eSelfServe.com

Approving Timecards and Time-Off Requests

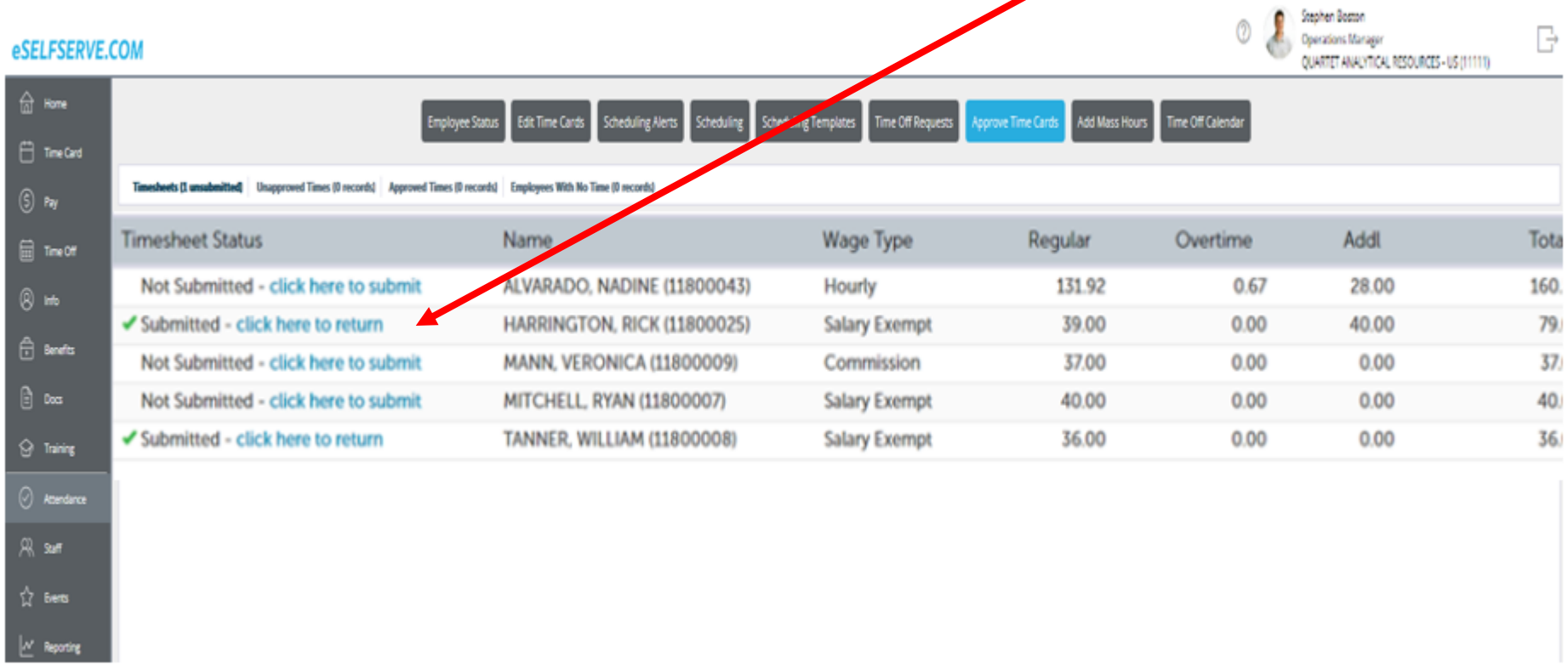
Centenary

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).

