Approve reported time & absences as a Department Time Administrator
How to Guide

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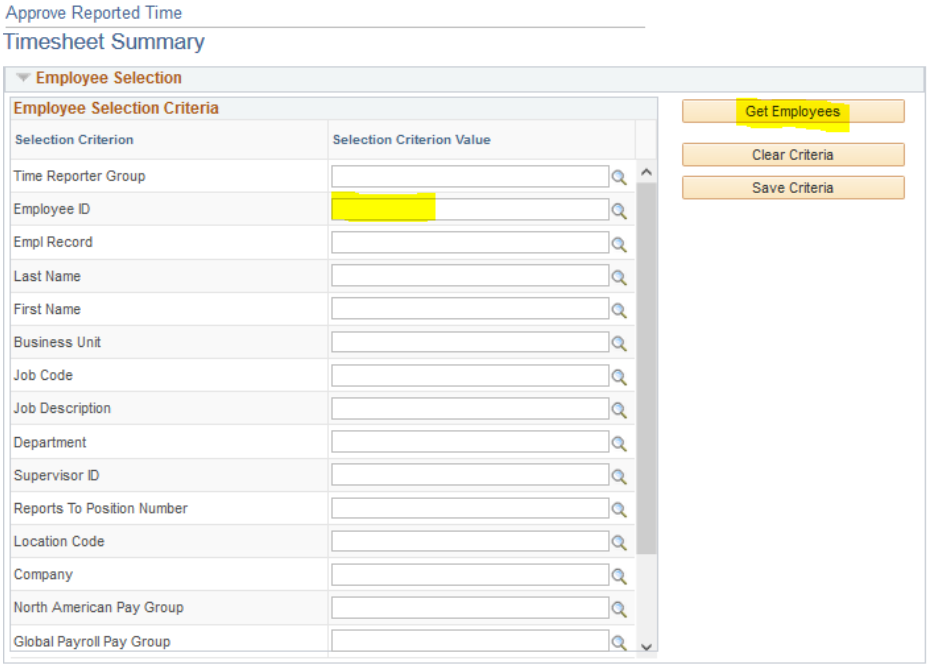
Approve Reported Time

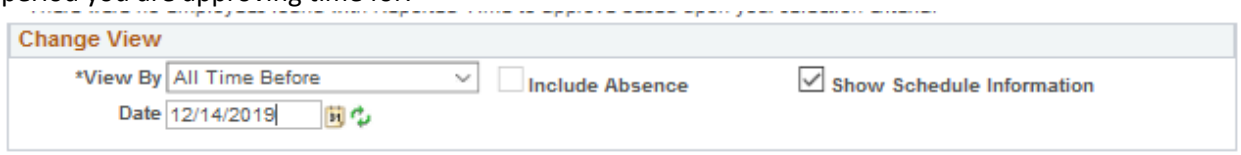
Steps to follow: This guide will demonstrate how to approve time for one or multiple employee's as a Department Time Administrator

1. Begin by navigating to the Reported Time page
    a. From the Mosaic Home page, select the Navigation Bar Icon in the top right corner

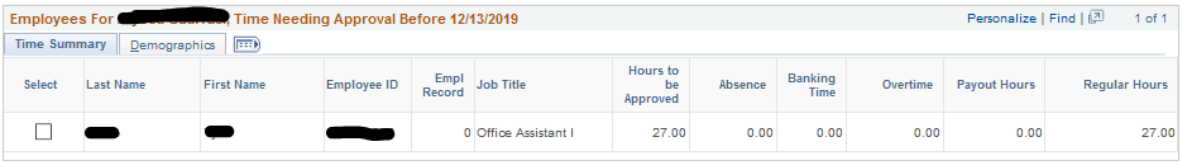
    b. Follow the path: *Human Resources → Manager Self Service → Time Management → Approve Time & Exceptions → Reported Time*
    c. Enter a specific employee ID to approve time for one employee, or press Get Employees for a listing of all employees within your department
2. Enter the Employee's ID into the Employee ID field under the Selection Criterion Value to approve time for one employee and select Get Employees. To search for multiple employees, do not enter any values in the Selection Criterion Value fields and press Get Employees



