

Self Service & Manager Self-Service

User Guide
effective 8/15/2016



SABHRS Payroll: 444-2962; payroll@mt.gov
SABHRS HR: 444-3035; sabhrshr@mt.gov

Self-Service Personal info

Addresses, phone numbers, email addresses, and emergency contacts can be updated from a few different screens in SABHRS Self-Service:

- From the *Personal Information Summary* page, which allows changes to addresses, phone numbers, email addresses, and emergency contacts on one page (recommended)...
- ...or from each individual page separately.

Updates to legal names or marital status cannot be made via Self-Service. Contact your agency's HR office for instructions.

In this example, we will be accessing all personal information from the Personal Information Summary page.

Navigation: Main Menu > Self-Service > Personal Information > Personal Information Summary

Preferred First Name

Click [HERE](#) for detailed instructions on how to add/change a preferred first name

Addresses

1. Click Personal Information Summary.
2. The Personal Information Summary page appears.
Click the Change home/mailling addresses button.

The Home Address is your physical address.

The Mailing Address is where you wish to have all Pay and Benefits information mailed.

Contact your Agency/HR payroll staff to add a new address type (e.g. "Other" or "Check" address type).

CAUTION: Address changes made after 9 am the Monday preceding payday may not be reflected on your paycheck/pay advice until the following payroll cycle.

3. From the Home and Mailing Address page:
Click the *Edit button* next to the address type you wish to edit.
4. From the Edit Address page:
Update the address information by erasing, adding, and/or typing the new information in the relevant space(s).

For changes, the following fields are required:

Address 1; City; State; Postal

(County will auto-populate based on address info.)

5. If desired, enter a future date that the new address information will become effective.
6. Leave the default date (today's date) if you want the change to become effective immediately.
7. Click the *OK* button after all updates have been made.
8. You may receive a pop-up message indicating your address is unable to be verified. Your address may or may not contain mistakes.
Click the *OK* button to review your address information and correct any mistakes (if necessary).
9. Review your address information and correct any mistakes (if necessary).
Click the *OK* button.
10. The Save Confirmation page appears:
Click the *OK* button.
11. The Home and Mailing Address page reappears.
Repeat the process to edit/add/delete additional addresses.

Phone numbers

Access your phone number information either from the *Personal Information Summary* hyperlink or from the *Phone Numbers* hyperlink.

Phone Number Data Entry Standards:

Business Phone = Work Phone

Cell Phone = Personal Cell Phone

Work Mobile Device Phone = Blackberry, PDA, etc.

Fax = Business Fax

Navigation: Main Menu > Self-Service > Personal Information > Personal Information Summary

Updating an Existing Phone Number:

1. Click the Change phone numbers button.
2. The *Phone Numbers* page appears.
Update the existing phone number by erasing, and/or typing the new information in the relevant space(s).
3. Click the *Save* button after all updates have been made.
4. The *Save Confirmation* page appears.
Click the *OK* button.

Add a New Phone Number Type:

1. From the *Phone Numbers* page:
Add a new phone number type by clicking the *Add a Phone Number* button.
2. Choose the *Phone Type* from the drop-down box.
3. Locate the empty *text box* next to the new *Phone Type* drop-down box.
Type the phone number, including area code, in the empty field. Type only numbers (no dashes, commas, or parentheses). The system will auto-format the phone number after saving.
4. Click the *Save* button after all updates have been made.
5. The confirmation page appears.
Click the *OK* button.
6. You must indicate a preferred phone number:

Locate the *Preferred* column:

Deselect a preferred phone number by clicking your mouse in the *Preferred* box located next to the phone number.

Indicate a preferred phone number by clicking your mouse in the *Preferred* box located next to the preferred phone number.

7. Click the *Save* button after all updates have been made.
8. The *Save Confirmation* page appears.
Click the *OK* button.

Delete a Phone Number:

1. From the *Phone Numbers* page:
Delete an existing phone number by clicking the *Delete* button next to the number you wish to delete.
2. The Delete Confirmation page appears.
Click the *Yes - Delete* button.
3. From the *Phone Numbers* page:
Click the *Save* button after all updates have been made.
4. The *Save Confirmation* page appears.
Click the *OK* button.
5. The *Edit Phone Numbers* page appears.
Repeat the process to edit/add/delete additional phone numbers, click the Return to Personal Information hyperlink to return to the summary page, or click the Sign out button to sign out of SABHRS.