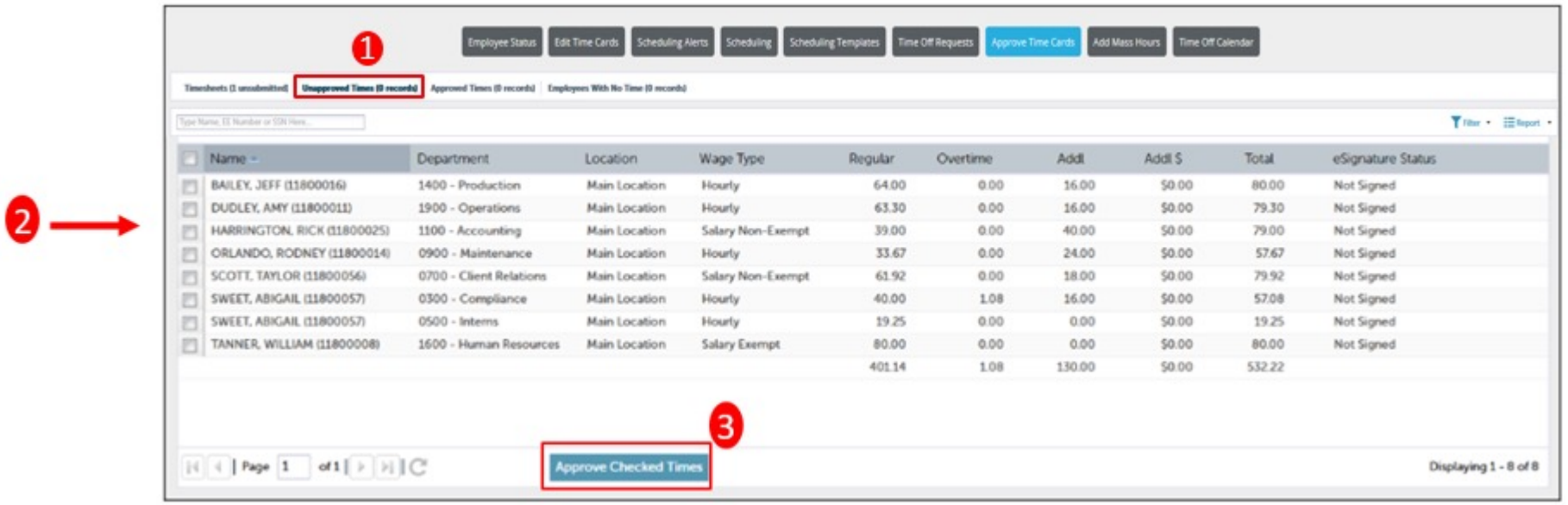
Once submitted, the employee cannot make any further changes.

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



Approving Employee Time for the Pay Period

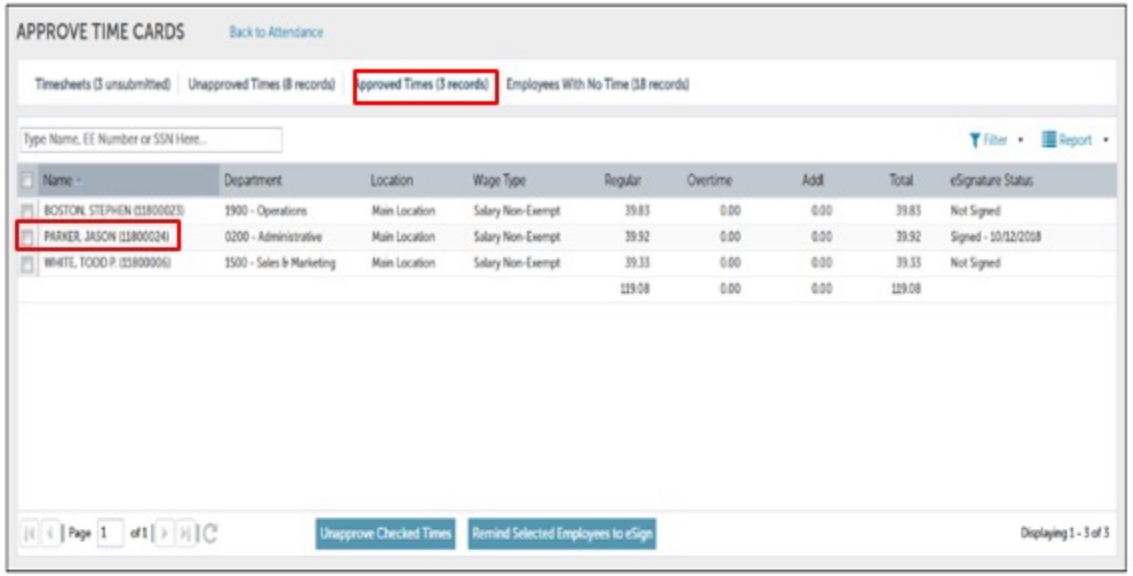
1. The Unapproved Times tab lists employee times that have not been approved by a manager or admin.
2. To approve them, check the box beside the names of the records to approve and choose the Approve Checked Times button at the bottom of the tab. **Note** that timecards with missed or incomplete punches 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.

