

Mobile Time Approval (MSS & TA Job Aid)

Authored by Claire Souter • 2h ago • 30 Views • () () () ()

Introduction

Managers and Time Approvers will use the NAV Bar to access Manager Self Service for Mobile Time Approvals.

Instructions

Mobile Device Path: NavBar: Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time.

1. Use the Employee Selection Criteria section to input Group and/or Employee search data.
 - a. **Managers** and **Time Approvers** may use **Get Employees** or input an approval Group ID to quickly retrieve all assigned employees.
 - b. **Practitioners** who also have time approval responsibilities, may want to input their approval Group ID to limit search results to all assigned employees. Once the Group ID has been input, click **Get Employees**.
2. Once retrieved, follow normal approval guidelines to approve reported time for your employees.

| Select | Last Name | First Name | Employee ID | Empl Record | Job Title | Hours to be Approved |
|--------------------------|-----------|------------|-------------|-------------|-----------|----------------------|
| <input type="checkbox"/> | Last Name | | | 0 | | 9.000000 9.0 |



| Select | Date | Reported Status | Total TRC | Description |
|--------------------------|------------|-----------------|-----------|--------------------------------|
| <input type="checkbox"/> | 04/05/2021 | Approved | 9.00 | 00TWH - Teleworking Non-Exempt |
| <input type="checkbox"/> | 04/06/2021 | Approved | 9.00 | 00TWH - Teleworking Non-Exempt |
| <input type="checkbox"/> | 04/07/2021 | Approved | 8.50 | 00TWH - Teleworking Non-Exempt |
| <input type="checkbox"/> | 04/08/2021 | Approved | 7.50 | 00TWH - Teleworking Non-Exempt |
| <input type="checkbox"/> | 04/09/2021 | Approved | 6.00 | 0099P - BSW Non-Closure Emer |
| <input type="checkbox"/> | 04/12/2021 | Needs Approval | 9.50 | 00TWH - Teleworking Non-Exempt |
| <input type="checkbox"/> | 04/13/2021 | Needs Approval | 9.00 | 00TWH - Teleworking Non-Exempt |
| <input type="checkbox"/> | 04/14/2021 | Needs Approval | 9.00 | 00TWH - Teleworking Non-Exempt |