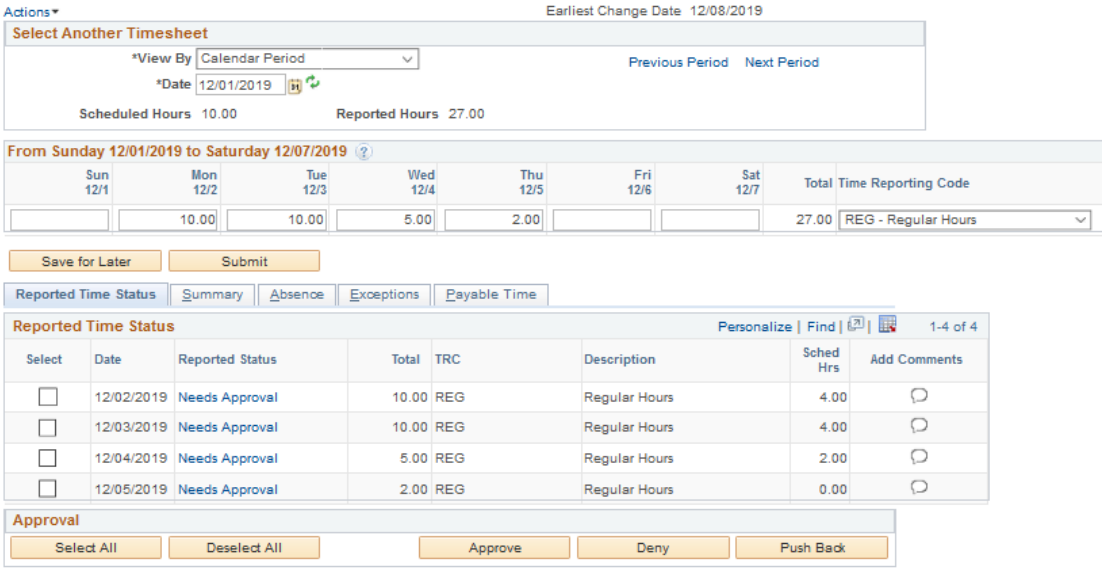
3. Under the Change View section, change the view by to *All Time Before.* Enter the end of the pay period you are approving time for:



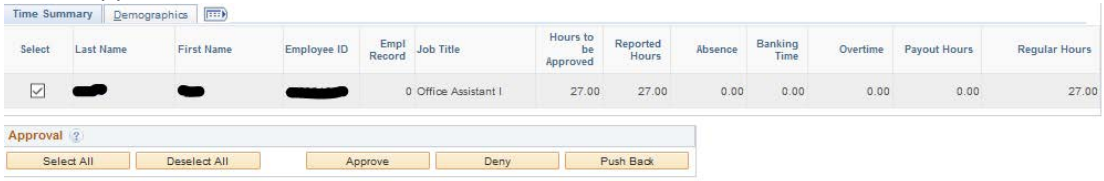
4. Depending on if you have searched for one or all employees, the employees who have reported time that needs to be approved will appear under the Time Summary Section. The Total hours to be approved will appear:



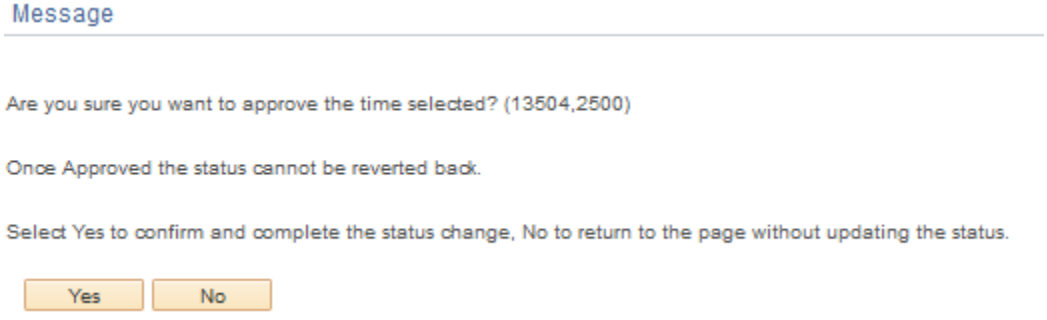
5. If you need to review the daily hours worked, select the employee's name link. You will then be directed to the classic timesheet