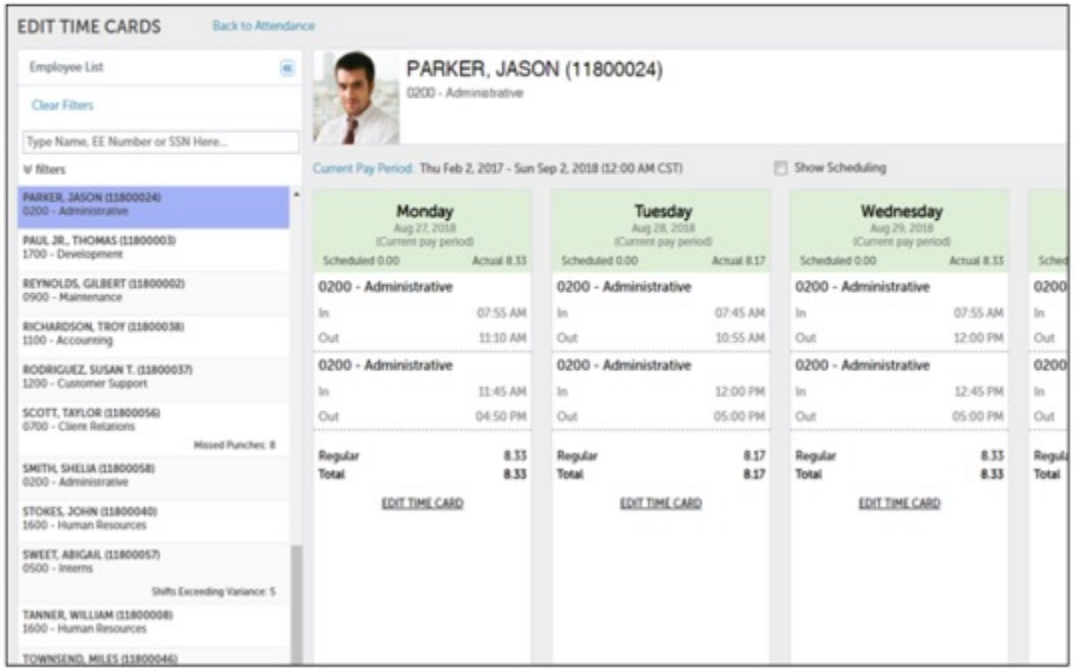


Name	Department	Location	Wage Type	Regular	Overtime	Addl	Addl $	Total	eSignature Status
BAILEY, JEFF (11800016)	1400 - Production	Main Location	Hourly	64.00	0.00	16.00	$0.00	80.00	Not Signed
DUDLEY, AMY (11800011)	1900 - Operations	Main Location	Hourly	63.30	0.00	16.00	$0.00	79.30	Not Signed
HARRINGTON, RICK (11800025)	1100 - Accounting	Main Location	Salary Non-Exempt	39.00	0.00	40.00	$0.00	79.00	Not Signed
ORLANDO, RODNEY (11800014)	0900 - Maintenance	Main Location	Hourly	33.67	0.00	24.00	$0.00	57.67	Not Signed
SCOTT, TAYLOR (11800056)	0700 - Client Relations	Main Location	Salary Non-Exempt	61.92	0.00	18.00	$0.00	79.92	Not Signed
SWEET, ABIGAIL (11800057)	0300 - Compliance	Main Location	Hourly	40.00	1.08	16.00	$0.00	57.08	Not Signed
SWEET, ABIGAIL (11800057)	0500 - Interns	Main Location	Hourly	19.25	0.00	0.00	$0.00	19.25	Not Signed
TANNER, WILLIAM (11800008)	1600 - Human Resources	Main Location	Salary Exempt	80.00	0.00	0.00	$0.00	80.00	Not Signed
				401.14	1.08	130.00	$0.00	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.

