Self Service
Manager Time Entry Approval

Contents

Introduction

Employees can enter biweekly time, leave and labor distribution information using Self Service. As a supervisor or manager, you are able to validate and approve the information in Self Service. This data is secured by your user ID and password. After signing in as you do to view your paystub, you can approve time entry information online, rather than approving the information on paper forms.

The following definitions may be helpful to you in understanding these instructions.

Earn Code: A code indicating the type of earnings being reported. For example, earn code REG is used for time worked, VAC is vacation leave and SIK is sick leave.

SEMA4: The online system used by the State of Minnesota to process payroll and manage human resources.

Access Manager Time Entry approval information

To access time entry information that requires your approval, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site: www.state.mn.us/employee.	**State of Minnesota Self Service** sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	**Self Service** page displays.
3. On the menu, select State of MN Self Service.	**State of MN Self Service** page displays.
4. Select Manager Tasks.	**Manager Tasks** page displays.
5. Select Manager Time Entry Approval.	**Time and Labor** search page displays.
6. In the **Department** field, type the department ID you want to access. To look up a department, click the Look Up Department button next to the field. The **Look Up Department** page displays. Click the Lookup Look Up button for a list of available departments or type part of the department ID and click the Lookup Look Up button. Select a department. It fills in on the search page.	
7. In the **Pay Period End Date** field, accept the current pay period end date that is displayed. If you want another date, do a lookup and select a pay period from the list or type the one you want. To look up a pay period end date, click the Look up Pay Period End Date button next to the field. The **Look Up Pay Period End Date** page displays. Click the Lookup Look Up button for a list of available pay periods. Select a pay period end date. It fills in on the search page. Note: Other criteria on the search page can be filled in if you want to narrow the search. Some of the other search fields are more useful later when you check for errors and assure all records are approved and completed.	
8. Click the Search Search button.	Search results display.
9. On the list of Search Results that displays, select the first employee.	The **Time and Labor** page displays.

Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Validate and approve employee payroll data

For managers and supervisors who are validating and approving employee payroll information, the Manager Time Entry Approval component displays three pages: **Time and Labor**, **Comments** and **Dept Status**. The **Time and Labor** page and the **Comments** page are the same pages used by employees. The **Dept Status** page is an additional page in the component seen and used only by those who have approval authority.

To validate and approve employee payroll data, follow the instructions below.

ACTION	RESULT
1. After accessing the first employee, click the **Dept Status** page tab.	The **Dept Status** page displays.
2. Click the Validate [Validate Dept] button. This starts a validation program that checks for errors for **all employees** in the department. Note: You can validate the current pay period, not future pay periods.	The Check Status [Check Status] button displays while the validation is processing.
3. Click the Check Status [Check Status] button every few seconds. When the Check Status [Check Status] button disappears, validation is complete. Any errors found are displayed on the **Time and Labor** page of the appropriate employee. Note: If you sign out of Self Service at this point without further action, the errors are saved and will be displayed on employee records when the department is next accessed.	
4. Return to the **Time and Labor** page by clicking the **Time and Labor** page tab.	The **Time and Labor** page displays with any errors found for this employee during the validation processing under the **Time Errors** and/or **Labor Errors** header.
5. Review time entered and labor distribution (if any) for each employee. Make sure the employee has checked the **Complete?** box at the top of the page. • If it is not checked, request that the employee finish time entry by checking the **Complete?** box and saving. • If an employee is absent and has not completed the timesheet, you may use approved leave slips and other information to complete the timesheet and mark it Complete. Errors can be corrected later in the week or next pay period by payroll staff. When the approver (primary or backup) marks an employee's timesheet "complete," a comment should be added to document the circumstances. Instructions for adding comments will follow in step 9. When a person other than the employee updates the record, that person's user ID and name are captured by an audit report reviewed by payroll staff.	The message "Comments are required when an employee's timesheet is marked complete" will display if the approver (primary or backup) checks the **Complete?** box prior to adding a comment documenting the circumstances. When the Yes button is selected, the approver will be directed to the **Comments** page.

<table>
<tr><th>ACTION</th><th>RESULT</th></tr>
<tr><td>6. Review any errors for the employee.
Errors display below the employee name: time errors on the left, labor distribution errors on the right. Click the View All View All link on the Time Errors or Labor Errors header to display all the errors.
Three ways to correct errors:
• Contact the employee to correct errors. The employee unchecks the Complete? box on the timesheet, makes changes, rechecks the Complete? box and saves the record.
• If the employee is not available, managers can correct errors if the correct information is known. The manager would uncheck the Approved? and Complete? boxes and recheck both after correcting the error.
• Ask payroll staff for assistance if necessary.</td><td>Note: It is always the best practice to have <u>employees update their record</u>.

When a manager makes a change to a timesheet or if notations are necessary to record explanations, a comment should be added on the Comments page to document the circumstances. Instructions for adding comments will follow in step 9.</td></tr>
<tr><td colspan="2">Note:
<u>For Agencies with Time & Labor reporters that also use Speed Charts</u>

If SpeedCharts were used by the employee in completing labor distribution, the Speed Chart Used field will display the last SpeedChart used for a labor distribution row. However, if changes were made to the hours or to the labor distribution chartstring fields after SpeedCharts were applied to a row, the SpeedChart Used field on that row will be blank.

This functionality relates to both employees and managers when applying SpeedCharts. It allows users to enter and review correct labor distribution information using SpeedChart names, rather than being familiar with each individual field and code within a chartstring.</td></tr>
<tr><td>7. To investigate leave balance problems, click the View Leave Balance View Leave Balance button.
The Leave Activity By Pay Period page displays all the leave types by pay period. Click the Leave Activity By Plan tab at the top of the page to display pay periods historical information by each leave type. On both pages, use arrows, First, Last, and View All links and buttons to see additional data.</td><td>The Leave Activity By Pay Period page displays.</td></tr>
<tr><td>8. After reviewing leave balances, click the Cancel Cancel button to return to the Time and Labor page. Take any appropriate action to correct problems.</td><td></td></tr>
<tr><td>9. Go to the Comments page. Review employee comments and/or add your comments.

If needed, click the Add a New Row + button to add a text box for entering comments. If you need more space, click the Add a New Row + button again to add an additional text box. Both employees and managers can enter comments. However, different users cannot enter comments in the same text box, and comments cannot be changed or deleted by anyone except the user who entered them.</td><td>Comments are considered to be private information. Check with your agency for guidelines on what to document on the Comments page.</td></tr>
</table>

ACTION	RESULT
10. When the time sheet is correct and all comments have been recorded, go to the **Time and Labor** page and check the **Approved?** box. (If you unchecked the **Complete?** box to correct errors or enter time for an absent employee, first check the **Complete?** box.) When a backup approver approves an employee's timesheet, a comment should be added to document the circumstances. Instructions for adding comments are in step 9.	The message "Comments are required when an employee's timesheet is approved by a backup" will display if the backup approver checks the **Approved?** box prior to adding a comment documenting the circumstances. When the Yes button is selected, the approver will be directed to the **Comments** page.
11. Click the Save Save button.	The word "Saved" displays briefly in the upper right-hand corner of the page when the save is complete.
12. Click the Next in List Next in List button to view the next employee's timesheet.	
13. Repeat steps 4 through 12 for each employee in the department.	
14. When you have reviewed and approved all employees in the department, go to the **Dept Status** page and revalidate the department. Click the Validate Validate Dept button. Click the Check Status Check Status button every few seconds.	When the Check Status Check Status button disappears, validation is complete.
15. When validation is complete, click the Return to Search Return to Search button. In addition to the information that displays on the search page, check the **Errors?** box and click the Search Search button.	Only records that are still in error will display. If no rows display, there are no errors. If rows display, have employees correct timesheets that have errors before completing the manager approval process.
16. Select a record from search results.	
17. Click the **Time and Labor** tab to view any errors.	
18. Repeat correcting and revalidating until all errors are either corrected or are intentionally left in error status.	

Verify that time entry is complete and ready to load

When time and labor for all employees has been reviewed and updated if necessary, and all have been approved, you must verify that the department is complete and mark it **Ready to Load** so that it will be processed.

