MANAGE SYSTEM APPROVED TIME (MSAT)

A Quick Reference Guide

This process is to replace the UMTL706 report for the HR Batch approved time. By confirming the time in the Summit dashboard you acknowledge that you reviewed the time.

Confirming Time

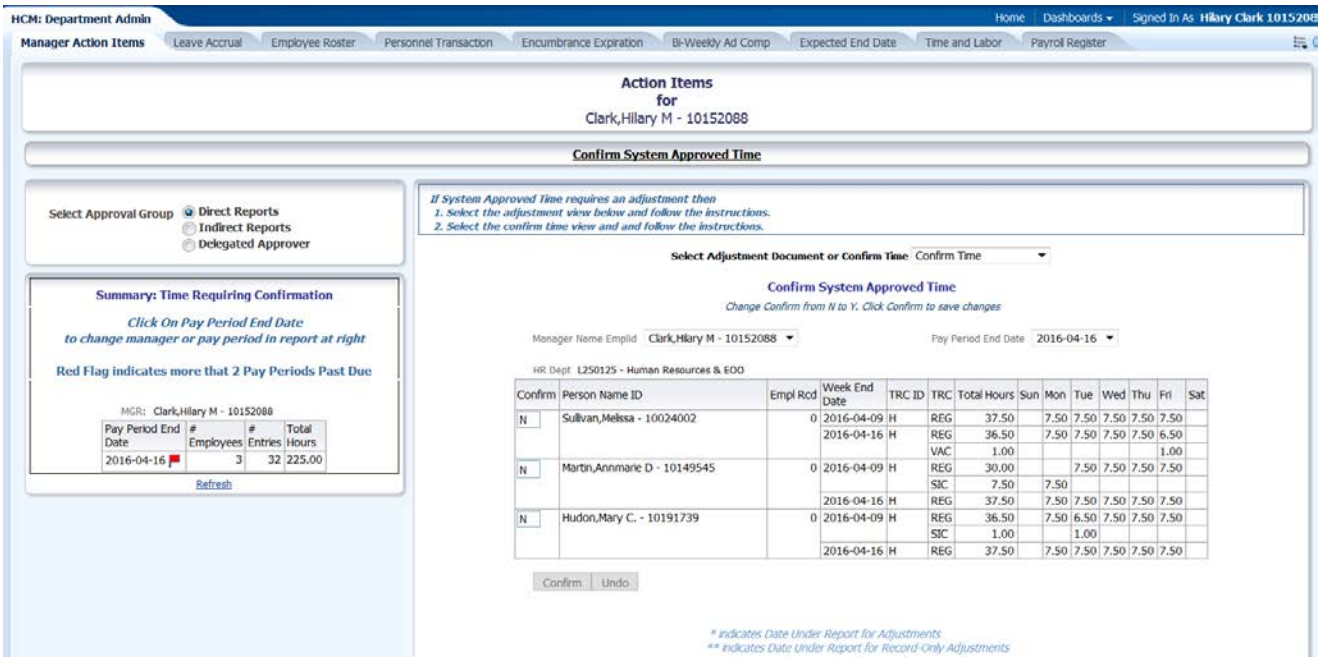
Managers with system approved time will receive a system generated email that includes a link directing them to Summit where they will need to log in and navigate to the page to review and confirm time.

1. From the HCM: Department Admin dashboard, click on the Manager Action Items tab.

2. Review the time that is listed for each employee.
3. Confirm all time that is correct by changing the N to a Y in the Confirm column and click the Confirm button. Leave time that is not correct with a status of N and proceed to the next section.

If System Approved Time is not correct

1. If the system approved time is not correct and you need to make an adjustment, select Adjustment Document from the Select Adjustment Document or Confirm Time drop down.
2. This will display the time that was system approved and will add an additional row below it to identify the new time reporting code (TRC) and hours. Print the document as a PDF, write in your changes and sign. Send the adjustment document to your campus HR payroll office.
3. You will now need to confirm the system approved time following the steps above.



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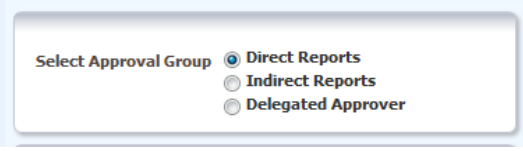
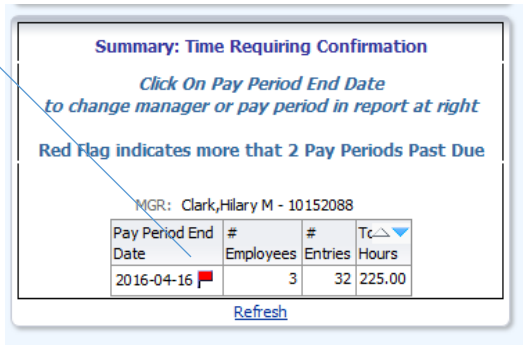
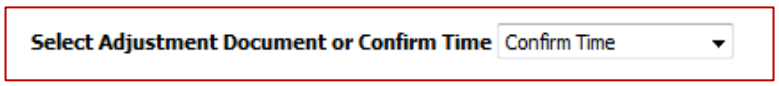
Things to notice:

Select Approval Group (Upper left corner)	Summary: Time Requiring Confirmation
1. Direct Reports – will display system approved time for employees that report directly to you. 2. Indirect Reports – will display system approved time for employees that report to one of your direct reports. You may have options under the Manager Name Emplid drop down if you have more than one direct report. 3. Delegated Approver – will display system approved time for employees that report to managers you are a delegated approver for. You may have options under the Manager Name Emplid drop down if you are delegate for more than one manager. Toggle between your choices. 	This report will display all of the pay periods that there is System Approved Time needing confirmation. You may double click on the Pay Period End Date in this section to display the details in the **Adjustment Document or Confirm Time** report. A red flag indicates that the time is more than two pay periods past due for confirming time.  When you switch between groups you will need to click Refresh below the Summary. Best practice is to work from the top of this report to the bottom.

