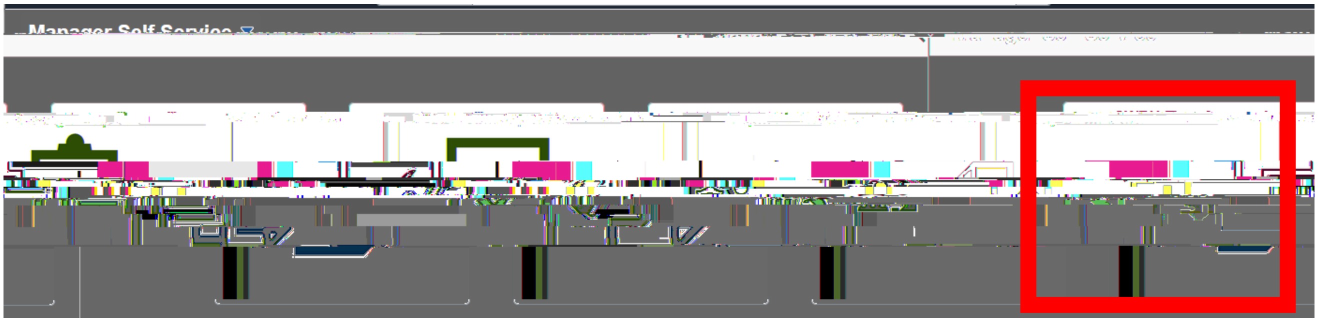
Employee Time Entry History

Procedure

Managers can use the Time Entry History function to view an employee's time entries and approval history.

Employee Self Service
Employee Self Service
1 of 2
Menu

Step	Action
1.	Select the Manager Self Service Homepage
2.	Click the Manager Reports tile.


Manager Self Service

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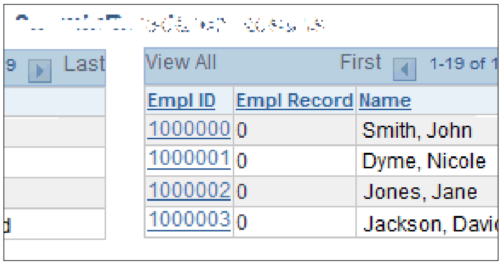
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>All employees assigned to you for time approval will appear in the Search Results block. Select an employee to view by clicking on the Empl ID link (in blue).

9 ▶ Last
View All First ◀ 1-19 of 1
<table><tr><th>Empl ID</th><th>Empl Record</th><th>Name</th></tr><tr><td>1000000</td><td>0</td><td>Smith, John</td></tr><tr><td>1000001</td><td>0</td><td>Dyme, Nicole</td></tr><tr><td>1000002</td><td>0</td><td>Jones, Jane</td></tr><tr><td>1000003</td><td>0</td><td>Jackson, Davi</td></tr></table></td></tr>
</table>

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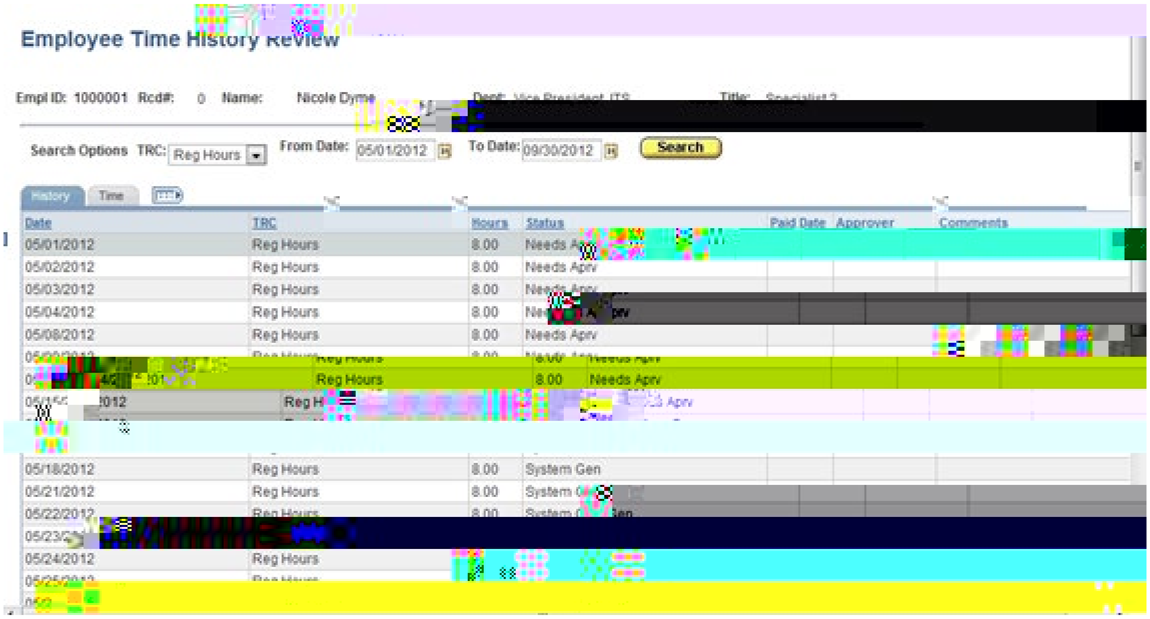
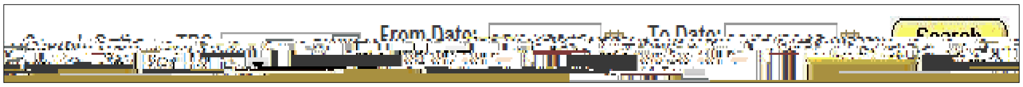


Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President ITS Title: Specialist 2

Search Options TRC: Reg Hours From Date: 05/01/2012 To Date: 09/30/2012

Date	TRC	Hours	Status	Paid Date	Approver	Comments
05/01/2012	Reg Hours	8.00	Needs A[illegible]			
05/02/2012	Reg Hours	8.00	Needs Aprv			
05/03/2012	Reg Hours	8.00	Needs Aprv			
05/04/2012	Reg Hours	8.00	Ne[illegible] Aprv			
05/08/2012	Reg Hours	8.00	Needs Aprv			
[illegible]	Reg Hours	8.00	Needs Aprv			
[illegible]	Reg Hours	8.00	Needs Aprv			
[illegible]2012	Reg H[illegible]		[illegible] Aprv			
05/18/2012	Reg Hours	8.00	System Gen			
05/21/2012	Reg Hours	8.00	System [illegible]			
05/22/2012	Reg Hours	8.00	System [illegible]Gen			
05/23/[illegible]						
05/24/2012	Reg Hours					

Step	Action
5.	The Employee Time History Review page appears. It contains the employee's complete time entry history since his/her hire date. This screen can be sorted and filtered by Time Reporting Code (TRC) and Date Range by entering the desired values and clicking the Search button. 

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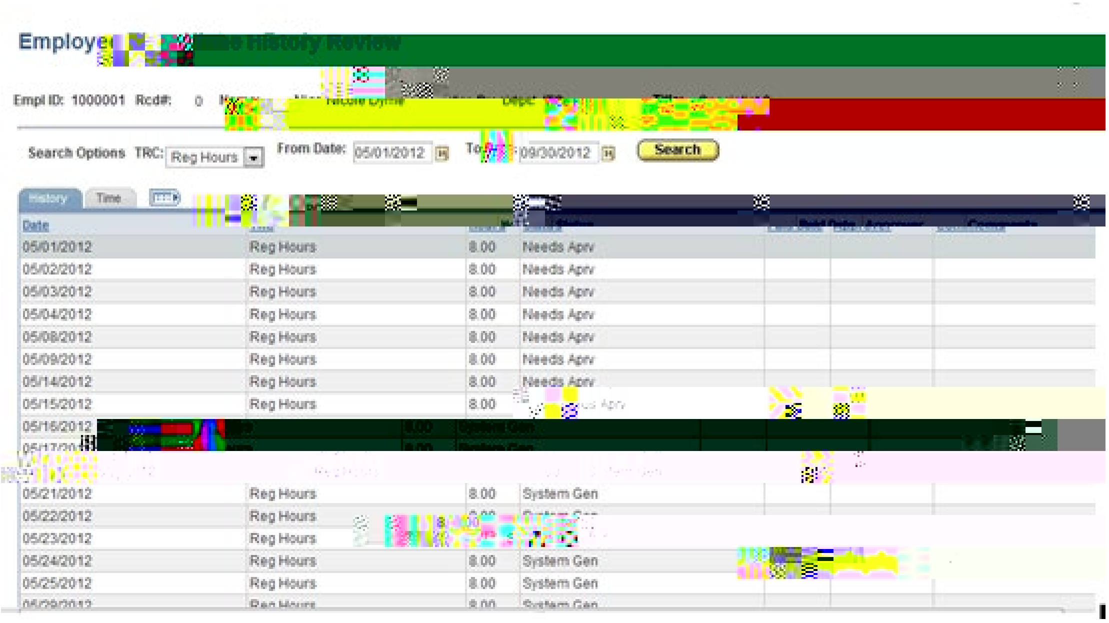