Action	Result
1. Use the **Time and Labor** search page to verify the department is complete. Choose one of the following: A. On the search page, complete the Department and Pay Period End Date only and click the Search button. Review the Errors?, Approved?, and Completed? columns while scrolling through the list. Make sure that: • The Errors? column displays N (No) only, unless it is an acceptable error. • The Approved? column displays Y (Yes) only. • The Completed? column displays Y (Yes) only. • The Self-Service Time Status column displays any status except Not Validated (Nt Vldtd). TIP: Review the Completed? column to monitor employees' progress in completing time entry. When there is a Y on each row, employees are finished entering their payroll information. B. On the search page, complete the Department and Pay Period End Date fields. In addition, use one of the following additional search field values to verify the department status: • To find timesheets that are not approved, in the Approved? field, select Not Approved and click the Search button. • To find timesheets that are not marked complete, in the Completed? field, select Not Completed and click the Search button. Always click the Search button after changing any criteria on the search page to ensure you are looking at ***new*** search results. Remember to set each search field back to blank after completing one search and before specifying criteria for another.	• This list displays all employees in the department. • This list includes only timesheets that aren't approved. • This list includes only timesheets that aren't completed.
2. If the above searches reveal errors or unapproved or incomplete timesheets, take appropriate action and re-verify. Repeat until all records are error-free, completed and approved.	
3. When time and labor is correct, complete and approved, access any employee record and click the **Dept Status** tab.	The **Dept Status** page displays.
4. Check the **Ready to Load?** box. TIP: Do not check **Ready to Load?** until all timesheets in the department are approved.	
5. Click the Save button.	

ACTION	RESULT
6. Return to the **Time and Labor** search page to verify that you have successfully completed the approval process, and all departments that you have responsibility for are ready to load. Select one of the following: • Complete the **Department** and **Pay Period End Date** fields, and click the Search button. Entering a partial department ID in the **Department** field (example: R29) retrieves search results for all departments in the agency for which the manager is the primary or backup approver. • Complete the **Department** and **Pay Period End Date** fields. In the **Ready to Load?** field select Not Ready to Load, and click the Search button. NOTE: You can use the **Save Search Criteria** functionality as a time saver if the search criteria on the search page will be used repeatedly. **Save Search Criteria** allows you to save your criteria for future use on that particular search page. On a component's advanced search page, complete the search field(s) and click the Save Search Criteria Save Search Criteria link. The search criteria displays. Name the particular search and save it. After saving, the Use Saved Search Use Saved Search: Jane Doe field contains your named search and displays at the top of the search page. Each time you access the particular component, you have the option of choosing one of your saved searches. To delete a saved search, click the Delete Saved Search Delete Saved Search link and select the search to be deleted. If you delete all of your saved searches on a particular component's search page, the Use Saved Search Use Saved Search: field no longer displays.	• On the list of employees that displays, verify that the Ready to Load? column, on the right-hand side of the page, displays Ready. • The list that displays will include those departments that require further attention because they are not marked Ready to Load.

To Exit

ACTION	RESULT
1. To return to the **State of MN Self Service** page: • Click the Home Home link in the upper-right corner of the page. • On the menu, click State of MN Self Service.	**Self Service page** displays. **State of MN Self Service** page displays.
2. When you are finished, click the Sign Out Sign out link in the upper-right corner of the page.	**State of Minnesota Self Service** sign in page displays.

What happens next……

A batch process runs Tuesday and Wednesday nights of payroll processing week to load self-service time entry data into SEMA4. Departments with Ready to Load? checked on Tuesday are loaded Tuesday night. It is not possible to load part of a department Tuesday night and the rest Wednesday night. The load process only loads data for employees where the Approved? box is checked. **All departments must have the Ready to Load? box checked by the deadline set by your agency, but no later than the end of Wednesday of payroll processing week**. If this is not done, the time is not loaded to mass time entry, and payroll office must re-enter the data.

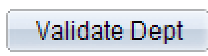
After the department is loaded, the status Loaded to Mass Time replaces the Ready to Load? checkbox. At this point, only payroll staff can make further changes.

Checklist for approving self service time entry

1. Sign on to the State of Minnesota Self Service Web site at www.state.mn.us/employee. Click the Manager Tasks > Manager Time Entry Approval.

2. On the search page, type the department you want, or look up the available departments, and select the one you want. Accept the pay period end date, type the one you want, or look up the available pay periods and select the one you want.

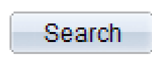
3. Click on the first employee on the list that displays.

4. Go to the **Dept Status** page and click the Validate Dept 

button to validate all records in the department.

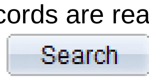
5. Review timesheets, errors and comments for each employee. Ask employees to correct errors or you correct them if the employee is unavailable and you know the correct information. Uncheck the **Approved?** and **Complete?** boxes in order to make the changes; recheck them after changes are complete. Enter time for absent employees. Add comments as needed. Make sure all **Complete?** boxes are checked. Approve and save each record.

6. Validate the department again.

7. View records with errors (Return to Search, check the **Errors?** box and click the Search 

button).

