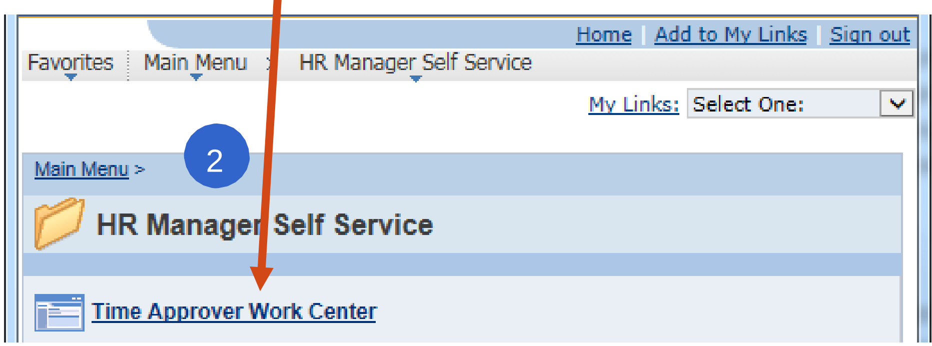
Time Management

The role of a **Time Approver** is very important to ensure employees are paid timely and accurately. The **Time Approver Work Center** is an easy-to-access, user friendly, one-stop resource for time approvers.

The **Time Approvers Work Center** page can be accessed two ways:

1 Log in to myums.maine.edu and under MaineStreet, click **Time Approver Work Center** *OR*

2 Log in to mainestreet.maine.edu and go HR Manager Self-Service > **Time Approver Work Center**



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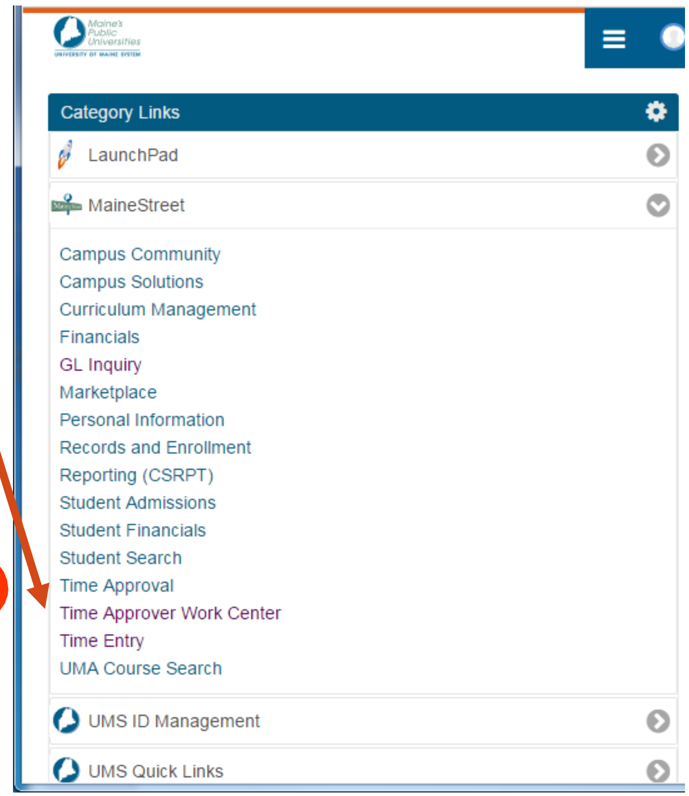
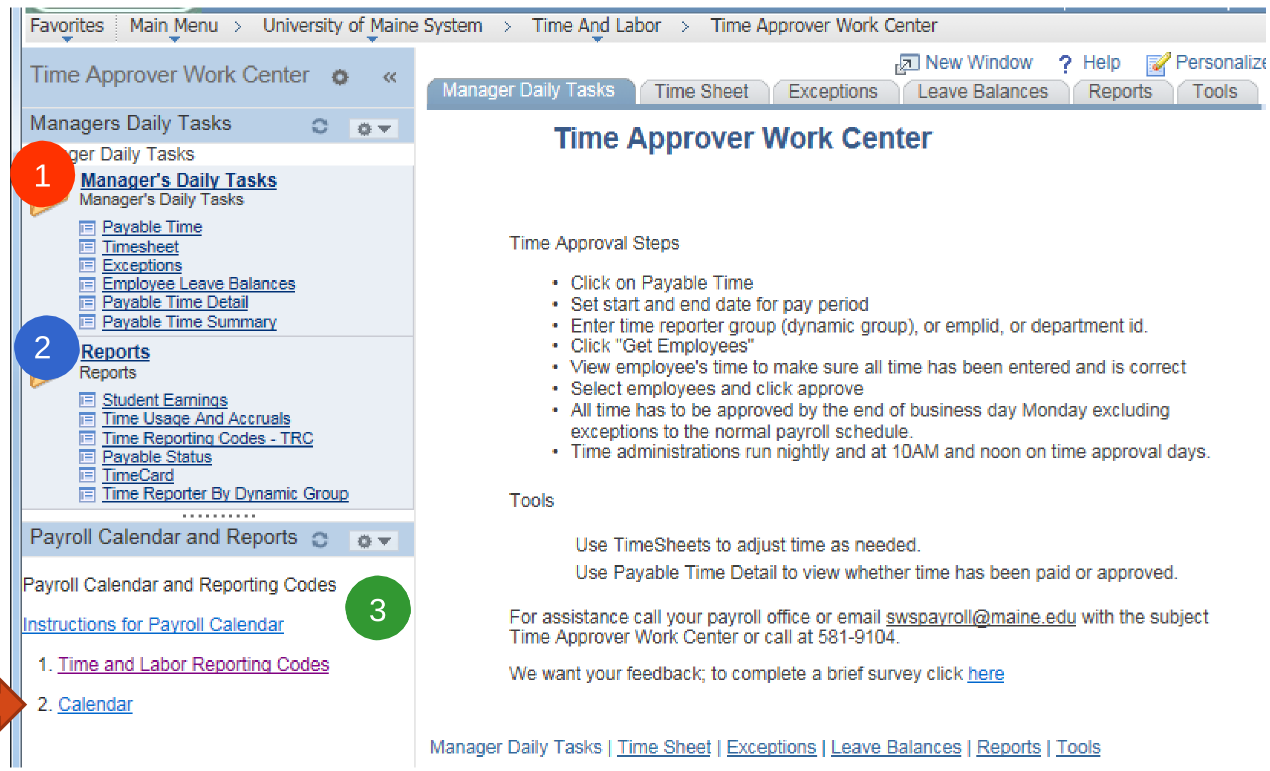