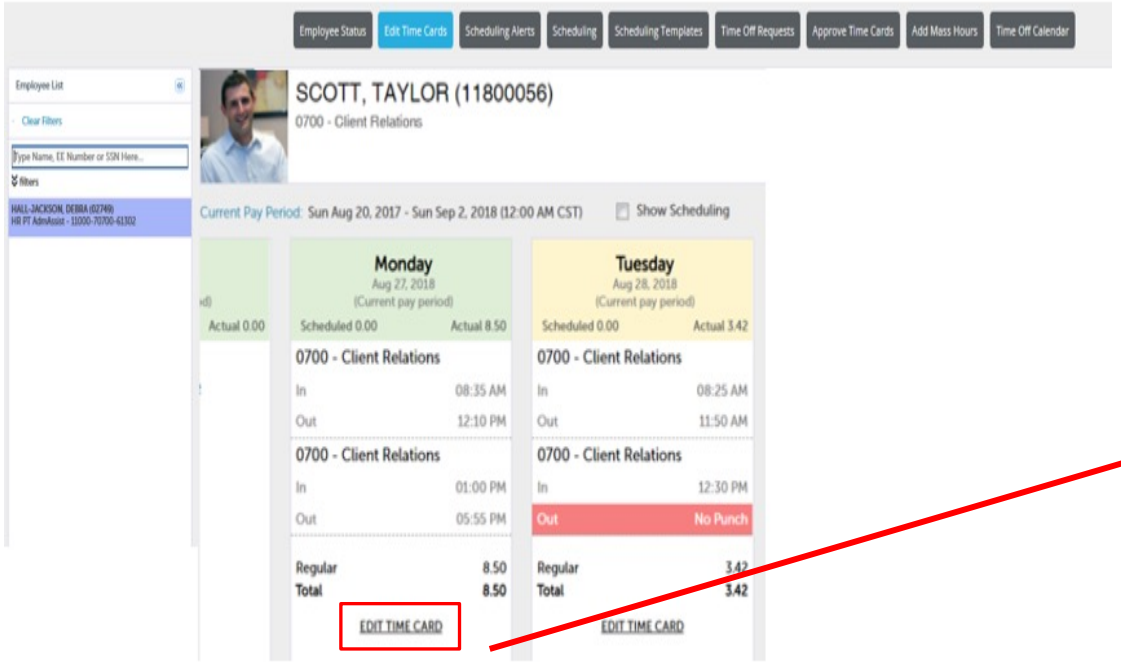


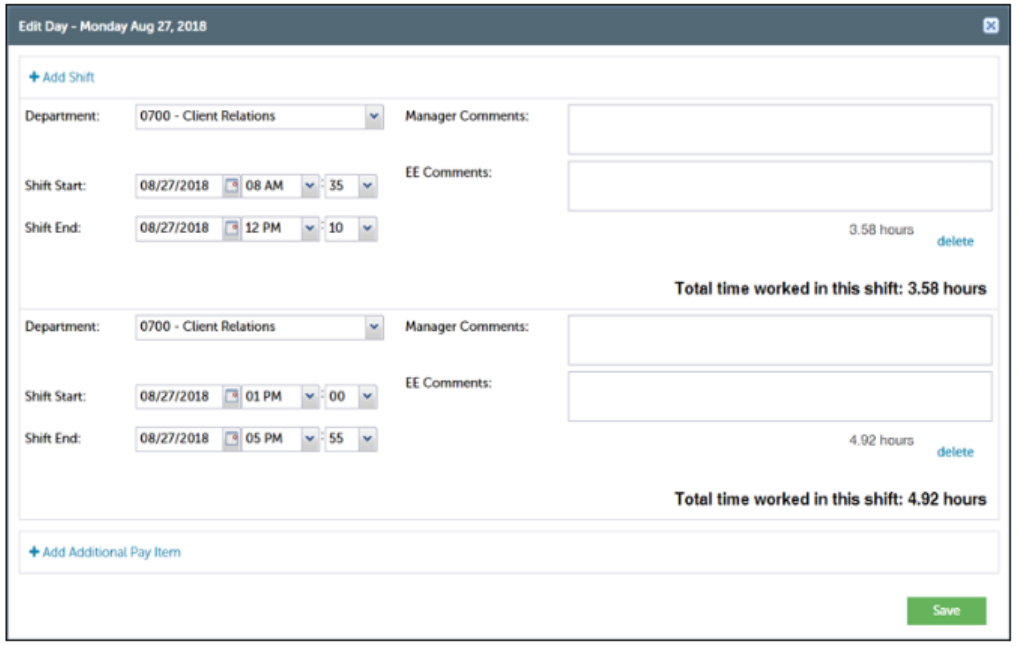


Edit Timecard

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.