8. Repeat steps 5 – 7 until all errors are corrected or left uncorrected intentionally.

9. Verify that all records are ready (Return to Search, clear fields except for department and pay period end date, and click the Search 

button). Scroll through the list, making sure that:
   - All records have N (No) in the Errors? column, except those with acceptable errors.
   - All records have Y (Yes) in the Approved? column.
   - All records have Y (Yes) in the Completed? column.
   - The Self-Service Time Status column displays any status but Not Validated (Nt Vldtd).

10. Check the **Ready to Load?** box on the **Dept Status** page. Save the record.

11. Repeat step 9, this time making sure that the Ready to Load? column displays Ready.

12. Sign out of Self Service.

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency Payroll/HR office.

PROBLEM	SOLUTION
I approved each record in the department and clicked the **Ready to Load?** check box. But when I view search results it appears that there are unapproved records, and the department has a status of Not Ready. What am I doing wrong?	You need to update the search results you are viewing. Click the Return to Search button, and click the Search button to update search results.
I'm out of the office unexpectedly and I need to approve timesheets.	• Access Self Service from another computer with an Internet connection and complete your manager tasks, or • Contact one of the back-up managers who can approve your department.
I will be taking extended time off and have asked my staff to complete their timesheets for the pay period ending in 3 weeks. I'm able to review and approve each record but I'm unable to validate the departments.	Departments can be validated no earlier than the first day of the pay period. A back-up manager should approve records and validate the departments on the pay period end date that you are out.
One of the employees I approve time for is unexpectedly absent on the day timesheets are due.	If an employee is absent and has not completed their timesheet, you may use approved leave slips and other available information to complete the timesheet and mark it Complete. Errors can be corrected later in the week or next pay period by payroll staff. When a person other than the employee enters time and marks the timesheet complete, this person's user ID and name are captured by an audit report reviewed by payroll staff. Changes should be documented with a note on the **Comments** page.
Will errors on the Time and Labor page prevent the information from loading to mass time entry as long as the both the **Complete?** and **Approved?** boxes are checked?	Time in error status will load to mass time entry, but you should allow an error to pass only if you are satisfied that it is substantially correct. For example, say the payroll staff adjusts a prior pay period, adding back hours to vacation leave, and a validation error says the employee's vacation balance is insufficient. If the balance will be sufficient once the adjustment is processed, it is okay to approve the timesheet with the error. The agency's payroll staff will resolve any issues. You might want to make a note about the error on the **Comments** page.
An employee was contacted and told to make changes on his timesheet, but he says he cannot access the fields.	The manager must uncheck the **Approved?** box and the employee must uncheck the **Complete?** box prior to making changes.
I am unable to enter a note in the text box on the **Comments** page.	Both employees and managers can enter comments by clicking the Add a New Row button. However, each user must click the Add a New Row button to add a *separate* comments text box. Different users cannot enter comments in the same text box, and comments cannot be changed or deleted by anyone except the user who entered them.

PROBLEM	SOLUTION
An employee wants to make changes to a timesheet. In order to do this they must first uncheck the **Complete?** box. However, it is not accessible and clicking on the box has no effect.	A manager must uncheck the **Approved?** box before an employee can access and uncheck the **Complete?** box to make changes. In addition, if the department has been marked **Ready to Load**?, the manager must first go to the **Dept Status** page and uncheck the **Ready to Load?** box, before the **Approved?** box is accessible and can be unchecked.
An error message indicates that a value is invalid or does not match one of the allowable values.	The earn code is typed incorrectly or is one that security does not allow, such as a leave type not valid for the employee's bargaining unit. Type the correct code or click the Lookup button to look up the code.
The search results that display are not as expected.	You may have inadvertently used saved search results criteria that returned search results other than those intended. **Save Search Criteria** allows you to save your criteria for future use on that particular search page. On a component's advanced search page, complete the search field(s) and click the Save Search Criteria Save Search Criteria link. The search criteria displays. Name the particular search and save it. After saving, the Use Saved Search Use Saved Search: Jane Doe field contains your named search and displays at the top of the search page. Each time you access the particular component, you have the option of choosing one of your saved searches. To delete a saved search, click the Delete Saved Search Delete Saved Search link and select the search to be deleted. If you delete all of your saved searches on a particular component's search page, the Use Saved Search Use Saved Search: field no longer displays.
It is very time consuming to validate each employee in the department. Is there a more efficient process I can follow?	Each time you validate, you are validating **all** records in the department. Validate when you initially access the department. If any record has been changed since you validated, validate again when you have completed your review and approval process.