



Process

Approve EE Time

MSS BPP

MSS – MY TEAM – APPROVE WORKING TIMES

Change Record:

Change Date: 4/5/2011	Changed by: s.crittenden
Changes:	All screen captures updated Step 6 – updated Additional Resources added.

Trigger:

Perform this procedure to approve working times.

Business Process Procedure Overview:

Manager Self-Service (MSS), or **My Staff**, is a single access point for managers to find employee information and perform managerial tasks.

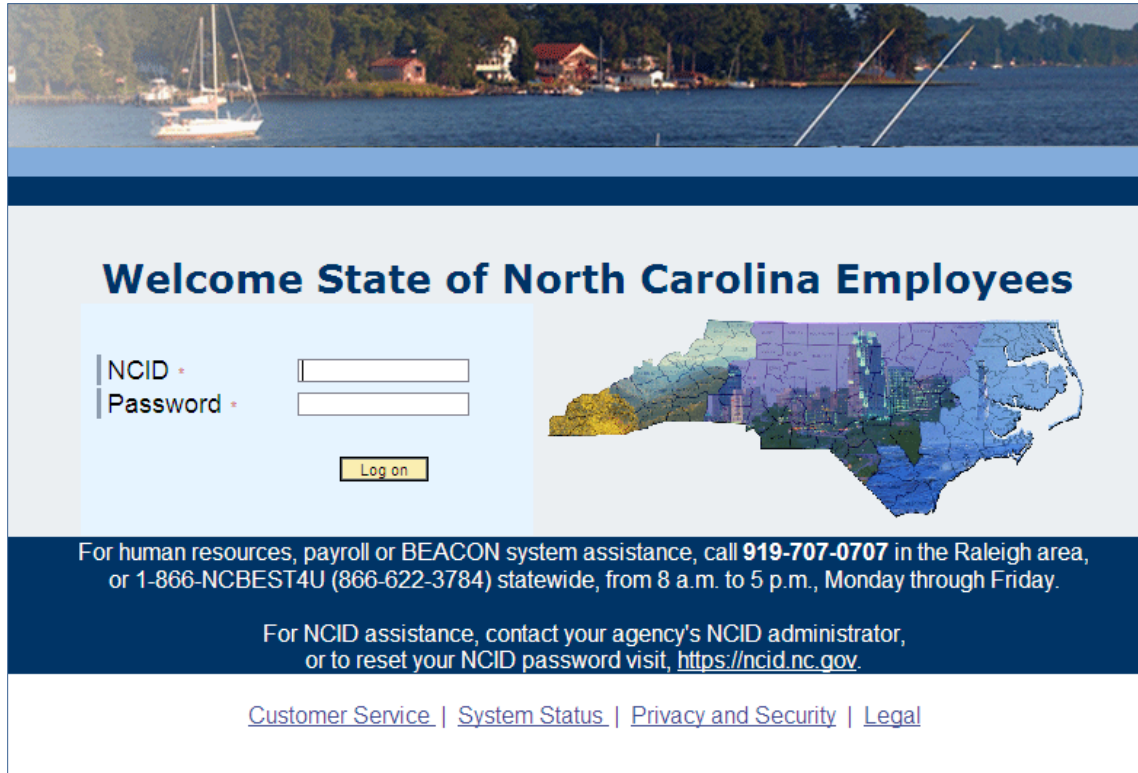
MSS users must be designated as a **Line Supervisor (B 002)** in the organizational structure to access MSS My Staff functions.

The Approve Working Times service is located in the My Team Workset in MSS. At the end of the period, employees will need to submit their time for approval. Managers are unable to approve any time until the employee submits it.

Time Approval is an important part of the BEACON business process. Time data must be in **approved** status or it will not be available for Time Evaluation and Payroll processing.


PROCEDURE


1. Start all MSS applications by logging on to the BEACON Portal.




2. Update the following fields:

Field Name	Description	Values
NCID	The NCID is used by all NC State employees to access SAP	Enter value in NCID. Example: zztrnessmss01
Password	The employee's system password	Enter value in Password. Example: *****


