

HR Manager Self Service

Approving Time Off Entry

Salaried employees may enter their time off (vacation, personal, sick, bereavement, etc.) in Peoplesoft HR Employee Self Service. If no time for a pay period is entered, records will show the employee was working and did not take time off for that period.

Submitted time entries are routed to an employee's supervisor for approval. Supervisors will receive an e-mail notifying them of pending time entries. A supervisor may approve or deny time entered by the employee.

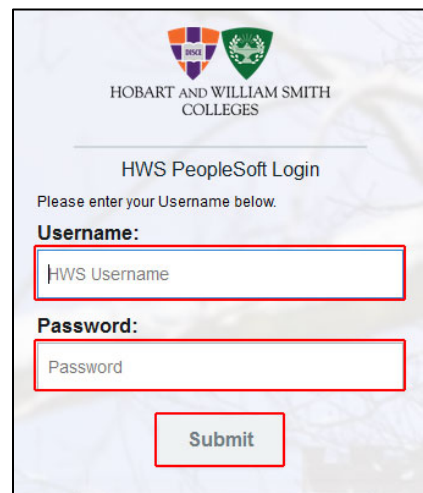
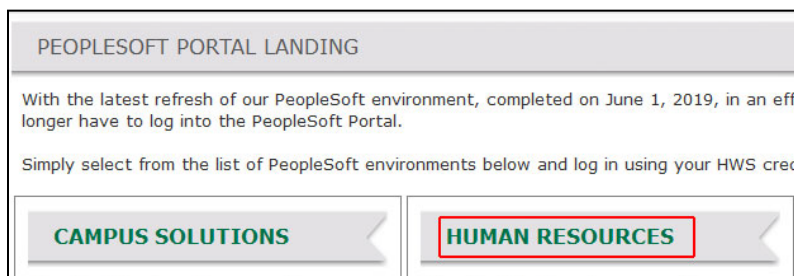
Time may be entered for the current two-week pay period, but may also be entered for future planned time off. For example, an employee may indicate in March planned time away for dates in April. If, in April, the employee did not take the previously approved time off, that employee may edit the recorded time accordingly. **Time balances for the employees show time taken as of the current payroll.**

Time off must be reported in hourly increments and may include half (.5) and quarter hours (.25), e.g., three hours and fifteen minutes would be entered as 3.25 hours. The standard day is 7.5 hours. Entries are made by time code (vacation, personal, sick, etc.), **one code per row** in the time period.

Please refer to <https://www.hws.edu/offices/hr/benefits/pto.aspx> and https://www.hws.edu/offices/hr/benefits/guide_admin_salaried.pdf for time off benefits information. For more information, contact Human Resources at ext. 3312.

To approve or deny pending reported time off in PeopleSoft:

1. Go to the PeopleSoft Portal Landing at <http://psportal.hws.edu>
2. On the portal page, click **Human Resources**
3. Log in using your HWS username and password



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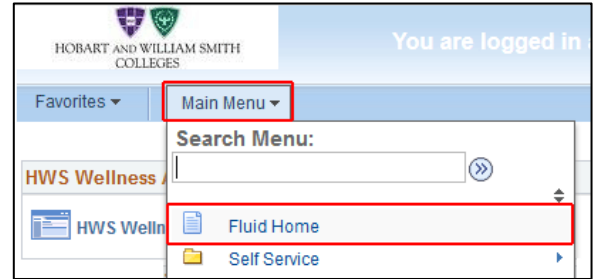
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4. On the landing page, go to **Main Menu > Fluid Home**

