

**Frequently Asked Questions: Time Approval for Managers**

<b>Q:</b>	<b>What is changing about access to approve timesheets?</b>
A:	<p>As of June 11, 2018, managers no longer need to submit an <a href="#">IS Service Request Form</a> to get access to approve timesheets for their direct reports. Managers may also delegate their time approval responsibility to another employee through Manager Self-Service functionality, without having to submit an IS Service Request Form.</p> <p>In addition, it is now possible for managers to have access to the timesheets for only their direct reports. Previously, time approval access was assigned on a departmental basis, which means that managers and other time approvers in some departments may have had to filter through a list of timesheets for many employees in order to find the ones they were responsible for approving.</p>
<b>Q:</b>	<b>I already have access to approve timesheets. How does this affect me?</b>
A:	<p>If you are a manager and already have access to approve timesheets for your direct reports, this change will not affect your ability to approve their timesheets.</p> <p>If you currently have access to approve timesheets for employees who are not your direct reports, Payroll Services will contact you to determine whether your access is still required based on the needs of your department, or if your access should be removed.</p>
<b>Q:</b>	<b>I am a manager with direct reports that has never had access to approve timesheets before. Do I need to do anything to get access?</b>
A:	<p>No. You will have access to approve timesheets for your direct reports as of June 11, 2018. Please ensure that you understand the requirements of the <a href="#">Time Reporting Policy</a> and refer to the instructions for approving time at the following link:  <a href="http://financialaffairs.depaul.edu/payroll/time_reporting.htm">http://financialaffairs.depaul.edu/payroll/time_reporting.htm</a></p> <p>Instructions for delegating your time approval responsibility may be found at the following link:  <a href="http://financialaffairs.depaul.edu/docs/Time_Approval_Delegation.pdf">http://financialaffairs.depaul.edu/docs/Time_Approval_Delegation.pdf</a>.</p> <p>You may contact Payroll Services at any time with questions about approving time:  <a href="mailto:Payroll@depaul.edu">Payroll@depaul.edu</a>            312-362-8692</p>
<b>Q:</b>	<b>How do I approve timesheets?</b>
A:	<p>Please refer to the instructions available at the following link:  <a href="http://financialaffairs.depaul.edu/payroll/time_reporting.htm">http://financialaffairs.depaul.edu/payroll/time_reporting.htm</a></p> <p>You may contact Payroll Services at any time with questions about approving time:  <a href="mailto:Payroll@depaul.edu">Payroll@depaul.edu</a>            312-362-8692</p>

<b>Q:</b>	<b>I am a manager and I already have a designated time approver who approves the timesheets for my direct reports. Do I need to do anything as a result of this change?</b>
A:	With the automation of time approval security for managers, if you do not already have it, you will be given access to approve timesheets for your direct reports. If there is another person in your area who currently approves timesheets for your direct reports, that person may continue to do so with his/her current level of access. You do not need to do anything at this time.
<b>Q:</b>	<b>Will we still need to use an IS Service Request Form to request access to approve timesheets?</b>
A:	<p>If your job function requires you to review and/or approve timesheets for employees who are not your direct reports, you may still need to submit an <a href="#">IS Service Request Form</a> in order to receive access.</p> <p>For example, if you are a backup time approver for a group of employees, but the employees' manager needs to retain primary responsibility for approving timesheets, you will need to submit an IS Service Request Form in order to obtain access to approve timesheets for those employees. In this situation, the delegation cannot be entered through manager self-service, since the managers need to retain access to approve timesheets for their direct reports.</p> <p>Another situation in which an IS Service Request Form would be required for access is when a manager wishes to delegate time approval responsibility to multiple individuals. Delegation made through manager self-service can be to only one person. If there is a second delegate for time approval, an IS Service Request Form would be required to give that delegate access to approve timesheets. If, at a later time, the second delegate transfers to another position or should no longer retain that time approver access, an IS Service Request Form would be required to remove that second delegate's access to approve timesheets.</p> <p>Please contact Payroll Services with any questions about time approval delegation or if you are uncertain whether an IS Service Request Form is required for access to approve timesheets.</p> <p><a href="mailto:Payroll@depaul.edu">Payroll@depaul.edu</a> 312-362-8692</p>
<b>Q:</b>	<b>Can I delegate my time approval responsibility to more than one person?</b>
A:	See the previous Q & A. Through manager self-service functionality a manager can delegate his/her time approval responsibility to only one person. If there is another delegate who also needs access to approve timesheets, an <a href="#">IS Service Request Form</a> must be submitted to request access for that delegate.
<b>Q:</b>	<b>Can my time approval delegate approve his/her own timesheet?</b>
A:	No, delegates are not allowed to approve their own timesheets. If a manager delegates time approval responsibility to an hourly employee through manager self-service, the delegate will not be able to approve his/her own timesheet. In that situation, the manager will still have to approve the timesheet for the delegate or submit an <a href="#">IS Service Request Form</a> to request access for another person to approve the delegate's timesheet.