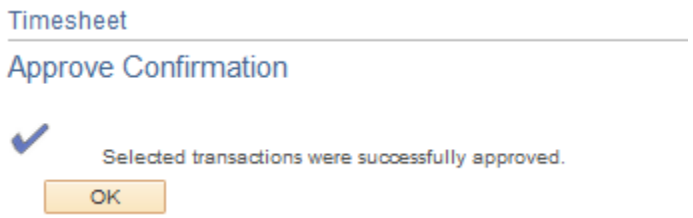
6. You can approve directly from the Reported time page or from the Classic Timesheet page.
   a. From the reported time page:
      i. Select the employee to approve
      ii. Select Approve



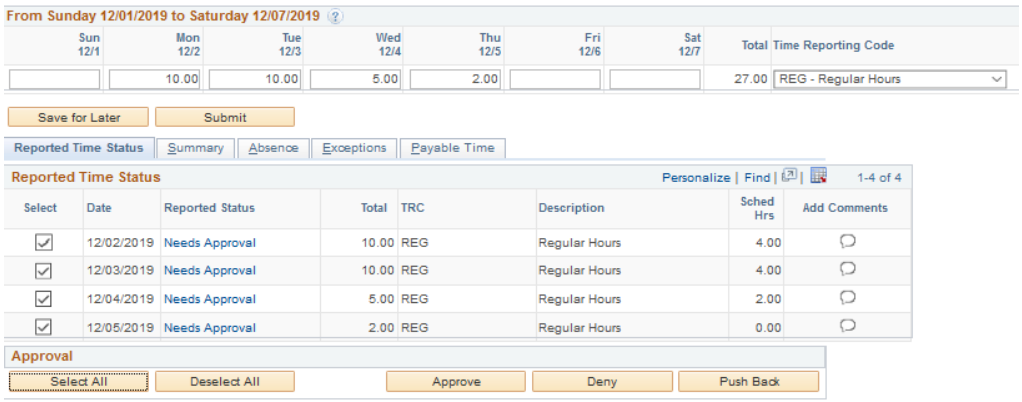
      iii. A message will appear:



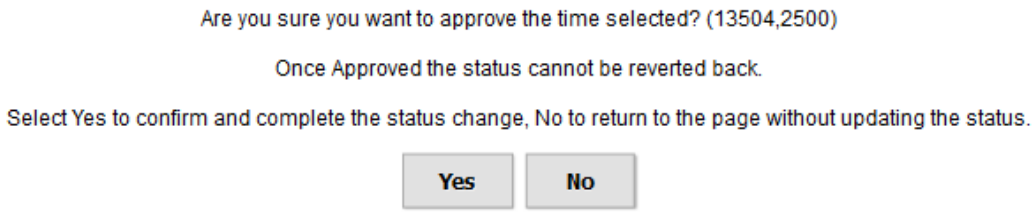
- Select Yes to confirm and complete the status change
- Select OK on the Approve Confirmation Page



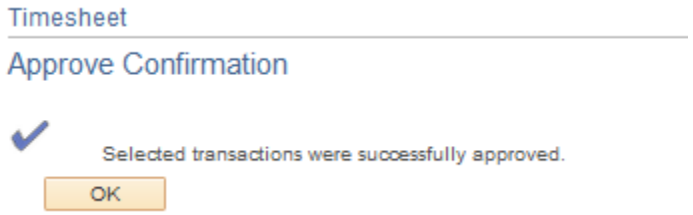
b. To approve from the classic timesheet page:
   i. Select the days to be approved
   ii. Select Approve



   iii. A message will appear:



- Select Yes to confirm and complete the status change
- Select OK on the Approve Confirmation Page



The Employee's time is now approved. All hours must be reported & approved by the pay period time entry & approval cut-off date.

For the Payroll cut-off schedule for time reporting deadlines:
https://hr.mcmaster.ca/app/uploads/2019/11/2020-Payroll-Cutoff-Calendar-STAFF-2.pdf

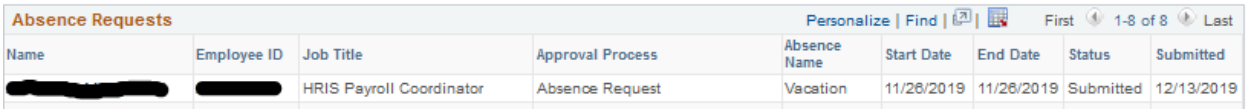
Approve Reported Absences

Steps to follow: This guide will demonstrate how to approve absences for an employee as a Department Time Administrator

