

# eSelfServe.com

Approving Timecards and  
Time-Off Requests

# Approving Employee Time for the Pay Period

Timecards must either be approved or denied prior to running a payroll batch so this sequenced process is of the utmost importance. Each step in the process is a tab in the Approve Timecards screen for users with this permission or Managers that can also approve time through Manager Self-Service (desktop and mobile).

Once submitted, the employee cannot make any further changes.

- To open a timesheet for an employee to edit, use the click here to return link.

The screenshot displays the 'Approve Time Cards' screen in the eSELSERVE.COM system. The user is Stephen Deason, Operations Manager. The interface includes a navigation menu on the left and a top navigation bar with various tabs. The main content area shows a table of timesheets with the following data:

Timesheet Status	Name	Wage Type	Regular	Overtime	Addl	Total
Not Submitted - <a href="#">click here to submit</a>	ALVARADO, NADINE (11800043)	Hourly	131.92	0.67	28.00	160.67
✓ Submitted - <a href="#">click here to return</a>	HARRINGTON, RICK (11800025)	Salary Exempt	39.00	0.00	40.00	79.00
Not Submitted - <a href="#">click here to submit</a>	MANN, VERONICA (11800009)	Commission	37.00	0.00	0.00	37.00
Not Submitted - <a href="#">click here to submit</a>	MITCHELL, RYAN (11800007)	Salary Exempt	40.00	0.00	0.00	40.00
✓ Submitted - <a href="#">click here to return</a>	TANNER, WILLIAM (11800008)	Salary Exempt	36.00	0.00	0.00	36.00

# Approving Employee Time for the Pay Period

1. The Unapproved Times tab lists employee times that have not been approved by a manager or admin.
2. To approve them, check the box beside the names of the records to approve and choose the Approve Checked Times button at the bottom of the tab. **Note** that timecards with missed or incomplete punches cannot be approved.
3. Approved times from the previous step will appear in the Approved Times tab and will remain here until the current pay period is processed. The manager or admin can "unapproved" the time by checking the box and clicking the Unapproved Checked Times button at the bottom of the tab, which will open the timecard back up for editing.

Name	Department	Location	Wage Type	Regular	Overtime	Addl	Addl \$	Total	eSignature Status
<input type="checkbox"/> BAILEY, JEFF (11800016)	1400 - Production	Main Location	Hourly	64.00	0.00	16.00	50.00	80.00	Not Signed
<input type="checkbox"/> DUDLEY, AMY (11800013)	1900 - Operations	Main Location	Hourly	63.30	0.00	16.00	50.00	79.30	Not Signed
<input type="checkbox"/> HARRINGTON, RICK (11800025)	1100 - Accounting	Main Location	Salary Non-Exempt	39.00	0.00	40.00	50.00	79.00	Not Signed
<input type="checkbox"/> ORLANDO, RODNEY (11800014)	0900 - Maintenance	Main Location	Hourly	33.67	0.00	24.00	50.00	57.67	Not Signed
<input type="checkbox"/> SCOTT, TAYLOR (11800056)	0700 - Client Relations	Main Location	Salary Non-Exempt	61.92	0.00	18.00	50.00	79.92	Not Signed
<input type="checkbox"/> SWEET, ABIGAIL (11800057)	0300 - Compliance	Main Location	Hourly	40.00	1.08	16.00	50.00	57.08	Not Signed
<input type="checkbox"/> SWEET, ABIGAIL (11800057)	0500 - Interns	Main Location	Hourly	19.25	0.00	0.00	50.00	19.25	Not Signed
<input type="checkbox"/> TANNER, WILLIAM (11800008)	1600 - Human Resources	Main Location	Salary Exempt	80.00	0.00	0.00	50.00	80.00	Not Signed
				401.14	1.08	130.00	50.00	532.22	

# Approving Employee Time for the Pay Period

Double-clicking on an employee's name in the Approve Timecards screen will bring up that employee's timecard for viewing and editing.

**APPROVE TIME CARDS** [Back to Attendance](#)


Timesheets (3 unsubmitted) | Unapproved Times (8 records) | **Approved Times (3 records)** | Employees With No Time (18 records)

Type Name, EE Number or SSN Here...

Name	Department	Location	Wage Type	Regular	Overtime	Add	Total	eSignature Status
BOSTON, STEPHEN (11800023)	1900 - Operations	Main Location	Salary Non-Exempt	39.83	0.00	0.00	39.83	Not Signed
<b>PARKER, JASON (11800024)</b>	0200 - Administrative	Main Location	Salary Non-Exempt	39.92	0.00	0.00	39.92	Signed - 10/12/2018
WHITE, TODD P. (11800006)	1500 - Sales & Marketing	Main Location	Salary Non-Exempt	39.33	0.00	0.00	39.33	Not Signed
				119.08	0.00	0.00	119.08	

Page 1 of 1 | [Unapprove Checked Times](#) | [Remind Selected Employees to eSign](#) | Displaying 1 - 3 of 3

**EDIT TIME CARDS** [Back to Attendance](#)

Employee List  **PARKER, JASON (11800024)**  
0200 - Administrative

Type Name, EE Number or SSN Here...