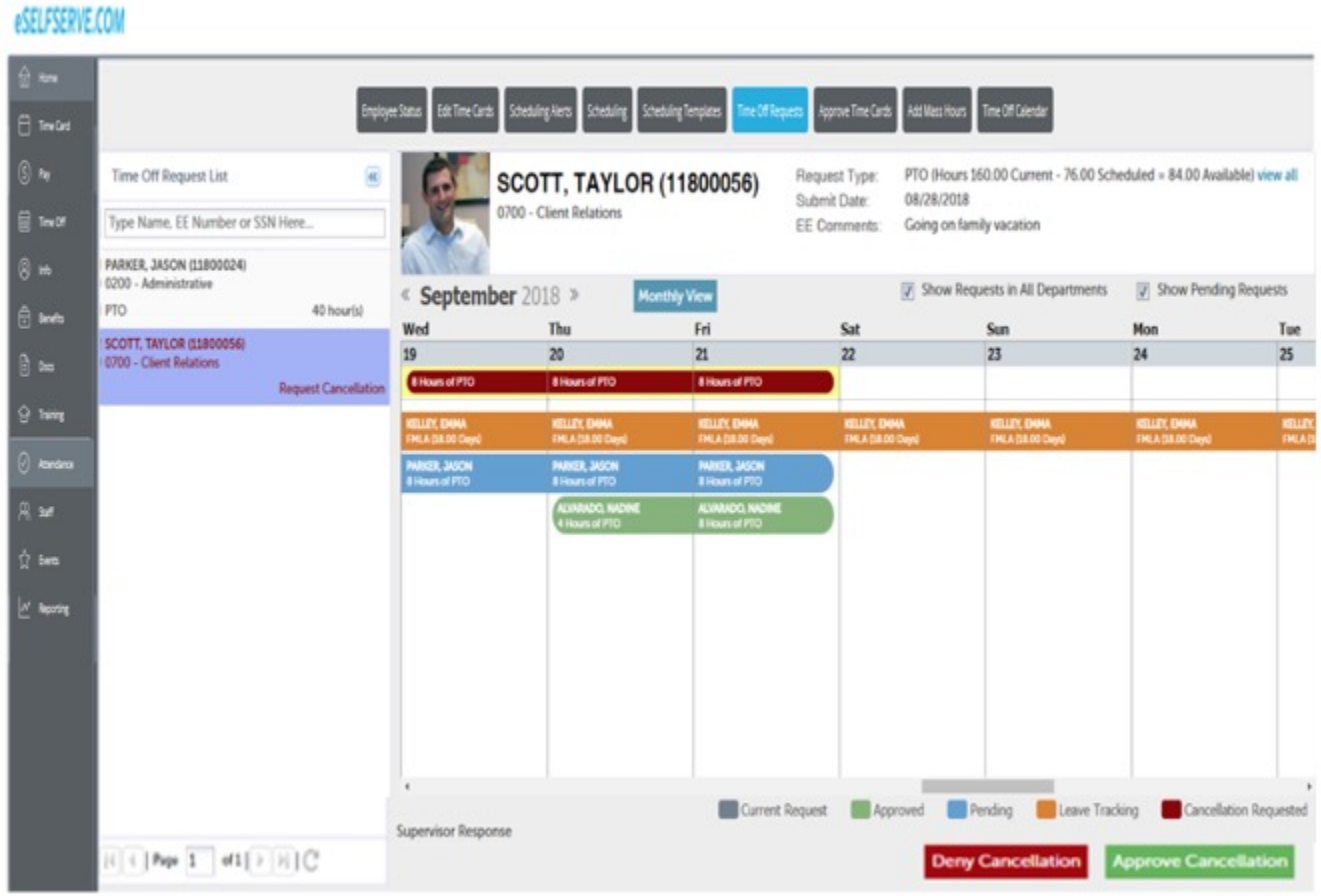


eSelfServe.com
Approving Time-Off

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.