3. Click the **Log on**  button.



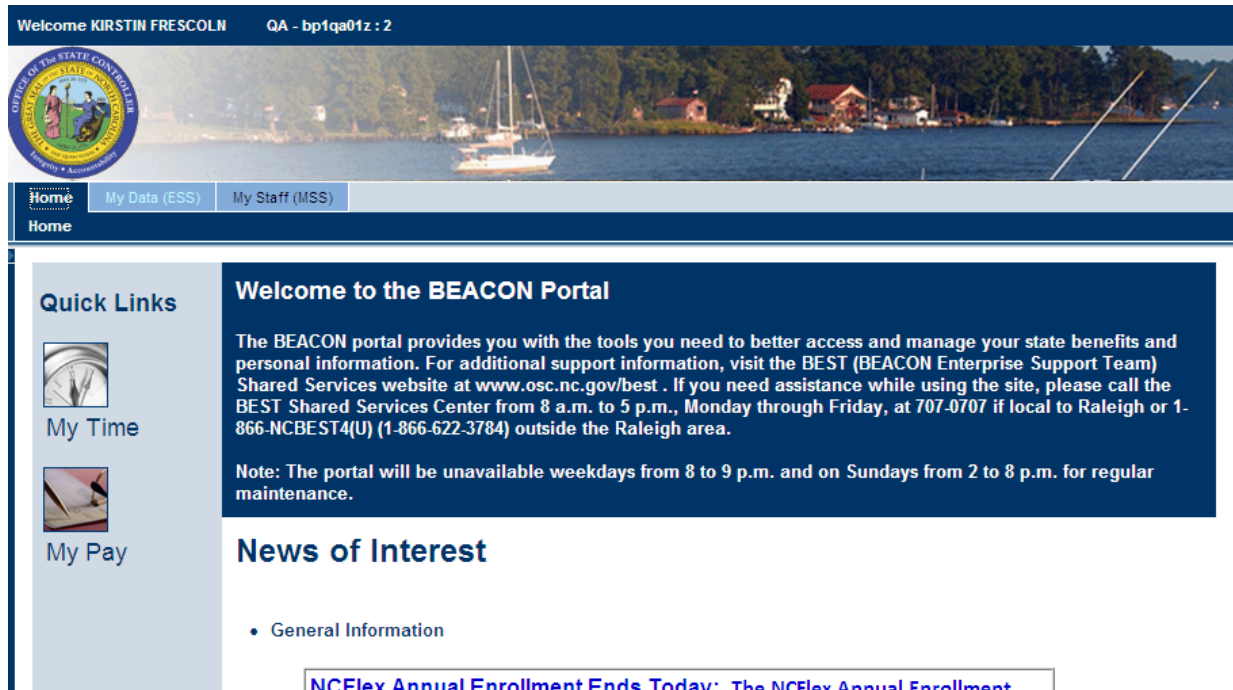
Information After the initial log-on, there will be no additional log-on prompts to access business functions due to Single Sign-On (SSO).




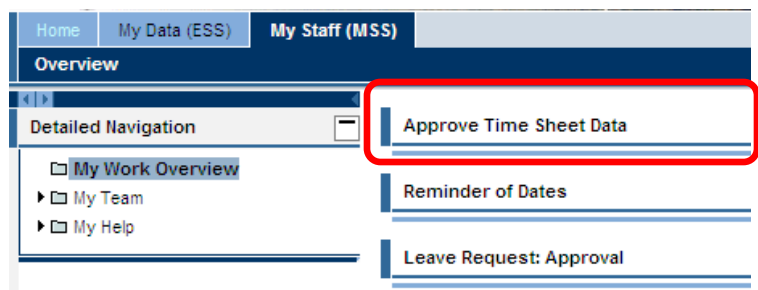
Information **NOTE:** After the user is logged on, the business packages and tabs on the main page will vary by the user, depending on their roles and authorizations. For example, only managers will see a tab on their screen for My Staff (MSS) when they log on to the portal.