W filters

Current Pay Period: Thu Feb 2, 2017 - Sun Sep 2, 2018 (12:00 AM CST)  Show Scheduling

	Monday Aug 27, 2018 (Current pay period)	Tuesday Aug 28, 2018 (Current pay period)	Wednesday Aug 29, 2018 (Current pay period)	Schedu
<b>0200 - Administrative</b>	Scheduled 0.00 Actual 8.33	Scheduled 0.00 Actual 8.17	Scheduled 0.00 Actual 8.33	Schedu
In	07:55 AM	07:45 AM	07:55 AM	In
Out	11:10 AM	10:55 AM	12:00 PM	Out
<b>0200 - Administrative</b>	In 11:45 AM	0200 - Administrative	0200 - Administrative	0200
Out	04:50 PM	In 12:00 PM	In 12:45 PM	In
		Out 05:00 PM	Out 05:00 PM	Out
Regular	8.33	Regular 8.17	Regular 8.33	Regul
Total	8.33	Total 8.17	Total 8.33	Total
	<a href="#">EDIT TIME CARD</a>	<a href="#">EDIT TIME CARD</a>	<a href="#">EDIT TIME CARD</a>	

Missed Punches: 0

Shifts Exceeding Variance: 5

# Edit Timecard

Go to Attendance › Edit Time Cards. Use the filters to narrow the view of time cards:

1. Choose EDIT TIME CARD on the day desired to edit.
2. Add time or edit existing time.
3. Save any changes.

Employee List

Clear Filters

Type Name, EE Number or SSN Here...

Filters

HALL-JACKSON, DEBRA (02749)  
HR PT Absence - 10000-70700-61302

Employee Status Edit Time Cards Scheduling Alerts Scheduling Scheduling Templates Time Off Requests Approve Time Cards Add Mass Hours Time Off Calendar

SCOTT, TAYLOR (11800056)  
0700 - Client Relations

Current Pay Period: Sun Aug 20, 2017 - Sun Sep 2, 2018 (12:00 AM CST) Show Scheduling

	Monday Aug 27, 2018 (Current pay period)	Tuesday Aug 28, 2018 (Current pay period)
Actual 0.00	Scheduled 0.00 Actual 8.50	Scheduled 0.00 Actual 3.42
	0700 - Client Relations	0700 - Client Relations
	In 08:35 AM	In 08:25 AM
	Out 12:10 PM	Out 11:50 AM
	0700 - Client Relations	0700 - Client Relations
	In 01:00 PM	In 12:30 PM
	Out 05:55 PM	Out No Punch
Regular	8.50	3.42
Total	8.50	3.42

EDIT TIME CARD

Edit Day - Monday Aug 27, 2018

+ Add Shift

Department: 0700 - Client Relations Manager Comments:

Shift Start: 08/27/2018 08 AM - 35 EE Comments:

Shift End: 08/27/2018 12 PM - 10 3.58 hours delete

Total time worked in this shift: 3.58 hours

Department: 0700 - Client Relations Manager Comments:

Shift Start: 08/27/2018 01 PM - 00 EE Comments:

Shift End: 08/27/2018 05 PM - 55 4.92 hours delete

Total time worked in this shift: 4.92 hours

+ Add Additional Pay Item

Save

# eSelfServe.com

## Approving Time-Off

The Approve Time Off Requests page will show all employees who have requested time off. You can also check time off conflicts and pending time off requests with the calendar. Requests are color-coded for convenience.

# Approving Time Off Requests

1. Employees who have requested time off will appear here.
2. Switch between a Monthly and Weekly view of the calendar.
3. Details of the highlighted request will appear here. Select view all to see the employee's accrual balances.
  - Select the applicable checkbox to populate the calendar with requests from all departments and any pending requests.
4. Reviewers may include a response and approve or deny the request.
  - In the event that an employee request for time off cannot be approved in whole (ex. employee can take off of work on the 17th and 18th but not the 19th), the request would need to be denied and instruction should be sent to the employee to resubmit for only the days you will be approving.
  - To leave the request as pending, select Record Response & Leave Pending.

