



# APPROVING WORK TIME

## MSS-1 | BUSINESS PROCESS PROCEDURE

MSS

The purpose of this Business Process Procedure (BPP) is to explain how to approve work time in the Integrated HR-Payroll System.

### Trigger:

Perform this procedure to approve working times.

### Business Process Procedure Overview:

Manager Self-Service (MSS), or **My Staff**, is a single access point for managers to find employee information and perform managerial tasks.

MSS users must be designated as a **Line Supervisor (B 002)** in the organizational structure to access MSS My Staff functions.

The Approve Working Times service is located in the My Team Workset in MSS. At the end of the working period/week, employees will need to release their time for approval. Managers are unable to approve any time until the time is in a Released status.

Time Approval is an important part of the Integrated HR-Payroll System business process. Time data must be in **approved** status, or it will not be available for Time Evaluation and Payroll processing.

### Procedure

If you have a significant number of employees' time data to approve, you may find it more convenient to run the following two reports to review all the time entries rather than going into each record individually with the standard MSS approval process.

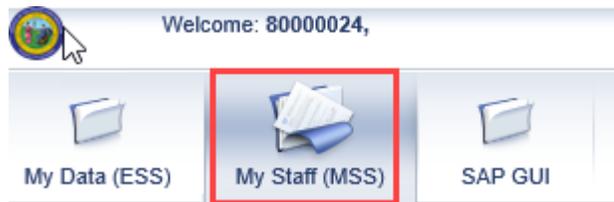
[Time Leveling Report](#)

[Working Time Report](#)

Reviewing time data on the two reports is easier than using the individual approval transactions since it allows you to deal with any discrepancies and then use the "Approve All" option. The reports provide step-by-step procedures on how to review all time data.

**Approve Working Times**

- From the Integrated HR-Payroll System Home Page, click the **My Staff (MSS)** tab



**Information** The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab.

**CRITICAL!** When using web applications that maintain or create data, always leave the application (or log off) when work is complete. This will prevent record locking.

**Information** MSS users are defaulted to the My Work Overview screen which displays the following data groups arranged in folders:

- Approve Time Sheet Data
- Reminder of Dates
- Leave Request: Approval



- Navigate to the right side of the **Approve Time Sheet Data** title bar and click on the Expand tray icon  to open the Working Times. To collapse the tray, click on the same icon again.

**Note:** The Approved Time Sheet Data is located in the left-side navigation panel under My Team > Employee Working Times.

**Information** It may take several seconds for the Employee recorded times to display.

My Staff (MSS) > My Work Overview

### Approve Time Sheet Data

1 Collective Approval → 2 Review and Save → 3 Completed

View: Weekly View - Simple

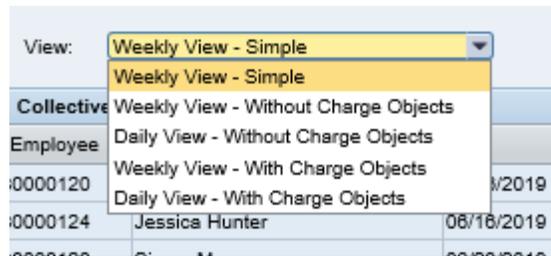
Employee	Empl./appl.name	From	To	Message	Number	Target Time	Approval	RejectionReason
80000120	Simon Monsen	08/16/2019	08/22/2019		40 H	40 H	Approve All	
80000124	Jessica Hunter	08/16/2019	08/22/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	08/23/2019	08/29/2019	!	41 H	40 H	Approve All	
80000124	Jessica Hunter	08/23/2019	08/29/2019		40 H	40 H	Approve All	

Previous Step Review

Reminder of Dates

Leave Request: Approval

- The screen will default to the Collective Approval screen with a Simple view. Various views can be selected from the drop-down. A view specifies how the time data is displayed (for example, sort by employee only or include other criteria such as A/A Type, Premium, or Charge Objects).



- The Number (Hours) and Target Time columns can be used to identify employees who have not submitted their time according to their work schedule (e.g. missing time or too much time entered for the period). If there is a variance between the number of hours recorded and the Target time, the number of hours recorded will be highlighted in red.
- The Message column indicates if a system message exists for the employee. To view the message text, hover the cursor over the message icon . The message will display in a pop-up view (see example below)

The released times exceed the target times

- To view the details (individual daily working times) for an employee, select the link in the Number column for that employee

**Approve Time Sheet Data**

Collective Approval    **Individual Approval**    Collective Approval    Review and Save    Completed

[Show Approved Working Times](#)

**Indiv. Approval for Employee 80000120, Period From 06/23/2019 To 06/29/2019    Recorded 41 H    Target Time: 40 H**

Date	Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Number	Approval	RejectionReason	Message
06/24/2019	80000120	Simon Monsen	9500	Time Worked			8 H	Approve		
06/25/2019	80000120	Simon Monsen	9500	Time Worked			9 H	Approve		
06/26/2019	80000120	Simon Monsen	9500	Time Worked			8 H	Approve		
06/27/2019	80000120	Simon Monsen	9500	Time Worked			8 H	Approve		
06/28/2019	80000120	Simon Monsen	9500	Time Worked			8 H	Approve		

[Previous Step](#)    [Transfer](#)

4. To return to the **Collective Approval** screen, click [Previous Step](#).

My Staff (MSS) > My Work Overview

**Approve Time Sheet Data**

Collective Approval    Review and Save    Completed

View:

**Collective Approval**

Employee	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
80000120	Simon Monsen	06/16/2019	06/22/2019		40 H	40 H	Approve All	
80000124	Jessica Hunter	06/16/2019	06/22/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	06/23/2019	06/29/2019		41 H	40 H	Approve All	
80000124	Jessica Hunter	06/23/2019	06/29/2019		40 H	40 H	Approve All	

[Previous Step](#)    [Review](#)

5. To process the time data, select one of the following from the **Approval** drop-down list options:

Activity	Notes
Approve All	Select to Approve all displayed time for the employee.
Reject All	Select to Reject all displayed time for the employee. The employee will see the rejected time the next time he/she logs on to ESS and goes to the Record Working Time service. If the rejected time needs to be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.
Resubmit All	Select to Resubmit all displayed time for the employee. This excludes the time data from being approved or rejected and will be available in the Approve Working Times service until processed.

- Select an Approval type from the drop-down list and click **Review**. In the example below, the **Resubmit All** Approval type was selected for Simon Monsen’s time data for the week of 06/23/2019 to 06/29/2019. The manager will complete further research before approving overtime hours.

**Approve Time Sheet Data**

1 Collective Approval    2 Review and Save    3 Completed

View: Weekly View - Simple

**Working Times Set to Resubmission**

Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Date	Number
80000120	Simon Monsen	9500	Time Worked			06/24/2019	8 H
80000120	Simon Monsen	9500	Time Worked			06/25/2019	9 H
80000120	Simon Monsen	9500	Time Worked			06/26/2019	8 H
80000120	Simon Monsen	9500	Time Worked			06/27/2019	8 H
80000120	Simon Monsen	9500	Time Worked			06/28/2019	8 H
<b>Total</b>							<b>41 H</b>

**Approved Working Times**

Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Date	Number
80000120	Simon Monsen	9500	Time Worked			06/17/2019	8 H
80000120	Simon Monsen	9500	Time Worked			06/18/2019	8 H
80000120	Simon Monsen	9500	Time Worked			06/19/2019	8 H
80000120	Simon Monsen	9500	Time Worked			06/20/2019	8 H
80000120	Simon Monsen	9000	Approved Leave			06/21/2019	8 H
<b>Total</b>							<b>40 H</b>
80000124	Jessica Hunter	9500	Time Worked			06/17/2019	8 H
80000124	Jessica Hunter	9500	Time Worked			06/18/2019	8 H
80000124	Jessica Hunter	9500	Time Worked			06/19/2019	8 H
80000124	Jessica Hunter	9500	Time Worked			06/20/2019	8 H
80000124	Jessica Hunter	9500	Time Worked			06/21/2019	8 H
<b>Total</b>							<b>40 H</b>
80000124	Jessica Hunter	9500	Time Worked			06/24/2019	8 H
80000124	Jessica Hunter	9500	Time Worked			06/25/2019	8 H
80000124	Jessica Hunter	9200	Sick Leave			06/26/2019	8 H
80000124	Jessica Hunter	9500	Time Worked			06/27/2019	8 H
80000124	Jessica Hunter	9500	Time Worked			06/28/2019	8 H
<b>Total</b>							<b>40 H</b>

Previous Step    Save

- To save the time, click **Save**.

**Approve Time Sheet Data**

1 Collective Approval    2 Review and Save    3 Completed

**! Your data has been saved.**

What do you want to do next?  
[Approve Additional Working Times](#)

- To return to the main approval screen, click the hyperlink [Approve Additional Working Times](#)

**Approve Time Sheet Data**

1 Collective Approval → 2 Review and Save → 3 Completed

View: Weekly View - Simple

Employee	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
80000120	Simon Monsen	06/23/2019	06/29/2019		41 H	40 H	Approve All	

Previous Step Review

9. To exit the Approve Working Times service, click the X to close the internet browser session.



10. The system task is complete.

**Additional Resources**

Help Documents	OSC Training > Help Documents website <a href="#">MSS Help Documents</a>
Online Course	MS200 WBT <a href="https://osc.cloud.nc.gov/training/MSS/story_html5.html">https://osc.cloud.nc.gov/training/MSS/story_html5.html</a>