

Payroll Administration

July 20, 2023

Approve Working Times

The purpose of this Job Aid is to provide instructions to time-approving personnel on how to approve time entries for all employees by generating the **Approve Working Times Report**.

Policy Bulletin 6638.1, Time Reporting and Time Approval Policy reminds administrators of their responsibilities regarding the time approval/certification process and the guidelines that must be followed to ensure compliance.

Time approval should be performed on a weekly basis in addition to the scheduled cut-offs

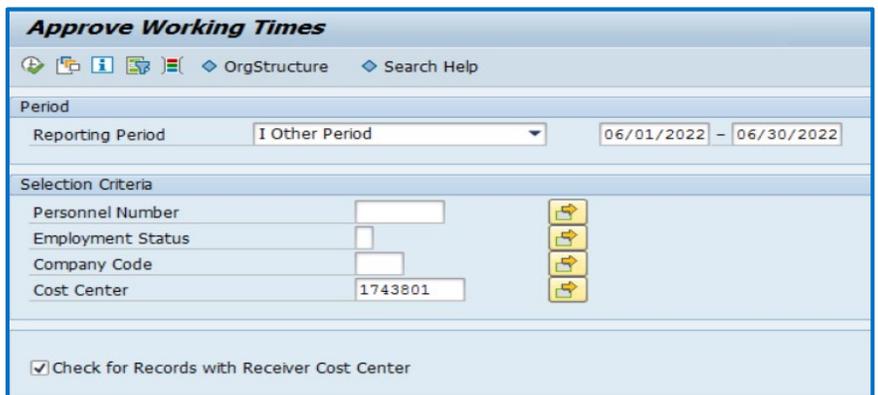


Use the following instructions to generate the **Approve Working Times Report**. The instructions begin from the **Approve Working Times Report (ZCATS_APPR_LITE)** initial screen.

1. The **Reporting Period** will default to the current month.
Do Not Change the Dates.

Note: The Cost Center will default to your assigned profile.

2. Click on **Execute**. 



The **Approve Working Time Report** will display as shown below.

In the Status column, a yellow triangle symbol  indicates time entries that are pending approval.

Employee/AppI.Name	Pers.No.	Date	Status	Number	MU	A/A type	Created on	Time	Created by	Last change	Time	Changed By	Full-day	Profile	Last name First name
Mary Aguilar		06/03/2022	▲	6.00	H	MSND	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:30:46	CALVARADO	<input type="checkbox"/>	AA-HRS-1	AGUILAR, MARY
		06/02/2022	▲	6.00	H	IL	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:30:46	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/01/2022	▲	6.00	H	RG	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:30:46	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
				18.00 H											
Susana Barron		06/06/2022	▲	3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input type="checkbox"/>	AA-HRS-1	BARRON, SUSANA
		06/03/2022	▲	3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/02/2022	▲	3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
	06/01/2022	▲	3.00	H	IL	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input checked="" type="checkbox"/>	AA-HRS-1		
				12.00 H											
Jarely Guerrero-Perez		06/03/2022	▲	6.00	H	SPSL	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:32:29	CALVARADO	<input type="checkbox"/>	AA-HRS-1	GUERRERO PEREZ, JARELY
		06/02/2022	▲	6.00	H	BV	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:32:29	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/01/2022	▲	6.00	H	RG	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:32:29	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
				18.00 H											
				48.00 H											

To Approve Time:

1. Highlight the desired time entries for approval (See shortcuts below).
2. Click on **Approve**. 

Employee/AppI.Name	Pers.No.	Date	Status	Number	MU	A/A type	Created on	Time	Created by	Last change	Time	Changed By	Full-day	Profile	Last name
Mary Aguilar		06/03/2022	▲	6.00	H	MSND	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:30:46	CALVARADO	<input type="checkbox"/>	AA-HRS-1	AGUILAR, M
		06/02/2022	▲	6.00	H	IL	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:30:46	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/01/2022	▲	6.00	H	RG	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:30:46	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
				18.00 H											
Susana Barron		06/06/2022	▲	3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input type="checkbox"/>	AA-HRS-1	BARRON, S
		06/03/2022	▲	3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/02/2022	▲	3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
	06/01/2022	▲	3.00	H	IL	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:43:01	CALVARADO	<input checked="" type="checkbox"/>	AA-HRS-1		
				12.00 H											
Jarely Guerrero-Perez		06/03/2022	▲	6.00	H	SPSL	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:32:29	CALVARADO	<input type="checkbox"/>	AA-HRS-1	GUERRERO
		06/02/2022	▲	6.00	H	BV	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:32:29	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/01/2022	▲	6.00	H	RG	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:32:29	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
				18.00 H											
				48.00 H											

Shortcuts:

You may use the methods below to select time entries for approval.

Function	Action
Shift + ↓	Highlight multiple rows
Ctrl + Shift + ↓	Highlight entire page
Ctrl + A	Highlight entire page

Line items with the approve icon  in the Status column, indicates that the time entries have been approved. The time approval process has been completed.