Emergency contacts

Access your emergency contact information either from the *Personal Information Summary* hyperlink or from the *Emergency Contacts* hyperlink.

Navigation: Main Menu > Self-Service > Personal Information > Personal Information Summary**Updating an emergency contact:**

1. Click the Change emergency contacts button.
2. Click the *Edit* button.
3. Update or change the contact's name in the *Contact Name:* field.
4. Update the *Relationship to Employee* by choosing the appropriate relationship from the drop-down box.
5. If the contact has the same address or telephone number as the employee you can designate this by checking the box next to the appropriate row.

Uncheck the box to enter a separate address or phone number for the contact.

6. Enter the contact's primary telephone number in the *Telephone* field.
7. Click the *Save* button when finished.
8. Additional phone numbers can be added for the contact by clicking the *Add a Phone Number* button.
9. Click the *OK* button.

Adding an emergency contact:

1. Click the Add an Emergency Contact button.
2. Add the contact's name in the *Contact Name:* field.
3. Add the *Relationship to Employee* by choosing the appropriate relationship from the drop-down box.
4. If the emergency contact has the same address and/or telephone number as the employee click the appropriate box.

If the emergency contact address differs from the employee, add the address by clicking the *Edit Address* hyperlink.

5. Add the address by typing the new information in the relevant space(s).

For changes, the following fields are required:

Address 1; City; State; Postal
(County will auto-populate based on address info.)

6. Click the *Save* button after all updates have been made.
7. You may see a notification screen indicating that SABHRS is making a slight change to the address (for example, you typed "Drive" and the system is automatically updating it to "DR").

Click the *Yes* button to accept the change;

Click the *No* button to retain the original address; or

Click the *Cancel* button to go back and edit the address.

8. Enter the contact's primary telephone number in the *Telephone* field.
9. Additional phone numbers can be added for the contact by clicking the *Add a Phone Number* button.
10. Notice an empty row of fields appears below the "Other Telephone Numbers" heading. Select the contact's *Phone Type* from the drop down box.
11. Enter the contact's phone number in the *Phone Number* field.
12. Click the *Save* button after all updates have been made.
13. Click the *OK* button.

Changing the primary emergency contact:

1. Click the Change the Emergency Contact button.
2. Check the Primary Contact box for the contact you wish to be primary.
3. Click the *Save* button.
4. Click the *OK* button.

Deleting an emergency contact:

1. Click the *Delete* button in the row of the emergency contact you wish to delete.
2. Click the *Yes-Delete* button to confirm.
3. Click the *Save* button.
4. Click the *OK* button.

Email addresses

Access your email information either from the *Personal Information Summary* hyperlink or from the *Email Addresses* hyperlink.

Navigation: Main Menu > Self-Service > Personal Information > Personal Information Summary

Updating an existing email addresses:

1. Click the Change email addresses button.
2. From the Email Addresses page:
Update or change the appropriate email address in the *Email Address* column.
3. Click the *Save* button.
4. The Save Confirmation page appears.
Click the *OK* button.

Adding an email address type:

1. Click the Add an Email Address button.
2. Select the new email type by choosing the appropriate *Email Type* from the drop-down box.
3. Add the appropriate email address in the *Email Address* column.
4. Click the *Save* button.
5. The Save Confirmation page appears.
Click the *OK* button.
6. You must indicate a preferred email address:

Locate the *Preferred* column.

Indicate a preferred email address by clicking your mouse in the *preferred* box located next to the preferred address.

7. Click the *Save* button after all updates have been made.
8. The *Save Confirmation* page appears.
Click the *OK* button.

Deleting an email address:

1. From the Email Addresses page:
Click the *Delete* button in the row of the email you wish to delete (*Business* phone numbers cannot be deleted from Self-Service).
2. The Delete Confirmation page appears.
Click the *Yes - Delete* button.
3. The Email Addresses page appears.
Click the *Save* button.
4. The Save Confirmation page appears.
Click the *OK* button.