<b>Q:</b>	<b>Can I be a time approval delegate for more than one manager?</b>
A:	Yes, the same person may be a delegate for more than one manager.
<b>Q:</b>	<b>A manager wants me to approve timesheets for his/her direct reports. How do I get access?</b>
A:	<p>If the manager has not previously made a time approval delegation through manager self-service, the manager can make the delegation in myHR. Use the following link for step by step instructions:  <a href="http://financialaffairs.depaul.edu/docs/Time_Approval_Delegation.pdf">http://financialaffairs.depaul.edu/docs/Time_Approval_Delegation.pdf</a></p> <p>If the manager already has a time approval delegate, and wants you to also have access to approve timesheets for his/her direct reports, the manager should submit an <a href="#">IS Service Request Form</a> to request access for you.</p>
<b>Q:</b>	<b>My job duties require me to have access to review and approve timesheets for all employees in a department. How do I obtain this access?</b>
A:	<p>One way to receive access to approve timesheets for an entire department is to submit an <a href="#">IS Service Request Form</a> to request access for that department. Receiving access for a department through this method allows the managers to retain their own time approval authority. See below for detailed instructions on completing the IS Service Request Form.</p> <p>Another way to receive access to approve timesheets for an entire department is to have each manager in the department delegate their time approval responsibility to you. In that case, the managers no longer have the ability to act as time approvers for their direct reports. Also, when there is turnover within the department, each new manager must also make you his/her time approval delegate.</p>
<b>Q:</b>	<b>If a manager delegates time approval authority, can she/he still approve timesheets if necessary?</b>
A:	No. When a manager makes a delegation through manager self-service, the manager relinquishes her/his ability to approve time. If the manager wants to assign an alternate time approver, but wishes to retain his/her access to approve timesheets, the alternate time approver must obtain access through the submission of an <a href="#">IS Service Request Form</a> .
<b>Q:</b>	<b>If a manager delegates time approval authority, can she/he still view the timesheets for his/her direct reports?</b>
A:	Yes. If a manager makes a time approval delegation through manager self-service, the manager still has access to view, but not approve, the timesheets for his/her direct reports.
<b>Q:</b>	<b>If my direct report changes positions or departments, do I have to do anything to retain time approval access?</b>
A:	No. As long as that person still reports to you after the position or department change occurs, no action is required to retain your access to approve that person's timesheet.

<p><b>Q:</b></p>	<p><b>How do I complete an IS Service Request Form to receive access to approve hours for all employees in a department?</b></p>
<p><b>A:</b></p>	<p>Create a new IS Service Request in Campus Connect (Navigation Bar: Self Service&gt; IS Service Requests&gt; My Requests&gt;</p> <ul style="list-style-type: none"> <li>• Enter Name or EmplID of the employee needing time approver access</li> <li>• Click Search and select the appropriate name</li> <li>• The next page automatically populates the time approver’s information and supervisor</li> <li>• Expand the PeopleSoft Access section</li> <li>• Select Time and Labor from the dropdown menu under Owner (you will be taken to a new screen)</li> <li>• In the Role or Role Description box type ‘Payroll Time Approver’ and select Add from the dropdown menu under Action</li> <li>• Check the box for Human Resources under ‘Select Systems for Actions’</li> <li>• Enter the department ID for which time approver access is needed in <i>both</i> the Time and Labor DeptID field and the Position Data DeptID field</li> <li>• Include an explanation for this request (e.g. need access to approve part-time hours in department xyz) in the Notes section</li> <li>• Click OK and save request</li> <li>• Upon submission each request will begin a workflow consisting of four approval steps:             <ul style="list-style-type: none"> <li>○ Supervisor of the Time Approver</li> <li>○ Time and Labor/Payroll</li> <li>○ Time Approver</li> <li>○ PeopleSoft Security</li> </ul> </li> <li>• When the request is submitted, an email is automatically sent to the first approver, notifying them of the need to review a request. This email will be sent from <a href="mailto:noreply@depaul.edu">noreply@depaul.edu</a></li> <li>• A requestor can view the status of a request by logging in to Campus Connect: Navigation Bar – Self Service&gt; IS Service Requests&gt; My Requests</li> <li>• Pending approvers can also access the request by logging in to Campus Connect: Navigation Bar – Self Service&gt; IS Service Requests&gt; My Approvals</li> </ul>