 9/20/2012 10:03:18 AM [Refresh](#)

NOTE: Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar the next day.

Pers. No.	Empl/appl name	Frm	To	Message	Hours to Approve	Total Wk Hrs/Leave*	Target Time	Approval	RejectionReason
10007064	Pat Wade Salinas	09/10/2012	09/16/2012		30 H	30 H	37.50 H	Approve All	

Total Wk Hrs & Leave column does not include leave currently pending approval.

Team Calendar

Display Data for: for: in:

		2012 September																														
		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Sheree May Dent																																
Stefanie Lenora Gilmore																																
Pat Wade Salinas																																

Absent Multiple Entries Sent Deletion Requested Approved Working Hours

Date of 9/20/2012 10:03:18 AM [Refresh](#)

NOTE: Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar the next day.

NOTE: Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month and any future dated leave requests are displayed.

You have selected the following attendance/leave request:

Type of Attendance/Leave:

Date:

Duration: