



# TIME APPROVER

## JOB AID TM-32 | CATS\_APPR\_LITE



### PURPOSE

The purpose of this job aid is to explain the time approver process, transactions for time approvers, as well as provide a list of attendance/absence (A/A) types.

In addition to the specific role of Time Approver, other roles that can approve time include HR Master Data Maintainers and Payroll Administrators. Time entered by employees in the Employee Self-Service (ESS) Portal is normally approved by a manager using the Manager Self-Service (MSS) approve time function. The Time Approver acts as a safeguard to approve ESS time in the absence of a manager. When reviewing time, it is important that Time Approvers **NEVER** reject a time record. It is better to leave the time record pending and follow up with the employee or manager for clarification.

### TIME APPROVER PROCESS

1. Prior to the Payroll run at the end of the period, the Time Approver uses transaction Approve Time (CATS\_APPR\_LITE) to review/approve time in the Integrated HR/Payroll System.
2. Time Approver follows up with manager who failed to approve time.



**Note:** The Time Approver is a backup approver. Agency management should be advised if a manager habitually fails to approve their employees' time.

### Transactions for Time Approvers

Transaction Code	Transaction Name	Description
CATS_APPR_LITE	Approve Working Times	Used to review or approve time
CATS_DA	Display Working Times	Used to Display time

### Tip

To print during time approval for use during follow up with manager:

1. Click **Print** 
2. Select **LOCL** to print to your local output device
3. Select number of copies
4. Click **Continue** 

### ATTENDANCE/ABSENCE (A/A) TYPES

The Attendance/Absence (A/A) Types are used when coding time in the Employee Self Service (ESS) Portal, on a payroll time sheet and in the Integrated HR-Payroll System. A/A types (see [TM-03](#) for full descriptions) are available from a drop down on Time Entry screens in ESS and the Integrated HR-Payroll System. If you are not sure which A/A type to use during a given situation, please contact your agency's Time Administrator.

Inactive A/A types can only be used for the period of time specified as valid (please see [TM-03 Attendance Absence Type Overview](#)) and may generate retroactive calculations.

**Active A/A Type**

Code	Name
9000	Approved Leave
9100	Bonus Leave
9128	CDE Comp Leave
9200	Sick Leave
9238	Parental Leave (8 wks)
9239	Parental Leave (4 wks)
9300	Holiday Leave
9400	Leave Without Pay
9500	Time Worked
9511	Remote Callback
9512	Liability Leave Make-Up
9514	Work During Emergency Closing
9515	Travel Time 1X
9516	Callback
9517	On-Call
9530	OMAL – Non-Discretionary
9531	OMAL - Discretionary

Code	Name
9532	OMAL – Emergency Closing
9533	OMAL – Relief Efforts
9534	OMAL - Medical
9545	Adverse Weather Leave
9550	Civil Leave – Jury Duty
9560	Community Service Leave
9565	Community Service Tutoring
9566	Literacy Volunteer Leave
9570	Educational Leave
9571	Personal Observance Leave
9620	Military Training Leave
9630	Military Active Duty
9680	Injury Absence WC
9685	Injury Leave
9690	Investigatory Leave
9718	Special Bonus FY2018
9719	Special Bonus FY19-20

**Inactive A/A Types**

Code	Name
9513	CDE 1.50 Worked
9518	CDE 1.25 Worked
9519	CDE 1.20 Worked
9520	CDE 1.10 Worked
9521	CDE 1.05 Worked
9540	Other Mgmt. Approved Leave
9547	Administrative Leave-CDE**
9548	State of Emergency Leave
9549	CDE Care Leave
9580	FFCRA Employee Care
9581	FFCRA Family Care
9582	FFCRA w/Care Leave Supp*

Code	Name
9583	FFCRA EFMLEA
9584	FFCRA EFMLEA w/Care Lv*
9585	CDE Eldercare/No TLW
9586	CDE Eldercare/No TLW w/CL*
9587	CDE Elder/No TLW 1/3
9588	CDE Elder/No TLW w/CL 1/3
9681	CDE Injury Absence WC
9710	Flexible Furlough leave
9711	FY2012–2013 Special Leave
9712	Special Leave

\*The Integrated HR-Payroll System will supplement 1/3 of pay with CDE Care Leave automatically. There are several helpful documents on OSC’s [HR-Payroll Help Documents page](#) found by filtering on **COVID19**.

\*\*Agencies should verify with their management staff if they have an approved OSHR exception to use A/A 9547 after 8/14/22.

## TIME PROCESSING STATUS

Processing Status	Description
10	In Process
20	Released for Approval
30	Approved
40	Approval Rejected
50	Changed After Approval
60	Cancelled

## MINUTES/DECIMALS CONVERSION FOR TIME ENTRY

All agencies can use up to two decimal places (1/100th increments) to record time. By adopting the smallest common increment, each agency will be able to manage time consistently.

Minutes	Decimals
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.1
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.2
13	0.22
14	0.23
15	0.25

Minutes	Decimals
16	0.27
17	0.28
18	0.3
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.4
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.5

Minutes	Decimals
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.6
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.7
43	0.72
44	0.73
45	0.75

Minutes	Decimals
46	0.77
47	0.78
48	0.8
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.9
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
60	1

## CHANGE RECORD

6/15/2022: Added new A/A type, formatted tables, added headings, and alt text to make accessible – A. Durrence

8/26/22: Separated A/A types into active and inactive lists – A. Durrence