Approve Working Times

Employee/App'l Name	Pers.No.	Date	Status	Number	MU	A/A type	Created on	Time	Created by	Last change	Time	Changed By	Full-day	Profile	Last name First name
Mary Aguilar		06/03/2022		6.00	H	MSND	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	AGUILAR, MARY
		06/02/2022		6.00	H	IL	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/01/2022		6.00	H	RG	07/13/2022	14:30:46	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
				18.00 H											
Susana Barron		06/06/2022		3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	BARRON, SUSANA
		06/03/2022		3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/02/2022		3.00	H	RG	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/02/2022		3.00	H	IL	07/13/2022	14:43:01	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input checked="" type="checkbox"/>	AA-HRS-1	
				12.00 H											
Jarely Guerrero-Perez		06/03/2022		6.00	H	SPSL	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	GUERRERO PEREZ, J
		06/02/2022		6.00	H	BV	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
		06/01/2022		6.00	H	RG	07/13/2022	14:32:29	CALVARADO	07/13/2022	14:47:14	CALVARADO	<input type="checkbox"/>	AA-HRS-1	
				18.00 H											
				48.00 H											

Entries Are Approved

 **Time Entries Should Not Be Rejected.**

How to Reset Time Approval:

If a mistake happens, time entries can be reset for approval.

1. Select approved time entries that need to be reset.
2. Click the right side of the Approve button (**right facing triangle**) to choose the reset option from the dropdown menu.
3. Select **Reset Approval**.

Approve Working Times

Last/First Name	Pers.No.	Status	Date	Number	MU	WT	Att./abs. type
AGUILAR, MARY			06/10/2022	6.00	H		RG
			06/09/2022	6.00	H		RG
			06/08/2022	6.00	H		RG
			06/07/2022	6.00	H		RG
			06/06/2022	6.00	H		RG

2. Click on the Right Facing Triangle

1. Select Approved Time Entries

3. Select Reset Approval

Notice in the Status column the line items have been reset back to pending approval.

Approve Working Times

Last/First Name	Pers.No.	Status	Date	Number	MU	WT	Att./abs. type
AGUILAR, MARY			06/10/2022	6.00	H		RG
			06/09/2022	6.00	H		RG
			06/08/2022	6.00	H		RG
			06/07/2022	6.00	H		RG
			06/06/2022	6.00	H		RG

Time Entries Have Been Reset Back to Pending Approval

Verifying Time Approval is Complete:

Time Approvers should generate the **Time in CATS not yet Approved** report (ZTIMERECON_SCHOOL) to identify employees that have time entries reported but are not approved. Use the following instructions to generate the **Time in CATS not yet Approved** report (ZTIMERECON_SCHOOL).

1. Select the **Reporting Period**.
The system default is the current month.

2. Enter the **Payroll Area** (CE, CL, SM).

Note: The Cost Center will default to your assigned profile.

3. Select the Report Option **Time in CATS not yet Approved**.

4. Click **Execute**.



Time Reconciliation Report by Cost Center

4. Click Execute

1. Select the Reporting Period

Reporting Period: I Other Period | 06/01/2022 - 06/31/2022

Selection Criteria:

- Person ID: []
- Personnel Number: []
- Employment Status: 3
- Personnel area: []
- Personnel subarea: []
- Employee group: []
- Employee subgroup: []
- Payroll area: []
- Cost Center: 1743801

2. Enter the Payroll Area

Report option:

- Time in CATS
- Time in CATS not yet Approved
- Total hours for TMS 9
- Time Sheets with no entries (TMS=1)
- Time Entered and/or Approved after Cut-off
- Time Approved but not Transferred
- Reported hours vs plan hours for TMS 1

The **Time Reconciliation Report** for **Time in CATS not yet Approved** is shown below.

Time Reconciliation Report

Report option: Time in CATS not yet Approved
 Workdate: 06/01/2022 - 06/30/2022
 Run Date/Time: 07/14/2022 11:45:30
 System: QR2/910
 Cost Center: = 1743801
 Employment Status: = 3
 Status: = 10, 20, 50

Person	Pers.No.	Last/First Name	Cost Center	PArea	WS rule	TM	Hrs/Day	Date	A/A type	WT	Hours/Amount	MU	Prem. no.	Created on	Time	Created by	Appr. by	Gen. date	Status
		ZELADA, REBECCA	1743801	SM	GX_06	1	6.00	06/01/2022	RG		6.00	H		07/13/2022	14:55:02	CALVARADO			Entered
		ZELADA, REBECCA	1743801	SM	GX_06	1	6.00	06/02/2022	SPBN		6.00	H		07/13/2022	14:57:09	CALVARADO			Entered

In order to ensure all employees are compensated for time worked in an accurate and timely manner, it is important that time approvers generate the Time Reconciliation Report option Time in CATS Not Yet Approved on a weekly basis and on the scheduled cut-off dates to validate that all time entries are approved.



If time is not approved by the **Payroll Cut-off Deadline**, the system **will not** generate payment for the hours reported.