Empl ID: 1000001 Rcd#: 0

Search Options TRC: Reg Hours From Date: 05/01/2012 To: 09/30/2012

Date			Status		Approver	Comments
05/01/2012	Reg Hours	8.00	Needs Aprv			
05/02/2012	Reg Hours	8.00	Needs Aprv			
05/03/2012	Reg Hours	8.00	Needs Aprv			
05/04/2012	Reg Hours	8.00	Needs Aprv			
05/08/2012	Reg Hours	8.00	Needs Aprv			
05/09/2012	Reg Hours	8.00	Needs Aprv			
05/14/2012	Reg Hours	8.00	Needs Aprv			
05/15/2012	Reg Hours	8.00	[illegible]			
05/16/2012	[illegible]	8.00	System Gen			
[illegible]	[illegible]	[illegible]	[illegible]			
[illegible]	[illegible]	[illegible]	[illegible]			
05/21/2012	Reg Hours	8.00	System Gen			
05/22/2012	Reg Hours	[illegible]	[illegible]			
05/23/2012	Reg Hours	[illegible]	[illegible]			
05/24/2012	Reg Hours	8.00	System Gen			
05/25/2012	Reg Hours	8.00	System Gen			
05/29/2012	Reg Hours	8.00	System Gen			

Step	Action
9.	The Time Entry History Review page displays columns for the date, TRC and hours worked. The Status column displays whether or not the time entry has been approved by the manager. Approved time appears as Supv Apprv . Non-approved time appears as Needs Aprv .

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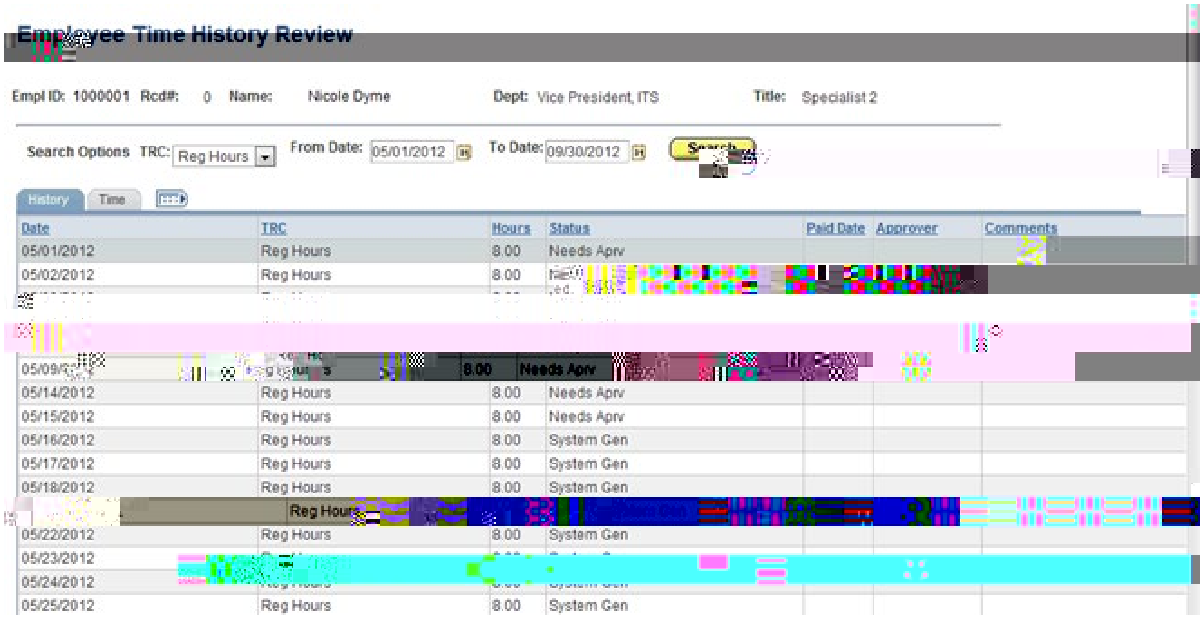
Step	Action
10.	If applicable, the date that the employee was paid for a particular time entry row is displayed in the Paid Date column. Paid Date If the employee is non-exempt, the Default Speed Type column will appear and display the Speed Type used for each entry.



