

Approving Faculty/Staff Time URL: <u>https://cmsweb.calstatela.edu/psp/HLAPRD/?cmd=login</u>

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences <u>or</u> Approve Time and Absences (OT, Shift and Dock Time)

Emp	loyees							<u>Customize Fi</u>	nd View All	🖾 🕌	First 🚺 1-7 of 7 🚺 Last
<u>Sele</u>	<u>ct</u>	<u>Empl ID</u>	Empl Rcd	Current Period Absence	<u>Name</u>	<u>Status</u>	Dept ID	Dept Name	Position	Job Code	<u>Job Title</u>
			0	Appr	Doe,John M.	Active	500200	Administrative Technology	00005932	0420	Info Tech Consultant 12 Mo
			0	Sub	Employee,Substitute	Active	500200	Administrative Technology	00000263	0420	Info Tech Consultant 12 Mo
			0	Appr	Manager,Department	Active	500200	Administrative Technology	00000519	3312	Administrator II
			0	Sub	Person,Pretend	Active	500200	Administrative Technology	00001324	0420	Info Tech Consultant 12 Mo
			1	Appr	Person,Pretend	Active	500200	Administrative Technology	00004255	0420	Info Tech Consultant 12 Mo
			0	Appr	Test,Admin J	Active	500200	Administrative Technology	00002131	0420	Info Tech Consultant 12 Mo
			0	Sub	Test,Employee	Active	500200	Administrative Technology	00003030	0420	Info Tech Consultant 12 Mo
											🔁 First
Se	lect All	Des	select All	Co	ntinue						

- 1. Click on Select All or the box next to the employee name to select certain employees.
- 2. Click the **Continue** button to display the list of employee Absence entries awaiting approval, absences that are submitted "Sub".

If you are an alternate approver, your list of employees will include those who report to the person you are backing up. If you see the \boxed{III} icon, you can drill down to the see the direct reports for that manager and approve time for his employees. You can drill down multiple levels depending on your reporting structure

Exi	sting Absen	ce Eve	nts						<u>0</u>	ustomize Find 🗗] 🛗 🛛 First 🚺	1-5 of 5 🕨 Last
	<u>Empl ID</u>	Rcd#	<u>Name</u>	Absence Name	<u>Begin Date</u>	End Date	<u>Duration</u>	<u>Unit</u> Type	Approve	<u>Review Status</u>	<u>Entry</u> <u>Comments</u>	Add Comment
1		0	Employee,Substitute	Vacation	12/19/2011	12/19/2011	8.00000	Hours		Reviewed 💌		Add Comment
2		0	Employee,Substitute	Sick - Family Care	12/15/2011	12/15/2011	5.00000	Hours		Reviewed 💌	<u>Entry</u> Comments	Add Comment
з		0	Person,Pretend	Personal Holiday	12/07/2011	12/07/2011	1.00000	Days		Reviewed 💌		Add Comment
4		0	Test,Employee	Sick - Self	12/30/2011	12/30/2011	8.00000	Hours		Reviewed 💌		Add Comment
5		0	Test,Employee	Sick - Self	12/01/2011	12/01/2011	2.00000	Hours		Reviewed 💌		Add Comment
	Select Al		Deselect All Submit									

3. If all the time is correct, click on the Select All button or individually check boxes to approve select employees. Click on Submit . If time needs to be corrected, refer to the section "Approve Reported Absences/Approve Time and Absences page", Review Status.



4. Click on <u>ok</u> to confirm, you will return to the Approve Reported Absences page, time that was in the "Sub" status will be changed to "Appr".

Approving Student/Positive Attendance/OT/Shift/Docks

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Employee Selection Criteria		l i		Get Empl	oyees					
escription		Value								
Group ID		ETS		Q						
mpIID				Q						
mpl Rcd Nbr				9						
ast Name				Q						
irst Name				Q						
ob Code				Q						
tart Date 10/01/2008 [B] End i elect an employee and click on the ag artiod. Click on the employee's name e date range by changing the start ar ank to return all employees with pays	Date 10/30/200 pprove button be to view and/or a nd end dates or t able time that ne)8 🛐 low to ap pprove th by leaving eds appr	pprove the the emplo ig them bl rroval.	e employee's time for the yee's time. You may exp lank. Leave both date fie	e time and Ids					
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All employees with time to approve within the date range will be viewable.

Group ID: enter the approver group id (ends with 'A'), this group id does not include work study. Do not approve any work study time, Job Code 1871 and 1872.

Group ID: _____

Start Date/End Date: enter the pay calendar dates. **IMPORTANT**: these days must be correct or else the time will not be accurate.

Click on 'Get Employees'.

Verify the hours in the Total Payable Hours column, if correct, click on the check box in the Select column. Click on 'Approve' once you are finished, you will be asked to confirm your request, confirm and you will return to the Approver page.