

Timekeeper: Employee Time Approval

Timekeepers can look up the time sheet certification and approval status for all employees in the bureau. Timekeepers can cancel time sheet certification, cancel time sheet approvals, and send a reminder to employees to certify their timesheet. Only employees can certify their timesheets and only managers can approve the timesheets.

STEP 1: Access the Employee Time Approval application

Log in to the **SAP CityLink ESS** page: www.portlandonline.com/ess (Click **SAP CityLink**). On the **Employee Self-Service** tab, under the **Time** section, click the **Employee Time Approval** link.



- [Time](#)
Record your working times, request leave
- [Quick Links](#)
- [My Time Sheet \(new\)](#)
- [Employee Time Approval](#)
- [My Time Requests \(new\)](#)
- [Manager Delegations](#)
- [Time Request Report \(ZTIMREQRPT\)](#)
- [My Time Statement](#)
- [Leave Balances](#)

Time Approval for the Pay Period: 12/2013 (05/23/13 to 06/05/13)

Available Managers

Supervisor Position: 00000000

(or)

Show All Managers from:

Show Results for the following Managers					Exclude following Managers	
Exclude	Personnel No.	Manager Name	Cost Center	Pers. Area	Personnel No.	Manager Name
<input type="checkbox"/>						

STEP 2: Search for the manager.

To find an employee, select the employee's manager.

Option 1: In the Supervisor Position box, select the matchcode button.

Time Approval for the Pay Period: 12/2013 (05/23/13 to 06/05/13)

Available Managers

Supervisor Position: 00000000

1. Enter all or part of the supervisor name.
2. Click the Start Search button.
3. Select the line for the manager you want to view.
4. Click the OK button.

Search for Managers

Hide Filter Criteria

Supervisor Pers. No.: 00000000 **1**

Supervisor Name: s* **1**

Supervisor Position: 00000000

Description:

Cost center:

Personnel Area	Supervisor Pers. No.	Supervisor Name
OMF-Human Resources	01001978	3
OMF-Human Resources	00126754	

Click the Set button to populate the list of employees for that manager.

Time Approval for the Pay Period: 12/2013 (05/23/13 to 06/05/13)

Available Managers

Supervisor Position: 00000000

Option 2: Look up multiple managers at one time.

1. In the **Show All Managers from** selection box, choose your bureau and click the **Set** button.
2. Use the **Exclude** button to remove any managers you don't want to see.
3. Click the **Refresh Employee List** to see the employees for the selected manager(s).

Tip: If you have a large number of managers you need to exclude, use the Table Selection Menu button to select all to exclude all at once. Then you can pull back the managers you want to see using the Include button.

STEP 3: View the employee information.

◀ Prev. Pay Period Current Period Next Pay Period ▶

Employee List

Personnel No.	Employee Name	Manager Name	Time Sheet	Time Stmt.	Plan. Hrs	Act. Hrs	Att. Hrs	Abs. Hrs.	Emp. Cert. Status	Remind	Approval Status	Avail. Action
00999521	Elizabeth Haynes	Thomas Schneider			80				Pending		Pending	
00153974	Mary Mills	Elizabeth Haynes			80				Pending		Pending	
00209124	Britt Schweizer	Elizabeth Haynes			80				Pending		Pending	
00647342	Wayne Ferrell	Elizabeth Haynes			80				Pending		Pending	
00659104	Kellie Le	Elizabeth Haynes			80	24	16	8	Pending		Pending	
00660015	Beth Van Aernem	Elizabeth Haynes			80	2	2		Pending		Pending	
00732367	Elizabeth Duncan	Elizabeth Haynes							Pending		Pending	
10000033	Rosanna Estes	Elizabeth Haynes			80				Pending		Pending	

05/27(Mon) - Memorial Day

Use the pay period buttons at the top to move between pay periods.

◀ Prev. Pay Period Current Period Next Pay Period ▶

NOTE: For the first three days after the pay period ends, the time approval application will automatically display the pay period which just ended. After three days, it will display the current pay period.

The **Time Sheet** and **Time Statement** columns are where you can view the employee's time sheet and the SAP evaluated time (Time Statement).

Time Sheet Time Stmt.

The **Hours** columns explain how many hours were planned for the employee (Negative Time Entry only), the actual number of hours entered on the time sheet and if the time entered was coded as attendance hours or absence hours.

Plan. Hrs	Act. Hrs	Att. Hrs	Abs. Hrs.
80			
80			
80			
80	24	16	8
80	2	2	

The last few columns are where the timekeeper and managers take action.

Emp. Cert. Status	Remind	Approval Status	Avail. Action
Pending		Pending	Approve
Certified		Ready for Review	Approve
Pending		Approved	Cancel
Pending		Approved	Cancel
Certified		Approved	Cancel
Pending		Approved	Cancel
Pending		Approved	Cancel
Pending		Approved	Cancel

Employee Certification Status shows you if the employee has certified the time sheet or not. If the status says "Certified" the timekeeper has the ability to click that status box and cancel certification.

The **Remind** column allows managers and timekeepers to automatically email a reminder to the employee to certify the time sheet.

The **Approval Status** column shows if the manager has approved the time sheet or not.

- **Pending** = not approved
- **Ready for Review** = employee certified / manager not yet approved
- **Approved** = manager approved

The **Available Action** column is where the timekeeper can cancel a manager's approval.

NOTE: Cancelling the manager's approval of the time sheet will automatically cancel the employee's certification status too.

In the upper right corner of this application is a button which can be used to export the report to Excel or to send reminders to ALL employees at one time.