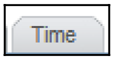
Employee Time History Review

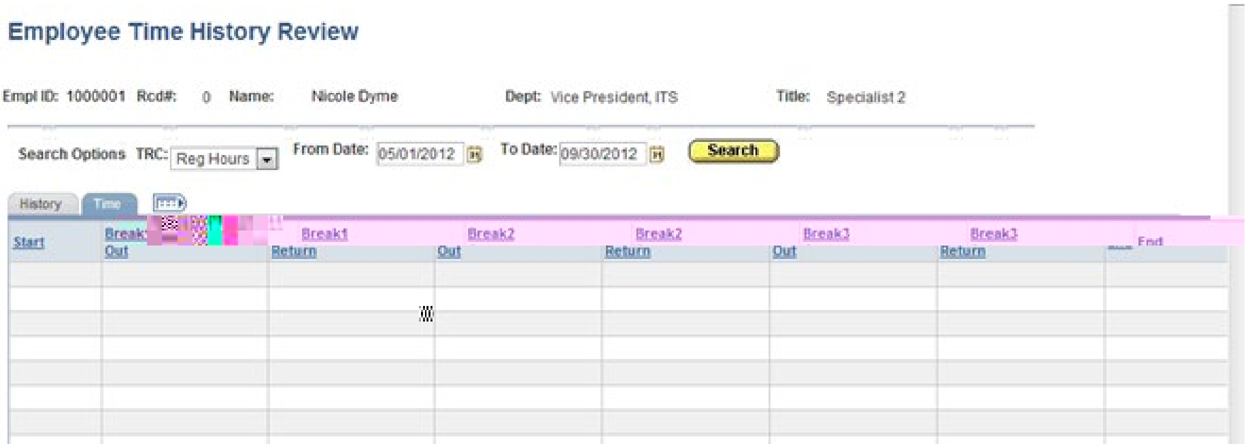
Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

Search Options TRC: Reg Hours From Date: 05/01/2012 To Date: 09/30/2012

Date	TRC	Hours	Status	Paid Date	Approver	Comments
05/01/2012	Reg Hours	8.00	Needs Aprv			
05/02/2012	Reg Hours	8.00	[illegible]			
05/09/[illegible]	[illegible]	8.00	Needs Aprv			
05/14/2012	Reg Hours	8.00	Needs Aprv			
05/15/2012	Reg Hours	8.00	Needs Aprv			
05/16/2012	Reg Hours	8.00	System Gen			
05/17/2012	Reg Hours	8.00	System Gen			
05/18/2012	Reg Hours	8.00	System Gen			
[illegible]	Reg Hours	[illegible]	[illegible]			
05/22/2012	Reg Hours	8.00	System Gen			
05/23/2012	[illegible]	[illegible]	[illegible]			
05/24/2012	[illegible]	[illegible]	[illegible]			
05/25/2012	Reg Hours	8.00	System Gen			

Step	Action
11.	The time sheet approver's name and any comments entered by the employee or manager will appear in the Approver and Comments fields.

Step	Action
12.	Click the Time tab. 



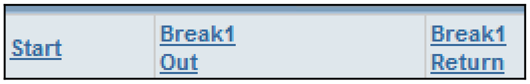
Employee Time History Review

Empl ID: 1000001 Rcd#: 0 Name: Nicole Dyme Dept: Vice President, ITS Title: Specialist 2

Search Options TRC: Reg Hours From Date: 05/01/2012 To Date: 09/30/2012

Start	Break1 Out	Break1 Return	Break2 Out	Break2 Return	Break3 Out	Break3 Return	End

Step	Action



Start	Break1 Out	Break1 Return

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