 **CRITICAL!** When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete work. This will prevent record locking.

4. After logging on, the user will be defaulted to the BEACON Home Page.




5. Click the **My Staff (MSS)**  tab.

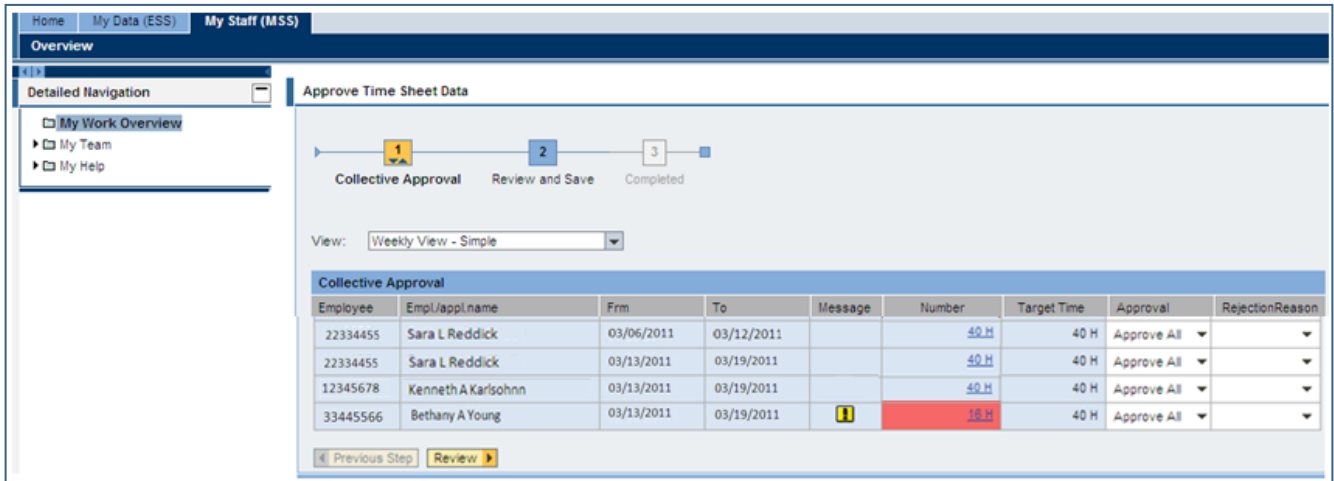


 **Information** MSS users are defaulted to the My Work Overview screen which displays the following data groups arranged in folders:

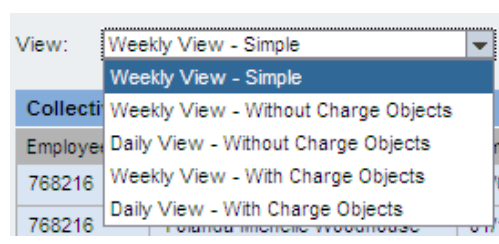
- Approve Time Sheet Data
- Reminder of Dates
- Leave Request: Approval

6. Navigate to the right side of the **Approve Working Times** title bar and click on the Expand tray icon  to open the Working Times. To collapse the tray, click on the same icon again.


Information **NOTE:** It may take several seconds for the Employee recorded times to display.



The screen will default to the Collective Approval screen with a Simple view. Various views can be selected from the drop-down. A view specifies how the time data is displayed (for example, sort by employee only or include other criteria such as A/A Type, Premium, or Charge Objects).



The Number (Hours) and Target Time columns can be used to identify employees who have not submitted their time according to their work schedule (e.g. missing time or too much time entered for the period).

The Message column indicates if a system message exists for the employee. To view the message text, hover the cursor over the message icon . The message will display in a pop-up view.

The released times fall short of the target times

- To view the details (individual daily working times) for an employee, select the hours link for that employee **16 H**.


The screenshot shows the 'Approve Time Sheet Data' screen. At the top, there is a workflow diagram with five steps: 1. Collective Approval, 2. Individual Approval (highlighted with a yellow 'a'), 3. Collective Approval, 4. Review and Save, and 5. Completed. Below the diagram is a link to 'Show Approved Working Times'. The main content area displays 'Indiv. Approval for Employee 33445566, Period From 03/13/11 to 03/19/2011 Recorded 16 H Target Time: 40 H'. Below this is a table with columns: Date, Employee, Employee Name, A/A Type, A/A Type Desc, Prem No, Premium Desc, Number, and Approval.

Date	Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Number	Approval
03/14/2011	22334455	Bethany A Young	9500	Time Worked			7 H	Approve
03/14/2011	22334455	Bethany A Young	9200	Sick Leave			1 H	Approve
03/15/2011	22334455	Bethany A Young	9500	Time Worked			8 H	Approve

At the bottom of the screen, there are buttons for 'Previous Step' and 'Transfer'.

8. To go back to the **Collective Approval** screen, click  .

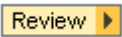
The screenshot shows the 'Approve Time Sheet Data' screen within a web application. The top navigation bar includes 'Home', 'My Data (ESS)', and 'My Staff (MSS)'. The left sidebar has 'Overview' and 'Detailed Navigation' sections. The main content area shows a workflow diagram with three steps: 1. Collective Approval (highlighted with a yellow '1'), 2. Review and Save (highlighted with a blue '2'), and 3. Completed (highlighted with a blue '3'). Below the diagram is a 'View:' dropdown menu set to 'Weekly View - Simple'. The main content area displays 'Collective Approval' with a table with columns: Employee, Empl/appl name, Frm, To, Message, Number, Target Time, Approval, and RejectionReason.