Time Approver Work Center

1. The Time Approver Work Center includes links to Manager's Daily Tasks starting with step-by-step instructions for approving time on the **Payable Time** page. *Payable Time is shown in more detail on the next page.*
2. Click links to run common and helpful **Reports**.
3. Time and Labor Reporting Codes (TRCs) provides you a list of all TRCs with definitions of each code. ***Note: TRCs impact how much employees will be paid so review carefully.***

*Click **Calendar** and never miss a payroll deadline! Simply link the Payroll Calendar to your Google Calendar and sign up for reminder notifications.*



Approve Payable Time

Time Managers may search for employee payable time based on several different criteria. See last page of this quick guide for information about managing your search options.

1 Enter your search criteria.

2 Enter the appropriate Start and End Dates. The date range is not limited to the current time period.

3 Click Get Employees

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- You can use more than one criteria to narrow your search results; for example, Group ID and Paygroup. Entering those two criteria will return all employees in a group paid on the same pay cycle.
- Be mindful that if you enter too specific criteria your search might result in in-complete results.

Approve Payable Time

1 **Not Recommended:** To approve time for a list of employees, click Select All and Approve. Be aware that if you click Select All and the list of employees comprises more than one page, time will be approved for employees listed on all pages.
To approve time for an individual employee place a checkmark next to their name and click Approve.

2 **Recommended**: Because TRC's determine what the employee is paid for, it is important to review an employee's reported time for the week to ensure the correct TRC was used. Click on the employee's name to view the Approval Details page for the week.

Note: This page is very wide and it's necessary to scroll right to view all columns. Click View All (far right) to see complete listing of all employees who match the search criteria.