Setting time reporter user preferences

SABHRS HR allows you to set your timesheet defaults based on your viewing preferences.

Navigation: Main Menu > Self-Service > Time Reporting > User Preferences

1. Choose the manner in which you wish to display your time reporting codes (TRCs) on your timesheet for TRC Presentation from the drop-down menu:
There are two options:
 - a. Choose Show CODE - Description to show the TRC Code first then the TRC Description
 - b. Choose Show Description - CODE to show the TRC description first then the TRC Code
 The default is Show Code – Description.

2. Choose the manner in which you want your time to be prepopulated on the timesheet from the Time Pre-population method drop-down menu. The default is OFF (this means your timesheet will be blank and you must type in your hours manually).

OFF – Select this value to not default any values.

PRIOR PERIOD = The Hours, Time Reporting Codes, and Task profiles used will prepopulate from the previous pay period.

SCHEDULE INFORMATION = will automatically populate 8 hours a day, Monday through Friday

TASK VALUES = Timesheet will have no values and will need to be manually populated with hours, ect.

3. Choose the manner in which you want your time reporting period to be displayed from the Default Timesheet Display drop-down menu. The default is by Time Reporting Period. The other two choices to choose from are Daily, or Weekly.
4. Choose which day of the week you wish to be listed first on the timesheet from the Start Day of the Week drop-down menu. The default day is 6 - SATURDAY (the beginning of each pay period).
5. Choose whether you want a submit confirmation to pop up when you click the submit button. The default is Yes (Confirm)
6. Choose to Allow Real-time Processing of the Timesheet by Status Pivot Grid. This Feature currently is not being used.

Click the Save button to save your changes.

Time entry

Time entry and approval deadlines are set at the agency level. Contact your supervisor or your agency HR/payroll office if you have questions about time entry and approval, including about which time reporting codes and task profile IDs to include on your timesheet.

Entering time on the timesheet

Navigation: Main Menu > Self-Service > Time Reporting > Report Time > Timesheet

The timesheet defaults to the current pay period. Enter a different date in the Date field and click the Refresh button or use the Previous Time Period/Next Time Period hyperlinks to navigate to a different period if necessary.

1. Enter or choose your hours, time reporting codes, and task profile IDs in the appropriate fields and drop-down menus.

Each row on the timesheet represents a combination of hours, time reporting codes, and task profile IDs. Use the plus and minus buttons at the end of the row to add or subtract rows as necessary (one row is the minimum requirement). For example, if you worked 40 hours under task profile ID ABCD and were sick for 40 hours under task profile ID ABCD, you will enter time on two rows – one row for each of the combinations.

You must select a Time Reporting code from the drop down list and a corresponding Task Profile ID from the Task Profile look-up field. If you are unsure of which Task profile or Time Reporting code to use contact your Agency HR/Payroll office for assistance.

2. Click the Save for Later button at any time to save the time entered.

Clicking the Save for Later button does not **submit** time to your manager for approval; it saves it so you can submit all of your time at once at a later date. If you wish, you can have the system check your timesheet for errors. Remember to save before signing off after entering time.

3. OPTIONAL: After you click the Save For Later button, select the Reported Time Status Tab

This tab will provide you with a summary of your reported time for each time reporting code used for each day as well as the status your time is in: (SV) Saved, (NA) Needs Approval (SB) Submitted. Also, at the end of each row of time is a Comment bubble. This field is intended for those times when your supervisor wants you to give more information about the time you have entered. We are also using the Comments field to help track FMLA leave taken. If you are on FMLA and you use leave for FMLA purposes, please note that in the Comments field. You must use the letters FMLA for the report to pick up the leave. (EX: "FMLA - 8 hours of SLT on 2/5/07 were FMLA leave.")

4. OPTIONAL: Double-check your hours. Click the Summary tab to see your hours totaled by category and separated by week.
5. OPTIONAL: Look at your leave balances by clicking the Leave / Compensatory Time tab.