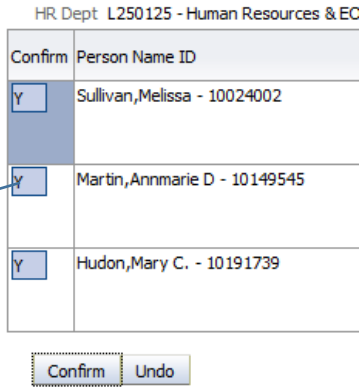
Select Adjustment Document or Confirm Time

Here is where you can select the action you need to take. If all of the time is correct.

Select Confirm Time



Confirm time by changing the N to Y



Key Buttons

- **Confirm:** Use the confirm button to post the confirmation.
- **Undo:** You can use the Undo button to reset your Confirm values back to N

NOTE: Once you click Confirm and the process completes that time is no longer pending confirmation and will not appear here.

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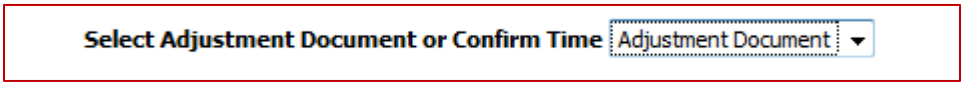
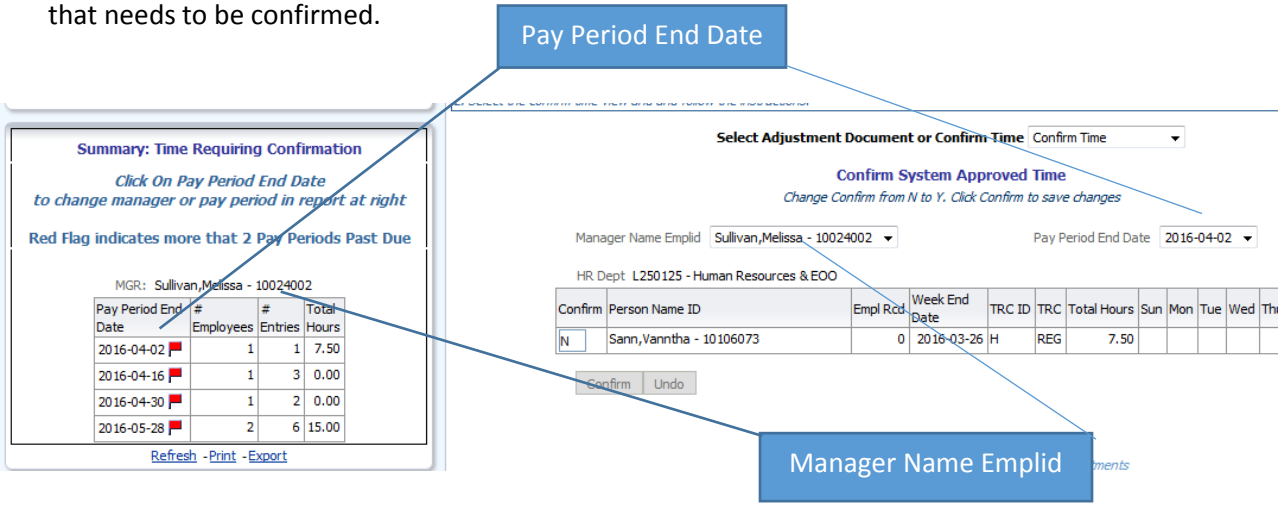
Select Adjustment Document – adds an additional row to the grid and gives you the option to Print or Export



where you can then make notations and send the document to your campus payroll office.

- Pay Period End Date – lists only pay periods where there is system approved time that needs to be confirmed.
- Manager Name Emplid – the manager's listed in the drop down have employees with system approved time that needs to be confirmed.



NOTE: Ideally time should be approved by the deadline in HR Direct. If time has not been approved, it will appear in this Summit dashboard. For the first two pay periods the employees' direct manager will be notified by email that there is system approved time that needs to be confirmed. After two pay periods the managers' manager will also be notified. Notifications will go out until the time has been confirmed.

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FAQ:

The dashboard doesn't seem to respond.

Summit dashboards perform of lot of work behind the scenes, but there are ways to tell if the dashboard is busy working.

Other symbols are a spinning circle in place of the cursor arrow or a spinning clock. This can be an OBIEE Issue or it is also a common reported web browser event.

On this dashboard page the most common indication is in the upper right of the dashboard next to 'Sign out'		This means all done.
		This means busy working.