

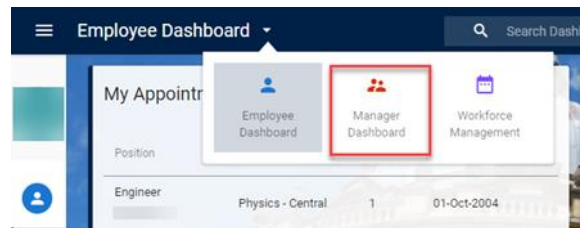
Who is this guide aimed at?	This guide is for managers who need to approve, reject or submit a timesheet in HR Self-Service.
Useful links and other supporting materials	HR Self-Service guidance and FAQs: www.ox.ac.uk/hrss Information for managers about engaging casual staff: https://hr.admin.ox.ac.uk/casual-workers-and-casual-teachers

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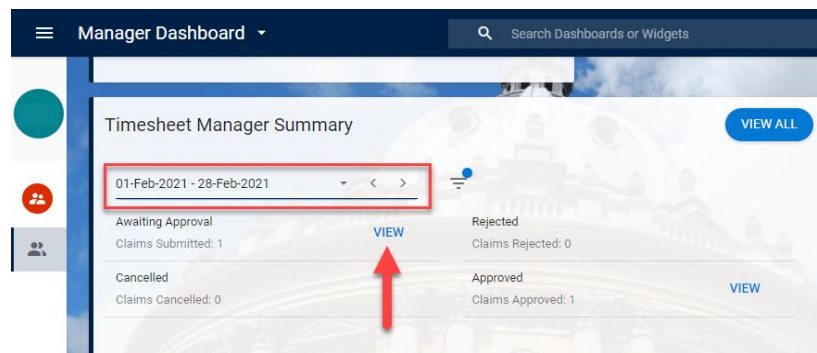
1. Approve a timesheet

Starting point: Log in to HR Self-Service > Employee Dashboard

1. Click on the Dashboard dropdown menu and select the **Manager Dashboard**.



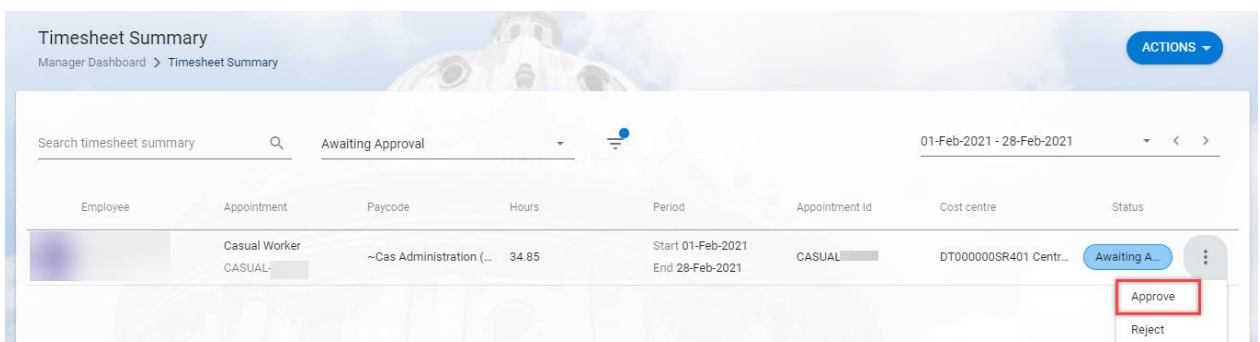
2. This takes you to the **My Team** screen. Find the **Timesheet Manager Summary** widget.



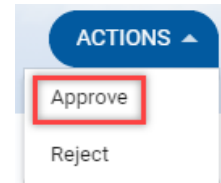
3. The system will default to the current period (month). If you need to approve timesheets from an earlier period, use the arrows to navigate to the required date.

4. Click on **VIEW** in the **Awaiting Approval** tab. The **Timesheet Summary** page will open.

5. The **Timesheet Summary** screen shows the total hours claimed by the employee during the period (month). If the total is correct, approve the hours by clicking on the ellipsis (three dots) at the right-hand side and select **Approve**. A success message will appear. Wait for the dark green line to fill.



Alternatively, you can approve multiple claims at once by selecting each worker's row that you would like to approve. Once a worker's row has been selected, click on the **ACTIONS** button (top right) and select **Approve**. A success message will appear. Wait for the dark green line to fill.

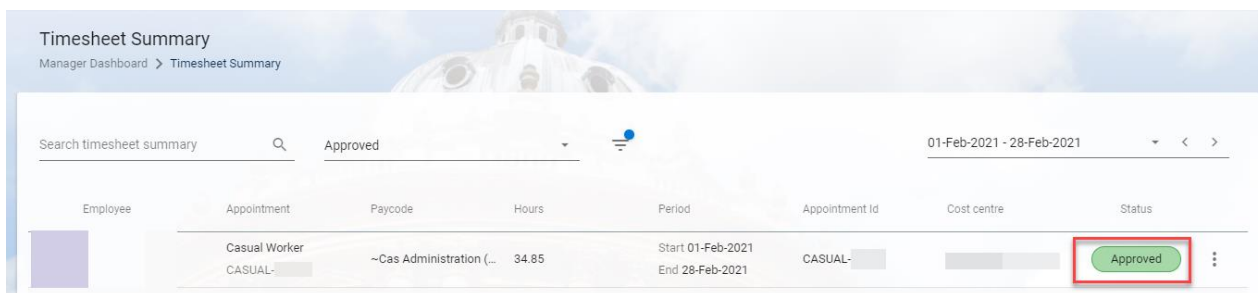


You could also click on the **Select All** button (bottom left). This will select all the workers in the **Timesheet Summary** row, then click on the **ACTIONS** button (top right) and select **Approve**. A success message will appear. Wait for the dark green line to fill.