Leave Balances are displayed by clicking the Leave / Compensatory Time tab. The balances you see during the first week of the pay period will be different from the balances you see after Monday of the second week of the pay period. Leave is not accrued until after time has been earned. The Leave Accrual process is run on "Payroll Monday," the Monday before paychecks are distributed, the second

week of the current pay period, and reflects time as of the last pay period end date. Be aware: the balances will change after you submit leave taken (i.e. the balances will decrease as you take leave).

6. OPTIONAL: Click the Exceptions tab to view any errors on current time sheet. This tab will be used by your agency HR/Payroll staff.

Current timesheet errors are viewed by clicking the Exceptions tab. Errors (Exceptions) are generated when an aspect of the reported time is incorrect or when it does not conform to a defined rule. For example an exception field would be generated if more leave time has been taken than currently available or if overtime has occurred without prior approval.

7. OPTIONAL: Click the Payable Time tab to view an estimation of your after distribution gross earnings. This tab will be used by your agency HR/Payroll staff.

Payable Time can be viewed by TRC (Time Reporting Code) and Status; by TRC, Status and Day, or Shown in detail. These different viewing options are selected under Payable Time Viewing Option. Payable Time will not be populated until after the distribution of paychecks has occurred. REMINDER: Estimated Gross totals are an ESTIMATE, meaning that they are not guaranteed to be 100% accurate. Estimated Gross totals will not reflect any tax, retirement, insurance, or any other applicable withholding.

8. Click the Submit button when you are ready to submit your time to your manager for approval.

While you can save your time at any time by clicking the Save for Later button, you should submit your time only once – generally, at the end of a pay period. Note: Submit time according to your Agency policies and deadlines. The Save for Later button does not gray out after time has been submitted. Be sure to check the Reported Time Status tab at the bottom of the timesheet to check what Reported Status your time is in.

Delegating time

Who to contact for help

The first place to look for help with delegation is this guide. If you need additional help, contact your agency HR/payroll office staff. They will be able to provide you with agency specific delegation and time approval information. Also, if you are unable to perform a delegation yourself due to an emergency situation your agency HR/payroll office staff can perform the delegation on your behalf.

Delegation info

When an employee submits time in self-service, the person listed as the employee's "reports to" in SABHRS will be responsible for approving the employee's time. In some agencies, the "reports to" is the employee's manager or supervisor; in other agencies the "reports to" is another designated person. Check with your agency's HR/payroll office if you have questions about the "reports to."

If you will be on vacation or otherwise cannot approve your employees' time, you have the option to delegate your time approving duties to another person, preferably another manager, in your agency. This ability is called "delegate approval authority."

Delegating time approval responsibilities (to a proxy)

The person you are asking to assume your time approval responsibilities is called the proxy. The proxy receives an email notification inviting them to accept the invitation. The proxy must accept the invitation to be able to approve the time in the timeframe designated by the delegator.

Navigation: Main Menu > Self-Service > Manage Delegation

1. Click the Create Delegation Request hyperlink.
2. Enter the start and end dates of the delegation timeframe in the From and To Date fields. Open-ended delegations are not allowed; therefore an end date must be included for all delegations.
3. Click the Next button.
4. Click in the box next to Manage Approve Reported Time.
5. Click the Next button.
6. Choose the person to delegate the approval authority to. There are two options:
 - a. Choose from the suggested list of people by selecting the radio button next to the individual's name, or
 - b. Choose another individual to delegate the responsibility to by clicking the [Search by Name](#) hyperlink. If the person you wish to be the proxy is not in your suggested list, click the [Search by Name](#) hyperlink to choose another individual. Type the individual's last name or the first few letters of their last name in the Last Name field and click the Search button. A list of possible matches will be displayed. Choose the person from the list of possible matches by clicking on the radio button next to their name. It is important to choose a proxy who works within your agency.
7. Click the Next button.

8. Click the OK button.

Reviewing delegated time approval responsibilities

Navigation: Main Menu > Self-Service > Manage Delegation

1. Click the Review My Proxies hyperlink.
2. Choose which request(s) you wish to check by selecting a status from the Show Requests by Status drop-down field and clicking the Refresh button (or, leave the status blank and click the Refresh button to return a list of delegations meeting all statuses).
3. The information based on your status selection appears. Click the  in the Details column of the table to view more details about the request, including checking the status of the request(s).

