

# Self Service Time Approving User Guide



All hourly employee time submitted through PeopleSoft self-service must first be approved by a delegated department time approver before any pay can be issued for the employee. As a time approver your role is to make sure all hourly time for the employees you are responsible for is submitted and approved by the Payroll deadlines in order to make sure your hourly employees are paid accurately and in a timely manner.

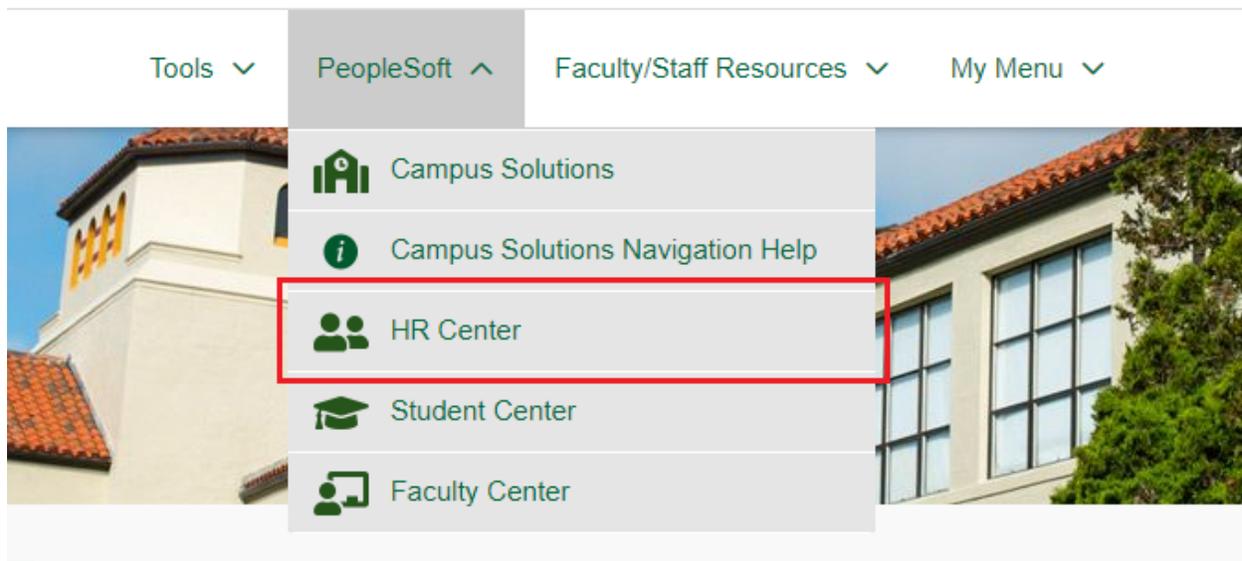
In PeopleSoft there are two ways to view and approve employee timesheets. You can view just timesheets that have reported time submitted or alternatively you can view all timesheets no matter what status.

## Approving Reported Time View

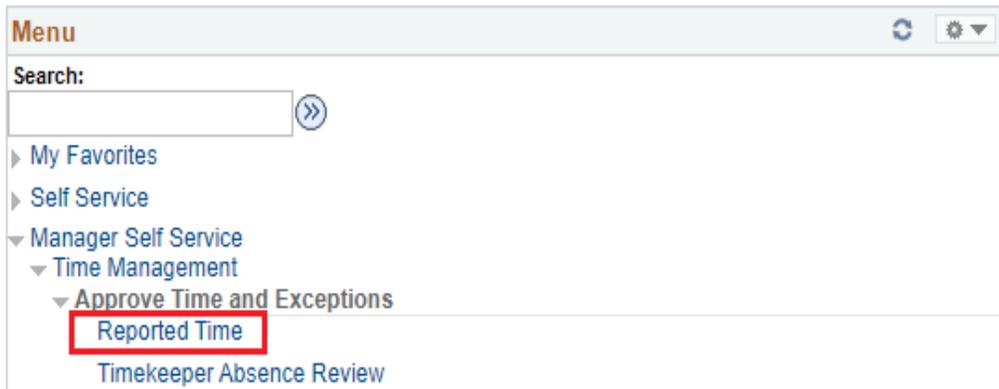
1. Navigate to the myHumboldt portal and login with your Humboldt User Name and Password.