Note * If someone submits more than a week timesheet for approval (eg a months' worth of timesheets submitted together). The manager will be able to reject or approve the whole claim but not pick and choose which parts to reject. That is the reason we recommend people to submit timesheets weekly.

- To view a weekly breakdown of the hours, select **Input Time**. The **Timesheet Input** screen opens.
- Use the **week-commencing date** top right to navigate through the weekly timesheets to view a weekly breakdown of the hours.



- Click on the white arrow, top left to return to your **Timesheet Manager Summary**.
- Click on **VIEW** in the **Approved tab**. This will open the **Timesheet Summary** page, which will confirm that the hours are **Approved**.

2. Reject a timesheet

If a timesheet is incorrect, you can reject it. This will return it to the casual worker, to amend.

Starting point: Log in to HR Self-Service > Manager Dashboard > Timesheet Manager Summary > Awaiting Approval > View > Timesheet Summary > Locate individual

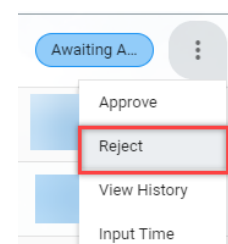


Note * Before you reject an employee's hours, check you have selected the right date. Use the arrows to navigate to your chosen week and then reject the hours.



Note * If someone submits more than a week timesheet for approval (eg a months' worth of timesheets submitted together). The manager will be able to reject or approve the whole claim but not pick and choose which parts to reject. That is the reason we recommend people to submit timesheets weekly.

1. Click on the ellipsis (three dots) at the right hand side and click **Reject**.
2. A **Comments box** will open. Add your comments for rejecting the timesheet and click **OK**. A success message will appear. Wait for the dark green line to fill.
3. Click on the white arrow (top left) to return to your **Timesheet Manager Summary**.
4. Click on **VIEW** in the **Rejected** tab to confirm the timesheet has been rejected.



3. Submit a timesheet for a casual worker

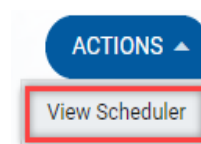
As a manager, you can submit a worker's timesheet in exceptional cases where they are unable to do so themselves.



Note * Before you enter any hours, double check you are entering them for the right date. Use the arrows to navigate to your chosen week and then enter your hours.

Starting point: Log in to HR Self-Service > Employee Dashboard > Manager Dashboard

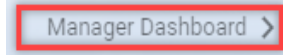
1. From the **My Team** widget on the **Manager Dashboard**, click the **ACTIONS** button in the top right corner.
2. Select **View Scheduler** from the dropdown. This will open the Team Scheduler screen.
3. Search for the relevant employee. If the employee has multiple appointments within your team, ensure you select the correct appointment.
4. Select the correct **week-commencing date** for the hours you wish to submit.
5. Click on the shaded date columns and select **Timesheet Input**. This will open the **Timesheet Input** screen.
6. Click the **ADD** button (middle right).
7. Click under the **PAY CODE** to select the drop-down arrow. Select the right ~CAS – role and enter the hours under the date columns. Check the total hours are correct.



Note * Remember when a casual worker submits a timesheet, their pay code options are restricted. As a manager, you have access to all pay codes, so must be careful to select the correct code.

8. Click on the **SAVE** button at the bottom right corner. A success message will appear - wait for the dark green line to fill. You would need to wait for the timesheet approval workflow, which takes about 15 minutes.

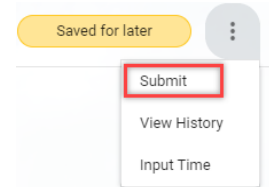
9. Click on the **Manager Dashboard** breadcrumb (top left) to navigate to your **Timesheet Manager Summary** screen.



10. Select the right **period (month)** to view the correct summary page.

11. Click on **VIEW** in the **Saved For Later** tab. The **Timesheet Summary** page will open. If the timesheet is not found here, click the filter icon on the **TimeSheet Manager Summary** screen and slide the toggle on for the **Saved For Later** option and try again.

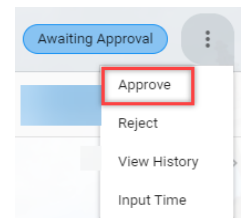
12. Select employee and check the **total** hours worked are correct. Then click on the ellipsis (three dots) at the right hand side and click **SUBMIT**. A success message will appear. Wait for the dark green line to fill.