Revoking delegated time approval responsibilities

Navigation: Main Menu > Self-Service > Manage Delegation

1. Click the Review my Proxies hyperlink.
2. Click in the box next to the row of the delegation request you wish to revoke.
3. Click the Revoke button.
4. Click the Yes-Continue button.
5. Click the OK button.

Accepting/rejecting time approval delegation responsibilities (as a proxy)

The person the delegator asks to assume their time approval responsibilities is called the proxy. The proxy receives an email notification inviting them to accept the invitation. The proxy must accept the invitation to be able to approve the time in the timeframe designated by the delegator. The invitation can be accepted one of two ways: by clicking on the hyperlink in the email notification and logging-in to SABHRS HR, or by following the instructions below.

Navigation: Main Menu > Self-Service > Manage Delegation

1. Click the Review My Proxies hyperlink.
2. Locate the rows in the table that correspond with the delegation request you are accepting (usually all of the rows will correspond). Check the appropriate rows or click the Select All button to select all of them.
3. Click the Accept button.
4. Click the OK button.

Approving time approval delegation responsibilities (as a proxy)

Time approved by a proxy should be approved from the **Reported Time page** (as opposed to the Timesheet page). This is because a proxy may not have access to approve certain employee time from the Timesheet page (only people with security access to an employee's time and labor group will have access to the timesheet from the Timesheet page – this access is controlled by your agency's payroll office).

Navigation: Manager Self-Service > Time Management > Approve Time and Exceptions > Reported Time

Follow the same instructions for [approving and editing time](#) within this guide.

Proxies should watch out for the following items:

- Only employees who have submitted time for approval will be returned on this page when clicking the Get Employees button.
- Watch out for the criteria entered in the Employee Selection Criteria fields (be sure you do not inadvertently include search criteria that will prevent you from viewing an employee's timesheet).
- Watch out for the value in the View By drop-down as time will only be displayed based on that value.
- Watch out for the date in the Date field as time will only be displayed based on that value.

Reviewing delegated time approval responsibilities (as a proxy)

Navigation: Main Menu > Self-Service > Manage Delegation

1. Click the Review My Proxies hyperlink.
2. Choose the status you wish to check by selecting a status from the Show Requests by Status drop-down field and clicking the Refresh button (or, leave the status blank and click the Refresh button to return a list of all statuses).

Paychecks

When you set-up a direct deposit you have the option to suppress the pay advice/stub that is generated when your money is deposited. Suppressing your pay advice/stub is recommended because it saves paper and handling fees. The pay advice/stub is always available by navigating to your paycheck in Self-service at any time (even for previous pay periods).

Suppressing your pay advice/stub

Navigation: Main Menu > Self-Service > Payroll and Compensation > Direct Deposit

1. Click the Pay Statement Print Option hyperlink.
2. Leave the box unchecked to suppress the paycheck advice/stub (remember – you can always get a copy later if needed); check the box if you wish to receive a paycheck advice/stub each pay period.

Viewing your pay advice/stub as a PDF

Regardless of whether or not an employee receives a paper check, all pay advices as of October 19, 2011 are now available as PDFs via Self-Service. PDFs can be saved to a location on your computer or can be printed. Pay advices prior to that date are available for viewing via Self-Service as HTML web documents.

Navigation: Main Menu > Self-Service > Payroll and Compensation > View Paycheck

1. Click on the “View Paycheck” hyperlink next to the date of the check you wish to open in the Check Date column (you may have to click the column header to sort to find the most recent check date). If the pay advice is available as a PDF the PDF will display (how it will open and display depends on your computer and PDF reader settings).

Direct Deposit

You can edit, add, and delete your direct deposit information from self-service at any time. Changes and additions to direct deposit information (bank routing numbers, account numbers, or account types) do not take effect automatically; they must first incur a “pre-notification” process, which may take up to two pay periods.

Direct all questions regarding direct deposits and the pre-notification process to your agency HR/payroll staff.

Navigation: Main Menu > Self-Service > Payroll and Compensation > Direct Deposit

Edit a direct deposit

Note: Multiple direct deposit changes are not allowed in the same day. This includes changes made to your Pay Statement Print Option (suppressing advice/stub) as discussed earlier in this guide.