Employees For Susan Apgar

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Workgroup	Taskgroup	Business Unit
☐	Elizabeth Employee	00 xxxxx	0	0008	Secretary	40.000000	AARHU	FT HOURLY	PSNONTASK	UMS01
☐	Susan Employee	00 xxxxx	0	0011	Administrative Assistant I	80.000000	AMAPS	FT HOURLY	PSNONTASK	UMS01
2 ☑	Roberta Employee	00 xxxxx	0	0011	Administrative Assistant I	80.000000	ANASS	FT HOURLY	PSNONTASK	UMS01
☐	Bonita Employee	00 xxxxx	0	0013	Admin Asst II (Conf)	80.000000	AARHU	FT HOURLY	PSNONTASK	UMS01
☐	Cassandra Employee	00 xxxxx	0	0008	Secretary	40.000000	ANASS	PT HOURLY	PSNONTASK	UMS01
☐	Christopher Employee	00 xxxxx	0	0013	Admin Asst II (Conf)	80.000000	ANASS	FT HOURLY	PSNONTASK	UMS01
1 ☐	William Employee	00 xxxxx	0	0015	Administrative Associate	80.000000	AMAPS	FT HOURLY	PSNONTASK	UMS01

☑ Select All ☐ Clear All

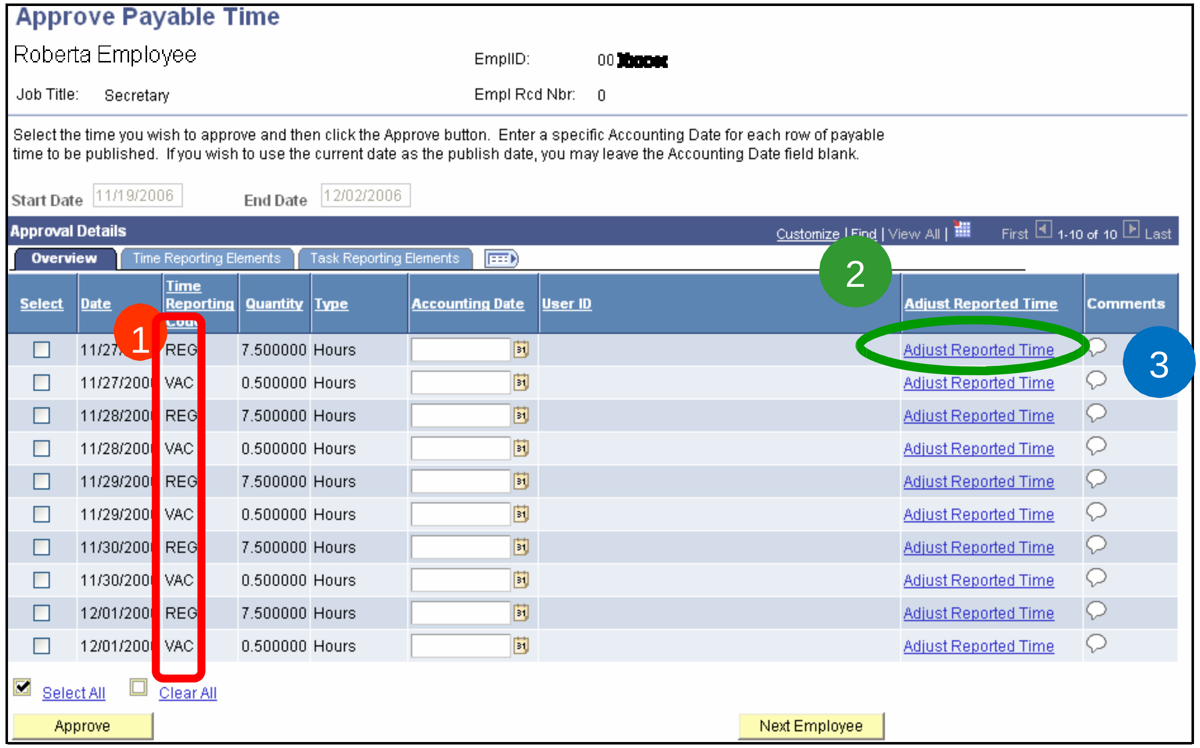
Approve

Approve Payable Time

1 Review Time Reporting Codes carefully for accuracy.

2 Only adjust reported time when absolutely necessary to ensure accuracy.

3 Add a comment for record-keeping purposes.



Approve Payable Time

Roberta Employee

EmplID: 00[redacted]

Job Title: Secretary

Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/19/2006 End Date 12/02/2006

Approval Details — Customize | Find | View All | First 1-10 of 10 Last

Overview | Time Reporting Elements | Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
☐	11/27	REG	7.500000	Hours			Adjust Reported Time	
☐	11/27/200	VAC	0.500000	Hours			Adjust Reported Time	
☐	11/28/200	REG	7.500000	Hours			Adjust Reported Time	
☐	11/28/200	VAC	0.500000	Hours			Adjust Reported Time	
☐	11/29/200	REG	7.500000	Hours			Adjust Reported Time	
☐	11/29/200	VAC	0.500000	Hours			Adjust Reported Time	
☐	11/30/200	REG	7.500000	Hours			Adjust Reported Time	
☐	11/30/200	VAC	0.500000	Hours			Adjust Reported Time	
☐	12/01/200	REG	7.500000	Hours			Adjust Reported Time	
☐	12/01/200	VAC	0.500000	Hours			Adjust Reported Time	