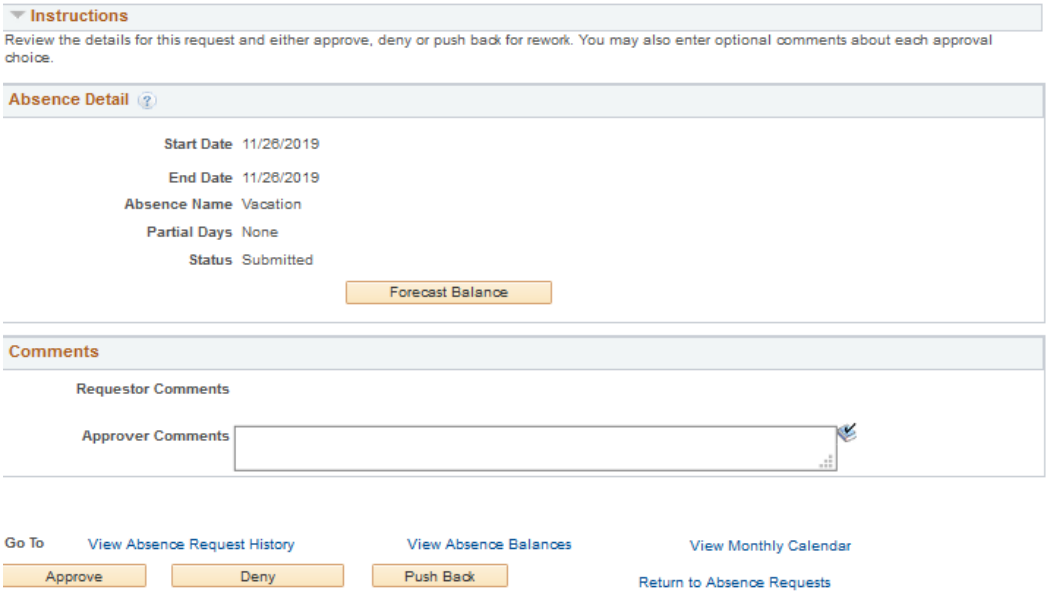
1. **If you have direct reports in Mosaic or have the Time Administrator access:** Begin by navigating to the Absence Requests page
    a. From the Mosaic Home page, select the Navigation Bar Icon in the top right corner

    b. Follow the path: *Human Resources → Manager Self Service → Time Management → Approve Time & Exceptions → Absence Requests*
2. To view pending requests, ensure the *show requests by status = pending*

3. All the absence requests requiring approval will appear under absence requests. Select the requestor's name link to approve or deny the request:



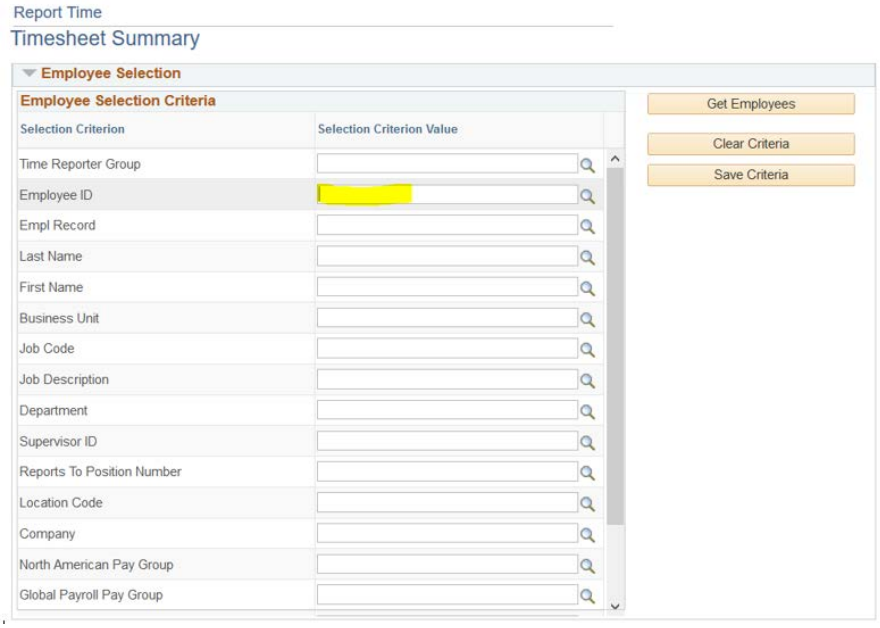
4. Review the details for the request and either approve, deny or pushback for rework



5. **Alternatively, if you do not have direct reports you can navigate to the classic timesheet**
    a. From the Mosaic Home page, select the Navigation Bar Icon in the top right corner

    b. Follow the path: *Human Resources → Manager Self Service → Time Management → Report Time → Timesheet*

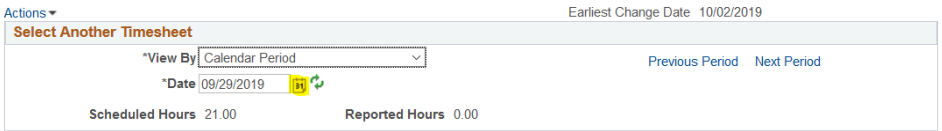
c. Enter the Employee's ID into the Employee ID field under the Selection Criterion Value and select Get Employees



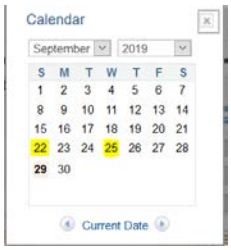
d. Scroll to the Time Summary, and click on the Employee's Last Name

e. The date of the desired timesheet will need to be selected from the calendar beside the date field.
   i. "View By" – This controls how the timesheet is displayed. The default option is "Calendar Period". The calendar period for McMaster is Sunday to Saturday; as such the timesheet will display the "Calendar Period" that contains the date that is selected in the "Date" field.
   ii. There are two other options for view, and they are "Week" and "Day". The "Week" view will show you 7 days from the date selected from the timesheet. "Day" view will only display the one day that is selected in the "Date" field.
   iii. You can skip through periods by pressing the "Previous Period" and "Next Period" links on the top left

f. To change the date:
   i. Click the Date Calendar icon

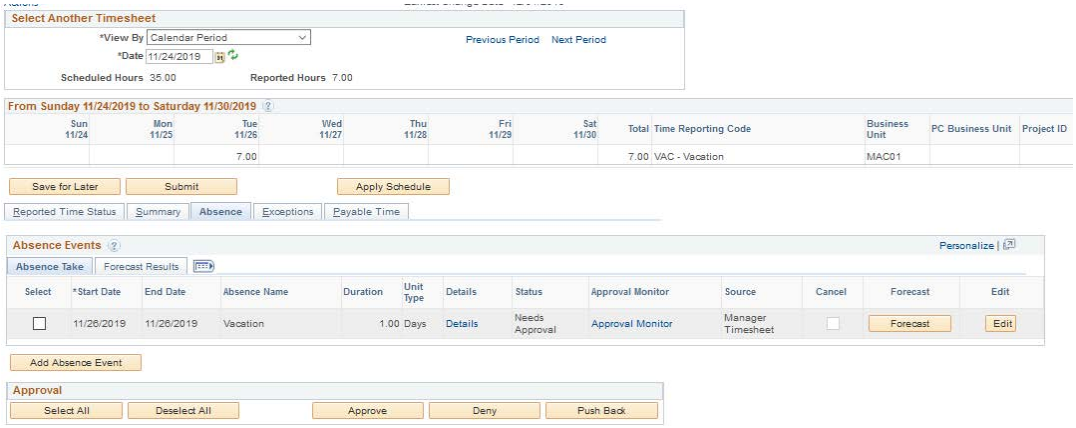


   ii. Select the Sunday of the week for which the time needs to be entered. For example, if the time needs to be entered for September 25th, select the 22nd :