1. Locate the row in which the direct deposit you wish to edit is located.
2. Click the Edit button.
3. Select the desired option from the Direct Deposit Account Type drop down list and/or type the correct information over the existing information.

4. Click the Save button to save the change.

Add a direct deposit

1. Click the Add button.
2. Select the appropriate Direct Deposit Account Type from the drop down field.
3. Enter your bank's 9-digit Routing Number and your bank account number.

When a valid 9-digit Routing Number is entered, the name of the bank will display. Use the 9-digit Routing Number off your check or other documentation received directly from your financial institution (DO NOT enter numbers off of your deposit slip).

4. Select the appropriate Direct Deposit Type from the drop-down.

If you wish to deposit your entire check into one account, choose "Balance" and skip to step 6. If you wish to split your paycheck into one or more account types choose "Amount" and jump to the next step. (you will also have to complete the Add a direct deposit step for each additional account). When the Direct Deposit Type selected is "Amount," the priority number will default. If the Direct Deposit Type selected is "Balance," the Amount and Deposit Order fields will disappear (this is because they are not required).

5. The amount box will display only when you have selected a Direct Deposit Type of "Amount." Enter an amount to be deposited into the specified bank account. Skip this step if you choose "Balance" in the previous step.
6. Enter a deposit order in the Deposit Order field if you will have more than one direct deposit.

The Deposit Order determines the order the direct deposit requests will be taken from your net paycheck. Direct Deposit requests that are for specific amounts are withheld first, followed by the Balance request.

7. Click the save button to save your request.
8. Click the OK button.

You will be returned to the main Direct Deposit page. From there you can add additional deposits if necessary.

Delete a direct deposit

IMPORTANT: if you are adding a new account to replace an old account, follow the steps to add the new direct deposit information first, and then delete the old account. By deleting all accounts first, the system will not allow you to enter a new account until the following day.

1. Click the Delete button.
2. Click the Yes-Delete button to delete the account.

Training summary

You can review a summary of any of your internal and external training that has been tracked by the state. Keep in mind, not all training is tracked by the state. Only training that has been entered into SABHRS HR will display in your training summary area. Each agency manages employee training differently; contact your agency HR/payroll office for questions about your training summary.

Navigation: Main Menu > Self-Service > Learning and Development > Training Summary

The Internal Training table displays training offered by or at the State of Montana:

1. Select the name of the training course in the Course Name column to view course details (if available).

The Other Professional Training table lists all other professional training entered into SABHRS HR.

Benefits

Initial benefit elections are processed through your agency's HR office.

Subsequent benefit elections, during the annual change period (every fall) are made online via Self-service. The Health Care and Benefits Division (HCBD) communicates information about benefits elections to employees closer to the annual change period. Contact HCBD for more information about benefit elections, as well as medical, prescription, dental, life, and other related benefits and plans: <http://benefits.mt.gov/default.mcp.x>.

You can review your benefit elections in SABHRS Self-Service anytime using the Benefits Summary page.

Navigation: Main Menu > Self-Service > Benefits > Benefits Summary

1. Enter the date you wish to view the benefits "as of" in the field and click the Go button (the date defaults to today's date).
2. Click on the benefit hyperlinks for specific details.

Manager Self-Service

Manager search options

Navigation: Main Menu > Manager Self-Service >Time Management> Manager Search Options

Manager search options should be set to limit the amount of information a manager sees on the Time Management pages where there is an Employee Selection Criteria option. For example, your agency HR/payroll staff has given you access to see multiple groups of employee timesheets; however, you are responsible for supervising only one of those groups. To limit the employee timesheets that you see each time you search for timesheets to the group of employees you supervise you should enter their “Time Reporter Group” in the time reporter group field. You can set the time reporter group to default into the field automatically (rather than you having to manually type it into the field each time). Other criteria can be set as the default from this page as well.