Select All | Clear All

Approve | Next Employee

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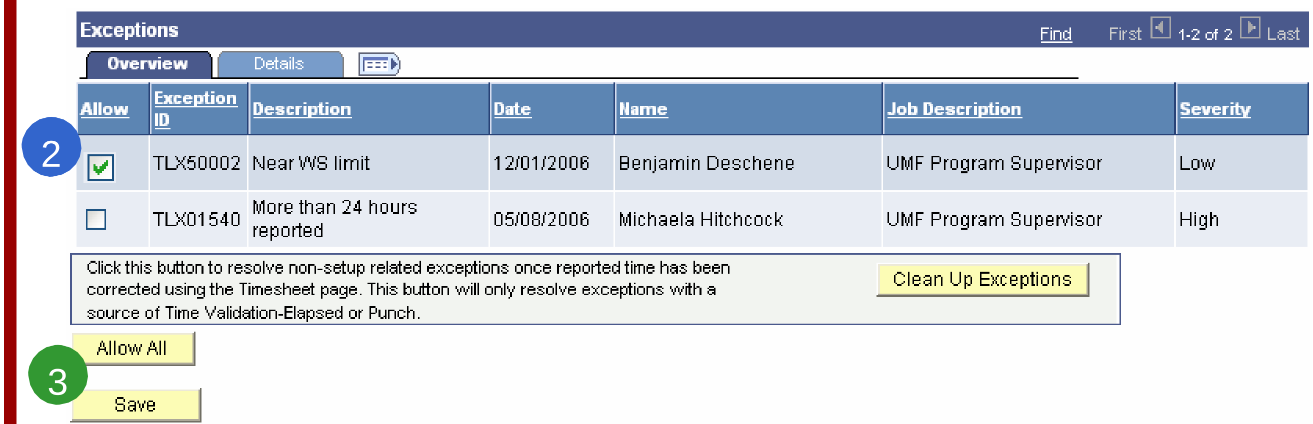
- On most pages you can select links to return to Previous Week or Previous Employee as well as advance to Next Week or Next Employee.
- You may leave a comment by clicking the icon and filling out the comment field.

Manage Exceptions

There are two levels of severity for **Exceptions**: High and Low. Payable time is not created for reported time that generates an exception. In most cases you should ask the Time Reporter to correct the time that generated the exception and then submit the corrected time; Or, you can “allow” the exception so it becomes payable time when Time Admin runs. Follow these steps to lookup existing exceptions:

1. Search for a group of employees or an individual employee as you do to approve time.
2. To allow an exception, place a checkmark in the checkbox in the Allow column and click Save.
3. To allow all exceptions resulting from a search, click Allow All and then Save.



FYI

- The Time Administration nightly process will generate payable time for allowed exceptions and that payable time will need to be approved.
- If an exception is not allowed, the time will not become payable time. An employee will not be paid for any unresolved exceptions.
- A nightly purge process will delete any exceptions that have been allowed, approved and paid by payroll.
- Allowed (but not approved) exceptions remain exceptions in the system, until they are purged. The only way to eliminate exceptions be- fore the scheduled purge is for the employee to delete the originally reported time and resubmit new time.

Manage Search Options

To modify what criteria appear on your Search pages, in your Time Management menu click Manager Search Options.

1 To include a criteria in your searches check the Include in Criteria box. Remove the checkmark to re- move the criteria.

2 To include a column for specific criteria on your search result pages place a checkmark in the Include in List column. Remove the checkmark to hide the criteria.

3 Before you can save your search options, you must enter a value in at least one search criteria field. For example, if you frequently manage time for a group of employees, you could enter the Group ID assigned that group in the Group ID field.

4 Click Save when finished.

Contact Us!

If you have questions about how to stay current with time approval or how to address late time approval challenges, please contact your Payroll team at 581-9104 or payroll@maine.edu and we'll be happy to help!

Payroll Center
University Services:
Office of Human Resources
Tel: (207) 581-9104
Fax: (207) 561-3456
Email: payroll@maine.edu