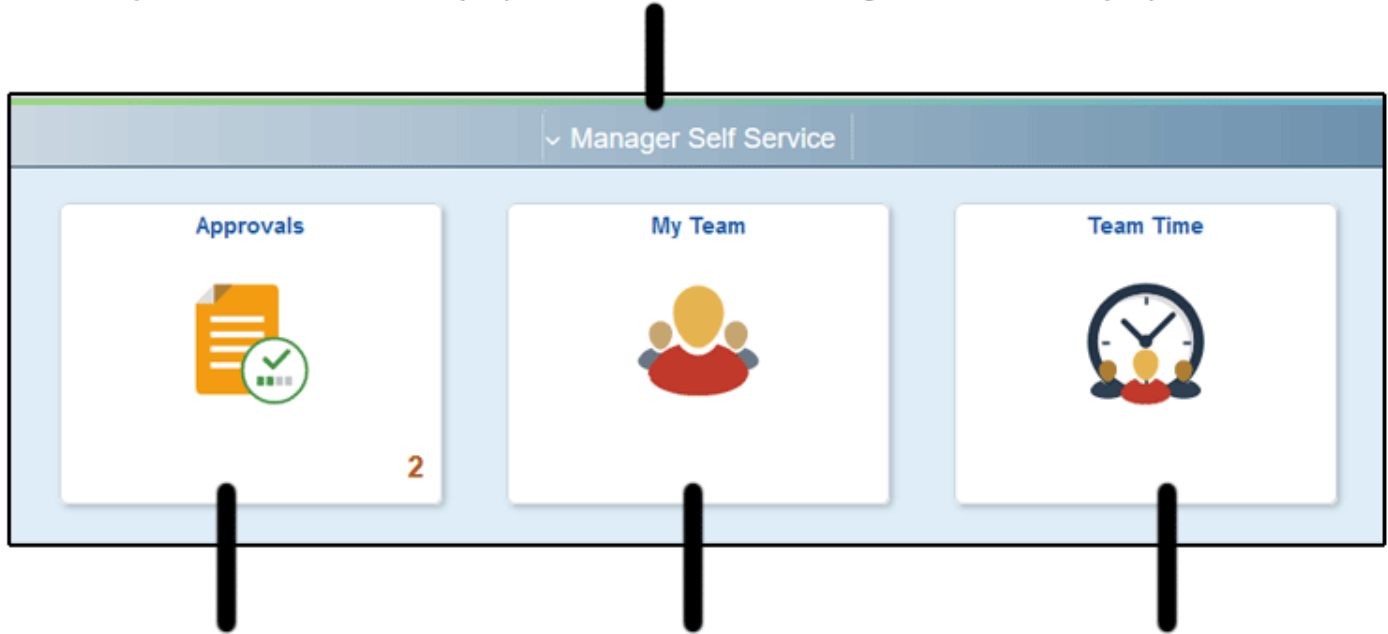
As a manager, your Fluid Home will default to the Manager Self Service view.

Fluid Home Manager Self Service displays tiles for pending approvals, viewing the balances of your employees, and managing your employee timesheets.

Under Team Time, you may enter or adjust time on behalf of an employee or view that employee's time summaries. **You will still have to approve time you enter on behalf of an employee.** These screens in Team Time are very similar to the screens for entering time as an employee. Refer to instructions for employees reporting time for details.



To enter your own time as an employee, use the menu to change the view to Employee Self Service



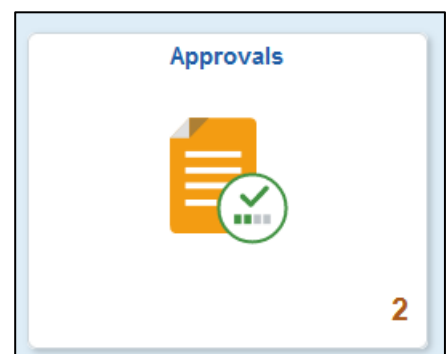
Tile shows the number of pending approvals; click to approve time

Lists all supervisor's employees with their leave balances as of the last payroll

Displays employee time summaries, time sheets, reported leave; enter time for an employee

5. On the Fluid Home page, click **Approvals**

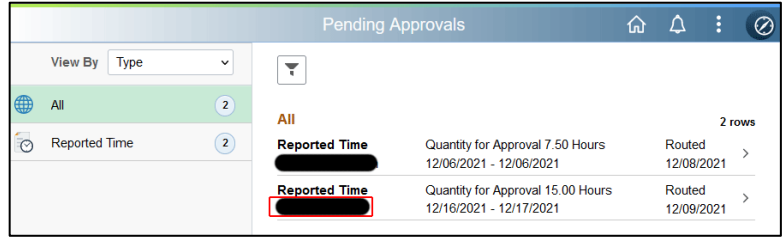
Reported time pending approval for all your employees is shown.



