

APPROVING TIME VIA THE CLASSIC TIME & LABOR APPROVAL PAGE

This Job Aid provides navigation and instructions for supervisors/managers to access the Classic Time & Labor Approval Page to approve their direct reports' time and leave hours submitted.

From the Portal Landing Page, click on the Navigation icon in the top right corner

 Welcome to mySDCCD
 Image: Dashboard

 Image: Dashboard
 Image: Dashboard

Click on the Navigator menu item, then HCM 9.2. From the HCM 9.2 menu, select Manager Self Service

| /Bar: Navi | gator | | НСМ 9.2 |
|--------------|------------------|---|----------------------|
| | Campus Solutions | > | |
| cent Places | Financials 9.2 | > | SDCCD Developments |
| + | HCM 9.2 | > | HCM Conversion |
| My Favorites | PeopleTools | > | Self Service |
| | My Preferences | | |
| lavigator | | | Manager Self Service |

Select **Time Management** from the Manager Self Service menu and **Approve Time and Exceptions** from the Time Management menu.

From the Approve Time and Exceptions menu, select Payable Time.

| Approve Time and Exce | |
|-----------------------|--|
| Payable Time | |
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On the **Approve Payable Time** page, enter the employee's **Employee ID** <u>or</u> **Name**. Click **Get Employees**. **Note:** If the **Reports To Position Number** field is populated, direct reports to the position will show.

| Employee Selection | | | |
|----------------------------|---------------------------|----|----------------|
| nployee Selection Criteria | | | Get Employees |
| election Criterion | Selection Criterion Value | | - |
| me Reporter Group | | Q, | |
| mployee ID | 1 | Q | Clear Criteria |
| mpl Record | | ٩ | Save Criteria |
| ast Name | | ٩ | |
| rst Name | | ٩ | |

The date range can be changed by updating the Start and/or End Date and clicking the green arrows. Select the Employee to approve the Payable Hours.

| | Start Date 05/28/2023 | End Date | 07/02/2023 🛗 🕑 | 1 | | | | | | | |
|-------------------|-----------------------|-------------------|----------------|----------------|-----------|------------------------------------|-----------------------|-------------------------------|----------------|----------------|-------------------|
| nployees | For ⑦ | | | | | | | |) | ({ 1-2 of 2 ♥ |) ≽ ≽i View All |
| Time Su | mmary Demographics | li+ | | | | | | | | | |
| Time Su Select | Last Name | II» First Name | Employee ID | Empl Record | Job Title | Total Payable Hours | Comp Time Eaned | Comp Time Taken | Leave/Vacation | Overtime Pay | Regular Work Code |
| Select | mmary Demographics | IIÞ First Name | Employee ID | Empl Record | Job Title | Total Payable Hours 20.00 | Comp Time Eaned | Comp Time Taken 0.00 | Leave/Vecation | Overtime Pay | Regular Work Code |

Select the Date/Days to approve and select the **Approve** button. Click **Yes** in the message box and **OK** for the Save Confirmation message.

| Approve P | ayable Tim | e | | | | | | | | | | |
|---|-------------|-------------------------------|----------------|--------------------------|-------------------|---------------|------------------------------|----------------------|--|--|--|--|
| | | (b) | | | E | mployee ID | | | | | | |
| | | | | | Employn | ent Record | 0 | | | | | |
| Actions - Start Date 05/28/2023 End Date 07/02/2023 | | | | | | Next Employee | | | | | | |
| pproval Deta | ils 🕐 | | | | | | | S | and the second s | | | |
| Overview | Time Repo | rting Elements | Cost | Task Reporting Elemen | ts II+ | | | | THEORY A PLAT NEWS | | | |
| Select | Date | Time Reporting Code | Status | | Quantity | Туре | Accounting Date | Adjust Reported Time | Add Comments | | | |
| • | 06/20/2023 | REG | Needs | Approval | 5.00 | Hours | m | Adjust Reported Time | P | | | |
| 0 | 06/21/2023 | REG | Needs | Approval | 5.00 | Hours | m | Adjust Reported Time | 0 | | | |
| 0 | 06/22/2023 | REG | Needs Approval | | 5.00 | Hours | (iii) | Adjust Reported Time | P | | | |
| 0 | 06/23/2023 | 06/23/2023 REG Needs Approval | | | 5.00 | Hours | | Adjust Reported Time | Q | | | |
| elect All | - | Deselect All | | | | | | | | | | |
| Appr | ove | De | ny | Push Ba | ack | | | | | | | |
| leturn to Appro- | val Summary | | | | | | | | | | | |
| | _ | | | | | | | | | | | |
| | A | ire you sure you | want to a | pprove the time selected | 3? (13504,2500) | | | Save Confirmati | on | | | |
| | c | Once Approved th | he status o | cannot be reverted back | | | The Save was successful. | | | | | |
| | s | elect Yes to con | firm and c | omplete the status char | ige, No to return | to the page | without updating the status. | | | | | |
| | | | | | | | | ОК | | | | |
| | | | | Tes | L NO | | | | | | | |