

Approve Working Times

Approve Working Times (ZCATS_APPR_LITE) is used to approve time entered by the time keeper. Policy Bulletin 6638.0, **Time Reporting and Time Approval Policy** reminds administrators of their responsibilities regarding the time approval/certification process and the need for administrators to designate skilled back-up time approvers.



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

Benefits of Approve Working Times:

- Greatly reduces risk of under paid employees.
- Allows for minimal reruns on cut-off dates.
- Allows staff to review approved time in Employee Self Service (ESS) for regular validation.

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

- Select desired Reporting Period. The system default is the current month.
- The Cost Center will default to your assigned profile.
- Check Execute.

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

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

Last/First Name	Pers.No.	Status	Date	#	MU	WT	A/A	type	Created by	Time	Last change	Time	Changed by	Rec. Cctr	Rcvr Fund	Receiving Func. Area	Full-day	Appr. by	Gen. date	AAbt	Receiver			
DE LA TORRE, CIRA	601505	▲	01/06/2017	4	H	RG			TK1853601_ST	11:39:08	02/02/2017	11:39:08	TK1853601_ST											
		▲	01/05/2017	4	H	RG			TK1853601_ST	11:39:08	02/02/2017	11:39:08	TK1853601_ST											
		▲	01/04/2017	4	H	RG			TK1853601_ST	11:39:08	02/02/2017	11:39:08	TK1853601_ST											
																						12 H		
SHAHA, ADRIENNE	301575	▲	01/09/2017	2	H	SAXB			TK1853601_ST	10:26:42	01/31/2017	10:26:42	TK1853601_ST	1853601	010-0000	1110-2100-10400						BELL SH 1000/18536		
																						2 H		
VERDUGO, CARMEN	1090758	▲	12/29/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/28/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/27/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/23/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/22/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/21/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/20/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/19/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/19/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
		▲	12/19/2016	6	H	RG			TK1853601_ST	14:15:51	02/01/2017	14:15:51	TK1853601_ST											
																						54 H		
																						68 H		

Approve Working Times

2. Click to Approve

Last/First Name	Pers.No.	Status	Date	Σ Number	MU	WT	A/A type	Created by	Time
BENAVENTE, RALPH	240239	▲	09/26/2016	6	H	IL	DROMERO1	10:29:49	
		▲	09/16/2016	6	H	RG	DROMERO1	10:30:23	
				12	H				
HORTA, OSCAR	672785	▲	08/31/2016	6	H	RG	RH010	19:58:16	
		▲	08/17/2016	6	H	IL	ERO1	10:26:04	
				16	H				
JANSSEN, ROLF	301315	▲	08/17/2016	8	H	IL	DROMERO1	10:26:04	
		▲	08/16/2016	8	H	IL	DROMERO1	10:26:04	
				16	H				
SHEMWELL, DAVID	327552	▲	10/11/2016	1	H	RP	SKIM	14:26:25	
		▲	10/07/2016	1	H	IL	SBAEZ	08:39:11	
				35	H				

1. Highlight the Entries

- Highlight lines to be approved
- Click on Approve

Shortcuts:

You may use the methods below to select desired 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.



Time records **should not** be Rejected.

Approve Working Times

Last/First Name	Pers.No.	Status	Date	Σ Number	MU	W	A/...	Created by	Time	Last change	Time	By
BENAVENTE, RALPH	240239	▲	10/19/2016	6	H	IL	SBAEZ	08:35:29	02/08/2017	08:39:11	SBAEZ	
		▲	10/18/2016	6	H	IL	SBAEZ	08:35:29	02/08/2017	08:39:11	SBAEZ	
		▲	10/17/2016	6	H	IL	SBAEZ	08:35:29	02/08/2017	08:39:11	SBAEZ	
		▲	10/11/2016	6	H	IL	SBAEZ	08:19:31	02/08/2017	08:39:11	SBAEZ	
		▲	10/10/2016	6	H	IL	SBAEZ	08:19:31	02/08/2017	08:39:11	SBAEZ	
		▲	10/07/2016	6	H	IL	SBAEZ	08:19:31	02/08/2017	08:39:11	SBAEZ	
				36	H							
JANSSEN, ROLF	301315	▲	10/05/2016	8	H	BV	SBAEZ	08:36:40	02/08/2017	08:39:11	SBAEZ	
		▲	10/04/2016	8	H	BV	SBAEZ	08:36:40	02/08/2017	08:39:11	SBAEZ	
		▲	10/03/2016	8	H	BV	SBAEZ	08:36:40	02/08/2017	08:39:11	SBAEZ	
				24	H							
SHEMWELL, DAVID	327552	▲	10/07/2016	6	H	WC	SBAEZ	08:37:23	02/08/2017	08:39:11	SBAEZ	
		▲	10/06/2016	6	H	WC	SBAEZ	08:37:23	02/08/2017	08:39:11	SBAEZ	
		▲	10/05/2016	6	H	WC	SBAEZ	08:37:23	02/08/2017	08:39:11	SBAEZ	
		▲	10/04/2016	6	H	WC	SBAEZ	08:37:23	02/08/2017	08:39:11	SBAEZ	
				30	H							
				90	H							

Entries are approved

How to Reset Time Approval

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

- Click to highlight approved lines items that need to be reset.
- Click the right side of the Approve button (right facing triangle) to choose the reset option from the dropdown menu.
- Select Reset Approval.

1. Select Approve (Right Facing Triangle)

2. Select Reset Approval

Last/First Name	Pers.No.	Status	Date	Σ Number	MU	W	A/...	Created by	Time
BENAVENTE, RALPH	240239	▲	10/17/2016	6	H	IL	SBAEZ	08:35:29	02/08/2017
		▲	10/11/2016	6	H	IL	SBAEZ	08:19:31	02/08/2017
		▲	10/10/2016	6	H	IL	SBAEZ	08:19:31	02/08/2017
		▲	10/07/2016	6	H	IL	SBAEZ	08:19:31	02/08/2017
		▲	10/07/2016	6	H	IL	SBAEZ	08:19:31	02/08/2017
				36	H				
				36	H				

Notice in the Status column the line item has been reset back to pending and is released for approval.

Approve Working Times				
Last name First name	Pers.No.	Status	Date	Σ Number
CASTILLO RUIZ, JAIME	749983		10/04/2016	1
				8
			10/01/2016	8

Entry has been reset to Released for 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 reported time entries, but are not approved. Use the following instructions to generate the **Time in CATS not yet Approved** report (ZTIMERECON_SCHOOL).

- Select the **Reporting Period** desired. The system default is the current month. In the example 10/1/2016 to 10/31/2016 is used.
- Enter the specific **Payroll Area** (CE, CL, SM).
- Select the Report Option **Time in CATS not yet Approved**.
- Click Execute in the menu bar to generate the report.

3. Select Execute

Change Dates As Needed

Reporting Period: 10/01/2016 - 10/31/2016

1. Enter Payroll Area

2. Select This Option

Report option: Time in CATS not yet Approved

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.

An example of the Time Reconciliation Report for Time in CATS not yet Approved report is show below.

Time Reconciliation Report																			
Person ID	Pers.No.	Last name 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
240239	240239	BENAVENTE, RALPH	1853601	CE	4CA06	9	6.00	10/20/2016	IL		6 H	6 H		02/08/2017	09:31:33	SBAEZ			Entered
240239	240239	BENAVENTE, RALPH	1853601	CE	4CA06	9	6.00	10/21/2016	IL		6 H	6 H		02/08/2017	09:31:33	SBAEZ			Entered