1. Locate the Loading of Matching Employees box/area: click the radio button next to ‘Auto Populate’ Results if you have security to a small number of employees. Otherwise select the radial named ‘Prompt for Results’. This will ensure your search page does not time out. However, it will require you to click the Get Employees button on your Manager Timesheet Search page. Note:We recommend you use the ‘Prompt for Results’.
2. OPTIONAL: The Default Criteria Presentation box/area determines whether the criteria list on the Time Management search pages is visible (expanded) or collapsed. Choose your preference by clicking the appropriate radio button.
3. OPTIONAL: Enter into the Selection Criterion Value field the criteria you wish to show up as the default each time on the search pages.
4. OPTIONAL: Checking the box next to the item in the Include in Criteria column will include the item as search criteria on the search page (as a general rule you should check all visible boxes).
5. OPTIONAL: Check or uncheck the Show Schedule Information box to either show the employees schedule or not include it on the search pages.

6. **OPTIONAL:** The Include in List check box determines the fields the manager sees when the employee list is displayed. Select the value in the dropdown menu to choose how you want that field information to be displayed. As a Manager you can choose from the following values: choose to Do not include, Include, Include Description Only, Include Code Only, or Include Code and Description.

Show Schedule Information

Employee Selection Criteria ?

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	<input type="text"/>	<input checked="" type="checkbox"/>	Do Not Include
Employee ID	<input type="text"/>	<input checked="" type="checkbox"/>	Include
Empl Record	<input type="text"/>	<input checked="" type="checkbox"/>	Include
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	Include
First Name	<input type="text"/>	<input checked="" type="checkbox"/>	Include
Department	<input type="text"/>	<input checked="" type="checkbox"/>	Include Description Only
Reports To Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only
Location Code	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description

Data Loading in Time Management ?

Folder	Portal Label	*Chunk Size
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do Not Include –The search results does not include this field’s value when this option is chosen.

Include Description Only –Above this value was selected for Department. The search will return the value’s description rather than the code. For this employee the departments description SPD Payroll is returned rather than the department code of 61123PAYRO.

Include Code Only – Above the Reports To Position has this value selected. In the search results the system returns the reports to value of 61100050 with no description. If we had asked for the Description to be included. The system would have returned the description of the position number listed as the reports to for this employee which would have been Human Resources Manager.

Include Code and Description – Above the Location Code search has this value listed. The search results lists the location code and the location code description.

Data Loading in Time Management is not currently being used.

7. Click the Save button to save any changes.

Approving and editing time

When an employee submits time in self-service, the person listed as the employee's "reports to" in SABHRS will be responsible for approving the employee's time. In some agencies, the "reports to" is the employee's manager or supervisor; in other agencies the "reports to" is another designated person. Check with your agency's HR/payroll office if you have questions about the "reports to."

Separate time approval instructions for time approvals related to delegation can be found in the [Delegating time](#) area of this guide.

Time approval navigation for approval by a "reports to:"

Navigation: Main Menu > Manager Self-Service > Time Management > Report Time > Timesheet

Time approval navigation for approval by a "proxy" via delegation:

Navigation: Main Menu > Manager Self-Service > Time Management > Approve Time & Exceptions > Reported Time

1. Click the Get Employees button to return a list of employee timesheets based on the criteria entered in the Employee Selection Criteria table.

If desired, update or change any search criteria before clicking the button.

2. Change the View By drop-down field and Date field if necessary.

A list of employees matching the search criteria is returned. Note that the information displayed next to the employee(s) is based on the active selections in the View By drop-down menu, the Date field on the page. For example, if "Week" is in the View By drop-down only one week's worth of time is displayed. You can see how much time has been reported, needs to be approved, or has been approved by looking at the relevant columns next to the employee's name. Note: Demographics and the field values next to each employee is controlled by the Manager Search Options.

Important Reminder: All time may not be in a submitted Needs Approval status. Some of the time may be in a Saved status. If so, notify the employee there is still time needing to be submitted for approval. If the employee is unable to submit time Check with your Agency HR/Payroll staff for your Agency Policies and Procedures regarding submitting the time on their behalf in their absence.

In addition, pay special attention to the Date listed in the date field. The recommendation is to include the beginning of the pay period for which you are approving time in the date field.

3. Click on an employee's Last Name to display their timesheet.

Be sure to check the information entered on the timesheet is correct.

4. **OPTIONAL:** Edit any information on the employee's timesheet. As a "reports to" you have the ability to edit or add information to the employee's timesheet just as you would on your own timesheet. Click the Submit button, then the OK button after making any changes/additions.
5. Select the time you wish to approve by locating the Reported Time Status table and checking the box next to the time to be approved.