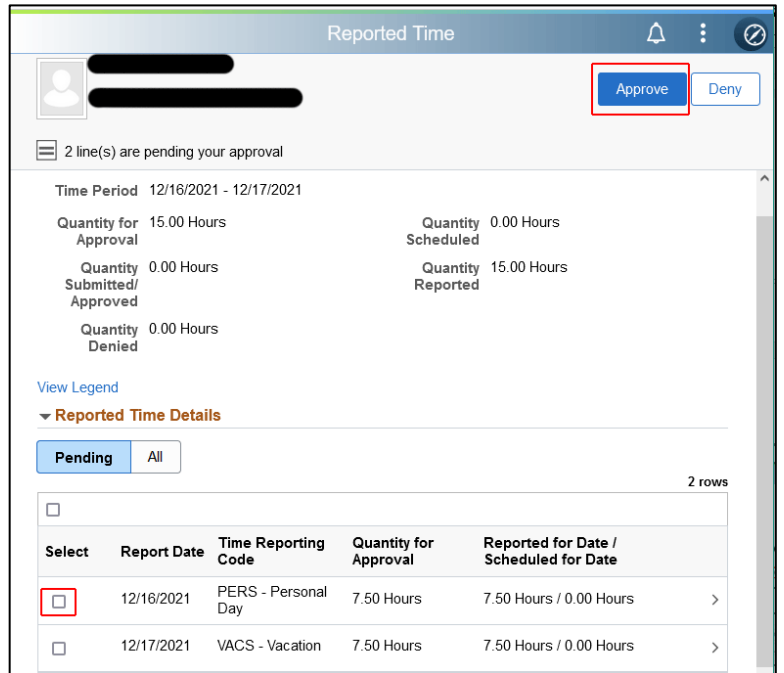
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- On the Pending Approvals screen, in the panel listing the employees, under Reported Time, click on the **name of the employee**

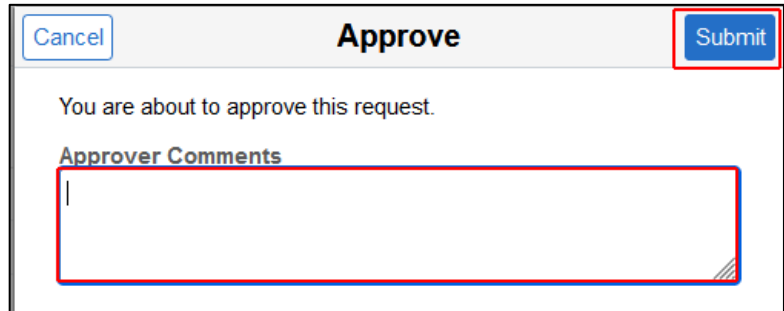


- To approve time, in the section Reported Time Details, check the boxes corresponding to **pending time to approve**



- At the upper right, click **Approve**
A dialog box for comments will appear. These comments will be seen by the employee whose time you are approving.

- If desired, in the Approve dialog, enter **Approver Comments**



- At the upper right, click **Submit**

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11. To deny time, in the section Reported Time Details, check the boxes corresponding to **pending time to deny**

12. At the upper right, click **Deny**

A dialog box for comments will appear. These comments will be seen by the employee whose time you are denying.

Reported Time

2 line(s) are pending your approval

Time Period 12/16/2021 - 12/17/2021

Quantity for Approval	15.00 Hours	Quantity Scheduled	0.00 Hours
Quantity Submitted/Approved	0.00 Hours	Quantity Reported	15.00 Hours
Quantity Denied	0.00 Hours		

View Legend

Reported Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	12/16/2021	PERS - Personal Day	7.50 Hours	7.50 Hours / 0.00 Hours
<input type="checkbox"/>	12/17/2021	VACS - Vacation	7.50 Hours	7.50 Hours / 0.00 Hours

13. If desired, in the Deny dialog, enter **Approver Comments**

14. At the upper right, click **Submit**

Repeat these steps from the Pending Approvals screen until finished.

Cancel Deny Submit

You are about to deny this request.
Approver comments, if provided, will be available on Timesheet page for time reporter view.

Approver Comments

15. Use the icons at the top to return to the HR Home or Fluid Home screens, or sign out at the upper right by clicking the **three dots** and selecting **Sign Out**

New Window

My Preferences

Help

Sign Out

If you have questions, please contact Human Resources at ext. 3312.