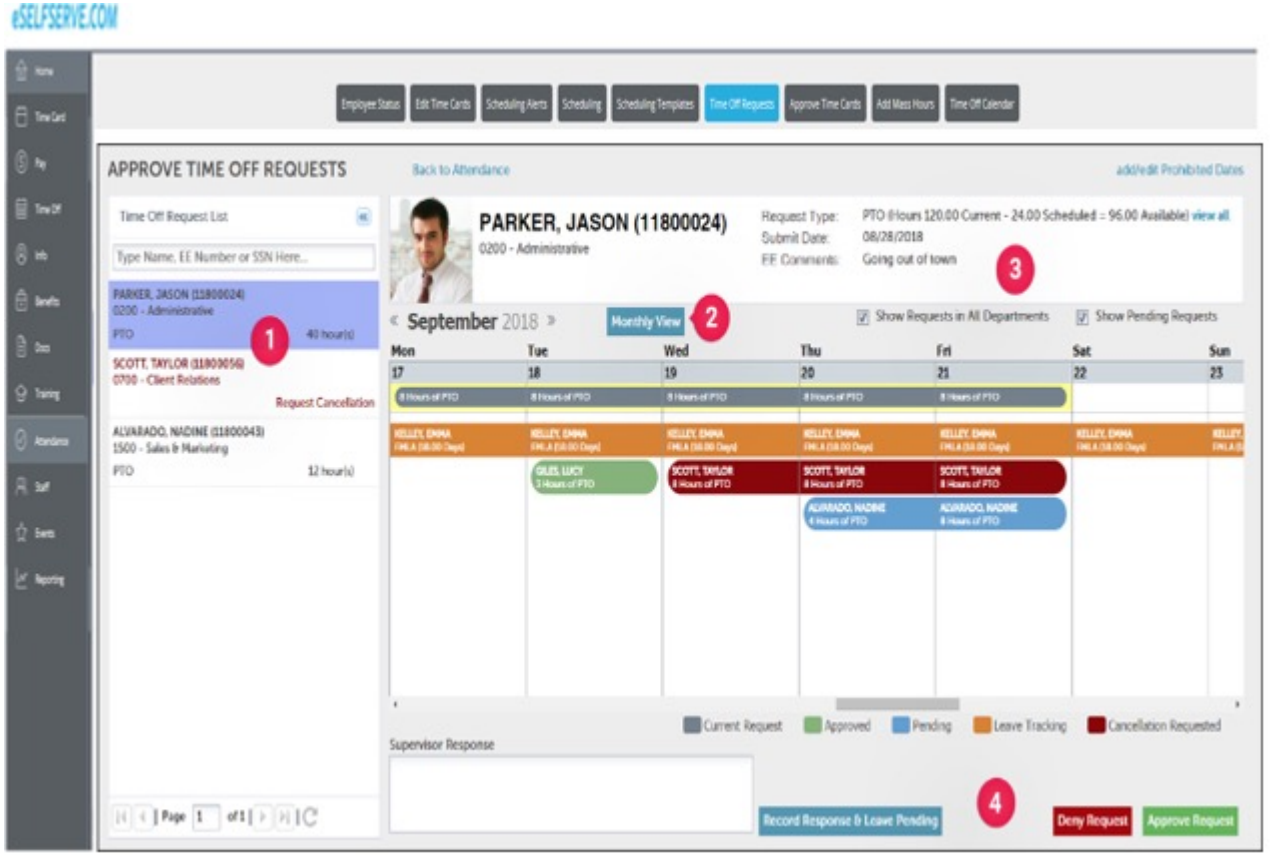


Managing Cancelled Time Off Requests

Employees may cancel pending and approved time off requests via eSELFSERVE.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.