Employee	Empl/appl name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
22334455	Sara L Reddick	03/06/2011	03/12/2011		40 H	40 H	Approve All	
22334455	Sara L Reddick	03/13/2011	03/19/2011		40 H	40 H	Approve All	
12345678	Kenneth A Karlsohnn	03/13/2011	03/19/2011		40 H	40 H	Approve All	
33445566	Bethany A Young	03/13/2011	03/19/2011		16 H	40 H	Approve All	

At the bottom of the screen, there are buttons for 'Previous Step' and 'Review'.

9. To process the time data, select one of the following from the **Approval** drop-down list options:


Activity	Notes
Approve All	Select to Approve all displayed time for the employee.
Reject All	Select to Reject all displayed time for the employee. The employee will see the rejected time the next time he/she logs on to ESS and goes to the Record Working Time service. If the rejected time needs to be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.
Resubmit All	Select to Resubmit all displayed time for the employee. This excludes the time data from being approve or rejected and will be available in the Approve Working Times service until processed.

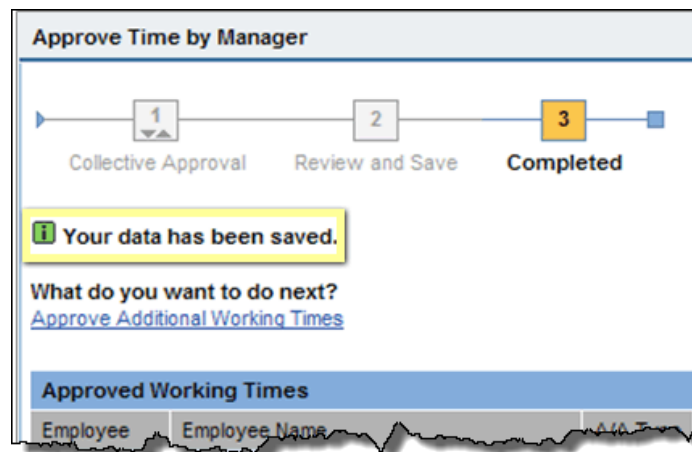
10. Select an approval type from the drop-down list and click  .

View: Weekly View - Simple

Approved Working Times							
Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Date	Number
33445566	Sara L Reddick	9500	Time Worked			03/07/2011	8 H
33445566	Sara L Reddick	9500	Time Worked			03/08/2011	8 H
33445566	Sara L Reddick	9500	Time Worked			03/09/2011	8 H
33445566	Sara L Reddick	9500	Time Worked			03/10/2011	8 H
33445566	Sara L Reddick	9500	Time Worked			03/11/2011	8 H
						Total	40 H
33445566	Sara L Reddick	9500	Time Worked			03/14/2011	8 H
33445566	Sara L Reddick	9500	Time Worked			03/15/2011	5.500 H
33445566	Sara L Reddick	9200	Sick Leave			03/15/2011	2.500 H
33445566	Sara L Reddick	9500	Time Worked			03/16/2011	8 H
33445566	Sara L Reddick	9500	Time Worked			03/17/2011	8 H
33445566	Sara L Reddick	9500	Time Worked			03/18/2011	8 H
						Total	40 H
12345678	Kenneth A Karlsohnn	9500	Time Worked			03/14/2011	8 H
12345678	Kenneth A Karlsohnn	9500	Time Worked			03/15/2011	8 H
12345678	Kenneth A Karlsohnn	9500	Time Worked			03/16/2011	8 H
12345678	Kenneth A Karlsohnn	9500	Time Worked			03/17/2011	8 H
12345678	Kenneth A Karlsohnn	9500	Time Worked			03/18/2011	8 H
						Total	40 H
22334455	Bethany A Young	9500	Time Worked			03/14/2011	7 H
22334455	Bethany A Young	9200	Sick Leave			03/14/2011	1 H
22334455	Bethany A Young	9500	Time Worked			03/15/2011	8 H
						Total	16 H

Previous Step Save

11. To save the time, click .



12. To go back to the main approval screen, click the hyperlink [Approve Additional Working Times](#)

13. To exit the Approve Working Times service, click the **X** to close the internet browser session.

14. The system task is complete.

ADDITIONAL RESOURCES

Other BPPs	BPP ESS-MyWorkTime_RecordWorkingTime.doc
Job Aids	Logging on to the BEACON Employee Portal <ul style="list-style-type: none">• BEACON Help > ESS and MSS > Logging on to the BEACON Employee Portal
WBTs	MS200 WBT http://www.osc.nc.gov/beacon/training/wbt/course/ms200/start.html