The screenshot displays the eSelfServe.com interface for managing time off requests. On the left, a sidebar contains navigation options: Home, Time Card, Pay, Time Off, Info, Benefits, Docs, Training, Accounts, Staff, Events, and Reporting. The main content area is titled 'Time Off Request List' and includes a search bar for 'Type Name, EE Number or SSN Here...'. Below the search bar, a list of requests is shown, with 'SCOTT, TAYLOR (11800056)' selected. The details for this request are shown on the right, including the employee's name, ID, department (0700 - Client Relations), request type (PTO), submit date (08/28/2018), and comments (Going on family vacation). The PTO accrual balance is also displayed: 160.00 Current, 76.00 Scheduled, and 84.00 Available. Below the details, a calendar view for September 2018 is shown, with a 'Monthly View' selected. The calendar displays 8 hours of PTO requested for the 19th, 20th, and 21st. A legend at the bottom indicates the status of requests: Current Request (blue), Approved (green), Pending (orange), Leave Tracking (red), and Cancellation Requested (dark red). Buttons for 'Deny Cancellation' and 'Approve Cancellation' are visible at the bottom right.

# Managing Cancelled Time Off Requests

Employees may cancel pending and approved time off requests via eSELF SERVE.COM.

- These requests will be removed from the Time Off Request List and calendar in APS OnLine.
- Employee requests to cancel approved time off requests will require approval in APS OnLine.
- Requests to cancel pending time off requests do not require approval.

1. Select the employee with a cancellation request from the list.
2. Choose Approve or Deny to manage the cancellation.
3. The employee will be notified of the response.
4. Please Submit a Request to your Support Team if you have any questions.

The screenshot shows the 'APPROVE TIME OFF REQUESTS' interface. On the left, a list of requests is shown with red circle 1 highlighting the entry for PARKER, JASON (11800024). The main area shows a calendar for September 2018 with red circle 2 highlighting the 'Monthly View' tab. On the right, the details for PARKER, JASON are shown, including request type (PTO), submit date (08/28/2018), and comments (Going out of town), with red circle 3 highlighting the details. At the bottom, a 'Supervisor Response' section has red circle 4 highlighting the 'Record Response & Leave Pending' button, along with 'Deny Request' and 'Approve Request' buttons.



# Attendance tab

Manage employees' time, respond to time off requests and approve time cards through the Attendance tab.

## Employee Status Page

1. Quickly see employee clock status.
2. Choose to see which employees are **In**, **Out**, **On Break**, or **All** to see everyone.
3. Filter the list using the menu in the upper-right corner.
4. Double-clicking on an employee will take you to that employee's Time Card.

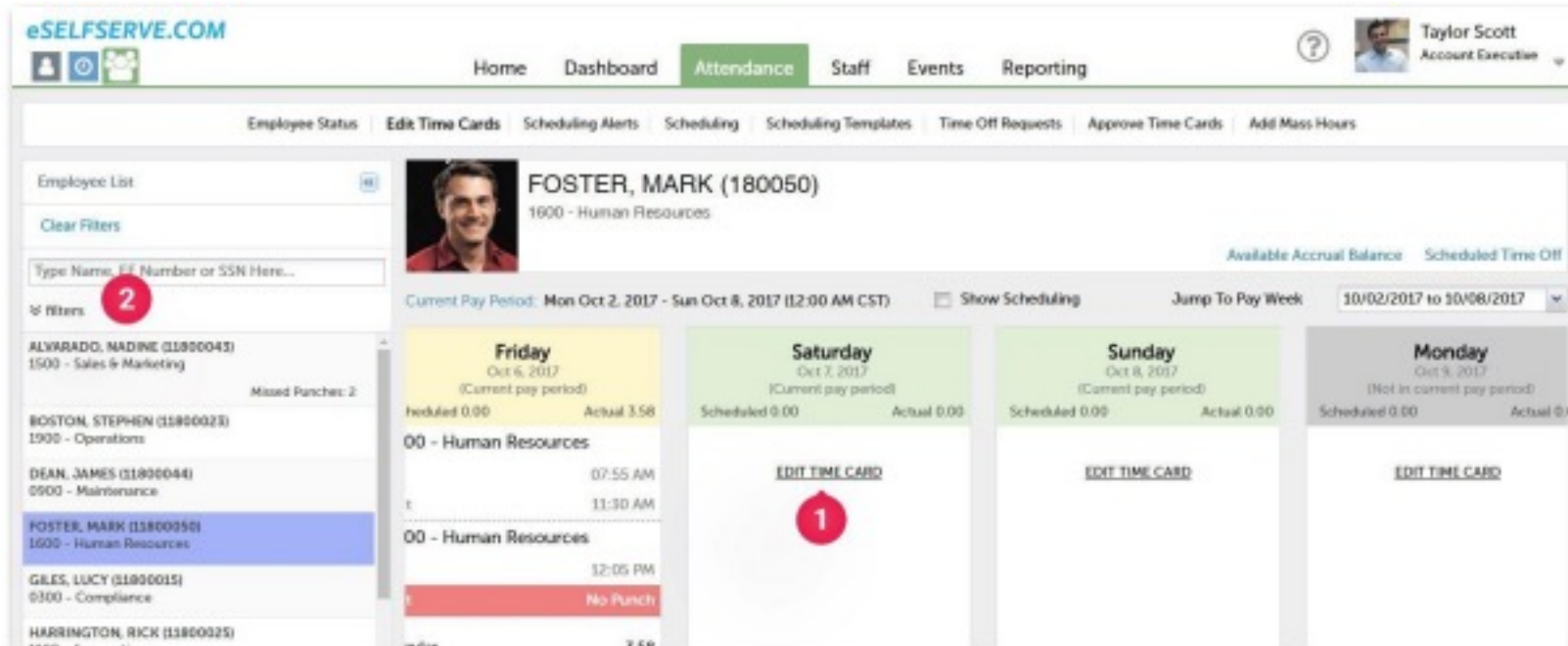
The screenshot displays the 'Employee Status' page in the eSELF SERVE.COM system. The page features a navigation bar with 'Attendance' selected, and a sub-menu with 'Employee Status' active. A search bar and a 'Showing' dropdown are visible. A table lists employees with columns for Name, Department, Location, Wage Type, Status, and Last Punch. Red callouts 1-4 point to the 'Showing' dropdown, the 'Filter' button, the 'Employee Name' column, and the 'IVEY, COLTON' row respectively.