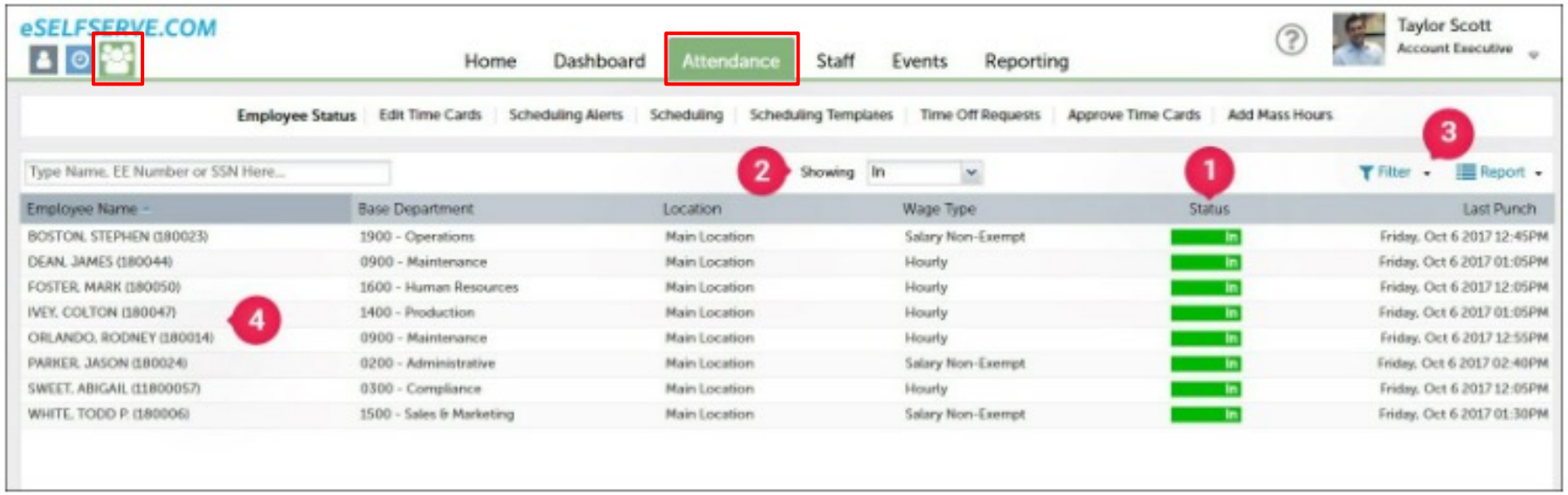


Attendance tab

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

Employee Status Page

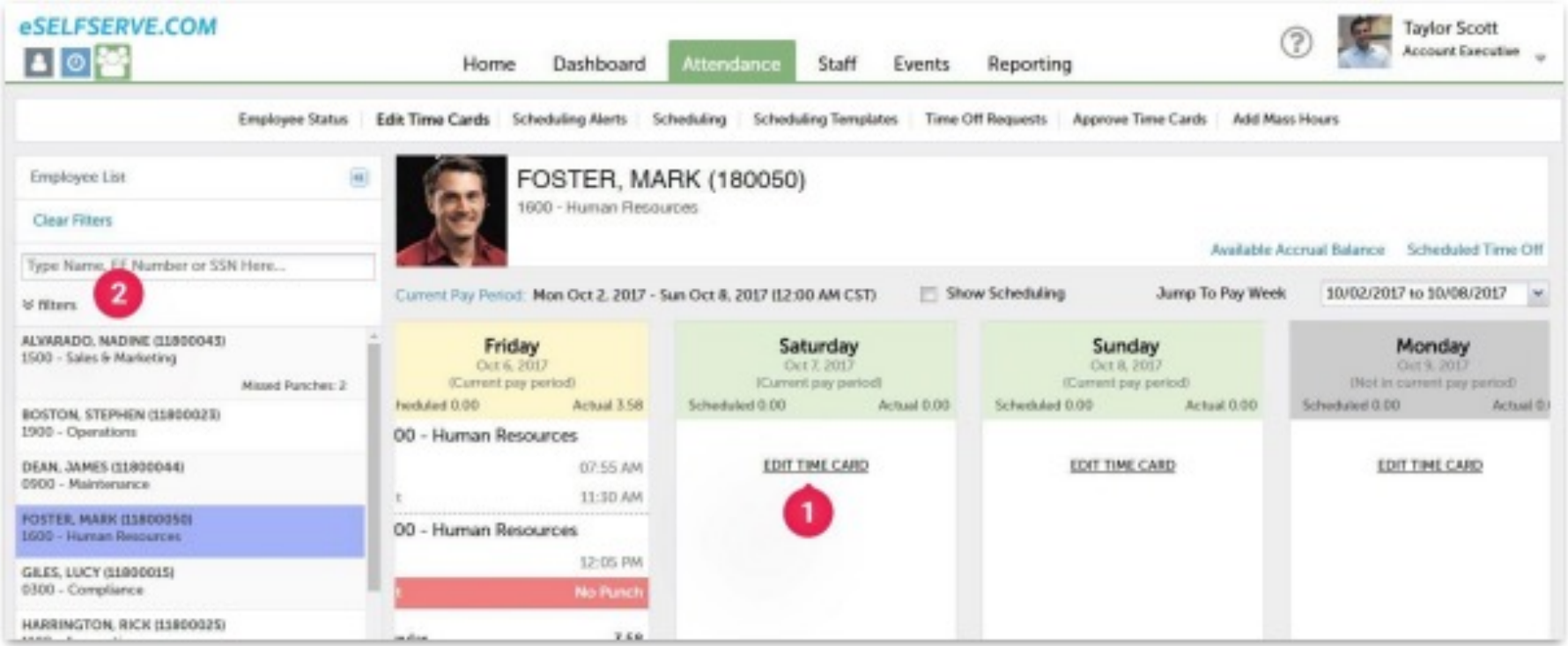
1. Quickly see employee clock status.
2. Choose to see which employees are **In, Out, On Break,** or **All** to see everyone.
3. Filter the list using the menu in the upper-right corner.
4. Double-clicking on an employee will take you to that employee's Time Card.



