How to Approve time worked for an Employee

1. Enter your **Employee ID #**. Your Employee ID has been defined as your 8 digit EmpID from the PeopleSoft Human Resources system. It may be obtained from the top of your Direct Deposit Advice or from the Human Resources department.

2. Enter your **Password**. If you do not know your password, see Step 5.

3. Select the **College** for whom the work was performed.

4. Click on the **Login** button.

5. If you cannot remember your password, enter your 8-digit EmpID into the second **Username** field, select the college for whom the work has been performed, and click on **Email Password**. Your password will be emailed to the email address contained in your Human Resources database. The email address used will be your college email, if you have one. Otherwise, it will be your home email if it is in our files. Otherwise, call the Help Desk and it will be reset to the default password.
1. Check the System Mode in the upper right hand corner. Please note the following:
   a. Time Entry – Open for anyone to enter or approve time.
   b. Approval – Open for supervisors only to enter and approve time.
   c. Processing – Payroll processing is in progress. Time can only be entered using the Future link and cannot be approved. Any time entered will not be processed during the current payroll. Payroll processing typically takes 2-3 working days, so please try again in a day or two.

2. If System Mode is not equal to Processing – you may approve time, so please continue to the next step. If the Mode is equal to processing – please try again tomorrow (see Step 1).

3. Click on the Current Entry link.
4. To review the details on the entry, click on the Sequence #.
5. Use this popup to review and correct, if necessary, any of the entries on the screen. Changes will be tracked behind the scenes by the system.

   a. The earnings code should be appropriate to the activity that is being conducted. The earnings codes that are available depend on the classification of the employee.
b. Review and correct the **Account Number** as needed. If it was highlighted in yellow on the previous view, then the account structure is either incorrect, or else has not yet been used in the payroll system. If the time worked is for credit instruction, the Account must be 5074. If the time worked is for non-credit instruction, the Account must be 5075.

c. The **classes** listed in the drop down are those that have been identified in the PeopleSoft Student Administration system as being taught (or in the case of an aide, assisted) by this instructor. If you do not find the class that is correct, you may enter and override the information that is being displayed. Adding a class here does not automatically add it in the PeopleSoft Student Administration system.
d. The **Work/Contact** hours default in from the dates/hours page, which will be covered on the next page.

e. The system will display the individual’s hourly rate. If the rate listed is not appropriate, you can enter an override rate. You may be contacted for paperwork by the Human Resources office.
f. If the activity requires Office/Prep hours or is ITV activity, please select the appropriate multiplier. Please note that only supervisors can add this multiplier, it is not available for the employee.

g. Add any Comments as needed.

h. Update/Delete Email comments: Optional field - If you adjust any item on here that affects pay, the employee will automatically receive an email. You can put comments in here to explain the change that will be included in the email.

i. Use the Save or Delete button as needed. Deleting the entry will also send an email, and you can add comments to explain the deletion in the Update/Delete Email Comments field to be included in the email.

6. If no changes are to be made, close the pop-up.

7. To verify the dates and hours worked, click on the Dates/Hrs check box. The dates/hours pop-up will open up and the data can be corrected. Changes will be tracked behind the scenes.
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a. Review the hours entered. The rates default in based on the rate in effect as of the date being worked. Only current and previous rates are used.

b. Rows can be deleted or modified. Any deletion or change to the hours will result in an email being sent to the employee notifying them. You will be able to add a comment to explain the change or deletion to the email, if desired.

c. Click on **Save and Close** when done reviewing/modifying.
8. If all data is correct, click on the **Supervisor Approval** checkbox.

9. The page will redisplay with the approved entry displayed after the unapproved entries.

10. If additional items need approval, they can be approved in the same way.

11. If no additional items need approval, under the Miscellaneous dropdown, click on **Logout**.