

Employee Time Approval

Module: ESS/MSS // Process: Review and approve time for employees.

Transactions Used: None.



01

Log into the [SAP CityLink ESS page](#) On the Employee Self-Service tab or Manager Self-Service tab and click 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: 18/2015 (08/13/15 to 08/26/15)

◀ Prev. Pay Period Current Period Next Pay Period ▶ Payroll Period: 18 2015 Go 08/13/2015 to 08/26/2015

▼ Delegations to me (Managers for whom [redacted] is covering)

Personnel No.	Manager Name	Position	Org. Unit
[redacted]	[redacted]	Business Operations Manag	Facilities and Admin Serv
00000000	Vacant	Business Operations Super	Employee & Support Services

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: [dropdown]

Show Results for the following Managers

Exclude	Personnel No.	Manager Name	Cost Center	Pers. Area
<input type="checkbox"/>				
<input type="checkbox"/>				

▶

◀

Exclude following Managers

Personnel No.	Manager Name	Cost Center	Pers. Area

Once here you will see the time approval application load.

The top box, entitled Available Managers, may or may not be available depending on your security roles.

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Available Managers

Supervisor Position: 00000000

Search for Managers

Supervisor Pers. No.: 00000000

Supervisor Name: s*

Supervisor Position: 00000000

Description:

Cost center:

Start Search

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

OK

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

Available Managers

Supervisor Position: 00000000

02

If the Available Managers box is visible, you can search for different managers by using the:

- [1] PERNR
all or part of their name
cost center
position, etc.
- [2] Click Start Search
- [3] Select the line for the manager you'd like to view and hit Ok
- [4] Click OK to transfer this information to the previous screen and finally, click Set to populate the list of employees for that manager.

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Show All Managers from: OMF-Human Resources **Set** **1**

Show Results for the following Managers

Exclude	Personnel No.	Manager Name	Cost Center	Pers. Area
<input type="checkbox"/>	00121854		Operations	OMF-Human Resources
<input type="checkbox"/>	00999521		Operations	OMF-Human Resources

2

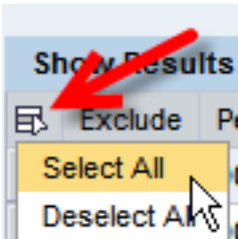
Exclude following Managers

	Personnel No.	Manager Name	Cost Center
<input type="checkbox"/>	00126754		Training Fund prog
<input type="checkbox"/>	00465023		Operations
<input type="checkbox"/>	00248657		Operations
<input type="checkbox"/>	01001978		Diversity and Affir
<input type="checkbox"/>	00449161		Site Team - Public

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Refresh Employee List Clear Manager Selection

Prev. Pay Period Current Period Next Pay Period



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Another option is to view all managers at once.

[1] Using the “Show All Managers from” drop box, you can select a personnel area to populate all managers from that bureau.

[2] From this, you can utilize the shuttle box to include / exclude managers from the selection. All managers on the left will be included in the query.

[3] Clicking Refresh Employee List will populate the names below

Employee List

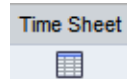
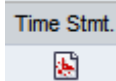
Personnel No.	Employee Name	Manager Name	Time Sheet	Time Stmt.	Plan. Hrs	Act. Hrs	Att. Hrs	Abs. Hrs	Emp. Cert. Status	Remind	Approval Status	Avail. Action
00573304		Vacant			80				Pending		Pending	Approve
00946882		Vacant			80				Pending		Pending	Approve
01005018		Vacant							Pending		Pending	Approve

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



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

04

The Hours columns summarize the hours for that employee during the pay period. Planned hours 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. Note: A Positive time entry employee will not receive any pay if there are no attendance/absence hours.

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

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

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 the following statuses:

- 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, a manager can cancel their own approval, or approve time.

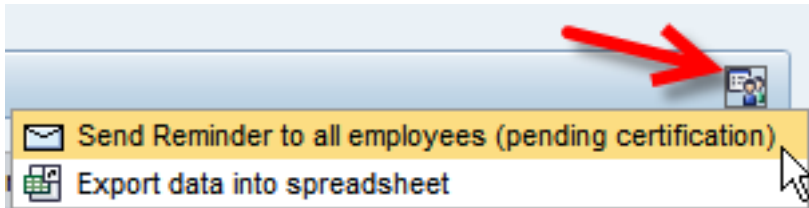
Use the pay period buttons at the top to move between pay periods or type in a pay period to jump directly there.

◀ Prev. Pay Period Current Period Next Pay Period ▶ Payroll Period: 18 2015 Go 08/13/2015 to 08/26/2015

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