13. Click on the white arrow (top left) to return to your **Timesheet Manager Summary**.

14. You will need to wait for the timesheet approval workflow, which takes about 15 minutes. Then click on **VIEW** in the **Awaiting Approval** tab.

15. Select the employee and click on the ellipsis (three dots) at the right hand side and click **Approve** - a success message will appear. Wait for the dark green line to fill.



16. Click on the white arrow, top left to return to your **Timesheet Manager Summary**.

17. Click **VIEW** in the **Approved** tab. The employees' timesheet has now been submitted and approved.

4. Delegate your approver role

If you anticipate being unable to approve timesheets (eg due to upcoming annual leave), you should delegate timesheet approval responsibility to another member of staff.

Potential delegates need to be nominated in advance so that they appear in the delegate list. Speak to your HR team to nominate a new member of staff, to act as a timesheet approver.









Note * Delegated timesheet approvers have limited access to the team records. They can approve/reject timesheets but will not be able to submit timesheets on behalf of the employee/casual worker.

Starting point: Log in to HR Self-Service > Employee Dashboard > Managers Dashboard > Timesheet Manager Summary > Delegation > Add Delegation

Click **ADD DELEGATION** (top right) on the delegation tab. The **Add Approver Delegation** opens.

Field Name	Description
Type Type* Org Role	Select the 'Org role'

<p>From Date</p> <p>From Date*</p> <p>22-Feb-2021</p>	<p>Enter the start date of when the individual will begin approving timesheets on your behalf.</p>
<p>Delegate To</p> <p>Delegate To*</p> 	<p>Enter/search for the individual that is going to be approving timesheets on your behalf.</p> <p>Note* If you cannot find the person you are looking for you should speak to your HR team. Potential delegates need to be nominated in advance to appear here.</p>
<p>To Date</p> <p>To Date</p> <p>06-Mar-2021</p> 	<p>Enter the end of the individual's delegation process.</p> <p>Note* You can leave the delegation open ended if you are unsure of the end date.</p>
<p>Reason</p> <div data-bbox="220 725 520 860"> <p>Reason</p> <p>Away on annual leave, and I am unable to process any request that might come through </p>  </div>	<p>Provide your reason for delegating to the individual.</p>
 <p>Authorisation Box</p> <div data-bbox="220 949 671 1016"> <input checked="" type="checkbox"/> I authorise this individual to approve on my behalf </div>	<p>Remember to tick the box authorising the individual to delegate on your chosen dates.</p>
	<p>Click SAVE. A success message will appear - wait for the dark green line to fill.</p>

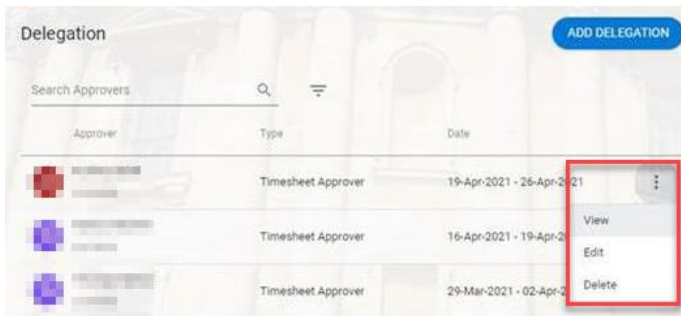
 **Note *** The end date is not the last date that the delegated approver can approve a timesheet (as one might expect). It is the date that the permission will be revoked. The permission is revoked at 00:00, so they will not be able to approve timesheets on that day. Managers will therefore need to add an additional day to the delegation. Eg if the back-up timesheet approver needs to approve timesheets on their behalf for the period 05/04/21 - 09/04/21, they would need to set the delegation from 05/04/21 - 10/04/21.

Edit or delete a delegation

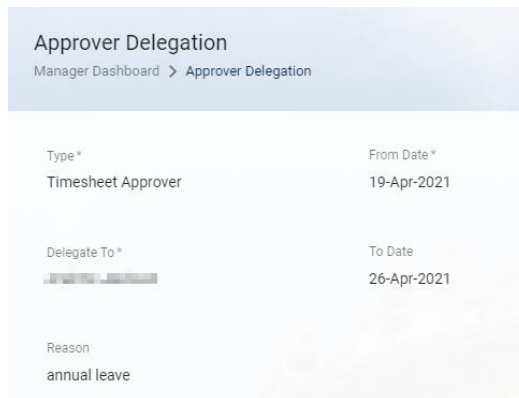
Starting point: Log in to HR Self-Service > Employee Dashboard > Managers Dashboard > Timesheet Manager Summary > Delegation

Only future recorded delegations can be edited or deleted.

1. Identify the delegate you wish to edit or remove.
2. Click the ellipsis (three dots) at the end of their row.
3. Choose **View**, **Edit** or **Delete** as appropriate:



View is a read only view of the delegation record.



Edit allows changes to be made to a future dated recorded delegations.



Delete will remove a future dated delegation record.

Delete

Are you sure you want to delete this?

NO YES

4. For edits make amendments or for deletions click **Yes** to any messages.
5. Click **SAVE**. A success message will appear - wait for the dark green line to fill.