Approving Reported Time Supervisors

Learn to approve time for your employees. Supervisors are automatically provided the security role FSU_SS_MANAGER and a five-digit Group ID. Reported time and leave entered by your employees needs your approval to be processed into payable time for Payroll to generate paychecks.

1. Sign in to the <u>myFSU Portal</u> with your FSUID and password



2. Select the HR icon





3. Click on the My Homepage drop-down menu



4. Select on the Manager Self Service

| MYESU HUMAN RESOURCES | | | | | | |
|---------------------------|--|--|--|--|--|--|
| My Homepage 🔻 | | | | | | |
| My Homepage | | | | | | |
| Employee Self Service | | | | | | |
| Manager Self Service | | | | | | |
| Department Administration | | | | | | |
| HR Administration | | | | | | |

5. Click the **Team Time** tile

| my | FSU | | Menu 👻 | Search in Menu | | Q | |
|----|--------------------------|-----------------|--------|-----------------------------|--------------------------|---|-------------------------|
| | Manager Self Service 💌 | | | | | | < 2 of 6 > |
| | eORR Online Role Request | ePAF+ | e | RDF Retro Distribution Form | FACET | F | SU AP Employee Contract |
| 0 | FSU Faculty Contracts | FSU On-Boarding | J | ob and Personal Information | Learning and Development | | Performance Management |
| | Recruiting | Reporting Tools | | Delegations | Company Directory | | My Team |
| | Employee Snapshot | Team Time | 2 | | | | |

Approving Reported Time - Supervisors | Last Update April 2022

6. Select Enter Time under Timesheet and then select Filter

| Manager Self Service | Team Time |
|--------------------------|---|
| 🐔 Timesheet 🔨 | Enter Time |
| Enter Time | Use filters to change the search criteria or Get Employees to apply the default Manager Search Options. |
| 🖫 Payable Time | Get Employees Filter |
| 🏦 Leave / Comp Time | |
| 🚷 Manage Exceptions | |
| T Manager Search Options | |
| | |

7. Enter your Group ID # into the field. For this example, enter "**02476**." Click **Done**. If you do not know your five-digit Group ID #, click on the spyglass and find your name. You may then select the Time Reporter Group number to the left of your name.

| Enter Time | Cancel | Filters | Done |
|---|-------------------------------|----------------|------|
| Use filters to change the search criteria or Get Employ | Time Reporter Group | þ2476 Q | |
| Get Employees Filter | Employee ID | ٩ | |
| _ | Empl Record | Q | |
| - | Last Name | ٩ | |
| - | First Name | ٩ | |
| | Job Code | ٩ | |
| | Department | ٩ | |
| D | Supervisor ID | ٩ | |
| | Reports To Position Number | ٩ | |
| | Location Code | ٩ | |
| | Workgroup | ٩ | |
| | Taskgroup | ٩ | |
| | | Reset | |

NOTE: If your Group ID # is not saved you may navigate to **Manager Search Options**, enter your Group ID #, and select save at the bottom of the page.

8. All employee's timesheets that you can access are listed. Employees who have time needing approval will show under the **Hours to be Approved** column. The sort button to the far right can be used to sort employees with hours to be approved to the top of the list. For this example, select the employee **Kim, Chloe**.

| < Manager Self Service | • · | Team Time | ራ | Q | ۵ | : | \otimes |
|------------------------|--|------------|----------------------|---|---|---|-----------|
| Enter Time | | | | | | | |
| Select Employee | | | | | | 5 | rows |
| Ŧ | | | | | | | î↓ |
| Name/Title | | Exceptions | Hours to be Approved | | | | |
| | Kim,Chloe Researcher | | 46.50 | | | | |
| | Vonn,Lindsey Researcher | | 43.00 | | | | |
| 2 | Shiffrin, Mikaela Asst Dir, Health & Human Svcs | | 40.00 | | | | |

9. After reviewing and ensuring the accuracy of time entered by this employee, click the boxes next to the time needing approval and click on the **Approve** button. This will approve all of the entries selected (and checked). You can also click the small box at the top to select all time needing approval for that workweek. Your electronic signature will be dated and attached to the time approval in OMNI. Use the back and forward arrows at the top to ensure time is approved for both weeks in the pay period.

| | | | | | | 11 March | - 17 March 2022 Weekly | • | | | | | |
|----------|----------------|--------|-----|------------|------------|---------------------|---------------------------|----------------|-------------------|----------------------------|--------------|------------|----------------|
| | | | | | Schedu | led 0.00 Reported | 27.00 Hours Unapprov | ved Time 27.00 | | | | | lear Submit |
| v Legend | | | _ | | | | | | David David David | | | | |
| | | | | | | | | Approve | Deny Push Back | Time | | | |
| | Day Summar | ry . | | In | Out | In | Out | In | Out | Reporting Quantity Code | Time Details | Comments | Reported Statu |
| | Frida | у | | | | | | | | | | | |
| ar | Reported 2.00 | 6 | | 8:00:00AM | 10:00:00AM | | | | | | | \bigcirc | Needs Approva |
| 2 | Satur | day | | | | | | | | | | | |
| r | Reported 3.00 | 6 | | 12:00:00PM | 3:00:00PM | | | | |] | 12. | \bigcirc | Needs Approv |
| 3 | Sunda | ay | | | | | | | | | | | |
| r | Reported 0.00 | 6 | , . | | | | | | | | | \bigcirc | New |
| | Mond | lay | | | | | | | | | | | |
| r | Reported 0.00 | 6 | | | | | | | |] | | \bigcirc | New |
| , | Tuesc | day | | | | | | | | | | | |
| | Reported 14.00 | 6 | | 6:00:00AM | 8:00:00PM | | | | | | P. | Q | Needs Approv |
| ; | Wedn | nesday | | | | | | | | | | | |
| r | Reported 8.00 | 8 | | 9:00:00AM | 12:00:00PM | 1:00:00PM | 6:00:00PM | | |] | | \bigcirc | Needs Approv |

10. The time for this employee has been successfully approved! Select the Return to Select Employee link to approve the time for your remaining employees.

| Manager Self Service | | | | | | |
|----------------------|---------------------------|--|--|--|--|--|
| Enter | r Time | | | | | |
| | Chloe Kim Researcher | | | | | |
| \square | Return to Select Employee | | | | | |

The previous employee, Chloe Kim, is no longer listed as needing approval. Select the next employee on your list, and repeat the above process until no employees are listed.