Alternately, use the Select All and Deselect All hyperlinks at the bottom of the table to select or deselect all of the boxes.

- Click the Approve button to approve the time.

You can return to the timesheet to approve additional time if necessary (the system does not require you to approve all time at once; however, you should check with your agency's HR/payroll office to determine by when all time must be approved).

- Click the Yes button.
- Click the OK button.
- OPTIONAL: click the Previous Employee and Next Employee hyperlinks in the upper right-hand corner to navigate to other employee timesheets, or click the Return to Select Employee hyperlink at the bottom of the page to return to the timesheet search page to search for a different employee.

Common time reporting codes

This is not a complete list of time reporting codes. Some time reporting codes are not available to all employees as they are unique to specific agency business processes. Obtain the most recent time reporting codes for timesheet reporting from your agency's HR/payroll office.

Time Reporting Code	Description
REG	Regular hours worked
HOL	Holiday
SLT	Sick Leave Taken
VLT	Vacation Leave Taken
ECE	Exempt Comp Time Earned
ECT	Exempt Comp Time Taken
CTE	Non-Exempt Comp Time Earned
NCT	Non-Exempt Comp Time Taken
OVT	Overtime
HWK	Holiday Worked - 1.5 Times
HBK	Banked Holiday Earned
HBT	Banked Holiday Taken
R1106	Military Leave

FMLA time reporting codes

TRC Code	Description	When to Use
FBHNT	FMLA Holiday Bank NG Taken	When you use Banked Holiday Non-grandfathered leave time as FMLA
FBHTX	FMLA HolidayBankNGTakenNoExp	When you use non-paid Banked Holiday Non-grandfathered leave time as FMLA. Agency will inform you when required to use an "NX" code on your timesheet.
FECT	FMLA Exempt Comp time taken	When you using Exempt Comp time as FMLA
FETNX	FMLA Exempt Comp time taken No Expense	When you are using non-paid Exempt Comp time as FMLA. Agency will inform you when required to use an "NX" code on your timesheet.
FHBT	FMLA Holiday Bank taken	When you are using paid Banked Holiday time as FMLA
FHOL	FMLA Holiday Pay	When you are out on FMLA leave for the entire week which includes a paid holiday. This code will not be used if you are on intermittent FMLA leave.
FHTNX	FMLA Holiday Bank taken No Expense	When you use non-paid Banked Holiday time as FMLA. Agency will inform you when required to use an "NX" code on your timesheet.
FLWOP	FMLA Leave without pay	When you are taking FMLA without vacation, comp time, or sick time pay
FNCNX	FMLA NonExempt Comp No Expense	When you are using non-paid Non-Exempt Comp time as FMLA. Agency will inform you when required to use an "NX" code on your timesheet.
FNCT	FMLA NonExempt Comp Taken	When you using Non-Exempt Comp time as FMLA.
FSCNX	FMLASeasiNonExemptComp - NoEx	When you are using non-paid Non-Exempt Comp time as FMLA and you are a seasonal employee. Agency will inform you when required to use an "NX" code on your timesheet.
FSLFT	FMLASickLeaveFundTaken	When an employee on FMLA uses hours from the Sick Pool
FSLGT	FMLASickLeaveGrantTaken	When an employee on FMLA uses hours Direct Grant hours
FSLT	FMLA Sick leave taken	When you are using sick time for FMLA
FSNCT	FMLA Sea NonExempt Cmp Tkn	When you are using Non-Exempt Comp time as FMLA and you are a seasonal employee.
FSST	FMLA Seasonal Sick leave taken	When you are a seasonal employee using sick time for FMLA
FSTNX	FMLA Sick leave taken No Expense	When you are using non-paid sick time for FMLA
FSVLT	FMLA Seasonal Annual leave taken	When you are a seasonal employee using vacation or annual leave time for FMLA
FVLT	FMLA Annual leave taken	When you are using vacation or annual leave for FMLA
FVTNX	FMLA Annual leave taken No Expense	When you are using non-paid vacation or annual leave for FMLA