



# MANAGING THE UNAPPROVED TIME REPORTS

*A Quick Reference Guide*

## Background

The university requires supervisors to approve time for their staff in HRDirect on a weekly basis. If these approvals do not happen in HRDirect in a timely manner, the system will “batch approve” the time to ensure that it meets payroll processing deadlines. Since the “batch approved” time was not affirmatively approved by a supervisor, it must be verified for accuracy. This post review process has been a manual, paper-based effort which resulted in the inefficient use of university resources.

## Moving to an Automated System

To improve efficiencies, the university system has implemented an automated system for post review and approval of unapproved time. This will replace the manual paper process that has been previously used. As such, as of July 27<sup>th</sup> you will no longer receive paper reports via interoffice mail from Human Resources. You will receive an email notice with a link to the Summit Reporting System. This will provide supervisors with an opportunity to review and approve online. By confirming the time in the Summit dashboard, you acknowledge that you reviewed the time.


Ideally, time should be approved in HR Direct **by noon on Monday**. Otherwise, it will appear in Summit and will require action.

## Escalation Notices

If unapproved time still exists after 2 pay periods, an escalation email will be sent to the supervisor’s manager for awareness. Notifications will continue to be sent until the time has been confirmed.

## Steps to Confirm/Correct Time

### Steps to Confirm Time

1. Managers with “batch approved” time will receive a system generated email from [Summit\\_Delivers@umassp.edu](mailto:Summit_Delivers@umassp.edu) that includes a link to Summit. Log in with your UMassD credentials.
2. From the HCM: Department Admin dashboard, click on  the Manager Action Items tab.
3. Review the time that is listed for each employee.
4. Confirm time that is accurate by changing the N to a Y in the Confirm column and click the Confirm button.

### Steps to Correct Time

1. If time is not accurate, leave the status as N.
2. Send a [correction sheet](#) to Human Resources indicating the changes that need to be made.
3. After the time is corrected, Human Resources will flip the status from N to Y.



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HCM: Department Admin

Home Dashboards Signed In As Hilary Clark 1015208

Manager Action Items

- Leave Accrual
- Employee Roster
- Personnel Transaction
- Encumbrance Expiration
- Bi-Weekly Ad Comp
- Expected End Date
- Time and Labor
- Payroll Register

### Action Items

for  
Clark, Hilary M - 10152088

### Confirm System Approved Time

- Select Approval Group
- Direct Reports
  - Indirect Reports
  - Delegated Approver

*If System Approved Time requires an adjustment then*  
 1. Select the adjustment view below and follow the instructions.  
 2. Select the confirm time view and follow the instructions.

Select Adjustment Document or Confirm Time

### Confirm System Approved Time

*Change Confirm from N to Y. Click Confirm to save changes*

Manager Name Emplid

Pay Period End Date

HR Dept L250125 - Human Resources & E00

**Summary: Time Requiring Confirmation**  
 Click On Pay Period End Date  
 to change manager or pay period in report at right  
 Red Flag indicates more that 2 Pay Periods Past Due

MGR: Clark, Hilary M - 10152088

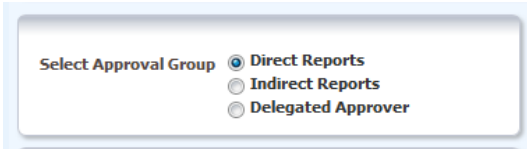
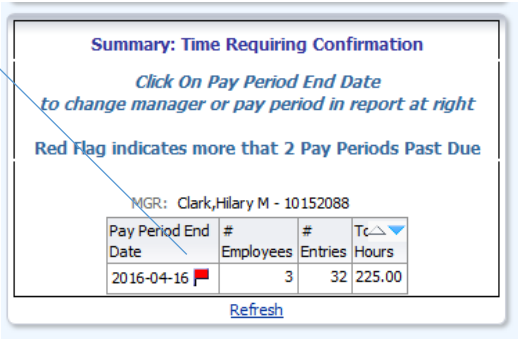
Pay Period End Date	# Employees	# Entries	Total Hours
2016-04-16	3	32	225.00

[Refresh](#)

Confirm	Person Name ID	Empl Rcd	Week End Date	TRCID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
N	Sullivan, Melissa - 10024002	0	2016-04-09	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	
			2016-04-16	H	REG	36.50		7.50	7.50	7.50	7.50	6.50	
					VAC	1.00							1.00
N	Martin, Annmarie D - 10149545	0	2016-04-09	H	REG	30.00			7.50	7.50	7.50	7.50	
					SIC	7.50		7.50					
			2016-04-16	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	
N	Hudon, Mary C. - 10191739	0	2016-04-09	H	REG	36.50		7.50	6.50	7.50	7.50	7.50	
					SIC	1.00		1.00					
			2016-04-16	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	

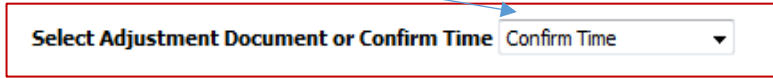
\* indicates Date Under Report for Adjustments  
 \*\* indicates Date Under Report for Record-Only Adjustments

**Things to notice:**

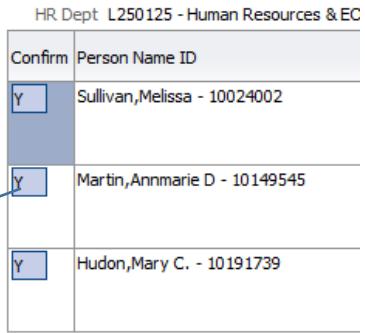
Select Approval Group (Upper left corner)	Summary: Time Requiring Confirmation
<ol style="list-style-type: none"> <li><u>Direct Reports</u> Displays employees who report directly to you.</li> <li><u>Indirect Reports</u> Displays employees who report to one of your direct reports.</li> <li><u>Delegated Approver</u> – displays employees who you approve on someone else’s behalf.</li> </ol> <p>Toggle between your choices.</p> 	<p>This report displays the pay periods needing time confirmation.</p> <p>Double click on the Pay Period End Date in this section to change the population.</p> <p>When you switch between groups you will need to click <a href="#">Refresh</a> below the Summary.</p> <p>A red flag indicates that the time is more than two pay periods past due</p> 

**Select Adjustment Document or Confirm Time**

Select Confirm Time



Confirm time by changing the N to Y



Confirm	Person Name ID
<input checked="" type="checkbox"/>	Sullivan, Melissa - 10024002
<input checked="" type="checkbox"/>	Martin, Annmarie D - 10149545
<input type="checkbox"/>	Hudon, Mary C. - 10191739

Confirm Undo



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### **Additional Summit Dashboards**

You will notice some additional functionality and dashboards available within Summit such as Leave Accrual, Personnel Transactions, Bi-Weekly Ad Comp, Encumbrance Expiration, Employee Roster, Payroll Register. [Click here for additional information about these dashboards.](#)

Questions about confirming time in Summit can be directed to:

Lauren Ferrari, HR Data Assistant at x8049 or [lferrari@umassd.edu](mailto:lferrari@umassd.edu)

Jayne Weingard, Coordinator of Business Processes at x8082 or [jweingard@umassd.edu](mailto:jweingard@umassd.edu)

Kimberley Pennock, Director of HRIS at x8073 or [kpennock@umassd.edu](mailto:kpennock@umassd.edu)