

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
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



[Approve Reported Time](#)

[Timesheet Summary](#)

Employee Selection	
Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Global Payroll Pay Group	<input type="text"/>

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:

Change View	
*View By	<input type="text" value="All Time Before"/>
<input type="checkbox"/> Include Absence	<input checked="" type="checkbox"/> Show Schedule Information
Date	<input type="text" value="12/14/2019"/>

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:

Employees For [REDACTED] Time Needing Approval Before 12/13/2019											
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Absence	Banking Time	Overtime	Payout Hours	Regular Hours
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]		0 Office Assistant I	27.00	0.00	0.00	0.00	0.00	27.00

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

Actions Earliest Change Date 12/08/2019

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 12/01/2019 🔄

Scheduled Hours 10.00 Reported Hours 27.00

From Sunday 12/01/2019 to Saturday 12/07/2019							
Sun 12/1	Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Total
	10.00	10.00	5.00	2.00			27.00
							REG - Regular Hours

Reported Time Status Personalize | Find | 1-4 of 4

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	12/02/2019	Needs Approval	10.00	REG	Regular Hours	4.00	🗨
<input type="checkbox"/>	12/03/2019	Needs Approval	10.00	REG	Regular Hours	4.00	🗨
<input type="checkbox"/>	12/04/2019	Needs Approval	5.00	REG	Regular Hours	2.00	🗨
<input type="checkbox"/>	12/05/2019	Needs Approval	2.00	REG	Regular Hours	0.00	🗨

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

Time Summary Demographics 🔍

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours	Absence	Banking Time	Overtime	Payout Hours	Regular Hours
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]		0 Office Assistant I	27.00	27.00	0.00	0.00	0.00	0.00	27.00

- A message will appear:

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

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

Timesheet

Approve Confirmation



Selected transactions were successfully approved.

OK

b. To approve from the classic timesheet page:

- i. Select the days to be approved
- ii. Select Approve

From Sunday 12/01/2019 to Saturday 12/07/2019 ?

Sun 12/1	Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Total	Time Reporting Code
	10.00	10.00	5.00	2.00			27.00	REG - Regular Hours

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status Personalize Find 1-4 of 4

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	12/02/2019	Needs Approval	10.00	REG	Regular Hours	4.00	
<input checked="" type="checkbox"/>	12/03/2019	Needs Approval	10.00	REG	Regular Hours	4.00	
<input checked="" type="checkbox"/>	12/04/2019	Needs Approval	5.00	REG	Regular Hours	2.00	
<input checked="" type="checkbox"/>	12/05/2019	Needs Approval	2.00	REG	Regular Hours	0.00	

Approval

Select All Deselect All Approve Deny Push Back

iii. A message will appear:

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes

No

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

Timesheet

Approve Confirmation



Selected transactions were successfully approved.

OK

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*

*Show Requests by Status

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

Absence Requests		Personalize Find First 1-8 of 8 Last						
Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
[Redacted]	[Redacted]	HRIS Payroll Coordinator	Absence Request	Vacation	11/26/2019	11/26/2019	Submitted	12/13/2019

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

Instructions

Review the details for this request and either approve, deny or push back for rework. You may also enter optional comments about each approval choice.

Absence Detail

Start Date 11/26/2019
End Date 11/26/2019
Absence Name Vacation
Partial Days None
Status Submitted

Comments

Requestor Comments

Approver Comments

Go To [View Absence Request History](#) [View Absence Balances](#) [View Monthly Calendar](#)

[Return to Absence Requests](#)

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

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text" value=""/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Global Payroll Pay Group	<input type="text"/>

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

Time Summary		Demographics	
Last Name	First Name	Employee ID	Empl Record
Snow	John	200008007	0

- 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

[Previous Period](#) [Next Period](#)

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

Earliest Change Date: 10/02/2019

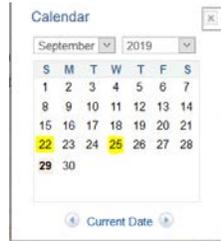
Select Another Timesheet

*View By: Calendar Period [Previous Period](#) [Next Period](#)

*Date: 09/29/2019

Scheduled Hours: 21.00 Reported Hours: 0.00

- 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

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 11/24/2019

Scheduled Hours: 35.00 Reported Hours: 7.00

From Sunday 11/24/2019 to Saturday 11/30/2019

Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Total	Time Reporting Code	Business Unit	PC Business Unit	Project ID
		7.00					7.00	VAC - Vacation	MAC01		

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence Exceptions Payable Time

Absence Events Personalize |

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	11/26/2019	11/26/2019	Vacation	1.00 Days		Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Approval

Select All Deselect All Approve Deny Push Back

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

Approve Reported Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text" value=""/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Global Payroll Pay Group	<input type="text"/>

Get Employees Clear Criteria Save Criteria

- 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:

Change View

*View By: All Time Before Include Absence Show Schedule Information

Date: 12/16/2019 31 ↻ Previous Week Next Week

- 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:

Employees For ██████████ Time Needing Approval Before 12/13/2019 Personalize | Find | 1 of 1

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Absence	Banking Time	Overtime	Payout Hours	Regular Hours
<input type="checkbox"/>	██████	██████	██████	0	Office Assistant I	27.00	0.00	0.00	0.00	0.00	27.00

- f. Select the requestor's name link. You will be redirected to the timesheet
- g. Select the requested absence, and then select approve

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 11/24/2019 31 ↻

Scheduled Hours: 35.00 Reported Hours: 7.00

From Sunday 11/24/2019 to Saturday 11/30/2019

Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Total	Time Reporting Code	Business Unit	PC Business Unit	Project ID
		7.00					7.00	VAC - Vacation	MAC01		

Save for Later Submit Apply Schedule

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Absence Events

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	11/26/2019	11/26/2019	Vacation	1.00 Days	Days	Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Approval

Select All Deselect All Approve Deny Push Back

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

Payable Time Summary Report

Run Control ID runofhours Report Manager Process Monitor **Run**

Process Request Parameter(s)

*Start Date *End Date

Empl ID Empl Record

Position Dept ID Dept Charged

TRC Fund Code Account

Job Code Project/Program

Output Format
 PDF XLS

6. Click Run
7. Press OK on the popup

Process Scheduler Request Help

User ID Run Control ID runofhours

Server Name Run Date

Recurrence Run Time **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payable Summary Report	MCM_PTME_RPT	Application Engine	Web	XLS	Distribution

OK **Cancel**

8. Click on Report Manager

Payable Time Summary Report

Run Control ID runofhours

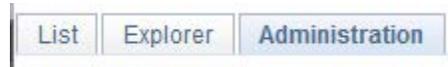
Report Manager

Process Monitor

Run

Process Instance:878307

9. Navigate to the "administration tab"



10. Retrieve your report when the status reads "posted"

Report List								Personalize	Find	View All	First	1-15 of 15	Last
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details						
<input type="checkbox"/>	535412	878308	MCM_PTIM_RPT - Payable Time Summary Report.xlsx	02/25/2019 2:25:09PM	Microsoft Excel Files (*.xls)	Posted	Details						

11. Validate the hours per employee on the report

For additional resources:

<https://hr.mcmaster.ca/managers/time-reporting-payroll/>