The image shows the login page for the myhumboldt portal. It features the 'myhumboldt' logo at the top left. Below the logo are two input fields: 'Humboldt User Name' and 'Password'. To the right of the password field is a 'Login' button. Below the password field is a link that says 'Forgot your user name or password? Need help?'.

2. Once logged into my Humboldt select the PeopleSoft dropdown menu at the top of the page and Select HR center.



3. Once in HR Center navigate to Manager Self Service->Time Management->Approve Time Exceptions->Reported Time



- Once on the Approve Reported Time page you can search for employees who have submitted time in a variety of ways including by Employee ID, Job Code, or by Department. These search fields can also be combined to further narrow down the search. The default search with no parameters will bring up all hourly employees that you have access to in your Time Approver role.

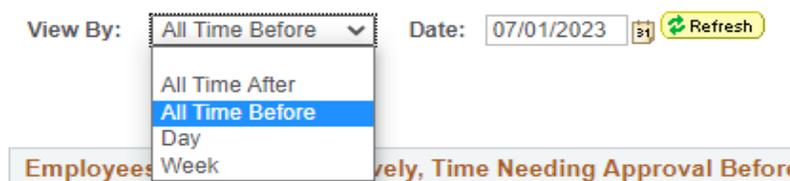
[Approve Reported Time](#)

### Timesheet Summary

**Employee Selection Criteria**

Description	Value
Group ID	<input style="width: 100%;" type="text"/> 🔍
Empl ID	<input style="width: 100%;" type="text"/> 🔍
Empl Rcd Nbr	<input style="width: 100%;" type="text"/> 🔍
Job Code	<input style="width: 100%;" type="text"/> 🔍
Department	<input style="width: 100%;" type="text"/> 🔍

Below the Employee Selection Criteria you will have additional view by options; by week, By date, or all time before or after the specified date. Be mindful that you will want to make sure you approve ALL time that has been reported for the current pay period.



- After entering your employee search criteria and selecting your preferred view by options, hitting refresh will bring up all employees with time needing approval that meet your parameters. All submitted time can be approved or denied from this screen by selecting the checkbox next to the employee's

name and then either the Approve Selected or Deny Selected box below.

**Employees For Cameron Shively, Time Needing Approval Before 07/01/2023**

Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job	Department
<input checked="" type="checkbox"/>	Last Name,First Name M	Instr Stdnt Asst	11.00	200506298	1	1150	D40060

Select All     Deselect All  
   

- To verify the accuracy of the employee’s submitted time and approve it on a day to day basis you will need to click on their name which will bring up the employees actual timesheet.

**es For Cameron Shively, Time Needing Approval Before 07/01/2023**

Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Job Nbr	Department
Last Name,First Name M	Instr Stdnt Asst	11.00	200506298	1 1150	D40060

Once in the timesheet you view the timesheet by day, week, or time period and adjust the date parameter. To the right will be navigation options for the chosen “View By” parameter.

Job Title: Instr Stdnt Asst      Employee Record Number: 1

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**Select for Instructions**

View By: Week Date: 06/01/2023     << Previous Week    Next Week >>    Next Employee >>

Reported Time Period Hours    Scheduled Hours: 0.00 Hours    Show all Punch Types

From 06/01/2023 to 06/07/2023

In the timesheet you will be able to approve or deny an employee’s actual daily punches. This is done by simply clicking the select checkbox next to each punchline. Once the time is selected it can be approved by clicking the “Approve Selected” button below the timesheet.