Employee Name	Base Department	Location	Wage Type	Status	Last Punch
BOSTON, STEPHEN (180023)	1900 - Operations	Main Location	Salary Non-Exempt	In	Friday, Oct 6 2017 12:45PM
DEAN, JAMES (180044)	0900 - Maintenance	Main Location	Hourly	In	Friday, Oct 6 2017 01:05PM
FOSTER, MARK (180050)	1600 - Human Resources	Main Location	Hourly	In	Friday, Oct 6 2017 12:05PM
IVEY, COLTON (180047)	1400 - Production	Main Location	Hourly	In	Friday, Oct 6 2017 01:05PM
ORLANDO, RODNEY (180014)	0900 - Maintenance	Main Location	Hourly	In	Friday, Oct 6 2017 12:55PM
PARKER, JASON (180024)	0200 - Administrative	Main Location	Salary Non-Exempt	In	Friday, Oct 6 2017 02:40PM
SWEET, ABIGAIL (11800057)	0300 - Compliance	Main Location	Hourly	In	Friday, Oct 6 2017 12:05PM
WHITE, TODD P. (180006)	1500 - Sales & Marketing	Main Location	Salary Non-Exempt	In	Friday, Oct 6 2017 01:30PM

Employee Status page under the Attendance tab

# Edit Time Cards

1. Click **EDIT TIME CARD** to add/edit shift information or manage additional pay items.
2. Search by an employee's name or number. Use the filters to display only employees who have missed punches.



*Edit Time Cards page under the Attendance tab*

# Approving Time Off Request

1. Choose an employee to review pending Time Off Requests that have been submitted.
2. Switch between a Monthly and Weekly view of the calendar.
3. The employee's requested days, as well as available leave balances will be here.
4. Type any comments into the Supervisor Response box. To approve or deny the request, select the appropriate button at the bottom of the page. To leave the request as pending, select **Record Response & Leave Pending**.

The screenshot displays the eSELF SERVE.COM interface for reviewing time off requests. The top navigation bar includes 'Home', 'Dashboard', 'Attendance', 'Staff', 'Events', and 'Reporting'. The 'Attendance' tab is active. Below the navigation, there are links for 'Employee Status', 'Edit Time Cards', 'Scheduling Alerts', 'Scheduling', 'Scheduling Templates', 'Time Off Requests', 'Approve Time Cards', and 'Add Mass Hours'. The main content area is divided into three sections:

- Time Off Request List:** A table listing requests for various employees. The request for PARKER, JASON (180024) is highlighted in blue. A red circle '1' is placed over the employee name in this list.
- Employee Profile:** Details for PARKER, JASON (180024), including his photo, name, ID, department (Administrative), request type (PTO), submit date (10/06/2017), and comments (Going out of town). A red circle '3' is placed over the comments field.
- Calendar View:** A monthly calendar for October 2017. The 'Monthly View' tab is selected. A red circle '2' is placed over the 'Monthly View' tab. The calendar shows 8 hours of PTO requested on Wednesday, Thursday, and Friday. A legend at the bottom of the calendar identifies request types: Current Request (grey), Approved (green), Pending (blue), Leave Tracking (orange), and Cancellation Requested (red).

At the bottom of the page, there is a 'Supervisor Response' text box and a legend. A red circle '4' is placed over the 'Record Response & Leave Pending' button. Other buttons include 'Approve Request' (green) and 'Deny Request' (red).

Time Off Requests page under the Attendance tab