Employee Status page under the Attendance tab

Edit Time Cards

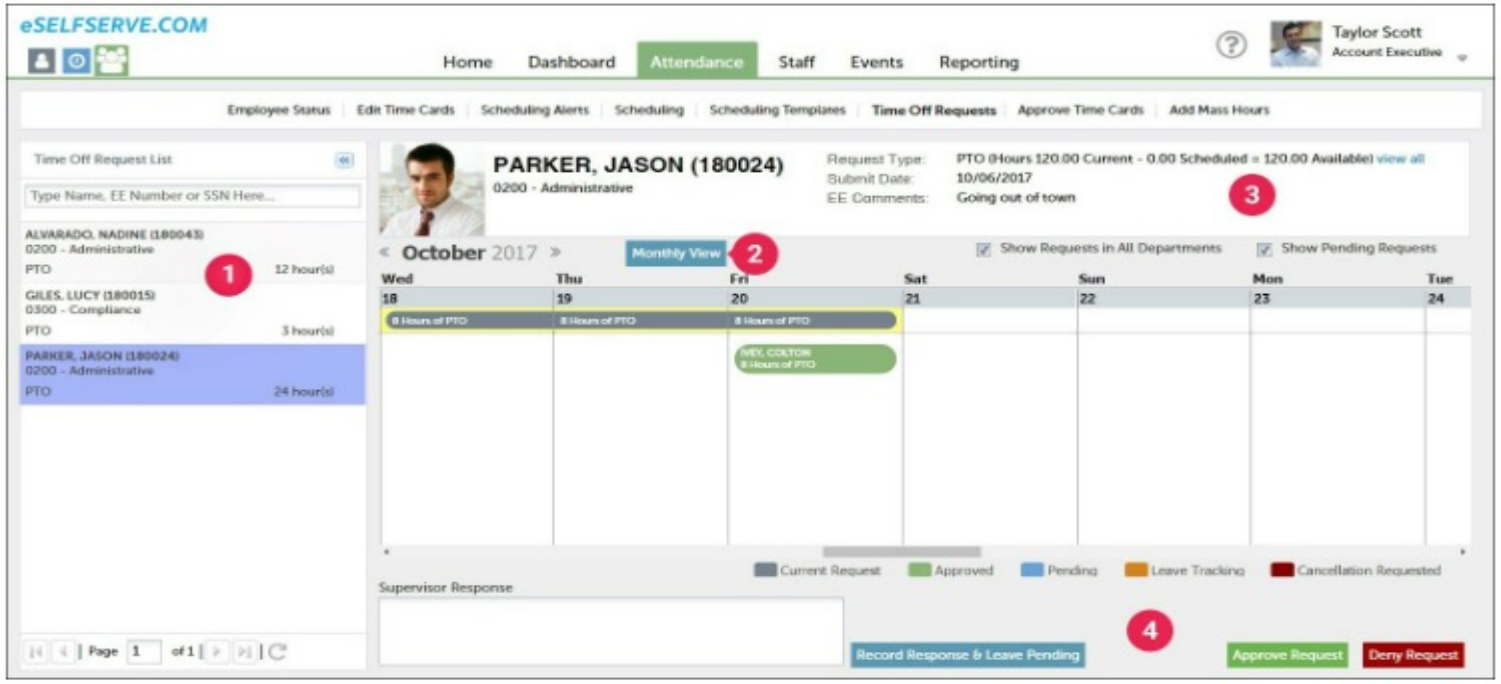
1. Click **EDIT TIME CARD** to add/edit shift information or manage additional pay items.
2. Search by an employee's name or number. Use the filters to display only employees who have missed punches.



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**.



Time Off Requests page under the Attendance tab