**Select for Instructions**

View By: Week Date: 06/01/2023     << Previous Week    Next Week >>    Next Employee >>

Reported Hours: 9.25 Hours    Scheduled Hours: 0.00 Hours    Show all Punch Types

From 06/01/2023 to 06/07/2023

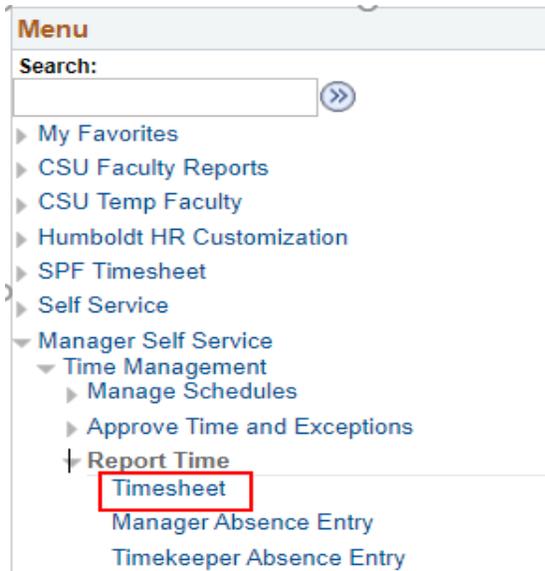
Select	Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
<input type="checkbox"/>	Thu	6/1	New				HSUTIME	PST	6/1	-	+
<input type="checkbox"/>	Fri	6/2	New				HSUTIME	PST	6/2	-	+
<input type="checkbox"/>	Sat	6/3	New				HSUTIME	PST	6/3	-	+
<input type="checkbox"/>	Sun	6/4	New				HSUTIME	PST	6/4	-	+
<input type="checkbox"/>	Mon	6/5	Needs Approval	8:00:00AM	12:00:00PM	4.00	HSUTIME	PST	6/5	-	+
<input type="checkbox"/>	Tue	6/6	Needs Approval	1:15:00PM	3:45:00PM	2.50	HSUTIME	PST	6/6	-	+
<input type="checkbox"/>	Wed	6/7	Needs Approval	8:30:00AM	11:15:00AM	2.75	HSUTIME	PST	6/7	-	+

Select All     Deselect All

Any time that has been approved will no longer be searchable from the Reported Time View. To see time that has already been approved you will have to use the Timesheet View.

## Timesheet View

1. To view the list of all active employees in your department regardless of if they have submitted time for approval or not you will navigate to the following.



2. Once you are here you can narrow down your search criteria by any one or combination of these fields. If you would rather see all employees assigned to you regardless of employee type or department filter then simply select "Get Employee" after you have modified your date range.

Report Time

### Timesheet Summary

▼ Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Job Code	1874
Department	D10015

Clear Selection Criteria   Save Selection Criteria   **Get Employees**

Show Schedule

View By:

Date:

<< Previous Week

- By double clicking on any one of these column headers, you can sort your data to help draw attention to who has and who has not reported time. You are also welcome to drill down to the detail in this view and approve time from this page.

Employees For Alexis Collins, Totals From 06/01/2023 - 06/01/2023							
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied
Last Name, First	Brdg Stdnt Asst	4.00	4.00	0.00		0.00	
	Brdg Stdnt Asst	4.00	0.00	0.00		4.00	
	Brdg Stdnt Asst	0.00	0.00	0.00		0.00	
	Brdg Stdnt Asst	0.00	0.00	0.00		0.00	
	Brdg Stdnt Asst	3.25	3.25	0.00		0.00	
	Brdg Stdnt Asst	4.00	0.00	0.00		4.00	
	Brdg Stdnt Asst	0.00	0.00	0.00		0.00	
	Brdg Stdnt Asst	0.00	0.00	0.00		0.00	

Repeat this process daily or weekly until all time is approved.