iii. Click Refresh timesheet icon to refresh the selected time period

g. Select the requested absence, and then select approve

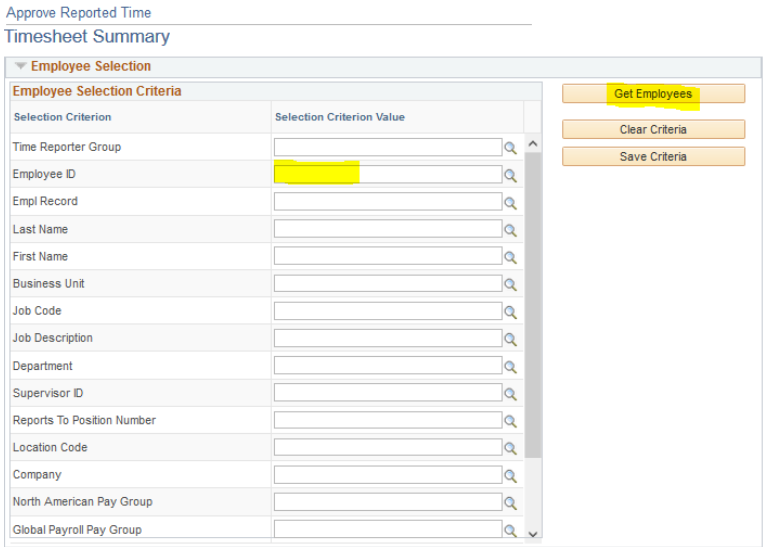


6. Another way as a department time approver to view all the absences reported in your area:

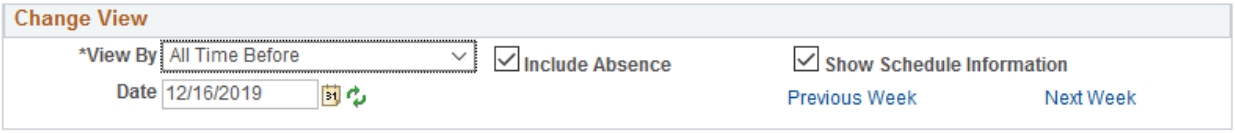
a. From the Mosaic Home page, select the Navigation Bar Icon in the top right corner

b. Follow the path: *Human Resources → Manager Self Service → Time Management → Approve Time & Exceptions → Reported Time*

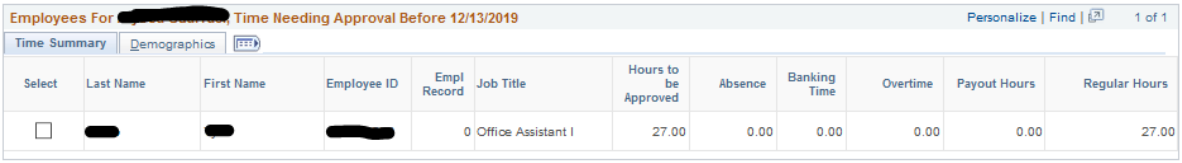
c. Enter the Employee's ID into the Employee ID field under the Selection Criterion Value to approve absences for one employee and select Get Employees. To search for multiple employees, do not enter any values in the Selection Criterion Value fields and press Get Employees



d. Under the Change View section, change the view by to *All Time Before.* Enter the end of the pay period you are approving time for and check on Include Absence:

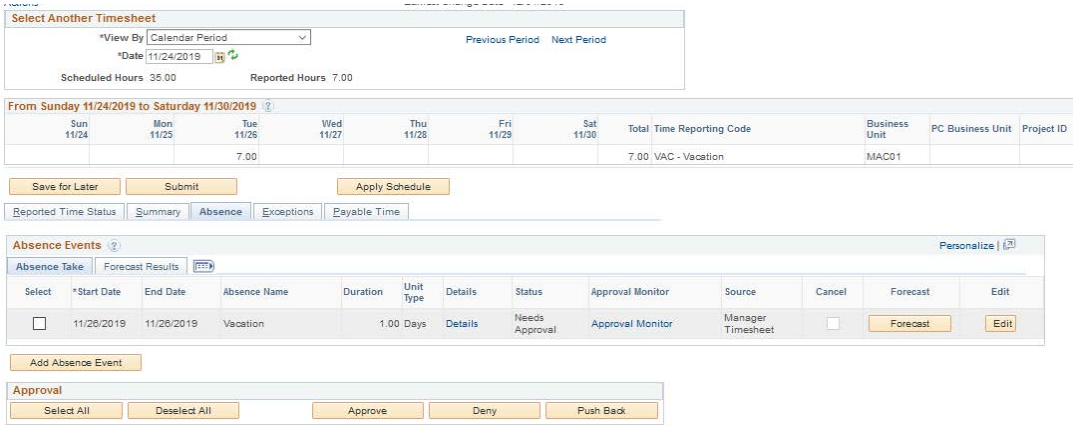


e. Depending on if you have searched for one or all employees, the employees who have reported time or absences that need to be approved will appear under the Time Summary Section. The Total hours to be approved will appear:



f. Select the requestor's name link. You will be redirected to the timesheet

g. Select the requested absence, and then select approve



To view an employee's vacation bank balance

- Navigate to the vacation balance page

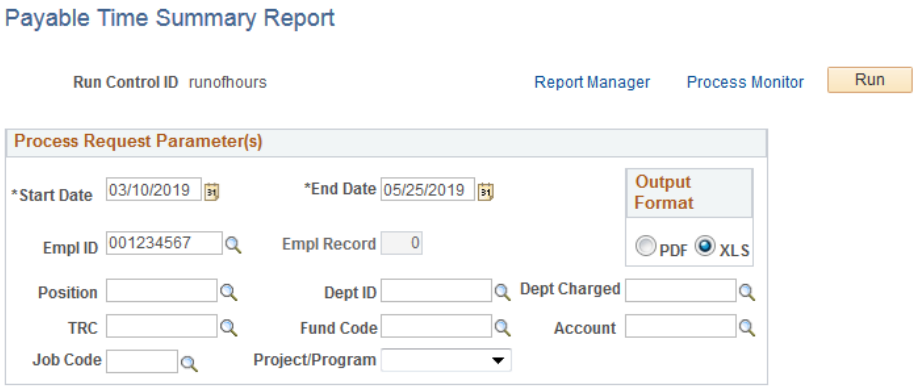
  Human Resources → Manager Self Service → Time Management → View Time → Absence Balance → Vacation Balance

- Enter the previous pay period end date
- Enter the Employee ID
  - *To pull the entire department, leave the Employee ID field blank and enter the five-digit Department ID*
- Press View Results
- The vacation balance line shows what the employee has accrued to date, minus what they have already taken in that calendar year

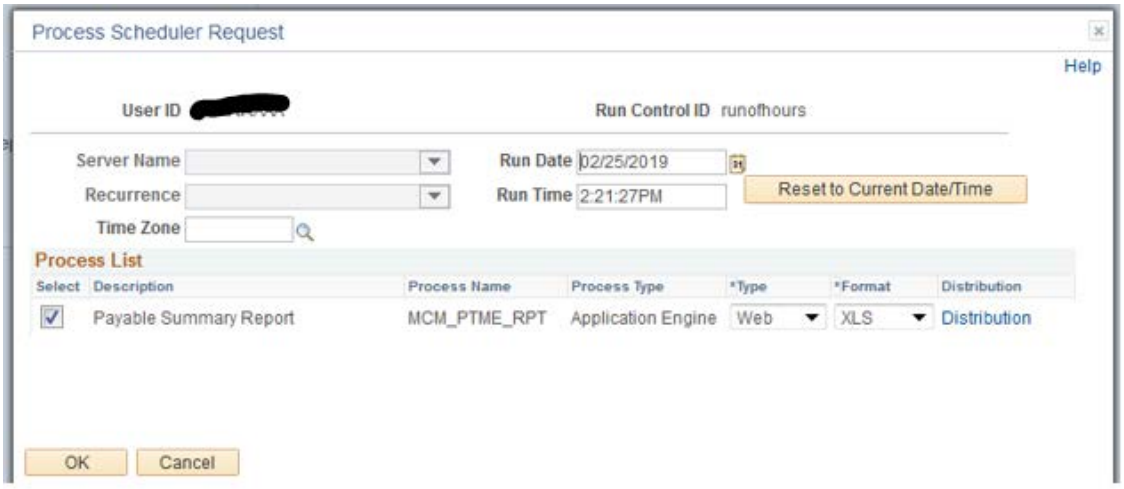
Payable Time Run of Hours Report Instructions

To validate the hours which have been reported and approved run the Payable Time report. This report can be run the day after the time has been reported & approved.

1. Navigate to the Payable time Run of Hours report:
    a. *Human Resources→ Manager Self Service→ Time Management→ View Time→ Payable time run of Hours*
2. Search for your run control or Add a new Value
3. Enter in the Pay period Start & End Date (can enter over multiple pay periods)
4. Enter in the employee's ID number in the Empl ID field
5. Change the output format to XLS



6. Click Run
7. Press OK on the popup



8. Click on Report Manager

9. Navigate to the “administration tab”

10. Retrieve your report when the status reads “posted”

11. Validate the hours per employee on the report

For additional resources:
https://hr.mcmaster.ca/managers/time-reporting-payroll/